

MINUTES OF THE COMMUNITY COMMITTEE MEETING OF EXCALIBUR PRIMARY SCHOOL

WEDNESDAY 21st OCTOBER 2015 - 5.30PM

PRESENT:

Lise Houldsworth LH Headteacher
 Vicky Alsop VA Chair
 Mike Cross MC
 Yvonne Hilditch YH

Observer
 Simon Cotterill SCo

<i>Item</i>	<i>TOPIC / PURPOSE</i>	<i>Action</i>
1	APOLOGIES FOR ABSENCE No apologies were received from Sakina Shulver.	
2	DECLARATION OF INTEREST No declarations of interest.	
3	MINUTES The minutes of the meeting held on Wednesday 20 th May 2015 were agreed as a true record and signed.	
4	<p>MATTERS ARISING FROM THE PREVIOUS MINUTES</p> <ul style="list-style-type: none"> • Obtain quotes for chancel insurance (YH) – This had not been completed but the land had not yet been transferred to the Alsager Trust. • The Director of Children Services Report (Summer Term) item 1 contains a legal requirement for the school website that the list of governors included information on their term of office – this has been added to the governor listing on the main governor page on the website by YH • YH has ordered an Accessibility Audit and once this has been completed the plan will be updated and ready for review – this has not yet been completed and YH will chase the order and completion of the audit. • The governors discussed the following training and issues that they felt should be completed and bought in by the governing body. <ul style="list-style-type: none"> ○ The governing body should bring in a mentoring system for new governors ○ The governors should look at achieving Governor Mark <p>This was taken to the full governor meeting on 1st July 2015 and discussed and VA/MC agreed to look into the Governor Mark and the mentoring system would be trialled when the next new governor is appointed</p> <ul style="list-style-type: none"> • The governor skill audit completed by the governors in the spring term will be summarised by YH and taken to the Strategic Leadership and Management Committee on 1st July 2015 – This was taken to the Strategic Leadership and Management Committee on 1st July 2015 but 3 governors had not completed the skills audit so YH has now obtained the completed audit from these 3 governors and the collated returns will be presented to the next Strategic Leadership and Management Committee on 25th November 2015 for review. • The governor school walkabout that took place before the meeting and the following items were found: 	<p>YH</p> <p>YH</p> <p>VA/MC</p> <p>YH</p>

	<ul style="list-style-type: none"> ○ There were no padlocks on the EYFS shed ○ A panel was missing from the EYFS fence <p>These items would be added by YH to the Caretaker Jobs Log – These items were added to the Caretaker Jobs Log and were completed in July 2015.</p>	
5	<p>APPOINT A CLERK TO THE COMMITTEE</p> <p>Yvonne Hilditch was appointed as the clerk of this committee for 12 months.</p>	
6	<p>AGREE THE COMMITTEE TERMS OF REFERENCE</p> <p>The committee's terms of reference was reviewed and agreed to be taken for approval to the full governors meeting on 16th December 2015. Once agreed they would be shown in the Governor Handbook and on the school website.</p>	
7	<p>SCHOOL DEVELOPMENT PLAN PRIORITIES 2015/16 – Review the SSDP objectives for the Community Committee, the Community Cohesion events and British Values in relation to Behaviour and Safety</p> <p>Priority 5 - Healthy Lifestyles</p> <ul style="list-style-type: none"> • The school achieved the Sainbury's Gold School Games Mark for 2014/15 for the second consecutive year. The School Games Mark is a Government led awards scheme to reward schools for their commitment to the development of competition across their school and into the community. Schools in England are able to assess themselves from bronze to gold levels. The advantages of the mark are that OFSTED can use it as part of their inspection framework, we have received a certificate to display and the logo has been added to the school letterhead and will be added to the website. Only 3 schools in the Sandbach Partnership have received the gold award more than once. • The Life Education Van visited the school for three days from 5th to 7th October 2015 to enhance our on-going programme of Personal, Social, Health and Citizenship Education (P.S.H.C.E) , this was funded by Friends of Excalibur. The van was parked on the school grounds and each class was timetabled to visit it with their teacher for a session designed specifically for that year group. The guest educator delivering the workshops was very impressed with our children's knowledge and understanding and our own teachers reported that the children had a good recall of their learning in the van last year. This is a high quality resource which builds year on year in a very engaging, exciting way. • The nurture provision, year 6 peer counsellors and year 6 playleaders are continuing in 2015/16. Two schools have visited the school in the last two terms to look at and talk through the nurture provision within school to get some ideas for starting up their own provision. • The school kitchen refurbishment was completed in August 2015 for the start of the new term. The governors were shown around the new kitchen at the end of the meeting. <p>Priority 6 - Staying Safe</p> <ul style="list-style-type: none"> • The designated safeguarding lead, LH, has attended the SCiES (Safeguarding Children in Educational Settings Team) termly Autumn meeting. The meeting concentrated on the new Prevent Agenda and the Channel Awareness online 	

training available to all school staff. This Channel Awareness training module has been completed by all school staff and most of the governors.

- The deputy safeguarding lead, SC, has attended the SCiES designated lead workshop on 23rd September 2015.
- The Key Stage 2 Manager, Juliet Tomkinson, has been booked on the Level 2 training on 18th November 2015
- A staff meeting took place on 21st September on the Prevent Agenda on and how this sits within Safeguarding. It is about children being given the opportunity to explore the issue of diversity and understand Britain as a multi-cultural society within a safe learning environment. By building self-esteem in our children they will not be influenced by any negative peer pressure they may encounter. Through the meeting the staff became more aware of the prevent agenda and their responsibilities of recognising individuals that are susceptible to radicalisation.
- All year groups have begun this terms computing curriculum with a session on e-safety that has been enhanced by the new e-safety display in the ICT suite. E-Safety is embedded into the computing curriculum provision.
- All school staff have received bullying prevention training from the SCiES team called "It's character building isn't it" on 14th September 2015. The main areas of the training were:
 - The law and school requirements
 - Research and findings
 - OfSTED and bullying incidents
 - The framework for dealing with incidents
 - The link with the KiVA project

Most staff have now got increased confidence in dealing with bullying and identifying who could be susceptible to bullying within each cohort. The lessons learnt from the training and the new guidance have been built into the new Bullying Prevention Policy.

- The front of office at school has been reconfigured with the introduction of a reception desk and the blocking up of the office hatch. A new security camera has been positioned in the reception area so that movement around this area can be monitored from inside the School Business Managers office. This has enabled school office staff to monitor the movement of all pupils and visitors in and out of school more closely.
- The 2014/15 Behaviour and Bullying log and analysis had been completed and was presented by LH. There were three items on the bullying log for 2014/15. An analysis of the completion of Golden Rule sheets for 2014/15 was presented with the corresponding figures for 2013/14 and for each year there were less than 20 completed, that is less than 10% of the school population. The main golden rule that was broken was keeping hands and feet to themselves and this had mainly happened in the playground at lunchtime.
- The school became a KiVa school in September 2015. KiVA is an anti-bullying prevention initiative from that was developed at the University of Turku in Finland. KiVa training had been completed by a member of the Senior Leadership Team and a Key Stage 2 Teaching Assistant in September, this training was funded through ACT. The training has been disseminated to all staff in a whole staff meeting on 16th November and it builds on what the school already does. KiVa an action area that can be included in the children's curriculum, such as the monthly KiVA lessons with the children in each class and the online games, and these look to prevent bullying. There are also actions that are used when a bullying case is identified. The two trained members of staff are due to do a presentation to the Full Governors during this academic year to

discuss the progress of the KiVa program within Excalibur.

- The school has a programme of events for the anti-bullying week in November.
- All the children in the school have received First Aid training by St John's Ambulance this week from 19th to 21st October. They received different length lessons according to age with Year 6 receiving a full day training, Year 4 and 5 half a day training and the rest 1 hour training. The training was paid for by a successful school grant and so it was free.

Community Cohesion

- Margaret Keeling from the Alsager Ladies Circle came to talk to the children in assembly on Tuesday 22nd September about the One World Festival in Alsager on 10th October. The theme of the festival was the four R's: Recycle, Reduce, Repair and Reuse.
- The year 4 class took part in the One World week celebrations at Alsager School on Saturday 10th October. Art Brasil, a professional Brazilian drumming group, taught the whole class authentic Brazilian drumming over two sessions and 15 of the children performed with the Art Brasil Bateria on the stage at the One World Festival.
- The work of the Alsager Community Trust continues in 2015/16 with two new headteachers. Results have been shared by all the primary schools and there is openness and support from all the schools.
- The Good to Outstanding group continues in 2015/16 and has been renamed REaCH (Rode Heath, Excalibur and Cledford, Haslington).
- Parents, carers and grandparents were invited into school to attend the Harvest Service on Friday 2nd October. We collected £185.50 in donations after the service for the Save the Children Syrian Crisis as requested by the pupils on the school council as they wanted to make a contribution to help children in this part of the world after seeing it on the news.
- The parents of the Reception children were invited into school to have lunch with their children on Wednesday 2nd October.

British Values

- The school council elections took place in school on Friday 18th September 2015. The children prepared their own manifestos, presented them to their classes and the children then voted on ballot papers that were put into ballot boxes as they entered the school assembly.
- On Wednesday 7th October four members of Excalibur's elected school council took the train to London for a tour of the Houses of Parliament. Representatives from Cranberry Academy, Alsager Highfields, St Gabriel's, Pikemere and Alsager School joined our pupils on the visit. They saw democracy in action first hand. They had a chance to go inside the House of Commons and House of Lords where they were able to learn about the different parties, where each sits and the process of voting. Following the tour they attended a voting workshop where they were split into 6 constituencies then choose promises that they then presented to the other groups. They then voted and a Prime Minister was elected from the winning group. The members will talk to the other children in school about their visit in assembly next week. The trip was organised by Alsager Community Trust.
- The School Council will be working with the Trust's Student Voice Co-ordinator, Emily Clarke, during the second half of the Autumn term. She will be working with the children to help them to create a presentation about their visit to

	<p>Westminster.</p> <ul style="list-style-type: none"> Through the RE curriculum the school has planned visits from visitors of different faiths in the Monday assemblies but is having difficulty organising visits to different places of worship. This is due to cost of the coach having to be borne by the parents and carers and we cannot expect them to pay for more than one visit per term. <p>Other Strengths</p> <ul style="list-style-type: none"> The school assembly rota has been carefully planned to include SMSC (spiritual, moral, social and cultural), British Values, Healthy Living, Safety and Curriculum drivers the 5 R's (Resourceful, Reflective, Resilient, Responsible and Reasoning) The house point system has been revitalised this term with a new token system in the reception area of the school and non- uniform days for the winners house each half term. <p>Other Threats</p> <ul style="list-style-type: none"> During the annual heating boilers testing it was found that one of the boilers could no longer be used due to rust damage internally. YH has obtained a quote for the replacement of the boilers and it was £21,000. YH is in contact with Ian Hales who is within the property management section of the local authority. She is hoping to receive some funding to help to replace both boilers but this will not be until Summer 2016. <p>How much will the Local Authority Fund? They will fund 90% of the cost of the new boilers leaving the school to fund the 10% but they will complete a full refurbishment of the boiler room that could cost over the £21,000 quote that the school has obtained.</p> <ul style="list-style-type: none"> There has been an impact on staff due to parent behaviour. The school is to bring in a number of policies this term so that clarification can be given to parents. <p>What are these policies? They are the Policy for dealing with incidents of abuse, threats, intimidating behaviour or violence towards staff and the Social media policy for staff, pupils, parents and the wider school community that have been presented to this committee for approval.</p> <p>Other Weaknesses</p> <ul style="list-style-type: none"> The school needs to provide lighting to the drive as it is dark after 4.30pm in winter and the school site is in use. YH is to obtain costings new electric gates at the end of the drive and lighting to see if this can be afforded in this academic year. <p>How much do you think that will cost? From quotes that we have seen from other schools we think it will be between £10,000 and £15,000.</p>	YH
8	<p>REVIEW ANY ISSUES ARISING FROM THE ANNUAL HEALTH AND SAFETY REVIEW AND OTHER HEALTH AND SAFETY RISK ASSESSMENTS AND AUDITS.</p> <ul style="list-style-type: none"> The Local Authorities Health and Safety meeting took place with SC, YH and Susan Sills from the Local Authority on 16th May 2015 . The report was presented to the governors and there were no recommendations. A suitability survey was completed by Danielle Crowson from the Local Authority on 7th October 2015 . This was presented to the committee and she has highlighted that the school does not have a holding bay at the front of school 	

	<p>and this has been added to the School Risk Listing. She has also highlighted that the mobile classroom is not suitable for early years provision in the future and that the school may be able to receive funding from the local authority to help with the replacement of the windows and heating boilers. This is to be investigated by YH.</p> <ul style="list-style-type: none"> • YH presented the Identified Risks Listing report of all the hazards identified by the school risk assessments and any other assessments and reviews both internally and by external contractors. It summarises all hazards identified within school together with any costs, the actions to be taken and by whom, the target completion date and details of when the remedial action was completed and therefore the risk reduced. 	
9	<p>DISCUSS ANY CHANGES TO THE BUILDING MAINTENANCE 3 YEAR PLAN</p> <p>LH presented the building maintenance 3 year plan. The top part of the plan will come out of the tenants maintenance budget, the bottom part will only be completed if the school can bid successfully for money.</p> <ul style="list-style-type: none"> • 2015/16 plan The following work highlighted for 2015/16 had been completed: <ul style="list-style-type: none"> - The reception and office area had been reconfigured - The school mobile had been refurbished and refitted with furniture and screens so that it can be used as an intervention space as discussed in the Summer term committee meeting. - The school kitchen has been refurbished and a gas interlocker fitted with the help of a £25,000 grant from Cheshire East. - New wifi boxes have been installed throughout the school to give greater wireless coverage. - New cabling to the mobile classroom to allow internet use and a telephone to be installed. <p>The following work highlighted for 2015/16 has yet to be completed:</p> <ul style="list-style-type: none"> - The disabled toilet needs redecoration - Year 6 needs new wired cabling - Lighting to the drive - Gates to be replaced or painted - Library area need replacement furniture - Replacement of the front doors - Replacement of the storeroom doors in each classroom. • Plans for the creation of a holding bay - If the school can obtain grant funding then it will add a holding bay at the front of the school entrance. 	
10	<p>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SUMMER TERM 2015 FOR THIS COMMITTEE</p> <p>YH presented the report informing the governors of the following items of importance for this committee:-</p> <p>Item 1 – Governance and Liaison Update</p> <ul style="list-style-type: none"> • The school governance regulations 2015 enables governing bodies to include associate members on their committees set up to deal with staffing issues, this does not include associates that are members of staff or pupils. Associate members can count towards the quorum for that committee. • The statutory guidance for governors has been updated and governors need to 	

look at the guidance on

- Succession planning
- Completion of a governor skills audit annually – this has been completed for 2015/16 and will be presented in the Strategic Leadership and Management Committee.
- Publication of governor’s details and Register of Interests - this has been added to the school website governor pages.
- Responsibility to identify and secure Induction and ongoing training for all governors.
- The governing training programme for the Autumn term – this had been distributed to all governors and was available on the governor only pages of the school website.
- Information on governors that need to be included on the main pages of the website and not downloadable:
- The structure and remit of the governing board and committees with the details of the chair of each – This is included in the governor pages of the school website.
- For each governor who has served in the last 12 months: the full name, date of appointment, term of office, date they stepped down, who appointed them, relevant business and pecuniary interests – these are all available on the governor pages of the school website.
- The attendance record at the governing board and committee meetings over the last academic year.
- Early Years Pupil Premium is not applicable as it is for 3 and 4 year olds.
- National Leaders in Governance are experienced chairs who support chairs in other schools and they are looking to recruit new NLG’s and the criteria are listed in the report.
- The latest version of the Ofsted Inspection Process has been published. This has been added to the governor only pages of the school website so that it can be reviewed by governors.
- School are reminded if the schools are to consider a change in school category they need to inform the Local Authority with a copy of the agenda 7 days before the meeting is to take place.

Item 4 – Attendance Guidance – What’s new for September 2015

- From 1st September 2015 the government has reduced the persistent absence threshold from 15% of lessons to 10% of lessons – The school has amended the attendance page on the school website to reflect the changes and has changed the way it reviews attendance on a two weekly basis by looking at all attendance under 92% rather than 90%.
- Term Time Holidays has remained the same as in 2014/15

Item 5 – Inspecting Safeguarding under the New Ofsted Common Inspection Framework from 1st September 2015

- Governors are expected to read and understand the new framework. Safeguarding has a much greater emphasis than in the past and they will test whether pupils feel safe and are safe.
- Inspectors will look over 5 areas:
- A positive culture where safeguarding is an important part of everyday life
- The effectiveness of safer recruitment, vetting, safeguarding policies and procedures.
- Staff awareness of the signs of harm from within the family and wider community

All

	<ul style="list-style-type: none"> • Timelessness in response to safeguarding concerns • Quality of school contribution to multi-agency plans for the child. <p>Item 6 – Extremism and Radicalisation Prevent Duty 1st July 2015</p> <ul style="list-style-type: none"> • All schools have a duty under section 26 of the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism, The Prevent Duty. • Governors need to ensure that they have read and understood the guidance to the ensure that the school is fully compliant with the statutory Prevent Duty. <p>Item 7 – Keeping Children Safe in Education UPDATE</p> <ul style="list-style-type: none"> • The Keeping Children Safe document has been updated to include the Prevent Duty to emphasise the responsibilities concerning children missing from education. • The school has a mandatory reporting duty under section 28 of the Female Genital Mutilation Act 2003 which places a statutory duty on teachers to report to the police where the discover FGM appears to have been carried out. <p>Item 13 – Responsibility of Schools for Learning Outside the Classroom</p> <ul style="list-style-type: none"> • Governors of Foundation schools are reminded that it is their responsibility that there is compliance with all Health and Safety legislation during school visits and overnight stays. Failure could result in the Trust or the Governing Bodies criminal liability for breaches of this legislation. <p>Governors need to ensure:</p> <ul style="list-style-type: none"> - The school has an up to date school visits policy – December 2014 - The school ensures that new staff have support when planning school visits – New school staff have a senior leadership staff mentor - The school staff who approve visits have the appropriate training - The school’s Business Manager and Headteacher have received training as Educational Visits Co-ordinators. The school uses the EVOLVE system to record all school visit and residential risk assessments and these are reviewed by the school business manager and headteacher before the visit takes place. - The trip leaders have the relevant expertise – Expertise is added and considered in all school visit risk assessments. 	<p>All</p> <p>All</p>
11	<p>REVIEW OF POLICY LISTING</p> <p>All policies except Accessibility Plan are up to date. YH has ordered an Accessibility Audit and once this has been completed the plan will be updated and ready for review.</p>	YH
12	<p>REVIEW OF POLICIES TO BE TAKEN TO THE FULL GOVERNORS MEETING</p> <p>The following policies were reviewed and it was agreed to send the policies for approval at the Full Governors Meeting on 16th December 2015.</p> <ul style="list-style-type: none"> • Lettings and charges policy to be used from 1st January 2016 • Policy for dealing with incidents of abuse, threats, intimidating behaviour or violence towards staff • Social media policy for staff, pupils, parents and the wider school community • Behaviour policy • Safeguarding policy framework for children and young people 	

	<ul style="list-style-type: none"> Bullying prevention policy 	
13	SAFEGUARDING ISSUES No further issues	
14	REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS None	
15	ANY OTHER BUSINESS None	

Part one of the meeting concluded at 7:00pm

The meeting was declared closed to parents, staff, the public & press

Minutes agreed and signed as a true record by V. Alsop (chair)

Date 16/12/15

No Part 2 meeting took place as there were no issues to discuss