

Chairs Report

Premises & Safety Committee:

6th November

Committee:

Donna Dolphin (Chair), Eleanor Thompson, Claire Farrier, Kazeem Aremu, Karen Griffen

Review of minutes of previous meeting on 20th June 2104 and matters arising.

The minutes of the previous meeting were reviewed as agreed an accurate record. The committee was satisfied with the school's actions towards outstanding items were satisfactory. The new cycle shelter and adjacent buggy shelter was now finished. The kitchen redevelopment had been completed on time to a good standard. A new small group teaching space had been created by reducing the size of kitchen. A proposal was noted to develop this into an enrichment and extension area. The Cyclical Maintenance Audit records show that the cyclical maintenance of the school premises continued to be carried out to a good standard.

Site Inspection

The committee carried out a site inspection of a number of key areas undergoing recent development.

KS2 Classroom Utility Areas

All KS2 Classroom art sinks and storage units have been replaced.

Covered Walkway

Repairs to the damaged covered walkway have been completed.

Cycle Park

The cycle park and buggy parks are now in use. The school has developed a policy to ensure safe use of pupils who are now riding to school. Links had been established with Sustran to promote safe cycling.

Kitchen Redevelopment

The kitchen development has transformed the kitchen into a modern, state of the art, facility. It has also enable the creation of an additional teaching space. A number of minor snagging items remain. These will be reviewed at the next meeting.

KS2 Playground Garden

The garden wall has been repaired and top stones replaced with a decking boards. Additionally, the water fountains have been repaired.

Future Premises Projects

The committee was unable to review future projects as the 3 year asset management plan had not been updated. Mr Tallon outlined a timetable for completion by the end of term. Committee would then review and approve the proposed projects in due course.

Safeguarding Update

Safeguarding Report

The Headteacher presented the draft 2013-14 Safeguarding report to governors. This report is based on Ofsted's section 5 inspection guidance (published September 2014). It is intended to provide governors with a mechanism to evaluate their safeguarding responsibilities and provide an overview practice.

The Headteacher explained the definition of Safeguarding was now very broad and covered a number of aspects from child protection to health and safety. The Head demonstrated, through an audit, how school arrangements meet Ofsted's inspection criteria; a number of reports and policies were also presented as evidence. These included:

- Statutory Policy Updates (Behaviour, Child Protection, Staff Code, H&S)

Committee noted that all key policies had been updated and presented to staff during training days at the start of term. All policies are now published on the school website.

- Attendance & Punctuality Report Update
The Deputy Head, who is the lead behaviour professional, presented a report that outlined how the school supports good attendance. Committee noted that Woodcroft's attendance for Y1 to Y6 during 2013-14 was the highest ever recorded (96%). Targets have now been set to further reduce persistent absence (those with attendance below 85%) to less than 4% and improve punctuality by reducing the number of late pupils to below 2%.
Committee suggested that this should be communicated as a real figure i.e. less than 40 lates per week. The Deputy undertook to include this in the weekly attendance publication.
A number initiatives have been implemented to improve attendance even further. These include the appointment of a school EWO who runs a bi-weekly attendance surgery.
- 2013-14 Green Book 'behaviour' Incident Report.
Analysis of behaviour incidents was presented to committee. Despite the total number of incidents increasing this was due to the incorporation of KS1 in the figures this year. Previously they have not followed the same system. Over 50% of incidents were accounted to Y6. The Deputy Head pointed out that this was a particularly challenging year group. A significant number of initiatives have been put in place to support good behaviour. Committee expect the number of incidents to now reduce and will monitor outcomes closely.
- Racist, Homophobic and Bullying Incident Report
Woodcroft have robust monitoring and response procedures to deal with incidents of racism, homophobia and bullying. Committee noted a total of 14 incidents reported. All had been dealt with and resolved in line with school policy.
- Exclusions
Committee reviewed the number and reasons for excluding pupils. Committee were informed by the Headteacher that the school does not send pupils home for behaviour incidents without formally recording such matters.
- Child Protection Audit Updates
The Headteacher presented an anonymised audit of active Child Protection and CAF cases that the school is involved with. Committee expressed concern at the level of challenge presented by the volume of cases, especially the number of CAFs that are coordinated by the school.
The school is currently dealing with:
18 families that require social services involvement (LAC, CP, CIN or undergoing assessment)
10 Families supported by a CAF
The Headteacher outlined how these aspects of school administration may require an additional appointment to manage the workload and provide supervision to school staff dealing with vulnerable children and families.
- PSHE Curriculum Developments
The Head explained how a key element of safeguarding was the proactive education of children to ensure they understand how to keep themselves safe and also report concerns.
The school is currently reviewing its PSHE curriculum in line with the schools AIM@ principles. These exciting initiatives will bring PSHE and assemblies in line with the whole school 'creative' curriculum and build on the foundations of

British values. The Head plans to publish the new programme in January 2015 or earlier.

Finally, the committee inspected the school single central record and signed the updated 'Child Protection Audit'.

The committee is satisfied that child protection and safeguarding arrangements are effective and robust at Woodcroft.

Critical Incidents and Business Continuity Plan

The current policy was distributed to Governors for review and comment. A new policy will be published in January 2015 to support the school's Finance Audit (SVFS).

Cleaning Contract Issues

The concerns with cleaning standards remained despite targets set by the Headteacher for the contracted company, Servest. However, Committee were informed that as of 31st October the cleaning contract had been removed from Servest and awarded to Churchill. The Head had had an initial meeting with the regional manager and hoped to see a rapid improvement in cleaning.

Donna Dolphin

November 6th 2014

Premises & Safety Committee: 20th June 2014

The Minutes of previous meeting on 27th February were reviewed and agreed.

Matters Arising

The following matters arising from the previous meeting were discussed:

- Electrical Upgrade: The upgrade was completed successfully. The Local Authority reimbursed the school the full cost of the works (£28,000).
- Cyclical Maintenance & Asbestos Monitoring: the Headteacher, H&S Rep and Caretaker have all now undergone Asbestos Awareness training.
- Cleaning Contract Issues – inconsistent levels of service still remain and are being monitored.

Site Inspection

A Site Inspection was carried out. The following areas were reviewed in detail:

- A new cycle shelter and adjacent buggy shelter was being built at the front entrance.
- Plans for the Kitchen Redevelopment, scheduled 30th July, were discussed. It involves the creation of an additional teaching space. The proposal is to dedicate this space to enrichment and extension activities for the more able.
- KS2 Garden Capping Stone replacement are to be a scheduled summer job
- Dining Room acoustics have been postponed until the kitchen development is complete
- The Wireless Network Upgrade has been completed.

Cyclical Maintenance Audit

The committee reviewed each aspect the cyclical maintenance audit in detail. Where certification is due for renewal the committee noted that the Head has identified each aspect and is contacting the companies concerned.

Safeguarding Update

The committee reviewed Safeguarding Audit file. It was noted that the Staff Training Record has been updated in light of recent L2 and L3 training by teachers with designated Child protection responsibility. Also, whole staff training has taken place relating to the DfE Document – Working With Children in Schools booklet:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300319/KCSIE_FINAL_8PG.pdf

It was noted that the school has also updated and redistributed its School Code of Conduct.

The Head and Chair of Governors are scheduled to attend Safer Recruitment Training.