

**MINUTES OF THE MEETING of the Community Committee**

**HELD ON 14/11/2018 at 5pm**

**at Wensley Fold CE Primary Academy, Blackburn**

**PRESENT:** Safina Alam Marriane Bennison  
John Leigh (CoG) Rehana Master  
Julie McFeely (Chair) Elaine Rae  
Ehsan Raja Donna Simpson (Headteacher)

**IN ATTENDANCE:** Sue Blackwell (SBM) Sara Burton  
Maggie Beck (Clerk)

The meeting started at 5pm, chaired by Julie McFeely.  
Items 1 and 2 were taken by Maggie Beck, as Clerk.

**1. APOLOGIES FOR ABSENCE**

**ACTION**

All Committee Members were present. No apologies were received.

**2. APPOINTMENT of CHAIR**

Julie McFeely was unanimously elected as Chair of the Committee, proposed by John Leigh and seconded by Rehana Master.

**3. APPOINTMENT OF VICE CHAIR**

Maggie Beck, as Clerk, handed back the meeting to Julie McFeely, as Chair.

Ehsan Raja was unanimously elected as Vice Chair of the Committee, proposed by Safina Alam and seconded by John Leigh.

**4. AGREE TERMS OF REFERENCE**

The Committee agreed the Terms of Reference, as proposed by John Leigh.

**5. DECLARATION of PECUNIARY INTEREST**

There were no declarations of pecuniary interest received at the meeting.

**6. CODE of CONDUCT – ANNUAL**

The Committee agreed the Code of Conduct.

**7. MINUTES OF THE LAST MEETING HELD ON 20/06/18 (copy enclosed)**

Received: A copy of the minutes of the last meeting dated 20/06/18.

Resolved: The minutes of the meeting dated 20/06/18 having been previously circulated were accepted as a true record and were signed by the Chair of the Committee.

**8. MATTERS ARISING FROM THE MINUTES**

Governors asked re the current ongoing building works, which were discussed in more detail at Item 12 of the Agenda.

**9. REVIEW & MONITORING OF SERVICE LEVEL AGREEMENTS (SLAs)**

The following SLAs were reviewed and agreed by the Committee:

Safeguarding Board  
Grounds Maintenance – Nurture  
Property Services – LA  
Waste Collection – LA  
Pest Control

**10. SCHOOL DEVELOPMENT PLAN 2018/19**

Donna Simpson spoke briefly of the SDP, which had been given out at the first Governors' Meeting of the school year, earlier in September.

Proposer: John Leigh    Seconder: Julie McFeely. It was agreed by the meeting.

**11. HEALTH & SAFETY ISSUES**

The following issue was presented to the meeting by the Headteacher, Donna Simpson.

Road Safety Patrol: parents had informed school that the Road Safety Patrol hadn't been in attendance at the school crossing since Autumn Half-Term. Following her enquiries to Cheryl Sandford at Blackburn with Darwen Council, Sue Blackwell had discovered that the Authority are no longer able to provide a replacement service.

Cheryl had then emailed to say that the Authority would provide a replacement, at a cost of £400, who would be employed by school.

She also stated that school could share a Road Safety Patrol with the other schools within the vicinity, all of whom have pupils using the crossing. All schools would need to agree to this.

There followed a discussion amongst the Committee Members. Julie McFeely raised concerns re the Health and Safety of pupils, crossing without the Road Safety Patrol. Safina Alam pointed out that the Council resources are now limited and that School Patrols will not be replaced. Sue Blackwell and Donna Simpson both questioned the safety aspects of pupils crossing alone; whilst understanding that the Council had to make cuts, they felt strongly that given the dangers of Preston New Road, there could be accidents, and that the Council had a responsibility to provide the service. Safina replied that it is the school's responsibility to safeguard its pupils. School Staff acknowledged that this is the case, but also pointed out that they were unaware that there was no Patrol, until parents came to tell them. Donna Simpson felt that the Council should highlight to families that services are being cut and that more and more services are to be school led, despite reductions in school budgets. She stated that the LA hadn't taken the decision lightly. Julie McFeely asked whether school needs another crossing, given the safety concerns. Sue Blackwell advised that she would keep Governors updated.

Sue Blackwell to update re School Road Safety Patrol at next meeting

**12. PLANNED MAINTENANCE WORK**

Donna Simpson informed the meeting of the current works to the room outside her office. She said school had need of additional space for family meetings and for the SENDCo to lead interventions etc. Staff had worked hard to relocate resources kept in the room and the space was being converted into two smaller rooms – one for the Pupil Wellbeing Leader, and one for the SENDCo, both of whom were making excellent use of the facilities. In addition, there is now outside access to the Pupil Wellbeing Room, without the need to enter school via the main entrance.

Donna to ask Finance Meeting for costs of £9K for building works.

All Committee Members agreed that this was a most worthwhile project and requested Donna Simpson ask Finance Committee to agree the proposed costs of £9K.

### 13. UPDATE OF POLICIES

Donna Simpson signposted all governors to the school website, where all policies are published.

The following policies were discussed and agreed:

Safeguarding/Child Protection – amendments made in the light of the new legislation.

British Values

Equality

Children in our Care

Admissions, including Fair Access

Charging and Remissions

Car Parking – (signs outside school have proved to be beneficial and seem to be working. Sue Blackwell to buy two more signs.)

Attendance Policy – no amendments. Governors asked to note that Donna Simpson had attended a Headteacher Briefing earlier in the day, where advice was given for schools to screen attendance at 96%, as this is the National Figures. Currently, school screens at 90%. There could be considerable additional workload, but school plans to move towards screening when attendance drops to 96%.

Discretionary Leave of Absence policy for pupils – no amendments – school continues to have meetings attended by staff, governor representative, and parents, when requests for discretionary leave are made. It is felt that some parents do reconsider their plans, in the light of these discussions.

NEW POLICY – Visitor Policy – it was noted that this is not yet on the website. Donna Simpson explained that the policy states what is expected from its visitors. There is now a new system re the issuing of lanyards of various colours, dependent upon a visitors' DBS Clearance Status. Eg: Headteachers visiting school would wear their own school ID; contractors will wear yellow lanyards, with red lanyards worn when visitors don't have a DBS check. Other visitors wear different colours, as outlined in the policy.

Staff have spoken to the children in assembly re TRUST, explaining that visitors wearing red lanyards must always be accompanied by a familiar adult, and that they should politely challenge unaccompanied visitors, asking their name and role.

Governors to read the draft policy before the next meeting.

### 14. EXTENDED SCHOOLS REPORT: (copy tabled & attached)

Sara Burton, Extended Schools' Co-Ordinator led the discussion of her report.

There are 225 children taking part in clubs this term, with staff running 32 different clubs. Over the Summer Holidays, there was a varied programme of events for the children, including horse riding, family trips, visitors to club, museum trips.

Highlights included singing at the University Graduation and taking part in National Poetry Day, where 3 of the 5 winners were pupils at Wensley Fold.

Donna Simpson, speaking on behalf of the meeting, thanked Sara Burton, for working with school staff, to provide such an interesting programme for the children, which is going from strength to strength under her leadership.

Donna Simpson to check with Mary re publication of the Visitor Policy

Governors to read the draft policy, which will be brought to the next meeting.

(Sara left the meeting at this point)

**15. SCHOOL HOLIDAY PATTERN 2019-2020**

Donna Simpson presented the proposed pattern for school holidays in 2019-2020. She asked for opinions from the Governors present, re a review of the 2 week holiday in October. It is felt that staff enjoy the two week holiday, but that there are some difficulties around staff wellbeing and in securing quality training, when working the five days as twilights, after the normal school day.

It is also felt that some parents may be taking advantage of the additional week, using it to take further extended leave, which exacerbates extended leave issues for school, or could it be that because parents are going away over the two weeks, this reduces term time leave.

There followed a discussion re the advantages/disadvantages of the holiday pattern.

Julie McFeely suggested that school should publish the attendance figures before and after the implementation of the two weeks, to show impact of the initiative.

Donna Simpson asked if a letter could be sent to parents, from governors, requesting that they honour the 2 week holiday and refrain from taking additional leave. Rehana Master questioned whether it would have the desired effect.

ACTION: Governors asked if Tazneem Abdul, Pupil Wellbeing Leader, would come to the next meeting and present the attendance figures from before and after the 2 week holiday system, to enable comparisons to be made, and the pattern reviewed.

Tazneem Abdul to present attendance figures to next meeting

**16. GOVERNOR TRAINING & VISITS TO SCHOOL**

It was requested that Governors continue to hand their forms to Mary, via the school office. Now that school has signed up to the Governor Clerking SLA, training can be accessed from Governor Services. Maggie Beck stated that training could also be bespoke, meeting the particular needs of Wensley Fold Governing Body.

Governors were thanked for their recent visits to school – governors came to the WW1 Centenary Assembly and John Leigh had accompanied children to Corporation Park for the local commemoration service.

**17. SCHOOL DIRECT**

There are 20 School Direct Associate Teachers this year. Interviews are to be held in two weeks' time for admission to the course in 2019-20.

**18. ANY OTHER BUSINESS**

NONE

**19. DATE & TIME of NEXT MEETING – Wednesday March 6<sup>th</sup> at 5pm.**

The meeting ended at 6pm.

Minutes Approved as a True Record of the Meeting

Signed:

Date: