



Excalibur FGB Minutes 04/02/2019

▶ Excalibur Primary School ▶ Monday, February 4, 2019 ▶ 5.30 ▶ Chair: Vicky Alsop ▶ Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Vicky Alsop, Juliet Tomkinson, Petra Wayman-Zwart, Mike Cross, Jonathon Riley, Nikki Ratcliffe, Sarah Sproston, Rachel Hackney,

Governors Apologies: >Lise Houldsworth, Gail Whittingham

Non Governors Attending: >Yvonne Hilditch, Sue Lambeth,

Non Governors Apologies: >

Agenda Item 1 ▶ Teaching Maths Mastery Presentation

The National Centre for Excellence in the Teaching of Mathematics (NCETM) Teaching Maths Mastery Project

Dan Hancock and Charlotte Robinson confirmed that much of the work involved in the project, which originates from Shanghai and which has the aim of making Maths achievable for all, is already taking place in school. Examples of work were given which highlighted the slightly different approach involved. Correct mathematical language/terminology is used early, and consistency is key. The process checks pupils' secure understanding of topics and works on the basis of pupils verbalising their understanding. The Teaching for Mastery approach involves:

- MINUTE**
- • Small steps
 - • With scaffolding provided and
 - • Checking understanding before moving forwards.
 - • Use of reasoning and pupil explanation
 - • Movement from concrete to pictorial and then to abstract
 - • The use of stem sentences for reinforcement

To this point workgroup meetings have taken place, together with discussions with other teachers, an element which was felt to be very useful. Observations of specialists have taken place, as have school visits. The approach is constructive. Mastery specialist support is a key element for the first year, and resource textbooks are also available, which are used in school. However, they are a resource rather than a scheme of work. The next steps would be to purchase textbooks for teachers to use, to develop whole school stem sentences and the use of accurate terminology and dissemination to other members of staff.

YH arrived at 17.53.

Q: What has been the effect of Teaching Maths Mastery in the classroom?

A: Pupils are clearer about their understanding because they are vocalising. The pace of some initial teaching has been slower resulting in a greater understanding by more pupils. The theory is, however, being 'Excaliburised' to cater for each child. High school teachers have also confirmed that reinforcement will be seen into Key Stage 3 (KS3).

CHALLENGE

Q: Does Teaching Maths Mastery tie into the School Development Plan (SDP)?

A: JT confirmed that it is included in the priority for increasing work at greater depth.

Agenda Item 2 ▶ Apologies and Additional Any Other Business Items

The Chair welcomed all to the meeting.

MINUTE Apologies received from LH and GW were accepted. PW would be arriving later.

No other business was requested.

Agenda Item 3 ▶ Welcome the New Clerk

MINUTE The Chair welcomed the new clerk, appointed by the MAT Directors. YH was thanked by governors for all her hard work in clerking meetings to this point.

Agenda Item 4 ▶ Conflict of Interest

MINUTE There were no declarations of potential pecuniary interest or conflict of interest between an individual and the governing body as a whole in connection with the business to be discussed during the meeting.

It was reported that one governor pecuniary interest form for 2018/19 remains outstanding from GW.

ACTION To remind GW to complete the governor pecuniary interest form as soon as possible. (VA)

Agenda Item 5 ▶ Membership

There had been no changes to the membership of the governing board since 26th November 2018.

There were no governor vacancies as at the last meeting.

Governor terms of office due to expire before the next governing board meeting.

MINUTE The next terms of office to end are JR and MC on 31st March 2019. MC reported he is considering renewing his membership. JR, however, will not, and therefore there will be a vacancy for a co-opted governor.

Governors thanked JR and MC for all their work and expressed their disappointment at their departure.

Governors were asked to look out for new governors with an educational background.

ACTION To advise VA if he intends to continue as a governor by the end of the week. (MC)

CHALLENGE **Q: What happens with the membership of the governing board going forward?**

A: It was confirmed that there is no need to rush as the board is quorate and it is more important to get the correct person on board. Mrs Joan Bain, a recently retired former teacher, could be a good candidate.

The board agreed not to appoint any associate members at this point.

Q: What is an Associate Governor?

A: The role of an Associate Governor is to assist the governing board in a particular area.

Agenda Item 6 ▶ **Chairs Actions**

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Chair's actions were reported under Part Two of the meeting.
Petra Wayman-Zwart arrived at 18.06.

Agenda Item 7 ▶ **Part One Minutes**

The Part One Minutes of the previous meeting were reviewed, agreed to be an accurate record of the meeting and will be signed off by the Chair.

Governors confirmed there were no issues with the minutes of the previous meeting.

Actions from the previous meeting were reviewed as follows:

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- The updated annual Governance Statement was greatly appreciated by governors, having been reviewed and updated by YH. A further copy will be sent on.
- The updated 'in school' risk listing is in hand and it was confirmed that there is a trust risk listing. It was agreed this action would be carried forward.
- The terms of office to end on 31st March were discussed earlier in the meeting.
- The one outstanding pecuniary interest form was discussed earlier.

Agenda Item 8 ▶ **Matters Arising or Outstanding Issues**

MINUTE

There were no further matters arising or outstanding issues.

Agenda Item 9 ▶ **School Performance**

Review of progress against the School Development Plan 2018/19.

P1 - Increasing the proportion of pupils working at greater depth in English and Maths

Much Continuing Professional Development (CPD) has been completed, including the Teaching of Maths Mastery. There has been CPD for literacy with Literacy First and JT has attended a reading course.

Challenging the more able pupils is a focus for this term.

Pupil progress meetings have taken place and target groups of pupils just below greater depth have been identified.

Regular review of pupil groupings has taken place.

Progression has pace and is robust.

Literacy Leads completed a guided reading with a focus on pitch and expectation.
JT is part of the Act Challenge group.

P2 - Increase the progress of disadvantaged pupils

Vulnerable groups are reviewed regularly in Pupil Progress meetings.

There is no gap in writing, a negligible gap in reading and 0.2 gap in Maths, which relates to two pupils in Year 4, one of whom has one-to-one support and the other is targeted for Maths booster sessions with the Year 4 teacher.

P3 - Ensuring pupils have a good level of development by the end of Early Years Foundation Stage (EYFS)

Regular meetings have taken place with the EYFS team and Helicopter stories are used in the predominantly boy cohort.

P4 -Developing an expert workforce

Subject leaders are developing the progression of skills through the years. These have fed into medium term plans and class teachers are considering the topics taught, in line with the new Ofsted agenda which has been carefully considered. Plan are available on the website.

P5 - Emotionally Healthy School Project.

There have been no further developments on this to date. Play therapy is happening weekly as are nurture groups. Discovery Corner happens daily. The Keele Social and Emotional Aspects of Learning (SEAL) programme is delivered on a weekly basis.

MINUTE

P6 - Strategic Succession planning

Governors congratulated JT on her success in the National Professional Qualification for Headship (NPQH). MAT provided Senior Leadership Team (SLT) coaching has taken place with Pikemere as part of the top slice. Three staff are coaches and most of the staff are being coached.

Review of the internal assessment data for the Autumn term 2018/19.

Grids in the agreed format are available on Trust Governor, and the data sheets form the Pupil Progress meetings with individual teachers. At this time groups of pupils who are just below greater depth and those not quite on target, together with interventions are identified.

Governors agreed that the grids are really clear and useful.

It was pointed out that statutory assessment at the end of Year 2 will cease in approximately two years leaving the school accountable for progress from EYFS to the end of KS2.

Some slippage is not unusual in the autumn term. This is assessment carried out by two teachers to a national standard and consistent teacher judgements or a need for CPD could be the issue. JT pointed out that the data allows identification of pupils below Age Related Expectations (ARE), who can then be reviewed.

Review of attendance against the attendance target for 2018/19.

Attendance is currently 97.5%.

Conversations have taken place with three families based on a report for attendance below 92.5%. Broken weeks and trends are examined and re-flagged when attendance hits 90%.

Review of the Register Inspection document from 29/1/2019.

Governors agreed this looks positive, and thanked YH for her hard work.

Review of the Website Compliance Document

There were two queries on Pupil Premium.

There were no further questions.

CHALLENGE

Q: What are helicopter stories?

A: This is a strategy for pupils to tell their own stories on a physical stage. Governors would be very welcome to visit to see this in action.

Q: Are the assessment data grids useful in school?

A: Yes. It allows a teacher to access individual pupils and the interventions in place. The current School Pupil Tracker finishes in December 19 and a replacement is being sought, which should not be more difficult for teachers or more difficult to interpret. Discovery which creates reports from SIMS has been purchased, which could be used for this and create something bespoke for Excalibur. If not an alternative might be required. Moving to a spreadsheet based system would not be a good way forward.

The meeting looked closely at the Year 3 data.

Q: Where does the base line for assessment come from?

A: It is based on the pupils' data at the end of the previous year, not the EYFS data.

Q: Do teachers need to see the EYFS data also?

A: Yes. JT has this information available at Pupil Progress meetings.

Q: In the Year 3 data is the writing base line the start of the year?

A: Yes, at that time 17 pupils were deemed to be at expected level, which has now reduced to 14 with 3 below. Conversations are now taking place around what is being done to support these three pupils, and this is what the grids are helping teachers to do.

Q: How often do Pupil Progress meetings take place?

A: Termly.

Q: How does attendance compare with previous years?

A: Parents are aware of the interest taken in absences, and phone calls take place daily. Two families have improved.

Q: Is there much sickness absence?

A: Not since Christmas. YH confirmed that cleaning and disinfection takes place if any pupil is ill.

Q: Who carries out the register inspection?

A: The Education Welfare Officer (EWO) from Cheshire East (CE), who made positive comments.

Q: Are there actions to address the points raised in the website compliance document?

A: Yes.

Q: Why are they called helicopter stories?

A: The name came originally from a teacher who had a child who could not interact in the same way as other pupils and the strategy involves pupils acting out the stories. Helicopters were incorporated into the original stories.

Q: Will the boy/girl split have an impact on pupil outcomes at the end of EYFS?

A: No, there is a balance between genders. Choosing a curriculum which supports all pupils is essential and the school recognises this.

Q: How do the girls in EYFS cope?

A: They are strong individuals, and it is an interesting cohort.

Agenda Item 10 Finance

MINUTE

Detailed 3 year forecast update

Education Funding Agency (EFA) funding is based on pupil numbers. There is an indication that under the Funding Formula the school may lose some funding.

Pupil Premium funding is forecast on the current numbers of Pupil Premium pupils at the spring term census date and is received in the following year. This will increase as new applications are submitted.

Other government grants relate to other money into the school including universal free school meals

Other generated income includes the profit for 2019/20 for wrap around care which has been reduced to £20k based recent decisions. No holiday club income is included in the figures and it has been agreed that separate school holiday clubs will run.

An amount for Whizz Kidz has been added back at their current level of rent. This is not shown for 2020/21.

Catering income is monies from parents for school meals.

Trips income comes in for trips together with some bank interest.

Teacher, teaching assistants, premises staff, finance and midday salaries are all based on current salaries plus any expected increments. The increase on Teachers' Pension contributions from September is included together with an increase for Local Government Pension Scheme from April for non-teaching staff.

For building maintenance a list of contracts is being prepared with contingencies, and the contingencies will reduce.

There are costs for water and electricity. Insurance through the EFA scheme and staff absence insurance is higher than the other schools due to two lengthy absences.

Professional services to support the management of the school are shown, as are courses and trip expenses.

Irrecoverable VAT must be shown, as not all VAT is now recoverable due to academisation. YH confirmed that all VAT claims are made, and the MAT is fully VAT registered. VAT recoverability is based on income streams and the process is carried out by Dains.

Summary 3 year forecast update

£77k was carried forward in the year, with surplus this year of £8k making a carry forward of £85k at the end of 2018/19. A shortfall is shown for next year of £45,420 resulting in a carry forward of £40,527. At the end of August 2020 there is still a surplus to carry forward. 2020/21 shows a loss of £85k but this is a worst case scenario and further economies may be possible.

Efficiencies have reduced the figure to £169k. More income could be possible, and this is cautious. YH advised that in 2021/22 there is a predicted loss of £124k and the carry forward is £269k.

YH confirmed that most school budgets in CE are looking at similar positions. £10k has been received for more capital monies this week.

Governors felt that a carry forward of £40k in 2019/20 is a credit to the work of YH and thanked her.

Pupil numbers, Pupil Premium figures and staffing are shown with estimated income.

Review of the Management Accounts and Cashflow to December 2018.

The document shows what has gone through in the account codes, original budget and the current forecast with explanation.

The pre-16 budget share has reduced as a virement due to an increase in the top slice.

Insurance payments are due to maternity leave

Pupil Premium is reduced based on new pupil numbers.

Other government grants have increased including the Teachers Pay Grant for the next two years. SEN monies come in for pupils with EHCPs which is slightly offset by an increase in the cost of Teaching Assistants (TAs).
An increase in donations is showing which is from Friends of Excalibur.
Total income has increased by £8945

Review of virements under £10,000 from the original budget.

Staffing expenditure shows an increase representing the 3.5% increase on main pay scale salaries. There is a financial saving on LH moving to CEO.

A saving on administration staff is due to the efficiencies achieved through the MAT.

The only movement in the main headings is on VAT, increases in educational supplies and ICT.

Staff development costs have decreased due to staff development happening within the MAT to make a saving.

Governors had no further questions.

Review and approval of any orders between £10,000 and £30,000.

There were no orders between these limits but YH confirmed two bids had been submitted for funding for the roof and windows, which requires no match funding.

The windows are single panes and mildew has to be removed each half term. There is a problem with the closing of the fire doors but they are still fully fit for purpose.

Review and approval of any bad debts to be written off between £500 and £1,000.

No bad debts were written off.

Review and approval of the disposal of any assets valued at less than £20,000.

No fixed assets were disposed of.

Review of the School Fund accounts for December 2018.

School fund accounts have not been prepared due to time. There is little money in the school fund. Monies will be transferred to Friends of Excalibur leaving very little. Friends of Excalibur are aware of the 3 stipulations to their application for charitable status: an external audit of the accounts annually, policies are to be completed and two signatories from the school required for cheques.

Review of the Benchmarking Report Card 2017/18

The meeting was directed to the DfE document, where the school is benchmarked against DfE selected schools in various areas.

For teaching staff as a percentage of total expenditure Excalibur is relatively low.

Administration and clerical costs will show a saving moving forward.

Revenue reserves led to questions about what was felt to be an appropriate level.

For pupil/teacher ratio Excalibur was in the middle of the selected schools.

With regard to premises costs governors agreed that Excalibur does take care of the premises. Refurbishment will take place on the staff toilets and it was felt that spending was felt to be appropriate.

Governors felt it was appropriate to be spending on ICT learning resources.

Governors thanked YH for her work.

Q: Why is School Improvement Partner (SIP) income figure lower?

A: This relates to the amount work done by Lise in the previous year and is an estimate only.

Q: How critical is the work on the roof and windows?

A: Water is entering the roof, and although it is not a big problem, a new roof is required.

CHALLENGE Q: Which classroom is affected by the ingress of water?

A: It is in the corridor not a classroom.

Q: Why have the pension increases only gone in for one year?

A: This is just an analysis. MATs must provide analysis of the split for National Insurance, pension and salaries. The pension figure is included going forward. 1% is shown for teachers as expected next year.

Q: Is the MAT getting best value from the staff absence insurance?

A: Yes it was checked last year, hence the selection of SAS, which includes support services. There has only been one claim this year.

Agenda Item 11 ▶ Human Resources

MINUTE Information on staffing matters was considered under Part Two of the meeting.

Agenda Item 12 ▶ Health and Safety

Consideration of any urgent Health and Safety issues and review of any Health and Safety audit documents received since 26th November 2018

MINUTE NR left the meeting at 19.15 and returned at 19.16.

There were no Health and Safety issues and no audits had been carried out. An audit of equipment and fire equipment may be due this term.

CHALLENGE Q: Did the school opt to stay with Cheshire East for Health & Safety support?

A: Yes.

Agenda Item 13 ▶ Reports from Governors with Specific Responsibilities

4. Reports from Governors with specific responsibilities and any recommendations requiring approval of the governing body.

There were no reports from the Chair this term.

Any reports from cohort governors on visits to the school since 26th November 2018.

Cohort visits are taking place shortly, with RH visiting this week

MINUTE MC did a cohort visit with Year 3 and took part in a joint tag rugby lesson. He commented on the good relationship with himself, the teacher and the pupils and that he had provided feedback in his coaching capacity. The pupils were extremely engaged, and he felt it was a great lesson. Another visit is planned after half term.

JR had visited Reception class and wrote a blog which is on the website. He felt that Excalibur Reception is a great place to be.

RH did a cohort visit with Year 1 before Christmas and saw one-on-one work and practice for the Christmas play.

Agenda Item 14 ▶ Director of Children's Services Report Spring 2019

MINUTE It was agreed to carry forward the review the Director's Report to the next meeting to allow governors chance to read it.

ACTION To add an item to review the spring term Director's report to the next meeting agenda. (Clerk)

DECISION It was agreed to carry forward the review the Director's Report to the next meeting to allow governors chance to read it.

Agenda Item 15 ▶ **Safeguarding**

There were no safeguarding issues.
 JT has completed Signs of Safety training and has met with other Designated Safeguarding Leads, the SCiES team and Social Services, which resulted in an open day at Delamere House to see the Integrated Front Door. PRIME training has been completed by JT.
 The NSPCC are carrying out a workshop with Years 5 and 6 on 12th March.
 Be Cyberwise are in school on 5th February. Work is underway with parents and an ICT magazine has gone home.

Agenda Item 16 ▶ **Governor Development**

Report from the Training Liaison Governor on any training since 26th November 2018.
 JR will need to be replaced as Training Liaison Governor and Reception cohort governor. It was suggested that GW could take over as Reception governor.

Reports from any governors who have attended training since 26th November 2018.
 No blogs had been received. However, The Key was recommended as a very useful tool.
 JR has registered the school for free training by the DfE and will forward the link.

ACTION To inform GW she could take the opportunity to be Reception cohort gov. (VA)
 To pass on details for DfE training (JR)

Agenda Item 17 ▶ **School Policies**

Governors **approved** the following policies presented on Trust Governor:
 Governor Allowances Policy
 Lone Worker Policy
 Use of images of Children and internet access
 Computing Policy
 E-Safety Policy
 Acceptable Use policy for ICT
 Health and Safety Policy
 Admission Policy from September 2020
 Attendance Policy

DECISION Governors approved the policies presented on Trust Governor

Agenda Item 18 ▶ **Any Other Business**

Wrap around care update.
 This was discussed in Part 2 of the meeting.

There were no further items of business to discuss.

Agenda Item 19 ▶ **Meetings**

To confirm the date of the next Local Governing Board meeting as 1st April 2019.

Part One of the meeting closed at 19.15 p.m.

Governor Agreed Actions set during this meeting: 4

▶ To remind GW to complete the governor pecuniary interest form as soon as possible.

For: asap

By: Vicky Alsop

▶ To advise VA if he wishes to continue as a governor.

For: 11th February

By: Mike Cross

▶ To inform GW she could take the opportunity to be Reception cohort governor.

For: asap

By: Vicky Alsop

▶ To pass on details for DfE training.

For: asap

By: Jonathon Riley

Excalibur Local Governing Board Meeting - Spring 1 dated: 04/02/2019
 Minutes approved by Yvonne Hilditch