

**MINUTES OF A MEETING OF THE GOVERNING BOARD  
OF EXCALIBUR PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 23 MARCH 2016  
(Commencing 17.00)**

**Governors Present:**

Mrs V Alsop (VA)           Chair  
Mrs S Brammeld (SB)  
Mrs S Choi (SCh)  
Mr M Cross (MC)  
Mrs Y Hilditch (YH)  
Mrs L Houldsworth (LH) Headteacher  
Mrs N Ratcliffe (NR)  
Mr J Riley (JR)  
Mrs J Tomkinson (JT)  
Mr D Townson (DT)

**Also in Attendance:** Mrs L Taylor Clerk to the Governors

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**PART ONE**

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**1. APOLOGIES & ADDITIONAL AOB ITEMS**

1.1 Apologies were received and accepted from Mrs S Sproston, Mrs S Shulver and Mrs G Burgess.

1.2 Two additional items of AOB were tabled for discussion under item 17:

17.1 SATS week.

17.2 Primary school accountability in 2016.

**2. CONFLICT OF INTEREST**

a) To declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole in connection with the business to be discussed during this meeting.

None were declared.

**3. MEMBERSHIP**

Newly elected parent governor, Mrs Sarah Brammeld was welcomed by the board of governors.

No terms of office are due to expire before the next meeting.

There was discussion of chairs of committees. Nikki Ratcliffe will chair the finance committee. Additional training in SFVS (Schools Financial Value Standard) will be arranged.

It was decided that, subject to the agreement of JT, Sarah Sproston will take on the role of equality champion.

#### **4. PART ONE MINUTES AND MATTERS ARISING FROM THEM**

The part one minutes of the previous summer term full Governing Board meeting on 16<sup>th</sup> December 2015 were **agreed** and signed by the Chair.

#### **5. MATTERS ARISING**

Item 19: Action: LH: The mobile version of the school website is working.  
Item 8: Action: The Racial Equality Report is c/fwd.

#### **6. CHAIR'S ACTION**

The Chair reported no action was taken under the Chair's Power to Act.

#### **7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Committee minutes were received with the following matters of note:

##### **Learning, Teaching, Curriculum and Standards Committee:** dated 16.3.16

- The Terms of reference have been reviewed and are on the school website.
- A book review was carried out.
- Meetings have been well-attended.

##### **Community Committee:** dated 10.2.16.

- Buildings: Quotes have been received for new gates and lighting at the front of school; funds are earmarked. Works are scheduled for completion over the summer break.
- Boiler: One boiler has been switched off, contingencies are in place. Funds are earmarked for the schools 10% contribution towards replacement.
- Health & Safety review: Insignificant outcomes; the next review is booked for the summer term.

##### **Strategic Leadership:** dated 2.3.16.

- Finances are good
- SFVS outcome of Good Assurance received.
- Benchmarking has shown favourable results.

- EYFS Link Governor Report: The report received at the committee meeting, was linked to the SDP, identifying impacts of expenditure.
- Pupil Premium: This is reported in detail in the minutes of the Teaching and Learning committee.
- The use of the school is required for the EU referendum. As the school will have to be closed for this extra day, this will be recorded with # in the register for that day. The board of governors **agreed** to the closure of the school for the day and the method of recording in the register.
- Draft Budget 2016-17: YH and LH met with CE finance officer on 24.2.16. The report was only received late on the 22.3.16, leaving only 2 working days to comply with the return of the amended report by month end. It was **agreed** that the draft budget 2016-17 be c/fwd. to the summer FGB.
- Staffing Structure 2016-17: The Headteacher reported that there will be no significant changes to the staffing structure, but there will be an additional teacher from September.
- Curriculum Plans: It was noted there is likely to be a new locally agreed R.E syllabus in September. This may be presented to the summer FGB.

## 8. PART ONE HEADTEACHER'S REPORT

Part one of the Headteacher's report dated March 2016 contained the following:

- INTRODUCTION
- PUPILS
- STAFFING
- ACHIEVEMENT AND STANDARDS
- PARENTS AND COMMUNITY
- SCHOOL ACTIVITIES
- PREMISES AND EQUIPMENT
- FINANCE

## 9. MATTERS ARISING FROM THE HEADTEACHER'S REPORT

Additional Item: applications 2016: For the 30 available places, 90 applications were received, 41 were first preference. The school is in a good position.

Item 3.5

**Q: *What is positive handling training?***

**A: *Essentially being able to restrain in a safe manner. This was delivered over 2 twilight sessions.***

ECAPH residential conference: High profile speakers are used, this year it was Sir John Jones; the conference provided good networking opportunities.

## **10. STRATEGIC DEVELOPMENT PLAN (SDP)**

Progress against the SDP has been received and covered in detail at committee meetings; a SWOT analysis has been completed.

## **11. SCHOOL IMPROVEMENT INFORMATION PARTNER VISIT**

There has been no visit since the last FGB meeting; the SIP postponed the spring meeting until 16.4.16.

CE Monitoring and Interventions Manager, Anne Gadsden, will visit the school on 15.4.16.

There was discussion of the role of the SIP. As the current SIP has been supporting the school for 3 years, good practice would be to engage a new SIP. The Headteacher is happy with the current SIP and comes away with a lot of ideas.

Recruiting a quality SIP and potential candidates were discussed.

It was **agreed** the current SIP could be bought in, if required for a specific reason.

## **12. DIRECTOR'S REPORT**

The Director of Children's Service Report for the Spring Term 2016 contained the following matters:

1. Governance and Liaison update
2. Annual HMI Report: Implications for Cheshire East
3. Education Welfare Service and Academy Charges
4. Newly Qualified Teachers
5. Cheshire East Information, Advice and Support Service (CEIAS)
6. Student Safeguarding Groups
7. Hate Crime
8. Domestic Abuse Developments
9. School Trips in light of Paris terrorist attacks
10. Fair Access Protocol
11. Pupil Premium for children adopted from care
12. Model Education HR Policies for Schools and Academies

### Matters Arising:

Item 5: The board noted the amendment to Regulation 2 of the School Governance Constitution Regulations 2012:

By 1 September 2016 all maintained school governing boards to apply for an enhanced criminal records certificate for any serving governor who does not have one. From 1 April 2016 all maintained school governing boards to apply for an enhanced criminal records certificate for any newly appointed governor within 21 days of appointment.

Items from the Director's report are comprehensively covered at committee meetings.

### 13. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

- The skills analysis identified training needs; the recruitment of SB has strengthened HR skills.
- A training evaluation sheet has been developed.

### 14. SCHOOL POLICIES

The following policies were reviewed and agreed at committees and **approved** by the governing board:

- Nurture Policy
- Collective Worship Policy
- RE Policy
- Policy for the Prevention of Extremism and Radicalisation
- Whole School Food Policy
- Induction Policy (Support Staff)
- Domestic Abuse Policy
- Attendance Management Policy (Support Staff)
- Bad Debt Policy
- Gender Reassignment Policy

### 15. PLANNED RESIDENTIAL VISITS

Laches Wood Outdoor Education Centre in Staffordshire has been chosen by the school, as a new residential trip venue for the school year 2016-17. It is part of the same company as Standon Bowers. All accommodation is located together and primary age only.

**Q: How many nights will the trip be?**

**A:** 2 nights, Monday to Wednesday.

**Q: Do you feel the previous supplier was too formulaic?**

**A:** It had a corporate feel and big group numbers.

*Laches Wood has a sense of exploration and discovery of the world.*

**Q: The risk assessment perspective as a new provider?**

**A:** The school does its own risk assessment and uses Evolve (CE adopted online system). Closer to the date of the trip, the school will risk assess all travel arrangements.

The board of governors **agreed** to the new venue of Laches Wood.

The residential trip to Standon Bowers in May 2016 was approved at the summer 2015 FGB by the board of governors.

There was discussion of holding a residential on the school site using an outside provider, linked to the curriculum.

**Q: How many residential trips are there currently?**

**A:** Year 4 for one night and Year 6 for two nights.

**Q: What cost is the Year 4 trip?**

**A:** £69

**Q: In terms of the drive to get other groups on residential trips, is it cost related?**

**A: Yes, coach travel is expensive.**

**Q: Do we provide a cost breakdown of trips to parents?**

**A: Yes. There can be misconceptions that trips are not charged at cost.**

Voluntary contributions towards trips were discussed.

**Governor comment:** *It is about giving children experiences above and beyond costs to parents.*

It was agreed that a school based residential could be a good introduction to residential trips.

**16. MEETINGS**

The next full governing board meeting was confirmed as 13 July 2016 at 5pm.

**17. ANY OTHER BUSINESS**

17.1 SATS week: SATS tests will be week commencing 9.5.16. Governors that are free were welcomed to help invigilate and support at SATS week. Governors with children in the year group are precluded from involvement.

17.2 Primary school accountability in 2016: This will be posted on the school website; it was noted of the importance for all governors to read with the new floor standards. A session may be arranged to work through the document.

Part one of the meeting closed.

V. Allsup ----- Chair

13/07/2016 ----- Dated