

**MINUTES OF A MEETING OF THE GOVERNING BOARD
OF EXCALIBUR PRIMARY SCHOOL
HELD AT THE SCHOOL ON 12 JULY 2016
(Commencing 17.00hrs)**

Governors Present:

Mrs S Sproston (SS)
Mrs S Choi (SCh)
Mr M Cross (MC)
Mrs L Houldsworth (LH) Headteacher
Mrs N Ratcliffe (NR) Vice chair
Mr J Riley (JR)
Mrs J Tomkinson (JT)
Mr D Townson (DT)
Mrs Sakina Shulver (SSh)

Also in Attendance: Mrs T Sanchez Clerk to the Governors

PART ONE

1. APOLOGIES & ADDITIONAL AOB ITEMS

Apologies were received and accepted from Mrs S Brammeld and Mrs V Alsop

2. CONFLICT OF INTEREST

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.

Mr M Cross declared that his company delivers sports services to schools and that he also works for an IT company which provides services to schools.

Mr J Riley declared that he delivers English training to schools.

3. MEMBERSHIP

The Governing Board (GB) received the resignations of Yvonne Hilditch (YH) and Gillian Burgess.

The GB asked if Sarah Sproston could become the new LA governor.

Action: Clerk to enquire if SS can become LA governor.

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

The GB confirmed the individual responsibilities of governors as the following:

Chair	V Alsop
Vice-Chair	N Ratcliffe
Trust Governor (Trustee)	J Riley
Link Governor for Training	S Sproston
Critical Incident Governor/Press Officer	V Alsop
Equality Champion Governor	S Sproston
SEN Governor	D Townson
Cared for Children Governor	N Ratcliffe
Safeguarding Governor	S Sproston
Pupil Premium Governor	N Ratcliffe
Health and Safety Governor	V Alsop
Reception Governor	S Sproston
Year 1 Governor	S Choi
Year 2 Governor	N Ratcliffe
Year 3 Governor	S Shulver
Year 4 Governor	D Townson
Year 5 Governor	J Riley
Year 6 Governor	M Cross
English and Maths Governor	J Riley
Parent Voice Governor	S Choi
Pupil Voice Governor	D Townson
Finance Governor	V Alsop

The GB confirmed membership of committees as follows:

Learning, Teaching, Curriculum and Standards Committee

M Cross (Chair)
S Choi
N Ratcliffe
J Riley
J Tomkinson

Strategic Leadership and Management Committee

N Ratcliffe (Chair)
J Riley
S Sproston
D Townson
J Tomkinson

Community Committee

Vicky Alsop (Chair)
M Cross
S Brammeld
S Shulver
S Sproston

Performance Management (3 inc. chair)

V Alsop

N Ratcliffe

The GB confirmed that they had discussed DBS checks within the committee meetings.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the previous spring term full Governing Board meeting on 23rd March 2016 were **agreed** and signed by the Chair.

No matters arising.

5. CHAIR'S ACTION

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

6. 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 6.7.16

- The school development plan was reviewed.
- The HT presented the assessment data for the spring term in detail and governors were informed that 72% of Excalibur's pupils reached the new expected standard in reading, writing and maths compared to 53% nationally.
- The introduction of smart screen technology has been brought forward to start from the summer term.
- The coasting readiness report was reviewed and governors were informed that Excalibur would not be seen as coasting.
- Items relating to the committee were reviewed from the Director of Children's Services report.
- The committee discussed the use of volunteers in school.
- Governors were given information on the school governance statement to review.

The HT informed governors of the new accelerated learning system which the school has purchased from Renaissance Learning which will be implemented in September 2016.

Community Committee: dated 25.05.16

- Sports week was highlighted as a great success.
- The governors were informed that the anti bullying program, Kiva is on the development plan for next year.

- The parent questionnaire was extremely positive. The committee felt that some answers were unjust regarding notice of events but overall communication was very good.
- No concerns arose from the health and safety review and work assessment. The annual report has now been received.

Strategic Leadership: dated 22.06.16

- The budget was reviewed and a 3 year budget document prepared which showed a deficit in year 3.
- The school fund account has been audited by Cheshire East but the report has not yet been received.
- The social media policy was reviewed.
- Governors discussed the school taking over the clerking of all meetings and agreed that YH resigns as governor and becomes the school's clerk.

DT informed the governors about a pupil voice session he had attended with a group of Y5 and Y4 children. It was an extremely positive session which aimed to find out about the children's perception of fairness and trust relating to the issuing of house points. Governors are awaiting the report.

Governors were commended on their visits to school which have been well documented in a blog shared with other governors. The HT was very pleased with these blogs as it shows that governors are visible and involved with school.

7. PART ONE HEADTEACHER'S REPORT

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

- Introduction
- Pupils
- Staffing
- Achievement and standards
- Parents and community
- School activities
- Premises and equipment
- Finance

The HT wished to update governors since the report was written and presented the most recent Y6 data showing the % of children achieving the **expected** standard.

	National	Cheshire East	Excalibur
Reading	66	70	88
Writing	74	63	75

Grammar, punctuation and spelling	72	75	84
Maths	70	72	91
Reading, Writing and Maths	53	60	72

The HT informed governors she was booked onto a course which will explain how ofsted will look at this year's data.

Q: Why is the Y5 data figure so different?

A: The change in curriculum is so huge that there is a lot for children to catch up on. The Y5 teacher has set the standards very high so that next year the children will be able to cope better with the standards expected. We are not worried about this cohort going forward and think they will perform well.

Governors commended the HT on the quality of her report.

8. SCHOOL DEVELOPMENT PLAN(SDP)

The SDP has been reviewed in committees and is available on the governor portal.

9. SCHOOL IMPROVEMENT PARTNER/ EXTERNAL ADVISOR

John Mollard the SIP visited the school on 29th June 2016.No KS2 results were available at the time so they will be reviewed in the autumn term.

Governors felt that this report made the right kind of statement and was better than this time last year. The HT discussed with the SIP the best ways to move forward. The HT informed governors she would like to continue with the current SIP to give stability in this time of change. She has explored the option of changing the SIP in 2017/18. The governors were **in favour** of this.

The HT performance management will be done by the SIP in the autumn term with the performance management panel.

10. SELF EVALUATION

The latest self evaluation form has been sent to governors. The HT will be reviewing this over the summer to be presented in the autumn term.

11. GOVERNANCE STATEMENT

The governance statement was given to governors to review and provide feedback based on last years template.

Action: Governors to provide feedback by 19/07/16

Action: Chair and vice chair to discuss the ongoing responsibility of the governance statement.

12. DIRECTOR OF CHILDREN'S SERVICES REPORT

The Director of Children's Services Report for the Summer Term 2016 contained the following matters:

1. Governance and Liaison update
2. Education White Paper
3. Statutory Guidance about making organisational changes to Local Authority (LA) Maintained Schools
4. New Schools Causing Concern Statutory Guidance
5. Reducing Teacher Workload : Published Reports
6. Changing Headteacher/Leadership Pay Ranges and Additional Payments
7. Education Welfare Service and Academy Charges
8. Part-time School Timetable Guidance and Children Missing Education
9. Penalty Notices for Leave of Absence
10. Summary of Audit Findings
11. SEN and Disability
12. Workshop Raising Awareness of PREVENT (WRAP)
13. Extremism and Radicalisation
14. NEW - Bullying Documentation
15. Skills and Growth Company – an Alternative Service Delivery Vehicle (ASDV)
16. Virtual School update

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

13. GOVERNOR DEVELOPMENT

SS attended a course on Safeguarding responsibility.
YH and LH attended a course on shaping future education provision.
SS attended the FFT aspire webinar.

14. SCHOOL POLICIES

The social media policy for staff was reviewed and agreed at committee and was **approved** by the governing board.

15. PLANNED RESIDENTIAL VISITS

The residential visits were approved in the spring meeting and risk assessments confirmed.

16. FINANCIAL MATTERS

Q: *Why is there always a deficit in the budget in year 3?*

A: We have always been in that situation. It is to do with the way that the funding formulas are done. Money is always spent because it can't be carried forward.

Action: YH to explain in more detail to governors

Governors received and **approved** the budget.

The SFVS was approved in December 2015.

The governors **agreed** that YH would be the clerk to governors from September 2016. The governors also **agreed** to a reduced package from the finance team.

Pupil premium use and impact is discussed in the committee meetings.

17. **TERM DATES FOR 2017/18**

Agreed by governors and **approved**.

18. **MEETINGS**

The next full governors meeting will be on 7th December 2016.

19. **ANY OTHER BUSINESS**

20. **IMPACT STATEMENT**

The impact statement is covered in the annual governance statement.

Part one of the meeting closed.

V. Alsop ----- Chair

16-12-2016 ----- Dated