



Yvonne Hilditch Chancery MAT [85] 13 February 2023

## Excalibur FGB Pt 1 Minutes 21/11/2022

► The School ► Monday, November 21, 2022 ► 17:30 ► Chair: Jo Bain ► Clerk: Sue Lambeth

**FINAL: The minutes are confirmed and locked.**

Governors Attending: >Governors: Jo Bain, Juliet Jones, Gill Burgess, Elizabeth Martindale, Serena Hallam, Anna McArdle, Simon Cotterill, Mike Cross, Kate Jepson, Gail Whittingham,  
>Link Director: Elizabeth Martindale,

Governors Apologies: >Michelle Goodrich, Rachel Hackney, Philip Yeomans,

Non Governors Attending: >Sue Lambeth,

Non Governors Apologies: >Yvonne Hilditch,

### Agenda Item 1 ► Staff Presentations

The meeting was quorate and started at 17.31.

#### No Outsiders Programme (Sammy Forrester)

Governors were presented with information (all on the school's website) on the recently launched 'No Outsiders' Programme now in place at Excalibur School.

Whilst many of the aspects of the programme were already covered in school, and everyone in school was included, this enabled every year group to have specific conversations, and gave commonality and a pro-active approach to bullying and life in modern Britain. At the same time as counteracting the false messages given by social media, the scheme provided a safe space to talk, incorporated British Values and allowed the exploration of differences and permitted questions. It urged respect and stressed the importance of making all welcome. Picture books dealt with topics such as equalities, religion, gender and gender identity, all handled in age-appropriate ways. Each week an assembly was delivered to the whole school which covered the Personal, Social and Health (PSHE) curriculum. Details of individual year group objectives were shared (see slides attached to the meeting), all of which were very child led and age appropriate e.g. the introduction of the topic of racism and single sex relationships in Year 5 and Year 6.

Kate Jepson joined the meeting at 17.35, and Serena Hallam and Anna McArdle arrived at 17.39.

Governors shared other possible sources of materials, and companies happy to support schools and pre-schools.

SF left the meeting at 17.47.

#### Art (Kay Griffin)

MINUTE

A new diverse scheme for Art had been adopted since Kay's appointment to the post of Art Lead at the end of 2020-21, and this would be adapted over time. The Intent had been updated to show threads throughout the school. There were displays in corridors and the scheme involved both photography and graphic work, such as drawing, painting and mixed media which were re-visited at various stages. Examples of work had been collected from September. Drawing opportunities were given from Reception, and the units of work for Years 1 and 2 were shared. Units were built upon, and artists were introduced in Year 2. Aspects such as design and skills were combined, and a wide variety of opportunities were given to pupils which incorporated many skills. There was a photography unit in Year 6.

Governors were assured that the same overall coverage in year groups would demonstrate clear progression at the end of the academic year.

Additional art opportunities were also available to pupils e.g. around Remembrance and Diwali. The strengths of the scheme and areas for development were shared (see slides). Artists studies and art displays were to be introduced, together with the opportunity to complete a whole school piece and involve parents wherever possible.

Governors thanked Kay for her work and presentation.

The Head advised that evidence of assessment in foundation subjects was to be explored, and governors referred to available opportunities for qualifications from the Arts Council.

The school had also made links with Shavington High School to investigate transition.

Governors thanked Kay who left the meeting at 18.06.

Schemes for the foundation subjects of Art, Geography and Computing were now in place.

#### **Q: How is the issue of home situations and bias / views handled?**

**A: Children are encouraged to talk, and school stresses that home opinions are all equally as valid. Parents visibly trust the school as evidenced by the attendance at the parents meeting and there is a thread throughout that everyone is entitled to their view. Pupils are encouraged to disagree provided it is done in a respectful way. Assemblies set the idea for the week which is common to all classes. Issues such as transgender parents and LGBTQIA+ will be addressed together with topical issues. Assemblies will be as bespoke as possible to the school setting, with the aim of a diversity mindset established early.**

CHALLENGE

#### **Q: Has any negative parental feedback been received?**

**A: No. The discussion of transgender stereotypes in Year 1 had been queried and parents were reassured after attending the parents' evening.**

#### **Q: Will Art assessment be over a period of time and what will happen to the evidence?**

**A: Assessment will be over a period of a year. Skills are now progressing during and over the years, and Art will be assessed on an end of year basis rather than termly against objectives which could be carried forward if not achieved. Assessment will not necessarily be an assessed piece of work.**

### Agenda Item 2 ► Welcome, Apologies and Any Other Business Items

MINUTE

The Chair welcomed all governors and Liz Martindale, Chancery Link Director, to the meeting. As Link Director Liz aimed to attend one meeting per term and maintain a link to the Chancery Board of Directors. The aim of Link Directors was to build connections and relationships between the Directors and LGBs, and as a result each of the five schools had link director for this year. LM would be a point of contact for information and be able to speak to Directors about the LGB with confidence.

Apologies received from Rachel Hackney, Michelle Goodrich and Phil Yeomans were accepted.

No other items of Part One business were requested.

### Agenda Item 3 ► Compliance matters

#### Conflicts of interest

There were no potential pecuniary interests or conflicts of interest between an individual and the governing board as a whole in connection with the business to be discussed during the meeting.

#### Membership

GW confirmed that she would continue in the role of Vice Chair of Excalibur LGB for the academic year 2022-23.

It had not proved possible to appoint a new Parent Governor due to a lack of interest. However, the post would be re-advertised. The LGB would be continuing work on the best induction of new governors.

MINUTE

There were no vacancies on or changes to the LGB since the previous meeting and no term of office due to expire before the Spring 1 LGB meeting.

#### Outstanding Trust Governor Compliance

Mike Cross agreed to update his profile including declarations of interest and sign the Code of Conduct on The Trust Governor (TTG) as soon as possible. The Chair would contact Michelle Goodrich to discuss the role of governor and the importance of attendance at meetings and trust governor compliance.

The governance section of the website had been updated with current information.

#### Chair's Action

The Chair reported that no actions had been taken since the previous meeting.

### Agenda Item 4 ► Part One Minutes, Matters Arising and Actions

The Part One minutes of the Autumn 1 LGB meeting were reviewed, agreed to be an accurate account and would be signed off by the chair.

There were no matters arising and the actions from the Autumn 1 LGB meeting were reviewed and updated on Trust Governor. The following points were highlighted:

MINUTE

\* Parents had been approached regarding the re-establishment of Friends of Excalibur and four parents were now a working party. A date for a school disco was to be set, although it might be too late for a Christmas Fayre. Nevertheless, the usual Christmas jumper day would be held with hampers prepared for each year group on a raffle basis. The possibility of a filmed record or streaming of the day was discussed.  
\* A meeting with governors to discuss the SSDP had not proved necessary and information was now included in the Headteacher report.  
\* MC was to meet with the PE link to discuss Sports Premium Funding and would present to the Spring 1 LGB meeting. Pupils and teams of the school were winning competitions, and governors shared details of a local company who aimed to help pupils struggling with PE.

### Agenda Item 5 ► Finance

#### Finance Report

No finance report was available for this meeting due to time constraints for the School Business Manager (SBM).

Discussion ensued on the reasons for the lack of documents seven days in advance of the meeting which then prevented governors from correctly discharging their duties. The Head advised that SBM was working across 5 schools as CFO for 4 days and SBM at Excalibur for 1 day each week and duties under SBM role were fulfilled.

MINUTE

Governors felt strongly that finance information was extremely important and advised that they had spent a large amount of time over the previous days checking for documents on the system. The LGB felt compromised as they were unable to be assured that school was a going concern.

The headteacher confirmed that she had received information regarding the budget on 21<sup>st</sup> November, and advised that one reason for the delay was down to month end figures being received on 15<sup>th</sup> and insufficient time to process. Once available the report would be uploaded to TTG and questions would be requested.

Governors agreed that an update on what had happened, the reasons for it and the mitigating factors for the future and preventative actions to be taken was required.

MC left the meeting at 18.34.

ACTION

To contact LG to discuss the issue around finance reports and share outcomes with the Chair. (LM)

### Agenda Item 6 ► Health and Safety

There were no urgent Health and Safety (H&S) issues. Health and Safety audit documents had been discussed in the Summer 2 meeting, and regular checks continued.

MINUTE

#### Condition of the school building

The Condition Improvement Funding (CIF) bid for the roof was unsuccessful, and in wet weather the school now required buckets to deal with roof leaks. CIF funding for the bid to raise the height of fencing was unlikely to be approved.

### Agenda Item 7 ► Headteacher Report

MINUTE

The Headteacher report had previously been available on Trust Governor and JJ highlighted the following points:

#### Mobility

One pupil had left in the summer term due to relocation, bringing the total over the academic year to 5 pupils, two of whom were siblings.

#### Attendance

In the summer term there was a considerable issue with family holidays.

Fischer Family Trust (FFT) national data for the current term was shared, which showed the latest school attendance at 97%. Governors' attention was drawn to the issues with the Year 3 and 6 cohorts during week commencing 26th September when there was a high percentage of sickness and diarrhoea. A high absence figure was anticipated for the current week also due to illness.

There were no incidents to report. A pupil bullying survey had been sent out and the outcome would be circulated.

#### Progress

The lack of progress in Year 6 over the summer term had been identified as an area of focus and work had been undertaken. However, scores were well within the DfE confidence bands, and progress from Early Years Foundation Stage (EYFS) was as expected. Excalibur had high standards and progress at the school was normally expected to be better. Targets had been included in the Strategic School Development Plan (SSDP) and Performance Management to address this.

In the previous Year 6 cohort there had been seven pupils with Special Educational Needs / Disability (SEND) and a significant number with Social, Emotional and Mental Health (SEMH) needs which impacted the dynamic in the class. In total 5 pupils did not achieve as anticipated, which could also have been Covid related. Gap closing discussions would continue with staff led by GB and Dan Hancock, and the latest data would be explored in the next meeting. All other year groups had made good progress.

The Head confirmed that the SSDP was based on the analysis of data, pupil survey outcomes and input from parents. The Quality of Education priorities were based on data and question level analysis.

#### Attainment

The aim was to ensure that the identified pupils had interventions or other support in place. The merit of interventions versus bespoke classroom support had been discussed and the situation was monitored termly through pupil progress data capture which was scheduled again for Friday 25th November.

The Head tabled the Excalibur Inspection Data Summary Report (IDSR) and requested that governors gained an overview only. The areas of interest were that Excalibur was below average on SEND provision and the current Year 6 cohort was well above, and high quality results were expected.

#### English

A School Improvement Partner (SIP) visit with an English focus had taken place in the previous week, during which pupil engagement with the process was very evident. Jonathan Riley continued to work with individual year groups one day per term and also with subject leaders.

#### Maths

Work in Maths continued well, with White Rose Maths embedded in the school. Ready, Steady Maths inset around concrete operations had also taken place, and abacuses were in Key Stage 1 classrooms.

#### Read, Write, Inc.

The school continued to work with the Lacey Green Hub and a first visit had taken place to ensure the scheme was being delivered with fidelity.

#### External reports

The list of action points from the Safeguarding Children in Educational Settings (SCiES) audit on 6th May 2021 had been previously shared and discussed. A further visit had taken place at the start of November to review the action plan and extremely positive feedback had been received. Few red areas had now been identified, one of which was the work to create a holding area in the vestibule which would be completed in January / February 2023 at a cost of £5k.

The compliance categorisation report from the September visit was available on TTG, as was the rag rated SSDP, and governors agreed the rag rating and the commentary were very helpful.

#### Safeguarding

Following the review some protocols around safeguarding had changed, and an Staying Safe Overview for pupils, parents and staff had been devised. This was available on TTG for governors.

#### Continuing Professional Development

The Head confirmed that the CPD purchased was good value for money.

Not all governors had completed the Level 1 and 2 Governor Safeguarding, safeguarding refresher and Child Protection training on Every. New links would be sent out.

#### ACTION

To send links to governors to complete Level 1 and 2 safeguarding and child protection. (JJ)  
To complete Level 1 and 2 safeguarding and child protection. (All)

**Q: Is the Absence Policy sufficiently robust to address the low attendance amongst pupils eligible for Free School Meals (FSM)?**

**A: The Head checks attendance daily and monitors pupils with less than 95% attendance on a weekly basis. Attendance issues are known to the school and systems are now in place to integrate identified pupils into class. This has had a positive impact.**

**Q: How is the impact of staff CPD measured?**

**A: Monitoring by the subject leader and lesson observations provide triangulation.**

**Q: Does the RWI lead have her own group or support others?**

**A: The lead is currently working with Reception but will ultimately oversee delivery and provide Continuing Professional Development (CPD) to TAs during staff meeting time.**

**Q: Will pupil gaps in learning in Year 6 be closed by the end of the academic year?**

**A: Yes.**

**Q: Is school confident that steps are now in place to improve spelling, punctuation and grammar (SPAG), particularly spelling?**

**A: A new scheme, Pathways to Spell, is now being successfully delivered, and pupils have 3 spelling lessons plus assessment lessons and core grammar lessons each week.**

**Q: Has the withdrawal of pupils previously from Year 6 been successful?**

#### CHALLENGE

**A: Pupils with SEND needs remain in the classroom with support as far as possible to enable pupils to receive input from their teacher unless they follow a bespoke curriculum. Teaching assistant deployment has been considered across the trust. However, short and carefully planned interventions remain in place e.g. 10 minute withdrawal slots for Phonics Read, Write, Inc. However, the focus is on the importance of support in the classroom.**

**Q: Is there a team around attendance in the Head's absence?**

**A: Yes, Grace would look in the first instance.**

**Q: When is absence deemed unauthorised?**

**A: Many relate to Reception pupil holiday absences which are automatically authorised since the pupils do not need to be in school, and some have been authorised because of mitigating reasons.**

**Q: Is any support required with difficult conversations with parents?**

**A: No, conversations have taken place and the attendance of all concerned has increased. Conversations with parents are safe conversations and support focussed.**

**Q: Is the Year 6 issue identified in the pupil bullying survey last year to be expected again?**

**A: No. Assemblies and lessons have taken place and also a puppet workshop, which was a creative way to tell a story of bullying without causing great concern or upset. A discussion of what is bullying has taken place and self-reflection on the part of pupils was evident.**

**Q: Is there confidence that the initial assessment on which progress is based was accurate?**

**A: School has confidence in the accuracy of assessment and has put steps in place to ensure that the same situation will not arise next year.**

#### Agenda Item 8 ▶ Reports from Governors with Specific Responsibilities

##### MINUTE

#### Statutory

There was nothing to report on Safeguarding. A meeting to discuss Pupil Premium with the school lead was to be arranged. No meeting had yet taken place to discuss SEND. In terms of governor development, it was reported that the Cheshire East Governor Conference had not been found to be greatly informative.

A governor Health and Safety visit had taken place and the report would be uploaded to TTG. Kate Jepson reported it had been an interesting visit with clear explanations given. There were no concerns. Outside equipment, the use of which was not approved, were marked off and teachers were aware of the areas accessible by pupils. Resources had been provided by Marshalls, and play was being encouraged with pupils managing risk. The visit revealed that the situation in certain storerooms appeared to have improved.

Link Governors

- JB agreed to cover for RH in the interim as EYFS link governor.
- A comprehensive English report had been attached to the meeting, and Gill Burgess welcomed any governors who wished to accompany her on the next visit.
- Simon Cotterill had contacted the Maths lead and a meeting would be scheduled before the end of the autumn term.
- A meeting between Mike Cross and the PE lead would be scheduled.
- Link governors for Foundation Subjects would now be Michelle Goodrich for RE and Jo Bain for all other foundations subjects. The staff presentations were felt to be extremely informative and the Head confirmed that assessment was the main focus.
- A visit from Phil Yeomans to meet the Science / IT leads would be scheduled shortly in order to ensure that statements by the Head were validated by evidence from a visit.

Governors felt that a calendar of visits was essential and a matrix for links to school leads would be shared.

SC left the meeting at 19.23

**ACTION**  
To arrange a meeting with the school Pupil Premium lead. (GW)  
To arrange a meeting with the SEND lead. (GW)  
To set up a calendar of governor visits for Spring Term 2023. (JB/JJ)

**Agenda Item 9** ▶ **Safeguarding**

**MINUTE** All safeguarding matters were included in the Headteacher report.

**Agenda Item 10** ▶ **Governor Development / Training**

**MINUTE** Governor Development Governor report on training and opportunities  
Governors were directed to the notes from the informal meeting of governors. The induction for new governors was felt to be vital and buddies would be offered to increase governor confidence. Training available on Modern Governor and from other sources would be circulated.

Governors were reminded to record all training on TTG.

**Agenda Item 11** ▶ **School Improvement Partner update**

**MINUTE** This was discussed in Item 7 of the meeting.

**Agenda Item 12** ▶ **Chancery Trust Updates**

**MINUTE** There was no further information to add to the Headteacher report, and no questions for the Head or the Link Director.

**Agenda Item 13** ▶ **School Policies**

**MINUTE** Governors confirmed approval of the following policies previously approved on Every. Governor feedback had been incorporated into the documents:

- \* Anti-Bullying Policy
- \* Relationships and Health Education Policy

Governors noted the CMAT Equality and Diversity Policy.

**DECISION** Governors confirmed approval of the following policies previously approved on Every: Anti-Bullying Policy and Relationships and Health Education Policy.

**Agenda Item 14** ▶ **CE Director of Children's Services Report Autumn 2022**

**MINUTE** Governors were to read the document and summary provided by Jenny Whiston, paying particular attention to sections relating to their areas of responsibility.

**Agenda Item 15** ▶ **Educational Visits**

**MINUTE** The Year 6 visit to Robin Wood, a small venue in Wrexham, had been phenomenally successful. The centre staff had been attentive and had engaged the pupils. Many activities including high ropes, canoeing and an escape room had been experienced by pupils and staff and extremely positive feedback from parents had been received.

- \* Year 2 were to visit Fox Howls in Delamere in March for one night.
- \* Year 4 would be visiting Standon Bowers in March.

Governors discussed the current position around payment for trips and the Head confirmed that parents had not expressed any concerns as payments were made over a period of months and were told sufficiently early for other trips. One class trip only took place each term, with the exception of Year 2 who had two smaller ones. School was mindful of the cost of trips and donations.

All trips are uploaded to the Cheshire East Evolve system and governors were assured that risk assessments were in place.

**Agenda Item 16** ▶ **Meetings**

**MINUTE** The dates of the spring term Excalibur LGB meetings were confirmed as:  
\* Monday 30th January 2023  
\* Monday 20th March 2023

**Agenda Item 17** ▶ **Any Other Business**

**MINUTE** There was no further business to discuss.

**Agenda Item 18** ▶ **Impact Statement**Impact of this meeting on the pupils of Excalibur School

**MINUTE** \* Governors had discussed the absence of finance papers for the meeting and were assured that a plan would be devised to address the issue and avoid further occurrences.  
\* Governors were given a review of attendance, attainment and progress and were satisfied that areas of concern had been identified, monitored and addressed.  
\* Assurances were received that the current actions on the SSDP would close gaps in attainment and progress, and governor and school monitoring plans were in place.  
\* The external safeguarding review and extremely positive revisit reassured that the safeguarding of the pupils was of paramount concern. Governors noted that the knowledge and understanding of the pupil safeguarding group had been acknowledged.  
\* The two staff presentations had given a good insight into the initiatives currently focussed upon.

AM left and the Part One meeting closed at 19.41.

**Governor Agreed Actions set during this meeting: 6**

▶ To complete Level 1 and 2 safeguarding and child protection.

For: asap

By: Gill Burgess

▶ To complete Level 1 and 2 safeguarding and child protection.

For: asap

By: Michael Cross

▶ To complete Level 1 and 2 safeguarding and child protection.

For: asap

By: Michelle Goodrich

▶ To complete Level 1 and 2 safeguarding and child protection.

For: asap

By: Kate Jepson

▶ To complete Level 1 and 2 safeguarding and child protection.

For: asap

By: Anna McArdle

▶ To arrange a meeting with the school Pupil Premium lead.

Awaiting contact from PP lead

For: asap

By: Gail Whittingham

Excalibur LGB Autumn 2 2022 Pt1 *dated:* 21/11/2022

Minutes approved by Sue Lambeth