



Chancery
MULTI ACADEMY TRUST

@ the **trust** Governor



Yvonne Hilditch Chancery MAT [85] 24 March 2023

Excalibur FGB Pt 1 Minutes 06/02/2023

▶ The School ▶ Monday, February 6, 2023 ▶ 17:30 ▶ Chair: Jo Bain ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Jo Bain, Juliet Jones, Anna McArdle, Serena Hallam, Rachel Hackney, Kate Jepson, Philip Yeomans, Simon Cotterill, Gill Burgess, Gail Whittingham,
Chancery Director: Elizabeth Martindale,

Governors Apologies: >Michael Cross, Michelle Goodrich,

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 ▶ Welcome, Apologies and Any Other Business Items

The Chair welcomed governors and Liz Martindale, Chancery Link Director, to the meeting.

All governors were present.

MINUTE

Michelle Goodrich and Mike Cross had both submitted resignations with immediate effect for personal reasons and both had been thanked by the Chair for their service.

No other items of Part One business were requested.

Agenda Item 2 ▶ Staff Governor / Presentations

MINUTE

[Impact of Sports Premium Funding for 2021/22](#)

The Impact statement was on the website and strands were shared.

Dan Hancock explained that Sports Funding was received from central government and the amount confirmed in June each year. Its purpose was to allow a focus on pupils' lifestyle and sport for their physical and mental wellbeing.

Areas of impact and steps taken:

* Bespoke assessments for fitness and fundamental skills

Short easy-to-do tests were in place to monitor improvement and pupils with competency levels below those expected. Power of PE had been purchased which included lesson plans and assessment. This would remain a focus area.

* Upskilling teachers in sports teaching

Condition games were now being used and teachers' skills with condition games was being increased.

* Well-stocked PE resources

The aim was to ensure school was able to provide a full range of activities across all key stages which would prepare pupils to move to secondary.

* Ensure the profile of PE and school sport remains high

The aim was to develop a life-long love of sport through sports competitions with the high school, community and trust on a weekly basis. Some events were competitive and some just involved participation. Intra-school competitions also took place.

* Accurate targeting of pupils not meeting the national requirements for swimming

School was currently focussing on the pupils not yet achieving the national standard for swimming in Year 6, and these pupils went swimming more often than those who had achieved it. School had at least 90% success in the current year. Governors agreed this was a valuable experience and the opportunity to go during school could prompt parents to engage with lessons outside school.

* Ensuring pupils met the requirement for 30 minutes of physical activity a day at school

There were many outdoor opportunities for pupils, specifically areas around school with equipment which gave pupils the opportunity to build their confidence. The Year 6 Pupil Play leaders support activities with Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) pupils. External providers included "Premier League Primary Stars" and field runs also took place. Work continued with local clubs which encouraged pupils to do a further 30 minutes outside school.

* To provide opportunities for pupils who excel to compete in interschool competitions

School works to open pupils' horizons around activities e.g. trampolining. The PE curriculum is not limited to mainstream sports

* Maintain and develop further local clubs links

Local clubs were promoted in assemblies and during sports week, and local club coaches visited.

Excalibur had achieved the School Games Platinum Award in 2020/21 and 2022/23, only awarded after 5 years of Gold Awards for the consistent supply of extracurricular sporting activities.

Sports Premium Funding Strategy for 2022/23

The funding strategy document was available on TTG and was similar to the previous year's plan.

DH was thanked and left the meeting at 18.00.

ACTION

To undertake pupil voice around OPAL with less confident children. (JB)

CHALLENGE

Q: Are disabled sports still ongoing?

A: There is always a full range in sports week e.g. wheelchair basketball or archery. Coaches are adept at making things accessible e.g. large balls in hockey. Links with local sports clubs are a focus in sports week.

Q: Was swimming for the previous Year 6 cohort impacted by Covid?

A: Yes. They missed two years of swimming opportunities and swimming lessons. Thee current cohort experienced less disruption.

Q: Will there be more pupils who are unable to swim due to educational cuts? Will it be a cost burden?

A: This is not yet evident. School will react as necessary and there could be capacity in future years to address this should it be identified. The situation will be monitored.

Q: Where do the swimming lessons fit in with the timetable in Year 6 ?

A: They are on a PE day and take place instead of class PE in order to minimise the impact on other curriculum areas. Longer one-hour sessions have had greater impact, as assessment takes place at each session and school is informed of progress.

Q: How can governors be assured of mental inclusivity as well as physical?

A: There is a full range of opportunity which allows the development of pupil understanding that there were different ways of achieving a goal e.g. through collaboration and working together. There are a range of activities and a great number of opportunities for all pupils. The aim of Outdoor Play and Learning (OPAL) is to work to achieve the goal. Staff are very skilled at encouraging pupils to join in activities. The Staff Play Team have reported that pupils have built confidence and ingenuity. It is an evolving situation.

Q: Could parents be approached to get involved in delivering sporting opportunities?

A: This will be explored further for sports week and other occasions.

Q: Are pupils tracked after leaving the school, especially those continuing at a high physical level?

A: There is no defined system but anecdotally pupils are known locally.

Q: Do children share their activities in assembly?

A: Not on a regular basis, but this will be re-vitalised. There is pressure on assembly time but this would be possible once per half term.

Agenda Item 3 Compliance Items

MINUTE

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

No expressions of interest in the post of Parent Governor had been received despite it being advertised on two occasions. The post would be re-advertised after February half term.

Jo Bain, whose term of office was due to expire on 25th February 2023, agreed to continue as a Co-opted Governor for a further term of office to 24/02/2027.

Outstanding Trust Governor Compliance

The Clerk confirmed that all governor profiles were up to date on Trust Governor.

Chair's Action

The Chair reported that she and the Vice Chair had approved a letter to parents relating to the teachers' strike action for two classes.

The meeting discussed the current industrial action by members of one teaching union including non-payment of wages for the days and the closure of classes if required. Teachers had given notice and it had not proved possible to cover the classes in question. Staff had been made aware that proof of sickness would be required for any sickness absence on the particular day. A letter had been sent to parents with dates once known, and the minimal number of parental comments had been addressed.

Governors expressed concern about the danger to currently good community and parental relationships with the school. The Head confirmed that communication was key and was aimed at mitigating any unpleasant situations going forwards. No pupils eligible for Free School Meals (FSM) were impacted and vulnerable children were invited in. Supply cover for striking teachers was felt neither appropriate nor possible.

ACTION To contact a possible Parent Governor candidate. (PY)

DECISION Jo Bain, whose term of office was due to expire on 25th February 2023, agreed to continue as a Co-opted Governor for a further term of office to 24/02/2027.

Agenda Item 4 ▶ **Part One Minutes, Matters Arising and Actions**

The Part One minutes of the Autumn 2 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**
- * A meeting with the SEND lead had taken place on 6th February.
 - * The Pupil Premium link governor was awaiting contact with the lead.
 - * PY, AM, KJ, GB and RH agreed to complete Level 1 and 2 Safeguarding training asap and record it on TTG.
 - * Friends of Excalibur was now in existence.

Governors noted receipt of the Part One minutes of the meeting on the Directors of Chancery Trust on 21st September 2022 and felt the document was informative.

Agenda Item 5 ▶ **Headteacher's Update**

MINUTE Progress on SSDP 2022/23

Priority 1 Quality of Education - Maths and ensuring provision is in place for all children with a focus on the lowest 20%

Work with Anthony Reddy (AR) continued with half days for each year group. Class teachers were observing AR teaching. The afternoon was then with subject leaders to upskill them.

Priority 2 - Spelling

This was still concern in the November data. Pathways to Spell was now embedded in all classrooms now including Year 1. Impact was evident in pupil writing books and teachers were confident it would improve further.

Priority 3 - Writing

Jonathon Riley's work continued with Year 3 and 4 teachers on moderation and next steps to improve outcomes. Further work was underway with the subject lead to empower them to sustain the work.

Priority 4 - Knowledge and skills documentation in foundation subjects

The Chancery Deputy Heads group was examining assessment in foundation subjects in order for robust, rigorous and usable development to take place across the trust. Governors considered the reason for assessment if the information did not inform practice, as this would involve a great amount of work for class teachers. The Head confirmed that the aspiration for foundation subject assessment would be to help the pupils improve. Governors agreed that some form of assessment and monitoring was required for accountability, and this should be low stakes, not onerous but to inform further practice. Discussion took place around achievability of targets and the impact of not doing so. The Head confirmed that progress and attainment was included on pupil reports, and governors agreed that communication between teachers and parents was essential.

Priority 5 - behaviour and attitudes

This had been regularly revisited and documentation had been shared with staff

Priority 6 - Personal development

No Outsiders continued and was very successful with weekly assemblies and follow up in class. OPAL was discussed earlier in the meeting.

Priority 7 - leadership skills and succession planning.

GB reported that she had visited the Head for discussion and would provide a summary of her visits to the Chair and Vice Chair after each visit.

Internal assessment data autumn 2022/23

A data summary was tabled based on ITrack.

Some pupils were working towards but sat just below where they should be based on scaled scores. For the most part the position was looking good; however, there were concerns around Year 3 and 4 Spelling Punctuation and Grammar (SPAG) which were on the action plan. Pupil progress conversations showed confidence that Pathways to Spell was having the required impact and pupils were receiving daily grammar core skill input.

Fischer Family Trust (FFT) collated data was tabled which showed targets (purple) and the number of pupils on track.

The prediction for Early Years Foundation Stage (EYFS) pupils was that 85% would achieve Good Level of Development (GLD) compared to 2022 national figure of 65%, with 70% of pupils currently on track.

The Year 1 phonics target was 90% based on Read, Write Inc. data. Phonics screening based on a previous test would take place in Spring 2. Currently 6 pupils were not on track, three of whom were expected to achieve. 5 Year 2 pupils did not pass phonics screening in Year 1, of whom 2 were now on track and the Read, Write Inc programme would continue for the other three until they were confident.

End of KS1 predictions were based on teach assessment and data capture as FFT data was unavailable for that cohort. Interventions were in place for those pupils who needed extra catch up, and the teacher was confident pupils would achieve.

End of KS2 data

FFT predictions were 100% at expected standard or above, and aspirational for expected plus and greater depth. More realistic school targets of 90% had been set based on knowledge of the cohort and discussions with the class teacher. Other pupils had lacked engagement during Covid and impact by recent absence could be possible.

Governors were assured that progress was tracked, monitored and reported on together with attainment. Three data captures took place at end of each term across the trust and National Foundation for Educational Research (NFER) tests were used. Tests were retained for the year and moved through the school with the pupils. Moderation took place at the end of the year and summer assessments were shared by staff at transition meetings.

Attendance against the attendance target for 2022/23

The Head shared the FFT 360 attendance document and confirmed that a daily list of pupils not in school was produced, from which any vulnerable pupils were identified. A weekly report for attendance under 90% was produced, and the school was in regular contact with three families.

Attendance was 96.3% currently compared to national at 93.6%. Absences were predominantly in the Year 5 and 6 cohorts. Pupils entitled to Free School Meals had attendance of 94.1% which was felt to be quite low. Specific pupils on holiday and illness had been identified, and parents had been contacted. Relevant parents of pupils with Special Educational Needs / Disability (SEND) Years 4 - 6 had also been contacted. The absence of one pupil eligible for an Education and Health Care Plan (EHCP) was due to surgery. Authorised attendance stood at 3.41%

Latest School Improvement Partner visit Autumn 2 2022

The record of the categorisation visit available on TTG showed the school to be good and improving.

Q: Is the Anthony Reddy teaching of Maths demonstrably different?

A: It is a focus on the concrete and manipulatives and a reminder of use of cubes and manipulatives for Maths learning.

Q: Will staff workload be considered in the assessment of foundation subjects?

A: Most certainly. Exit questions had been considered History and 'Key Stage History' has been purchased to give teachers support for the structure for teaching and assessment by way of quiz or other low stake methods leading to an overall assessment.

Q: What happens to assessment results?

A: Results based on a scale of 'working towards, expected and above' go onto the iTrack system and will be passed to next teacher. Pupil learning builds on progression.

Q: How are the Chancery Deputy Heads working?

A: Different peer groups are considering different subject areas.

Q: What is the position with pupils not reaching expected level?

A: This is still under discussion. The curriculum is inclusive and scaffolds are in place. It is acknowledged that to get up to expected level is difficult in foundation subjects.

CHALLENGE

Q: Could pupils be scored at their level in order to demonstrate progress?

A: It is a question of understanding need. The need is bespoke to the pupil and it is down to class teachers to set targets. PE assessment is through observation. It is important to bear in mind teacher workload.

Q: Could assessment from a specialist provision be adopted?

A: It appears there is little availability of such assessment.

Q: Is the information related to phonics testing shared with parents?

A: No, the value of such communication is doubtful.

Q: How is progress tracked on an ongoing basis over time?

A: It is on ITrack which is consulted for pupil progress meetings.

Q: How do the governors gain assurance that progress tracking is ongoing?

A: A cohort specific progress report will be provided.

Q: Does school have a Gender Policy in place?

A: There is a CMAT policy, the Equality Policy.

Agenda Item 6 ► Finance Update**MINUTE**

The Management accounts at December 2022 showed the following:

- * an increase of £50,927 which related to local authority SEND funding for a pupil with a new EHCP.
- * Increased educational visit and catering income and expenditure after three years without visits.
- * Staffing costs increase by £35,900, of which £30k represented the increases in teaching and non-teaching salaries not budgeted for. Further analysis was being done. There was an extra welfare assistant for a pupil with an EHCP.

* An explanation for the overspend of £52,800 had been submitted to directors. This represented an increase in income and expenditure for staff teaching by £6000 due to the re-charge for training through the trust which had not been in the original budget.

* The result was an overspend of £48k not £10k.

* School was trying to spend money on essentials only. Nevertheless, there was no impact on Teaching and Learning.

* Conversations about worst case scenarios were underway, and it was likely that nothing would change.

EM confirmed that the CEO is aware of the situation and has a fundamental belief that all children must get the best possible outcomes. To do that spending is necessary e.g. support in curriculum or other areas, and discussions of this nature take place at trust levels

December 2022 Forecast was approved by SC,

ACTION

To request assurance from the CEO for the Excalibur LGB that in the face of a deficit budget 2022/23 the central overheads in the trust are being scrutinised to ensure that value for money is ensured. (EM)

Q: What happens when the school runs out of money?

A: In reality staffing would have to be examined. This is the first in year deficit the school has had, and it is not alone. This deficit will not be recoverable. Salary increases of 3.5% and 4% for teachers have been built in for 2023/24.

Q: Is income generation possible?

A: Letting the hall in the school building out of hours is possible but income is negligible. Nursery provision will be put in place to make a small profit by next year.

CHALLENGE

Q: What right do the LGB have to question the expansion of Chancery Central Team and the associated costs?

A: The top slice is decided on annual basis and discussed by Heads, although there is a right to question it. As more schools look to join the trust, the central roles grow in order to ensure compliance and cover all needs. This additional time impacts on salary levels, and costs at Chancery level have also increased as in individual schools.

Q: What is the top slice in real terms?

A: £42k.

Q: Is there a possibility of the school closing?

A: No. Savings have to be made specifically from those areas with the highest level of expenditure.

Agenda Item 7 Health and Safety

Reports from Every were available in the meeting pack. A Health & Safety (H&S) Review had been completed in the summer term and walk-arounds had taken place each month, some of which had been attended by the H&S Link Governor (KJ).

A fire risk assessment had been completed and results were awaited.

The H&S report from Every indicated that school was doing everything that needed doing.

MINUTE

A shield was to be included on the additional door for visibility / safety, and fobs were to be provided for the entrance.

Governors agreed the presentation of the two reports was useful to indicate progress.

Condition of the school building

It was confirmed that neither the roof nor the improved fencing (safeguarding) had met the threshold for a CIF bid.

Q: What is the position with the red against fire training?

A: This is now remedied. There are two trained fire wardens and all have completed fire training.

CHALLENGE

Q: Have first aid qualifications been renewed?

A: There is a rolling programme of renewal and all training is on the Single Central Record tracker which is checked on a termly basis. Everything identified is booked ahead. All First Aid training is up to date. School has one full 3-day, 5 paediatric 2-day, and many 1-day first aid trained staff. Once qualifications expire, the person is no longer a first aider until qualifications are renewed. There are no issues.

Agenda Item 8 ► Reports from Governors with Specific Responsibilities

Safeguarding

The Safeguarding Link Governor (GW) had visited and examined the safeguarding audit report. All actions except the visitors leaflet had been completed. A conversation with the pupil school safeguarding team took place and their video was viewed. A Single Central Record (SCR) check was carried out and GW confirmed it was up to date. There were two new Designated Safeguarding Leads (DSLs) in post. Staff were now required to re-new their Disclosure and Barring Service (DBS) check every 5 years. GW had received confirmation that information on pupils was shared on a need to know basis. Spare Epi pens were unobtainable. The Child Protection Online Management System (CPOMS) had been checked.

The meeting discussed the safety of the field area and received confirmation that parts of the field were closed if there was a shortage of staff.

After discussion it was decided that a safeguarding QR code should be introduced onto the signing in screen or acceptance of the requirements noted on the screen.

A meeting to discuss Pupil Premium with the school lead had taken place.

MINUTE

SEND.

GW and Ann McArdle had attended the trust meeting, the outcome of which was to be a Chancery consultation. Applications for EHCPs for four additional pupils would be made, bringing the total of pupils with EHCPs in school to 11. Discussion took place around the availability of services in the area, and the possibility of supervision for staff was being explored.

Governor development

Training through Cheshire East was available.

Maths RoV (SC)

A report was available on TTG. Discussion with the Maths lead had centred on the Anthony Reddy training, and pupil books had been checked. SC was assured that data was more positive.

Foundation subject presentations to LGB would continue, with Computing at the Spring 2 meeting.

PY agreed to take on the PE link role following Mike Cross's resignation.

ACTION

To invite the pupil safeguarding team to the Spring 2 LGB meeting. (JJ)

DECISION

After discussion it was decided that a safeguarding QR code should be introduced onto the signing in screen or acceptance of the requirements noted on the screen.

Agenda Item 9 ► Safeguarding

MINUTE All safeguarding matters were included in Item 8 of the meeting.

Agenda Item 10 ► **Chancery Update**

Governors agreed this update from Jenny Whiston was a very useful document.

Feedback from the Chancery Chairs' meeting.

The Chair highlighted the following points:

- * The trust would be moving to one new governance platform 'Governor Virtual Office' for all 5 schools over a period of time.
- * A new CMAT Exclusion Policy was in force and training on exclusion would be discussed at the Chair's next meeting.
- * Terms of Reference for staff panels were now in place across the trust.
- * Ideas for induction would be welcomed.
- * A Chancery Trust 15 Steps Programme was to be trialled during which governors were invited to go into other schools across the trust to look at the environment.
- * A second Annual Governance Day was scheduled for 9th June 2023.

MINUTE

The meeting discussed the benefit of the number of meetings for governors across the trust and questioned whether the same end could be achieved through a buddy process. EM advised that the original intention had been to enable governors to feel part of a wider community and to interact and learn from each other which had led to the creation of trust-wide groups meeting twice per year. Feedback had indicated that those attending had found the trust-wide safeguarding meetings useful.

SC left at 19.55.

Agenda Item 11 ► **Strategic Focus - self-evaluation**

MINUTE The meeting gave responses Questions 8-11 of the NGA 16 questions for governors

Core functions

8. Values, ethics and culture Our academy committee understands and embraces our trust's values, ethics and culture.

Decision: Green

Reason: as per descriptor

9. Vision and strategy Our academy committee understands the part we play in our trust's vision and strategy for the future and how that shapes our school.

Decision: Green

Reason: as per descriptor

10. Support and challenge Our academy committee has a meaningful role in supporting and challenging the headteacher in order to ensure pupils receive a high quality education.

Decision: Green

Reason: as per descriptor

11. Engaging with stakeholders Our academy committee knows its school and community, engages with stakeholders and shares their views with the trust

Decision: Green

Reason: as per descriptor

Agenda Item 12 ▶ **Governor Development/Training**

Training was available through Cheshire East.

MINUTE

Governors were reminded to record all training on TTG.

Agenda Item 13 ▶ **Director of Children's Services Report****MINUTE**

Governors acknowledged receipt of the report and agreed that the summary from Jenny Whiston was very helpful.

Agenda Item 14 ▶ **Educational Visits****MINUTE**

Year 2 were to visit Fox Howls in Delamere in March for one night on 28/29th March.
Year 4 would be visiting Standon Bowers on 1st and 2nd March.

Agenda Item 15 ▶ **Admission Arrangements****MINUTE**

The LGB confirmed the admission arrangements for 2024/25 which had been updated to reflect changes around appeals. There were no changes to 2023.

Agenda Item 16 ▶ **Policies**

The following school policies were approved by the LGB:

- * Admissions Policy 2024/25
- * Fire Prevention Policy
- * Letting Charges 2022/23
- * Online Safety Policy
- * First Aid Policy
- * Allergen and Anaphylaxis Policy

MINUTE

The meeting noted the following CMAT Policies approved since the previous meeting: all on Every and governors and staff have access.

- * Redundancy Policy
- * Accounting Policy
- * Menopause Policy
- * Flexible Working Policies
- * CMAT Health & Safety Policies
- * Teachers' Pay Policy
- * Safer Recruitment Policy
- * Travel and Expenses Policy
- * SEND Policy
- * Child Protection and Safeguarding Statement
- * Confidentiality Policy

Agenda Item 17 ▶ **Meetings****MINUTE**

The date of the Spring 2 Excalibur LGB meeting was confirmed as Monday 20th March 2023

Agenda Item 18 ▶ Any Other Business

MINUTE The Chair requested comments from the governors on Priority 7 of the SSDP and the diary for reports tabled at the meeting. Governors should carry out a minimum of one visit per term.

ACTION To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair. (All)

Agenda Item 19 ▶ Impact StatementImpact of this meeting on the pupils of Excalibur School

- Governors questioned the inclusivity in sport in the school and received confirmation that all pupils were included in the provision. The possibility of including parental help in the delivery of sport was raised.
 - Governors challenged the impact of the overheads of the CMAT Central Team on the school budget and its value for money which would be referred back to the CEO and reported back to governors.
- MINUTE**
- The LGB received assurance on the level of safeguarding in the school.
 - The LGB challenged and received confirmation of the impact of Maths training and its value for money
 - The meeting raised questions on assessment of foundation subjects.
 - The LGB requested and received assurance on the progress of pupils as shown in the data.

The Part One meeting closed at 20.08.

Governor Agreed Actions set during this meeting: 10

- ▶ To undertake pupil voice around OPAL with less confident children. (JB)

For: next mtg

By: Jo Bain

- ▶ To contact a possible Parent Governor candidate.

For: asap

By: Philip Yeomans

- ▶ To invite the pupil safeguarding team to the Spring 2 LGB meeting.

For: next mtg

By: Juliet Jones

- ▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Simon Cotterill

- ▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Rachel Hackney

- ▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Serena Hallam

- ▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Kate Jepson

▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Anna McArdle

▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Gail Whittingham

▶ To send comments on Priority 7 of the SSDP and the diary of reports from governors to the Chair.

For: asap

By: Philip Yeomans

Excalibur LGB Spring 1 2023 Pt1 *dated:* 06/02/2023

Minutes approved by Yvonne Hilditch