

**MINUTES OF A MEETING OF THE GOVERNING BOARD  
OF EXCALIBUR PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 7<sup>th</sup> DECEMBER 2016  
(Commencing 17.00hrs)**

**Governors Present:**

Mrs S Brammield (SB)  
Mrs S Choi (SC)  
Mr M Cross (MC)  
Mrs L Houldsworth (LH) Headteacher  
Mrs N Ratcliffe (NR) Vice chair  
Mr J Riley (JR)  
Mrs S Shulver (SSh) – left after item 7  
Mrs S Sproston (SSp)

**Also in Attendance:** Mrs Y Hilditch Clerk to the Governors

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**PART ONE**

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**1. APOLOGIES & ADDITIONAL AOB ITEMS**

- Apologies were received and accepted from Mr R Townson (work commitments) and Mrs V Alsop (work commitments).

**2. CONFLICT OF INTEREST**

- The annual declaration forms were given to all governors (sent via email and hard copies handed out) 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. These forms to be completed and returned to the Clerk for inclusion on the school website and collation to report any interests at the next Full Governing Board Meeting.
- The governors were asked 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 sports software to schools.
  - Mr J Riley declared that he delivers English training to schools.

**3. MEMBERSHIP**

- There were no changes to the membership of the governing board
- The governing body has two vacancies: co-opted governor and local authority governor. The Governing board considered the vacancies and decided that it would be better to look for candidates for these positions once the governors' skills matrix had been completed in the spring term.

- No terms of office are due to expire before the next meeting.
- Special responsibilities of governors for the academic year 2016/17 were agreed at the Summer term governing board's meeting.
- It is not deemed necessary by the governing board to appoint any associate members.

#### **Actions points:**

- **To review vacancies once the governors skills matrix was completed in the Spring term. (GB)**

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

- The part one minutes of the previous summer term full Governing Board meeting on 12<sup>th</sup> July 2016 were **agreed** and signed by the Vice Chair.

#### **5. MATTERS ARISING OR OUTSTANDING ISSUES**

- No matters arising from part one minutes that will not be covered elsewhere in the meeting
- The outstanding issue from Summer term was discussed.
  - The clerk is to enquire if SSp can become the Local Authority (LA) governor. TS had not given an indication of this but SSp had looked into this and she was not able to become the LA governor

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

- The Vice Chair reported no action was taken under the Chair's Power to Act since 12<sup>th</sup> July 2016.

#### **7. COMMITTEES AND NOMINATED GOVERNORS**

- The membership of the committees for the 2016/17 academic year was agreed at the full Governing Board meeting in the Summer term.
- The appointment of a Chair for each committee for the 2016/17 academic year was agreed at the full Governing Board meeting in the Summer term.
- The terms of reference for the Governing Board was presented and agreed. The terms of reference for individual governors were presented and agreed. The terms of reference of the committees had been agreed in the Autumn term committee meetings. They were presented and agreed.
- The panel of two governors appointed to carry out the Head Teacher's Performance Review in 2016/17 was agreed by the full Governing Board in the Summer term meeting
- The school's External Advisor for 2016/17 was appointed by the Governing Board in the Summer term.



## 8. GOVERNORS' CHARTER

- The Governors' Charter for 2016/17 was presented and agreed. The governors returned their signed copies to the clerk.

## 9. 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

MC reported on the meeting held on 23<sup>rd</sup> November 2016. Matters discussed included:

- a. The school development plan was reviewed for Priority 1- Outcomes of Pupils – Outstanding Reading Culture, Priority 2 – Outcomes for Pupils – Disadvantaged Pupils, Priority 3 – Quality of Teaching, Learning and Assessment – Challenge and Engagement and Priority 4 - Quality of Teaching, Learning and Assessment - Technology.
- b. The HT presented the published assessment data for Summer 2016 in detail through a Raiseonline Self Evaluation Summary, Inspection Dashboard report, FFT Aspire Dashboard report and Raiseonline 2016 Summary Report. The governors were informed that
  - Phonics Attainment was 83% (2015 83%, 2014 94%).
  - At KS1 in Reading 94% achieved the expected standard (National 70%) and 20% achieved greater depth (National 24%), in Writing 63% achieved the expected standard (National 65%) and 10% achieved greater depth (National 13%) and in Maths 77% achieved the expected standard (National 73%) and 30% achieved greater depth (National 18%)
  - At KS2 in Reading 88% achieved the expected standard (National 66%) and 41% achieved greater depth (National 19%), in Writing 75% achieved the expected standard (National 74%) and 13% achieved greater depth (National 15%) and in Maths 91% achieved the expected standard (National 70%) and 53% achieved greater depth (National 17%)
  - The KS2 scaled scores were Reading 107.6 (National 102.6) and Maths 109.0 (National 103.0)

### ***What will cause an Ofsted inspection?***

LH – As we have been assessed an outstanding school then in December each year Ofsted complete a risk assessment of the school based on the data and this will then trigger a visit.

- c. Items were reviewed from the Director of Children's Services report relating to the committee: Item 1 – Governance and Liaison, Item 2 – National Governors' Association, Item 3 – national Database of Governors, Item 4 – A Competency Framework for Governance, Item 7 – Ofsted Framework Changes, Item 8 – Assessment for Writing, Item 9 – Early Analysis of School

Performance across Cheshire East in 2015/16, Item 11 – School Improvement and Item 16 – Virtual School.

- d. The Modern Foreign Language, EYFS and Homework policies were reviewed.
- e. LH informed the committee of attendance at WRAP (workshop for raising awareness of prevent) train the trainer workshop.

#### Community Committee:

MC reported on the meeting held on 5<sup>th</sup> October 2016. Matters discussed included:

- a. The school development plan was reviewed for Priority 5 – KiVa (research based anti-bullying programme), Priority 6 – Global Education and Community Cohesion.
- b. The behaviour log for 2015/16 was presented and discussed.
- c. The governors reviewed an annotated audit document provided by Cheshire East that proved that the school website is compliant.
- d. The governors reviewed the report on the annual Health and Safety check showing no recommendations for the school.
- e. The governors reviewed the report on the annual Hygiene Audit check showing 3 minor recommendations.
- f. The committee were presented with the school's Building maintenance 3 year plan and this was discussed.
- g. Items were reviewed from the Director of Children's Services report relating to the committee: Item 1 – Governance and Liaison Update, Item 2 – National Governors' Association, Item 3 – National Database of Governors, Item 4 – A Competency Framework for Governance, Item 5 – tootfoot, Item 10 – Overview of work by the Education and Skills Board, Item 13 – Changes to Children Missing in Education Regulations, Item 14 – Penalty Notices for Unauthorised Absence, Item 15 – Update on keeping Children Safe in Education, Item 17 – primary School Immunisation Programme and Item 27 – Terrorism Bomb Threats.

#### ***What is tootfoot?***

LH – This is an online safeguarding platform for schools and colleges to provide pupils with a confidential way of reporting cyber bullying, racism and other incidents. LH saw a demonstration of the software and considered it to be very secondary and college based.

- h. The governors reviewed an annotated statutory policies document that proved that the school is compliant with all policies needed in educational establishments.
- i. The Child protection and Safeguarding, Fire Prevention and Letting and Charging Policies were reviewed.
- j. LH confirmed that the safeguarding audit for 2016/17 had been completed.
- k. SSp had attended Safeguarding training and had a checklist to complete with the school. This had since been completed during a meeting with LH and YH and all procedures are in place.

#### Strategic Leadership and Management Committee:



NR reported on the meeting held on 9th November 2016. Matters discussed included:

- a. The school development plan was reviewed for Priority 7 – Leadership Capacity and Item 8 – Converting School Status
- b. The budget virements totalling £2,666 increase in income since the summer term were reviewed and approved.
- c. The school budget for 2016/17 and the 3 year forecast were presented and reviewed which showed a deficit in year 3, together with the management accounts to 31<sup>st</sup> October 2016.
- d. The school fund and Friends of Excalibur accounts to 31<sup>st</sup> October 2016 were presented and reviewed.
- e. The school fund account audit report from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 was presented and reviewed.
- f. The School Financial Value Standard review was discussed and planned.
- g. The Education HR Newsletter was presented and reviewed.
- h. The attendance percentages and procedures were reviewed.
- i. Items were reviewed from the Director of Children's Services report relating to the committee: Item 1 – Governance and Liaison Update, Item 2 – National Governors' Association, Item 3 – National Database of Governors, Item 4 – A Competency Framework for Governance, Item 6 – School Teachers' Review Body, Item 7 – Ofsted framework Changes, Item 18 – Occupational Health Service provision, Item 19 – Model HR policies, Item 20 – reward centre, Item 22 – School Financial Value Standard Annual Review, Item 23 – Unofficial School Fund Audit, Item 24 – Admission Arrangements and Item 25 – Out of Cohort.
- j. The Flexible Working and Working Life Balance, Equality and Diversity in Employment, paternity Pay and Leave, Disciplinary, Pension Discretions, Redundancy, Charging and Remission, Admission, Travel and Expenses, critical Incident, Teacher Appraisal and the Use of Force to Control and Restrain Pupils policies were reviewed together with the Manual of Internal Financial Procedures 2016/17.

- Reports from governors with special responsibilities were received:

#### Pupil Premium Governor Report

NR presented her report to the governors. She had met with the Pupil Premium lead in school where they had discussed the number and spread of disadvantaged pupils through the school. NR reviewed how the Pupil premium funding had been allocated for 2016/17 and the findings from the spend in previous years. She reviewed the achievement in Summer 2016 and discussed how the pupil progress meetings in school were used to assess the progress of each disadvantage pupils and assess what interventions, if any, are necessary. She felt that the school had a positive focus in this area and she could see passion and dedication in this area from the Pupil Premium lead.

- Reports from cohort governors were received:

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.

#### Reception Class Welly Walk

SC reported on a visit to the Reception Class to accompany them on their welly walk to Merelake Way on Thursday 20<sup>th</sup> October 2016. She stated that the children had settled into school well and that the new teaching assistant in the class was having a good impact

#### Reception Visit

SSp reported on her visit to the Reception class on 8<sup>th</sup> November to introduce herself and tell them about how she helps the school in her role as a school governor. She told them about her role as governor involved; going to meetings and asking lots of questions. They had lots of questions for her and so I spent the morning with them in their class.

#### Safeguarding Visit

SSp reported on her Safeguarding visit to school on 8<sup>th</sup> November 2016 with the School Business Manager and Headteacher. The aim of the visit was to complete the safeguarding checklist that she had received at Cheshire East Safeguarding training in July 2016 and satisfy herself that the school could keep children safe. She explained that she delivers Safer Recruitment training within schools in Cheshire East so she had high expectations and a list of best practice from the NSPCC and the Safer Recruitment consortium. She checked the policies and procedures and walked around the school to check that Safeguarding was promoted and that everyone knew what to do if they had a concern. She asked some questions to members of staff and was satisfied that everyone knew what to do and that keeping children safe was a priority for all. She also checked how records were kept and updated, that the policy was up to date and that it was published on the website. She confirmed that she left with a tick in all the checklist box's and felt confident that the school was working hard to keep our children safe.

#### Accelerated Reader Pupil Voice Meetings

SC reported on her attendance at the pupil voice meetings on Friday 11<sup>th</sup> November 2016 with small groups of key stage 2 pupils around the new Accelerated Reader programme, introduced in September 2016. She stated that the children showed an overwhelmingly positive enjoyment of reading and were enthusiastic about the introduction of the Accelerated Reader programme finding many positive characteristics to the new programme around challenge, impact and their understanding and enjoyment of reading.

#### Girls Football Tournament

MC presented his report from attending this tournament in Sandbach on 14<sup>th</sup> November 2016. The teamwork of the girl's team should make Excalibur proud.

## 10. FINANCIAL MATTERS



- NR presented the School Financial Value Standard (SFVS) return. The return had been distributed with the agenda to the meeting. The SFVS audit was completed by NR and the chair of governors on 29<sup>th</sup> November 2017. The governors reviewed the document including the seven agreed actions and the document was approved to be sent to Cheshire East Finance Department by 31<sup>st</sup> December 2016. It was agreed that the Strategic Leadership and Management Committee would monitor the identified actions and ensure that the timescales are met.
- The LMS budget was presented to Governors. They received and approved the budget.
- The governors received a copy of the Unofficial School Fund Audit Report for 2015/16 produced by Laura Hancock from Cheshire East Council on 29<sup>th</sup> June 2016. The report includes the work undertaken in the audit, a description of how income and expenditure is recorded and how reconciliations are completed. It provided two recommendations and it was agreed that the Strategic Leadership and Management Committee would monitor these recommendations in the Spring term meeting.
- It was agreed that the auditor for the Unofficial School Fund Accounts would be Cheshire East Council for 2016/17
- The Pupil Premium Impact Statement for 2015/16 was presented to the board. It showed how the pupil premium money had been spent and the key stage 2 SATS results for 2016 showing the attainment of pupil premium pupils compared non pupil premium pupils. It shows that the percentage of pupil premium pupils in school achieving age related expectation are higher than the national non-disadvantaged pupil percentage in all areas except for Spelling, Punctuation and Grammar, but they do not achieve the percentage of non-disadvantaged pupils in the school.

#### **Action points:**

- **Strategic Leadership and Management Committee to monitor the completion of the SFVS action points (SLMC)**
- **Strategic Leadership and Management Committee to monitor the recommendations included in the Unofficial School Fund Audit Report (SLMC)**

#### **11. PART ONE HEADTEACHER'S REPORT**

- LH referred to the report circulated prior to the meeting. The report dated November 2016 contained the following:
  - Introduction
  - Pupils – including pupil numbers, groups in school, attendance, exclusions, racist incidents, bullying incidents and children receiving support
  - Staffing – including teaching and support staff in each class, subject leadership teams, midday assistants, appraisal planning, professional development, planning preparation and assessment time and staff meetings.

- Achievement and standards – including pupil progress meetings, SEN reviews and Autumn term data
- Parents and community – including Friends of Excalibur events, Community events, visitors, parents evening, sports events and letting arrangements
- School activities – including extra-curricular activities, educational visits, workshops and in school activities.
- Premises and equipment
- Finance- including budget figures.
- Appendices – including the SIP report November 2016, Raiseonline summary for Summer 2016, Cheshire East school places statistics and Performance Management decisions.

She highlighted some key areas which were discussed by Governors:

- An update to the figures on page 3 as there are now 3 Common Assessment Frameworks in place in school.
  - An update on page 9 that following the Christmas Fair the Chair of Friends of Excalibur resigned her position.
  - The Town Council are using the school for a by election on 12<sup>th</sup> January 2017. Cheshire East Council have assessed the use of the mobile for the election and agreed that it is adequate. The school will not close but to ensure the safety of the children they will not go outside during the day and during drop off and pick up there will be extra staff presence on the playground and at the bottom of the school drive.
- The SATs results for 2016 have been fully discussed in the Learning, Teaching, Curriculum and Standard Committee on 23<sup>rd</sup> November 2016.

## **12. SCHOOL IMPROVEMENT PARTNER/ EXTERNAL ADVISOR**

John Mollard the SIP visited the school on 4<sup>th</sup> November 2016.

The visit concentrated on the issues raised at the previous visit, the data for 2016 and the Ofsted self evaluation.

The HT performance management was completed by the SIP with the performance management panel.

## **13. 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 – discussed in all committees
2. National Governors' Association - discussed in all committees
3. National Database of Governors - discussed in all committees



4. A Competency Framework for Governance - discussed in all committees
5. tootoot - discussed in Community Committee
6. School Teachers' Review Panel - discussed in Strategic Leadership and Management Committee
7. Ofsted Framework Changes - discussed in the Learning, Teaching, Curriculum and Standards Committee
8. Assessment for Writing - discussed in the Learning, Teaching, Curriculum and Standards Committee
9. Early Analysis of Schools Performance across Cheshire East 215/16 - discussed in the Learning, Teaching, Curriculum and Standards Committee
10. Overview of the work of the Education and Skills Board in promoting partnership work - discussed in Community Committee
11. School Improvement Levels of Support and Intervention 2016/17 - discussed in the Learning, Teaching, Curriculum and Standards Committee
12. The opening of Crewe Engineering Technical College - discussed in the Learning, Teaching, Curriculum and Standards Committee
13. Changes to Children Missing in Education Regulations - discussed in Community Committee
14. Penalty Notices for Unauthorised leave of Absence - discussed in Community Committee
15. Update Keeping Children Safe in Education - discussed in Community Committee
16. Virtual School Report - discussed in the Learning, Teaching, Curriculum and Standards Committee
17. Primary School Immunisation Programme - discussed in Community Committee
18. Occupational Health Service provision - discussed in Strategic Leadership and Management Committee
19. Model HR Policies and Procedures - discussed in Strategic Leadership and Management Committee
20. Rewards Centre - discussed in Strategic Leadership and Management Committee
21. Schools Financial Value Standard - discussed in Strategic Leadership and Management Committee
23. Unofficial School Fund Audit - discussed in Strategic Leadership and Management Committee
24. Admission Arrangements - discussed in Strategic Leadership and Management Committee
25. Out of Cohort - discussed in Strategic Leadership and Management Committee
26. 30 hour Free Childcare Entitlement and Tax Free Childcare - discussed in the Learning, Teaching, Curriculum and Standards Committee
27. Terrorism Bomb Threats - discussed in Community Committee

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

#### **14. GOVERNOR DEVELOPMENT**

SSp reported that she had attended Finance training on 22<sup>nd</sup> November 2016 and Governor Safeguarding training on 12<sup>th</sup> July 2016.

#### **15. PLANNED RESIDENTIAL VISITS**

- The following residentials were discussed and approved on the basis that risk assessments will be completed and approved by the Head Teacher before the residential takes place.
  - Standon Bowers – Year 4 – 14<sup>th</sup> to 15<sup>th</sup> March 2017
  - Laches Wood – Year 6 – 20<sup>th</sup> to 22<sup>nd</sup> September 2017.

## 16. SCHOOL POLICIES

- The following policies were reviewed and agreed at committee and were approved by the governing board:
  - Admissions Policy from September 2018
  - Charging and Remission Policy
  - Child Protection and Safeguarding Policy
  - Critical Incident Policy
  - Disciplinary Policy and Procedure
  - Equality and Diversity in Employment Policy
  - EYFS Policy
  - Fire prevention Policy
  - Flexible Working and Work Life Balance Policy
  - Homework Policy
  - Letting and Charging Policy
  - Manual of Internal Financial Procedures
  - Modern Foreign Language Policy
  - Paternity Pay and leave Policy and Procedure
  - Pensions Discretions Policy
  - Redundancy Policy
  - Teacher Appraisal policy
  - Travel and Expenses Policy
  - Use of Force to Control and Restrain Pupils Policy

## 17. ANY OTHER BUSINESS

None

## 18. MEETINGS

The next full governors meeting will be on 29<sup>th</sup> March 2017 at 5.00pm.

Part one of the meeting closed at 6.30pm.

V. Alsop----- Chair

29-3-2017----- Dated