

**MINUTES OF A MEETING OF THE GOVERNING BOARD  
OF EXCALIBUR PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 29<sup>th</sup> MARCH 2017  
(Commencing 17.00hrs)**

**Governors Present:**

Mrs V Alsop	(VA) Chair
Mr M Cross	(MC) – arrived during item 3
Mrs L Houldsworth	(LH) Headteacher (HT)
Mrs N Ratcliffe	(NR) Vice chair
Mr J Riley	(JR)
Mrs S Sproston	(SS)
Mrs J Tomkinson	(JT)
Mr D Townson	(DT)

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

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**PART ONE**

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**1. APOLOGIES & ADDITIONAL AOB ITEMS**

- No apologies were received.

**2. CONFLICT OF INTEREST**

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. The governors declared the following interests:

- 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. The school is trialling the software in the Summer term free of charge
- Mr J Riley declared that he delivers English training to schools.

**3. MEMBERSHIP**

- The changes to the governing body are that:
  - S Brammeld resigned as a parent governor on 13<sup>th</sup> January 2017
  - S Shulver resigned as a foundation governor on 10<sup>th</sup> March 2017
  - S Choi resigned as a parent governor on 20<sup>th</sup> March 2017The governors wish to thank them for their services on the governing board.
- The governing body has five vacancies:
  - One co-opted governor – there was a discussion around a parent who is a solicitor who is interested in becoming a co-opted governor. LH is to invite her to the next meeting to make a presentation on how her expertise will benefit the governing board of Excalibur.

- One local authority governor.
- Two parent governors – an election is to take place in April 2017
- One foundation 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.
- 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)**
- **To invite the parent interested in becoming a co-opted governor to the Summer term meeting to make a presentation to the governing board. (LH)**

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

- The part one minutes of the previous autumn term full Governing Board meeting on 7<sup>th</sup> December 2016 were **agreed** and signed by the Chair.

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

No matters arising from part one minutes that will not be covered elsewhere in the meeting

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

The Chair reported no action was taken under the Chair's Power to Act since 7<sup>th</sup> December 2016.

#### **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

MC reported on the meeting held on 22<sup>nd</sup> March 2017. Matters discussed included:

- MC declared an interest in Amavon, a sports software company that the school is to trial in the Summer term. The assessments and software were discussed in the FGM meeting.

**What will the parents see when they log onto their child's account?**



MC – They will see their own child's locker room which will show assessment results and profile, physical literacy plans and activities to do at home. This is the method that the school could then use to engage parents to improve athleticism of the pupils.

- b. 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.

**Is the peer to peer work always in the same teacher pairs?**

LH – No it changes it is sometimes within the key stage and sometimes across key stages depending on the area being looked at.

- c. The HT presented the school's assessment data for the Spring term from School Pupil Tracker. The data was part of the pupil progress meetings that took place on 20<sup>th</sup> March 2017 after which a new intervention map was created for the Summer term. The data showed tracking progress from September 2016 and it was discussed in detail by the committee. An action from the committee was that percentage achievement would be added to the Spring term data and be presented to this committee, it has been added by LH and is included in the headteacher's report.
- d. The Sen governor's report was to be presented to the full governing board and it was to be presented later in this section.
- e. Items were reviewed from the Director of Children's Services report relating to the committee:
  - Item 1 – School governance covering the governor's conference, Spring training programme, competency framework for governance, governors handbook 2017, governors professional competency framework and Ofsted's improving governance report.
  - Item 3 – New ethnicity, gender, social mobility report from social mobility commission
  - Item 9 – Cheshire East information and advice support (CEIAS)
  - Item 14 – Virtual school update
  - Item 15 – Responsibility of schools for learning outside the classroom
- f. The policy listing for the committee was reviewed and History and Geography policies were reviewed.

#### Community Committee:

MC reported on the meeting held on 18<sup>th</sup> January 2017. 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 governors reviewed the Health and Safety CHESS update, the Cheshire East Catering quality audit form from their visit on 14<sup>th</sup> February 2017 and the school's risk listing.
- c. The committee were presented with the school's Building maintenance 3 year plan and this was discussed.

- d. Items were reviewed from the Director of Children's Services report relating to the committee:
  - Item 1 – School governance covering the governor's conference, Spring training programme, competency framework for governance, governors handbook 2017, governors professional competency framework and Ofsted's improving governance report.
  - Item 5 – Use of personal devices to take pictures of children in school
  - Item 6 – Safeguarding children and young people affected by domestic and relationship abuse
  - Item 7 – Neglect and the one minute guide
  - Item 8 – Bully free Cheshire East
- e. The policy listing was reviewed.

Strategic Leadership and Management Committee:

NR reported on the meeting held on 15<sup>th</sup> February 2017. Matters discussed included:

- a. The school development plan was reviewed for Priority 7 – Leadership Capacity, Priority 8 – Converting School Status and other threats to the school that included the new funding formula.
- b. The committee reviewed two documents from The Key: Scrutinising the budget and Budget cuts the role of governors.
- c. The budget virements totalling £12,764 reduction in the amount to be carried forward since the Autumn term budget was reviewed and approved.
- d. The school budget for 2016/17 and the 3 year forecast were presented and reviewed which showed a deficit in year 3 of 38,744, together with the management accounts to 31<sup>st</sup> January 2017.
- e. The school fund and Friends of Excalibur accounts to 31<sup>st</sup> January 2017 were presented and reviewed.
- f. The School Financial Value Standard findings were reviewed and cleared
- g. The School Fund Audit for 2015/16 findings were reviewed and cleared
- h. The committee reviewed the school's financial benchmarking data for 2015/16
- i. The DfE guide 'School Buying Strategy' was reviewed and discussed
- j. The Education HR Spring term newsletter was presented and reviewed.
- k. The HR guidance on English language requirements in the public sector was reviewed
- l. The SLT pay and employee absence reports for 2015/16 were reviewed
- m. The attendance percentages and procedures were discussed.
- n. A review of admissions applications to date in 2016/17 were discussed to ensure the school is meeting the time requirements
- o. The Office of school adjudicators annual report was reviewed.
- p. Items were reviewed from the Director of Children's Services report relating to the committee:
  - Item 1 – School governance covering the governor's conference, Spring training programme, competency framework for governance, governors handbook 2017, governors professional competency framework and Ofsted's improving governance report.
  - Item 2 – New guidance on the control of your school's destiny and the new National Governors Association documentation.



- Item 4 – Primary school consolidation report which included the findings from internal audit on Cheshire East School. The findings were reviewed in light of school procedures and cleared
  - Item 10 – Permanent exclusions financial readjustment
  - Item 12 – School admissions 2018/19 these changes and recommendations will be included in the school's admission policy for 2018/19.
  - Item 13 – What is the Apprenticeship Levy?
  - q. The Business continuity / contingency plan and the Governors attendance policy were reviewed, together with the listing of policies.
  - r. The governors who had received finance and academy funding training in the term fed back to the committee on the training.
- Reports from governors with special responsibilities were received:

#### SEN Governor Report

DT presented his report to the governors. He had met with the SENCo in March 2017DT went through the procedures around Sen with the SENCo. Dt recognises that the SENCo gives advice to parents and carers in their meetings and is able to anticipate the conversations that she needs to have.

- Reports from cohort governors were received:

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

#### Reception Class – Manchester Airport visit

SSp reported on a visit with the Reception Class to Manchester Airport on 15<sup>th</sup> February 2017. She told the governors how the children had dressed as pilots. They were all engaged in their learning and were well behaved.

#### Year 5 class visit

JR reported on his visit to the year 5 class in December 2016. He sat with the children while they were sewing and also got involved in a piece of writing that they were doing. JR recognises from working with this cohort for a number of years that the children that he though may be struggling in year 5 are doing well with their learning and he identified that this is one of the areas where the school works well.

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

- LH referred to the report circulated prior to the meeting. The report dated March 2017 contained the following:
  - Introduction
  - Pupils – including pupil numbers, groups in school, attendance, exclusions, racist incidents, bullying incidents, CAF's in place, pupils

with part-time arrangements, use of the neglect screening tool and children receiving support

- Staffing – including teaching and support staff in each class, subject leadership teams, midday assistants, appraisal planning, professional development in the Spring term, planning preparation and assessment time, leadership and management time, staff deployment and staff meetings.
- Achievement and standards – including pupil progress meetings, SEN reviews, Spring term data and monitoring.
- Parents and community – including the new Friends of Excalibur committee, Friends of Excalibur events, Community events, visitors in school, e-safety evening, sports events, collaborative work, class assemblies and fundraising.
- School activities – including extra-curricular activities offered in the Spring term, educational visits, class music tuition, reading project, enterprise project, science week, workshops and in school activities.
- Premises and equipment including bids to be made and upgrading of the IT infrastructure.
- Finance- including budget figures for 2016/17
- Appendices – including the SIP report March 2017 and the Spring term data snapshot.

She highlighted some key areas which were discussed by Governors:

- An update to the assessment data to include attainment percentage of pupils on track to achieve age related expectation.
- An update on the new School Improvement Partner (SIP). She will be taking over as the SIP from Autumn 2017 and the SIP day in Summer 2017, 21<sup>st</sup> June 2017, will be used also as a transfer when both SIPs will attend school and governors will be invited to speak to the new SIP at lunchtime.

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

No matters arising.

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

John Mollard the SIP visited the school on 17<sup>th</sup> March 2017.

The visit concentrated on the issues raised at the previous visit, the coasting school agenda, the progress on the school development plan for 2016/17, the Ofsted judgements and the mid-year tracking.

## **11. DIRECTOR OF CHILDREN'S SERVICES REPORT**

The Director of Children's Services Report for the Spring Term 2017 was discussed in the relevant committee meeting and reported to the FGB above as part of their minutes.



## **12. GOVERNOR DEVELOPMENT**

SSp reported on the training received by the governing body since the Autumn term meeting:

- Schools Financial Value Standard training had been attended by NR and SSp 16<sup>th</sup> January 2017.
  - Academy Funding training had been attended by VA on 2nd February 2017.
  - Academy Governance training had been attended by VA on 14<sup>th</sup> March 2017.
- The skills audit is partially complete and we are awaiting returns from MC,DT, JT and NR. Once these have been received a summary will be presented to the Summer time full governing board meeting on 5<sup>th</sup> July 2017.

## **13. SCHOOL POLICIES**

- The following policies were reviewed and agreed at committee and were approved by the governing board:
  - History
  - Geography
  - Business continuity / contingency plan
  - Governors attendance
- The School Holiday dates for 2018/19, which are in line with other Alsager schools, were agreed and approved.

## **14. ANY OTHER BUSINESS**

- The Parent survey summary and feedback was presented to the board. It was agreed that SSp will come into school to look through the returns that have been received and confirm that the summary is in line with the returns received. The summary will be sent to all parents and uploaded to the school website.
- The board thought that it would be a good idea to streamline the committees into two:
  - Business and resources
  - Standards and curriculum

This would be researched and new draft terms of reference would be presented to the board in the Summer term meeting.

## **15. MEETINGS**

The next full governors meeting will be on 5<sup>th</sup> July 2017 at 5.00pm.

Part one of the meeting closed at 6.30pm.

V. Alsg----- Chair

5/7/2017----- Dated