



Yvonne Hilditch Chancery MAT [85] 15 July 2021

Excalibur FGB Pt 1 Minutes 11/01/2021

▶ Virtual ▶ Monday, January 11, 2021 ▶ 17:30 ▶ Chair: Sarah Sproston ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Juliet Jones, Jo Bain, Gail Whittingham, Petra Wayman-Zwart, Michael Cross, Sarah Sproston, Anna McArdle, Rachel Hackney, Gill Burgess

Governors Apologies: >Kate Jepson, Simon Cotterill

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch

Non Governors Apologies: >

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

The meeting was quorate and started at 17.33.

MINUTE

The Chair welcomed all to the meeting.

Apologies received from Kate Jepson and Simon Cotterill were accepted.

No additional items of Part One business were requested.

Agenda Item 2 ▶ Conflict of Interest

Mike Cross declared his work with a coaching company leading on a project 'Beyond The School Gates' looking at remote learning for PE in order to provide for primary children at home.

MINUTE

The Clerk confirmed that Declarations of Interest on Trust Governor were up to date for 2020/21.

ACTION

To update interests on Trust Governor. (MC)

Agenda Item 3 ▶ Membership

Changes in Membership

The appointment of Gill Burgess as a Co-opted Governor with effect from 2nd December 2020 was noted. This had been approved by the Chancery Trust Board of Directors at their December meeting.

MINUTE

There were no vacancies currently and no governor terms of office were due to expire before the next LGB meeting.

No Associate Governors were deemed necessary.

Agenda Item 4 ▶ Chairs Power to Act

MINUTE

The Chair advised that no action had been taken on behalf of the LGB.

Agenda Item 5 ▶ Part One Minutes, Matters Arising and Actions

The Part One minutes of the Autumn 2 LGB meeting on 25th November were reviewed, agreed to be an accurate account and would be signed off by the chair.

MINUTE

There were no matters arising.

The Action Log from the Autumn 2 LGB meeting was reviewed and updated on Trust Governor with actions carried forwards where necessary.

ACTION

To read the minutes of the Directors' meeting on 23rd September 2020. (All)

Agenda Item 6 ▶ Scheme of Delegation and LGB Terms of Reference

MINUTE

The LGB noted the Chancery Trust Scheme of Delegation and the LGB Terms of Reference, both of which had no amendments.

Agenda Item 7 ▶ School Performance

MINUTE

The Headteacher report previously uploaded to Trust Governor contained the following sections:

Opening of school in January

- Attendance
- Staffing
- Remote Learning
- Engagement
- Parental Feedback
- Challenges
- Safeguarding

and JJ gave the following update:

Data/attendance

Data, including attendance data, from the autumn term was included in the report. Attendance was good and better than the similar period of the previous year. An analysis of vulnerable group attendance was also included. Governors commented positively on the attendance and JJ advised that after a term of no closures, in the last week before Christmas it had been necessary to close two bubbles. The chair commented positively that Excalibur School was one of the few schools in Cheshire East (CE) which had very few cases.

Opening of school in January

The Risk Assessment (RA) had been amended after the government announcement on 4th January and Senior Leadership Team (SLT) and staff meetings ensued. Pupils were now kept in classes to avoid mixing, with a class maximum of 15. This had been communicated to parents and a skeleton staff had been on site from Wednesday 6th. Parents were requested to keep pupils at home from 5th January. Key worker and pupils in vulnerable groups were identified and kept in school.

Attendance

Average and daily figures per class were included in the report with the highest being Years 2 and 4. Key worker parents had flexibility in the days chosen and days and a breakdown of information for vulnerable groups (EHCP, SEND, Cared for Pupils, Pupil Premium (PP) Pupils, Wellbeing and Mental Health concerns) was provided for governors. Education Health and Care Plans (EHCPs) had been revised in line with Cheshire East guidance and a revised provision plan in place. AM, the Special Educational Needs Coordinator (SENCO) had put together a communication plan whereby the class teacher, JJ, YH or the SENCO communicated with families on a weekly basis.

Staffing

JJ advised governors how fantastic the staff had been over the period, with teachers working from home on time-consuming home learning including replying to pupils on Seesaw as well as preparing and delivering lessons. Teaching Assistants (TAs) in school were being supported. Of the three clinically vulnerable staff one was working from home and two had RAs in place. There had been no staff absences since January.

Remote Learning

The DfE had produced a full list of expectations and the school had adopted a blended approach. For every session there was teaching input which is not necessarily live but can be an Oak Academy or BBC lesson. Each session had teacher input and work was set relative to it which equated approximately to the amount of time spent in a lesson. It was felt important that pupils saw class teachers on a daily basis, and if no live lessons were possible there was a pre-recorded morning session. Seesaw was used to submit work which allowed teachers to respond until 4 p.m. in order to balance teacher workload.

For those pupils unable to access remote learning YH had produced a loan agreement and some DfE laptops had been received. Also, a bid had been submitted for five further devices. One or two families had requested printed resources which had been provided.

A discussion ensued led by the parent governors. One governor was impressed with speed of the provision after the announcement. Daily contact with school was good and would help with the transition back into school after closure. Initial issues with Microsoft Teams had been resolved. Concerns, however, included the fact that pupils were left online unattended once teaching finished. The meeting discussed the responsibilities and/or accountabilities of the school when pupils were left on their own and were able to chat. JJ confirmed that school policy was that pupils were supervised and this had been reinforced with staff; the meeting should come to an end once the teacher left. The chat function for Year 5 had now been removed. JJ agreed to investigate the situation further and ensure chatting between pupils cannot take place without the attendance of the teacher. Pupils appreciated the personal feedback via Seesaw. Some pupils had found remote learning challenging but the situation was now better with more interaction and pupils were learning.

However, from comments on Facebook, many parents were praising teachers and the work set.

It was **agreed** that providing an opportunity for pupils to meet socially would be further investigated.

Governors endorsed the work of the school and innovative responses moving forwards.

Parents on the meeting commented on the amazing progress and development of the online provision since the first closure.

Challenges

Staff wellbeing, staff confidence in the use of IT platforms, engagement of hard to reach pupils and increased expense had been identified and were being monitored with actions to mitigate in place.

Governors complimented JJ on her work and her sound leadership of the school.

ACTION

To draft a letter to staff thanking them setting out achievements and progression on a half termly basis. (SS)
To prepare a thank you for teachers for February half term and Easter. (JB)

DECISION

It was agreed that providing an opportunity for pupils to meet socially would be further investigated.

Q: Are any attendance issues causing concern?

A: Attendance figures had been reduced by specific families where JJ was in constant communication. These remained a concern.

Q: What could the school do differently by way of remote learning?

A: Pupils miss their class teacher and the key is a feeling of isolation.

CHALLENGE

Q: Is anything planned to connect pupils outside lessons, e.g. virtual lunches / socially?

A: The difficulty is supervision and the monitoring and safeguarding aspects. There are many ways to meet up outside school for older pupils, although the circle time concept and some structure could be suitable, perhaps through guided reading groups.

Q: Could 'survival kits' be provided for the staff?

A: This could be a good idea if funding permitted. It is important that teachers are motivated and kept going in order to keep the pupils motivated.

Agenda Item 8

▶ **Question to LGB from Directors**

How is the school compliant with current remote learning expectations?

MINUTE

JJ's report clearly set out and analysed the DfE requirements for compliance and also detailed the provision of Excalibur School.

How has the remote learning offer evolved since March 2020?

Parent feedback both in the meeting and from other sources evidenced this.

Agenda Item 9

▶ **Finance**

MINUTE

There was no finance report for this meeting. A full report would be made available for the LGB meeting on 4th March 2021.

Agenda Item 10

▶ **Health and Safety**

MINUTE

There were no Urgent Health and Safety (H&S) issues.

No Health and Safety Audit documents had been received since 23rd November 2020.

Agenda Item 11

▶ **Reports from Governors with Specific Responsibilities**

MINUTE

SSDP / Curriculum Governor Reports

JB

- Dan Hancock (DH) had been contacted to discuss the English plans in November. It had since proved difficult to maintain the momentum of the plans.
- Plans were in place for after lockdown including new baselining.
- There was consistency between classrooms.
- Remote learning was discussed and was in place.
- Had met Jane Ling and discussed SENCO role which was now the responsibility of classroom teachers with the support of AM.
- A further meeting with AM would take place before Easter.
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GW

- Had spoken to DH to discuss PHSE and a call was booked in with AM.

PW

- Had spoken to DH about remote learning at start of December. Plans appeared to be thorough and well thought through with training provided to staff. A further update would be arranged.

MC

- Had contacted DH regarding PE. MC was currently working to deliver outstanding PE using a technology platform bespoke for Excalibur for pupils from Year 1 to Year 6 so they were doing PE activities that are worthy. There would be a small cost which could be funded by Sports Grant Funding. MC would be able to report to the next meeting.

JB

- Had been in touch with JJ about wellbeing of staff and pupils and was satisfied with the plans in place.

There were no recommendations requiring the approval of the LGB.

- ACTION** To feedback on meetings with staff links at the next meeting. (SS/RH/SC)
To carry out a safeguarding audit with JJ. (SS)
- Agenda Item 12** ▶ **Director of Children's Services Report**
- MINUTE** The report was not yet available and would be discussed at the Spring 2 LGB meeting.
- Agenda Item 13** ▶ **Safeguarding**
- MINUTE** YH reported that the Single Central Record had been changed to a tracker for the trust to show compliance and the Ofsted readiness of the schools. This would be tested at Excalibur and would enable greater centralisation to give a trust overview of the schools and Ofsted compliance. The information would be available for amendment by relevant staff.
- Agenda Item 14** ▶ **Governor Development/Training**
- Training Liaison Governor Report
No details of training had been received. However, CE online training was still taking place.
- MINUTE** Governors we advised that the NGA and School Bus contains good articles and briefing notes.
- Outcomes of the LGB effectiveness audit
It was agreed to carry this forward to the next meeting.
- ACTION** To carry out an audit on the effectiveness of the LGB and report back to the Spring 2 LGB meeting. (SS and GB)
- Agenda Item 15** ▶ **Educational Visits**
- MINUTE** No visits were currently possible in accordance with government guidance.
- Agenda Item 16** ▶ **Admission Arrangements**
- MINUTE** Admission arrangements for 2022/23 would be presented to directors. YH explained the need for consultation if amendments were required to the current arrangements before submission to CE for approval.
- Agenda Item 17** ▶ **School Policies**
- MINUTE** Policy Listing
The document had been uploaded to Trust Governor prior to the meeting.
- Policies for review and approval
SEN Policy
This had now been amended to include names of the responsible people.
The SEN Policy was agreed by governors.
- Accessibility Plan
This had been updated.
The Accessibility Plan was agreed by governors.
- Equal Opportunities and Accessibility Policy
This was a new policy but had gaps e.g. regarding sexual orientation. YH advised that a Chancery Academy Trust (CMAT) policy would be investigated with Cooks lawyers and a further update would follow.
- Governors agreed the Equal Opportunities and Accessibility Policy as a temporary measure subject to review by the end of March 2021.**
- Fire Procedure
Changes in this document related to procedures in place due to changes around school.
The Fire Procedure was agreed by governors.
- Governor Visits and Protocol Policy
The Governor Visits and Protocol Policy was agreed by governors.
- Learning Outside the Classroom and Educational Visits Policy
Reference to CE had been removed and a section added to confirm that CE Evolve was purchased.
The Learning Outside the Classroom and Educational Visits Policy was agreed by governors.
- Premises Management Policy
No major changes had been made to this.
The Premises Management Policy was agreed by governors.
- Staff Use of School Devices Policy
The Staff Use of School Devices Policy was agreed by governors.
- Admission Policy September 2022
This had been been verified but may need to be revisited if a nursery is opened in order to allow admission of nursery pupils. This would involve consultation.
The Admission Policy September 2022 was agreed by governors.
- Governor Attendance Policy
The Governor Attendance Policy was agreed by governors.
- Approved MAT Policies since 23rd November 2020
The following policies was approved by the directors at their December meeting and would be uploaded to the meeting for governors:

· CMAT Safeguarding Policy.

The SEN Policy was agreed by governors.
 The Accessibility Plan was agreed by governors.
 Governors agreed the Equal Opportunities and Accessibility Policy as a temporary measure subject to review by the end of March 2021.
 The Fire Procedure was agreed by governors.
 The Governor Visits and Protocol Policy was agreed by governors.
 The Learning Outside the Classroom and Educational Visits Policy was agreed by governors.
 The Premises Management Policy was agreed by governors.
DECISION The Staff Use of School Devices Policy was agreed by governors.
 The Admission Policy September 2022 was agreed by governors.
 The Governor Attendance Policy was agreed by governors.

Agenda Item 18 ▶ **Meetings**

MINUTE The date of the spring 2 LGB meeting was confirmed as Monday 1st March 2021.

Agenda Item 19 ▶ **Any Other Business**

Governor Communication Protocol

MINUTE It was **agreed** that discussion on a Governor Communication Protocol would be carried forward to the Spring 2 meeting and SS would discuss with SC.

ACTION to add discussion on Governor Communication Protocol to the Spring 2 LGB agenda. (Clerk)
 To discuss Governor Communication Protocol with SC. (SS)

DECISION It was agreed that discussion on on a Governor Communication Protocol would be carried forward to the Spring 2 meeting and SS would discuss with SC.

Agenda Item 20 ▶ **Impact Statement**

Impact of this meeting on the pupils of Excalibur School

MINUTE

- The meeting discussed the remote learning offered and its evolution since previous lockdown.
- Governors reports evidenced that they engaged with and questioned staff to further their individual knowledge on the SSDP and their curriculum areas.
- Governors noted that Teaching and Learning had evolved over the previous term particularly with reference to remote learning. School and governors were now in a position to know how to evolve further.
- The work of the staff of whole school, and particularly the Headteacher, was acknowledged.

AM left and the Part One meeting closed at 19.01.

Governor Agreed Actions set during this meeting: 1

▶ To feedback on meetings with staff links at the next meeting.

For: next mtg

By: Rachel Hackney

Excalibur LGB Spring 1 2021 Pt 1 *dated:* 11/01/2021
 Minutes approved by Yvonne Hilditch