



Yvonne Hilditch Chancery MAT [85] 15 July 2021

Excalibur FGB Pt 1 Minutes 26/04/2021

► Virtual ► Monday, April 26, 2021 ► 17:30 ► Chair: Sarah Sproston ► Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Anna McArdle, Juliet Jones, Jo Bain, Simon Cotterill, Petra Wayman-Zwart, Kate Jepson, Rachel Hackney, Gill Burgess

Governors Apologies: > Gail Whittingham, Mike Cross

Non Governors Attending: >Sue Lambeth,

Non Governors Apologies: >

Agenda Item 1 ► Apologies and Any Other Business Items

MINUTE

The meeting was quorate and started at 17.35
The Chair welcomed everyone to the meeting.
Apologies received from Mike Cross and Gail Whittingham were accepted.
Items of Part One AOB requested: Clerking

Agenda Item 2 ► Conflict of Interest

MINUTE

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.

Agenda Item 3 ► Membership

Changes in Membership

SS advised that she would be stepping down from the Chair role from the end of the academic year and proposed Gill Burgess as Chair subject to the agreement of the LGB. A handover period would be extremely useful.

Gill Burgess, nominated by SS and seconded by JB, was proposed as Chair of Excalibur LGB for the academic year 2021/22 and unanimously appointed.

MINUTE

JJ welcomed Gill to the role and thanked Sarah for her work with the LGB and the school. SS had been great support to the school and JJ.

There were no vacancies currently and PW's term of office was due to expire on 6th June 2021. PW advised she would not be standing for re-election and it was agreed that a Parent Governor election would take place. PW was thanked for her work and contribution to the LGB.

RH's term of office was due to expire on 4th July 2021 after the next meeting of the LGB on 14th June. RH indicated she was happy to continue in her role as Co-opted Governor. The LGB agreed unanimously to re-appoint Rachel Hackney. This would be ratified by the Chancery Directors at their meeting in July 2021.

ACTION

To organise a Parent Governor election. (JJ)

DECISION

Gill Burgess, nominated by SS and seconded by JB, was proposed as Chair of Excalibur LGB for the academic year 2021/22 and unanimously appointed.

Agenda Item 4 ► Chair's Power to Act

MINUTE

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

Agenda Item 5 ► Part One Minutes, Matters Arising and Action Log Review

The Part One minutes of the Spring 2 LGB meeting on 1st March 2021 were reviewed, agreed to be an accurate account and would be signed off by the chair.

There were no matters arising.

The action log was reviewed and updated on Trust Governor with the following points highlighted:

- SS and JJ had spoken Gail Whittingham (Safeguarding Link Governor) and a visit would take place on 10th May discuss a future safeguarding audit and the actions taken by the school. SS agreed to check the Single Central Record.
- With regard to the discussion of the LGB financial concerns and the need to obtain assurances, SS reported that she and GB had met with Jenny Whiston (JW, Trust Governance Manager) and the LGB Chairs of Pikemere School and The Berkeley Academy. At the meeting it had been agreed that more information would be provided to the Chairs / LGBs by the Multi Academy Trust (MAT) and that a director would be available to attend LGB meetings. Additionally, Governors across the MAT would have the opportunity for a Q&A session to ensure greater understanding.

MINUTE

After further discussion it was **agreed** that further debate and discussion at MAT level would take place in order to obtain clarification and assurance on areas of concern. JB advised that she had attended training on governance at MAT and local level.

- The meeting agreed that the action regarding a Governor Communication Protocol had been completed.
- With regard to an audit of the effectiveness of the LGB, GB advised that the 'Ofsted 20 Questions for Governors' would be used to compare the required standards with current practice.
- Those governors who had not yet been able to arrange meetings with school links would endeavour to do so as soon as possible.
- The Chair reported that the Chancery Trust Scheme of Delegation was under review and would be circulated by JW as soon as possible.

SC arrived at the meeting at 17:51.

ACTION

To check the Single Central Record. (SS)
To set up a future safeguarding audit. (SS/GW)
To send information on the checking of the Single Central Record to GW. (SS)

Agenda Item 6 ► School Performance

MINUTE

Headteacher Update

An interim report had been uploaded to TTG prior to the meeting and governors had submitted questions which would be answered in this item.
Attendance

The attendance of two specific children was impacting the overall attendance data for the school and JJ confirmed that close work was ongoing with both families. One pupil was attending of a part-time basis, and one had been absent due to anxieties.

Assessment Data

- Data reported was based on pupil performance at the point of assessment in line with the other schools in the trust. This had no impact on interventions in place.
- Maths was a focus area in Years 1, 3 and 5 and White Rose Maths assessment was used to ensure consistency based on pupil topic coverage.
- Interventions were summarised in the report and specifically designed to plug the gaps. Identification had been made through question level analysis. The Maths lead was delivering interventions in Years 1 and 2, an experienced supply teacher in Year 3 and another staff member with secondary training was delivering Maths intervention in Years 3 and 4 and reading in Year 5. Intervention by JJ and YH was also in place and Mr Hancock delivered one intervention after school.
- JJ confirmed that the interventions did not have any impact on the Strategic School Improvement Plan (SSDP).
- Maths had been identified across all schools as an area of concern with the result that a working group of Maths leads had been established to develop the subject.
- In comparison with the autumn term data Year 5 had made progress. Year 1 and 3 had dipped slightly. JJ expressed confidence that pupils would make the required progress over time.
- Phonics was a concern across schools nationally and extra sessions were being delivered in Years 1 and 2.

Read write inc

This approach, which had been in use for over 10 years, was felt by staff and leadership to be perfect for the school and the cost included new books to go home, the replacement of missing or damaged books and additional new books. The upskilling of all staff would be necessary and there would be no impact on staffing costs and no change in delivery. Support from Lacey Green School comprised an audit and support in establishing the delivery. Confirmation of the availability of support over the two year period had not yet been received, although match funding had. Governors felt this was a good move and support could be available from other sources. A 30% discount had been negotiated on the books. Inset for staff would take place in June.

- Phonics and early reading had been the focus of the School Improvement Partner (SIP) visit.

AM confirmed that the pupils had benefited from the play and lego therapy.

Leadership

Governor training on the reform to Early Years provision from September 2021 was available and details would be circulated.

CEO record of visit

Excellent feedback on the visit had been received and governors congratulated JJ.

Q: What is the benefit of play therapy and lego therapy?

A: These are for pupils who require specific intervention on a one-to-one basis at a higher level than nurture.

CHALLENGE Q: Are play therapies good value for money?

A: Yes.

Q: Could a governor be linked to Early Years?

A: Yes. SS volunteered to be Early Years link.

Agenda Item 7 ▶ Finance

The latest finance report together with appendices had been uploaded to Trust Governor by YH and governors alerted to their availability. YH confirmed she was available to respond to any questions which would then be minuted at the next LGB meeting.

A move to different budgeting software was about to take place and this would be explained in the next meeting. At that point a 3 year forecast would be available for approval.

MINUTE Governors were reminded that KJ and JB had planned to meet with YH to increase their knowledge and understanding of school finance but this had not taken place due to the pandemic. It was felt that this could be re-arranged to enable assurance and a report made back to the LGB. Governors appreciated the need for an audit trail of questioning and discussion to be recorded in the LGB meeting.

JJ confirmed that families eligible for Pupil Premium (PP) had been encouraged to make contact with the school. However, there was no increase in PP over the lockdowns.

Governors had no questions on the finance documents.

ACTION To add an item to the next meeting to discuss the establishment of a finance subgroup. (Clerk)

Q: Is it correct that there has been no increase in the funding received in respect pupil premium as shown in section 4.8 of the report?

A: This increased in the previous academic year but currently there is no confirmation of any increase for future years.

CHALLENGE Q: Is there any concern over the budget shortfall shown in section 4.1?

A: There is no concern. Reserves are being used at the moment. DfE income will ensure the reserve level will remain the acceptable.

Q: Why is there no separate committee to scrutinise finance documents prior to LGB meetings?

A: Currently there are no committees and one LGB meeting per term attended by the School Business Manager (SBM) who is available for questions once the documents are made available.

Agenda Item 8 ▶ Health and Safety

Urgent Health and Safety (H&S) issues

There were no urgent H&S issues to discuss.

MINUTE

Health and Safety Audit documents received since 1st March 2021

No audits had taken place and the next Local Authority (LA) audit would take place on Friday April 30th.

Agenda Item 9 ▶ Reports from Governors with Specific Responsibilities

Art and Design Technology (SS)

The subject lead had explained her role, curriculum plans and pupil work had been shared and the development of skills explained. Activities during lockdown were discussed together with plans in place to address gaps in learning. Staff wellbeing was also discussed and the subject lead had assured SS that staff felt supported.

Health & Safety (JB)

MINUTE

Having completed training JB was now aware of the legal issues involved and would meet with YH and the Site Manager. Governors were recommended to go into school and on class visits in order to see H&S in action in the environment. JB offered to share PowerPoint slides from the recent training.

Special Educational Needs (SEN) (JB)

A meeting would take place by the end of April.

English (JB)

A meeting would be scheduled shortly.

Agenda Item 10 ► **Safeguarding**

MINUTE No issues were reported and discussion on the safeguarding update would take place at the next meeting.

Agenda Item 11 ► **Question to LGBs from Directors**

After discussion the LGB felt the current arrangement of a question posed to the LGB and discussed at the meeting was one way forward, although the need for such a formal approach was not clear. It was agreed that attendance by a director at each LGB meeting would be best. Governors would welcome the opportunity to meet more of the directors and to build relationships and understanding between the levels of governance.

MINUTE

After a discussion around an employee of Chancery Trust holding the post of director and the potential for a conflict of interest, it was agreed that the Chair would respond to the invitation to meet with the CEO and Chair of the Chancery Board of Directors to discuss this.

ACTION To meet with the Chancery CEO and the Chair of Chancery Directors and GB to discuss the position of any employee being a director of the MAT. (SS)

Agenda Item 12 ► **Governor Development and Training**Training Liaison Governor Report

The Training Liaison Governor had nothing to report and Simon Cotterill (SC) **agreed** to take on the Training Liaison role.

MINUTE SC left the meeting at 18.47.

Governor training reports

JB had completed training as detailed in the meeting.

DECISION Simon Cotterill (SC) agreed to take on the Training Liaison role.

Agenda Item 13 ► **Cheshire East Governance Newsletter Summer 2021**

MINUTE The summer term governance newsletter would be published on 6th May, would be uploaded to Trust Governor and governors alerted in preparation for consideration at the summer 2 LGB meeting.

Agenda Item 14 ► **School Policies**

The governors considered the policy review schedule and had no questions.

Mathematics Policy

MINUTE The Mathematics Policy was **approved** by the LGB.

The Modern Foreign Languages (MFL) Policy would be presented to the next meeting.

No MAT policies had been approved at the spring term meeting of Chancery Directors.

DECISION The Mathematics Policy was approved by the LGB.

Agenda Item 15 ► **Educational Visits**

MINUTE A day trip for Year 6 to Astbury Mere for watersports was being planned.

Agenda Item 16 ► **Any Other Business**

MINUTE The meeting was advised that the appointment of a clerk was made at MAT level in line with the Scheme of Delegation.

Agenda Item 17 ► **Meetings**

MINUTE The date of the Summer 2 LGB meeting was confirmed as Monday 14th June 2021 at 5.30 p.m.

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

MINUTE

- The proposal for a meeting with Chancery MAT to discuss the role of the MAT and the LGB would result in greater understanding of the responsibilities of the governors in relation to their monitoring of the school and maintenance of the continued high standard of provision.
- Discussion of pupil data and details of interventions in place provided governors with assurance of the steps undertaken to ensure identified gaps in learning would be closed.
- The update from the Headteacher provided evidence of the continued high standards in the school and the settled way in which pupils had returned to school.
- Discussion on the development of the phonics and English curriculum confirmed the aim of constant improvement in the provision for the pupils.

The Part One meeting closed at 18.50.

Governor Agreed Actions set during this meeting: 2

► To set up a future safeguarding audit with GW.

For: asap

By: Sarah Sproston

► To send information on the checking of the Single Central Record to GW.

For: asap

By: Sarah Sproston

Excalibur LGB Summer 1 2021 Pt1 *dated:* 26/04/2021

Minutes approved by Yvonne Hilditch