

**MINUTES OF A MEETING OF THE GOVERNING BOARD  
OF EXCALIBUR PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 5<sup>th</sup> JULY 2017  
(Commencing 17.00hrs)**

**Governors Present:**

Mrs V Alsop	(VA) Chair
Mr M Cross	(MC)
Mrs L Houldsworth	(LH) Headteacher (HT)
Mrs N Ratcliffe	(NR) Vice chair
Mr J Riley	(JR)
Mrs S Sproston	(SS)
Mrs J Tomkinson	(JT)
Mrs P Wayman-Zwart	(PWZ)

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

---

**PART ONE**

---

**1. ELECTION OF A CHAIRPERSON**

Vicky Alsop agreed to re-stand for the position of Chairperson for the academic year 2017/18. She was voted into the role unanimously for one year and another election will take place in July 2018.

**2. ELECTION OF A VICE CHAIRPERSON**

Nikki Ratcliffe agreed to re-stand for the position of Vice Chairperson for the academic year 2017/18. She was voted into the role unanimously for one year and another election will take place in July 2018.

**3. APOLOGIES & ADDITIONAL AOB ITEMS**

- Apologies were received and accepted from D Townson (work commitments).
- The following governor documents have been reviewed and are in place or partially in place:
  - Disclosure and Barring checks have been completed for all governors except two. The names of the two governors would be passed to the Chair so that they can be chased. Completion of these checks will be fed back to the Autumn full governing board meeting.
  - The register of interests based on the governors completion of the 2016 pecuniary interest form are disclosed on the governors section of the school website.
  - Governors will be sent new code of conduct forms after this meeting and completion will be fed back to the Autumn term full governing board meeting.
  - The disqualification documentation has been completed by all governors and is on their governor file.

- All governors and their details are on the National Governor database – Edubase.
- All governors have signed the annual register of interest form in 2016 . These would sent out again in the Autumn term and completion will be fed back to the Autumn full governing board meeting.
- It was noted that SS wanted to discuss the school’s Single Central Record in any other business.

**Actions:**

- **Confirmation of the completion of two Enhanced DBS checks to the full governing board meeting in the Autumn term. (Clerk)**
- **Confirmation of the completion of the new code of conduct forms by all governors to the full governing board meeting in the Autumn term. (Clerk)**
- **Confirmation of the completion of the 2017 pecuniary interest form by all governors to the full governing board meeting in the Autumn term. (Clerk)**

**4. PECUNIARY INTERESTS AND CONFLICT OF INTERESTS**

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. No declarations were made.

**5. MEMBERSHIP**

- The changes to the governing board since 29<sup>th</sup> March 2017 were that Mrs Petra Wayman-Zwart was appointed as parent governor on 7<sup>th</sup> June 2017 following a parent governor election.
- Rachel Hackney joined the meeting. She had been contacted by the school requesting her to join the governing body following a discussion at the full governing board meeting on 29<sup>th</sup> March 2017 as a co-opted governor as she is a solicitor and the school’s skills matrix in the Summer term identified this as an area of need. She informed the governing board about her experience and knowledge of the law. She was unanimously voted onto the governing board for 4 years.
- The clerk reported that the governing body had three vacancies:
  - One local authority governor.
  - One parent governors – This position was not filled at the recent parent elections and it was decided that an election is to take place in the Spring term once new reception class parents are in place.
  - One foundation governor
- Vicky Alsop’s terms of office is due to expire before the next full board meeting, on 26<sup>th</sup> November 2017. Vicky Alsop agreed to re-stand as a foundation governor. She was unanimously voted onto the governing board for a further 4 years.

- It is not deemed necessary by the governing board to appoint any associate members.

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

- The part one minutes of the previous Spring term full Governing Board meeting on 29<sup>th</sup> March 2016 were agreed as a true and accurate record and signed by the Chair.

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

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

## **8. CHAIR'S ACTION**

Since the full governing board meeting on 29<sup>th</sup> March 2017 the chair has received and dealt with a complaint by following the procedures in the school's complaints policy.

## **9. PLANNING FOR THE NEXT ACADEMIC YEAR 2017/18**

- The following actions were considered in preparation for the academic year 2017/18:
  - The election of Chair and Vice chairperson has been completed at this meeting under item 1 and 2
  - A draft report on the proposed governing body committees for 2017/18 and their draft terms of reference were reviewed by the committee and agreed. The new committees, Resources and Personnel Committee and Standards and Curriculum Committee will meet in the autumn term and agree their new terms of reference.
  - The Headteacher's appraisal will take place on the School Improvement Partner visit on 4<sup>th</sup> October 2017. The Performance Management committee governors will meet in school at 12.30pm on this day.
  - A calendar of governing board meeting and committee meetings were agreed for the 2017/8 academic year:
    - Standards and Curriculum committee – 29<sup>th</sup> November 2017, 14<sup>th</sup> March 2018 and 4<sup>th</sup> July 2018
    - Resources and Personnel Committee – 8<sup>th</sup> November 2017, 7<sup>th</sup> February 2018 and 23<sup>rd</sup> May 2018
    - Full Governing Board – 6<sup>th</sup> December 2017, 28<sup>th</sup> March 2018 and 11<sup>th</sup> July 2018
- The governing board discussed the arrangements for reviewing its own performance and drawing up a governing board action plan to address any areas for improvement. They discussed:

- The importance of the link between the governing bodies role in school and the success of the school.
- What the governors want to be included in the governing body development plan.
- The activities that the governing board need to do around Leadership and Management in the Ofsted framework around what we do that is good and what we do that is outstanding. This will evaluate where the governing board is at the moment and actions that need to be included in the action plan.
- This work will be completed in a meeting in the Autumn term. SS will facilitate this meeting.
- The draft Annual Governance Statement 2017 was presented to the board. The statement was agreed and will be published in September 2017 once the governor attendance percentages have been finalised.

## **10. COMMITTEES AND NOMINATED GOVERNORS**

- The summary of the governors skills audit 2017/18 based on the DfE competency framework, part 1 to 4, was presented to the board and reviewed. It was agreed that there were no gaps in knowledge and the spread of knowledge is good.
- The governors with special/individual responsibilities for 2017/18 were discussed and agreed and the following changes were made:
  - Cohort Governors - Reception Class – Rachel Hackney  
Year 1 – Sarah Sproston  
Year 2 – Mike Cross  
Year 3 – Nikki Ratcliffe  
Year 4 - Petra Wayman-Zwart  
Year 5 – David Townson  
Year 6 – Jonathon Riley
  - SEN governor - Mike Cross
  - Cared for Children Governor – Rachel Hackney
  - Pupil Premium Governor – Rachel Hackney
  - Parent Voice Governor – Petra Wayman-Zwart
  - Pupil Voice Governor – Petra Wayman-Zwart
- The membership of the committees for 2017/18 were discussed and agreed:
  - Standards and Curriculum – Mike Cross (Chair)  
Rachel Hackney  
Jonathon Riley  
Sarah Sproston  
Juliet Tomkinson  
Petra Wayman-Zwart
  - Business and Resources - Nikki Ratcliffe(Chair)  
Vicky Alsop  
Rachel Hackney  
Sarah Sproston  
David Townson  
Juliet Tomkinson  
Petra Wayman-Zwart
  - Performance Management - Vicky Alsop

Nikki Ratcliffe  
Sarah Sproston

- The governing boards terms of reference and constitution were presented, reviewed and approved.
- The school has appointed the external advisor, Sandy La Porta, for 2017/18 as discussed in the Summer term full governing board meeting.

#### **11. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

- The Summer term Committee minutes were received with the following matters of noted:

##### Learning, Teaching, Curriculum and Standards Committee

MC reported on the meeting held on 28<sup>th</sup> June 2017. Matters discussed included:

- a. Matters arising from the previous meeting were reviewed and cleared except 3 actions carried forward to the Autumn term meeting around the annual report for cared for children, the social mobility commission report and the Sen governor attending SEND training.
- b. The school development plan was reviewed for Priority 1- Outcomes of Pupils – Outstanding Reading Culture, Priority 2 – Outcomes for Pupils – Disadvantaged Pupils. The committee discussed how the priorities had been finalised.
- c. The HT presented the school's assessment data for the Summer term from School Pupil Tracker to the committee. The data was part of the pupil progress meetings that took place on 3<sup>rd</sup> July 2017 after which a new intervention map was created for the Autumn term. The data snapshot showed tracking progress from September 2016 and it was discussed in detail by the committee.
- d. The HT reported the EYFS end of year results. These are above Cheshire East and National figures. 97% of children show a good level of progress
- e. The HT reported the 2017 Phonics results for year 1 and year 2. The year 1 results exceeded the 2016 and national results.
- f. The HT reported the KS1 results to the committee and they questioned the dip in reading at the expected level and it was explained that this would form part of the school development plan 2017/18.
- g. The Sen governor's report was to be presented to the full governing board and it was to be presented later in this section.
- h. Items were reviewed from the Director of Children's Services report relating to the committee:
  - Item 1 – School governance and liaison update. This covered the governor's conference, Summer term training programme, chairs email accounts, new governor recruitment, evaluating governor skills, how to grow new leaders, clerking competency framework, changes to maintained school regulations, consultation on primary assessment, supreme court ruling on term time holidays, disability inequality report, clerks top tips and changes critical incident numbers.

- Item 10 – Virtual school for cared for children
  - Item 11 – Local Safeguarding Board's safeguarding audit
  - Item 12 – Child exploitation definition for practitioners
  - Item 13 – Operation encompass
  - Item 14 – Safeguarding records
  - Item 15 – School trips in light of the London terror attacks.
- i. The policy listing for the committee was reviewed and the Assessment for learning and feedback policy, PSHCE policy, Maths policy and SEN policy were reviewed and agreed.

#### Strategic Leadership and Management Committee:

NR reported on the meeting held on 24<sup>th</sup> May 2017. Matters discussed included:

- a. Matters arising from the previous meeting were reviewed and cleared except 3 actions carried forward to the Autumn term meeting around the inventory of ICT equipment, log on details for the new occupational health software and the Spring term HR newsletter.
- b. The school development plan was reviewed for:
  - Priority 7 – Leadership Capacity covering LH and JT attending 'Outstanding from the inspector's eyes' training.  
***How did attending the training change your view of the school?***  
*JT – The training showed how inspectors follow a trail in the school during an inspection and this makes us want to ensure that there is joined up thinking for all staff from the strong leadership team down, with the same vision and momentum. The journey continues to evolve and move forward and attendance on the course has helped us to recognise this and the impact on the children's learning.*
  - Priority 8 – Converting School Status, other strengths and other weaknesses to the school.
- c. The committee reviewed the CEC prepared budget and 3 year forecast to be discussed and agreed under item 16 in this meeting.
- d. The budget virements totalling £8,575 increase in the amount to be carried forward to 2018/19 since the Spring term budget was reviewed and approved.
- e. The school budget for 2017/18 and the 3 year forecast were presented and reviewed which showed a surplus at the end of 2017/18 of £47,183, a deficit in year 2 of £47,146 and year 3 of £165,241, together with the management accounts to 30<sup>th</sup> April 2017.
- f. The School Fund and Friends of Excalibur Accounts to 30<sup>th</sup> April 2017 were presented and agreed.
- g. The School Fund Audit for 2016/17 findings had not been received and would be presented at the Autumn term meeting
- h. The CEC schools' audit programme 2016/17 findings were reviewed in detail together with the school's procedures for each finding.
- i. The listing of school's contracts 2016/17 was presented and reviewed
- j. The school's CHESS contracts were presented and reviewed.
- k. The best value in school since 15<sup>th</sup> February was presented.
- 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 admission appeals since 12<sup>th</sup> February 2017 were reviewed.
  - p. Items were reviewed from the Director of Children's Services report relating to the committee:
    - Item 1 – School governance and liaison update. This covered the governor's conference, Summer term training programme, chairs email accounts, new governor recruitment, evaluating governor skills, how to grow new leaders, clerking competency framework, changes to maintained school regulations, consultation on primary assessment, supreme court ruling on term time holidays, disability inequality report, clerks top tips and changes critical incident numbers.
    - Item 2 – September 2017 Applications for Reception and Year 7
    - Item 3 – School's catering business improvement review
    - Item 4 – Asbestos Management
    - Item 5 – Home to school travel survey
    - Item 6 – Schools' Audit Programme 2016/17
    - Item 7 – IR35 tax changes for agency workers and contractors
    - Item 8 – Model HR policies and procedures
    - Item 9 – Apprenticeship levy
  - q. The Dignity at work policy and the Grievance policy were reviewed, together with the listing of policies.
- There were no reports from governors with special responsibilities.
  - Reports from governors on visits with the school were received:

Reception Class – Stockley Farm visit

SS reported on a visit with the Reception Class to Stockley Farm on 12<sup>th</sup> May 2017. She told the governors how the children had a trip on a tractor and enjoyed ice-creams. They were all fantastically behaved and were great ambassadors for Excalibur School.

Friendly Football Game – Year 4, 5 and 6

MC reported that he had attended a friendly football game at St Gabriel's school. He said that the children represented the children in a great way.

## **12. SCHOOL PERFORMANCE**

- LH informed the committee that the school's self-evaluation of strengths and weaknesses was part of the head teachers report discussed under item 13.
- LH presented the fully costed Strategic Development Plan for 2017/18. It is split into the following priorities:
  - Priority 1 – Reading KS1 – As the 2016 KS1 results show Excalibur slightly below national for greater depth (20% school / 24% national), phonics results have been static at 83% for 2015 and 2016 and national averages are increasing. Predictions for 2017 are higher but the school is focusing on ensuring higher achievement in this area. The success criteria are reading in KS1 high compared to national, attainment in reading for all groups at the end of KS1 is broadly in line with national or

higher, pupils read widely and across subjects to a high standard with fluency and comprehension and pupils in year 1 achieve highly in the national phonics check.

- Priority 2 – Progress for vulnerable pupils – The school has low numbers of SEN and disadvantaged pupils which leads to them being interpreted as ‘statistically significant’. The school inspection dashboard shows areas of strength for progress and attainment of disadvantaged pupils. We track on an individual basis and invest specifically where interventions have a strong impact on wellbeing and achievement. The success criteria are that the progress of disadvantaged pupils from different starting points matches or is improving towards that of other pupils nationally and vulnerable pupil engage with the curriculum positively and achieve well.
- Priority 3 – Writing – spelling (KS1) and handwriting. - Excalibur was identified as a coasting school for the writing KS2 progress score in 2016 and KS1 writing was in line with national averages. The school has a high level of moderation expertise around writing in both KS1 and KS2. School monitoring has identified a focus on letter formation, handwriting and spelling in KS1 and lower KS2. The success criteria is that progress in writing is high compared with national figures, all pupils have good pencil grip and form letters correctly by the start of year 2, all pupils join consistently by the end of year 2, all pupils spell the year group words from national curriculum correctly and pupil can find and self-correct spelling mistakes in their writing.
- Priority 4 – Expert teaching – Monitoring in 2016/17 showed no teaching less than good and some outstanding in Maths and English. We recognise the greater impact on pupil progress in the quality of teaching, day in day out. Therefore, we are committed to continuing to develop the skills of teaching staff in all subject areas. The success criteria are that teachers plan lessons effectively making maximum use of lesson time and resources, teachers provide pupils with incisive feedback so that pupils can improve their skills, pupils thrive in lessons, pupils take pride in all aspects of their work and monitoring shows an increase over the year in outstanding teaching.
- Priority 5 – Curriculum rich and relevant – An audit of topic books in 2016/17 showed a mixed picture ranging from some strong practice to a few classes where expectation needed to be higher. We have a legacy of text based, topic based learning which we seek to strengthen and the curriculum in science requires further development. The success criteria are a broad and balanced curriculum that inspires pupils to learn and high quality study showcase books.
- Priority 6 – Global education – Excalibur began the global learning project in September 2016 and we will embed this by completing the project conferences and impact measures and developing Philosophy for Children as a learning tool. The success criteria are that the pupils discuss and debate issues in a considered way showing respect for others’ ideas and points of view and pupils spiritual, moral, social, and cultural development equips them to be thoughtful, caring and active citizens in school and the wider community.
- Priority 7 – Succession planning – The school had a new Deputy head and Key stage one lead in September 2016. Succession planning is a key

to sustaining the future success of the school. The success criteria are that continuing professional development for teachers is high quality, that leaders and governors use performance management to promote effective practices and school is ready for the next stage of its development with positive impact on the quality of learning and teaching.

- Priority 8 – Academisation – the school is poised to form a MAT with another local school. Our HT will become the CEO in the initial partnership and a growth plan for the MAT is in place.

The School development plan for 2017/18 was discussed by the board and approved.

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

- THE HT presented and referred to the report circulated prior to the meeting. The report dated June 2017 contained the following:
  - Introduction
  - Pupils – including pupil numbers, groups in school, attendance, group analysis of attendance, exclusions, racist incidents, bullying incidents, CAF's in place, pupils currently subject to a child in need or child protection plan, pupils with part-time arrangements and use of the neglect screening tool.
  - Staffing – including teaching and support staff in each class, subject leadership teams, midday assistants, appraisals, professional development in the Summer term, planning preparation and assessment time, leadership and management time, staff deployment and staff meetings.
  - Achievement and standards – including the snapshot of achievement data to the Summer term, pupil progress meetings, SEN reviews, Summer term monitoring, the school's self-evaluation and the end of key stage assessment data.
  - Parents and community – including the Friends of Excalibur events, Community events, visitors in school, new starters information evening, sports events, collaborative work, class assemblies and fundraising.
  - School activities – including extra-curricular activities offered in the Summer term, educational visits, class vocal tuition, artist in school, sports week and new starters visits.
  - Premises and equipment including the annual health and safety review and the programme of work to be completed over the Summer holidays including the upgrading of the IT infrastructure.
  - Finance- including budget figures for 2017/18
  - Appendices – including the My World Evaluation Report, ACT Maths feedback, Curriculum area Assessment form proforma, EYFS outcomes June 2017, Phonics year 1 and Year 2 2017 and Summer term data snapshot.

She updated the Governors in the following areas:

- The appeal in July 2017 for a year 2 place had not been upheld.
- The Key Stage 2 results were presented to the governing board.

**14. MATTERS ARISING FROM THE HEADTEACHER'S REPORT**

No matters arising.

**15. SCHOOL IMPROVEMENT PARTNER/ EXTERNAL ADVISOR**

John Mollard the SIP visited the school on 21<sup>st</sup> March 2017.

The visit concentrated on passing over the SIP role to the new external advisor Sandy La Porta.

**16. FINANCIAL MANAGEMENT**

YH presented the school's 2017/18 budget and three year forecast to the governing board. This is the report that is to be sent to the Cheshire East Finance team as this year's budget. The school budget and forecast were reviewed and they showed a surplus at the end of 2017/18 of £47,183, a deficit in year 2 of £47,146 and year 3 of £165,241. It showed pupil numbers for 2017 of 211 and 2012 of 209 and it showed static staffing moving forward. This budget and forecast had been reviewed in this terms Strategic Leadership and Management Committee and was agreed and adopted by the governing board. The budget will be sent to Cheshire East Council by YH by the deadline date.

**17. DIRECTOR OF CHILDREN'S SERVICES REPORT**

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

**18. GOVERNOR DEVELOPMENT**

The training liaison governor reported that no governors had received any training since the Spring term meeting.

**19. SCHOOL POLICIES**

The following policies were reviewed and agreed at committee and were approved by the governing board:

- Special Educational Needs and Disability
- Mathematics
- Personal, Social and Health Education and Citizenship (PSHCE)

- Assessment for Learning and Feedback
- Dignity at Work
- Grievance policy

**20. HEALTH AND SAFETY**

- There were no urgent health and safety issues that have not been raised in a committee meeting
- A defibrillator housed in Excalibur School was discussed by the governing board. LH said that she would take this to the Friends of Excalibur committee to see if they would fund this.
- The governing board gave approval for the year 6 residential visit to Laches wood on 20<sup>th</sup> to 22<sup>nd</sup> September 2017

**21. ANY OTHER BUSINESS**

SS had presented the school with a proforma Single Central Record (SCR) which YH had checked to the school's SCR. SS added that she had reviewed the headings on the schools SCR and it was above and beyond what was expected.

**22. MEETINGS**

The next full governors meeting will be on 6<sup>th</sup> December 2017 at 5.00pm.

Part one of the meeting closed at 6.30pm.

----- Chair

----- Dated