



Excalibur Primary School

@ the trust Governor

Yvonne Hilditch Excalibur Primary School [78] 27 April 2018

Full Governing Body Minutes 06/12/2017

▶ Excalibur Primary School ▶ Wednesday, December 6, 2017 ▶ 17:00 ▶ Chair: Vicky Alsop ▶ Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Vicky Alsop, Lise Houldsworth, Rachel Hackney, Jonathon Riley, Petra Wayman-Zwart, Sarah Sproston, Mike Cross

Governors Apologies: >David Townson, Nikki Ratcliffe

Non Governors Attending: Yvonne Hilditch (Clerk)

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies and Additional Any Other Business Items

- MINUTE**
1. Apologies were received and accepted from D Townson (work commitments), Nikki Ratcliffe was not able to attend due to work commitments and her apologies were accepted
 2. 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 one. The name of the governors has passed to the Chair and the documentation to complete the DBS has been received by YH this week; The register of interests based on the governors completion of the 2017 pecuniary interest form are disclosed on the governors section of the school website and are all complete; Governors were presented with the new code of conduct and this was discussed: All governors and their details are on the National Governor database (Edubase)
 3. Governors were asked for additional Part One business that they wish to discuss or be considered at the end of the meeting and the items put forward were: internal audit document, SFVS and Data Protection.

ACTION The governor's new code of conduct was agreed and signed by governors.

Agenda Item 2 ▶ Conflict of Interest

MINUTE 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. LH/JT declared an interest in the discussion on the Performance Management of the head teacher and it was agreed that they should leave the meeting at this point.

Agenda Item 3 ▶ Membership

- MINUTE**
1. To receive any changes to the membership of the governing board since 5th July 2017 - There was no changes to the governing board since 5th July 2017.
 2. To give consideration to any current vacancies in accordance with the constitution. There are three vacancies on the board: a parent governor due to the position not being filled at the Summer term parent election, a local authority governor and a foundation governor. It was agreed that an election would take place after half term in the Spring term to appoint a parent governor.
 3. To note any governors terms of office that are due to expire before the next governing board meeting on 28th March 2018. Governors were informed that two terms of office are due to end on 18th February 2018, D Townson and N Ratcliffe. D Townson does not wish to stand for re-election and the governors wanted to thank him for his work in association with the governors since February 2014. N Ratcliffe does wish to stand for re-election as a parent governor.
 4. To appoint any associate members, and determine their terms of office and the extent to which they will be assigned voting rights at committee. It was deemed unnecessary to appoint associate members.

Agenda Item 4 ▶ Part One Minutes

MINUTE The Part One minutes of the Summer Term full governing board meeting on 6th July 2017 were confirmed as a true and accurate record.

DECISION The Part One minutes of the Summer Term full governing board meeting on 6th July 2017 were approved.

Agenda Item 5 ▶ Matters Arising or Outstanding Issues

- MINUTE**
1. To discuss matters arising from the part one minutes of the meeting on 5th July 2017 which will not be covered elsewhere in the minutes. The strategic direction of the governing body and the 10 questions for the governing body will be discussed in the extra governing body meeting on 31st January 2018. Friends of Excalibur will not fund the defibrillator for school.
 2. To discuss any outstanding issues from the part one minute. There were no outstanding issues.

Agenda Item 6 ▶ Chair's Actions

MINUTE The Chair's had sent out in September the Teachers Pay Policy for 2017/18 to ensure that all governors agreed to it before she approved for it to be used in pay decisions at the school. The committee agreed that they had seen the policy before this approval.

DECISION The full governing board approved the decision made by the Chair on the Teacher's Pay Policy

Agenda Item 7 ▶ Part One Reports from Committees

- MINUTE**
1. VA read summarised the meeting of the Resources and Personnel Committee held on 8th November 2018. The matters discussed were: the agreement of the terms of reference for the committee; The discussion around the 2016/17 positive school fund audit report completed by Cheshire East; The school's data deadline being met; The pupil numbers for 2018/19; The three year forecast showing for 2017/18 a loss for the year of £13,811 and a carry forward of £51,656, the figures for 2018/19 show a loss for the year of £76,771 and a deficit carried forward of £25,115 and the figures for 2019/20 show a loss for the year of £108,570 with a deficit carried forward of £133,685. Included in the figures for 2018/19 and 2019/20 are £20,000 reductions in funding for the new funding formula which to date has not been agreed. Also included in 2018/19 and 2019/20 is the full cost of a teacher on a temporary contract to 31st August 2018, The virements to the school budget and reasons for those virements; The SFVS completion and documents that need to be approved by this committee under item 16; The health and safety audits that have taken place at the school and any findings; Attendance figures for 2016/17 and to date 2017/18; An update on the Academy Conversion.
 2. MC read summarised the meeting of the Resources and Personnel Committee held on 8th November 2018; An update and review of the School Development Plan around all the priorities was delivered by JT and challenged by the governors; The assessment data for 2016/17 was reviewed; The assessment data for the Autumn term was reviewed; The Pupil Premium impact report and strategy was presented by JT and discussed by governors; Progress on the Academy Conversion was given by LH; Admission arrangements and in year applications were discussed; The Director of Children's Services Report was presented by YH.
 3. To receive any other reports from the committees - None were provided

4. To discuss, agree and approve any recommendations from the committees - None were needed.

Agenda Item 8 ▶ Report from Governors with Special Responsibilities

- MINUTE**
1. Any reports from governors with special responsibilities, including any recommendations requiring approval of the governing body. The Pupil Premium governor will be meeting with the Pupil Premium Champion on 8th December 2017 and will feedback to governors in the Spring term.
 2. Any reports from cohort governors on visits to the school since 5th July 2017; PWZ fed back to the board a pupil voice sessions that she had attended on the 9th and 10th November 2017. The sessions were around growth mindset. The report indicated the questions that were asked in the session, some of the positive feedback that was received from the pupils, the areas for improvement and the SSDP evidence seen on the visit: PWZ reported on the Welly Walk that she had attended with the Reception class on 18th October 2017; PWZ reported on the Westpark Museum Visit she had attended with Year 4 on 6th November 2017 as their cohort governor. She stated that the activities were fun and hands on and that the children listened well and showed great interest through the day; VA reported on the Treasure Island Theatre Visit that she attended with years 2 to 6 on 1st December 2017 and thanked Friends of Excalibur for partially funding this exciting experience for the Excalibur pupils; RH reported on the Puppet show that she had attended at Wesley Place on 27th November with the Reception class as their cohort governor; SS reported on the Woodcock Wells trip that she attended with year 5 on 4th October 2017. She explained how the day was structured, the things that the children did and how inquisitive the children were; SS reported on attending the year 6 Enterprise project at the school fair on 1st December 2017. She commented on the fantastic products, marketing and teams; SS Reported on her attendance at the Nativity at St Mary's Church on 7th December 2017.

Agenda Item 9 ▶ School Performance

- MINUTE**
1. The governing board received a report from the Head Teacher on the school's current self evaluation.
 2. The governing board to receive a report on Safeguarding to include evidence that all appropriate checks on staff suitability have been undertaken and confirmation that the school's Single Central Record, which details the range of checks it has carried out, is fully up to date. This was provided in the Resources and Personnel meeting on 8th November 2017.
 3. Receive a report on the use and impact of Pupil Premium monies and Sports Premium monies. This was reported in the Standards and Curriculum committee on 29th November 2017 and is published on the school website.
 4. Review progress on the 2017/18 School Development Plan. This was discussed in the Standards and Curriculum committee meeting on 29th November 2017. The PE co-ordinator presented to the board before the full board meeting. Through the use of a powerpoint he informed the governors how PE is planned, taught and assessed through the school.
 5. Review assessment data for the Autumn Term 2017/18. This was discussed in the Curriculum and Standards committee meeting on 29th November 2017 and is contained in the Headteachers report for the Autumn Term.

CHALLENGE

How many schools are using Amaven to then assess our pupils against? DH - 320 schools and 100,000 test points were calculated and used to assess children that are at expected level, exceeding the expected level and emerging.
Can we see if parents are using Amaven? DH - We can see which parents have logged onto the system.
How are we developing PE? There is team-teach in PE to develop the teachers skills, we do PE sessions on staff drivers and a PE staff meeting every term.

Agenda Item 10 ▶ Part One Head Teacher's Report

LH presented Part One of the Headteacher's report to the full governing board. The report dated November 2017 contained the following:

- MINUTE**
- 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 the use of the neglect screening tool.
 - Staffing - including the staffing structure, teaching and support staff in each class, subject leadership teams, midday assistants, appraisals, professional development in the Autumn term, planning preparation and assessment time, leadership and management time, staff deployment, staff meetings and School Improvement work by the Headteacher.
 - Achievement and standards - including the snapshot of achievement data to the Autumn term, pupil progress meetings, SEN reviews, Staff training around the new SEND toolkit, Autumn term monitoring, the EYFS half termly meetings, 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, events in school, sports events, collaborative work, class assemblies and fundraising.
 - School activities - including extra-curricular activities offered in the Autumn term, educational visits, class vocal tuition, the Life Education van, Chinese visitors, International Peace Day, Gold Sports Award, Physical Literacy Day, the Reception and KS1 bonfire.
 - Premises and equipment including the hygiene audit and preparation for academy status.
 - Finance- including budget figures for 2017/18
 - Appendices - including anonymised pay related decisions for teachers, Autumn term attainment data, EYFS baseline overview, School Self Evaluation Summary, School Improvement Partner Autumn term report.

DECISION

The staffing structure contained in the Head Teachers report was approved by the full governing board.
The School Improvement work by the headteacher in the Autumn term and proposed for the Spring term including the income being generated for this work by the school was approved by the full board of governors.
The School's Self Evaluation Summary was approved by the full board of governors.

Agenda Item 11 ▶ Matters arising from the Head Teacher's Report

MINUTE

The governors agreed that this was a very comprehensive report and it supports the governing board moving forward.

Agenda Item 12 ▶ School Improvement Partner

The School Improvement Partner report dated 4th October 2017 was presented to governors. The findings from the visit were discussed and the findings were:

- MINUTE**
- A review of the Self Evaluation and she agreed with the judgements made by the school except for the good judgement on teaching and learning as she believes that the excellent standards of work, lesson observations, outcomes, the speed that the concerns are acted upon that this should be revisited in the Spring term.
 - A review of Subject Leadership by talking to the individual subject leaders. They showed clear understanding of the vision and values of Excalibur and work with some autonomy, with initiative and enthusiasm for their subject.
 - A Learning Walk around school which showed a high quality of displays across a range of subjects and excellence is celebrated.
 - The SIP and headteacher agreed the points that need to be considered in the future around the self evaluation of the grade for teaching and learning and a need to monitor the provision in the foundation stage.

Agenda Item 13 ▶ Director of Children's Services' Report

MINUTE

The Director of Children's Services' Report for the Autumn term 2017 was discussed in the relevant committee meeting and reported to the full board meeting as part of their minutes.

Agenda Item 14 ▶ Governor Development

MINUTE

SS presented her report informing the board of the training completed by the governors and feedback to the individual committees. The governors discussed:

- the governor induction sessions attended by RH and PWZ. The first day was around 'What is effective Governance' which gave an overview of the role of a governor and governing board, the second day was around the governors strategic role, monitoring the school's vision, ethos and strategic direction and the third day was around the governors role of supporting monitoring and challenging.
- the 'What is effective governance?' document and the fact that this would be the basis of the extra governor meeting on 31st January 2018.

Do staff and children know what the ethos of the school is? Do parents know what it is? LH - The ethos, values and drivers of the school are delivered to the children through assemblies and lessons, they are displayed within the school hall. They are discussed by the staff on the first inset day of the academic year.

CHALLENGE **Governors should have a five year development plan, is this in place? SS This is the purpose of the extra meeting on 31st January 2018. Could we link with the governors at Pikemere school on our strategic role? LH/YH - This could be discussed as part of the academy conversion discussions.**
Have we got an insight into how staff feel? VA We get feedback from staff directly to the governing board through the anonymised staff surveys, exit interviews with staff that are leaving and through cohort and specialist governor meetings with individual members of staff. These are all feedback back to the relevant committees. This is a strength of the Excalibur Governing board.

Agenda Item 15 ► School Policies

MINUTE • The following school policies and documents were reviewed and agreed at committee level.

The following school policies and documents were approved by the governing board:

Best Value Statement 2017
 Financial Limits and Responsibilities Matrix 2017/18
 Governing Body Decision Planner 2018/18
 Accessibility Plan
 Premises Management Policy
 Fire Procedure
DECISION Governor Visits and Protocol Policy
 Teacher's Appraisal Policy
 Equal Opportunities and Accessibility Policy
 Manual of Internal Financial Procedures 2017/18
 The Child Protection and Safeguarding Policy 2017
 The Cycling Policy
 Learning Outside the Classroom and Educational Visits Policy
 The Terms of Reference for the board and the new committees.

Agenda Item 16 ► Health and Safety

MINUTE 1. To consider any urgent Health and Safety issues. There were no urgent health and safety issues that were not discussed in the Resources and Personnel Committee meeting on 8th November 2017.

2. To consider and give governing board approval for the year 4 residential to Standon Bowers on 22nd and 23rd March 2018.

DECISION The full governing board approved the year 4 residential visit to Standon Bowers on 22nd and 23rd March 2018

Agenda Item 17 ► Any Other Business

MINUTE 1. The Internal audit document from 4th December 2017 was presented to the full board by YH. The findings were: A governor appointed in February 2014 still does not have a DBS, this has been chased by VA and the documentation the DBS is now with YH; A pecuniary interest form of a governor did not reflect their relationship with a member of staff that is disclosed on the school website, this has since been amended and resigned; The headteachers appraisal was unsigned, this has now been signed and was not signed as it was held electronically; The governors skills analysis had only been completed by 4 members of the governing board, this was now to be completed on trust governor by all governors and would be reviewed in the Spring term meeting; The scheme for delegation does not set out the Bursar as a purchase card holder with a limit, this has now been amended and resigned; The school is using quick invoicing to process purchase invoices and not purchase orders, this is due to school's finance informing schools to do this and will change after conversion.

2. The Schools Financial Value Standard for 2017/18 was presented to the governors by VA/NR and SS.

3. Data Protection. The data protection training for VA and LH is on 15th January 2018 and for YH is on 22nd January 2018 for the new GDPR.

ACTION Review the skills matrix on trust governor (All)

DECISION The SFVS return was approved by the full board and was to be sent to the Cheshire East Finance team by YH before the deadline date of 31st December 2017.

Agenda Item 18 ► Meetings

MINUTE The next Full Governing Board meeting is on 28th March 2018 and all committee meetings are set for the year.

Governor Agreed Actions set during this meeting: 0

Full Governor Board Meeting - Autumn Term 2017/18 - Part 1 dated: 06/12/2017
 Minutes approved by Yvonne Hilditch