

**MINUTES OF A MEETING OF THE EXCALIBUR SCHOOL LOCAL
GOVERNING BOARD HELD AT THE SCHOOL
ON 25TH SEPTEMBER 2023 at 17.00.**

Name	Governor Category	Designated Role	Attendance
Gail Whittingham	Co-opted Governor	Chair	Present
Gill Burgess	Co-opted Governor	Vice Chair	Apologies
Juliet Jones	Headteacher	Headteacher	Present
Rachel Hackney	Co-opted Governor		Present
Simon Cotterill	Co-opted Governor		Apologies
Tom Egley	Co-opted Governor		Apologies
Shaun Smith	Co-opted Governor		Present
Philip Yeomans	Parent Governor		Apologies
Rachel Morrison	Parent Governor		Present
Kay Griffin	Staff Governor		Present
James Fuller	LGB Link Governor		Apologies
Sue Lambeth	Clerk		Present
Yvonne Hilditch	SBM		Present

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and started at 17.02.

	Item
1.	<p>Welcome, Apologies and Any Other Business The Chair welcomed governors to the meeting.</p> <p>Apologies received from Tom Egley, Simon Cotterill, Phil Yeomans, Gill Burgess and James Fuller were accepted.</p> <p>No other items of Part One business were requested.</p>
2.	<p>Declarations of Interest 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.</p> <p>Declarations of Interest for 2023-24 had not been updated by Gail Whittingham, Phil Yeomans, Shaun Smith, Simon Cotterill and Tom Egley.</p> <p>ACTION: To remind Gail Whittingham, Phil Yeomans, Shaun Smith, Simon Cotterill and Tom Egley to update the Register of Interests as a matter of urgency. (Clerk)</p> <p>At the time of the meeting the Chancery Code of Conduct had not been signed by Gill Burgess, Philip Yeomans, Rachel Hackney, Rachel Morrison,</p>

	<p>Shaun Smith, Simon Cotterill and Tom Egley. Governors were requested to log into Every and complete this as soon as possible.</p> <p>Governors were reminded of the importance of completing all items of compliance at the start of the year and all confirmed they had access Every and received weekly emails.</p> <p>Governors were requested to inform the School Business Manager of the dates of completion of safeguarding, online safety and Prevent training and supply certificates.</p>
<p>3.</p>	<p>Confirmation of Chair The appointment of Gail Whittingham as Excalibur LGB Chair, as agreed in Summer 2023, was confirmed for 2023-24.</p>
<p>4.</p>	<p>Election of Vice Chair The appointment of Gill Burgess as Excalibur LGB Vice Chair, as agreed in Summer 2023, was confirmed for 2023-24.</p>
<p>5.</p>	<p>Chair's Action The power to act on behalf of the LGB was delegated to the Chair, and in the absence of the Chair, to the Vice Chair.</p> <p>The Chair reported no actions since the previous meeting.</p>
<p>6.</p>	<p>Membership The membership of the LGB was confirmed to be as shown on this document.</p> <p><u>New appointments</u> A new Staff Governor, Kay Griffin (Year 2 teacher), had been elected and was welcomed.</p> <p><u>Vacancies</u> Simon Cotterill's term of office was due to expire on 24th November 2023, and he was considering whether to continue. There were no other governor terms of office due for renewal before the summer term.</p> <p><u>Link Governors</u> The following link governors were appointed for 2023-24: SEND – Gail Whittingham Safeguarding – Gail Whittingham H&S – Gill Burgess</p> <p>The Headteacher (HT) PM panel was agreed to consist of the Chair, Louise Gohr (CEO) and Jim Fuller (LGB Link Governor).</p>

	<p>Other link governors would be agreed based on the new Strategic School Development Plan (SSDP) format which consisted of 3 priorities rather than by subject. A governance section would form part of Priority 3 of the SSDP.</p>
<p>7.</p>	<p>Staff Reports / Presentations</p> <p><u>Metacognition and self-regulation at Excalibur</u></p> <p>Dan Hancock updated governors on the Education Endowment Foundation training undertaken and the implementation of work on this area.</p> <p>Governors learnt that metacognition had an impact of approximately 7 months on children's outcomes and that primary school pupils benefitted most, particularly in maths and science. Metacognition is based on the enhancement of children's understanding of how they learn and how they approach tasks, and aids the movement of information from sensory memory to working memory and then to long term memory. It also aids the retrieval of information from memory. <u>Metacognition is the awareness and understanding of one's own thought processes and refers to the processes used to plan, monitor and assess one's understanding and performance.</u></p> <p>The action plan for the three terms was shared, moving from the autumn focus on retrieval practices to the use of questions to develop pupil's understanding in the spring and the development of the children's understanding of task, self and strategies in the summer term.</p> <p>Retrieval practices (retrieving previously taught information from long-term memory) done without notes or previous work, were explained. These involved the constant revisiting of learning on a daily basis.</p> <p>Practical examples of practising retrieval from memory were shared e.g. 'picture prompts' for pupils to write a sentence (history), mini whiteboards in maths, a number of questions in history, 'expand and elaborate' in history or science, 'cops and robbers' based on pupil knowledge and recall and 'information stolen from your peers' and an A-Z of learning over the previous two weeks.</p> <p>Q: Are information retrieval materials provided for teachers? A: Some materials are provided or can be created, and these add a depth to Flashback 4 and will be helpful in assessment.</p> <p>ACTION: To arrange a visit to school in the autumn term to see metacognition in practice. (RM)</p> <p>Q: Are any other schools in the CMAT working on metacognition? A: Pikemere School have begun work on information retrieval. Excalibur is adopting a gradual process in developmental steps which feeds into the SSDP and is developing pupils as learners. The overall aim is to make pupils independent learners who understand the process of learning which ties in well with assessment and is already embedded in maths. It is engaging for pupils and enables to pupils to respond in their individual unique way.</p>

	Governors thanked Dan who left the meeting at 17.19.
8.	<p><u>Headteacher (HT) Report – Part One</u> The HT gave a verbal report and highlighted the following:</p> <p><u>Data headlines</u> A question had been posed on GVO around achievement of greater depth in writing, and governors learnt that the expectations of pupils at greater depth in writing were very high. The exemplification materials for KS2 English Writing greater depth, the requirements of the pupils' writing and the Cheshire East (CE) provisional Key Stage 2 (KS2) results were shared and explained. Two pupils (6%) achieved greater depth in writing compared to 9% across CE. In a range of local authorities in the north, Cheshire East was ranked second in reading at the higher standard, in Spelling, Punctuation and Grammar and also maths. For writing at greater depth CE was ranked joint 9th. At Excalibur the writing focus was always aspirational, and the school aim was to get pupils to the expected standard to give them the independence, the love and the passion for being creative writers which would set them up going forwards to high school. Writing, in particular a focus on the application of grammar to writing, was on the SSDP. The demographic of future cohorts was a concern with the proportion of disadvantaged pupils, two of whom had Education, Health and Care Plans (EHCPs) and a small number who were borderline. However, all pupils requiring interventions were receiving them. The school target for achieving expected level stood around the high 80% or 90% of pupils. In summary, in response to the governor question on GVO, the concern with writing in Key Stage 1 was overall but was with the application of grammar in writing in Key Stage 2.</p> <p>Governors agreed the results as a whole had been very good including phonics screening at 93%, showing the impact of the investment in Read Write Inc. All reception pupils reached their reading goal in phonics. A greater number of pupils were now on accelerated reader, and all classes were now timetabled in the library area. Reading for pleasure time was allocated on a daily basis.</p> <p><u>Strategic School Development Plan (SSDP)</u> The SSDP comprised 3 priorities:</p> <p>1. <u>Teaching and Learning (T&L)</u> <u>Link governors:</u> Tom Egley , Rachel Morrison</p> <p>Ensure the quality of teaching and learning is consistent (including metacognition) across the school and improves outcomes</p> <ul style="list-style-type: none"> • 1.1 raise standards in writing across KS1 • 1.2 ensure the teaching of grammar is embedded in the writing process • 1.3 assure assessment in foundation subjects is embedded to improve T&L <p>2. <u>To improve outcomes for disadvantaged children</u></p>

Link governors: Gail Whittingham, Rachel Hackney and Phil Yeomans

This term now includes pupils with Special Educational Needs / Disability (SEND), those with EHCPs, pupils eligible for Pupil Premium (PP) and Free School Meals (FSM), and Looked After children (LAC) and previously Looked After Children (PLAC). This would involve ensuring teaching was adapted to meet the needs of disadvantaged learners and closing the gap. School was taking part in the Raising Attainment for Disadvantaged Youngsters (RADY) project and Anna McArdle was due to attend training on adaptive teaching. Pupil progress meetings would monitor interventions.

3. To ensure leaders hold other staff to account to build strength and capacity in the curriculum and the school

Link governors: Gill Burgess and Rachel Hackney

This would support the HT to drive school forwards, and the Vice Chair requested to remain involved. The nursery fits into the Early Years Foundation Stage (EYFS) action plan and also into this priority.

Safeguarding

The main changes in the statutory Keeping Children Safe in Education (KCSiE) guidance were explained including the increased clarity around attendance and the actions taken by the school for filtering and monitoring of access to the internet (see meeting pack section 1.08). The HT was responsible for filtering and monitoring and Governor responsibility was to to review standards and discuss with the HT.

The school used a filtering and monitoring system called Barracuda which flagged up reports on children or staff logging on through Excalibur on an hourly basis. The system had to be effective in blocking but not restrictive in the education of pupils. The benefit of hourly reports was the possibility of tracking back to a particular class and time. A log was compiled on an ongoing basis, and the HT reported one instance in 3 weeks. The Safeguarding Children in Educational Settings (SCiES) team had produced a monitoring timetable for safeguarding which would be shared with the safeguarding governor.

GW agreed to look at the standards relative to the school and KCSiE and monitor the report results in her safeguarding visit.

ACTION: To review the standards of the school relative to KCSiE and internet access monitoring and report the results to governors. (GW)

Q: What is the position with the school iPads?

A: These are on the filtering and monitoring system; however, whilst the iPad can be identified, the user cannot.

	<p>All governors were required to complete safeguarding refresher training and a session was scheduled for 2nd October at 11.15 a.m. in school.</p> <p>ACTION: To complete KCSiE training on Every. (all)</p> <p>The Online Safety Policy had been approved on GVO, and the profile of online safety had been raised with each IT session having 10 minute online safety starter. Governors requested the opportunity to visit by arrangement.</p> <p>ACTION: To contact the HT to visit to observe the teaching of online safety in IT lessons. (All)</p> <p><u>Attendance</u> Current attendance was 97.6% and the process for pupil absence continued to be followed.</p> <p>Potential questions for Ofsted inspections had been shared with governors.</p> <p><u>Parental thank you letter</u> Governors acknowledged the fantastic thank you letter received from parents at the end of the year.</p>
<p>9. Finance Report</p>	<p>Governors accepted the Academy Trust Handbook and noted that the Manual of Internal Financial Procedures was currently under review.</p>
<p>10. Premises / Health & Safety (H&S) Report</p>	<p>There were no urgent issues to report.</p> <p>The SBM advised that a tree survey was being pursued. After initial investigation, a more extensive and in depth survey would be required and work would be undertaken to lop any relevant trees.</p> <p>There were no concerns with the H&S measures for the building work on the site. The SBM had discussed safety procedures with the project manager and safety fencing was now in place and checked daily. The Head and SBM carried out a daily walk around and ensured the site was locked at the required times.</p> <p>Q: Do pupils still play on the field? A: Pupils still go out onto the field, and the fence is checked before pupils leave the building. School is informed of deliveries to the site and all documentation has been checked and fire alarms procedures have been discussed. Workers do not have keys to the school or the gate and CE have also carried out a site visit and raised no concerns</p>
<p>11. Link governor reports</p>	<p>GW had made a general visit to the school on the first Friday of term and visited Nursery, Year 1 and Year 2 classes who had moved. All pupils were</p>

	<p>engaged and working quietly. A visit report would be submitted to the clerk for GVO.</p> <p>ACTION: To send a report on the general visit on the first Friday of term to the clerk for uploading to GVO. (GW)</p> <p>ACTION: To email the HT to arrange visits as soon as possible. (All)</p>
<p>12.</p>	<p>Impact statement <u>Impact of the work of the governing board on the pupils of Excalibur School since the last meeting</u></p> <ul style="list-style-type: none"> • Governors had been assigned to roles linked to the priorities of the SSDP to ensure ongoing monitoring. • An understanding of metacognition had been gained through the staff presentation. • Guidance on governors' monitoring of safeguarding had been shared with the safeguarding governor. • Governors gained an understanding on the systems in place for internet monitoring and filtering. • Confirmation of the acceptability of the H&S arrangements for the building work on site was received and the changes to KCSiE had been highlighted. • Governors received assurance on pupil attendance and the systems in place for its monitoring including the processes undertaken with persistent absences.
<p>13.</p>	<p>Policies The following school policies and documents had been reviewed and approved on GVO:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Online Safety Policy <p>The <u>Relationships & Health Education Policy</u> had been updated to reflect changes from the Online Safety Policy and would be sent to the clerk for uploading and approval on GVO.</p> <p>ACTION: To send the Relationships & Health Education Policy to the clerk for uploading to GVO for governor approval. (HT)</p> <p>In response to the question on the Child Protection and Safeguarding Policy on GVO, governors were assured that the policy was correctly worded to be effective should the HT not be in school.</p> <p>The <u>SEN Information report</u> was due for renewal in November 2023 and would be share with governors.</p> <p>The following Chancery policies approved since the last term were noted:</p> <ul style="list-style-type: none"> • Scheme of Delegation (some changes)

	<ul style="list-style-type: none"> • Data Protection (minor changes) • Complaints Procedure (minor changes) • Governor Recruitment and Induction <p><i>All policies are available to governors on Every.</i></p> <p>ACTION: To check approval of the CMAT Whistleblowing Policy at the Summer 2023 directors' meeting and advise the SBM. (Clerk)</p>
<p>14. Governor Training</p>	<p>The meeting confirmed discussion of the overall outcome of the NGA 16 questions for local boards and the governor skills audit at the Summer 2 LGB meeting.</p> <p>There was no training feedback from governors.</p>
<p>15. Cheshire East Director of Children's Services Report</p>	<p>The report was not available at the time of the meeting but would be circulated to governors and discussed at the Autumn 2 LGB meeting.</p>
<p>16. Term Dates</p>	<p>The term dates for the following academic year agreed at Summer 1 LGB meeting were confirmed.</p>
<p>17. Educational Visits</p>	<p>The following visits were planned:</p> <ul style="list-style-type: none"> • Year 2 to Nantwich museum on Thursday 12th October. RM or RH agreed to accompany. • Reception and Year 1 to the Lowry theatre on 19th December. • Year 4 to Potteries Museum on 29th September. • Year 5 to Potteries Museum on 13th October. Governors welcome. • Reception runway trip on 6th June 2024. GW to accompany. <p>Confirmation was received that risk assessments were submitted to the School Business Manager (SBM) as Educational Visits Co-ordinator, checked and then submitted to the HT.</p> <p><u>Residentials</u></p> <p>The following residential visits were planned:</p> <ul style="list-style-type: none"> • Year 2 to Delamere on 26th and 27th March 2024 • Year 6 to Robin Wood on 18th October 2023 • Year 4 to Standon Bowers on 14th-15th March 2024 <p>Residential trips were all submitted to CE on Evolve and all risk assessments would be in place. Governors would be welcome to accompany visits.</p>
<p>18. Minutes of the previous meeting, matters arising and actions</p>	

	<p>The Part One minutes of the meeting on 3rd July 2023 on GVO were confirmed as an accurate account and approved.</p> <p>There were no <u>matters arising</u>.</p> <p>The actions from the previous meeting were reviewed and the following points highlighted:</p> <ul style="list-style-type: none"> • All governors were requested to contact the HT to arrange a visit to school as soon as possible. • YH agreed to contact Mike Cross who was currently taking a break from governor duties regarding statutory training. • Going forwards the Chair would update the LGB on those topics discussed at the Chairs' meeting relevant to the board. • The Intimate Care Policy had been checked and updated as requested. • Jo Bain had been thanked for her commitment to the school. • The position regarding Prevent training certificates would be investigated by the SBM and governors contacted if required. • The Vice Chair would be invited to the next fire evacuation. • The Chair was to draft the annual governance statement and post to the discussion zone on GVO for comment by 29th September. • Safer recruitment training was to be arranged for the Chair. • CE training was no longer purchased and governors had access to the NGA modules via GVO. • Anna McArdle had completed Mental Health First Aid training for her role as school.
<p>19. Any Other Business</p>	<p>There was no other business for discussion.</p>
<p>20. Date of Next meeting</p>	<p>The date of the next meeting of the LGB was confirmed as 20th November 2023.</p>

KG left the meeting and Part One closed at 18.50.