

**MINUTES OF A MEETING OF THE EXCALIBUR SCHOOL LOCAL
GOVERNING BOARD HELD AT THE SCHOOL
ON 5TH FEBRUARY 2024 at 17.00.**

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and started at 17.00.

	Item
1.	Governor training – Every Jenny Whiston, Chancery Governance and Compliance Lead delivered training on the Every system for governors.
2.	Welcome, Apologies and Any Other Business The Vice Chair welcomed governors to the meeting Apologies received from Gail Whittingham and Shaun Smith were accepted. Simon Cotterill was not present. No other items of Part One business were requested.
3.	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.
4.	Chair’s Action The Vice Chair reported no actions by the Chair or Vice Chair since the previous meeting.

<p>5.</p>	<p>Membership The membership of the LGB was confirmed to be as shown on this document.</p> <p>Mike Cross had expressed a wish to remain on the LGB but was unable to join meetings in person currently. Serena Hallam was currently standing back from her governor role.</p> <p>ACTION: To contact Mike Cross and Simon Cotterill to discuss attendance arrangements for LGB meetings. (JJ)</p> <p>There were no other governor terms of office due for renewal before the end of the academic year.</p>
<p>6.</p>	<p><u>Headteacher (HT) Verbal Report – Part One</u> The HT highlighted the following areas:</p> <p><u>Attendance</u> The school was average on the FFT 360 document included in the meeting pack. Daily attendance checks continued to take place and presently 12 pupils were classed as persistently absent. School remained in close communication with families. The regular attendance review with Cheshire East (CE) was scheduled for week commencing 5th February and feedback would be provided to the next meeting. The attendance of a pupil in Year 2 with an Education and Health Care Plan was impacted by hospital appointments; nevertheless, school continued to work closely with the family.</p> <p>Q: Are any of the 16% Year 6 persistently absent pupils either vulnerable or with Special Educational Needs and / or Disability (SEND)? A: Many persistent absences are due to holidays, with one child having 22 days holiday booked in the current year. A child in Year 6 has anxieties and is a vulnerable child. Meet and greet provision is in place for anxious pupils which has led to an improvement in attendance which is checked weekly. Pupils at school classed as vulnerable are so for a range of reasons which includes those with SEND, Pupil Premium, Free School Meals (FSM) Looked After Children (LAC) and Previously Looked After Children (PLAC) as per the DfE designation. In addition school also includes pupils with mental health issues or bereavement or acrimonious separation.</p> <p>Q: What is the reason for Year 4 pupil attendance of 90.4%? A: One child is vulnerable with considerable issues and a range of support is in place. There are historical concerns and school is in constant contact with parents.</p> <p>The Head confirmed that children's absence was closely monitored and visits by the herself and another member of staff took place to ensure there were no safeguarding concerns.</p>

A visit had taken place by governors from another trust school as part of the Chancery 15 Steps initiative and the report was included in the meeting pack. The actions identified had been reviewed by the school.

ACTION: To take discussion of the value of the Chancery 15 Steps initiative to the next LGB Chairs' meeting. (GW)

Safeguarding

- Online safety training workshops delivered by PC Andrew Cornall, Cheshire Police, would be delivered to Year 5, 6 and parents was scheduled for 4th March.
- Three staff had completed safer recruitment training and the Chair was booked on for 7th February 2024.
- The Senior Leadership Team (SLT) continued weekly monitoring of safeguarding, attendance and behaviour.
- A new safeguarding audit by the Safeguarding Children in Educational Settings (SCiES) Team was scheduled for May 2024.

School Development

Craig Richardson, an Ofsted-trained independent School Improvement Partner (SIP), would be in school on 18th June with a focus on areas from the Ofsted findings in order to show progress. Deep dives would take place in Science and History. Governors agreed this was an excellent idea.

Mobile Classroom

Year 1 and 2 had moved into the new building on 19th December and the outdoor area was to be developed. The atmosphere was extremely calm and pupils had settled well. Governor requested parental feedback on the new setting which would be incorporated into the parent survey scheduled for March 2024. Informally parents had raised the issue of the difficulty of access which could be addressed through additional funding or a fundraising activity. Other schools would be consulted and quotes obtained. A one way system could be possible in the short term.

ACTION: To incorporate parental feedback on the Year 1 and 2 building into the March 2024 parent survey. (HT)

ACTION: To contact other schools to discuss solutions to the issue of access to the Year 1 and 2 building and obtain quotations. (HT)

No Outsiders

FH was working with Andrew Moffatt, the creator of the No Outsiders programme, on offering a pilot reflective film to showcase the impact of the school's work on children, staff and parents. Incredible practice had been seen in school and the children had been excellent. The resultant film had now been compiled and was available on the No Outsiders and school websites. School had found it was an amazing experience.

Year 4 and 5 pupils were working with FH to improve the hall, an Art project was ongoing and a walk-in museum was being put in place. Use of QR codes and interactivity with parents was being explored, and governors received assurance that there were no potential safeguarding risks involved due to restrictions in place.

Cultural capital

School was attending Young Voices on 6th February at Manchester Arena. Class trips were organised, a guitar workshop was set to take place and the Reading Bus was returning in February to be located on the site of the former mobile building.

Chancery Headlines

- Writing workshops with Jonathan Riley continued for all year groups and had been found to be extremely useful for staff new to school.
- The Raising Attainment for Disadvantaged Young People (RADY) project on the School Development Plan (SDP) was a big initiative across Chancery and included aspirational targets for pupils. School was targeting Year 4 with a focus on reading. The Heads meeting had discussed whether further acceleration was possible. The Deputy Head Teacher (DHT) group was focussing on English and Maths, with subject leads to examine how RADY principles were weaved into the curriculum.
- The HT was working with a Chancery school deemed to be Requiring Improvement (RI) in Maths and Science, and with The Berkeley Academy DHT on Maths together with coaching the DHT at another school.
- The SEND group was very active and lead had paired with a less strong lead in another school. This would help Excalibur by giving the Special Educational Needs Co-ordinator (SENCO) the opportunity to monitor SEND in two schools.
- In terms of safeguarding, the DHT from Willaston Academy had produced an ‘in a nutshell’ document and governors were reminded that link governor meetings must be attended.
- The previous Chancery Art of Brilliance conference was to be repeated in July 2024 with Dan Hancock taking a lead.
- The HT reported that CE had alerted school in the previous week that the catering contract would cease at the end of the current year. New catering suppliers would be sought and talks would take place with Chancery. The current staff were very good and would be valuable to the school going forwards.

Governors thanked the HT for her report.

7. Premises / H&S Matters

A link H&S governor meeting was scheduled for week commencing 12th February.

YH joined the meeting at 18.07.

	<p>Q: Have the issues raised in the CE H&S report been addressed and resolved?</p> <p>A: Yes, all issues have been addressed.</p> <p>Governors learnt that a new electronic recording system for accidents was now in place which enabled a first aider to locate and identify the child. The system could also generate an email for parents with some details and allowed analysis e.g. of locations of incidents. The January data had been analysed and revealed that most incidents happened in classrooms in Pre-school and Reception. As a result an H&S walk would take place and class risk assessments would be reviewed. Medicines were recorded on the system and parents were automatically alerted when medicines had been administered.</p> <p>There were no <u>urgent issues</u>.</p> <p>Access to the Chancery wellbeing system was now in place for all staff.</p>
<p>8.</p>	<p>Link governor reports</p> <p>Rachel Hackney, Phil Yeomans, Gill Burgess and Rachel Morrison were scheduled to visit the school week commencing 12th February.</p>
<p>9.</p>	<p>Impact statement</p> <p><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"> The Chair had visited to review SEND and safeguarding to strengthen the ambition of the school and to gain assurance that both were moving forwards. The Single Central Record (SCR) had been checked and the Chair had appeared in the No Outsiders film.
<p>10.</p>	<p>Policies</p> <p>The LGB confirmed the approval of the following school policies on GVO:</p> <ul style="list-style-type: none"> SEN Information Report Accessibility Plan Fire Procedure <p>The School Business Manager confirmed that the sweep of areas referred to took place at each fire drill, and information in the Fire Procedure would be colour coded and streamlined.</p> <ul style="list-style-type: none"> Admissions Policy <p>Any changes to the Admissions Policy would be required to go out to consultation before coming to the LGB for approval.</p> <ul style="list-style-type: none"> Safeguarding Policy (updated in to reflect updated Prevent duty) subject to the correct name of the current Deputy Designated Safeguarding Lead.

	<p>A Critical Incident Policy was in place.</p> <p>The LGB noted the following Chancery policies approved since the last term:</p> <ul style="list-style-type: none"> • Teacher's Pay Policy • SEND Policy • Suspensions & Exclusions
11. Governor Training / Compliance	<p>No governors had attended training since the previous meeting.</p> <p><u>Governor compliance</u> Details of the position on 22nd January 2024 were contained in the document on GVO in the meeting pack and governors were requested to complete all items marked red as soon as possible.</p> <p>Action: To ensure all compliance tasks are completed as soon as possible. (all)</p>
12. Cheshire East Director of Children's Services Report	<p>The Spring 2024 report plus summary would be shared on GVO once available and discussed at the Spring 2 LGB meeting.</p>
13. Minutes of the previous meeting, matters arising and actions	<p>The LGB confirmed the approval of the Part One minutes of the meeting on 20th November 2023 on GVO.</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"> • Mike Cross was on leave of absence and not included on the GVO system. • Notes from the Chancery Chairs' meeting were awaited from the Chair. • An annual governance statement was not to be produced. • The Chair was to attend safer recruitment training on 7th February 2024. • RM was to visit to observe metacognition in practice during w/c 26th February. • The Chair had visited to review the standards of the school relative to KCSiE and internet access monitoring and the report was awaited. • A report on the teaching of online safety was included in the HT update. Workshops for Years 5 and 6 were scheduled for 4th March.
14. Any Other Business	<p>To discuss the allocation of the Head's time to Chancery responsibilities.</p>

15.	Date of Next meeting
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The date of the next meeting of the LGB was confirmed as 18 th March 2024.

The Part One meeting closed at 18.27.