



Yvonne Hilditch Chancery MAT [85] 24 October 2018

Excalibur FGB Minutes 28/03/2018

▶ Excalibur Primary School ▶ Wednesday, March 28, 2018 ▶ 17:00 ▶ Chair: Vicky Alsop ▶ Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Vicky Alsop (Chair)
Mike Cross
Lise Houldsworth (Head Teacher)
Nikki Ratcliffe (Vice)
Jonathon Riley
Sarah Sproston
Petra Wayman-Zwart
Juliet Tomkinson

Governors Apologies: >None

Non Governors Attending: >Yvonne Hilditch (Clerk)

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies and Additional Any Other Business Items

MINUTE 1.No apologies were received 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. 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 agreed the 2017/18 governor's code of conduct document: All governors and their details are on the National Governor database (Edubase); All governors have completed a Disqualification Declaration form. 3.Governors were asked for additional Part One business that they wish to discuss or be considered at the end of the meeting and no items were put forward.

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. No declarations of pecuniary interests were declared

Agenda Item 3 ▶ Membership

MINUTE 1. New Governing Board Structure. Since the school is due to convert to an academy the Governing Board will become a Local Governing Board with delegated duties under Chancery Multi Academy Trust. This means that the board can restructure into what it decides. YH the clerk advised that the Local Governing Board would have to have 2 parent governors if there were not two parent governors on the Trust Board.2.To receive any changes to the membership of the governing board since 6th December 2017 2.There was no changes to the governing board since 6th December 2017. 3.To give consideration to any current vacancies in accordance with the new Local Governing Board structure. There is one vacancy on the board: a parent governor. It was agreed that a parent election would take place during the Summer Term. 4.To note any governors terms of office that are due to expire before the next governing board meeting on 11th July 2018. Governors were informed that one term of office are due to end, N Ratcliffe but she does wish to stand for re-election as a parent governor. 5.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.

DECISION 1. The governors decided that their structure from 1st April 2018 would be 10 governors which should include 2 staff governors, elected by the staff and which includes the Head Teacher and two parent governors, elected by the parents.
3. It was agreed that Nikki Ratcliffe would be appointed as a co-opted governor for 4 years from 28th March 2018

Agenda Item 4 ▶ Part One Minutes

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

DECISION The Part One minutes of the Summer Term full governing board meeting on 6th December 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 6th December 2017 which will not be covered elsewhere in the minutes. The governors need to complete and review the skills matrix of all governors, this has yet to be completed and will be done in the Summer Term meeting. 2.To discuss any outstanding issues from the part one minute. There were no outstanding issues.

ACTION Complete the Skills Matrix on Trust Governor (ALL)
Review the governors skill matrix on Trust Governor (FGB meeting Summer Term)

Agenda Item 6 ▶ Chair's Actions

MINUTE The Chair's had sent out in February the Admission Policy for 2020/21 to ensure that all governors agreed to it before she approved it to be sent to the Local Authority and published on the School Website. The Board agreed that they had seen the policy before this approval.

DECISION The full governing board approved the decision made by the Chair on the Admissions Policy

Agenda Item 7 ▶ Part One Reports from Committees

MINUTE 1. NR summarised the meeting of the Resources and Personnel Committee held on 7th February 2018. The matters discussed were: Chancel Insurance which YH agreed was being paid from 1/4/2018; the safety tour that had taken place on 7th February 2018; the governors code of conduct being in line with the NGA recommendations; the school's data deadlines being met; the pupil numbers for 2018/19; the presentation of the schools current financial position with a surplus to 31st December 2018 of £221,891, the school's 2017/18 budget showing a surplus of £8,790 with a carry forward of £74,259 and the three year forecast showing for 2018/19 a loss for the year of £54,759 and a surplus carried forward of £19,498 and the figures for 2019/20 show a loss for the year of £83,667 with a deficit carried forward of £64,170. 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 2019; the virements to the school budget and reasons for those virements; income being raised for the school by the external work of the headteacher and deputy; the SFVS feedback and documents that need to be approved by this committee under item 16; the contracts that the school has signed for use by the trust after conversion; the use of the conversion grant; sickness cover; the health and safety audits that have taken place at the school and any findings; attendance figures to date for 2017/18; safeguarding and the SOR Audit and GDPR; training attended by the committee members. 2.MC summarised the meeting of the Standards and Curriculum Committee held on 14th March 2018; an update and review of the School Development Plan around all the priorities was delivered by JT and challenged by the governors; the MC SEN meeting with the school's SenCo; the Pupil Premium impact report and strategy was presented by RH and discussed by governors; discussion around the removal of the Gifted and Talented policy from the school's list of current policies; progress on the Academy Conversion was given by LH; admission arrangements and in year applications; the Director of Children's

	Services Report was presented by YH; training completed by members of the committee. 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.
ACTION	A listing of all training available to governors would be provided (SS)
CHALLENGE	Are there any plans to share the Senco role across the new Multi Academy Trust? LH No discussions or decisions have been made at this level at the moment.
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 and the SEN governor reported to the Standards and Curriculum Committee on 14th March 2018 2.Any reports from cohort governors on visits to the school since 5th July 2017; No reports were presented.
Agenda Item 9	▶ School Performance
MINUTE	1.Review progress on the 2017/18 School Development Plan. This was discussed in the Standards and Curriculum committee meeting on 14th March 2018. The maths co-ordinator presented to the full board before this meeting. Through the use of a powerpoint she informed the governors how Maths is planned, taught and assessed through the school. 2.Review assessment data for the Spring Term 2017/18.This was discussed in the Curriculum and Standards committee meeting on 14th March 2018 and is contained in the Headteachers report for the Spring Term. Data for the Spring term is shown in a new format showing a matrix that shows the number of pupils below ARE, at ARE and above ARE currently compared to the baseline for 2017/18. It has been anonymised for governors but teachers and the Senior Leadership Team can click into the relevant boxes to identify who these pupils are. This data was then used in the pupil progress meetings with each teacher. The governors commented that they preferred the new format as it was very clear. 3 The targets were discussed. These are aspirational targets: KS1 - Year 2 - Reading - Age Related 80% Greater Depth 36% Writing - Age Related 77% Greater Depth 20% Maths Age Related 83% Greater Depth 30% KS2 - Year 6 - Reading - Age Related 88% Greater Depth 41% Writing - Age Related 81% Greater Depth 8% Maths Age Related 88% Greater Depth 38% 4. The School Improvement Day in the Spring term was cancelled and therefore no report is available. The next meeting will be 3rd May 2018 5. The year 6 SATS will be taking place in the morning on 14th, 15th, 16th and 17th May 2018. A governor timetable for attendance will be sent out to governors by JT. JR to send out the new STA documentation to all governors attending these sessions. Do we expect to change children to maths greater depth assessment during the year? JT - yes this will be completed in the Summer term if the evidence of that greater depth assessment is available for the child and provided by the teacher. Are the new SATS format embedded now? JT - yes the new curriculum is now embedded in all the year groups. LH-in-cohort data is now moving forward and shows that the children are achieving the new in year curriculum.
CHALLENGE	What is Greater Depth? JT - 96 out of 110 Assessment sheet for EYFS shows that one pupil was below ARE on baseline and this pupil has not moved? LH yes this is correct but the assessment level is correct. The NFER baseline is easy to achieve in comparison to the EFFS assessments that the children are now being assessed against. Year 5 data last term was not good but now looking better? LH the year 5 assessments show that the pupils are making positive progress Could a dip in the results at KS1 and 2 impact on school? LH - Ofsed will look at the trend of results over 2 or 3 years.
Agenda Item 10	▶ Part One Head Teacher's Report
MINUTE	LH presented Part One of the Headteacher's report to the full governing board. The report dated March 2018 contained the following: •Introduction •Pupils - including pupil numbers, groups in school, attendance, group analysis of attendance, fixed term 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 Spring 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 Spring term, pupil progress meetings, SEN reviews, book reviews, lesson observations, the schools self assessment summary. •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, brass concert, safer internet week and the Life Education van, pupils inclusion in the Alsager School performance, vocal competition, physical literacy day, Benley's 'Be Extraordinary' challenge with Year 5 and National Science Week . •Premises and equipment including the building compliance check.. •Finance- including budget figures for 2017/18 •Appendix - Spring Term assessment data, Chancery Multi Academy Trust's Principals of Delegation document
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 Spring term and proposed for the Summer term including the income being generated for this work by the school was approved by the full board of governors.
Agenda Item 11	▶ Matters arising from the Headteacher's report
MINUTE	The governors agreed that this was a very comprehensive report and it supports the governing board moving forward. What are the application for next year's Reception class looking like? LH we have 115 applications, last year it was 92.
CHALLENGE	Will this have an implication on Appeals for places? LH The parents of all the children declined a place have a right to appeal, but they are appealing against the administration of the admissions in the school as infant class size legislation prevents us going over 30 children. Appeals have implications on administrative staff and headteacher in school as appeal documents need to produced that can up to a day to update together with the relevant file of backing documents and each appeal takes half a day out of the school. Is it a high sibling year? LH We have 10 siblings our recent highest level was 15 siblings.
Agenda Item 12	▶ School Improvement Partner
MINUTE	The School Improvement Partner visit was cancelled and the next meeting is on 5th May 2018.
Agenda Item 13	▶ Director of Childrens Service's Report
MINUTE	The Director of Children's Services' Report for the Spring term 2018 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 informed the board of the training completed by the governors and feedback to the individual committees. The governors discussed: - Emotionally Healthy Schools training was attended by PWZ. After the training she had a meeting with the school's SenCo on how this is being implemented in the school and how it is being used in year 3 first with the relevant teacher.
DECISION	PWZ appointed as the Emotionally Healthy Schools Governor from 28th March 2018
CHALLENGE	Could we have a Emotionally Healthy Schools Governor? LH Yes conversations around the processes and monitoring the School Development Plan in this area.
Agenda Item 15	▶ School Policies
MINUTE	
DECISION	The following school policies and documents were approved by the governing board: Cursive Handwriting Policy Lockdown Policy Asbestos Management Policy Legionella Written Scheme Annual Leave Policy Pay Policy for Support Staff Resignation Policy Long Service Retirement Award Policy

Art and Design Policy
Music Policy
Design and Technology Policy
CCTV Policy

Agenda Item 16 ▶ Health and Safety

MINUTE To consider any urgent Health and Safety issues. There we no urgent health and safety issues that were not discussed in the Resources and Personnel Committee meeting on 7th February 2018.

Agenda Item 17 ▶ Any Other Business

MINUTE No other Business

Agenda Item 18 ▶ Meetings

MINUTE The next Full Governing Board meeting is on 11th July 2018 and all committee meetings are set for the year.

Governor Agreed Actions set during this meeting: 0

Full Governing Board Meeting - Spring Term 2017/18 - Part 1 *dated: 28/03/2018*
Minutes approved by Yvonne Hilditch