



Yvonne Hilditch Chancery MAT [85] 24 October 2018

Excalibur Resources and Personnel Minutes 23/05/2018

► Excalibur Primary School ► Wednesday, May 23, 2018 ► 17:00 ► Chair: Nikki Ratcliffe ► Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Juliet Tomkinson, Petra Wayman-Zwart, Nikki Ratcliffe, Rachel Hackney, Lise Houldsworth,

Governors Apologies: >Vicky Alsop,

Non Governors Attending: >Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 ► Apologies for Absence

MINUTE Apologies were received and accepted from Vicky Alsop (work commitments) and Sarah Sproston.

Agenda Item 2 ► Declaration of Pecuniary Interests

MINUTE No pecuniary interests were declared for this meeting

Agenda Item 3 ► Review the Minutes from the previous meeting

MINUTE

DECISION The minutes of the meeting of the committee on 7th February 2018 were confirmed as a correct record, and had been approved and signed at the Spring term full governor board meeting on 28th March 2018.

Agenda Item 4 ► Matters arising from the previous minutes

MINUTE 1. Fixed asset register to be presented (YH) This would be ready for the MAT audit in the Autumn term. 2. Benchmarking data for 2016/17 to be presented (YH) Benchmarking available for discussion under item 5 3. Updated governor Code of Practice to be taken to the Spring term Full Governing Board meeting (YH) Taken and approved at FGM on 28th March 2018 4. Critical Incident Policy to be taken to the Spring term Full Governing Board meeting (YH) To be presented in item 10 5. Review the Cheshire East report on the SFVS findings 2017/18 (YH) Cleared in the FGM on 28th March 2018 6. Fire risk assessment outstanding actions to be reviewed (YH) All outstanding actions now cleared except for fire doors in the hall that are being fitted at the end of July 2018 7. Legionella risk assessment outstanding actions to be reviewed (YH) All outstanding issues cleared with the new contractor 8. Cheshire Annual conference on 22nd June - attendance and change of date discussed 9. Volunteer application forms to be changed to include a box that asks about overseas work so that overseas checks can be completed by the school. (YH) This is contained on the DBS for that they need to compete and sign so no need to complete information twice. 10. GDPR update by YH. Committee updated under item 13 11. PWZ and RH to feedback on Academy Funding training (PZ/RH) PZ and RH feedback that the training had been useful.

ACTION 1. Fixed asset register to be presented (YH)

Agenda Item 5 ► School Finances

MINUTE 1. To ensure that all data deadlines have been met since 7th February 2018. YH gave details of the school's data deadline dates that have been met since 7th February 2018 a. YH presented documentation on the school's Summer Term census. This was due on 23rd May 2018 and was reviewed by the head teacher and signed as reviewed on 22nd May 2018 and was uploaded onto the collect portal on 22nd May 2018. There were no other data deadlines. 2. Review the school's budget and 3 year forecast. YH presented the school's budget and three year forecast report to 30th April 2018. The finance report shows the current forecast to 31st August 18 as a surplus for the period of £60,165 and therefore a carry forward to 2018/19 of £87,632, this is an increase to the year's forecast of £13,383 from the Spring term. The report shows the forecast for 2018/19 with an excess of expenditure over income in the year of £26,812 but a surplus carried forward of £60,280. The forecast for 2019/20 with an excess of expenditure over income in the year of £84,978 and a deficit carried forward of £24,158. It was noted that included in 2018/19 and 2019/20 forecasts is the full cost of a teacher on a temporary contract to 31st August 2019. Dfe income is based on 32 children leaving year 6 and 30 children joining reception in September 2018. YH indicated that the pupil premium and pupil premium plus numbers and funding are based on the current children leaving and do not account for new children joining or parents registering for free school meals. Pupil Premium pupils reduce to 17 in 2018 and 10 in 2019 reducing funding respectively to £22,440 and then £13,200. Pupil Premium plus remains at 2 in 2018 and reduces to 1 in 2019 reducing funding in 2019 from £3,800 to £1,900. The staffing numbers and teaching staff of 9.20 FTE remains the same throughout the forecast as with all other staff except for Special Needs support which reduces from 54 hours to 33 hours as the welfare assistant contract is temporary to 31st March 2018. YH presented the DF Capital, £158 was brought forward from 2017/18 with new funding this year of £6,363. 3. Review the actuals / budget comparison to 30th April 2018. The Management Accounts report shows the actual year to date surplus is £45,406 to 18th May 2018 against a monthly budgeted surplus of £51,666 to 31st May 2018. 4. Review the year end LMS actuals to budget and carry forward figure to 31st March 2018. These figures had yet to be released by Cheshire East on conversion. 5. Present the Chancery Multi Academy Trusts Financial Procedures to the committee. YH presented the approved Trust Financial Procedures to the Committee. 6. Review any future purchases, tenders and quotes in line with Chancery Multi Academy Trusts Financial Procedures for this committee. There were no purchases to approve. 7. Review the school's Contract listing. YH presented the updated contract listing for the school for 2018/19 8. Present the Chancery Multi Academy Trust Risk Policy YH presented the approved Trust Risk Policy to the Committee. 9. Receive and review the school's Risk listing. The school's updated risk listing was presented to the committee. 10. Review the year end School Fund accounts to 31st March 2018. YH presented the accounts and they were discussed. The school fund had a balance of £5,358.23 with petty cash of £15.26. This is made up of a balance of £642.49 held in the holding account that is due to other outside agencies and £4,714.74 which includes a balance of £2,973.21 for Friends of Excalibur. 11. Review the School Fund accounts to 30th April 2018. YH presented the accounts and they were discussed. The school fund had a balance of £5,530.27 with petty cash of £15.26. This includes a balance of £3,089.41 for Friends of Excalibur. 12. Review the year end Friends of Excalibur accounts to 31st March 2018. The Friends of Excalibur Accounts were presented by YH and had a balance of £3,023.21. £2,973.21 being held in the school fund account and £50 in a Building Society account. 13. Review the Friends of Excalibur accounts to 30th April 2018. The Friends of Excalibur Accounts were presented by YH and had a balance of £3,139.41. £3,089.41 being held in the school fund account and £50 in a Building Society account. 14. Discuss how any excess balances are to be used. The governors were informed that FOE had made the decision to fund supplies in the classroom and a stage area on the school field.. 15. Present any external work completed in the Spring term and how this has been accounted for. The headteacher had completed 2 School Improvement Partner visits to other schools in the Spring term. This work had been invoiced by the school as credited to the school's main accounts. The deputy head had completed some initial moderation meetings with the local authority. This work would be invoiced once the moderation was completed and credited to the school main accounts in the Summer term. 16. Present any external work to be completed in the Summer and Autumn term for approval 16. Review any financial audit documents received by the school. The headteacher was planning to complete two School Improvement Partner visits in the Summer term. The work would be invoiced through the school's new accounting system and credited as income to the school. The deputy head would be involved in the local authorities writing moderation in the Summer term. This work would be invoiced by the school's new accounting system and credited as income to the school.

How worrying is a third year loss? LH very worrying but the school is looking at other income streams to reduce this deficit. This in not included in the budget that has been presented.

CHALLENGE What do we have now that is not sustainable? LF the extra work being completed for the Chancery MAT in the long term. Would we want to see the Chancery MAT taking some of the school's salaries? LH Yes in the long term as the MAT grows then this would happen but in the short term the only money that the MAT has is what has been top sliced from the two schools.

Agenda Item 6 ► Human Resources

MINUTE 2. Review any exit interviews since 7th February 2018. The one exit interview received since 7th February 2018 was reviewed by the committee. There were no findings that need to be addressed. 3. Plan exit interviews for any leavers in the Summer term. No plans were made by the committee. 4. Review the Summer term HR newsletter. This was not available to the school and therefore could not be reviewed. 5. Review any long term absences. None reported to the committee. 6. Review any HR audits, checks and training completed since 7th February 2018. None were reported on but LH stated that the staff survey had been handed out.

Agenda Item 7 ► Health and Safety

MINUTE Review the Health and Safety audits and checks since 7th February 2018. There were no reviews since 7th February 2018.

Agenda Item 8 ► Attendance

MINUTE 1. Review of the attendance percentages to 30th April 2018. YH presented the attendance to 30th April 2018 which was 96.0% (Spring 96.98% / Autumn 97.84% / 2016-17 96.59%). LH and YH are reviewing individual pupil attendance under 92.5% on a weekly basis and taking the action where necessary. 2. Review any attendance audits and checks since 7th February 2018. There had been no attendance audits since 7th February 2018.

Agenda Item 9 ► Director of Childrens Services Report

MINUTE Item 1 - School Governance and Liaison update. The Cheshire Annual Conference - on Friday 22nd June 2018 at Cranage Hall, the date was noted by the governors. School Governance CHES offers for clerking service of the local governing body - available now. Headteachers Appraisal - A report on Headteachers Appraisal was published by the NGA and courses were available from CEC. The governors were to review for good practice. Governance Leadership Development Programme - this is to be rolled out to all governing bodies between March 2018 and March 2020. Clerk to Governor National Development Programme - this is to be rolled out to all governing bodies between March 2018 and March 2020. Being Strategic - A Framework for Governance and a Being Strategic booklets have been published by the NGA for governors. Item 13 - Governing Board Documents - Storage/Retention/Good Practice Guidelines - Information from Cheshire East to governors on publishing of minutes, the retention of master minutes, recommendations by the IRMS, documents kept of site, records of governor interests, parent governor election papers and paper versus digital was presented to governors for information.

Agenda Item 10 ► Policies

MINUTE 1. Review the Policy listing for the committee - The Critical Incident Policy is overdue and is being presented. The Occupational Maternity Pay Policies were out of date in April 2018 and these will become CMAT policies. Whistleblowing Policies were out of date in April 2018 and will be updated for the Autumn Term. 2. Approve the new policies for this committee - The Critical Incident Policy and the Protocol for Professional Visitors to Schools were presented to the committee and discussed.

ACTION Safeguarding Children Whistleblowing Policy - To be updated for the Autumn Term meeting
Whistle Blowing Policy - Confidential Reporting Procedure - To be updated for the Autumn Term meeting

DECISION It was agreed that the Critical Incident Policy be approved and that it will be taken to the Full governing board meeting on 11th July 2018

Agenda Item 11 ► Safeguarding

MINUTE There were no safeguarding issues discussed in the meeting.

Agenda Item 12 ► Training

MINUTE 1. Feedback from governors on any training attended since 7th February 2018 and discuss recording on Trust Governor. Governors had attended Pupil Premium training, Academy Finance Training and CMAT training. 2. Review the Skills audit on Trust Governor. Governors were reminded to complete and update their skills audit ready for full governors on 11th July 2018 3. Discuss any training issues for governors on this committee. None were discussed.

Agenda Item 13 ► GDPR

MINUTE YH updated the governors on the progress in GDPR compliance in the school. All data sources had been listed and then mapped in the school using Groupcall software together with the legal basis for processing each piece of data. The school was in the process of creating new pupil, staff and governor privacy notices. The CMAT Data Protection Policy was being prepared ready for approval at the first Directors meeting in September 2018. The school is now looking at all the contracts with its suppliers who process data for them.

Agenda Item 14 ► Any other business

MINUTE Academy Document - LH provided the governing body with the Strategic Action plan for The Chancery Multi Academy Trust together with an overview of MAT responsibilities and school responsibilities.

Governor Agreed Actions set during this meeting: 0

Resources and Personnel Committee - Summer Term Meeting 2017/18 dated:
23/05/2018

Minutes approved by Yvonne Hilditch