



Yvonne Hilditch Chancery MAT [85] 31 January 2019

Excalibur FGB Minutes 22/10/2018

Excalibur Primary School Monday, October 22, 2018 5.30pm Chair: Vicky Alsop Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Lise Houldsworth, Vicky Alsop, Rachel Hackney Nikki Ratcliffe, Jonathon Riley, Petra Wayman-Zwart, Gail Whittingham

Governors Apologies: >Mike Cross, Juliet Tomkinson

Non Governors Attending: >Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 Election of Chair Person

MINUTE Vicky Alsop agreed to re-stand as chair of the Local Governing Board (LGB) for the academic year 2018/19. The Chair welcomed all those present

DECISION Vicky Alsop was voted unanimously into the position of chair of the LGB for one year.

Agenda Item 2 Election of Vice Chair Person

MINUTE NR explained to the board what was required as vice-chair. Sarah Sproston agreed to stand as vice-chair of the LGB for the academic year 2018/19

DECISION Sarah Sproston was voted unanimously into the position of vice-chair of the LGB for one year.

Agenda Item 3 Apologies and Additional Any Other Business Items

MINUTE 1. Apologies were received and accepted from Juliet Tomkinson (illness) and Mike Cross (Work Commitments).
2. The following governor documents have been reviewed and are in place: - Disclosure and Barring checks have been completed for all governors including the new governor. - The clerk presented a report from the National Governor database (Get Information About Schools) and all governors were included and their details were correct; - 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 4 Conflict of Interest

MINUTE 1. 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.
2. The staff pecuniary interest forms had only been distributed by the School Business Manager (SBM) to staff in the last two weeks and therefore no report on staff pecuniary interests was available.
3. The Clerk distributed the pecuniary interests forms for 2018/19 to all Governors to complete to ensure records were up to date.

ACTION The SBM to provide a staff pecuniary interest report for 2018/19 and the next LGB meeting (YH)
The clerk to feedback to the next LGB meeting on the governor pecuniary interest forms received (YH)
The clerk to update trust governor with the pecuniary interest declared by the governors on their 2018/19 forms (YH)
The clerk to update the website with the pecuniary interests declared on the 2018/19 forms (YH)

Agenda Item 5 Membership

MINUTE 1. To receive any changes to the membership of the governing board since 28th March 2018. The changes to the membership was the appointment of Gail Whittingham on 13th July 2018 as a parent governor. The governors welcomed GW to her first FGB meeting. VA had completed the school induction of GW on Friday 19th October 2018.
2. To give consideration to any current vacancies in accordance with the new Local Governing Board structure. The clerk reported that there were currently no vacancies.
3. To note any governors terms of office that are due to expire before the next governing board meeting on 26th November 2018. The next terms of office to end are JR and MC on 31st March 2019.
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.

ACTION The term of offices to end on 31st March 2018 would be discussed in the first LGB meeting in the Spring term. (VA)

Agenda Item 6 Part One Minutes

MINUTE The Part One minutes of the Spring Term LGB meeting on 28th March 2018 were confirmed as a true and accurate record.

ACTION The LGB requested that the Part One minutes from 28th March 2018 be signed by the Chair (VA)
The LGB requested that the Part One minutes be placed on the School website (YH)

DECISION The Part One minutes of the Spring term LGB meeting on 28th March were approved.

Agenda Item 7 Matters Arising or Outstanding Issues

MINUTE 1. To discuss matters arising from the part one minutes of the meeting on 28th March 2018 which will not be covered elsewhere in the minutes. There were no matters arising raised.

2. To discuss any outstanding issues from the part one minute. - The governors have now updated their skills matrix on Trust governor. This now needs to be reviewed at the next LGB meeting on 26th November 2018 - The listing of training available to governors by Cheshire East Council was distributed by the SBM in September 2018

ACTION Review the skills matrix for all governors on Trust Governor (VA)

Agenda Item 8 Planning for the Next Academic Year 2018/19

MINUTE 1. To agree the specific responsibilities for the LGB members for 2018/19. The specific responsibilities listing was discussed and the list was reduced as all positions were not deemed necessary. There was a discussion around the Vulnerable Pupils governor as this includes Special Educational Needs, Pupil Premium and Cared for Pupils. It was agreed that this position would be covered by two governors that work together.

2. To agree a calendar of governing board meetings for the 2018/19. It was agreed that there would be a LGB meeting every half term during 2018/19 and that the dates are: 26th November 2018, 4th February 2019, 1st April 2019, 20th May 2019 and 19th July 2019.
3. To prepare and agree the Annual Governance Statement in line with good practice. This was not presented and was to be updated for 2017/18 activities by SS and then passed around the other board members ready for presentation at the next LGB meeting.

4. To review the code of conduct for the local governing board. This was presented by the clerk.

ACTION MC to be chased to complete the SEN governor training (VA)
MC is to be informed what SEN governor training is available (JR)

SS to update the Annual Governance Statement and distribute to other governors (SS)
 MC and RH to meet up to model how they would be working together as Vulnerable pupil governors (MC/RH)

The cohort governors were elected: Reception - JR, Year 1 - RH, Year 2 - SS, Year 3 - MC, Year 4 - NR, Year 5 - PWZ and Year 6 - VA.
 Governors with specific responsibilities were elected:

- DECISION**
- Critical Incident Governor - VA
 - Health and Safety Governor - VA
 - Vulnerable Pupil Governors - MC/RH
 - Safeguarding, Equity and Diversity Governor - SS
 - Link Governor for Training - JR
 - Emotionally Healthy Schools Governor - PWZ

The Performance Management Committee would be made up of VA and NR
 The governors code of conduct for 2018/19 was approved and adopted.

- CHALLENGE**
- I have completed a lot of research and work in school around the social and emotional schools agenda and would like this to be a specific responsibilities position. LH - As this is on the schools development plan for 2018/19 then I believe that in the short term this could be a specific responsibilities position. VA - I agree as this on the SSDP it should be a position for 2018/19.
 If MC is to be appointed as one of the Vulnerable pupil governor has he completed the SEN training that we have indicated over the past year that he needed to complete. VA - As he is not here we do not know whether the training has been completed but I will chase him to completed the training.

Agenda Item 9 ▶ Part One Reports from Committees

- MINUTE**
1. To receive the minutes of the Resources and Personnel Committee on the 23rd May 2018. NR summarised the meeting of the Resources and Personnel Committee held on 23rd May 2018. The matters discussed were: the outstanding issues from the previous meeting; ; 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 18th May 2018 of £45,46 against a budget of ££51,666: the school's budget to 13st August 2018 showing a surplus of £60,165 and a carry forward of £87,632 and the three year forecast showing for 2018/19 a loss for the year of £206,812 and a surplus carried forward of £60,260 and the figures for 2019/20 show a loss for the year of £84,978 with a deficit carried forward of £24,158, 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 health and safety audits that have taken place at the school and any findings; attendance figures to date for 2017/18; safeguarding and GDPR; training attended by the committee members.
 2. To receive the minutes of the Standards and Curriculum Committee on 4th July 2018. There was no one to present the minutes so these were read by the LGB and accepted.
 3. To receive any other reports from the committees, There were no other reports from the committees
 4. To discuss, agree and approve any recommendations from the committees. The policies presented under item 19 were the only approval items from the committees.

Agenda Item 10 ▶ Local Governing Board Scheme of Delegation 2108/19 from Chancery Multi Academy Trust

MINUTE

The clerk presented the Chancery Multi Academy Trust's Scheme of Delegation to the Excalibur LGB for 2018/19 that was agreed in their directors meeting on 6th September 2018. The clerk explained that the LGB had been given full scheme of delegation as the directors deemed the school to be in a strong position in September 2018. The clerk and chair will ensure that all delegated responsibilities are included on the LGB agendas through out the academic year.

- CHALLENGE**
- What would happen if LH left as the Chief Executive Officer (CEO) of Chancery Multi Academy Trust (CMAT) and the headteacher of Excalibur? LH - The CEO would be appointed by the members of CMAT as stated in the scheme of delegation and the headteacher of Excalibur would be appointed by the directors in consultation with the CEO and LGB.
 How do we ensure that the directors board moves forward with the visions and ethos that they have at the moment that are in line with the school's and LGB's as the MAT grows? Should we be meeting with the directors and members as a LGB on a regular basis? LH - We can put forward to the board that the LGB would like to meet with them and the directors being appointed are dependant on their skills and not because they are linked to a particular school. NR - The vision and ethos has been clearly set out in the directors meetings so far and has been consistently used.

Agenda Item 11 ▶ Human Resources

- MINUTE**
1. To provide for approval the staffing structure for 2018/19. The staffing structure was presented by LH.
 2. To receive a report on the Performance Management of staff for 2018/19. The anonymised performance Management and Pay Progression report was presented to the LGB by the Headteacher. The LGB were informed that all teachers achieved their performance management targets and therefore moved up a point on the Main Pay Scale is appropriate. For 2018/19 performance management all staff have had their initial meeting with their appraiser and targets have been set.
 3. To provide details of the Headteachers Performance Management for 2018/19. This has been organised for 16th November 2018 and will cover a review of the 217/18 target and the setting of 2018/19 targets.
 4. To inform the LGB of the Human Resources (HR) policies agree by the CMAT Directors on 26th September 2018. The directors agreed the following HR policies in their meeting on 26th September 2018: Paternity Leave Policy, Staff Attendance Policy, Shared Parental Leave Policy, Dignity at Work Policy, Teacher Appraisal Policy, Adoption and Pay Policy and Employers Discretion Policy (Pensions). There are copies of these policies in the staff room and the school office and governors are welcome to read them.

DECISION

The staffing structure for 2018/19 was approved by the governors.

- CHALLENGE**
- From looking at the staffing structure there is no support staff in years 3, 5 and 6, is this due to financial reasons? LH - the financial situation that the school has over the next 3 years means that support staffing is directed towards the needs of the children in the particular classes and not as general teaching assistant within classes. This does have implications on staff workload and the diet that can be provided to all children.
 If the school had more money available would they appoint more teaching assistants? LH - The decision on spending of any school money would depend on the benefit that the pupils would gain from that spend, so if extra money available it would not mean that extra teaching assistants would be appointed. It is more important to have highly skilled teachers who provide quality first teaching and also highly skilled teaching assistants that can support this.
 Are SEN Welfare Assistants fully funded by the Education Health Care Plans (EHCP) in place for the relevant pupils? LH - The school has to fund the first 12 hours of each EHCP and the school receives top up funding for any hours over these 12 hours from the Local Authority. The school has to use its notional SEN funding that it receives in its main funding stream that is based on the EYFS profiles of the pupils within the school to fund these 12 hours.
 How is teacher's planning, preparation and assessment (PPA) time covered in school? LH - this is covered by the deputy head, teaching assistants and one is paid due to a job share.

Agenda Item 12 ▶ Finance

- MINUTE**
1. To ensure that all data deadlines have been met since 23rd May 2018. The SBM informed the LGB that the Autumn Census had been completed by the deadline date of 11th October 2018
 2. To approve the budget for 2018/19 reviewed by the Resources and Personnel Committee on 23rd May 2018. 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 2018 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.
 3. To review the school's September 2018 management accounts, budget forecast and cashflow forecast. The SBM presented the management accounts to 31st August 2018 that had been presented to CMAT on 26th September 2018 and externally audited by Dains Accountants at the start of October 2018. The budget showed a balance of £60,296 with a current forecast before pension adjustment and depreciation of £75,238. The difference between budget and forecast were explained. The SBM then presented the management accounts to September 2018 that shows an actual profit to date of £23,797 with commitments of £1,968. The original approved budget show a loss in the year of £54 but the forecast, that takes account of changes to payroll and pensions shows a loss of £25,805 a difference of £25,751.
 4. Review the virements under £10,000 from the original budget to the current forecast and approve. The virements between the budget and the forecast were: £7,305 decrease in Pre16 funding due to a change in the top slice from 2% to 3.5%, £14,374 increase in other grants income due to

- EHCP top slice funding, £7,400 decrease in staff services income as moved to CMAT, £17,952 increase in teaching salaries due to incremental pay rise, £20,982 increase in teaching assistants salaries for new SEN Welfare assistants, £10,800 decrease in administrative staff for the cost of CFO transferred to CMAT and £6,3865 decrease in educational supplies due to SLT savings.
- 5. To review and approve any orders between £10,000 and £30,000. There were no orders between £10,000 and £30,000.
- 6. To review and approve any bad debts to be written off between £500 and £1,000. There were no bad debts written off by the school.
- 7. To review and approve the disposal of any assets valued at less than £20,000. No assets were disposed of by the school.
- 8. To review the adequacy of the school's insurance cover. The SBM presented the school's insurance document with RPA to the LGB.
- 9. To review the SFVS category for 2017/18. VA presented the report and RH explained that the school only received a limited assurance assessment as they had not presented a signed copy of the document.
- 10. To inform the LGB of the Finance Policies agreed by the CMAT Directors on 26th September 2018. The finance policies agreed by the directors were: Financial Procedures, Whistleblowing Policy, Charging and Remission Policy, Pooled Funding and Appeals Policy, Gift and Hospitality Policy, Contingency and Business Continuity Policy, Accounting Policies, Anti-Fraud Policy, Competitive Tendering Policy and Investment Policy. These policies were available in the school office for review by governors.
- 11. To review the school's Contract listing. This would be presented at the next LGB meeting.
- 12. Receive and review the school's Risk listing. This would be presented at the next LGB meeting

- ACTION** SBM to present the listing of school's Contracts (YH)
SBM to present the school's updated risk listing (YH)
- DECISION** The budget for 2018/19 was agreed and approved.
The virements to the budget was agreed and approved.
LGB agreed that the insurance cover that the school has is adequate.

Agenda Item 13 ▶ **School Performance**

- 1. To review progress against the 2018/19 School Development Plan. LH presented JT's report on progress against the 2018/19 School Development Plan.
 - Priority 1 which is to increase the proportion of pupils working at greater depth in English and maths. The inset day on bar modelling has taken place and there is evidence of its implementation in the classroom in the book scrutiny in October 2018. Two teachers are involved in the teaching for mastery working groups which are developing approaches to mastery, the school will adapt what is being learnt in the workshops so that it fits with learning and teaching currently. Peer to peer work this term has a focus on the more able to ensure questioning is challenging and promote higher order thinking. This work is scheduled for the two weeks around the half term. Monitoring and targeting of children working at the top end of Age Related Expectations (ARE) will be identified through the pupil progress meetings at the end of the Autumn term. There will be a review of Read Write Inc (RWI) groupings to ensure that pace and robust, this will take place on 7th and 9th November 2018. The star reading assessments have been conducted for Accelerated Reader for all KS2 children to ensure that children are being challenged and stretched with appropriate reading materials. The use of Growth Mindset approaches are now established in school, there has been a focus on metacognition after the training, developing and encouraging children to take responsibility for their own learning. The Alsager Community Trust (ACT) maths leads will continue to meet this year to share best practice and develop strategies. ACT has set up a challenge group to develop vocabulary in Key Stage 1, to develop vocabulary across the curriculum and develop reading for pleasure.
 - Priority 2 - Further increase the progress of disadvantaged pupil in English and maths. JT had left for the LGB the Pupil Premium Impact statement for 2017/18 and the plan for 2018/19.
 - Priority 3 - Ensure all pupils secure a good level of development at the end of EYFS. The reception class has a boy heavy cohort this year with 24 boys and 6 girls. The NFER baseline assessment has been completed by the reception teacher and there is a meeting on 24th October to discuss the results. The reception teacher has visited a local EYFS provision to look at the helicopter stories programme and has booked onto a one day course in order to implement in the reception class over the rest of the academic year.
 - Priority 4 - Further develop the science and foundation curriculum to ensure pupils develop specific skills and knowledge appropriate to their ability. The curriculum statement has been updated by staff during the inset day in September. The importance of Intent, Implementation and Impact was discussed. On the inset day in October the Subject leads will have time allocated to set out a scheme of work for their subject area across the year groups. The class teachers will then use these to inform their own medium term plans. The subject leads will also create a subject level vocabulary through the school for their subject area.
 - 2. To review assessment data for the Summer Term 2017/18. LH presented the Primary School Summary of 2018 Provisional Results created by Cheshire East Business Intelligence. It shows school results for foundation stage, phonics, key stage 1 and key stage 2. The highlights are:
 - Foundation stage Good Level of Development - 2016 76% / 2017 77% / 2018 80% with the ranking showing us to be in the top 30th in Cheshire East.
 - Key Stage 1 Writing EXS+ - 2016 63% / 2017 67% / 2018 80% (which was moderated) with the ranking showing us to be in the top 19th in Cheshire East.
 - Key Stage 2 Maths EXS+ shows consistency in results.

The graph at the bottom of the page shows the school is above Cheshire East, National and Alsager in all areas. The data shows that results at the expected level are good but that pupils at the higher level need to be challenged and this is why this is a priority in the SSDP.

LH presented the FFT Aspire schools dashboard data for Key Stage 2 results in 2018. The results were good as there were 4 SEN children in this cohort. Disadvantaged girls performed well exceeding the progress of non disadvantaged.
 - 3. To review attendance against attendance targets 2017/18. The attendance in 2017/18 was 97.05% against a target of 96%. But when we look at the breakdown of attendance in groups the attendance of Pupil Premium pupils was at 95.06. This was due to the attendance of 2 pupils, 1 of the child's parents received an attendance letter and the attendance improved the other was around a medical condition. The school is now looking at a strategy around structured conversations with parents.
 - 4. To review attendance against attendance targets 2018/19. The attendance to date this year is 98.14%.
- Do girls always overachieve against boys? LH The trend in school matches the national picture in certain subject areas.**
Do we have any strategies to prevent this? LH We have used strategies in the past around boys reading and girls confidence in maths. When you look at different subject areas boys out perform girls, for instance in the past we have done some work with girls in ICT.
What does the year 6 teacher know about the targets for 2019 where we need to be? LH The pupil progress meeting at the end of this term will allow us to assess the position of pupils at the moment for all pupils not just year 6.
Do our children come in high in EYFS? LH From the baseline assessments completed by the reception teacher as pupils enter EYFS the pupils are broadly in line with national but there are differences between cohorts.

Agenda Item 14 ▶ **Health and Safety**

- 1. To consider any urgent health and safety issues. There are no urgent health and safety issues.
 - 2. To review the school's CEC annual health and safety review document 5th July 2018. The SBM presented the Annual Health and Safety Review completed by Sue Pullan from Cheshire East on 6th July 2018. She reviewed leadership, building compliance, working practices, managing health and well being and site arrangements. The action plan was clear with no actions required in 2018. The report stated 'Well done to all involved in Health and Safety for their continued commitment to ensure safety of the school is paramount'.
 - 3. To review the school's CEC Hygiene audit document. The SBM presented the report from the CESS hygiene audit on 17th September 2018. The school kitchen was awarded a grade 5 with no contraventions of management and control procedures and no contraventions of compliance with food hygiene and safety procedures. The only action found was the door frame in the walk in chiller had rust forming and needed to be painted, this work is to be completed when the chiller is closed down in a holiday period.
- ACTION** Report back when the work has been completed on the walk in chiller (YH)

Agenda Item 15 ▶ **Safeguarding**

- MINUTE** 1. Any safeguarding issues to discuss. There were no safeguarding issues to discuss.
- 2. To review safeguarding training for staff. The new staff, welfare assistant and midday assistants, that have started since 1st September 2018 have attended Level 1 Safeguarding training at Mossley Primary School. The refresher training was completed for all staff on 12th September 2018. The safeguarding policy presented under 19 has been updated in line with Keeping Children Safe in Education 2018. The Designated Safeguarding Lead and Deputy have both booked onto workshops in the Autumn term. JT has booked onto signs of safety course. At the moment we have 1 CAF in place to support two children. The PCSO is coming into school on 23rd October to do a stranger danger assembly and for dinner with a difference. The NSPCC are coming into school over the next few months to do workshops with all the children. We have had the life education van in school for three days at the start of October.
- 3. Keeping Children Safe in Education 2018. This document has been used to update the Safeguarding policy and has been presented to all the staff.
- 4. To review the behaviour log for 2017/18. The headteacher presented the golden rules log for 2017/18. There were 16 sheets completed in the year as compared to 18 in 2016/17.
- 5. KiVA documentation for bullying incidents. The headteacher explained that the KiVA programme involved 2 parts: prevention around classroom

teaching and dealing with incidents. The headteacher presented the LGB with the KiVA documentation that is completed for dealing with incidents. The forms are completed and screened by the KiVA team. If it is shown to be a bullying incident then this is dealt with and reported to the LGB as a bullying incident. Bullying incidents in 2017/18 are 1 compared to 4 in 2016/17, 3 in 2015/16, 2 in 2014/15 and 3 in 2013/14. The children also complete a KiVA questionnaire on an annual basis that is analysed by the KiVA team. The main findings of the 2017/18 questionnaire were: there is a decrease in the number of children being bullied in 2017/18, year 4 are showing an anomaly which is being addressed with further training and circle time, the scores that show pupils feel safe in school are very positive and there is positive scores for pupils feeling equally treated by staff. It was very clear that the children know that we are a KiVA school and that its teachings are embedded. There are some actions for 2018/19: there are year 5 and 6 online games that have not been accessed and should be, the investigation into the year 3 anomaly and the KiVA team to be displayed more prominently.

When are children given a golden rule sheet? LH when they have broken a golden rule and it is serious enough for it to be escalated to the headteacher or deputy head as per the behaviour policy.

CHALLENGE Do we collate minor incidents in order to highlight safeguarding issues? LH - We have been advised not to keep teacher diaries of logs of minor incidents. The school has record of concern forms available to all staff to record any concerns that they have. These are then collated by the headteacher.

Do we still have peer councillors? LH Yes we have year 6 peer counsellors and JT has done some work with them over the last few weeks.

Agenda Item 16 ▶ Reports from Governors with Specific Responsibilities

- MINUTE**
1. Reports from governors with specific responsibilities, including any recommendations requiring approval of the governing body. RH presented her report as Pupil Premium Governor to the LGB. Shemet with the Pupil Premium champion in school in the Summer term. The report showed the number of children who are pupil premium in school, the objectives in spending the pupil premium grant, a summary of the spend in 2017/18 and the actions taken and the outcomes for the pupils for Maths, Reading and Writing.
 2. Any reports from cohort governors on visits to the school since 28th March 2018. VA reported on her cohort visit with year 6 on 14th September 2018. She reported that she was in the class during a maths lesson and had seen the star challenges in the classroom and had talked to the children about these. PWZ reported on attending a coding workshop at Alsager Library with her cohort, year 5, on 19th October 2018. She will complete a blog for the governors on the visit.
 3. To review The Key document on school visits. The clerk presented the key document on school visits.
 4. To review school documentation on school visits. The clerk presented this.

Agenda Item 17 ▶ The Director of Children's Services Report Autumn 2018

- MINUTE** To review the report from the director of children's services. This was postponed to the next LGB meeting.
ACTION Review the director of children services report to school governing bodies - Autumn 2018 (VA)

Agenda Item 18 ▶ Governor Development

- MINUTE**
1. To receive a report from the Training Liaison Governor on any training since 28th March 2018. SS reported that she has attended exclusion training, GW has booked on a number of CEC governor training sessions over the next year and RH has attended academy finance training. LH reminded all governors that there was a training session for them all on 6th November 2018.
 2. To receive reports from any governors who have attended training since 28th March 2018. No reports were provided.

Agenda Item 19 ▶ School Policies

- MINUTE**
1. To review the list of statutory policies and documents required by the school. The clerk presented an annotated report on the list of statutory policies and documents that are required by governing bodies. Review the list of statutory policies and documents required by the school. To review the policy listing. The clerk presented the policy listing for the board. It showed the policies that have now moved to the trust. These will now be removed from the schools listing.
 3. To review the presented new or updated school policies. The clerk presented the policies for approval.

The following policies were approved:
 - Administering Medicines in School Policy.
 - Behaviour Policy.
 - Bullying Prevention Policy.
 - Child Protection and Safeguarding Policy.
DECISION
 - Complaints Policy.
 - Emergency and Critical Incident Policy.
 - Phonics Policy.
 - Physical Education Policy
 - Safeguarding Children Whistleblowing Policy.
 - Sex and Relationship Education (SRE) Policy .

Agenda Item 20 ▶ Any Other Business

MINUTE There was no other business.

Agenda Item 21 ▶ Meetings

MINUTE The next meeting is 26th November 2018 at 5.30pm

Governor Agreed Actions set during this meeting: 0

Excalibur Local Governing Board Meeting - Autumn 1 dated: 22/10/2018
 Minutes approved by Yvonne Hilditch