



Yvonne Hilditch Chancery MAT [85] 05 February 2019

Excalibur FGB Minutes 26/11/2018

▶ Excalibur Primary School ▶ Monday, November 26, 2018 ▶ 5.30 ▶ Chair: Vicky Alsop ▶ Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Petra Wayman-Zwart, Vicky Alsop, Nikki Ratcliffe, Gail Whittingham, Jonathon Riley, Lise Houldsworth, Juliet Tomkinson, Mike Cross,

Governors Apologies: >Sarah Sproston, Rachel Hackney,

Non Governors Attending: >Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies and Additional Any Other Business Items

1. Apologies were received from Sarah Sproston (family commitments) and Rachel Hackney (family commitments).
2. The following governor documents have been reviewed and are in place:
 - Disclosure and Barring checks have been completed for all governors.
 - 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 the following items were put forward:
 - Friends of Excalibur wished to make a presentation to the governors on setting up as a Charity
 - The headteacher wanted to discuss with governors pupil numbers and admissions in Key Stage Two
 - A governor wished to discuss the Ethos and Vision of the school and Chancery Multi Academy Trust

MINUTE

DECISION

1. Apologies from Sarah Sproston and Rachel Hackney were accepted.

Agenda Item 2 ▶ Conflict of Interest

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. GW declared a pecuniary interests in the decision on whether to allow Friends of Excalibur to become a charity as she is the chair.
2. The staff pecuniary interest forms had been returned by all staff member for 2018/19.
3. The governor pecuniary interest forms had been returned for 2018/19 except for GW. This was to be completed as soon as possible and the SBM would report on this at the next meeting.

MINUTE

ACTION

The SBM to report on the completion of all governors pecuniary interest forms for 2018/19 at the next meeting (YH/GW)

DECISION

The governors decided that GW would leave the meeting when the decision was being made about FOE forming a charity.

Agenda Item 3 ▶ Membership

1. To receive any changes to the membership of the governing board since 22nd October 2018. There were no changes to the membership.
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 4th February 2019. 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.

MINUTE

ACTION

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

DECISION

It was deemed unnecessary to appoint associate members

Agenda Item 4 ▶ Part One Minutes

MINUTE

The Part One minutes of the Autumn Term LGB meeting on 22nd October 2018 were confirmed as a true and accurate record except that the RH and PWZ Pupil Premium and Finance Training was not discussed in the meeting.

ACTION

The LGB requested that the Part One minutes from 22nd October 2018 be signed by the Chair (VA)
The LGB requested that the Part One minutes be placed on the School website (YH)

DECISION

It was agreed that the minutes would be amended to reflect the error on the training.
The Part One minutes of the Autumn term LGB meeting on 22nd October were approved.

Agenda Item 5 ▶ Matters Arising or Outstanding Issues

MINUTE

1. Discuss matters arising from the part one minutes of the meeting on 22nd October 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 minutes.
 - Review the Skills Matrix for all governors (All). The governors confirmed that they had updated the skills matrix on Trust Governor. The skills matrix was reviewed and discussed.
 - MC to be chased to complete the SEN governor training (VA). VA had discussed the training with MC and MC had booked onto the training on 18th March 2019.
 - MC to be informed what SEN governor training is available (JR). JR had provided the training dates to MC
 - Update the Annual Governance Statement and distribute to other governors (SS). This had not been distributed and would be chased at the spring term meeting.
 - MC and RH to meet up to model how they would be working together as Vulnerable Pupil governors (MC/RH). MC confirmed that MC and RH had met about their shared role. He confirmed that they were completed the following training: SEN training on 18th March 2019 and Pupil Training 23rd May 2019
 - Listing of contracts to be presented (SBM). The list of contracts was presented to the governors by the SBM and it was reviewed.
 - School's Risk listing to be presented (SBM). This was to be presented at the Spring term meeting.
 - Report back when work completed on the work in chiller (SBM). The work was to be completed in the Christmas break.
 - Review the Director of Children's Services Report, Autumn Term (All). This was presented by the clerk:

- Item 1 - School Governance and Liaison update - The disqualification by association checks will no longer need to be completed by schools - the school confirmed that this was no longer being completed and all forms had been removed from staff files and had been shredded. / The new NGA report on disadvantaged pupils was now available to governors to read / The DfE's statistics on the composition of the school workforce was available to read / Clarification on inspections of schools that are part of a MAT was discussed / The Children's Commissioner report on Childhood Vulnerability was discussed and the needs for the LGB to ensure that the school's safeguarding policy

and practices was effective was noted / Gender separation in mixed schools was discussed. / The new Academies Handbook 2018 became effective from 1st September 2018.

- Item 2 - Admissions, Transport and Fair Access - The governors were informed that if they wished to change their admission arrangements for 2020/21 they need to go out to consultation for 6 weeks between 1st October 2018 and 31st January 2019.
- Item 3 - Working together to Safeguard Children 2018 - New statutory guidance from 1st September 2018. The refresher training for all staff was confirmed as being completed in the October LGB meeting and included the 'SCiES team' guidance.
- Item 4 - Keeping Children Safe in Education 2018 - This came into force on 3rd September 2018.
- Item 5 - Cheshire East Information, Advice and Support Services (CEIAS) - This is a service available to parents and carers of children 0-25 who have SEN or a disability.
- Item 6 - Virtual School Update - from September 2018 schools have to provide support for children adopted or placed under a Special Guardianship Order from care. YH confirmed that previously cared for children were recorded in the October Census and will be included in January so that they attract Pupil Premium for the school. LH confirmed that the school is complying with the guidance.
- Item 7 - Local Children's Safeguarding Board (LCSB) - The governors reviewed the findings of the boards meeting with Cheshire East Secondary Headteachers.
- Item 8 - Ofsted updates - Governors noted that the framework was being reviewed and the new framework would take effect from 1st September 2019.
- Item 9 - Free School Meals and Universal Credit - Governors noted that the government was planning to extend the eligibility of FSMs.
- Item 11 - School Teachers' Pay Award 2018 - LH confirmed that the directors had agreed the Teachers Pay Policy from September 2018 and the pay awards made were those presented by the Unions.
- Item 12 - Schools' Funding 2019/20 - the governors noted that the annual process was started on 4th October 2018.

ACTION Update the Annual Governance Statement and distribute to other governors (SS)
SBM to present the school's updated risk listing (YH)

DECISION The governors decided not to change the admission arrangements and go out for consultation.

What has happened with the contracts that we are no longer continuing with? YH confirmed that they would be being completed in school by school staff or that new contracts had been completed through the trust.

Does separation of sexes happen at Excalibur? LH confirmed that no such separation took place at Excalibur.

Has the Academies Handbook 2018 been reviewed by the school? YH confirmed that the Academies Handbook 2018 had been reviewed by the school and amendments had been made to the MAT Financial Procedures and agreed at the last Directors meeting. The handbook has also been distributed to all Directors.

CHALLENGE **Have we consulted on the school's admission arrangements in the last 7 years as required? YH confirmed that the school had consulted on their admission arrangements for 2019/20 and are in line with the Admission Code.**

Does the school's safeguarding and child protection policy include references to the new Safeguarding and Keeping Children Safe guidance? LH confirmed that the school used the Cheshire East's 'SCiES team' Model Safeguarding Policy to update its policy in September 2018 and it includes the relevant references.

Are the staff aware of CEIAS and do they signpost parents. LH confirmed that the SENCo and staff are aware of the service and signpost parents to it.

Has the Teachers pay award and DfE grant been included in the school's budget? YH confirmed that the pay award had been built into the school's 3 year forecast as well as the DfE grant.

Agenda Item 6 ▶ **Head Teachers Report - Autumn Term**

LH presented Part One of the Headteacher's report to the local governing board. The report dated November 2018 contained the following:

MINUTE

- Autumn Term Information that includes key statutory information 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 Autumn term, planning preparation and assessment time, leadership and management time, staff deployment, staff meetings and School Improvement work by the Headteacher.
- Parent and carer information
- Leadership and Development Work since Summer 2018 including curriculum development work and leadership work.
- Innovation and external contact including the SIP report and Cheshire East's categorisation of the school as Universal.
- Appendix - APS three year trend report.

CHALLENGE

In the SIP report there is a question around the proportion of greater depth writers, what is the school doing about this? JT explained that the school had identified new material that could be used in writing for boys to increase the percentage but reminded governors that it was difficult to achieve the greater depth standard in writing. The prediction next year is that this will be 15% from the evidence in the books. The curriculum development looks very exciting, what do the staff think? JT explained that the staff had taken ownership of this but that it had been challenging for staff. We have looked at why we are teaching some areas and then from this rejuvenated how teachers look at the curriculum.

Agenda Item 7 ▶ **Human Resources**

MINUTE

1. Provide details of the Headteachers Performance Management for 2018/19. The governors confirmed that the headteacher had achieved her performance management objectives for 2017/18 and had set new objectives for 2018/19. This was to be discussed in more detail in Part Two of the meeting.
2. Provide any other staffing matters. To be discussed in part two of the meeting.

Agenda Item 8 ▶ **School Performance**

MINUTE

1. Review Early Years Foundation Stage Profile Outcomes 2018. The governors reviewed and discussed the EYFS profile outcome for 2018.
2. Review the school's Local Authority categorisation letter. This was reviewed and discussed
3. Review attendance against attendance targets 2018/19. The actual attendance to date in 2018/19 is 97.83% with a target of 96.4%.

CHALLENGE **Who is included in the EIP data. JT explained that this was Alsager school and perhaps Rode Heath.**

Agenda Item 9 ▶ **Finance**

MINUTE

1. To review the school's October 2018 management accounts, budget forecast and cashflow forecast. The SBM presented the management accounts and budget to 31st October 2018 that had been emailed to Directors of CMAT. The budget forecast showed a budget surplus of £13,423 for 2018/19, surplus of £678 for 2019/20, shortfall of £42,597 for 2020/21 and shortfall of £101,394 for 2021/22. The management accounts to October 2018 showed an actual profit to date of £17,790 with commitments of £9,887. 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 profit of £13,423 a difference of £13,478.
2. 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: £14,613 decrease in Pre16 funding due to a change in the top slice from 2% to 4.5%, £4,340 reduction in PP funding due to changes in numbers, £3,822 increase in EFA grants for Teachers Pay Grant, £11,130 increase in other grants income due to new EHCP funding, £2,094 increase in donations for amounts paid for by FOE, £4,521 decrease in teaching salaries due to incremental pay rise but offset by MAT shared staff savings, £21,429 increase in teaching assistants salaries for new SEN Welfare assistants, £25,326 decrease in administrative staff for the cost of CFO transferred to CMAT and SBM to Pikemere, and £6,585 decrease in educational supplies due to SLT savings.
3. To review and approve any orders between £10,000 and £30,000. There were no orders between £10,000 and £30,000.
4. 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.
5. To review and approve the disposal of any assets valued at less than £20,000. No assets were disposed of by the school.
6. Review the School Fund Accounts to October 2018. These showed a balance of £7,115 in the bank and £15.26 petty cash. £4,789 was FOE monies and £1,091 was monies ready to be transferred to Excalibur main budget.
7. Review the Friends of Excalibur Accounts to October 2018. The FOE accounts showed a balance of £4,839 which was £4,789 held by the school and £50 in a Britannia Building Society Account. This was to be used for the Theatre Visits by all classes in December and January. Reception and Year 1 are going to Crewe to see 'The Stick Man' and the remaining classes are going to Burslem to see @Wind in the Willows'.

CHALLENGE

The FSM money is in July in the cashflow is this for the year? YH confirmed that this was for both the previous year and the next year and had to be split according to the schedule provided by the DfE.

Agenda Item 10 ▶ Safeguarding

- MINUTE**
1. Any safeguarding issues to discuss. LH stated that there were no safeguarding issues to discuss with governors.
 2. Sarah Sproston had coleted a safeguarding audit on 23rd October 2018.

Agenda Item 11 ▶ Reports from Governors with Specific Responsibilities

- MINUTE**
1. Any reports from governors with specific responsibilities, including any recommendations requiring approval of the governing body. MC reorted on his SEN and PP meeting in school. SS's report and blog on her Safeguarding Visit on 23rd October 2018 was presented to the governors. JR reported on how well his reading evening at the school, for both Excalibur and Pikemere, parents went.
 2. Any reports from cohort governors on visits to the school since 22nd October 2018. SS's cohort, Year 2, visit on 23rd October 2018 was presented to the governors.

Agenda Item 12 ▶ Governor Development

- MINUTE**
1. To receive a report from the Training Liaison Governor on any training since 22nd October 2018. JR presented his report to governors that covered the effective governance evening on 6th November 2018 delivered by Jeff Marshall, Governor Space a DfE supported training programme that JR has signed the LGB up to and the training reqests identified through the skills audit.
 2. To receive reports from any governors who have attended training since 22nd October 2018. GW reported on attending Understanding Assessment Data, Strategic Role amnd Monitoring Support and Challenge training since 22nd October 2018.

CHALLENGE What did you think of the CEC training? GW stated that it reinforced what she thought and it was good to see other governors ideas.

Agenda Item 13 ▶ School Policies

- MINUTE**
1. The policy list was reviewed by the board.
 2. The policies presented were reviewed and the following were identified:
 - English Policy - Page 3 talks about levels - this needs to be removed.

The following policies were approved:

- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs and Disability Policy and Information Report
- Intimate Care Policy
- Science Policy
- English Policy

DECISION

CHALLENGE SEN Policy, page 13 states that SEN performance in the school is reported to parents, how is this done? LH replied that this is reported in the Governance Statement that has yet to be presented for this year.

Is this SEN reporting new and part of the new code of practice? LH stated that the form of the reporting would be discussed with the SENCo. The policy does state on the front that it is an information report and it is put on the website for parents to read.

Agenda Item 14 ▶ Any Other Business

- MINUTE**
1. Friends of Excalibur wished to make a presentation to the governors on setting up as a Charity. three meber of FOE made a presentation on Charitable Status to the governors. They stated as they are expecting over £5,000 fundraising in 2018/19 that they should convert to a charity. The advantages were outlined in that they will be able to claim more monies that are available to charities, more businesses will donate raffle prizes and they will be able to claim gift aid. The disadvantages are the reputational risk to Excalibur School if things go wrong.
 2. The headteacher wanted to discuss with governors pupil numbers and admissions in Key Stage Two. This was discussed and the decision delayed to a later meeting.
 3. A governor wished to discuss the Ethos and Vision of the school and Chancery Multi Academy Trust. The governor wanted to ensure that there was clarity of vision and ethos in the school

GW left the meeting at this point and the governors made the decision to allow FOE to become a charity with the following conditions:

- There had to be two staff signatories on the bank account, two signatories must sign all cheques with a member of staff has to signing all cheques.

DECISION

- The governors want an annual external audit that is presented to them.
- FOE must create their own GDPR and Safeguarding policy that are presented to the governors to review.

It was agreed by governors that the Vision and Ethos of the school would be reviewed annually by governors in the Summer Term together with the SSDP headlines for the following year.

CHALLENGE Do FOE see that the extra responsibility to members will make it more difficult to recruit? They do not see this as a problem as they have people in place that will take on the extra responsibility.

What about continuity after the current parents have left the school? They would look to recruit members as they move through the school. What would be the implication if they all resigned from the charity? The charity would cease and be dissolved and the money left would be returned to the school.

Would there be any extra costs? They stated that they had looked into this and no extra costs.

The governor wanted to ensure that there was clarity of vision and ethos in the school. LH explained that that the ethos and values were reviewed by the staff bi-annually and this had been completed in September 2018. It was agreed by all staff that it was being used throughout the school. The ethos and vision was on the school website and shown around the school. The School Development Plan was based on the Vision and Ethos of the school.

Agenda Item 15 ▶ Meetings

- MINUTE** The next meeting of the Local Governing Board is 4th February 2019 at 5.30pm.

Governor Agreed Actions set during this meeting: 0

Excalibur Local Governing Board Meeting - Autumn 2 - Part 1 dated: 26/11/2018
Minutes approved by Yvonne Hilditch