



Yvonne Hilditch Chancery MAT [85] 23 May 2019

## Excalibur FGB Minutes 01/04/2019

▶ Excalibur Primary School ▶ Monday, April 1, 2019 ▶ 17:30 ▶ Chair: Vicky Alsop ▶ Clerk: Sue Lambeth

**FINAL: The minutes are confirmed and locked.**

Governors Attending: >Vicky Alsop, Nikki Ratcliffe, Juliet Tomkinson, Petra Wayman-Zwart, Rachel Hackney, Mike Cross, Gail Whittingham, Jo Bain

Governors Apologies: >Sarah Sproston, Lise Houldsworth

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch

Non Governors Apologies: >

**Agenda Item 1 ▶ Welcome, Apologies and Any Other Business Items**

The Chair welcomed governors to the meeting.

Apologies received from Sarah Sproston and Lise Houldsworth were accepted.

Two additional items of Part One business were requested:

**MINUTE**

- Governors attending school for SATs
- The transition process to Alsager High School.

**Agenda Item 2 ▶ Conflict of Interest**

**MINUTE**

No declarations of potential pecuniary interest or conflict of interest between an individual and the governing body as a whole in connection with the business to be discussed during the meeting were received.

**Agenda Item 3 ▶ Membership**

The following changes to the membership of the governing board since 4th February 2019 were accepted:

- The appointment of Mike Cross as a Co-opted Governor as agreed by Directors on 26th February 2019 for a further term of four years.
- The appointment of Jo Bain as a Co-opted Governor as agreed by Directors on 26th February 2019 for a term of four years, replacing Jonathon Riley on the LGB.

**MINUTE**

Mike and Jo were welcomed to the meeting and thanked for their commitment.

Currently there are no vacancies.

There are no governor terms of office due to expire before the next Local Governing Board meeting on 20th May.

No associate members were appointed.

**CHALLENGE**

**Q: Who appoints governors?**

**A: Directors appoint governors on the recommendation of the LGB.**

**Agenda Item 4 ▶ Chair's Actions and Correspondence**

**MINUTE**

The Chair reported no actions or correspondence undertaken on behalf of the Local Governing Board since the previous meeting on 4<sup>th</sup> February 2019.

**Agenda Item 5 ▶ Part One Minutes**

**MINUTE**

The Part One minutes of the spring term 1 LGB meeting on 4th February were reviewed, agreed to be a true and accurate record, with one amendment detailed under Item 6 of this meeting, and will be signed off by the Chair.

**Agenda Item 6 ▶ Matters Arising or Outstanding Issues**

Matters arising

Item 7 - the update of the annual Governance Statement was done by Sarah Sproston and the update is awaited by YH for circulation to parents.

There were no other outstanding issues from the part one minutes.

Actions review

**MINUTE**

- Mike Cross has now been re-appointed as governor.
- GW has completed the governor pecuniary interest form.
- The spring term Director's Report is an item on the agenda of this meeting.
- GW has been informed of the opportunity to be the Reception Cohort Governor.

PW-Z left the meeting at 5.48 and returned at 5.49.

**ACTION**

To remind Sarah Sproston to send the updated Governance Statement to YH for circulation. (VA)

**Agenda Item 7 ▶ Finance**

**MINUTE**

Management Accounts and Cashflow to February 2019

YH referred the meeting to the 3 year Forecast summary document and explained the figures included. The basis of this document is 30 pupils per class, 9.2 teachers throughout the school, educational support staff at 119 hours, premises staff at 53 hours, administration staff at 54 hours, other staff (midday assistants) at 53 hours and Special Educational Need support at 94 hours. An indicative budget for next year is available but information is awaited from the DfE. A 4.8% slice will be received from the Trust. £16k capital funding has been received this year, which will be carried forward as there are no plans for its use curre. A grant bid will be submitted for next year.

Management account for February

YH reported this document shows the current position, and its format, including a variance column, was explained to governors.

The predicted decrease of £17,646 for General Annual Grant (GAG) funding reflects the decision to place more staff centrally, including the CEO and CFO.

Other grants are up by £15,217 in respect of new Education Health Care Plans (EHCPs) in school this year which were previously not in place.

The private sector funding increase of £2,595 sector funding is from Friends of Excalibur, and no future funding is predicted.

Other income has decreased by £455.

Staffing shows a £10,000 decrease in teaching staff costs which reflects the saving on supply. The increase in Educational Support staff reflects the cost of support for EHCPs and the funding of the first twelve hours of such support.

The £20,000 saving on administration staffing is due to restructuring, with the CFO now only based at Excalibur for 1.5 days per week. The living wage increase accounts for the £2,323 increase for other staff.

#### Virements under £10,000 from the original budget.

The largest virement is £5,200 on other supplies due to pension conversion costs not budgeted for.

#### Balance Sheet 2019

This new document which allows a comparison with the previous year, was explained to governors, and shows debtors (e.g. VAT) and liabilities (trade creditors, pensions and HMRC).

The school is currently owed £13,000 by the trust.

#### Cash flow

The cashflow document show an opening balance at the end of February of £88146, £93,301 at the end of March and £121,143 at the end of period 12. YH confirmed that in excess of £66k is retained which represents one monthly payment from the DfE.

The governors acknowledged the positive picture in terms of debtors and school is paying promptly. YH confirmed that a payment run takes place at the start of the month, which has the effect of reducing administration time.

#### Orders between £10,000 and £30,000.

There were no orders of this magnitude. One order originally at £15,000 was reduced ultimately after negotiation to £9,800 in respect of staff absence insurance.

#### Bad debts to be written off between £500 and £1,000.

There were none.

#### Disposal of any assets valued at less than £20,000.

There were none.

#### School Fund accounts to February 2019.

It was reported that these monies relate to Friends of Excalibur.

#### Friends of Excalibur Accounts to February 2019.

The CFO explained the format of the document and confirmed that the period related to the point when Friends of Excalibur had their own bank account.

The meeting learnt that auditors for the Friends of Excalibur accounts were investigated and, in light of quotations from £500 to £1000, the CFO is prepared to audit the accounts free of charge if needed.

These documents are available on the school website in the interests of clarity. Governors commented on the recent parental social media criticism around the accounts of Friends of Excalibur, and it was confirmed that all information is shared on Facebook and via a newsletter. No further discussion took place on this matter.

#### Internal review of transactions for the FOE accounts

This was not available at the current time.

The Self-Assessment Dashboard had been completed as advised by the DfE in light of the potential negative budget in three years' time. February forecast data was entered for each school and the result shows the position of the school relative to other schools.

The only red item is senior leadership which is because of Senior Leadership Team members (SLT). YH confirmed that the SLT staff are not paid more for their SLT responsibilities and have full-time teaching commitments.

#### Benchmarking data from the DfE

This details expenditure against other similar sized schools and shows that premises costs are high, whilst staffing is fifth lowest. Supplies and services for education are at third highest which shows that money is going into the learning of the pupils.

The category of special facilities was felt unclear, as data is allocated by the DfE without explanation.

Income is in the mid-range, as is grant funding, although the outcome shows little self-generating income, which could be a nursery.

Overall Excalibur is shown to be mid-range, and governors were advised this data is available for them to analyse themselves if they so wish.

**Q: Is it correct that the Pupil Premium numbers drop considerably?**

**A: This is based on current Pupil Premium Ever 6 pupils in school and they will leave in due course.**

**Q: What are premises costs as mentioned in the Benchmarking data?**

**A: Rates, repairs and maintenance costs. Occupational costs, where the school is in second highest, relates to electricity and gas.**

**Q: Was there a loss at the Christmas fair?**

**CHALLENGE A: No, this amount reflected the float and the costs of the event and does not take into account the money raised.**

**Q: What happens now with the new account?**

**A: The Friends of Excalibur funds have been transferred from the school and the next report will be from the new bank account.**

**Q: Will governors still receive the Friends of Excalibur accounts?**

**A: Yes.**

#### **Agenda Item 8** ▶ **Human Resources**

**MINUTE** There were no matters to discuss in part one.

#### **Agenda Item 9** ▶ **Health and Safety**

**MINUTE** Urgent Health and Safety (H&S) issues.

There were no urgent H&S issues.

The caretaker had attended a H&S briefing at Cheshire East on 20<sup>th</sup> March. New documentation is in place around Control of Substances Hazardous to Health (COSHH) but there are no actions for governors.

Health and Safety Audit documents received since 4th February 2019.

There were no other documents.

**Agenda Item 10** ▶ **Report from Governors with Special Responsibilities**

Reports from governors with special responsibilities, including any recommendations requiring approval of the governing board  
It was reported that SENCO training was cancelled due to the lecturer's illness. This will be re-arranged.

RH had met with JT regarding Special Educational Needs (SEN) and Pupil Premium (PP) and will prepare a report.

**MINUTE**

Reports from cohort governors on visits to the school since 4th February 2019.  
PW-Z is to schedule a visit.

MC reported three PE visits in total this term, which included sessions of tag rugby with Year 3, which was excellent for inclusion and were very successful. All PE classes will be visited in the summer term with a focus on the teaching of PE to establish any support required.

RH reported she had watched the brass performance which was superb after only nine hours of tuition. Commitment and resilience was shown by the pupils.

**Agenda Item 11** ▶ **School Performance**

Progress on the 2018/19 School Development Plan

Priority 1 - Pupils at greater depth in Maths

Maths mastery has continued, and mastery approaches are embedded throughout the school as evidenced in book scrutiny and learning walks. Pupils are moving from expected to greater depth, especially in Years 4 and 6.

Priority 2 - Progress of disadvantaged pupils

A Pupil Premium (PP) summary shows that most Pupil Premium pupils are making good if not accelerated progress. Interventions are in place where necessary to support and close the gap.

Priority 3- All pupils to achieve Good Level of Development (GLD) at the end of Early Years Foundation Stage (EYFS)

Meetings take place and the prediction is 90% GLD. Three pupils are not on track of whom two have EHCPs and one child is accessing speech and language support.

Priority 4 - Science and Foundation Subjects

Excalibur has applied to become part of the Education Endowment Foundation (EEF) research study into the effectiveness of the Primary Science Quality Mark and is on a waiting list.

**MINUTE**

Foundation subject information is detailed in the Headteacher's report.

P5 - Development of welfare through CE emotionally healthy schools

Self-regulation and metacognition training took place at the start of the year and a member of staff has been involved in the Drugs Watch programme. Cranberry School was approached by an ex-police officer to develop the programme. Three lessons for children have been devised which will be launched nationwide.

A trial of "Go noodle" focussing on mindfulness and yoga is taking place. It was reported that this works well with pupils with high levels of anxiety. Maximum impact though whole class use is being investigated. Whole school use of 'Cool Connections' is being explored to assist pupils who may have difficulties with emotions.

Assessment data for the Spring Term 2018/19

All assessment data is on Trust Governor.

Where pupils are identified at Pupil Progress meetings, interventions have been discussed. Most pupils are on track.

**Q: What does the EEF Science research project give the school?**

**A: One half of the pupils is a control group and the other half has the intense interventions of the Primary Science Quality Mark, which involves Continuing Professional Development (CPD) for the Science lead. Being part of the research study could lead to the Science mark free of charge for the intervention group.**

**Q: How frequently do the EEF research studies run?**

**A: This is uncertain. The Berkley School which has the Primary Science Quality Mark, will be contacted to discuss the impact.**

**CHALLENGE**

**Q: Are any priorities falling behind?**

**A: Wellbeing could be the main focus and, although, wellbeing work is throughout the curriculum, extra work could be developed.**

**Q: Why does there not appear to be much difference between the autumn and spring terms?**

**A: Those who dipped previously have now made progress. The pupils now performing less well are not necessarily the same children.**

**Q: Is the current dip in progress normal?**

**A: Staff are cautious, and progress would be expected to be visible in the summer term. Some extra maths sessions will be embedded in class to enable pupils to improve.**

**Agenda Item 12** ▶ **Part One Headteacher's Report**

This information is available on Trust Governor

**MINUTE**

No bullying incidents were identified this term.

**CHALLENGE**

It was confirmed that there had been no written complaints from parents.

**Q: What is the target level of attendance level?**

**A: 96.7%. The latest figure is 96.57%. Pupil Premium is 95.41%**

**Q: Is the level of attendance due to the winter?**

**A: JT contacts parents for any persistent absenteeism, the impact of which is visible. Attendance is analysed weekly and any incidences of attendance under 92.5% are reported and monitored. The process is documented for each child.**

**Q: What is the definition of bullying?**

**A: The three categories of bullying are defined in the school bullying policy as an imbalance of power, repetitive behaviour or behaviour targeting one child. JT confirmed she deals with playground issues and there has been nothing this term for these categories.**

**Q: Have any parental complaints been received?**

**A: No.**

**Q: What would happen in the event of a parent complaint?**

**A: It would be investigated thoroughly. Every accusation of bullying is treated seriously, and the KiVa assessment programme would be employed, and the recommended actions from this followed.**

**Q: If a parent is not then happy?**

**A: Parents can complain formally to the governors. There is a process in place which is detailed in the policy.**

**Agenda Item 13** ▶ **Matters Arising from the Headteacher's Report**

**MINUTE** There were no matters arising from the Headteacher's Report.

**Agenda Item 14** ▶ **Safeguarding**

**MINUTE** A Safer Internet Day was held on 5<sup>th</sup> February, and the Headteacher and JT had attended the Designated Safeguarding Lead (DSL) meeting with the Safeguarding Children in Educational Settings (SCIES) team. The NSPCC 'Speak Out Stay Safe' assembly was held followed up by workshops for Years 5 and 6.

**ACTION** To investigate CSE training for parents of both schools. (JT)

**Q: Did the Safer Internet Day involve parents?**

**A: No.**

**CHALLENGE** **Q: Could training be offered to parents around Child Sexual Exploitation (CSE) and County Lines?**

**A: The County Lines issue has been dealt with through the Drugs Watch programme. The possibility of training around CSE will be investigated and this could be opened to all parents. It was reported that there were reports of pre-pubescent pupils being targeted for introduction into gang culture and raising parental awareness would be a good idea.**

**Agenda Item 15** ▶ **Policies**

Review of the policy listing

The School Food Policy is with Cooks solicitors and Cheshire East for consideration. However, no response has yet been received.

The following policies were reviewed and **approved** in line with the policy review schedule:

**MINUTE**

- Collective Worship Policy
- Nurture Policy
- RE Policy

The following policies were reviewed and approved in line with the policy review schedule:

**DECISION**

Collective Worship Policy  
Nurture Policy  
RE Policy

**Agenda Item 16** ▶ **School Improvement Partner**

**MINUTE** There is no written report from the School Improvement Partner for this term as quality assurance is provided by the MAT. There will be a report in the summer term.

**Agenda Item 17** ▶ **Director of Children's Services Report**

Governors confirmed they had read the report.

**MINUTE**

It was confirmed that Section 128 checks are carried out for directors, and also for governors if requested by the LGB.

**Agenda Item 18** ▶ **Governor Development**

Report from the Training Liaison Governor on any training since 4th February 2019.

As the former Training Liaison Governor is no longer on the LGB, PW-Z was **appointed** as Training Liaison Governor. Training schedules are sent from CE via the bulletin. Resources available on The Key are also useful and governors were urged to circulate anything relevant.

JB **agreed** to become Year 4 cohort governor.

To receive reports from any governors who have attended training since 4th February 2019

PW-Z agreed to forward safeguarding training materials to RH and MC.

MC had completed on line SENCO training.

GW had completed training on Modern Governor on HR, H&S, Effective School visits, Being Inspection ready and Effective Complaints Handling.

**MINUTE**

Governors were requested to keep their self-evaluation records on Trust Governor updated.

Discussion took place regarding the provision of a self-explanatory pack including the School Development Plan for new governors to supplement the meeting with the Chair. It was suggested that such documents could be stored together on Trust Governor.

To report to the LGB on the possibility of a self-explanatory new governor pack at the next meeting. (GW)

PW-Z proposed a meeting of governors after her recent Inspection Ready Training to share information. JT advised that the new Ofsted framework is out for consultation and invited governor contributions. No response had been received from the Headteacher's request for a 'friendly' inspection. Schools who had done this had not found it a particularly positive experience.

To report to the LGB on the possibility of a self-explanatory new governor pack. (GW)

**ACTION**

To investigate a location on Trust Governor for documents relevant to new governors and report back to the next meeting. (JB)

To investigate details of resources from the previous governor Ofsted training session (10 questions for governors) with Sarah Sproston. (VA)

**DECISION**

PW-Z was appointed as Training Liaison Governor.  
JB agreed to become Year 4 cohort governor.

**Q: Why had the 'friendly' Ofsted visits not been found positive?**

**A: The purpose was for Ofsted to benefit as much as schools. An Ofsted visit could take place at any time. However, it was stressed that governance inspections do not call for each governor to know everything.**

**CHALLENGE**

**Q: When was the last inspection?**

**A: December 2008.**

**Agenda Item 19** ▶ **Meetings**

**MINUTE** The date of the next LGB meeting was confirmed as 20th May at 5.30 p.m.

**Agenda Item 20** ▶ **Any Other Business**

Transition to Alsager High School.

Excalibur School has good relationship with Alsager High School both musically and for sport. Year 6 does a transition unit of work and a booklet follows them to the high school. The Head Of Year 7 visits and talks to Year 6. The Special Needs Co-Ordinator (SENCO) meets the Year 6 teacher and issues are flagged up and a potted history of each child is provided. Identified pupils benefit from an extra session at the high school in addition to the J6 day. It had been noticed at the high school that some pupils could have benefited from an EHCP.

It was agreed that some issues only appear on transfer due to the newness of situations. However, EHCPs cannot be raised without considerable evidence and are dependent upon extra needs being provided for. It was felt this is an issue for the high school as Excalibur identifies needs and provides support. Potentially vulnerable children and their support are identified at the hand over meeting together with the support in place.

As everyday equipment is supplied in primary but not at secondary, governors discussed whether Year 6 could start to provide their own. However, governors felt that Excalibur do things well and any issues should be taken up with the high school; this was not the forum nor an issue for this school.

#### SATS

Governors confirmed their support to pupils during the forthcoming Standardised Assessment Tests (SATs) during the week commencing 13<sup>th</sup> May 2019, including being present for the opening of papers.

#### CHALLENGE

**Q: Are EHCP's transferred iwth pupils to Alsager High School?**

**A: Yes.**

#### Agenda Item 21 ► Impact Statement

##### What Went Well

- meeting was focussed and ran to time
- an efficient meeting with documents read in advance
- many relevant and searching questions
- high quality reports
- the presence of the CFO enabled a clear explanation and response to questions.
- the acting headteacher felt held to account
- The considerable governor expertise enabled questioning around safeguarding to take place

#### MINUTE

##### Even Better If

- the SDP was attached to the meeting.

**Governor Agreed Actions set during this meeting: 0**

Excalibur LGB Meeting Spring 2 dated: 01/04/2019

Minutes approved by Yvonne Hilditch