

**MINUTES OF A MEETING OF THE EXCALIBUR SCHOOL LOCAL  
GOVERNING BOARD HELD AT THE SCHOOL  
ON 3<sup>RD</sup> FEBRUARY 2025 at 17.00.**

<b>Name</b>	<b>Governor Category</b>	<b>Designated Role</b>	<b>Attendance</b>
Gail Whittingham	Co-opted Governor	Chair	Apologies
Gill Burgess	Co-opted Governor	Vice Chair	Present
Juliet Jones	Headteacher	Headteacher	Present
Felicity Hawkins	Co-opted Governor		Present
Rachel Hackney	Co-opted Governor		Present
Tom Egley	Co-opted Governor		Present
Shaun Smith	Co-opted Governor		Present
Sarah Sproston	Co-opted Governor		Present
Ian White	Co-opted Governor		Present
Philip Yeomans	Parent Governor		Apologies
Rachel Morrison	Parent Governor		Present
Kay Griffin	Staff Governor		Present
Sue Lambeth	Clerk		Present

**PART ONE – NON-CONFIDENTIAL BUSINESS**

---

The meeting was quorate and started at 17.00.

<b>Item</b>
<p><b>Science Presentation</b></p> <p>The Science Lead, Heather Taylor, informed governors that prior to the latest curriculum work, the delivery of the subject had shown a lack of consistency across the curriculum and in the system of assessment based on the National Curriculum (NC). The breadth of coverage had not been clear.</p> <p>As a result, the areas of Science comprising scientific knowledge and working scientifically had been addressed as follows:</p> <ul style="list-style-type: none"> <li>• The curriculum for Key Stage 1(KS1) and Key Stage 2 had been designed based on the Twinkl resources particularly the knowledge required by pupils.</li> <li>• Conversations had taken place with teachers to streamline lessons for pupils to have stronger and deeper knowledge in all required areas.</li> <li>• The School Improvement Partner (SIP) Craig Richardson had recommended the curriculum be slimlined to ensure the areas taught were delivered and covered in depth, essentially ‘understanding more about less’.</li> <li>• Staff were able to change lesson ideas in collaboration with the Science Lead who maintained a good overview and who assured progress through the year groups.</li> </ul>

	<ul style="list-style-type: none"> <li>Assessment was now based on streamlined and amended Twinkl resources which matched the NC. Time was built in to review the outcomes of assessments and to identify and fill the gaps in pupil knowledge. Gap filling resources included Flashback 4 time which allowed assessment to inform teaching.</li> <li>Working scientifically was assessed once per term e.g. autumn term testing whether pupils could plan an experiment or investigation, spring term carrying out part of an investigation and recording results, and summer term reviewing the outcomes and writing a conclusion.</li> <li>To address the school focus on metacognition, classes made use of Flashback 4 and exit questions both of which were embedded in all year groups. Use of Flashback 4 would be developed, and concept cartoons were used at the end of lessons or as a starter.</li> <li>Pupils had learnt about the possibility of science-based careers, and school would be taking part in Science Week in March.</li> </ul> <p><u>Areas of strength</u> Progression was evident and documents were followed, teachers liaised when progression documents needed amendment, and pupils had good recall of science particularly investigations.</p> <p><u>Areas for development</u> Some knowledge organisers were overwhelming and crammed, and going forwards only key points would be recorded to spark recall, time would be planned in to plug gaps, responses to spellings were to be included, and the depth of learning was to be increased by the streamlining of the curriculum</p> <p>Science books would be shared with governors before next meeting.</p>
1.	<p><b>Welcome, Apologies and Any Other Business</b> The Vice Chair welcomed governors to the meeting, especially Ian White, a prospective Co-opted governor, and introductions were made.</p> <p>Apologies received from Gail Whittingham and Philip Yeomans were accepted.</p> <p>No other items of Part One business were requested.</p>
2.	<p><b>Declarations of Interest</b> There were no potential pecuniary interests or conflicts of interest between an individual and the governing board as a whole in connection with the business to be discussed during the meeting.</p>
3.	<p><b>Chair's Action</b> The Vice Chair reported no actions on behalf of the LGB since the previous meeting.</p> <p>The Vice Chair or SS or RH agreed to attend the next Chairs' forum meeting.</p>

4.	<p><b>Membership</b></p> <p>The membership of the LGB was confirmed to be as shown on this document.</p> <p>Governors approved the appointment of Ian White as a Co-opted Governor and welcomed him to the board.</p> <p>There were no other governor terms of office due for renewal before the end of the academic year.</p>
5.	<p><b><u>Headteacher (HT) Report – Part One</u></b></p> <p>The HT highlighted the following areas:</p> <p><u>Attendance</u> currently stood at 96.51% and the termly review was scheduled for 27<sup>th</sup> February with Cheshire East. 18 pupils were persistently absent, four of whom were on the watch list for low level concerns, and parents had been contacted after which pupil attendance had increased. Others had been on holiday. Attendance was monitored on a weekly basis. Chancery attendance stood at 97% and the National absence figure year to date was 6.5%. In the event of an absence, a phone call was made straight away and after two days conversations took place with both parents and children. Home visits took place when necessary and school believed it important to have their eyes on pupils. However, a good balance was maintained and pupils stayed at home if ill. School worked with families to have a soft start to the day e.g. meeting on the drive.</p> <p>School Improvement Reports (SIP), data analysis and Jonathan Riley's external report were in the meeting pack, and all fed into the Strategic School Development Plan (SSDP).</p> <p>There were five new members of staff, three of whom provided one-to-one support for increased pupil needs and one administrative.</p> <p>The number of pupils in Pre-school and Early Years Foundation Stage (EYFS) stood between 24 and 28.</p> <p>Governors thanked the HT for her comprehensive report and had no further questions.</p>
6.	<p><b>Premises / H&amp;S Matters</b></p> <p>The fire risk assessment had been carried out and the report was awaited. Entrust (Staffordshire) were to carry out their bi-annual inspection on 25<sup>th</sup> February 2025.</p> <p>Further discussion on premises and Health &amp; Safety would take place in Part 2 of the meeting.</p>
7.	<p><b>Link governor reports</b></p> <p>RH reported that she had attended a Chancery <u>Pupil Premium</u> link governor meeting which had included discussion around what to look for in visits. A visit was to take place soon.</p>

	<p>The <u>curriculum</u> link governor had visited Kay Griffin and a report would be shared on GVO.</p> <p>Documents detailing the governor visit schedule and guidance was discussed and would be shared on GVO.</p> <p><b>TASK: Governors to alert the HT to visits and complete the visit schedule. (all)</b></p> <p>Work was ongoing with the Friends of Excalibur who had many ideas including a newsletter to share projects e.g. the sensory garden and spending of funding with the parents. This would act as an impetus for parents to become involved. It was confirmed that the accounts of Friends of Excalibur would be audited standard way as a separate account.</p>
8.	<p><b>Impact statement</b>  <u>Impact of the work of the governing board on the pupils of Excalibur School since the last meeting</u></p> <ul style="list-style-type: none"> <li>• RH had attended training on Pupil Premium and TE had visited school to discuss Science, History and Geography.</li> <li>• The presentation at this meeting had given the LGB a greater understanding of the delivery of science at the school.</li> <li>• The newly appointed member of the LGB would enhance further the skills of the board.</li> </ul>
9.	<p><b>Policies</b>  The following school policies would be shared on GVO for approval:</p> <ul style="list-style-type: none"> <li>• Admission Arrangements Policy</li> <li>• Fire Prevention and Evacuation Policy</li> <li>• Intimate Care Policy</li> </ul> <p>The LGB noted the approval of the following Chancery policies in the autumn / spring terms:</p> <ul style="list-style-type: none"> <li>• Looked After Children</li> <li>• SEND</li> <li>• Supporting Pupils with Medical Conditions</li> <li>• Dignity at Work</li> <li>• Early Career Teachers</li> <li>• Risk Management</li> <li>• Business Contingency and Continuity</li> <li>• Accounting policies</li> <li>• Teachers' Pay</li> <li>• Teacher Appraisal</li> </ul> <p><i>All policies are available to governors on Every.</i></p>
10.	<p><b>Governor Training / Compliance</b>  No training had been attended since the previous meeting.</p>

	<p>Governors were reminded to complete all outstanding compliance matters as soon as possible.</p> <p>Action: To ensure all compliance matters are completed as soon as possible. (contact Jenny Whiston for clarification if necessary). (all)</p>
11.	<p><b>Cheshire East Director of Children's Services Report</b></p> <p>The Spring 2025 report plus summary would be shared on GVO once available and discussed at the Spring 2 LGB meeting.</p>
12.	<p><b>Minutes of the previous meeting, matters arising and actions</b></p> <p>The LGB confirmed the approval of the Part One minutes of the meeting on 25<sup>th</sup> November 2024 on GVO.</p> <p>There were no <u>matters arising</u>.</p> <p>Governors were requested to complete any outstanding tasks allocated to them.</p>
13.	<p><b>Any Other Business</b></p> <p>There was no further business to discuss.</p>
14.	<p><b>Date of Next meeting</b></p> <p>The date of the next meeting of the LGB was confirmed as 24<sup>th</sup> March 2025.</p>

Kay Griffin and Felicity Hawkins left the Part One meeting which closed at 18.08.