



Yvonne Hilditch Chancery MAT [85] 24 October 2019

## Excalibur FGB Pt 1 Minutes 15/07/2019

▶ Excalibur ▶ Monday, July 15, 2019 ▶ 17:30 ▶ Chair: Vicky Alsop ▶ Clerk: Sue Lambeth

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

Governors Attending: >Vicky Alsop, Lise Houldsworth, Juliet Tomkinson, Jo Bain, Rachel Hackney, Petra Wayman-Zwart, Sarah Sproston, Gail Whittingham.

Governors Apologies: >Nikki Ratcliffe

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch

Non Governors Apologies: >

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

The meeting was quorate and started at 17.35. SS chaired the meeting in the absence of VA.

Apologies received from Nikki Ratcliffe were accepted. No response had been received from Mike Cross.

VA arrived at the meeting at 17.37.

**MINUTE**

Additional items of Part One business requested:

- Discussion of the governance questionnaire.
- Admissions Applications.
- Parental issue from a Year 2 parent (Part 2).

**Agenda Item 2 ▶ Conflict of Interest**

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

**MINUTE**

VA assumed the chair.

**Agenda Item 3 ▶ Part One Minutes, Matters Arising and Action Log Review**

The Part One minutes of the Summer 1 LGB meeting on 20th May 2019 were reviewed, agreed to be an accurate account and will be signed off by the chair.

There were no matters arising.

The Action Log from the Summer 1 LGB meeting was reviewed.

**MINUTE**

The following points were highlighted:

- There is no limit on the number of hours a governor can work at the school before having to be classed as a staff governor. The key point is that employees cannot make up more than one third of the LGB.
- The Staff Governor vacancy will be discussed later in the meeting.
- The Curriculum Policy has been amended and is on the website.
- The report on Physical Literacy will be carried forward to the next meeting.

**ACTION**

To contact MC for his Physical Literacy report. (VA)

**Agenda Item 4 ▶ Chair's Actions**

**MINUTE**

The Chair and/or Vice Chair reported that no decisions had been taken under the Chair's Power to Act on behalf of the board of governors since the last Local Governing Board meeting.

**Agenda Item 5 ▶ Membership**

Changes to the membership of the governing board

JT has stepped down as Staff Governor. Three staff were interested and a ballot resulted. Anna McArdle will be joining the meeting from next term.

**MINUTE**

Current vacancies in accordance with the constitution

There are no current vacancies and no governor terms of office due to expire before the next local governing board meeting.

Appointment of associate members and determine their terms of office

No Associate Governors were appointed.

**Agenda Item 5 ▶ Finance**

**MINUTE**

Financial report from the Chief Financial Officer

YH tabled a new style finance report and explained the format and content to governors.

Section 1 sets out the reasons for the report and the contents. These items are delegated from the directors.

Section 2 shows the current financial position relating to income and expenditure, with expenditure split between staff and other costs. The document shows the year to date to June and the Full Year with the original budget, current forecast and variance. The meeting was directed to the figures.

YH pointed out that some orders have been placed but invoices not yet received, the largest of which is for £19k and relates to the ChESS purchases for 2019/20.

The original budgeted loss was £54, which is now a profit of £18861, a variance of £18915.

Section 3 shows formal approvals required: amendments to the original budget and invoices and orders. YH directed the meeting to Appendix A and pointed out to governors that negative values under £10k in the variance column are the responsibility of the LGB to agree. Anything above £10k will be reported to directors. Explanations are included in the document and governors' attention was drawn to the £19,212 variance in pre-16 funding due to the change in top slice percentage agreed at trust level. YH confirmed there are no invoices over £10k.

Section 4 shows forward projections to 2023 together with detailed analysis in Appendix B. All increases in pension contributions for teachers and incremental rises for teachers and non-teachers are included. The Schools Resource Management Adviser (SMRA) visited to look at the trust accounts and suggested ratio analysis which is now provided to governors in this document. This reveals the increase in the cost of teachers moving forwards. The top slice percentage will be reviewed by the directors each year.

Projections are based on the staffing plan.

DF Capital grants are not being used at the moment. Money is being saved to be used as match funding. The Building Condition Survey and Fire Risk Assessment indicated some work to be done.

Section 5 details risks to the financial position of the school e.g. teachers pay percentages, pensions and National Insurance and the new funding formula. Financial regulations and the risk of fraud are mitigated through internal and external audits. Pupil numbers have been increased to reflect the numbers forecast in September.

Section 6 reports the financial position.

Section 7 contains a summary and conclusions.

Section 8 Other financial matters includes details of the School Fund (appendix C) and Friends of Excalibur on (appendix D). The School Fund account now includes £800 refunded to the school from Friends of Excalibur (FoE), whose account remains open. A reconciliation of the £800 is shown, receipts received have been analysed and a further reconciliation included. £60 float is in the school safe.

The recommendation to governors is that the report, the virements in Appendix A, the financial position for the current year including the carry forward and the position forecast are noted and a decision made whether the Santander account be closed and money transferred to the school Lloyds Bank account on 1<sup>st</sup> September.

The report, the virements in Appendix A, the financial position for the current year including the carry forward and the position forecast were noted.

Governors **agreed** that Santander bank account be closed and the funds transferred into the school Lloyds Account.

Governors learnt that all FoE meetings are minuted and evidence agreement to the spending of funds. School often puts forwards suggestions e.g. theatre visits.

LH commented that the School Resource Management Adviser's visit was to see if savings can be made and such visits normally last three days. However, the Excalibur visit lasted only for hours. Good recommendations were made but the adviser could not find anything that could be better value. Governors felt this very positive and it is a massive achievement to have a positive budget prediction in Year 3.

**ACTION** To add Finance Report Appendix D to Trust Governor (YH)

**DECISION** The report, the virements in Appendix A, the financial position for the current year including the carry forward and the position forecast were noted .

Governors agreed that Santander bank account be closed and the funds transferred into the school Lloyds Account.

**Q: When is the financial year?**  
**A: 1st September to 31st August.**

**Q: Is the Friends of Excalibur financial issue now resolved?**  
**A: All monies are included as shown in Appendix D.**

**Q: Is the Santander Bank account to be closed?**  
**A: The account could be closed and the monies moved to the school account to enable it to be audited at the same time.**

**Q: Will there be an impact on the top slice from the new school joining the trust?**  
**A: This is unlikely. Currently the top slice is projected at 4.8%. Any increase in central staffing will impact on this percentage but there will be savings within the schools with central services.**

**Q: Is it correct that the Santander bank account doesn't follow the normal procedures?**  
**A: It follows procedures e.g. receipts but is not audited. It will then be audited without additional cost.**

**Q: Are there any disadvantages to bringing the Santander account monies into the Lloyds bank account?**  
**A: No, a cost centre will be set up and governors will receive the same report.**

**CHALLENGE** **Q: How will governors ensure that the FoE money is appropriately spent?**  
**A: It will still be reported to the LGB. The audit makes it more transparent. FoE can raise any amount of money as the Lloyds account is a charity. The banking of money is done in school.**

**Q: Can FoE still make charitable applications?**  
**A: There is no charitable number as academies are a special category. GW reported she is stepping back from FoE. A letter has been sent out to this effect and other parents are interested.**

**Q: What is the reason for the difference with trip travel cost expenditure?**  
**A: Trip income is greater and YH will analyse to correctly allocate any monies to trips next year.**

**Q: Why is the expenditure with the bus company high?**  
**A: School is happy with the company, the service provided and its drivers and it is a local company. YH agreed to look into quotations.**

**Q: What is the reason for the increased expenditure on electricity?**  
**A: More electricity has been used. The buildings are being checked but the cause has not yet been identified.**

**Q: Is it easy to change electricity suppliers?**  
**A: An agreement for three years was signed approximately six months ago. The Cheshire East (CE) agreement gets a good rate and is one of the lowest cost providers. It is a usage issue which may have been related to the cold weather and is under investigation.**

**Agenda Item 7** ▶ **School Performance**

**MINUTE** Review of assessment data for the summer term 2018/19.

JT referred the meeting to the data report and individual year group data reports. It is a very positive picture with no surprises and accurate predictions.

Governors commented on the superb performance showing the impact of investment in staff. All results compare very favourably with the national average figures.

Progress on the School Development Plan (SDP) 2018/19

P1 - Increase the proportion of pupils working at greater depth in English and Maths. This was discussed above.

P2 - Increasing disadvantaged pupils' progress. The Pupil Premium (PP) data shows how well strategies were implemented and their impact.

P3 - All pupils to achieve Good Level of Development (GLD) at Early Years Foundation Stage (EYFS). This has been discussed. The pilot Ofsted was very complimentary about EYFS.

P4 - Developing Science and Foundation Subjects. This is discussed in the Headteacher report. Continuing Professional Development (CPD) being delivered to Excalibur and Pikemere on 24<sup>th</sup> July by Chris Quigley Association. Progression and skills grids are in place for many subjects.

SSDP 2019/20

JT referred the meeting to the document and confirmed the headlines remain the same.

A 'So what?' column is now included which will aid Governor monitoring. The end column will have termly RAG rating.

JT is to deliver CPD on achieving greater depth in writing.

The Science curriculum has been worked upon with collaboration with Alsager High School.

Governor attachment roles to the SSDP priorities were discussed in order to enhance the strategic role of governors and enable the development of a depth of expertise in areas of the SSDP.

Strategic Governor Roles 2019/20

SS - Middle Leadership

JB - Quality of Education Priority 1,2 and 3

PW-Z and GW - SMSC

VA with JB - Quality of Education P3 Greater depth writing

RH - Pupil Premium

JB - SEND

MC - PE

SS - Safeguarding

Year group Link Governors

Year 1 GW

Year 2 RH

Year 3 SS

Year 4 MC

Year 5 JB

Year 6 PW-Z

A discussion ensued around the Single Central Record which was checked during Ofsted visit.

School Evaluation Framework (SEF)

LH reported that the SEF will be presented to governors in September and overall effectiveness is good. Judgements are outstanding in 3 out of 5 areas but the quality of education is the overriding judgment.

School is investing in Middle Leaders in order to demonstrate distributed leadership. Visits to other schools have taken place which has validated thinking and consistency is the key approach. LH felt confident that by January the judgement will be outstanding.

MAT level questions will come to governors from the directors of the trust.

**Q: What is the target attendance figure?**

**A: Target attendance is 97%. Attendance figures are analysed, under 90% is identified and actions put in place. Improvements have been visible.**

**Q: Are attendance figures a reflection of summer holidays?**

**A: No. Larger percentages are historic and incidences are monitored and tracked on a two weekly basis. No fines are missed and patterns and trends can be identified. Conversations are had with parents where necessary. CE have started to issue fines again this year.**

**Q: What were the two racist incidents this term?**

**A: One was in Year 6 during British Values studies and one involved a child with additional needs. There were two separate incidents, which were possibly offhand comments which were treated seriously and the policy was followed. The process is that a conversation then takes place with the child and with parents and is logged as a racial incident. Governors felt that the amount of work on inclusiveness results in fewer comments.**

**CHALLENGE****Q: What will be the impact of the appointment of Mrs Rogers as a Specialist Leader in Education (SLE)?**

**A: She will be working with other schools and good practice will be shared in both directions. LH has been requested to continue her School Improvement Partner (SIP) work. JT is an SLE also. Income will be generated for the school.**

**Q: What is the situation with coaching?**

**A: The Senior Leadership Team (SLT), excluding YH, are coached in group sessions and individually and four members of staff are being coached and one who has expressed an interest. TAs are also being coached. Four staff are now trained to coach.**

**Q: What is the position with writing in KS2?**

**A: Writing is teacher assessed and moderated. The greater depth standards are extremely difficult to achieve as all areas have to be achieved. Non-narrative and sustaining a register is the difficulty and requires a certain maturity level. LH reported that school writing is strong but is always willing to look at schools where a higher percentage at greater depth is shown. Improvements will be discussed under the SSDP. Read Write Inc will be revisited for all staff with a new Read/Write Inc manager and training will be provided for TAs. JB confirmed that all gaps identified are being added to the Strategic School Development Plan (SSDP).**

**Q: Is it correct that many Year 5 pupils are below Age Related Expectations (ARE) in writing?**

**A: In Year 5 three groups in Maths and two in reading have been identified for boosting.**

**Agenda Item 8 ► Human Resources**Staffing matters

The Modern Foreign Languages (MFL) position has now been filled and a teacher contracted through CONNEX.

Governors approved the staffing structure for 2019/20 as on Trust Governor.

Staff Survey

The document showing the results, single comments from the 12 replies, is available on Trust Governor. There were no comments repeated. The following improvements were identified:

**MINUTE**

- Increasing the number of Teaching Assistants (TAs). The structuring of Planning, Preparation and Assessment (PPA) time next year will support this and allow interventions to take place.
- The afternoon session is too short. Guiding reading will move to the morning and the whole afternoon will be dedicated to foundation subjects. Assembly now takes place first thing in the morning. This will enable progress to be made on the SSDP.
- Improving Science teaching is part of the SSDP for 19/20
- Communication between staff e.g. a WhatsApp group was not felt to be worth pursuing currently in the interests of work/life balance.
- Excessive time off taken by some members of staff. There is a rigorous policy with a structured conversation and return to work meetings. Patterns and agreed trigger points are identified.
- Pupils' listening skills. The background to this was unclear and this was a single comment.

Discussion around the responsibility of all with regard to Safeguarding ensued and it was confirmed that all teachers at Excalibur are clear that safeguarding is the responsibility of all.

- DECISION** Governors approved the staffing structure for 2019/20 as on Trust Governor.
- Q: How many hours will be allocated to MFL?**  
**A: One afternoon per week.**
- Q: Is the focus on French?**  
**A: Yes, it is a two weekly programme, with MFL alternating with music.**
- Q: Is Mr Hancock becoming part of the Senior Leadership Team (SLT)?**  
**A: One member of SLT will step down and Mr Hancock now has a permanent contract. He is a very capable teacher who has achieved outstanding results in Year 6 and who will benefit from developing his whole school expertise. It was felt that he is a great addition to the school team and has attended all school events.**
- CHALLENGE**
- Q: How will the staffing structure work for PPA?**  
**A: In KS2 Wednesday afternoon will be PPA although the Newly Qualified Teacher (NQT) will have an additional session also. JT will cover the NQT session on Friday morning and Middle Leaders (MLs) for leadership time every half term.**
- Q: What is the position regarding safeguarding training?**  
**A: LH and JT do level 3 training as the Safeguarding Lead and Deputy. JT delivers training to all staff each September. All staff complete basic training every 3 years and some are Child Exploitation and Online Protection (CEOP) trained. Annual refreshers take place and Safeguarding is a standing item on the agenda of each staff and SLT meeting.**
- Agenda Item 9** ▶ **Health and Safety**
- All annual risk assessments have been completed including the internal Fire Risk Assessment.  
 A Sports Equipment check has taken place and some minor issues identified which have been corrected. Remedial work on the fort will happen over the summer and the Fort is currently closed.  
 A fire equipment check has been completed by a new company and three fire extinguishers are more than five years old and need re-pressurising. They will be dealt with.
- MINUTE**
- A full and extensive Health & Safety (H&S) review has been carried out by Cheshire East (CE) including the field, chemical store, car park, all risk assessments. Bins were not chained or locked but it was acknowledged that the site is not identifiable as a school and has no public access. A report will follow and but presented to next meeting.
- [Update on the condition of the school building](#)  
 This is included in the finance report.
- CHALLENGE**
- Q: What is the situation with the mobile classroom?**  
**A: In the condition survey the school was asked about the intention at the end of the life of the mobile. No action is currently necessary but when replacement is required it will be investigated and a bid may be submitted if necessary. It is in the report as a recommendation.**
- Agenda Item 10** ▶ **Reports from Governors with Specific Responsibilities**
- [Reports from governors with specific responsibilities, including any recommendations requiring approval of the governing body](#)
- MC's report on Physical Literacy will be carried forward to the next meeting.
- JB has scheduled a meeting with the SEN Co-ordinator to discuss SEND pupils for next year.
- RH reported her recent positive Pupil Premium meeting .
- MINUTE**
- Blogs were suggested. Write ups can be forwarded to YH for uploading.
- Parents are regularly pointed to the website for the latest updates on what's happening in school e.g. assemblies and they could be more proactively advised to look at it via the school newsletter.
- [Reports from cohort governors on visits to the school since 20th May](#)  
 JB has visited the school on several occasions including going to church.
- Governors had no other questions.
- ACTION**
- To add an item to the autumn 1 LGB agenda to receive the Physical Literacy report. (Clerk)
- Agenda Item 11** ▶ **Safeguarding**
- LH has completed Level 3 Managing Allegations training and JT has completed Digital Safeguarding.  
 Updated advice on Keeping Children Safe in Education (KCSiES) from September will inform training.  
 The Local Safeguarding Children Board (LSCB) is now called the Safeguarding Partnerships.  
 There is a new curriculum for Relationships Education and Relationships and Sex Education and Health Education. Up-skirting has now been criminalised.
- MINUTE**
- Governors agreed that careful consideration should be given to CSE and felt that evening meetings are not historically well attended. School is aware of its families and it was agreed that there is a risk, although CSE is only one aspect of keeping children safe.
- YH left the meeting at 19.25.
- It was felt that this was work for Alsager Community Trust (ACT) and the importance of consistent messages was stressed.
- ACTION**
- To raise the subject of CSE at the Headteacher meeting with ACT to discuss. (LH)
- Q: Has there been any parental feedback on relationships work?**  
**A: None to date.**
- CHALLENGE**
- Q: Has any suitable parental guidance on Child Sexual Exploitation (CSE) been found?**  
**A: The cost implication was £500 for training from the Safeguarding Children in Educational Settings (SCiES) team. GW and JB offered their services and governors learnt that videos are already on the website but not relating specifically to CSE.**
- Q: Do external experts do Safeguarding workshops with pupils e.g. Alright Charlie?**  
**A: The NSPCC do workshops with Year 5 and 6.**
- Agenda Item 12** ▶ **Governor Development**
- MINUTE**
- No training had taken place since the last meeting.
- Governors were reminded that training can be recorded on Trust Governor in the 'myprofile/training' section.
- Agenda Item 13** ▶ **Director of Children's Services Report**
- MINUTE**
- The Director of Children's Services for Summer 2019 was discussed at the previous meeting and governors confirmed they were aware of its contents.
- Agenda Item 14**

► **School Policies**

The following school policies will be brought to the autumn 2019 LGB meeting for approval:

- MINUTE
- [Emergency and Critical Incident Policy](#)
  - [PSHCE Policy](#)
  - [Whole School Food Policy](#)

YH returned at 19.28.

ACTION To add an item to the autumn 1 agenda to approve the Emergency and Critical Incident Policy, PSHCE Policy and the Whole School Food Policy.

Agenda Item 15 ► **School Improvement Partner**

[Report from the School Improvement Partner and necessary actions](#)

No external adviser visit had taken place due to the pilot Ofsted visit.

[Arrangements for external school improvement support and advice for 2019](#)

MINUTE Governors agreed that Sandy La Porta (Headteacher at Middlewich Primary School) continue as external school improvement support adviser. Foundation subjects and Science could be an area for focus.

[External support for the Headteacher's Performance Management Review process and appointment of an adviser](#)

Governors agreed that Sandy La Porta be appointed to carry out the Headteacher PMR which will take place before October half term.

ACTION To ascertain from directors the arrangements for the PMR of HT and CEO elements of LH's role (Clerk)

To discuss Headteacher PMR/ External adviser arrangements with NR. (VA)

DECISION Governors agreed that Sandy La Porta (Headteacher at Middlewich Primary School) continue as external school improvement support adviser. Governors agreed that Sandy La Porta be appointed to carry out the Headteacher PMR which will take place before October half term.

CHALLENGE **Q: Who appraises Excalibur Headteacher?**  
**A: LH has two separate assignments: 2 days per week as Chief Executive Officer (CEO) which is appraised by the directors and 3 days per week as Excalibur Headteacher which is appraised by the LGB with support.**

Agenda Item 16 ► **Nominations for Chair and Vice Chair**

Vicky Alsop was nominated as Chair of Excalibur LGB.  
JB nominated and RH seconded.

MINUTE VA was unanimously elected Chair of Excalibur LGB for the year 2019/20.

Sarah Sproston was nominated as Vice Chair of Excalibur LGB.  
VA proposed and JB seconded.

DECISION SS was unanimously elected as Vice Chair of Excalibur LGB for the year 2019/20.  
VA was unanimously elected Chair of Excalibur LGB for the year 2019/20.  
SS was unanimously elected as Vice Chair of Excalibur LGB for the year 2019/20.

Agenda Item 17 ► **Term Dates 2019/20**

MINUTE The term dates for the next school year, including 5 INSET days were confirmed as shown on the school website. The dates for 2020/21 are also on the website.

The position of the school as a polling station remains uncertain, although the school feels strongly that it should not be.

Agenda Item 18 ► **Meetings**

The dates of the Excalibur LGB meetings for the autumn term 2019 were agreed to be:

- MINUTE
- Monday 21st October at 17.30
  - Monday 25th November at 17.30

All meeting dates are included in the Headteacher report.

Agenda Item 19 ► **Any Other Business**

Governors were requested to complete the RAG rated information which will be circulated by RH.

The following guidance for RAG rating was agreed:

- Red - I don't think we do this.
- Amber - It may be done but I am not aware of it.
- Green - It is done and I am happy with it.

MINUTE The outcome will be discussed at the next meeting.

[Admissions report](#)

YH reported that there had been 11 applications for places since 12th May. School reported back to parents within the allotted time frame and admissions appeals have not materialised after explanation of the appeal process to parents.

YH left the meeting at 19.53 and returned at 19.56.

ACTION To send the '20 questions every governing body should ask' document to all governors in the form of a matrix, together with the 'Questions to ask during the governing board self-evaluation process' document. (RH)

To complete the governance questionnaire as soon as possible. (All)

CHALLENGE **Q: Might there be 32 pupils in some classes in 2019/20?**  
**A: There is no legal limit but school judges cases and circumstances individually and always takes a sensible approach. Contact for places by telephone is increasing and it was thought that there are still places available in other Alsager schools.**

Agenda Item 20 ► **Impact Statement**

MINUTE [What will be the impact of this meeting on the pupils of Excalibur School?](#)

- Governors approved the staffing structure to support children's learning and development

- The governors were given a detailed explanation of the SSDP and the priorities to enhance pupils' learning and allow the best possible progress opportunities.
- Achievement was celebrated and thanks conveyed to the staff.
- Governors were assured that SLT are aware of the precise actions to be taken going forwards to provide pupils with the best learning opportunities in all areas.
- A new financial report format with explanations enabled governors to understand the sound financial basis of the school and the relationship with Chancery Trust.
- Strategic governor attachment to the areas of the SSDP was discussed and key roles agreed.

The Part One meeting closed at 19.54.

**ACTION** To write to the staff to convey the thanks of the governors for their work over the year. (VA)

**Governor Agreed Actions set during this meeting: 1**

▶ To raise the subject of CSE at the Headteacher meeting with ACT to discuss. (LH)

For: asap

By: Lise Houldsworth

Excalibur LGB Summer 2 Part 1 *dated:* 15/07/2019  
Minutes approved by Yvonne Hilditch