



## Excalibur FGB Pt 1 Minutes 20/09/2021

▶ Virtual ▶ Monday, September 20, 2021 ▶ 17:30 ▶ Chair: Gill Burgess ▶ Clerk: Sue Lambeth

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

Governors Attending: >Gail Whittingham, Juliet Jones, Kate Jepson, Simon Cotterill, Gill Burgess, Anna McArdle, Jo Bain, Rachel Hackney,

Governors Apologies: >Absent no apologies: Michael Cross

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch, Dan Hancock, Deb Rogers

Non Governors Apologies: >

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

The meeting was quorate and started at 17.32.

The Clerk welcomed everyone to the meeting, including (Louise Gohr Chancery CEO), Julie Richardson (Chancery Central Team), Dan Hancock (Deputy Headteacher and English Subject Lead) and Deb Rogers (Deputy Headteacher and English Subject Lead).

**MINUTE** No apologies had been received. Mike Cross was not in attendance.

Additional items of Part One business requested:

- Meeting construct for 2021/22 (see Item 14)
- Link Governors for 2021/22 (see Item 14)

### Agenda Item 2 ▶ Introduction to Julie Richardson, Chancery Trust SBM Lead

Julie was attending the meeting to enable Governors to get to know the members of the Chancery Trust Central Team, whose roles had been formalised from September 2021 with the aim of increasing efficiency for the schools and allowing JJ more time to focus on outcomes for pupils.

Julie explained her banking and primary school background and her experience as a School Business Manager (SBM) including academisation and the introduction of wrap around care and nursery provision at The Berkeley Academy. As SBM Lead Julie's responsibilities now included running SBM meetings with existing, new and potentially new schools, responsibility for onboarding newly joined schools, ensuring all schools work in the same way, commonality of processes and procedures and the sharing of smart working across the schools within the trust to ensure maximum effectiveness with a focus on procurement, bulk buying, contracting and attracting new schools. Julie welcomed the opportunity to be part of the Chancery team and to share ideas in the same area of expertise.

**MINUTE** Julie explained that the Central Team had individual roles with YH responsible for finance, and her Performance Management Review (PMR) would be carried out by Louise Gohr (Chancery CEO)

Jenny Whiston, the member of the Central Team with responsibility for Governance and Compliance, would attend a future LGB meeting.

KJ arrived at 17.39 and SC arrived at 17.40.

LG agreed to provide an organisational chart for the Central Team referenced to the Chancery Trust Scheme of Delegation.

JR left the meeting at 17.43 and LG left the meeting at 17.47.

### Agenda Item 3 ▶ English Subject Review

**MINUTE** JJ introduced DH and DR, Assistant Headteachers, to explain their areas of responsibility.

#### Read Write Inc

Deb Rogers shared a PP presentation showing the developments in Read Write Inc.

- In June staff had received training on speed sounds which formed the first part of phonics lessons, and this had been followed by twilight sessions on reading. All staff were now trained and could be on hand to deliver the programme as needed.
- Resources had been prepared over the summer and all teachers now had teaching boxes enabling use by any member of staff. New teaching books had been purchased, and former books were now sent home for home reading.
- All Year 1 and 2 pupils had been assessed and grouped into mixed-year groups. The Reception cohort had been screened, and would be assessed after 4 weeks teaching and put into homogenous groups
- Read Write Inc Phonics training was now taking place every day with pupils assessed every six weeks. The lowest 20% of pupils were receiving fast track phonics in the afternoons. Pupils in Years 3 and 4 who were unsuccessful in the phonics check in Year 2 were to undertake this programme also.
- Other reading and spelling interventions were ongoing.
- On Mondays pupils took home copies of the book read in class plus two 'cold readers' together with a reading for pleasure book.

Governors commented positively on the value of the videos.

DR left the meeting at 18.00.

#### Reading

DH shared a PowerPoint presentation on aspects of the work of the school on reading other than Read Write Inc.

- Statistically varying amounts of reading material were available to pupils at home, and to address this considerable work had taken place on the school library resulting in pupils being able to select a book of their choice to take home and read for pleasure. New releases would be added, and new books would always be available. Also books were available from Juliet's office. A wide variety of texts were available for pupils.
- Staff promoted reading for pleasure.
- The school aim was to raise the profile of reading, with accelerated reader quizzes together with the school weekly count of words read.
- Jonathan Riley, external support, was to work with the school on a weekly basis on reading and writing.
- Whole school events would also take place and parents would be involved.
- Pathways to Read had been introduced involving speaking with a partner about books read.

GW arrived at 18.07.

#### Writing

- The aim was to build a community of writers to ensure pupils enjoy writing as much as reading.
- Working Walls and Washing Lines had been introduced where teachers model writing and verbalise thought processes. Teacher writing is displayed on washing lines for pupils to refer to.
- The format of the progression of skills had been updated from Early Years Foundation Stage (EYFS) to Year 6 in order to identify gaps and to be able to look forwards and backwards.
- The process of writing was largely unchanged from the previous year, and followed the pattern of grammar activities first, then chance to apply grammar skills in sentences, collaborative work at word and phrase level to enable all pupils to have resources and then sentence level work with further grammar activities and extension activities. Pupils completed plans of their writing with a draft write followed by final piece. Feedback to pupils was based on 'two stars and one wish' and pupils responded to comments with an action or initials.
- A visit to the library in Alsager would take place for each year group.

DH left the meeting at 18.16.

**Q: Is there capacity for DR to move between groups?**

**A: This is only possible between groups in Years 1 and 2 due to teaching commitments.**

**Q: Are parent workshops taking place?**

**CHALLENGE A: They are planned hopefully face to face in October but may be delayed. Face to face delivery would be best, but daily videos are provided for parents via See Saw and parents were directed to the website over the summer.**

**Q: What provision is made for reading for the lowest 20% of pupils?**

**A: Intervention strategies linking with Read Write Inc are available. Base line assessments have been carried out to allow additional support and intervention groups to be put into place.**

#### Agenda Item 4 ► Conflict/Declarations of Interest and Code of Conduct

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 were declared.

##### MINUTE

All declarations of interest had been updated.

The governance section of the website was to be updated and Governors were requested to advise YH of any changes required.

#### Agenda Item 5 ► Confirmation of Chair & election of Vice Chair

Gill Burgess was confirmed as Chair of Excalibur LGB for the academic year 2021-22 and took over the meeting from this point.

##### MINUTE

Jo Bain, nominated by GB and seconded by RH, was duly elected as Vice Chair of Excalibur LGB for the academic year 2020-21.

##### DECISION

Gill Burgess was confirmed as Chair of Excalibur LGB for the academic year 2021-22 and took over the meeting from this point. Jo Bain, nominated by GB and seconded by RH, was duly elected as Vice Chair of Excalibur LGB for the academic year 2020-21.

#### Agenda Item 6 ► Membership

The meeting noted the approval by Directors of the Rachel Hackney's re-appointment and the Clerk confirmed that in the new Scheme of Delegation appointment of Governors was delegated to the LGB.

##### Current Vacancies

There had been no interest in the position of Parent Governor and the vacancy would be re-advertised this term.

##### MINUTE

The position made vacant by the resignation of Sarah Sproston at the previous meeting would be a focus, with particular emphasis on a candidate with an education and finance background. The LGB had Governors with expertise in the areas of Safeguarding and Human Resources.

There were no terms of office due to expire before the next LGB meeting.

Governors were requested to ensure that all contact information held on TTG was up-to-date.

##### ACTION

ACTION: To identify new governors and contact GB. (all)

#### Agenda Item 7 ► Chair's Power to Act

The LGB **agreed** to delegate the Power to Act on behalf of the LGB to the Chair, and in the Chair's absence to the Vice Chair.

##### MINUTE

The Chair reported that no action had been taken on behalf of the LGB since the previous meeting.

##### DECISION

The LGB agreed to delegate the Power to Act on behalf of the LGB to the Chair, and in the Chair's absence to the Vice Chair.

#### Agenda Item 8 ► Minutes of the previous meeting, matters arising and actions

The Part One minutes of the Summer 2 LGB meeting on 14<sup>th</sup> June 2021 were reviewed, **agreed** to be an accurate account and would be signed off by the Chair.

There were no matters arising.

The Action Log from the Summer 2 LGB meeting was reviewed and updated on TTG. The following items were highlighted:

##### MINUTE

- GW would update her training on the checking of the Single Central Record.
- GW would carry out a Safeguarding Audit.
- RH would feedback on contact with her Pupil Premium school link at the next meeting.

Governors, other than JB and KJ, were requested to complete and return the Governor Self Review document to GB as soon as possible to inform future recruitment to the board.

The minutes of the Pt1 Directors' meeting on 22<sup>nd</sup> March 2021 were acknowledged.

##### ACTION

To carry out a Safeguarding Audit. (GW)  
To complete the Governor Self Review asap. (GB, RH, SC, MC, AM)

##### DECISION

The Part One minutes of the Summer 2 LGB meeting on 14th June 2021 were reviewed, agreed to be an accurate account and would be signed off by the Chair.

#### Agenda Item 9 ► Scheme of Delegation/Terms of Reference

##### MINUTE

Governors noted the Scheme of Delegation document which incorporates the LGB Terms of Reference, and which had been available to Governor on TTG prior to the meeting.

Governors were requested to read the document, if they had not already done so, in order to assist with the LGB perspective within the trust and accountability

**DECISION** Governors noted the Scheme of Delegation document which incorporates the LGB Terms of Reference

**Agenda Item 9** ▶ **Finance**

Governor were requested to read and ensure their understanding of the following documents available on Trust Governor:

- MINUTE**
- Academy Trust Handbook 2021
  - DfE Letter for Auditors
  - Letter from the CEO of the ESFA to Accounting Officers

YH confirmed that accounting policies would be adapted to comply and would be presented to Directors at their next meeting for approval. There would be changes in accounting procedures, as well as changes in the areas of Health and Safety and Safeguarding.

**Agenda Item 10** ▶ **Health and Safety**

Health & Safety (H&S) issues  
JJ confirmed there were no H&S issues.

**MINUTE** The Site Manager, YH and JJ would carry out a site walk imminently and would include a focus on the condition of the building. Staff had been introduced to the 'Every' system and Fire Safety and risk assessment training had been completed. A visit with the H&S governor would take place later in the term.

**ACTION** The Chair requested sight of the long-term plan for the fabric of the building including budget assumptions in order to ensure board awareness.

To forward the long-term plan for the fabric of the building including budget assumptions to the Chair (YH)

**CHALLENGE** **Q: What is the long-term plan for the fabric of the building and grounds and budget assumptions?**  
**A: There is a 5-year plan including classroom refurbishment and redecoration worked out with the Site Manager. The roof is kept under review and may be the focus of a bid next year after the bid for the mobile this year. Much improvement has taken place since the arrival of the new Site Manager. New windows, doors and lighting have been installed.**

**Agenda Item 11** ▶ **Headteacher Update**

The interim Headteacher update had previously been available on Trust Governor and JJ highlighted the following points:

- MINUTE**
- The start to term had been good and the newest pupils were safe and happy.
  - An updated risk assessment and Outbreak Contingency Plan was now in place
  - Attendance was low at 90.67% due to pupils isolating being categorised as ill. The breakdown of the number of pupils absent due to Covid was brought to the attention of the governors. Governors requested data in the next report to show gross attendance and the net impact of Covid, and JJ agreed to amend her report to show attendance net of Covid.
  - In the curriculum, reading and Read Write Inc were a priority.
  - Pupils had been baselined and interventions put in place for the lowest 20% of pupils, with a full analysis to follow. Reading and writing was a concern for some year groups lower in school. Interventions were now in place in Years 5 and 6 and in Years 1 and 2. Other intervention groups would be put in place and would be rotated and include some withdrawal.
  - Remote learning was available for self-isolating pupils in line with the Remote Learning Policy
  - Special Educational Needs and Disability (SEND) was a key focus for the year. Identification of areas of concern took place in the previous year and systems were now in place. Education, Health and Care Plans (EHCPs) would be included in the system. Staff training had taken place and all were aware that SEND was everyone's responsibility.
  - The new EYFS framework came into force at the start of this year. JJ reported that baseline testing would be complete by the end of September. The new cohort had shown indications of need in communication and language.
  - Pupils had been reminded of the school vision and values.
  - The wellbeing of pupils was a priority and was on the Strategic School Development Plan (SSDP). A nurture approach and Lego therapy continued. The mental health lead Anna was identifying pupils with needs, with Inset to follow in November. The Behaviour Policy had been updated. A separate Peer on Peer abuse Policy had been prepared and shared with staff.
  - Staff had received training on Keeping Children Safe in Education (KCSiE) and had signed to that effect.

GW recommended contact with the Caudwell Children's Trust (via their website) who were now working in Cheshire East to provide online assessment and diagnosis for a wide range of autism issues within 6 – 12 weeks. Support from the Caudwell Trust would also be possible, and although assessment was free, funding was means tested.

Governors thanked JJ for her report and commented on the excellent start to the year.

JJ advised that attendance was concerning, although remote education including live sessions was provided and attendance figures had risen from 85.22% to 90.67%. Attendance was monitored on a daily basis.

**Agenda Item 12** ▶ **Chancery Updates / Input**

**MINUTE** GB reported that a meeting of LGB Chairs was scheduled for week commencing 27<sup>th</sup> September. The LGB requested the attendance of a Director at LGB meetings to form a connection and increase communication. The meeting discussed what the LGB would seek to get out of the attendance of a director and agreed that feedback on anything impacting on the governors e.g. any new strategy was required and also to form a link to the Chancery Trust and Director discussions.

Governors suggested Link Directors who would visit the school, possibly two or three times per year, in order to develop a good understanding of the school which could be fed into Directors' discussions. JJ agreed this could have value.

**Agenda Item 13** ▶ **Reports from Governors with Specific Responsibilities**

**MINUTE** Governor Responsibilities 2021/22  
Statutory Link Governors  
Safeguarding – Gail Whittingham  
SEND – Gail Whittingham and Jo Bain  
Governor development/ training – Gill Burgess

Non-Statutory Link Governors  
Pupil Premium – Rachel Hackney  
EYFS – Jo Bain and Rachel Hackney  
English - Jo Bains  
Maths - Simon  
Art / Music (on SSDP 2021/22)– Jo Bains  
Mental health/wellbeing – Gail Whittingham  
PE – Mike Cross

SC left the meeting at 19.11.

Committees

A short discussion took place on the merits and benefits of setting up a governance structure comprising a Curriculum and a Finance Committee to discuss matters in depth, to support the SSDP and feed back to the LGB. Governors felt this would have the advantage of using Governors' skill strengths, provided additional meeting time was not the outcome. After clarification from the Clerk on the position with the LGBs in the other two Chancery schools it was agreed that GB would take the proposal to the forthcoming Chairs' meeting. The outcome of the meeting would be communicated to Governors via email for further discussion.

There were no reports from Governors with special responsibilities for this meeting, and feedback on Governor visits / discussions with link staff would be given at the next meeting.

**ACTION** To take the proposed governance structure to the LGB Chairs' meeting, to report back to the LGB and set up further discussion via email. (GB)

**Agenda Item 14** ▶ **Safeguarding**

**MINUTE** JJ reported that there were no safeguarding issues other than concerns included in the Headteacher update.

**Agenda Item 15** ▶ **Governor Self Review and Training**

Governor self-review outcomes

The reviews would be completed and sent to the Chair as soon as possible for collation and analysis.

Governor Development / Training Report

There was no report from the Development / Training Link Governor for this meeting.

**MINUTE**

Governor Training

Governors were requested to update TTG with training undertaken and report any issues with the system to the Clerk.

Training Opportunities

Governors were urged to take advantage of Cheshire East training available via GovernorHub and record it on TTG.

**Agenda Item 16** ▶ **School Improvement Partner/External Adviser**

School Improvement Partner 2021/22

**MINUTE** JJ advised that Louise Gohr, in her role as CEO, would continue as the SIP with external validation in specific areas e.g. SEND, phonics.

There were no SIP reports for this meeting.

**Agenda Item 17** ▶ **School Policies**

Policies for review and approval

The following policies had been reviewed by governors on Trust Governor prior to the meeting and were **approved**:

Admissions Policy 2021 and 2022

Peer on Peer Abuse Policy

Behaviour Policy

Covid Contingency Plan

Safeguarding Policy

SEN Policy (no significant changes)

**MINUTE**

The following MAT Policies relating to Excalibur School had been approved by the Directors on 14<sup>th</sup> July 2021:

Complaints (overwriting school-level ones)

Virtual Meetings

Staff Wellbeing

Debt Management

Lettings (LGBs to agree their own charges)

Governors were unable to note the agreed policies without sight of them. YH agreed to obtain copies for the Excalibur website.

**DECISION**

The following policies were approved: Admissions Policy 2021 and 2022, Peer on Peer Abuse Policy, Behaviour Policy, Covid Contingency Plan, Safeguarding Policy, SEN Policy.

**Agenda Item 18** ▶ **Director of Children's Services Report Autumn 2021**

**MINUTE**

The report had been circulated to Governors prior to the meeting on TTG and Governors were requested to read it carefully. The Clerk advised that Governor's signature in their profile on TTG confirmed they had read the latest KCSiE statutory guidance.

**Agenda Item 19** ▶ **Educational Visits**

**MINUTE**

A two night year 6 trip to Laches wood was planned, together with a visit to Standon Bowers in March for Year 4.

Confirmation of appropriate risk assessments for Laches Wood (including a Covid section) was given to Governors.

**Agenda Item 20** ▶ **Meetings**

**MINUTE**

The date of the second Excalibur LGB meeting of the autumn term was confirmed as Monday 29th November 2021.

**Agenda Item 21** ▶ **Any Other Business**

**MINUTE**

Governors were requested to read the governance section of the SSDP and indicate agreement to adopt.

**ACTION**

To review the governor section of the SSDP and raise any amendments with JJ. (GB)

**Agenda Item 22** ▶ **Impact Statement**

Impact of this meeting on the pupils of Excalibur School

**MINUTE**

- Governors were re-assured of reading / writing focus for the year through the in depth presentations from Subject Leads and noted the completion of the English section on the SSDP for 2020/21.
- Governors had put necessary organisation, planning and responsibilities in place for 2021/22 to enable them to fulfil their statutory obligations.
- Governors requested data to increase their depth of understanding of underlying attendance versus Covid impact.

AM and YH left and the Part One meeting closed at 19.35.

**Governor Agreed Actions set during this meeting: 4**

- ▶ To identify new governors and contact GB.

For: asap

By: Jo Bain

- ▶ To identify new governors and contact GB.

For: asap

By: Simon Cotterill

▶ To identify new governors and contact GB.

For: asap

By: Michael Cross

▶ To identify new governors and contact GB.

For: asap

By: Rachel Hackney

Excalibur LGB Autumn 1 2021 Pt1 *dated:* 20/09/2021  
Minutes approved by Gill Burgess