



Excalibur FGB Pt 1 Minutes 21/10/2019

▶ Excalibur ▶ Monday, October 21, 2019 ▶ 17:30 ▶ Chair: Vicky Alsop ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Vicky Alsop, Lise Houldsworth, Juliet Jones, Nikki Ratcliffe, Rachel Hackney, Mike Cross, Jo Bain, Petra Wayman-Zwart, Anna McArdle, Sarah Sproston

Governors Apologies: >

Non Governors Attending: >Yvonne Hilditch, Sue Lambeth,

Non Governors Apologies: >

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

The meeting was quorate and started at 17.32.

VA welcomed all to the meeting, especially Anna McArdle the new Staff Governor.

MINUTE No apologies had been received.

GW did not attend.

No additional items of Part One business were requested.

Agenda Item 2 ▶ 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.

Governors were reminded to update their annual declarations on Trust Governor.

MINUTE

Governors completed Cheshire East Pecuniary interest forms.

Governor confirmation on the updating of their website information was moved to the Autumn 2 LGB meeting.

ACTION

To liaise with governors regarding updating declarations on TG. (Clerk)
To check the compliance of governor details on the website against the checklist from The Key. (YH)

Agenda Item 3 ▶ Confirmation of Chair & Vice Chair

Vicky Alsop, with disappointment, advised the meeting she wished to step down from the LGB as she felt unable to fulfil the role as she would wish. LH thanked VA on behalf of the whole LGB for her hard work, commitment, integrity and service to the school.

Discussion around a replacement Chair took place and VA explained her experience of the role and its demands.

Governors agreed that recruitment of a further Co-opted Governor should be considered as soon as possible, in particularly someone external to the school with financial / Health and Safety expertise.

MINUTE

After discussion, Sarah Sproston proposed by LH and seconded by JB, agreed to stand for the post of Chair. After a vote Sarah Sproston was **elected** as Chair of Excalibur LGB with a term of office of one year.

Jo Bain, proposed by MC and seconded by PW, agreed to stand for the post of Vice Chair. After a vote Jo Bain was **elected** as Vice Chair of Excalibur LGB with a term of office of one year.

The new H&S governor was **agreed** to be JB.

The Critical Incident Governor role is the remit of the Chair.

The Reception link governor role will be taken over by the new governor.

DECISION

After discussion, Sarah Sproston proposed by LH and seconded by JB, agreed to stand for the post of Chair. After a vote Sarah Sproston was elected as Chair of Excalibur LGB with a term of office of one year.
Jo Bain, proposed by MC and seconded by PW, agreed to stand for the post of Vice Chair. After a vote Jo Bain was elected as Vice Chair of Excalibur LGB with a term of office of one year.
The new H&S governor was agreed to be JB.

Agenda Item 4 ▶ Chair's Power to Act

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.

MINUTE

It was **agreed** that SS would take over the chair at the next meeting, and VA remained.

It was **agreed** that Power to Act on behalf of the Excalibur LGB should be delegated to the Chair and, in the absence of the Chair, the Vice Chair.

DECISION

It was agreed that SS would take over the chair at the next meeting.
It was agreed that Power to Act on behalf of the Excalibur LGB should be delegated to the Chair and, in the absence of the Chair, the Vice Chair.

Agenda Item 5 ▶ Scheme of Delegation/Terms of Reference

MINUTE

The Scheme of Delegation and Terms of Reference previously uploaded to Trust Governor were reviewed and **noted**.

There were no changes to the Scheme of Delegation, and Terms of Reference for the LGB (applicable to all schools in Chancery Trust) were approved by the Directors on 25th September 2019.

The Conflict of Interests Policy, approved by the Directors on 25th September, together with the Governor Code of Conduct must be read and understood by governors.

DECISION The Scheme of Delegation and Terms of Reference previously uploaded to Trust Governor were reviewed and noted.

Agenda Item 6 ▶ **Finance**

Financial report from the Chief Financial Officer
Academies Financial Handbook 2019

The new 2019 version was presented to Directors on 25th September and is attached to this meeting on Trust Governor.

Letter from the CEO of the ESFA/DfE letter for auditors

This had been presented to the Directors and issues contained in it have been dealt with.

Three Year forecast return

This is the responsibility of the trust and it was submitted in July for the whole trust. This item is no longer required on the Autumn 1 LGB agenda.

Finance Report

A report was previously uploaded to Trust Governor and had been delayed due to the external audit. YH has prepared the September report, together with a finance report and documents attached to the meeting.

MINUTE

- The budget is now included on the new year forecasts.
- Section 2 shows the current position. The budget as forecast in April showed £21327 profit for the year. The new forecast with adjustments is better by £9k.
- Appendix A shows the virements (variances) in the end column. Any amount under 10k is to be approved by LGB. Items above 10k e.g. teachers pension grant and income received for out of hours provision goes to the Directors in their December meeting. Professional services at £10,906, due to the Sports Premium, reflects the payment for sports coaches before and after school.
- Invoices up to £2k are approved by YH, and those between £2k and 10k by LH under the current ordering system.
- There have been no invoices over £10k since the last meeting and none over £30k.
- The approved budget for 2019/20 has been adjusted as shown on Appendix A, and Appendix B shows a forecast for three years. 2020/21, 2021/22 and 2022/23. Losses show in 2020/21, 2021/22 and 2022/23 and the carry forward from previous years will be used by the end of 2023. New funding, approximately £46k for Excalibur, is expected by 2021/22. The year 2021/22 should be a break even situation.
- Ratio analysis is shown under 4.4.
- The top slice has been agreed at 4.8% and is forecast to be the same moving forwards.
- General Annual Grant and Pupil Premium and Pupil Premium+ income has been based on numbers of pupils currently in school with no additions.
- The staffing forecast is done individually for each member of staff.
- 4.8 shows how capital is being used. Condition Improvement Fund (CIF) bids are being submitted with nothing showing as a contribution from the school. If grants are not awarded a contribution will be necessary. This year's expenditure of £5k relates to mini laptops.
- A Risk Listing exists at Trust level and will be presented to the Directors' December meeting.
- Friends of Excalibur and School Fund accounts were attached to the meeting. These monies have now been transferred to Lloyds Bank under the control of the CFO. Going forwards this will show as a line in the budget with a separate code and will be fully audited.

Governors had no other questions.

CHALLENGE **Q: What is the reason for the rise of 62% in teacher cost per pupil in 2022/23 in the ratios table?**
A: YH will examine this.

Agenda Item 7 ▶ **Health and Safety**

Urgent Health and Safety (H&S) matters
No urgent H&S issues were reported.

MINUTE

H&S Audit documents received since 15th July 2019

Cheshire East carried out a thorough H&S review on 9th July, during which paperwork was examined and a number of recommendations included on the report. A Stress Policy is required and also a Risk Assessment for the putting out of tables in the hall. School bins should be chained to avoid fire and burglary risks. Building compliance was checked carefully together with working practices, site and asbestos arrangements. YH confirmed that food safety processes are dealt with separately, although items such as the testing of fridges forms part of this audit.

ACTION

ACTION: To provide a Stress Policy. (SS/RH)

Agenda Item 8 ▶ **Part One minutes, matters arising and action log review**

The Part One minutes of the Summer 2 LGB meeting on 15th July 2019 were reviewed, agreed to be an accurate account and will be signed off by the chair.

The following matters arising were discussed:

- PW will take on the Quality of Education P3 Greater Depth Writing.
- The Food Policy is for approval at this meeting.

MINUTE

The Action Log from the Summer 2 LGB meeting was reviewed and the following points highlighted:

- The subject of Child Exploitation was not raised at the ACT meeting as it was not appropriate for the agenda.
- Discussion of the Performance Management of the HT/CEO role will be discussed under part two of the meeting.
- The 20 questions for governors will be forwarded to governors.
- VA wrote to staff to thank them at the end of the last academic year.

Governors confirmed that Part One minutes of the Directors' meeting on 15th May and the unconfirmed minutes of the 25th September had been received.

Agenda Item 9 ▶ **Membership**

MINUTE

Changes to membership of the board

The appointment by the Directors of Anna McArdle as a Staff Governor with effect from 25th September 2019 was **noted**.

Current Vacancies

There are two vacancies for Co-opted Governors, as, in addition to the resignation of VA, NR informed the meeting that as she is a Director of Chancery Trust she must resign from the board of the LGB but will continue to attend meetings as a visitor without voting rights.

JB will make contact with potential governors who have a business background and who are not attached to the school.

It was confirmed that the number governors on the LGB is delegated to the LGB.

A discussion regarding governor recruitment followed and governors agreed it was vital to have the correct skill set on the board rather than make a hasty appointment.

CHALLENGE **Q: Can Co-opted governors be parents?**
A: Yes.

Agenda Item 10 **School Performance**

Part One Headteacher report.

This will be delivered to the Autumn 2 meeting.

Data headlines

These are shown in the meeting attachments and JJ explained that results were above national averages in all areas except reading, writing and Maths combined higher level. Results were slightly below the national figure of 11% and 8% for Cheshire East (CE), which was due to writing scores. Excluding the writing scores the figure is 23% at higher level. JJ explained that writing at greater depth requires a degree of sophistication and maturity which is not necessarily appropriate for pupils of Year 6 e.g. the degree of formality. Examples of greater depth writing will be shared with governors.

MINUTE Data Interrogation

JJ confirmed that Mr Barnes, her father and former Head of Maths and Senior Leader at secondary level, works on Maths with small groups of girls who have not made as much progress as boys in Years 5 and 6.

The Pupil Premium impact report and admissions for 2018/19 and 2019/20 were uploaded to the meeting to demonstrate that responses take place within 10 working days.

JJ referred to Year 1 phonics. Data headlines showed 83% of pupils achieved phonics. Although in line with national figures and not an area of the SSDP, Excalibur has made this a focus and key actions have been identified. Five pupils did not achieve the phonics score and are now receiving interventions four days per week.

CHALLENGE **Q: What is the reason for the writing higher level results?**
A: It related to the judgement around writing at greater depth. The school has three moderators on the staff and it was suggested that judgements across the LA or nationally could lack consistency. Greater depth in writing is a focus for Excalibur.
Q: Are writing at greater depth moderators in school being harsh in their judgements?
A: JJ and LH confirmed that the moderators were not being unduly harsh and assessment of greater depth in writing will be the focus of inset. The school was externally moderated this year.

Agenda Item 11 **Reports from Governors with Specific Responsibilities**

MINUTE

Reports from governors with specific responsibilities, including any recommendations requiring approval of the governing body

JB reported that data trawls had taken place with JJ in May and October. Data is available and is tracked well with the Strategic School Development Plan (SSDP) and national issues are included on the SSDP. Specific pupils were examined and JB confirmed that pupils are getting help and support.

Additionally an examination of the adequacy of support for pupils with Special Educational Needs and Disabilities (SEND) was carried out in a meeting with the Special Needs Co-ordinator (SENCo), and the processes and problems arising due to the location of the school in relation to the different LAs involved were discussed. SEN and Pupil Premium (PP) children are being given the correct amount of time and interventions.

Overall the school is doing its best to meet every child's needs within the finances available.

JB has undertaken Looked After Children (LAC) and virtual school training.

Discussions had taken place around the school's responsibility for first 12 hours of support and it had been suggested that Education Health Care Plans (EHCPs) could be begun early. There are possibly more than the current two pupils who would benefit from an EHCP. LH confirmed that the school spends more than the notional amount in providing for the pupils with needs.

A meeting had taken place with the Early Years Foundation Stage (EYFS) where the EYFS changes included in the Director of Children's Services Report for the Autumn Term 2019 which will affect Excalibur next year were discussed.

JB had met with Dan Hancock, the school Science lead, and discussed the progression of skills, the separation of Physics, Biology and Chemistry and the reintroduction of Physics elements into the Key Stage 1 (KS1) curriculum removed in 2014. Liaison is taking place with Alsager School Head of Science and the subject is becoming more skills based. The statements are being broadened and changes made to methods of assessment. Book scrutiny and pupil voice have been carried out and DH will be raising the profile of Science. Further book scrutiny will take place with JB at the start of the spring term. DH runs a Science club for each year group and is building links with Keele University. There is a move to a Science, Technology, Engineering and Maths (STEM) approach to put Science into perspective. Overall, JB confirmed confidence in the delivery of Science.

JB has delivered assemblies and carried out some teaching in the school.

Governors discussed whether SEND should always be on the SDP and LH confirmed that from a data perspective Excalibur SEN pupils achieve well.

YH left the meeting at 18.01.

Physical Literacy Report

MC explained the physical literacy programme which has been in place in the school for 18 months, with its dashboard of challenges for KS1 and KS2 pupils linking into government drives to improve fitness. All KS1 and KS2 children are tested and re-tested every term and comparisons with other schools across the country is possible. All tests tie in with the National Curriculum and results can be analysed by class or by pupil. Pupils at exceeding level can be directed to community sporting facilities and activities can be given to pupils at home. Parents can be provided with access to see their own child's performance

Dance is being encouraged with videos particularly aimed at boys resulting in class routines for performance.

One aim of the programme is to upskill teachers to deliver their own PE lessons in athletics, dance, games, swimming and outdoor activities. Lesson plans are provided in PE and Personal Social and Health Education (PSHE) which ties into proposed Health and Relationship Education changes.

The possibilities for improving fundamental movement skills in EYFS were explained, the benefits of which will be discussed with staff in order to increase activity at a young age to impact on mental health and resilience. These fun activities will be embedded at Excalibur.

MC shared impact reports which will be sent to governors. These provide concrete evidence on pupil achievement.

RH left the meeting at 19.25.

Cohort Governor Reports

There were no cohort governor reports for this meeting. Blogs of visits were requested.

ACTION To ascertain whether SEN should always be on the SSDP. (JB)
 To ascertain whether local schools always include SEND on their SSDP. (LH)
 To ascertain whether there is a fully costed SEND action plan. (JB)

CHALLENGE **Q: Are EHCPs the school's responsibility?**
A: The initiation of an EHCP is the responsibility of the identifier. The recent backlog of EHCPs at CE is now being cleared. EHCP applications should be started to enable access to funding.
Q: How is the physical literacy programme being used at the moment? What's next? Is it value for money?
A: It is not currently used to its full capacity and there is not full parental engagement. One way forward is the embedding of assessment. However, pupil attitude to PE is positive.
Q: Could the log in details for the physical literacy programme be included in the pupil planner for parents?
A: It could be.

Agenda Item 12 ► **Safeguarding**

MINUTE All staff had annual safeguarding training at the start of term as did midday staff. All signed Part 1 of the Keeping Children Safe document and the Staff Handbook has been circulated. Six pupils attended the Alsager Safeguarding Conference at Pikemere where projects were agreed and a further meeting will take place in the summer term.

Agenda Item 13 ► **Directors' Questions**

MINUTE

- Do the priorities in the School Development Plan link to the strengths and areas for improvement from the data?
- Are the LGB happy that the SDP has the correct priorities?

These questions from the Directors were covered in the discussions in Items 10 and 11 of the agenda.

Agenda Item 14 ► **Governor Development**

Report from Training Liaison Governor
 Links to the NGA, The Key and Modern Governor and Cheshire East training programme had been circulated to governors.

Exclusions training was recommended by VA.

MINUTE Governor Training undertaken since 15th July 2019
 No governor specific training had been completed. However, JB had completed many courses relating to her occupation and will report to meetings.

Governors were reminded that all training should be recorded on Trust Governor.

ACTION To contact PW if interested in or planning to attend training. (all)

Agenda Item 15 ► **SIP/External Adviser**

MINUTE Report from the School Improvement Partner (SIP) and necessary actions
 The School Improvement Partner (SIP) visit had been moved to the spring term and a report will follow after that.

Agenda Item 16 ► **School Policies**

Emergency and Critical Incidents Policy
 The Emergency and Critical Incidents Policy will be presented the next LGB meeting.

Conflict of Interest Policy
 The Conflict of Interest Policy is the responsibility of the Directors and was **noted** by the meeting.

SEN Policy
 The SEN Policy was **approved**.

MINUTE Whole School Food Policy
 The Whole School Food Policy was **approved**.

PSHCE Policy
 It was **agreed** the PSHCE Policy will be reviewed at the November LGB meeting

Child Protection and Safeguarding Policy was attached to the meeting and governors confirmed it had been read.

The following Chancery Multi Academy Trust (CMAT) policies were agreed at the Directors meeting on 25th September:
 Pay Policy
 Support Staff
 Accounting Policy
 Teachers' Pay Policy
 Child Protection Policy
 Health & Safety (H&S) Policy
 And were **noted** by the governors.

DECISION The Conflict of Interest Policy is the responsibility of the Directors and was noted by the meeting.
 The SEN Policy was approved.
 It was agreed the PSHCE Policy will be reviewed at the November LGB meeting.
 The following Chancery Multi Academy Trust (CMAT) policies were agreed at the Directors meeting on 25th September: Pay Policy, Support Staff, Accounting Policy, Teachers' Pay Policy, Child Protection Policy, Health & Safety (H&S) Policy and were noted by the governors.

Agenda Item 17 ► **Director of Children's Services Report Autumn 2019**

MINUTE The Director of Children's Services for Autumn 2019, together with a précis, had been uploaded to Trust Governor prior to the meeting and governors confirmed they were aware of its contents. There were no questions.

Agenda Item 18 ► **Educational Visits**

MINUTE There were no visits to approve at this meeting.

Agenda Item 19 ▶ **Meetings**

MINUTE The date of the next meeting was confirmed as Monday 25th November at 17.30.

Agenda Item 20 ▶ **Any Other Business**

MINUTE There was no other business to discuss.

Agenda Item 21 ▶ **Impact Statement**What will be the impact of this meeting on the pupils of Excalibur School?

- MINUTE**
- Governors were assured of the work going on in the school as ratified by JB's visit and detailed in the report.
 - Due diligence around curriculum and SEN is underway
 - The scrutiny of the SSDP including the checking of priorities ensures the quality of the curriculum delivered in school is of the highest quality.
 - Assurance from the CFO that the budget is on track ensures confidence in the financial performance of the school.
 - The discussion on the H&S report ensured a safe environment for pupils and staff.
 - Compliance with the changes in Relationships Education Policy were assured by the Physical Literacy programme presentation.

The Part One meeting closed at 19.38.

Governor Agreed Actions set during this meeting: 7

▶ To provide a Stress Policy.

For: asap

By: Sarah Sproston

▶ To provide a Stress Policy.

For: asap

By: Rachel Hackney

▶ To contact PW if interested in or planning to attend training.

For: asap

By: Michael Cross

▶ To contact PW if interested in or planning to attend training.

For: asap

By: Rachel Hackney

▶ To contact PW if interested in or planning to attend training.

For: asap

By: Anna McArdle

▶ To contact PW if interested in or planning to attend training.

For: asap

By: Nikki Ratcliffe

▶ To contact PW if interested in or planning to attend training.

For: asap

By: Gail Whittingham

Excalibur LGB Autumn 1 Part 1 *dated:* 21/10/2019

Minutes approved by Yvonne Hilditch