



## Excalibur FGB Pt 1 Minutes 29/11/2021

▶ Virtual ▶ Monday, November 29, 2021 ▶ 17:30 ▶ Chair: Gill Burgess ▶ Clerk: Sue Lambeth

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

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

Governors Apologies: >

Non Governors Attending: > Sue Lambeth, Yvonne Hilditch, Jenny Whiston

Non Governors Apologies: >

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

JB introduced Rev Michelle Goodrich as a prospective governor. Michelle introduced herself and explained her background, her previous governance experience and her reasons for becoming a governor. **Governors approved the appointment of Michelle Goodridge to the Excalibur LGB.** JJ thanked Michelle for her interest and looked forward to her contribution.

#### MINUTE

The Chair welcomed all governors, together with Jenny Whiston, Chancery Trust Governance and Compliance Lead.

Anna McArdle joined the meeting at 17.35.

No apologies had been received.

No additional items of Part One business were requested.

### Agenda Item 2 ▶ Chancery Trust Introductions

Jenny Whiston, the Chancery Trust Governance and Compliance Lead, was introduced to the meeting and she explained her background, experience and her role in the trust to support the LGBs, aid communication, streamline administration in areas such as policies and improve collaboration. Jenny also led the Chairs' and Vice Chairs' meetings, the aim of which was to discuss items such as succession planning on a regular basis. Following recent discussions Link Governors across the trust have been aligned, and meetings of Special Educational Needs and Disability (SEND) and safeguarding governors and directors had taken place. An amended agenda format had been agreed which would allow the creation of as much time as possible for LGBs to focus on specific areas of their choice e.g. finance.

#### MINUTE

Yvonne Hilditch arrived at 17.41.

Joanna Longman, Chair of Trust Standards Committee and SEND Director, was unable to attend the meeting and had sent apologies. Other Directors would be introduced to the LGB over the forthcoming meetings to explain their roles.

Jo Bain left the meeting at 17.46.

Gail Whittingham arrived at 17.47.

Jenny Whiston left the meeting at 17.48.

### Agenda Item 3 ▶ Staff Presentation

#### MINUTE

Samantha Forrester, Maths Lead, was introduced and shared a Powerpoint presentation (available on TTG) with the following sections:

- the current position of the maths curriculum,
- intent, implementation and impact,
- beyond the curriculum and
- future aims

The following points were highlighted:

#### Current position

- White Rose Maths was in use as a base for planning and individual lessons.
- Flashback 4 helped revisit learning to fill gaps.
- Further work on the personalisation of White Rose Maths was taking place.
- All lessons incorporated challenge through reason and problem solving.
- There was a school focus on mental maths with core skills lessons taking place once per week.
- All maths lessons were correctly pitched to year groups.
- 'The Teaching for Mastery' approach followed was explained, and governors were assured that all pupils received quality first teaching.
- White Rose Resources had been purchased.
- Core skills sessions took place and questions were modelled by teachers.

#### Intent

- The aim was to make pupils fluent in maths, to reason mathematically and to be able to problem solve.
- Details of key skills / knowledge and early learning goals were shared, together with an example of a Year 6 lesson.
- Collaboration was a focus.

#### Impact

- Monitoring was through learning walks, book scrutiny, end of topic assessments and National Foundation for Educational Research (NFER) assessments.
- Positive Pupil Voice was shared.

#### Beyond the curriculum / next steps

- Cross curricular opportunities were under consideration such as a Christmas maths challenge, participation in the NSPCC Number Day in 2023 and enterprise style maths for year 6.
- More pre-teaching sessions were planned.

#### Future Aims

The aim was for pupils to be able to ask critical questions, to solve problems and answer questions using a range of methods and calculations whilst noticing patterns & facts about numbers. Pupils would use their prior knowledge to enhance their current learning, and most importantly, they would

continue to love maths.

SC advised that he had been in contact with the maths lead to discuss planning and teacher workload and was pleased to report that the purchase of White Rose resources had had a positive impact. Consistency through learning walks had been observed and SC congratulated SF on her work.

Governors thanked Sam Forrester for her presentation and Sam left the meeting at 18.20.

**Q: What is the staff feedback on methods and resources used?**

**A: A few teaching challenges were identified in Key Stage 1 (KS1) due to the volume of work to be covered, but this is under discussion. The scheme will be personalised to Excalibur. Concerns around the sufficiency of support and challenge for those pupils requiring it have been raised; however, there is enough challenge in the book or in other external resources used. Further work is ongoing on pre-teaching, and pupils have been identified. Staff feel that their workload has been reduced with less photocopying. Pupils love the work and are very positive.**

#### CHALLENGE

**Q: Are all the necessary resources in place for the concrete element and also for the academically lowest 20% of pupils?**

**A: Concrete resources are in plentiful supply. Staff are well aware of the 20% of pupils in question, and this is the focus for differentiation and TA work with pupils. Interventions are delivered by TAs in the afternoons.**

#### Agenda Item 4 ► Conflict of Interests

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** MC agreed to update his declaration of interests and sign the Code of Conduct on The Trust Governor (TTG) as soon as possible.

The governance section of the website had been updated with current information.

**ACTION** To update declaration of interests and the Code of Conduct on TTG as a matter of urgency. (MC)

#### Agenda Item 5 ► Part One Minutes, Matters Arising and Actions

The Part One minutes of the Autumn 1 LGB meeting on 20<sup>th</sup> September 2021 were reviewed, **agreed** to be an accurate account and would be signed off by the chair.

**MINUTE** There were no matters arising and the Action Log from the Autumn 1 LGB meeting was reviewed and updated on Trust Governor. The following points were highlighted:

- Actions around self-review had been completed.
- YH would provide details of budget assumptions and long term view early in the spring term.
- Discussion around LGB meetings had taken place at the Chairs' meeting and it had been agreed that an increase in the number of meetings was not in the interests of governors. Further discussions around finance could be held as required.
- The Strategic School Development Plan (SSDP) would be rag rated by the Chair.

**DECISION** The Part One minutes of the Autumn 1 LGB meeting on 20th September 2021 were reviewed, agreed to be an accurate account and would be signed off by the chair.

#### Agenda Item 6 ► Chair's Action and Correspondence

**MINUTE** The Chair reported that no action had been taken on behalf of the LGB since the previous meeting. JJ had supplied information on understanding data which was available on TTG.

#### Agenda Item 7 ► Finance

**MINUTE** YH shared the finance report for October 2021 containing information on the final accounts. The audit was complete and there would be no changes to the accounts presented.

Section 1 Financial Position (Current and Previous Year)

##### 1.1 Financial Position at August 2021

Reserves carried forward were budgeted at £96k with a deficit of £16k at the start of year, leaving £79k.

The forecast in May/June showed a surplus of £1166 with an end of year carry forward of £97.5k

The actual figure (audited) showed a starting position of £96k, a surplus of £4413 and carry forward of £100,773.

Differences from the original budget were explained:

- £29k (22.9%) increase on other government funding which included the carry forward of PE funding, £10k teachers' pay grant and £29k teachers' pension grant.
- £2k covid catch-up funding.
- £12k less SEND funding than expected as some Education and Health Care Plans (EHCPs) were not agreed in the year.
- Other income was £20k less than anticipated, £5k in other income generation due to the closure of Tree Tops from January to March and a shortfall in catering and trip income.

##### Key financial indicators

The school indicators met the trust expectation of estimated reserves at 10% of General Annual Grant funding and staffing costs under 82%.

##### 1.2 Financial Position at October 2021

The original budget agreed in May/June was approved by directors in July and sent to the DfE.

The anticipated position was a carry forward of £90k, a surplus of £652 this year, resulting in a total of £91k at August 2022 and staffing at 79% which was in line with the key financial indicators set by the trust.

YH referred governors to columns B, C and D showing the current position.

- More government funding had been received than expected.
- A little Private Sector Funding would be added into the budget forecast going forwards.
- The spending under Non-Staffing Costs reflected subscriptions paid at the start of the year.
- The latest forecast including changes in staffing and no pay increment for teaching staff was a £12k surplus in the year: made up of an additional £5k in other income from supply teacher insurance, a saving of £19k in staffing costs, £9k of which was from teachers' pay freeze, £3k negative spend on educational support, £7k on administration staff and £6k on other staff. £10k of extra costs for educational supplies, books and professional services and £3 for staff development were included in non-staffing costs (see Section 1.2 note 1).
- The school was in a better position with £10k extra on the opening balance an £12k surplus in the year.
- Key financial indicators stood at 1% surplus on GAG funding, estimated reserves as a percentage of GAG at 13% and staffing at 77% of total income.

Detailed reports were available on Appendix A showing the breakdown of the headlines.

##### Section 2 Budget and Forward projection

- 2021/22 showed £100k carry forward and £12k surplus.
- 2022/23 showed an in-year position of £14k surplus with a carry forward of £127k. 2023/24 would have a build-up of increments on staffing and other costs could result in losses but by the end of August 2026 reserves would still amount to £64k.

2.2 Pupil number predictions and staffing assumptions were shared. It was felt there would be no difficulties in achieving 218 pupils.

Section 3 Capital Grants3.1 Capital grant position of the school

The 2021 actual figures included a carry forward of £33k plus £6k DFC and £212k for the Condition Improvement Fund (CIF) bid. Some of the DFC funding had been spent on IT.

£28k capital funding had been carried forwards to the current year and £6k was anticipated each year. A spend of £16k was predicted for 2021/22 which included development of the playground resulting in a carry forward of £18k at the end of the current year.

Appendix D contained further detail of the expenditure.

Section 4 – Profit making activities

This showed the governors that the income generating activities i.e. Out of Hours Club and Holiday Club, were self-financing and did not use GAG income to subsidise them.

- The clubs made a profit of £23,952 in 2020/21.
- Out of Hours had made £9631 and Holiday Club £740 so far this year.
- The forecast for 2021/22 was £23k.

Section 5 - Ring fenced funding

This section included Pupil Premium and Sports Premium Funding, Covid catch-up grant and Friends of Excalibur contribution. YH advised that the strategy document was on the website and the report included government guidance on the use of the two categories of funding. It was the responsibility of the LGB to ensure that spending was on acceptable areas only.

Pupil Premium Funding

PP funding could be carried forward this year only due to Covid. There was a carry forward of £5809 from 2020/21. £3920 had already been spent and plans were in place for the remainder.

Appendix C showed details.

Sports Premium

Details were included on Appendix D together with DfE guidance on spending.

Covid Catch-up Grant

£17200 had been received and spent in the year and a report would be prepared.

Friends of Excalibur

£754 had been carried forwards, income was £1277 and £1193 had been spent on the Life Education Van. Funds raised so far this amounted to £205, plus £194 raised by a non-uniform day and the light switch on in Alsager which raised £498.

Section 6 Abbreviated balance sheet

- The school bank balance was currently £110k.
- Other income due to the school related to VAT, trade debtors and other income.
- Current liabilities of £33k included trade creditors, taxation and social security payments such as pensions due on October salaries payable in November.
- An intra company (amount owed from the trust) stood at £37,796.

Cash balance was approximately the amount brought forward in reserves at the start of the year.

Section 7 cashflow forecast

A bank balance at 31st August 2023 of £98k was anticipated based on the budget and latest forecasts.

Section 8 – financial deadlines

YH explained the deadlines and confirmed that accounts would be presented to the directors on 1<sup>st</sup> December.

In conclusion, the school could pay its creditors and was a going concern.

School Resource Management Self-Assessment Dashboard / other benchmarking data

YH advised she would carry out detailed benchmarking for directors and would report back in detail to governors.

YH advised that after consideration the supply teacher insurance was no longer purchased and costs would be covered by the trust, thereby avoiding large further payments for premiums.

Further finance training would be offered to governors.

YH requested questions on the finance report via email with responses to be added to the minutes of the meeting.

POST MEETING NOTE (1): Documents for review

Governors were requested to review the following documents attached to the meeting on TTG and respond to YH.

1. Applications for Admission – This is a summary of school place applications so far this year and shows that school replies within the required 10 school days.
2. Filtering document – This report details the agreed filtering in school for staff and pupils. This was agreed by Juliet, me and Apex in November 2021 and was applied. There will be ongoing checks and attempted breach monitoring by the SLT as per the 2021 Keeping Children Safe in Education.
3. Website Compliance Check November 2021 – This checklist is from Schoolbus and shows the schools website as compliant except for the following:
  - Under Governance Arrangements – The Governance page does not have photos of local governors or information about those governors which is recommended.
  - Under Policies and Procedures – First Aid Policy and EAL Policy is not on the school website

Governor questions:

- 1 - Filtering document - is this what pop-ups are prevented/allowed?
- 2 - Website compliance - On page 8 it states that we have published the 2019 figures. Are we using these because the 2020 figures are distorted by Covid?
- 3 - Website compliance - On page 14 it states that we have not included the First Aid Policy or the EA: policy on our website, which is not an issue. Can we please confirm how these are made available to parents?
- 4 - Applications for admission - Curiosity here - why was a year 4 child accepted on 24/11/2021 yet rejected on 30/9/2021? Rejection was due to the number in the class at that time.

POST MEETING NOTE (2): Governor finance questions after the meeting:

- 1 - The supply teacher insurance income. Is this a one off? **Yes this is a one off insurance claim for a teacher that was off at the end of last year. We did not accrue it into last year as the insurance company were investigating the claim. It was received in November as a cheque.**
- 2 - On appendix A I can see a new commitment for refuse disposal of £3,501.24. This does not appear to have been in the budget. What is the additional cost for please? Will we need to budget for this again going forwards? Asking because I would have thought refuse disposal would be relatively constant in costs, bins collected every week etc. so more a question to do with my understanding of what has happened to incur the cost. **The new commitment is the new contract for the whole year so the cost for the whole year will be £3,501.24 which is within the budget of £3,636. When I complete the November accounts I will look at the cost so far £462 to ensure that there is no extra costs in here.**

3 - Capital Grants - I can see in 2021-22 forecast that we are due to spend £16,000 - Is this the playground development? I thought the fort was on hold due to the Opal project from the summer? As a school we have made the decision to keep the £16,000 plan in as capital expenditure for any capital needs within the Opal project.

4 - Pupil Premium funding - Forecast for 2021-22 is an overspend of £12,239 - Where are we hoping to get the funds from? This will be funded through GAG funding and is built into the budget. The SLT has made the decision that this work needs to be completed by the school and therefore is included in the budget.

5 - Sports Premium - Again forecast to go into deficit in 2021-22, £5,370. I know that we have the Opal project from the summer in here. Again, where are we hoping to get the funds from to cover this? This again will be funded by GAG and deemed necessary at the moment by the SLT and have been built into the budget. The SLT will review this in the Spring term and if the money is needed elsewhere in the school then we will reduce the support from external agencies for the Summer term.

6 - Overall as a school we have sufficient funds to cover costs, ignoring the dedicated funds, at present. In the forecast in point 2 of your report we can see that costs start to exceed income from 2023/24 onwards. Do we have a plan on how to deal with this and resolve the situation? As a trust we always base GAG funding in future years on pupil number forecasts and on the current years AWPU (Age Weighted Pupil Unit funding) and this will increase per year. As a school we are making a loss in future years £5,895 in 2023/24, £34,337 in 2024/25 and £22,911 in 2025/26 we still have reserves of £64,662 carried forward at 31/8/2026 which is 6% of total income in that year.

7 - I know we now have an abbreviated balance sheet as that is the new recommended format. Would it be possible to see the full balance sheet as well? It will be possible to have a full balance sheet but at the moment I am waiting for information from the auditors for the pension adjustment. Once this journal is completed, the year-end is reconciled, I will roll the year forward and I will be able to print a full balance sheet for Excalibur.

## ACTION

To add discussion of benchmarking of finance data to the January LGB meeting. (Clerk)  
To email questions to YH on the financial documents, copying in all governors. (KJ)  
To consider the content of the standard trust finance report and advise any additional information required. (All)  
To review the assumptions made in the budget and advise YH of any queries. (All)

**Q: Will school be able to hold fayres and events this term?**

**A: In light of the new Omicron Covid variant this will probably not be possible but will be reviewed in the spring term.**

## CHALLENGE

**Q: How is the Friends of Excalibur funding being used?**

**A: It is being used across the school including for the Life Education Van.**

## Agenda Item 8 ► Health and Safety

There were no urgent Health and Safety (H&S) issues. JJ, the Site Manager and YH did a site walk in October and found nothing urgent. Some tidying up in general storerooms and display of certificates for food safety had been identified and had been dealt with.

## MINUTE

The H&S compliance document available on TTTG was shared.

It was agreed that it was good for the H&S governor to have sight of the report and to know what actions were being taken.

**Q: How does the LGBs gain assurance that all items are identified and handled appropriately?**

**A: The list is received from the trust central services team, with tasks for the school identified. Everything statutory has been added by the trust and it is the responsibility of the school to mark them off as completed. School can also add other items.**

## CHALLENGE

**Q: Where does accountability for Health and Safety lie?**

**A: JJ is accountable in the school with Louise Gohr (CEO) and the Chancery Directors accountable externally.**

## Agenda Item 9 ► Membership / Committee Structure

Changes in Membership / Current Vacancies

There had been no interest in the Parent Governor vacancy. After discussion it was agreed that RH would move to the designation of parent governor subject to an election, and MG would be a Co-opted Governor. Governors did not wish to lose Rachel's expertise.

Terms of Office

## MINUTE

There were no governor terms of office due to expire before the next LGB meeting on 17<sup>th</sup> January 2022.

Appointment of Associate Members

No associate members were required at the current time.

Outcome of governor self-review / Committee Structure

Discussion was included in the report of the Chairs' meeting.

## ACTION

To organise a parent governor election for RH. (JJ)

## DECISION

After discussion it was agreed that RH would move to the designation of parent governor subject to an election, and MG would be a Co-opted Governor.

## Agenda Item 10 ► Headteacher Report

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

## MINUTE

- An amended format to the report had been discussed by Headteachers and going forwards there would be some element of standardisation. Nevertheless, the same information would be provided as it was important for governors to have a full overview.
- Following the request for attendance data separated by Covid-related and non-Covid-related, at the previous meeting, data had been extracted to show a breakdown of the number of days missed (See Section 1.4). At the last meeting attendance stood at 90.67% and was now 95.94%. Attendance continued to be monitored on a daily basis.

**Q: Is there any pattern in pupil attendance?**

**A: A print out is produced each day and Covid-related absences identified. Each Friday a group analysis report is produced to identify absence by vulnerable pupil and other groups. Any pupils with less than 95% attendance are identified and examined carefully. Six pupils are currently causing concern. Contact is made with parents and external agencies when appropriate.**

**Q: Are there any safeguarding concerns?**

**A: Some families are causing concern, and external agencies are involved. This represents an increased number; however, attendance and wellbeing are monitored daily.**

## CHALLENGE

**Q: Does the trust provide support for staff involved in safeguarding?**

**A: Yes, and the Cheshire East Safeguarding Children in Educational Settings (SCIES) team are also an excellent support.**

**Q: How can the level of parental engagement be maintained in view of the inability to come into school?**

**A: JJ is out on the playground at the start and end of each day, and the doors will be re-opening to parents as soon as possible, balanced with staff concerns, but caution is advised. School is considering how to increase communication and interaction with parents.**

**Q: Could Reception parents meet using the outdoor space?**

**A: This could be considered.**

## Agenda Item 11 ► Reports from Governors with Specific Responsibilities

## MINUTE

Statutory Safeguarding

GW had visited and was meeting regularly with JJ. The computer system was up to date, and details and a link to training on the national online safety system had been circulated. GW was putting together a full report and updated documentation which would help prepare governors for an Ofsted visit. A community approach was being considered and AM had sent out links to parents for advice and training.

GW advised that there was now a rigorous and robust section in the Headteacher report. Feedback from JJ on agencies supporting the school (also for SEND) to enable governors to be aware of the situation would also be welcomed. JJ reported that social workers and other external agencies had been very helpful; however, phone calls to pursue issues referred to the Integrated Front Door (Cheshire East Education Consultation Service) for early help assessment or school support were time consuming.

GW was thanked for her work.

#### SEND

The SEND review was attached to the meeting on TTG. GW reported that school had made very good progress over time. Further meetings with JJ would take place to discuss items from the previous meeting. GW would provide a visit report. The SENCO had a good understanding of how to move forwards and was receiving support. Positive parental comments had been received. Individual class teachers were well kept up to date with what was expected from them.

#### Governor Development

See the Chancery Updates item.

#### Link Governors

##### Pupil Premium (RH)

A visit would be scheduled after receipt of details of training to be provided by the trust.

##### EYFS (JB/RH)

RH would schedule a joint visit with JB to look at EYFS.

##### English / Art / Music (Foundation subjects) (JB)

JB had left the meeting.

##### Maths (SC)

SC had visited and advised that Sam was doing a really good job. A further visit in the spring term was planned.

##### PE (MC)

There was no feedback.

#### ACTION

To request LG writes to CE to express concern over the CheECS response times pointing out potential harm to children. (JJ)  
To complete the governor Safeguarding training on the national online safety system. (All)  
To contact school links to report at the next meeting. (All link governors)

**Q: Are all cases of safeguarding concern logged?**

**A: Yes, all attempts at contact are recorded on CPOMS.**

#### CHALLENGE

**Q: Are the new thresholds for involvement in safeguarding and early help teams known to the school?**

**A: No, there is nothing formal.**

**Q: Can the governors be assured that the school are taking the correct steps with regard to SEND and can they be confident in the outcomes at the current time?**

**A: Although the SENCO is new in post, she is well supported.**

#### Agenda Item 12 ► Safeguarding

MINUTE All safeguarding matters were included in the Headteacher report.

#### Agenda Item 13 ► Governor Development

##### Training Liaison Governor report on training and opportunities

Finance Training specific to Excalibur had been discussed earlier in the meeting

MINUTE

##### Reports from governors

JB had sent a list of training for TTG which was attached to the meeting.

#### Agenda Item 14 ► School Improvement Partner update

MINUTE The categorisation report had been discussed at the last meeting.

#### Agenda Item 15 ► Chancery Trust Updates

##### Headteacher

JJ had nothing to add to her report.

##### Chair

##### Chairs' meeting

MINUTE

Jo Bain had attended the last Chairs' meeting where it was agreed a further finance training session would be scheduled to discuss finance matters specific to Excalibur. A request for Ofsted training had been taken forward by JW. Discussion on the standardisation of monitoring reports across the trust took place and it was agreed that a form for completion after visits would be produced which would enable a common approach to visits and further the understanding a good outcome. GB, GW and JB offered support to governors in the carrying out of visits. Governor self-reviews had been completed and common themes around governor nervousness around coming into school and requests for further finance training had been identified. Next year a call would be scheduled for governors to meet with the Chair. It had been agreed that directors with specific responsibilities would attend LGB meetings to allow interaction and familiarity.

##### Questions for the directors or Central Team

There were no questions at this time.

#### ACTION

To send governor visit audit questions from The Key to governors. (JJ)  
To send out links to specific governor visit agendas to governors. (GW)

#### Agenda Item 16 ► School Policies

Governors **approved** the following policies attached to the meeting:

MINUTE

- Online Safety Policy
- Intimate Care Policy
- Administration of Medicines Policy
- Supporting Pupils with Medical Conditions Policy
- Surveillance and CCTV Policy
- Financial Procedures Policy
- Statement of Accounting Policies (CMAT)
- Data Protection Policy (CMAT approved 22/9/2021)

#### DECISION

Governors approved the following policies attached to the meeting: Online Safety Policy, Intimate Care Policy, Administration of Medicines Policy,

Supporting Pupils with Medical Conditions Policy, , Surveillance and CCTV Policy, Financial Procedures Policy, Statement of Accounting Policies (CMAT) and the Data Protection Policy (CMAT approved 22/9/2021).

#### Agenda Item 17 ► Educational Visits

**MINUTE** The Year 4 trip to Standon Bowers was planned for March 2022. All risk assessments would be entered into the Evolve system and submitted to CE for approval if there was a residential element.

**DECISION** Governors approved the following policies attached to the meeting: Online Safety Policy, Intimate Care Policy, Administration of Medicines Policy, Supporting Pupils with Medical Conditions Policy, , Surveillance and CCTV Policy, Financial Procedures Policy, Statement of Accounting Policies (CMAT) and the Data Protection Policy (CMAT approved 22/9/2021).

#### Agenda Item 17 ► Meetings

The dates of the spring term Excalibur LGB meetings were confirmed as:

- MINUTE**
- Monday 17<sup>th</sup> January 2022
  - Monday 21<sup>st</sup> March 2022

#### Agenda Item 19 ► Any Other Business

Governors expressed the view that documents should be uploaded to the system seven days prior to the meeting to allow them to be carefully considered. JJ agreed to ensure that documentation would be uploaded seven days in advance of the meeting wherever possible.

**MINUTE** School Closure and Remote Learning  
JJ confirmed that the school was fully prepared for any closure and that the Remote Learning Policy was in place.

SC left the meeting at 19.25.

#### Agenda Item 20 ► Impact Statement

##### Impact of this meeting on the pupils of Excalibur School

- MINUTE**
- Governors were assured of the work undertaken by the school in relation SEND and safeguarding, and that the safety of the school was paramount in the minds of staff.
  - Governors received confirmation through GW (SEND) that they could be confident that the plans for SEND and safeguarding were working together to drive better outcomes for pupils.
  - The comprehensive finance report had resulted in greater governor understanding of the finances of the school and given assurance that the school was a going concern. Governor collaboration on finance would continue to develop depth of understanding.
  - The staff presentation on maths had increased governor understanding of the maths work across the school.

AM left and the meeting part one meeting closed at 19.33.

#### Governor Agreed Actions set during this meeting: 21

- To consider the content of the standard trust finance report and advise any additional information required.

For: asap By: Gill Burgess

- To consider the content of the standard trust finance report and advise any additional information required.

For: asap By: Simon Cotterill

- To consider the content of the standard trust finance report and advise any additional information required.

For: asap By: Michael Cross

- To consider the content of the standard trust finance report and advise any additional information required.

For: asap By: Anna McArdle

- To consider the content of the standard trust finance report and advise any additional information required.

For: asap By: Gail Whittingham

- To review the assumptions made in the budget and advise YH of any queries.

For: asap By: Gill Burgess

- To review the assumptions made in the budget and advise YH of any queries.

For: asap By: Michael Cross

- To review the assumptions made in the budget and advise YH of any queries.

For: asap By: Simon Cotterill

- To review the assumptions made in the budget and advise YH of any queries.

For: asap By: Anna McArdle

- To review the assumptions made in the budget and advise YH of any queries.

For: asap By: Gail Whittingham

- To organise a parent governor election for RH.

For: asap By: Juliet Jones

- To complete the governor Safeguarding training on the national online safety system.

For: asap By: Simon Cotterill

- To complete the governor Safeguarding training on the national online safety system.

For: asap By: Michael Cross

- To complete the governor Safeguarding training on the national online safety system.

For: asap By: Rachel Hackney

- To complete the governor Safeguarding training on the national online safety system.

For: asap By: Kate Jepson

▶ To contact school links to report at the next meeting.

For: asap

By: Gill Burgess

▶ To contact school links to report at the next meeting.

For: asap

By: Simon Cotterill

▶ To contact school links to report at the next meeting.

For: asap

By: Michael Cross

▶ To contact school links to report at the next meeting.

For: asap

By: Kate Jepson

▶ To complete the governor Safeguarding training on the national online safety system.

For: asap

By: Gill Burgess

Excalibur LGB Autumn 2 2021 Pt1 *dated:* 29/11/2021

Minutes approved by Sue Lambeth