



Excalibur FGB Pt 1 Minutes 25/11/2019

▶ Excalibur School ▶ Monday, November 25, 2019 ▶ 17:30 ▶ Chair: Sarah Sproston ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Sarah Sproston, Juliet Jones, Rachel Hackney, Anna McArdle, Petra Wayman-Zwart, Jo Bain, Gail Whittingham

Governors Apologies: >Lise Houldsworth, Nikki Ratcliffe,

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 17.35.

The Chair welcomed all to the meeting.

Apologies received from LH and NR were accepted. No response was received from MC.

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SS advised that a potential new Co-opted Governor, Kate Jepson, would be attending and a further potential Co-opted Governor, Simon Cotterill, would attend in the new term.

Additional items of Part One business requested:

- Format of meetings
- Universal categorisation letter attached to the agenda.

Kate Jepson arrived at 17.43, introductions were made and Kate gave information about herself and her reasons for wishing to become a governor.

Agenda Item 2 ▶ Conflict of Interests

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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.

Agenda Item 3 ▶ Part One Minutes, Matters Arising and Actions

The Part One minutes of the Autumn 1 LGB meeting on 21st October 2019 were reviewed, agreed to be an accurate account and would be signed off by the chair.

The following matters arising were discussed:

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- The 62% increase in staffing costs was an error.
- The Stress Policy was yet available. The action from the previous meeting to email a model Stress Policy to YH was carried forward. Discussion ensued on the inclusion of mention of appropriate times for the sending of emails, other than emergency emails, and governors felt this was a good idea for the wellbeing of all.
- A Special Educational Needs and Disability (SEND) meeting had taken place where it was agreed that SEND should be part of the Strategic School Development Plan (SSDP) and would be included in the next academic year. For this year an interim action plan would be devised.

The Action Log from the Autumn 1 LGB meeting was reviewed and the following points highlighted:

- Governor declarations of interest have now been updated on Trust Governor.
- Governor pages on the website are all compliant.

ACTION

To raise the question of a whole trust Stress Policy with directors at the meeting on 4th December. (YH)
To complete a Governance Statement for 2018/19 (SS)

Agenda Item 4 ▶ Chair's Action and Correspondence

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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 ▶ Finance

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The report and all documents had been uploaded to Trust Governor in advance of the meeting and YH advised that the report forms part of the consolidated document which would be presented to directors on 4th December. YH confirmed that the document included a list of virements to be approved at this meeting and those to be presented to the directors for approval on 4th December.

The governors **agreed** the virements in red Appendix A. Virements shown in black are over £10k and would require director approval.

Governors asked the questions listed below.

Q: What is GAG is funding?

A: General Annual Grant (GAG) comes to the trust which deducts 4.8% for the top slice.

CHALLENGE

Q: What are GAG expenses?

A: GAG expenses are the amount which cannot be reclaimed.

Q: Is the amount of £10k for sports coaching excessive?

A: The PE and Sport Premium funding is £17k, and the PE plan shows proposed expenditure of £10k next year on coaches for lunch time and after school clubs. The strategy for the use of the PE and Sport Premium Funding is available on the school website.

Agenda Item 6 ▶ Health and Safety

Asbestos survey

A survey carried out at the end of October had identified three areas of required work. YH advised that approval from the surveyors had been granted to enable work on the ceilings to be carried out by the Site Manager as it did not involve removing or scraping surfaces and can be covered by paint. The issue is in the relatively small areas where there is a seam in the ceiling and it is low risk.

Governors felt removal of asbestos in school was something to be considered in future plans.

Hygiene Audit

A Hygiene Audit had been completed on Thursday 21st November and a rating of 5 in the kitchen and in the new Tree Tops provision awarded. A further meeting is scheduled for Friday 29th November to discuss the implementation of controls identified.

The purchasing and cost of the service had been questioned by YH who will monitor the situation.

Health and Safety (H&S)

JB had completed a H&S walk. The internal walk will be repeated and the external visit had identified very few areas of concern.

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- A Condition Improvement Funding (CIF) bid had been submitted for a new roof required due to the lack of insulation and the ingress of water, and also for new double glazed windows to replace those in place which were prone to condensation and mildew, and were not heat efficient.
- The qualifications of those responsible for the preparation of food in the Tree Tops provision had been checked, and YH confirmed that First Aid trained personnel were always present. YH confirmed that cleaning takes place in the mobile each day.
- Lock down procedures had been considered.
- The Site Manager was agreed to be effective and there was no need for a paper log for work required in school.
- A gate could be installed to ensure a locked gate for access to people using Tree Tops. The Tree Tops mobile fire escape would need attention in the summer, as it had been highlighted in the fire risk assessment. The fort and hexagon were agreed to be in need of attention and governors learnt that their future was under consideration together with finance possibilities. A quotation of £700 had been obtained to re-grass an area and remove tree stumps. This would form part of a bid to put a path, fitness items and puzzles around the playing field to enable the area to be used for cross country. The car park and playground marking also required work. A quotation at £7k had been received for the path work and no bid had yet been submitted. Friends of Excalibur had been approached for funding together with other sources of funding in Alsager. Governors suggested contact be made with builders involved in local housing projects to obtain funding.
- A H&S review had been carried out and work on stock room doors and doors to the pupil toilets had been identified.

ACTION

To pass on governor congratulations to those involved in the Hygiene Audit. (YH)

DECISION

It was agreed that the Site Manager was effective and there was no need for a paper log for work required in school.

Q: Is there a long term plan to have the asbestos removed?

A: No, this would be a very costly process. Any work on the building requires an in depth asbestos survey and any work identified must be completed to approved standards.

CHALLENGE

Q: Are staff aware of the areas of asbestos involved?

A: Yes, all have signed the asbestos register and have been instructed not to attach items to the ceiling in places other than where there are current fixings. The asbestos register is signed by all workmen who enter to work on the site.

Agenda Item 7 ► Membership

Current Vacancies

Governors **agreed** to recommend Kate Jepson and Simon Cotterill to the Chancery Trust Directors to fill the current two vacancies for Co-opted Governors on the LGB.

MINUTE

Terms of Office due to expire

Sarah Sproston's term of office was due to expire on 15/12/2019. Sarah agreed to stand for re-appointment to the board which was **agreed** by governors for recommendation to the Chancery Trust Directors on 4th December 2019.

Governor contact details were confirmed to be up to date.

ACTION

To advise YH of the appointment of Kate Jepson, Simon Cotterill and Sarah Sproston for the update of Getting Information About Schools (GIAS). (Clerk)

DECISION

Governors agreed to recommend Kate Jepson and Simon Cotterill to the Chancery Trust Directors to fill the current two vacancies for Co-opted Governors on the LGB.

Governors agreed the recommendation of Sarah Sproston as Co-opted Governor to the Chancery Trust Directors for approval.

Agenda Item 8 ► School Performance

Part One Headteacher Report

The report had been uploaded to Trust Governor in advance of the meeting.

Three pupils now had Education Health Care Plans (EHCPs) and funding was included in the virements in the finance report. A welfare officer would be appointed for the Year 1 class to release the Teaching Assistant (TA) there. An advertisement would be placed for a TA to work for 20 hours, enabling the existing TA to work with Year 5.

JB requested governors familiarise themselves with the Bullying Policy and JJ explained the KiVa approach in place in Excalibur School.

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Governors felt that it should be celebrated that the school deals with the pupils so positively.

Discussion took place around informal complaints which it was agreed were operational in nature and would be resolved in the first instance by the teacher. In the event of the failure to resolve informally, then a complaint would become formal and would be referred directly to SS.

SSDP

JJ reported that the document now had a monitoring section which had been RAG rated to show the current position. The areas marked red were those where work had not yet begun.

JB confirmed that Key Priority 6 was awaiting further work.

ACTION

To visit school to look at the Bullying Prevention Policy and the implementation of processes in the school. (GW)
To make amendments to the Bullying Prevention Policy. (YH/JB)
To work further on Priority 6 of the SSDP (JB/SS)

CHALLENGE

Q: Are any more EHCPs envisaged?

A: Yes, potentially three in Key Stage 2 (KS2) and two in KS1.

Q: What is the reason for no bullying incidents being reported?

A: Respect is embedded in the culture of the school.

Q: What are the criteria for an incident to be registered as bullying?

A: If there is evidence of the action being sustained, involving an imbalance of power, targeted and affecting a child's self-esteem.

Q: How are bullying incidents recorded and tracked?

A: Any issues meeting the criteria lead to a screening process by JJ and the child is interviewed. There is a support network in place for pupils together with a review process.

Q: Have there been any complaints?

A: None. A formal complaint would go directly to SS as Chair of the LGB.

Agenda Item 9 ▶ Reports from Governors with Specific Responsibilities

H&S and SEN was discussed under Items 8 and 6.

MINUTE

JB had completed three blogs on being a governor, SEN and assembly and the SEN meeting and all were available on the school website.

Cohort Governor Reports

There were no further reports for this meeting.

Agenda Item 10 ▶ Safeguarding

Safeguarding matters were detailed in the Headteacher report and discussed under Item 8.

MINUTE

JJ reported that training had taken place and Year 6 pupils who attended a safeguarding conference at Pikemere School, shared information with the rest of the school.

JB and SS were scheduled to attend safer recruitment training on 26th November 2019.

Agenda Item 11 ▶ Governor Development

Training Liaison Governor Report

No training or requests for training had been reported to the Training Liaison Governor since the last meeting.

JB and SS reported jointly that the list of Governor Competencies had been examined and areas for development identified:

Strategic Leadership

This would be covered in the Cheshire East (CE) induction courses to be held at the YMCA in Crewe in February and March 2020. In addition new governors would receive induction to the school. Websites and training on The Key, the National Governance Association (NGA), My Governor and Modern Governor were also recommended to governors, in addition to the NGA magazines also available. Greater clarity of the responsibilities of the governors and directors would be beneficial to help build an effective governor team.

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Evaluation

JB had explored the Entrust Governor Development course and advised that three units would be selected for completion by the LGB either collectively or individually.

It was agreed important to keep up to date with the latest developments in education.

ACTION

To add details of training completed to Trust Governor. (GW)
To send details of training opportunities to all governors. (JB)
To send training details to the new governors. (PW)

Agenda Item 12 ▶ School Policies

The updated Excalibur policy review listing had been made available on Trust Governor prior to the meeting.

Updated policies uploaded to Trust Governor prior to the meeting and agreed by the LGB:

Emergency and Critical Incident Policy
Fire Prevention Policy
Bullying Prevention Policy
Homework Policy
Outdoor Play Policy
Admissions Policy

MINUTE

Policies for presentation to the spring 1 LGB agenda for approval:
PSHCE Policy (including RSE recommendations)
Modern Foreign Languages Policy

Policies approved at the October meeting of the LGB:

Special Educational Needs and Disability and Information Report

Policies now the remit of the Chancery Trust to be discussed at the meeting of directors on 4th December:

Use of Force to control or Restrain Pupils Policy

YH reported Excalibur had bought into the critical incident service from CE.

DECISION

The Emergency and Critical Incident Policy, Fire Prevention Policy, Bullying Prevention Policy, Homework Policy, Outdoor Play Policy and Admissions Policy were agreed.

Agenda Item 13 ▶ Educational Visits

MINUTE

Year 4 would be visiting Standon Bowers for one night from 5th to 6th March 2020 with four teachers. Governors were assured that all risk assessments would be carried out and the visits would be submitted on Evolve to CE.

GW left the meeting at 18.54 and returned at 18.56.

Agenda Item 14 ▶ Meetings

The date of the spring term LGB meetings were confirmed as:

MINUTE

- Monday 27th January 2020
- Monday 9th March 2020

Agenda Item 15 ▶ Any Other Business

MINUTE

SS reported that governors had attended curriculum training based on the outcomes of the recent Ofsted inspection to The Berkley School. Focus had been on progression and the expectations of governors.

After discussion on the necessity for current agenda items at each meeting, particularly the need for the LGB to scrutinise finances, it was **agreed** governors would read all documentation in advance, prepare questions for the meeting and restrict discussions to strategic matters

which would then allow time for a greater emphasis on curriculum. The RAG rating of the SSDP already gave governors an insight into the up to date position of the curriculum.

Governors **agreed** to include subject leader presentation and governor anonymised book scrutiny to the start of each meeting. Books would be available from 17:00 for governors to examine.

The possibility of Subject Link Governors was discussed. However, governors **agreed** that the current Cohort Governor system was more appropriate and worked very well.

Universal Categorisation Letter

JJ explained the Universal Categorisation letter received from Cheshire East which had been uploaded to Trust Governor in advance of the meeting. This acts to confirm the category of the school, and it was felt unlikely that imminent changes would not result in a move to universal plus.

- ACTION** To add an item to the agenda of the January LGB meeting for the Science Lead to make a short presentation and share anonymised pupil books. (Clerk)
- DECISION** It was agreed governors would read all documentation in advance, prepare questions for the meeting and restrict discussions to strategic matters which would then allow time for a greater emphasis on curriculum. Governors agreed to include subject leader presentation and governor anonymised book scrutiny to the start of each meeting. Governors agreed that the current Cohort Governor system was more appropriate and worked very well.

Agenda Item 16 ▶ Impact Statement

Impact of this meeting on the pupils of Excalibur School

- MINUTE**
- Discussion to enhance governor skills would lead to appropriate challenge in meetings and allow greater assurance of the performance and compliance of the school.
 - The change in meeting structure would allow greater monitoring of the curriculum and its delivery by the governors.
 - Governors received assurance of the safeguarding of the pupils on school visits.
 - Health and Safety walks and other reports received assured the governors of the safest possible environment for the staff and pupils.
 - A visit to examine the Bullying Prevention Policy and processes would triangulate the evidence presented at the meeting and ensure the respectful environment in place.

The Part One meeting closed at 19.11.

Governor Agreed Actions set during this meeting: 1

- ▶ To make amendments to the Bullying Prevention Policy.

For: asap

By: Jo Bain

Excalibur LGB Autumn 2 Part 1 *dated:* 25/11/2019

Minutes approved by Yvonne Hilditch