



Excalibur FGB Pt 1 Minutes 27/01/2020

▶ Excalibur School ▶ Monday, January 27, 2020 ▶ 17:30 ▶ Chair: Sarah Sproston ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Pupil books will be available from 17.00 for governors to review.

Governors Attending: >Simon Cotterill, Juliet Jones, Gail Whittingham, Jo Bain, Anna McArdle, Kate Jepson, Petra Wayman-Zwart, Rachel Hackney, Michael Cross,

Governors Apologies: >Sarah Sproston

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch, Dan Hancock (Science), Deb Rogers (Humanities), Nikki Ratcliffe

Non Governors Apologies: >

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

Governors carried out a Science book scrutiny in advance of the meeting.

The meeting was quorate and started at 17.33.

In the absence of SS, JB welcomed all to the meeting, especially Simon Cotterill the new Co-opted Governor, Kate Jepson at her first official meeting and NR as a visitor.

MINUTE Apologies received from SS were accepted.

Additional items of Part One business requested:

- Pupil photographs
- Governors attendance at Parents' Evenings
- Governance statement
- Vision statement

Agenda Item 2 ▶ Science Presentation

MINUTE DH and DR joined the meeting at 17.34

Humanities

The Humanities' curriculum intent, implementation and impact with reference to the School Development Plan (SDP) was explained to the governors. Previously, it had been found that summative knowledge and skills were not yet embedded and a lack of in depth understanding was apparent. Discrete History and Geography were now taught and separate books for History and Geography were now used in the higher years. Greater depth in the foundation skills had been the focus of Continuing Professional Development (CPD). DR confirmed that the intent statements for each year group were on the school website.

Collaboration with Alsager High School had taken place and discussions revealed that pupils arriving in secondary education had gaps in chronology, poor global awareness and general knowledge such as names of continents, and had studied non-relevant primary topics. As a result topics needed to be revisited and grammatical and skills gaps filled in Year 7.

Intent

DR presented the new Curriculum intent statement and governors were presented with examples of the skills and the breadth of study in History and Geography. Each subject area has a "What it's like to be a geographer/historian/scientist" page on the website.

Implementation

Governors saw examples taken from pupil books where the focus was on skills rather than the presentation. Pupil thinking and deeper understanding was now encouraged. Evidence sources were now presented and pupils also sought other evidence using guidance to sources.

GW arrived at 17.42.

Impact

Subject leader time and staff meeting time had been allocated to enable book scrutiny and end of topic assessments in a variety of formats to be developed and implemented to demonstrate the quality of the curriculum in place. DR reported a move forwards from the starting point.

The curriculum continues to evolve and staff voice is being heard.

Governors commented on the visibility of progress in the books examined before the meeting.

Science Presentation

Intent

DH explained the long term plan and the phases of its implementation relating to Science. Excalibur School was now in Phase 3 i.e. maintaining good /outstanding Teaching and Learning (T&L) and pupils would be attending the Big Bang Science Fair and a school of scientists was being developed. Phase 4 would involve application for a Kite mark.

At the outset skills had been lacking in pupils and the curriculum was not allowing their development. Timings of the day had been amended to maximise foundation subject time in the afternoon and depth of knowledge had been tackled through the development of skills and coverage of the five types of scientific enquiry.

The Year 6 Science curriculum was explained in detail.

Implementation

DH elaborated on the types of scientific enquiry which formed the objectives of the work in Science and showed evidence of pupil work, including a heart dissection.

Impact

Science shares (pupil voice) were now scheduled to share work with other year groups (which had been attended by JB), together with book scrutiny and end-of-topic assessments matched to year groups. Pupils now saw the new curriculum in a good light and governors were presented with

evidence of progression throughout year groups.

Moving forwards, a better understanding of scientific vocabulary is required.

Science club now took place on a half-termly rota. Plans were in place for a full Science week this academic year.

Collaboration with other schools, local companies and parents had been planned and the focus of next year would be Science, Technology, Engineering and Maths (STEM) based.

JB thanked the presenters, JJ and the staff for their ongoing work which was clearly evolving.

DR left the meeting at 18.02.

Q: Do teachers have adequate time to develop the curriculum areas in addition to teaching?

A: There is dedicated subject leader time with Senior Leadership Team (SLT) discussions and staff meeting time. Everyone has a clear focus and it is manageable.

Q: Has it been possible to follow a skill through the years groups in Humanities?

A: Not yet, although JJ advised that progression was visible in Humanities books.

Q: Has the uptake for Science Clubs been good?

A: It is improving.

Q: How has the change in the timing of the day, in particular the move of guided reading to the morning, helped improve the quality of education in the foundation subjects?

A: It has helped retain guided reading in a 30 minute slot and transition time is more efficient.

CHALLENGE

Agenda Item 3 ► Conflict of Interest

MINUTE

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.

The Clerk confirmed that Declarations of Interest on Trust Governor were up to date for 2019/20.

Agenda Item 4 ► Membership

Changes in Membership

Kate Jepson and Simon Cotterill were appointed by the directors as Co-opted Governors with effect from 4th December 2019.

MINUTE

Sarah Sproston was re-appointed by the directors as a Co-opted Governor with effect from 4th December.

There were no further vacancies currently and no governor terms of office were due to expire before the next LGB meeting.

No Associate Governors were deemed necessary.

DECISION

No Associate Governors were deemed necessary.

Agenda Item 5 ► Chairs Power to Act

MINUTE

The Vice Chair advised that no action had been taken on behalf of the LGB.

Agenda Item 6 ► Part One Minutes, Matters Arising and Actions

The Part One minutes of the Autumn 2 LGB meeting on 25th November 2019 were reviewed, agreed to be an accurate account and would be signed off by the chair.

The following matters arising were discussed:

MINUTE

- SEN action plan was being developed.
- The Anti-Bullying policy was being developed using the Ashdene document as guidance.
- It was confirmed that there was no expectation that staff would respond to emails outside the working day, other than in the event of an emergency.
- Chancery Trust solicitors, Cooks, were working on a work life balance policy. Recent training had stressed that governors must be aware of staff wellbeing. JJ reported that staffing changes had been made from January in terms of in class support and SLT were aware that teachers must have enough time to complete tasks. This was endorsed by the Staff Governor.
- A report on Sports Premium was now on the website.

The Action Log from the Autumn 2 LGB meeting was reviewed and updated on Trust Governor.

JB advised that a trust steering group will be set up to look at responsibilities of governors and to ensure all schools feel involved. The ethos of Chancery Trust was not that each school should do everything in the same way.

ACTION

To complete the governor skills audit on Trust Governor. (All)

Agenda Item 7 ► School Performance

MINUTE

Progress against the School Development Plan 2019/20

The RAG rated document was available to governors on Trust Governor prior to the meeting.

Quality of Education

Priority 1 and 2 – Science and Humanities Curriculums

This item was eloquently discussed in the presentations delivered at the start of the meeting.

Priority 3 – Greater Depth writing

Learning walks had taken place with considerable good practice identified. The walks had revealed work taking place on steps for writing, and evidence of progress was now visible in books. There were now opportunities included for skills to be adapted to non-fiction writing and cross curricular work. Collaborative learning and peer-to-peer work was not particularly evident and this would form the next steps. Continuing Professional Development with a focus of progression of sentences and on the moderation of writing had been scheduled. Peer-to-peer assessment and collaborative writing would be a focus in the second half of the term. World book day would be focussed on the legend of Excalibur, together with a writers' anthology day.

Personal Development

Priority 4 Social, Moral, Spiritual and Cultural (SMSC)

A university week had been scheduled with speakers from industry and Visyon were scheduled to deliver two twilight sessions with staff. The Lead for Emotional Wellbeing was confirmed as Anna McArdle who would receive additional training. Religious and Sex Education (RSE) had been discussed at the last Chancery Directors' meeting and discussions with parents would take place before September 2020. The current view of directors was to adopt a Chancery MAT approach.

Review of internal assessment data for Autumn 2019/20

JJ reported that the dip in data was acknowledged from the baseline and autumn term data, which was felt to be normal. Any dips in progress were identified and followed up in the Spring term.

Attendance

The current attendance is 97.25% and above target.

Register Inspection

No register check had been carried out.

Website Compliance

YH confirmed that a document from Key has been used as an aid and everything had been checked. The website was compliant and there were no gaps.

A full Headteacher report would be presented to the next meeting.

Q: Was the data dip a surprise?

A: No, pupils are identified and monitored after the spring term data capture.

CHALLENGE**Q: How long does it take JJ to put the data together?**

A: Not long. To extrapolate from iTrack is not time consuming.

Q: Is there an assessment data gender gap in some classes?

A: Yes, especially in Year 4 due to the composition of the cohort. JJ advised that the picture may be different once progress data is available.

Agenda Item 8**▶ Question to LGB from Directors**How does the LGB know the impact of the curriculum in Excalibur School?

After discussion governors identified the following points:

- Curriculum presentations form a regular feature of meetings.
- Governors receive a update on progress with the new curriculum at each meeting
- Governor visits had taken place.
- Book scrutiny took place before meetings with questions from governors to staff.
- Staff presentations were available on Trust Governor for governors to be able to read outside the meeting.

MINUTE

A move to subject link governors rather than cohort governors was discussed. JJ advised that Curriculum leads and seconds in command are in post in the school and governors **agreed to** move to subject link governors which would enable the LGB to have a more strategic approach. JB agreed to liaise with governors to determine areas of responsibility.

ACTION

To liaise with governors to establish subject link governors. (JB)

DECISION

Governors agreed to move to subject link governors which would enable the LGB to have a more strategic approach. JB agreed to liaise with governors to determine areas of responsibility.

CHALLENGE**Q: Are SLT confident that Ofsted would find a curriculum as good as, or better than, Curriculum 2014?**

A: Programmes of Study (PoS) have been examined. The one area not covered in History is the ancient Greeks, which could be brought into the celebration of the Olympic games at the appropriate time.

Agenda Item 9**▶ Finance**

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

YH confirmed that it was essential that governors must read all the documents and a governor or governors with a financial understanding should ensure that the detailed backing reports backed up her comments. YH offered the opportunity for a meeting to go through the detail and the processes involved.

YH reported a meeting had taken place with School Business Managers and an outcome was that no report on the recently established out of hours provision was being made. Governors **agreed** the report on out of hours provision would be included in the finance report going forwards.

MINUTE

YH tabled an out of hours provision document. The aim was to ensure that out of hours provision was breaking even or a making a small profit. At the end of the academic year, Governors would be required to decide the hours for the holiday clubs.

Governors **approved** the finance report and thanked YH for her work.

Governors had no further questions.

ACTION

To respond to YH to meet to discuss the LGB finance report. (All)

DECISION

Governors agreed the report on out of hours provision would be included in the finance report going forwards. Governors approved the finance report and thanked YH for her work.

CHALLENGE**Q: What is the rationale for the reduction in salaries for out of hours provision?**

A: Some extra was initially required to cover training.

Agenda Item 10**▶ Health and Safety**Urgent Health and Safety (H&S) issues

There were no urgent H&S issues to discuss.

MINUTEHealth and Safety Audit documents received since 25th November 2019

The hygiene review had revealed some issues around recording actions in relation to food safety. A weekly diary had now been created for careful reporting, with weekly tasks and deep cleans recorded. Open items such as milk were now clearly identified.

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

JB had met with JJ and confirmed that Education Health Care Plans (EHCPs) were in progress. Additional Teaching Assistants (TAs) and welfare support staff were now in post. Special Educational Needs (SEN) provision maps had been completed to map all interventions.

JB and SS had meet with JJ to carry out her performance management review.

GW had met with JJ to review the bullying procedures and Kiva report in place. The gathering of parental feedback was to be scheduled at parent consultation meetings. Surveys would be given out by class teachers and governors would follow up and encourage completion.

GW and PW had carried out an SMSC visit and governors agreed to attend events planned for later in the year.

SC had visited JJ, the newly Acting Headteacher, early in the term in his role as a new governor and stressed the importance of being supportive of JJ.

PW had visited to learn about Greater Depth writing and requested a visit to see it in action.

Cohort Governor Reports

There were no cohort governor reports for this meeting. Blogs were requested to demonstrate governor visits into school and an item detailing governor visits and presentations made to them for the newsletter was agreed to be a good idea.

Agenda Item 12 ► Director of Children's Services Report

MINUTE The termly report was available on Trust Governor in advance of the meeting and the Clerk gave a summary of the items relevant to the LGB.

Agenda Item 13 ► Safeguarding

MINUTE There was nothing significant to report. YH was now the Deputy Safeguarding Lead and JJ remained Designated Safeguarding Lead.

Agenda Item 14 ► Governor Development/Training

Training Liaison Governor Report

PW had circulated training opportunities but had received no response from governors.

MINUTE

Training attended since 25th November 2019

JB had attended new Ofsted framework training which was positive.

Agenda Item 15 ► Educational Visits

- MINUTE
- Year 4 would be visiting Standon Bowers, and all risk assessments were on Evolve.
 - Year 6 were scheduled to visit Laches Wood in September 2020.

Risk assessments for all residential visits are submitted to Cheshire East (CE).

Agenda Item 16 ► Admission Arrangements

MINUTE The Admission Policy 2021/22 had been agreed at the last meeting and, with holidays, would be on the agenda of the forthcoming directors' meeting agenda for approval.

Agenda Item 17 ► School Policies

Policy Listing

The documents had been uploaded to Trust Governor prior to the meeting for the information of the governors.

Policies for review and approval

The Allergen and Anaphylaxis Policy, the First Aid Policy, and Child Protection and Safeguarding Policy were **approved**.

The PSHCE and Modern Foreign Languages Policies would be presented to the next LGB meeting.

Approved MAT Policies since 25th November 2019

MINUTE The following policies were approved by the directors at their last meeting and were noted by the governors:

Confidentiality Policy
Equality and Diversity Policy
Flexible Working and Work-Life Balance (HR) Policy
Use of Force to Control and Restrain Policy
Redundancy Policy
NQT Policy

Approved Policies specific to Excalibur LGB

There were no policies specific to Excalibur LGB.

DECISION

The Allergen and Anaphylaxis Policy, the First Aid Policy and Child Protection and Safeguarding Policy were approved. The following policies were approved by the directors at their last meeting and were noted by the governors: Confidentiality Policy, Equality and Diversity Policy, Flexible Working and Work-Life Balance (HR) Policy, Use of Force to Control and Restrain Policy, Redundancy Policy, NQT Policy.

Agenda Item 18 ► Meetings

MINUTE The date of the Spring 2 LGB meeting was confirmed as Monday 9th March 2020 at 5.30 p.m. with books available for scrutiny from 5 p.m.

Agenda Item 19 ► Any Other Business

Pupil Photographs

JJ requested governor permission to put pupil photographs on the school website. This would call for a change of policy and would require governor approval. It was **agreed** that JJ would issue a separate, specific letter to parents. Parents are asked if their child's face can be used on the website upon joining the school. Governors learnt that it was practice for schools to add pupil photographs to the website.

Governors **agreed** that Excalibur School be allowed to upload pupil photographs to the website on the conclusion of the issue of an appropriate letter to parents.

Governance Statement

It was confirmed that the Chair was continuing to work on the Governance Statement for 2018/19.

MINUTE

Governors at Parents' Evenings

This was discussed earlier in the meeting and would be led by the Parent Governors and others on 19th and 24th March.

Vision statement

The school vision statement had been discussed at a staff meeting and new statement devised. "Our mission is to nurture and develop life-long learners who are caring and responsible, enabling them to achieve their individual excellence". Governors **agreed** the vision statement was excellent.

SC left the meeting at 19.11.

DECISION

Governors agreed that Excalibur School be allowed to upload pupil photographs to the website on the conclusion of the issue of an appropriate letter to parents. Governors agreed the vision statement was excellent.

Agenda Item 20 ► Impact Statement

MINUTE Impact of this meeting on the pupils of Excalibur School

- The curriculum questions asked by the governors provided assurance that the quality of learning at the school was developing in line with the requirements of the Ofsted framework.
- The presentations from Science and Humanities gave governors an increased understanding of the new and developing curriculum.
- The move away from cohort to subject governors would allow the LGB to operate with greater rigour and understanding of the implementation and impact of the new curriculum, thereby ensuring the best possible provision for the pupils.
- Discussions around the changes implemented to help the work-life balance for staff ensured continuous staff availability for the pupils.

Governor Agreed Actions set during this meeting: 0

Excalibur LGB Spring 1 Pt1 *dated: 27/01/2020*

Minutes approved by Yvonne Hilditch