

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
EXCALIBUR PRIMARY SCHOOL
HELD AT THE SCHOOL ON WEDNESDAY 1st April 2015
(Commencing at 5.00pm)**

Governors Present: Mrs G Burgess Chair
 Mrs L Houldsworth Head teacher
 Mrs S Allen
 Mrs V Alsop
 Mrs S Choi
 Mr M Cross
 Mrs Y Hilditch
 Mrs N Ratcliffe
 Mr J Riley
 Mrs Sakina Shulver
 Mrs J Tomkinson

Also in attendance: Mrs L Taylor Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB

- 1.1 The Governing Body agreed that the apologies for absence received from Mr D Townson be accepted.
- 1.2 Clarification of the role of subject and class governors was tabled for consideration at the end of this part of the meeting.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.

The following potential conflict was declared:

- Mrs Allen is a member of the support staff at Weston Village Primary School.

3. MEMBERSHIP

- There have been no changes to the membership of the governing body since the last meeting.

- There is a vacancy for a co-opted governor: Consideration will be given to the current skill mix of the board and the need for governors to be able to provide challenge and debate.
- The new instrument of government has been received back from CE.

Q: What if no one is recommended for the co-opted vacancy?

A: We are not in a rush.

4. PART ONE MINUTES

The part one minutes of the meeting held on 10th December 2014 were confirmed as a correct record and signed by the chair.

5. MATTERS ARISING

There were no matters arising from the part one minutes.

6. CHAIR'S ACTIONS

The chair reported that two actions had been taken on behalf of the governing body since the last full governing body meeting.

- 1) The chair has supported the secondment of the Headteacher to another primary school.
- 2) The chair has written to parents regarding their unacceptable behaviour towards the Headteacher.

7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Part 1 minutes from the following committee meetings had been circulated to all governors.

Strategic Leadership & Management: dated 25th March 2015. There were no questions.

Community: dated 4th February 2015. There were no questions.

Learning, Teaching, Curriculum, & Standards: dated 4th March 2015. There were no questions.

- The Draft Budget 2015/16 is on track. The c/fwd is £34,252 with 30k earmarked for work on the school kitchen. The indicated surplus carried forward at the end of each year showed a decline into a negative balance by 2017/8. After discussion and consideration of liabilities including pensions, the draft budget 2015/16 was **approved**

by the board. The school business manager was thanked for her hard work.

- The SFVS is complete and on the governors page on the school website, and was **approved** by the board.
- The staffing structure for 2015-16 is not yet finalised. The structure is not anticipated to change and will be an agenda item to be received at the next Strategic Leadership and Management Committee meeting.
- There were no changes to Curriculum plans to note.

Link governor reports:

The pupil premium governor had presented her report from her visit on the 3rd March 2015 at the LTCS committee meeting held on the 4th March.

Governors discussed link governor visits to school and pupil enrichment activities:

JR Year 3 visit; Read Write Inc had been impressive and the new teacher established and supportive.

SA Year 2 visit; the Fire of London workshop had been brilliant and the children had really enjoyed it.

Reception trips; the children had visited Wesley Place Church and Tatton Hall and had been well behaved and responded well to staff.

NR Reception visit; the topic had been Bonfire Night; the children's routines and behaviour were to be commended.

Year 6 trip; the children went to the theatre to see the Borrowers. The board noted that this had been part funded by the friends of Excalibur.

In future the chair thought a tick list of visits, football matches and inclusion of girls would be useful. The chair gave thanks to those governors who had produced written reports but asked for more effort from governors with special responsibilities to produce written reports. This will reflect in good practice and quality of questions for FGB meetings.

Action: All governors

8. HEADTEACHER'S REPORT PART ONE

Part one of the Head teacher's report dated March 2015 contained the following:

- INTRODUCTION
- PUPILS
- STAFFING
- ACHIEVEMENT AND STANDARDS
- PARENTS AND COMMUNITY
- SCHOOL ACTIVITIES
- PREMISES AND EQUIPMENT
- FINANCE
- PART II CONFIDENTIAL
- APPENDICES
 - a. School Improvement Partner Report, dated 6th March 2015
 - b. School Self Evaluation Form
 - c. Record of visit from Cheshire East Monitoring and Interventions Manager
 - d. Teaching and Learning Overview of Judgements
 - e. Pupil Premium Letter from the DfE

9. MATTERS ARISING FROM THE HEADTEACHER'S REPORT

Governor support at parent evenings would be really appreciated.

Q: What about the results of the parent survey?

A: They will be taken to the next community committee meeting for review. The results were positive and consistent. Parent views are on the web page.

Q: Anything trended up or suggestions?

A: No, more extracurricular as they get older. Generally along the lines of keep doing what you're doing.

Q: With parent evening how did we do with timing?

A: We did ok; staff had a crib sheet for consistency with teacher style. It seemed to go well.

Q: The new format with one room, no disgruntled parents?

Q: What was the attendance of parents?

A: Most parents came, only one or two missing, it was well attended. Staff accommodate parents, usually capturing them all.

- The chair noted that by comparing with the parent survey and reflecting, parents are happy with the organisation of parent evenings.
- Parental complaints about the sign by the school entrance were addressed. It has to be kept to comply with health and Safety requirements.
- Social media was discussed; the consensus was that the school are not ignoring this issue but have noted issues at other schools. There was discussion around the need for a policy on it and proceeding with careful consideration.

10. STRATEGIC DEVELOPMENT PLAN (SDP)

Key development priorities embedded into the SDP were covered by committee minutes and the Headteacher's report.

11. DIRECTOR'S REPORT – SPRING TERM 2015

1. Governance & Liaison Update
 2. Summary of what Maintained Schools must publish online
 3. Ofsted annual report for the North West
 4. Ofsted Alerts
 5. March – School Celebration Month
 6. PE and School Sport Premium (PE & SSP)
 7. Child Exploitation
 8. Keeping Children Safe in Education – DfE Statutory Guidance
 9. Preventing and Tackling Bullying
 10. Virtual School For Cared For Children
 11. Finance Update –2015-2016 DSG Settlement, Notice of Concern
 12. 2014-2015 Schools Capital Funding Update
 13. School Admissions 2016-17
 14. Report from Effective Pre-School Primary and Secondary Education Project
- Item 2 page 9: It was suggested that a governor blog would be a nice thing to have and would expand on the governor role. It was felt worthy of further discussion. The posting of non-confidential minutes and declarations of business interests was discussed; access to part one minutes can currently be requested by the general public. A governor commented that it would be a positive, and favourable to Ofsted.
 - The timing of newsletters and pros and cons of termly or annual governor's statements was debated.

Q: Who is the audience?

A: It's for parents and other stakeholders.

- The board discussed their aims for newsletters and communications; transparency, summarisation of committee meetings, concise governor focus, achievements and thanks.

12. GOVERNOR DEVELOPMENT

- MC had attended the annual governor conference at Tatton Park
- SC had attended SFVS training
- MC had completed some Modern Governor e-learning modules and recommended this resource to the board.

13. SCHOOL POLICIES & ASSOCIATED DOCUMENTS

The following revised policies were presented to and **approved** by the Board of Governors:

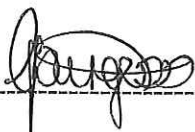
Teachers Appraisal
Occupational Maternity Scheme (Support Staff)
Occupational Maternity Scheme (Teachers)
Admissions (from September 2016)
Whistleblowing
Safeguarding Children Whistleblowing

14. FUTURE MEETINGS

It was confirmed that the next meeting of the full Board of Governors will be held at the school on Wednesday, 8th July 2015, commencing at 5.00pm

15. ANY OTHER BUSINESS

There was no any other business.

 Chair

8/7/15 Dated