



Yvonne Hilditch Chancery MAT [85] 14 July 2020

## Excalibur FGB Pt 1 Minutes 18/05/2020

► Virtual ► Monday, May 18, 2020 ► 17:30 ► Chair: Sarah Sproston ► Clerk: Sue Lambeth

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

The meeting will take place via Zoom. Further details will be provided prior to the meeting.

Governors Attending: >Juliet Jones, Kate Jepson, Petra Wayman-Zwart, Rachel Hackney, Michael Cross, Sarah Sproston, Gail Whittingham, Anna McArdle

Governors Apologies: >Jo Bain, Nikki Ratcliffe, Simon Cotterill

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch

Non Governors Apologies: >

**Agenda Item 1 ► Welcome, Apologies and AOB**

The meeting was quorate and started at 17.38.

**MINUTE**

The Chair welcomed Governors to the meeting.

Apologies from Jo Bain, Simon Cotterill and Nikki Ratcliffe were accepted.

No items of other Part One business were requested.

**Agenda Item 2 ► Declarations 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.

**Agenda Item 3 ► Ratification of Virtual Meeting Protocol**

**MINUTE**

The meeting reviewed and **ratified** the Virtual Meeting Protocol previously uploaded to Trust Governor.

**DECISION**

The meeting reviewed and ratified the Virtual Meeting Protocol previously uploaded to Trust Governor.

**Agenda Item 4 ► Membership**

There had been no changes to the LGB since 9<sup>th</sup> March 2020.

**MINUTE**

There were no current vacancies.

No Associate Governors were appointed.

**Agenda Item 5 ► Chairs Action**

**MINUTE**

It was confirmed that the Power to Act had been delegated to the Chair / Vice Chair in the Autumn 1 LGB meeting.

The Chair confirmed that no actions had been taken on behalf of the LGB since the last meeting.

**Agenda Item 6 ► Part One minutes of the previous meeting**

**MINUTE**

The Part One minutes of the Spring 2 LGB meeting on 9<sup>th</sup> March 2020 were reviewed, agreed to be an accurate account and would be signed off by the chair.

The meeting to discuss finance with the School Business Manager (SBM) scheduled for April was unable to take place and would be rescheduled for as soon as possible.

**Agenda Item 7 ► Finance**

**MINUTE**

Governors had received and reviewed the reports which had been uploaded to Trust Governor prior to the meeting.

RH arrived at the meeting at 17.44.

Finance Report

YH explained the report and highlighted the following:

- **Section 2** - The financial position, based on a worst case scenario of no out of hours provision until September and no holiday club changed the expected profit of £21,327 to a small loss of £5737 as shown in the summary in 2.1 (detail in Appendix A).
- **Section 3** - The Virements were broken down in Section 3.12 showing the changes / reductions in income and expenditure due to the closure and other reasons.

Governors **approved** virements under £10k.

- There were no invoices to approve.
- **Section 4** - Forward projections now included 2023/24. The 2020/21 budget detail required governor approval at this meeting. This year showed a small loss of £5737, next year a small loss of £3000 followed by a profit in 2021/22 and a small loss in 2022/23 which would be due to teachers' pay progression and incremental pay rises. Governors felt the carry forward figure was positive. The position regarding out of hours provision and holiday club next year was currently unknown and the loss this year was due to the current circumstances. Staff from out of hours had been working in the main school.
- YH explained the breakdown of 2020/21 as shown in section 4.5 and the ratio analysis in Section 4.6 which showed no real differences.
- Section 4.7 showed the increased employee costs and on-costs including details of the teachers' pay grant for the year and teachers' pension grant (confirmed to continue until 2022/23) and the supplementary payments received.
- YH explained Section 4.8 which showed details of the top slice at 4.8% of the main GAG funding. The trust would attempt to lower it in view of the third school having joined.
- Section 4.9 – Staffing numbers including teachers as full time equivalents (FTE) and other staff as weekly hours was highlighted, including the increase in hours for Special Needs Educational Support.
- Of the capital grants only £5k had been spent this year and the remainder would be retained to provide match funding on future applications.
- **Section 5** - Other activities (Out of Hours Provision and Holiday Club Provision) was predicted to return a £20k profit going forward but not this year.

Section 6 – Business Risks had previously showed the Funding Formula as a significant risk. However, YH advised that £20k additional funding had been received to meet Minimum Funding Per Pupil (see 6.1). 6.2 showed the three teacher pay proposals and 6.3 detailed the actuarial valuation and review of the Cheshire East Local Government Pension Scheme. The Directors made the decision for the schools to pay at their individual school rate which for Excalibur is 21.8% from April 2020 representing a saving. Section 6.4 showed the training and measures in place against fraud.

A school risk listing had been developed and would be uploaded to Trust Governor as soon as possible.

Section 7 Summary and Conclusion YH drew governors attention to the details of the balance sheet in Appendix D together with the cashflow forecast in Appendices E and F.

The governors **noted** the report, **noted and approved** the virements presented, **noted** the financial position for the current year including the carry forward value, **reviewed** and **approved** the detailed budget for 2020/21 (Appendix B), **approved** the financial forecast for future years and **noted** the profit from other activities and the business risks listed.

YH advised that the Excalibur budget would now form part of the consolidated accounts to go to Directors.

Governors thanked YH for her hard work in the difficult circumstances.

**ACTION** To complete the school risk listing and upload to TG. (YH)  
Governors approved virements under £10k.

**DECISION** The governors noted the report, noted and approved the virements presented, noted the financial position for the current year including the carry forward value, reviewed and approved the detailed budget for 2020/21 (Appendix B), approved the financial forecast for future years and noted the profit from other activities and the business risks listed.

**Q: Why has the funding other than the General Annual Grant (GAG) increased by £39728?**

**A: This is due to money coming in from sources as shown on the detailed report on Appendix A, namely £29k for the Teachers' Pension Grant and £9952 for the Teachers' Pay Grant. The Teachers' Pension Grant would continue for the next three years.**

**Q: Why were the support staff salaries more than budgeted for?**

**A: This was due to the staff transferred (TUPEd) over and which had been approved by Directors.**

**CHALLENGE** **Q: Is the Schools Financial Value Standard (SFVS) still required?**

**A: No. The trust is now externally and internally audited by Dains Accountants. Reports go to the Chancery Trust Audit Committee and feedback goes to Directors.**

**Q: Why were Treetops staff not furloughed?**

**A: They were used in school to enable staff to have a break and used for keyworkers as part of the rota system This would continue.**

**Q: Will increased funding be received for COVID-19 expenditure?**

**A: Possibly. A list of expenditure incurred was being retained.**

#### Agenda Item 8 ► Business Critical Decisions

**MINUTE** There were no business critical decisions to discuss.

#### Agenda Item 9 ► Headteacher Report

**MINUTE** The Headteacher's Report had been available to Governors on Trust Governor prior to the meeting.

JJ reported that she had included data in the report, but this was not a priority. This data would be the information carried forward into the next year.

Governors had no questions and thanked JJ for her hard work and regular weekly updates in challenging times. It was clear that staff had worked together as an amazing team.

Details of support for parents and support for the wellbeing of staff and pupils was all within HT report and JJ added that all class teachers had spoken to all children last week. Staff had made contact with all vulnerable children on a weekly basis.

#### Latest Update

Following the receipt of worrying government guidance, much collaboration across the trust had taken place on three possible scenarios for the return of pupils into school.

Scenario 1 – a rota / rolling programme of pupils in house groups to return with all eligible children having some time in school.

Scenario 2 – After the receipt of further guidance, a second scenario was devised provided for the year groups in question, 90-120 pupils on one day, to return on full time provision, on 1<sup>st</sup> June or on any other agreed date.

Scenario 3 – a phased approach starting with Reception in week one, followed by the introduction of other year groups in the order of Year 1 and then Year 6.

The schools of Chancery Trust had agreed that the phased approach was better.

A Cheshire East (CE) Cabinet meeting was scheduled for 19<sup>th</sup> May to decide the CE approach, which could have one of three possible outcomes; firstly not to return, secondly to support a return on 1<sup>st</sup> June following DfE guidelines, thirdly a phased approach from 8<sup>th</sup> June.

In the event of Option Two (a return on 1<sup>st</sup> June following DfE guidelines), JJ had agreed with Pikemere that Excalibur School would start on 1<sup>st</sup> June with no pupils for the first two days to allow the setting of the Recovery Plan with the staff. Reception children would then return from Wednesday to Friday for half a day. Reception would then be in from 8<sup>th</sup> June full time. Year 6 would be invited in the interests of their wellbeing from 15<sup>th</sup> June and Year 1 from 22<sup>nd</sup> June if the preceding phases went smoothly.

In the event of Option Three, Reception children would have a phased return on a half day basis, leading to full time on Thursday and Friday. Year 6 would return week commencing 15<sup>th</sup> June and Year 1 from 22<sup>nd</sup> June.

Classrooms had been set out and all classrooms would allow 2 metre social distancing to be adhered to. Two bubbles of 15 pupils would be created each in its own classroom. One Reception bubble would have the use of the Reception area and the area outside, using the reception toilets to avoid contamination. The second Reception bubble would be based in the mobile block and use toilets in the mobile area. 15 pupils from Year 6 would be in the Year 6 classroom and 15 in the Year 3 classroom. Boys and girls toilets would be allocated to one of the bubbles. Allocated teachers and bubbles would remain the consistent. The two Year 1 bubbles would be in the Year 1 and Year 2 classrooms, each with separate toilets.

Key workers' children could also be catered for in two further bubbles.

An explanatory letter had gone out to parents with a request to indicate whether their children were planning to return. Responses had been received with 5 pupils in Reception, 7 in Year 1 and 2 in Year 6 not returning.

Staffing of the bubbles would consist of two adults per bubble in Reception, 2 adults per bubble in Year 1 and one Year 6 bubble would have two adults and one would have one.

JJ advised she wished to take the phased approach to Chancery Directors who would be meeting on Thursday 21<sup>st</sup> May.

Governors thanked JJ for her hard work and SS agreed to visit the school to see the arrangement of classrooms.

Governors **agreed** the phased approach would be best.

**Q: Has contact been made with the Special Educational Needs and Disability (SEND) pupils?**

**A: A member of staff has spoken to all pupils with Education and Health Care Plans (EHCPs), and class teachers have spoken to SEND and other known vulnerable children and families.**

**Q: Are the adults in the bubbles to stay the same?**

**A: Yes. Other staff are available to join the bubbles who will then remain with the bubble. This, however, then has an impact on the ability to provide online work for pupils not attending. Two members of staff classed as vulnerable would absorb additional online work. Staff would work on the basis of 4.5 days per week for all but Key Worker pupils, which would allow Planning, Preparation and Assessment (PPA) time for all staff. No other year groups can be accommodated on this basis, unlike the rota based on houses.**

**Q: Have staff been able to assist the families with any issues?**

**A: There have been no safeguarding issues, although some help had been given with home schooling. Some pupils have been invited into school for respite.**

**Q: Are attainment grades already in place for Year 6 pupils?**

**A: There is no process for SATs results and no end of Key Stage data will be submitted or required. Attainment will not be included in end of term reports. Data from March data would be provided to parents.**

#### CHALLENGE

**Q: What are the plans for the new Reception intake?**

**A: Staff have made videos, a virtual tour and a presentation. A letter will go out in the next week or two to direct parents to the website and a starter pack.**

**Q: Are any events planned for Year 6?**

**A: The practicalities are unknown. Liaison is taking place with the Alsager High School and transition days there at the end of the summer term may be possible. All the usual productions are unlikely to take place.**

**Q: Could the school move to completely online visual learning?**

**A: Measures are in place to minimise risks for the teachers when children return on site.**

**Q: Will there be online work for Reception, Year 1 and Year 6 pupils who are not attending?**

**A: Yes. Teachers will teach the same material as that online.**

**Q: Is the re-opening proposal academy led or school led?**

**A: This is not an issue. Regular meetings have taken place and decisions have been made as a unit. Pikemere and Excalibur provision will be identical.**

#### Agenda Item 10 ► Policies

##### Covid-19 Safeguarding Policy Addendum

Governors **approved** the Covid-19 Safeguarding Policy addendum.

##### The following documents were for governor information only

- MINUTE**
- COVID-19 Plan for returning to work
  - Communication Plan – SEN and Vulnerable Pupils
  - Action Plan moving forward
  - Action Plan procedures on Opening
  - Action Plan before opening

A Recovery Plan was being produced.

**DECISION** Governors approved the Covid-19 Safeguarding Policy addendum.

#### Agenda Item 11 ► Next meeting

**MINUTE** The next meeting of the ExcaliburLGB was confirmed as 13<sup>th</sup> July 2020 at 17.00.

#### Agenda Item 12 ► Any Other Business

**MINUTE** Governors offered their congratulations to JJ on her appointment as Headteacher.

**Q: Are there any plans to expand the Chancery Multi Academy Trust?**

**A: The Headteacher of a Crewe based academy has been invited to Headteacher meetings, and two other schools are in contact with the CEO. Progress has been curtailed in the current circumstances. It was disappointing that Highfields went to the Alsager MAT.**

#### CHALLENGE

**Q: In the event of an Ofsted inspection is the MAT judged by its weakest school or in its own right?**

**A: Excalibur School would be judged on its own merits, as in the previous inspection. In the inspection some exploration of the MAT structures also took place.**

#### Agenda Item 13 ► Impact Statement

What was the impact of the discussions, decisions and actions of the meeting on the pupils of Excalibur School

- MINUTE**
- The Financial Review was comprehensively presented by the School Business Manager and assured governors of the secure budget position both in the short and longer term.
  - The comprehensive Head Teacher's report and update and the ensuing discussions and challenge, brought the Governors fully up to date on the COVID-19 situation. The implications for the safety, wellbeing and education of the children and staff of Excalibur School were explained and governors were advised of the steps being taken to move the education of the pupils forwards.
  - Governors received assurance of the safe environment for the phased return to school, which reflected the best interests of the pupils.
  - The review and approval of the Covid-19 Safeguarding Policy Addendum enabled Governors to fully understand the arrangements in place in the current pandemic.
  - The tremendous team effort and contributions of all the staff is being recognised by parents and carers of the children.

The Part One meeting closed at 18.38.

Governor Agreed Actions set during this meeting: 0

Excalibur LGB Summer 1 2020v2 Pt1 dated: 18/05/2020

Minutes approved by Yvonne Hilditch