



Excalibur FGB Pt 1 Minutes 17/01/2022

▶ Virtual ▶ Monday, January 17, 2022 ▶ 17:30 ▶ Chair: Gill Burgess ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Juliet Jones, Jo Bain, Gail Whittingham, Gill Burgess, Michelle Goodrich, Kate Jepson, Simon Cotterill, Rachel Hackney, Anna McArdle, Anna Russell (Director)

Governors Apologies: >Michael Cross

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch,

Non Governors Apologies: >

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

The meeting was quorate and started at 17.32.

The Chair welcomed all to the meeting, especially Anna Russell, Chancery Trust Director, and Rev Michelle Goodrich to her first meeting as a governor.

MINUTE Apologies received from Mike Cross were accepted.

Introductions were made and Anna Russell explained the Chancery Directors wish to get to know the LGBs and her background in corporate responsibility and sustainability for BUPA which included the provision of wellbeing sessions for schools and teachers.

Additional items of Part One business requested: Safeguarding Policy Addendum January 2022.

Agenda Item 2 ▶ Staff Presentations

MINUTE There were no presentations for this meeting due to the current Covid situation, staff illness and absence.

Agenda Item 3 ▶ Compliance Items

Conflicts of interest

There were no potential pecuniary interests or conflicts of interest between an individual and the governing body as a whole in connection with the business to be discussed during the meeting.

Membership

The appointment of Rev Michelle Goodrich from November 2021 was confirmed.

The election for a Parent governor would take place shortly. If unsuccessful, it was agreed RH would remain as a Co-opted Governor.

MINUTE There were no governor terms of office due to expire before the next LGB meeting.

No Associate Governors were deemed necessary.

Gail Whittingham joined the meeting at 17.40.

Outstanding Trust Governor Compliance

MC's profile had not been updated on TTG and would be followed up by the Clerk.

Chair's Action

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

Agenda Item 4 ▶ Part One Minutes, Matters Arising and Actions

MINUTE The Part One minutes of the Autumn 2 LGB meeting on 29th November were reviewed, agreed to be an accurate account and would be signed off by the Chair.

There were no matters arising.

The Action Log from the Autumn 2 LGB meeting was reviewed. Governors undertook to update actions on the system. The following points were highlighted:

- Links to specific governor visit agendas would be sent out shortly.
- Completion of the governor Safeguarding training on the national online safety system would be carried forward.
- Contact with school links would be made once the pressure on staff had decreased (see Link Governor item later in the meeting).
- Review of the budget assumptions and a review of the content of the standard trust finance report had been carried out by Kate Jepson and queries had been raised with YH. KJ had requested a balance sheet in full which YH was investigating. The auditors pension adjustment was awaited.
- JJ had requested LG wrote to Cheshire East to express concern over the CheECS response times pointing out potential harm to children.
- With regard to the long term plan for the building YH had responded as follows:
 - o If the bid is successful the reception class and nursery will move to the new mobile and the out of hours club will move to the reception classroom. The out of hours club will then have all facilities including toilet but the infant kitchen area will need refurbishment as they are catering for up to 30 children. Some of the capital funding bought forward, £16,000, could be used for the. The rest of the capital funding could then be used for IT in the classrooms.
 - o If the bid is not successful then the capital funding and some of the reserves bought forward will have to be used to create a nursery within school. This would mean that the out of hours provision, due to high numbers, will have to remain in the hall but we will then have to then create permanent toilet facilities for them.
 - o As we are having some issues with the flat roof we need to consider this for a CIF in the next few years and the school will have to make a contribution towards this bid so we will have to either build up some capital reserves for this or enter into a CIF loan.
 - o Another long term plan is the permanent extension to the KS2 corridor into the area of the mobile building. This could then house either the year 6 class, if necessary, or out of hours with flexible spaces for interventions and specialist teaching such as cooking, dot and art.
- GB had reviewed the governor section of the SSDP and reported she felt comfortable with JJs comments.

The meeting acknowledged the receipt of the minutes from the Chancery Directors meeting in September 2021.

Kate Jepson joined the meeting at 17.48.

Agenda Item 5 ► Headteacher's Update

The Headteacher Interim Report had been available on TTG prior to the meeting and JJ gave the following update in light of recent changes:

Risk Assessment

The document had been updated to reflect the changes regarding isolation included in the government and Cheshire East (CE) guidelines, all of which were being complied with. Parents had been informed of the changes and the contingency plan for remote lessons was in place

Attendance

The document contained the autumn term 2021 data. Attendance to date as of Monday 10th January was 95.48% which had risen to 95.49% on Friday 14th January. Excalibur attendance was slightly above the national figure of 91% as of 6th January. Attendance currently remained at a similar level, although it was felt that this could decrease in light of the Omicron variant.

JJ directed Governors' attention to the data in the report. Currently there were 3 new pupil Covid cases in Year 2 and 3 in Year 3 and the teachers were not in school. This constituted an outbreak and CE had been contacted. All procedures had already been in place.

Governors felt the attendance was very positive in the circumstances.

Staffing / Remote Learning

Governors were grateful to the staff for their attendance and continuing to teach remotely.

Data

Interventions and maps were attached to the meeting. Pupil needs had been identified in meetings, and analysis of the impact of interventions would form the basis of pupil progress meetings at the end of the spring term.

MINUTE

JJ highlighted the Early Years Foundation Stage (EYFS) data in particular the Personal, Social and Emotional Development baseline data which had indicated that 20% of pupils were not on track. The autumn term data showed 37% not on track. After investigation JJ was able to confirm that the pupils had not moved backwards, just had not moved forwards. The new EYFS framework this year had been a little confusing and had been impacted by Covid. As a result pupils were not where they would normally be at this point in the year. Considerable work was underway to address the situation e.g. relationship modelling, coaching, self-regulation, and school was confident that the data would be better in the spring term.

Governors felt the intervention documents were extremely valuable.

Challenges

Staff wellbeing was the major concern. Staff received regular doses of chocolate and biscuits, and JJ dropped in on all staff members, Staff were aware that they were not being asked to do more than absolutely necessary e.g. the Chancery EYFS meeting might not take place.

Governors felt the Art of Brilliance document was very interesting and something to be done regularly going forwards.

An in-depth discussion ensued around actions which governors, Chancery Trust and the school could take to help staff wellbeing. Governors learnt that the number of meetings was being limited, following which it was **agreed that contact between school links and link governors would be postponed for the immediate future**. The possibility of rewards for staff was considered. Governors agreed that a consistent and balanced plan across the trust, in which the importance of individual wellbeing was a high priority, was vital. Rewards could form part of such a plan. Anna Russell advised that she had been in discussion with Louise Gohr (Chancery CEO) on the subject of wellbeing and that she would feedback the thoughts of the LGB to her. Governors debated the pros and cons of allowing staff time off which, currently, would only add to the pressure on the remaining staff.

Governors considered whether there was any small practical item e.g. coffee machine which could be provided by the governors to boost staff morale. JJ felt this was a good idea in principle and could be discussed at the next staff meeting.

JJ had no further update on the Progress against SSDP as it was only week 2 of the spring term. The Record of Visit (RoV) from the CEO was attached to the meeting.

Governors thanked JJ for her report and her ongoing work.

ACTION

To ask staff if there was a small practical item which would 'cheer them up'. (JJ)

DECISION

It was agreed that contact between school links and link governors would be postponed for the immediate future.

Q: What impact is the latest Covid variant now having on staff and the Headteacher?

A: In the first week of term 4 teachers, a welfare, a maintenance and a midday member of staff were absent, all of whom then returned in phases over week 2. However, 2 teachers and one welfare member of staff were now absent. Teachers who had been absent were well enough to deliver remote learning whilst Teaching Assistants (TAs) covered the classes in school. Where staff were not well enough, classes had doubled up. The budget was not being greatly impacted. However, some part time teachers had increased hours. No supply cover had been required. Pupils who had been either isolating or had tested positive and who were well enough, had engaged remotely.

Q: Why did only 13 out of 32 staff complete The Art of Brilliance?

A: It was circulated to all staff. However, as responses were anonymised it was impossible to know which staff had declined to take part.

CHALLENGE

Q: Have interventions had to stop due to Covid?

A: The Read, Write Inc programme has continued. However, with TAs working in classes, some interventions have not always been possible.

Q: Is intervention mapping undertaken at all Chancery schools?

A: It has always been done at Excalibur, but it is uncertain whether all schools adopt the same approach.

Q: Are there mental health first aiders in school?

A: Anna McArdle is the Mental Health Lead together with one other mental health first aider. There are also two Wellbeing Leads who meet with other Wellbeing Leads across the trust. The BUPA survey is also used.

Agenda Item 6 ► Finance Update

MINUTE

Review of the Condition Improvement Funding (CIF) Bid

YH explained that the 'like-for-like' conditions applicable to CIF bids, it would not be possible to replace the existing mobile building with a permanent structure. School contribution to the project would amount to £89k to be paid over 10 years via a CIF loan. A business plan had been formulated and this amount would be paid back through the profit from the Nursery which would be situated in the mobile with the Reception class.

Tree Tops attendance was currently high with 35 to 40 children per night and 30 staying after 4.30, which meant they would need to stay in the hall. The children could move to the Reception Classroom subject to work being done in the kitchen.

If the CIF bid was unsuccessful, a Nursery/Reception would be created in the Reception and Year 1 classrooms and remaining classes would move up the school, with Year 6 moving into the mobile. Tree Tops would remain the hall and there would be a cost implication in knocking two classrooms into one and work on the mobile to accommodate Year 6. Tree Tops pupils were currently using one of the staff toilets which could not continue. However, it would be possible to convert the storeroom next to Site Manager's office to toilets for Tree Tops.

There was a long term plan to make an extension along the Key Stage 2 (KS2) corridor for intervention spaces and also the roofing.

Benchmarking of financial data

The CFO attention had been diverted away from the benchmarking activity, but this would resume over the following months.

Agenda Item 7 ▶ **Health and Safety**

There were no Urgent Health and Safety (H&S) issues.

The GEMS self-assessment and actions report for CIF Bid had been completed as it gave points on the CIF bid. It demonstrated the management of the building and had resulted in an action log.

The Covid 19 risk assessment had been updated the previous weekend following amended guidance.

Every Activities Report on Compliance

The document showed tasks allocated by Chancery Trust and gave an indication of how they were being managed in the system. This provided evidence of compliance. A monthly report was received from the Trust Compliance Lead which showed outstanding items

MINUTE

Accident Summary Autumn Term

The document showed incidents involving pupils such as head bumps or injuries only when serious enough to be reported to parents. Staff and pupils were included but the report excluded minor trips and falls. A report would be provided each term to allow comparison and the identification of areas of significant concern. This was a live document and allowed the identification of wet play days for example.

YH confirmed that the site was inspected internally and externally by the Site manager daily, and by YH, JJ and the Site Manager on a monthly basis.

Anna Russell left the meeting at 18.27.

JJ assured governors that any incidents of concern were flagged up to governors particularly if there was a possible risk. Risk assessments were in place for each area and were updated regularly.

No Health and Safety Audit documents had been received since 29th November 2021.

Q: Is there a separate process for significant injury?

A: Significant incidents are reported on the Prime system. This relates to accidents requiring medical intervention which are passed to CE for investigation. At this stage any such incidents are reported to governors.

CHALLENGE

Q: Have any changes been noticed since the introduction of Outdoor Play and Learning (OPAL)?

A: Pupils are enjoying the structured play time using the resources and equipment provided by parents.

Agenda Item 8 ▶ **Reports from Governors with Specific Responsibilities**

Safeguarding (GW)

GW had visited school on 6th November and the report had been discussed at the previous meeting.

SEND (GW/JB)

GW had met with the SEND Lead (Anna McArdle). Seven pupils had now received Education and Health Care Plans (EHCPs) and evidence was being collected for further applications. Work on SEND had taken place with teaching staff to enable them to support the role and complete more of the paperwork. Feedback had been good with one exception. Interventions were discussed earlier. Year 5 and 6 interventions were being re-considered. Pupil mental health was discussed, and the Link Team had visited to support a pupil. Nurture and Lego therapy were in place with external support when available. Anna's work was excellent, and she was thanked by governors.

Governor Development (GB)

Governors were requested to complete training and either advise the Chair or add details to TTG. The Clerk offered assistance if required.

Pupil Premium (RH)

A meeting was scheduled for 19th January.

EYFS (JB/RH)

JB had spoken to the EYFS Lead, and all was going well. The new requirements were slightly different, and some changes had already been put in place e.g. White Rose Maths and Helicopter stories. JB and RH would visit before Easter. The EYFS Lead had also visited SC's school. Phonics and reading were going well and pupils requiring support had been identified early. Read, Write Inc was difficult to observe due to staffing issues at the current time. The possibility of a Nursery had been discussed as had EYFS and KS1 transition. A meeting on Microsoft Teams was scheduled in the interim.

MINUTE

English (JB) / Maths (SC)

Nothing to report at this meeting.

Art / Music / Foundation subjects (JB)

There was nothing to report at this meeting.

PE (MC)

MC was not in attendance.

LGB Chairs' meeting matters

GB reported that LGB Chairs had met recently, and Willaston Academy Chair had attended. The meeting had discussed the joining of Elworth Hall School in April. The Central Services Team had attracted funding and ideas for spending were requested. GB had suggested an Educational Psychologist resource as this was a gap agreed by other chairs. JJ advised that this had also been discussed by the Heads together with a Speech and Language Therapist. Visiting other schools was also considered. SEND governors across the MAT would meet, greater collaboration would take place and would be beneficial. Link Governors were urged to visit other schools.

JB had welcome the Chairs of Pikemere and The Berkeley to Excalibur and were shown round by the Chancery Champions which had increased their comfort of going into the three schools. JB offered support to governors when visiting the schools. Similarities and also differences had been noted, together with the common thread of Chancery now running through the schools of the trust.

The LGB discussed whether the onboarding of schools impacted negatively on the work of YH as Excalibur SBM, and JJ advised that YH was Chief Financial Officer (CFO) four days per week. Succession planning was under consideration and some roles were being shared among administration staff.

CHALLENGE

Q: Are there too many schools joining Chancery Trust too quickly?

A: This is being considered but is not thought to be an issue.

Agenda Item 9 ▶ **Safeguarding**

MINUTE

There were no safeguarding issues, and a full report would be provided at the end of the term.

CHALLENGE

Q: What has been the impact of the new pupil safeguarding group??

A: It is too early to detect the impact. The Pupil Safeguarding Officers team has been set up, consisting of Heads and Deputy Head boys and

girls. Ruth Gee from the CE Safeguarding team had visited to explain how pupils can help with safeguarding e.g. displays around the school. Pupil and parent surveys will be scheduled. GW agreed to attend the pupil team meeting.

Agenda Item 10 ▶ **Staff Wellbeing**

MINUTE Art of Brilliance Report
This was discussed earlier in the meeting and JJ advised that the report was also going to the trust for further discussion. Two Wellbeing Leads had been put in place in schools who were collaborating. The Art of Brilliance was being embedded with pupils and staff, and a wellbeing conference led by the children for the children was under consideration.

Agenda Item 11 ▶ **Chancery Update**

MINUTE Chancery Board update Spring 2022
On boarding had been discussed above and some cross trust meetings were being held back in the current circumstances.
There was no further information from the Chair / Headteacher.

There were no Questions from governors for the Chancery Board of Directors or Central Team.

Agenda Item 12 ▶ **Director of Children's Services Report**

MINUTE The report was not yet available, and discussion would be added to the agenda of the Spring 2 meeting.
ACTION To add discussion on the Cheshire East Director of Children's Services Report Spring 2022 to the agenda of the Spring 2 LGB meeting. (Clerk)

Agenda Item 13 ▶ **Governor Development/Training**

MINUTE Jo Bain had completed much training since the previous meeting. GB requested short reports on training undertaken.
The meeting was reminded that CE governor training was bookable through GovernorHub, and a list was attached to this meeting and available under the documents section of TTG.

Agenda Item 14 ▶ **Educational Visits**

MINUTE JJ confirmed that the visit to Standon Bowers in March for Year 4 would go ahead restrictions permitting.
Governors received confirmation that all necessary risk assessments would be completed prior to the visits.

Agenda Item 15 ▶ **Admission Arrangements**

MINUTE An Admission Summary and the Admissions Policy had been available on TTG prior to the meeting and governors had no comments.
DECISION An Admission Summary and the Admissions Policy had been available on TTG prior to the meeting and governors had no comments.

Q: Would the Admissions Policy need to be amended if there was a Nursery in place?
A: Yes; however, this can only be done once the Nursery position is established.

CHALLENGE **Q: Would admission criteria be necessary for the Nursery?**
A: The situation of parents enrolling children in the Nursery in order to gain admission to the school would be difficult to mitigate against. However, other admission criteria will still have to be met e.g. siblings and geographic conditions. The criteria are in the policy. At Pikemere attendance at the Nursery is the condition below catchment area in the list. Parental expectations around admission to the school based on nursery attendance would be carefully managed.

Agenda Item 16 ▶ **Policies**

The Excalibur Policy Listing and the Every Document Listing had been uploaded to Trust Governor prior to the meeting.
Policies for review and approval
English Policy, Science Policy, Letting Charges, Admission Policy, Attendance Policy, Health and Safety Policy, Lone Worker Policy, Acceptable Use Policy
Approved MAT Policies since previous meeting November 2021
Governors noted the following policies:
MINUTE

- Safeguarding (no Changes)
- Teachers' Pay 2021-22 (with changes)
- SEND (New Trust Policy)
- Supporting Pupils with Medical Needs Policy (New Trust Policy)
- Early Career Teacher Induction Policy (New Trust Policy)
- Business Continuity Policy (no Changes)

YH confirmed there were no lettings at the current time.

Governors approved the English Policy, Science Policy, Letting and Charges Policy, Admission Policy, Attendance Policy, Health and Safety Policy, Lone Worker Policy and Acceptable Use Policy.

DECISION Governors approved the English Policy, Science Policy, Letting and Charges Policy, Admission Policy, Attendance Policy, Health and Safety Policy, Lone Worker Policy and Acceptable Use Policy.

Agenda Item 17 ▶ **Meetings**

MINUTE The date of the Spring 2 LGB meeting was confirmed as Monday 21st March 2022.

Agenda Item 18 ▶ **Any Other Business**

MINUTE Governors **approved** the addendum which had been submitted by the Cheshire East Safeguarding Children in Educational Settings (SCiES) Team and adopted by the schools.
DECISION Governors approved the addendum which had been submitted by the Cheshire East Safeguarding Children in Educational Settings (SCiES) Team and adopted by the schools.

Agenda Item 19 ▶ **Impact Statement**

MINUTE Impact of this meeting on the pupils of Excalibur School

- Governors were assured of the SEND provision based on the SEND Link Governor report.
- Governors acknowledged the benefits from the investment in having two safeguarding link governors.
- Governors had scrutinised the impact around EYFS and had increased their knowledge.
- Governors had supported the Headteacher and school in their wellbeing through challenge, discussion and offers of assistance.
- Governors had recognised that a wellbeing plan needed to be for the long term.
- Confirmation was received that the school was well prepared with risk assessments.

- In-depth discussion on Health and Safety and interventions in place reassured the LGB that Excalibur Senior Leadership Team was in control and in excellent position to provide continuing education, despite staffing difficulties and uncertainty.

SC, AM and YH left and the Part One meeting closed at 19.13.

Governor Agreed Actions set during this meeting: 0

Excalibur LGB Spring 1 2022 Pt1 *dated:* 17/01/2022
Minutes approved by Yvonne Hilditch