



Excalibur FGB Pt 1 Minutes 21/03/2022

▶ Virtual ▶ Monday, March 21, 2022 ▶ 17:30 ▶ Chair: Gill Burgess ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Juliet Jones, Gail Whittingham, Jo Bain, Rachel Hackney, Gill Burgess, Anna McArdle, Mike Cross

Governors Apologies: >Kate Jepson, Michelle Goodrich, Simon Cotterill

Non Governors Attending: >Yvonne Hilditch, Sue Lambeth, Heather Cheadle (PSHE), Dan Hancock (Science)

Non Governors Apologies: >

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

The meeting was quorate and started at 17.33.

The Chair welcomed everyone to the meeting.

MINUTE

Apologies received from Kate Jepson, Stephen Cotterill and Rev Michelle Goodrich were accepted.

Additional items of Part One business requested: Discussion of wellbeing afternoon tea for staff.

Agenda Item 2 ▶ Staff Presentations

MINUTE

Personal, Social, Health and Economic Education (PSHE)

Heather Cheadle reported that many changes had been made to the delivery of PSHE reflecting the school recognition of the importance of looking after pupils after lockdown.

Where we were

The teaching of relationships and health education became obligatory from September 2020, with some areas compulsory dependent upon pupil age.

New resources, Discovery Education, had been selected, trialled and found to be good. They were supplemented by the existing Safety, Caring, Achievement, Resilience and Friendship (SCARF) resources Coram Education to address non compulsory areas. Now some areas previously undertaught e.g. first aid and future aspirations were addressed.

Governors would be welcomed into the school by arrangement. Trips had not been possible, and parents would be informed about policies and how to access them.

Intent implementation and Impact

HC shared details of the statement of intent which built on earlier stages in school (slides 7 and 8).

The Discovery Education curriculum was shared (slide 9) with an overview by Year group. Skills were progressive on similar themes. The medium term plan from Discovery Education for Year one was shared. Some flexibility was possible, and the detail of the spring 2 age-related curriculum was also shared. Detail of the SCARF curriculum was shared (slides 11/12) and workshops would be delivered to all classes. Free online resources were particularly good for KS1 and Reception. Lessons were stand alone and could be selected according to the time available.

HC shared the EYFS curriculum which had an emphasis on communication and aspects such as taking turns and resilience. The 'My Happy Mind' programme helped pupils understand how their emotional state of mind could affect learning and was particularly good for pupils' emotional development and self-regulation.

Implementation

Each class had an evidence capture book made up of photos and quotes in post it form and HC shared examples. Pupil Voice had revealed that in Year 5 the pupils had enjoyed the class talk. Built in flexibility meant that a follow up activity was not always necessary. Examples of team building activities were shared (slide 18).

Impact

Pupil voice, class book scrutiny and staff voice were being undertaken (slide 19). The higher level Teaching Assistants (TAs) delivered the curriculum and were skilled. Pupil voice had been carried out in March and had reviewed what had been covered (slide 20). Overall pupils liked the resources from Discovery and SCARF.

KS2 had completed a questionnaire and pupils comments had been acted upon. Some pupils had felt their contributions had not been valued, and so the principle of taking turns and listening to each other had been revisited.

Staff enjoyed using the resources but felt some uncomfortableness about the use of correct biological terminology. Observation of a PSHE expert would be scheduled.

First Aid week had taken place, and 'Pants are Private' posters had been made. A SCARF Education workshop was to take place.

Where we want to be

The aim was to nurture the children and support them to be the best version of themselves, develop the curriculum further and develop assessment to ensure the pupils knew how they were doing.

The Life Education Van was to come into school on Thursday and Friday of the current week.

The governors and JJ thanked HC for her comprehensive report.

Currently Ofsted were taking an interest in how safeguarding was promoted by PSHE and Relationships and Health Education. JJ advised that the Peer on Peer agenda was addressed in school starting with 'getting on and falling out' and then establishing good relationships up to Year 6. The Pants are Private and Healthy Relationships aspects were interwoven together with emotional wellbeing. Safeguarding was woven through the PSHE programme.

Governors pointed out that this practice was essential should there be a legal process at any point.

HC left meeting at 18.03.

ScienceCurriculum overview

Dan Hancock recapped the Intent, Implementation and Impact in science, and shared the Year 5 vocabulary and the Year 6 knowledge organisers. These contained the information necessary for pupils for the topic. Further work on the use of knowledge organisers would take place this year.

Progression of Lessons

Governors were directed to the school website where details were available. Pupil knowledge was built upon both within and over the years.

Low key assessments were done at the end of units with access to knowledge organisers allowed. Teachers provided support and decided how well the knowledge had been learnt.

Where we were

Progression of skills had been implemented, and work on the consistent use of purposeful, effective assessment and the coverage of topics had taken place. Feedback from staff had been positive. Knowledge organisers had been tightened up in order to build up knowledge over time. Assessment was now in place and consistent in each year group in age-related formats. Purposeful practical activities to improve pupil knowledge were included.

DH demonstrated the progression of skills from Year 1 to Year 6, all of which were on the website. The science implementation documents allowed staff to plan lessons, and practical activities were a way of learning

Anonymised pupil books from year groups were shared with governors.

Impact

Details of the impact would be uploaded to TTG for governors. Book scrutiny and pupil voice had taken place, and progression map cross-referencing had been discussed. Staff would meet with pupil books and discuss and understand the journey of the school in science. Deeper understanding could now be demonstrated through exit questions.

Beyond the curriculum

Collaboration with the Enthuse Partnership was taking place to improve teaching in Science, Technology, Engineering and Maths (STEM) subjects, and an external visitor had been into school as part of science week to show the history of mobile technology.

Next steps

A trip to the Big Bang Show was planned and actions from the Enthuse Partnership would be implemented. Also an extra-curricular STEM club would be formed.

Where we want to be

The aim was to be a school of scientists who could ask critical questions, a school with links with local companies, a school with a focus on STEM subjects and pupils who enjoyed the subject.

Governors thanked DH for his hard work and JJ confirmed it had been successful.

The same successful formula from science was being implemented e.g. knowledge organisers in other areas of the curriculum. Flashback questions now started each lesson.

Governors would be welcomed into school after the Easter break.

GW offered support in the area of drugs education.

DH left the meeting at 18.23.

Q: How is sex education addressed in Year 6?

A: Sex education is not compulsory at primary level; however, school had decided to teach what was necessary around lifecycles in science. Correct terminology is used.

Q: Who teaches drugs education?

A: The Life Education van has a focus on Years 5 and 6, and the topic also comes into the 'living things' aspect of science in Year 6 e.g. prescription drugs and myths.

CHALLENGE

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 election for a Parent Governor, organised by YH, would take place as soon as practicable. RH remained as a Co-opted Governor in the interim. There were no governor terms of office due to expire before the next LGB meeting. No Associate Governors were deemed necessary.

MINUTE

Outstanding Trust Governor Compliance

All governor records on TTG were up-to-date.

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**

The Part One minutes of the Spring 1 LGB meeting on 17th January 2022 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:

MINUTE

- Staff had indicated that an afternoon tea would be welcomed as a wellbeing reward from the governors.
- Log in instructions for the national online safety system would be circulated by JJ in order to complete the essential governor safeguarding training.
- Dates had been agreed between GB and JJ regarding contact with school links.
- The governor section of the SSDP had been reviewed by the Chair and amendments raised with JJ.

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

ACTION

To circulate log in instructions for the national online safety system to governors. (JJ)

Agenda Item 5 ▶ **Headteacher Report**

MINUTE

The Headteacher's Report, now in an agreed Chancery format, had been available on TTG prior to the meeting. The inclusion of details on the quality of teaching and learning had been retained at the request of the governors. JJ gave the following update in light of recent changes:

Section 1

Attendance had been lower than the school target due to Covid absences. Data for pupils with Education and Health Care Plans (EHCP) stood at 88%, of which 11.49% were authorised and for medical reasons.

Section 2

Staffing changes would be discussed further in part 2 of the meeting. Staff absences had been covered within school and no additional supply costs were incurred. Teachers had remoted into lessons.

Section 3

Data presented was for the autumn term. Pupil Progress meetings were complete for the spring term and pupils identified were within the document attached. JJ had reviewed intervention action plans, and actions had been amended or continued as necessary.

Section 4

The latest School Improvement Partner (SIP) report from Louise Gohr, Chancery CEO, was now available on TTG. The focus of the visit had been on the Senior Leadership Team (SLT), and meetings took place with Anna McArdle to discuss special Educational Needs and Disability (SEND) provision, with Dan Hancock, Assistant Headteacher (Teaching and Learning) and Debs Rogers, Assistant Headteacher (reading).

An Ofsted style history deep dive had been completed by Helen Scott, the SIP for the Aspire Educational Trust. HS's judgement had validated that of JJ, that maths and science and PE were areas of strength, with history an area for development.

The Strategic School Development Plan (SSDP) had been updated and the Chair and Vice Chair were requested to review the governance section.

Section 5

An EYFS visit had taken place by RH.

Section 6

Visits had been carried by JB and GB to look at the school SEND provision, and Anna was thanked for her work and incredible progress on SEND. A nurture room had been created driven by Sarah Cliffe, Ali Preen, Jackie Preen and Rachel Hilditch.

Governors' attention was drawn to the level of funding set out in section 6.2 which was felt to be a small amount taking into consideration the use of teaching assistants (TAs) for SEND interventions, the purchase of resources for phonics, numeracy and dyslexia diagnosis (to be launched after Easter). Governors agreed that the purchase of diagnostic resources was vital.

YH arrived at the meeting at 18.46.

Section 7

Phonics in KS1 was a key area for development, and the impact of Read Write Inc (RWI) was being seen. 90% of Year 2 who sat the postponed phonics screening passed; however, some had remained on the RWI programme to further improve fluency and comprehension

Some pupils in Years 3 and 4 were also on RWI and would leave the programme when it was felt they no longer required it. Children spoke particularly positively about reading.

Section 9

RH had completed Pupil Premium training through Chancery and would arrange a visit to the school to see the impact of interventions.

Safeguarding

GW had visited and discussed ways of reporting. Currently of the 10 Designated Safeguarding Lead (DSL) referrals, one had social worker involvement and the pupil had now moved school, one had been referred to the DSL and Cheshire East Children's Consultation Service (CHECS) where a social worker had been involved and the case was closed. School was now pursuing an Early Help assessment for the family. One case referred to the DSL had given concerns around mental health and wellbeing, and Child and Adolescent Mental Health Services (CAMHS) had been involved. However, the child could not move forward with CAMS as the criteria were not met. AM was now leading on an Early Help Assessment for the child. The wellbeing concerns had been flagged to CE and a visit would take place to identify if there was anything more that could be done. No support from the CE was currently in place. Contact with the Safeguarding Children in Educational Settings (SCIES) team had proved fruitless.

Discussion ensued on the engagement of a private counsellor. However, funding would not allow this. It was hoped that the proposal to Chancery for the appointment of an Educational Psychologist would be agreed.

One acrimonious parental relationship was now involving SCIES, and one notification of a General Data Protection Regulation (GDPR) breach had been received which involved a post uploaded to Facebook by external source. The school had acted quickly, the post was swiftly removed, and the member of staff had been spoken to.

Education-based GDPR training would be allocated over Easter for all staff. All training was now recorded on the SCR.

GW had visited and carried out a safeguarding survey and a safeguarding team of the Deputy Head Boy and Girl, YH, GW and JJ had been established.

Parent and pupil safeguarding surveys were carried out. Parent feedback was positive; however, there was a general concern about bullying although no parental contact or reports had been made to JJ. Pupil voice had not reported bullying as an issue but Years 3 and 6 had raised concerns about safety on the playground which would be investigated by the safeguarding team.

Governors praised the pupil safeguarding team in school. A safeguarding conference would take place this week and a video for the website could be produced.

Governors thanked JJ for her report and her ongoing work.

ACTION To review the governance section of the SSDP and confirm actions were relevant. (GB / JB)

CHALLENGE **Q: Has there been any communication from Cheshire East (CE) regarding the arrival of Ukrainian refugees in the area?**
A: There are no plans currently for Alsager. Crewe will be the first area to receive refugees.

Agenda Item 6 ► **Finance**

MINUTE Finance Report, Management Accounts, Latest Forecast, Balance sheet
YH reported that the February accounts had been shared with Chancery Directors.

Sections 1 and 2

The report showed an in-year deficit of approximately £11k and estimated reserves of £90k at the end of August 2022.

Significant variances were:

- Educational Supplies (budget £73k and latest forecast £92k an increase of £19k) due to:
 - o £9k increase in curriculum professional fees which is £2k for SEN assessment tools, £5 for OPAL and £1k for pathways to read,
 - o £3k increase in books which is £2k for White Rose Maths workbooks and £1k for the school library
 - o £1k increase in subscriptions for extra magazine covered by ACT grant
 - o £4k increase in reprographics costs due to new contract
- Non-Educational Supplies (budget £77k and latest forecast £84k an increase of £7k) due to:
 - o £2k increase in telephone costs due to increase in telephones and new lines fire and security alarms.
 - o £5k increase in IT support costs for updating software across the school and increase in security settings which was completed at February half term.

- Staff Development (budget £3k and latest forecast £8k an increase of £5k) due to:
 - o £5k increase in staff course costs due £2k for National online training,
 - o £2k for SEN training and
 - o £2k for school teaching and learning training.

Section 3 – forward projections

The £100k in the summary position had moved to a £90k revenue balance. £10k would be added next year, followed by losses of £7k, £33k and £23k. School would not go into a negative position by 2026.

£ 60k could be used on the playground e.g. for the replacement of the fort.

Section 5 - Profit making activities

The information confirmed that the profit-making activities were self-financing and did not use General Annual Grant (GAG) funding.

Section 6 - Ring fenced funding

The overspend in both Pupil Premium and Sports Premium Funding would come out of GAG funding and was built into the budget.

Section 8- Abbreviated balance sheet

Assets and liabilities were shown together with balances from other schools and the trust. A list of trade debtors and creditors was included as evidence of them being pursued.

Section 9 – Cashflow Forecast

This showed an anticipated £89k at the end of August 2023, on the assumption that the £70k from the trust was not received.

YH confirmed that the school was a going concern.

Benchmarking of financial data

Self-assessment was being undertaken trust level and benchmarking would follow.

The following questions submitted by KJ were answered above:

- 1 - At 1.1 management accounts for December 2021 you have detailed the £23k increase in Non-staffing costs as £18k education supplies (books and Professional service) and £5k staff development. - Can we drill into that a bit more please - what professional services and what staff development?
- 2 - At 2 I can see that we will be eating into reserves from the school year 2023/24 onwards - What is the plan to address this?
- 3 - At 5 on the ring fenced funding I know I queried this last time - Could we put a note going forwards to say where the shortfall in income will come from.

RH confirmed she would use the questions in the Fiancne / PP questions for governors document in her forthcoming PP visit.

Q: What is the position with gas and electricity costs?

A: Increases in forecasts by 58% for electricity and 120% for gas on baseline figures has been made.

CHALLENGE

Q: What is the position with Friends of Excalibur?

A: There have been no changes since December. £838 had been brought forward, income of £ 2791, expenditure of £366 resulting in a balance of £3263.

Agenda Item 7 ▶ Health and Safety

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

MINUTE

No Health and Safety Audit documents had been received since 17th January 2022
JB confirmed that from her visit all aspects of H&S were up to date and the site was looking good.

A fire risk assessment had been done and discussed with JJ. Most of the actions would be completed shortly. Documentation would be shared with JB once all actions had been cleared.

Agenda Item 8 ▶ Reports from Governors with Specific Responsibilities

MINUTE

The reports submitted by governors were agreed to be of a high quality and very informative. RH reported that use of the SSDP to formulate questions for a pre-visit meeting on Teams had worked well.

Governors were requested to make visit arrangements with JJ.

Agenda Item 9 ▶ Safeguarding

MINUTE

JJ reported that all safeguarding information was in the HT report, and there were no safeguarding issues. The audit would take place on 5th May carried out by the SCIES team.

Agenda Item 10 ▶ Staff Wellbeing

MINUTE

JJ reported that the school was responding to staff needs. Discussion ensued on the arrangements for an afternoon tea requested by staff. Arrangements would be made outside the meeting and contributions from and attendance by governors was requested.

Discussion around governors incurring costs to fund something for the school ensued and GB advised she had raised the appropriateness of this at trust level. Jenny Whiston was looking into it, and GB would follow it up.

Agenda Item 11 ▶ Chancery Update

MINUTE

There was no information from the Chair / Headteacher.
There were no questions from governors for the Chancery Board of Directors or Central Team
The next meeting of the Chancery LGB Chairs was scheduled for April.

Agenda Item 12 ▶ Cheshire East Director of Children's Services Report Spring 2022

MINUTE

The report had been uploaded to TTG together with the summary prepared by JW. Governors were requested to read the summary and those sections of the report which related to their areas of responsibility as a minimum.

Agenda Item 13 ▶ School Improvement Partner

MINUTE

The CEO RoV documents for the autumn and spring had been attached to the meeting and discussed in the Headteacher report.

Agenda Item 14 ▶ Governor Development/Training

MINUTE

Training Liaison Governor Report
No training had been reported since the last meeting.
GW reported that she had completed Judiciary training which included Ofsted updates and would send details to GB.

Governors were requested to upload training details into their profiles on TTG. If this was not possible, GB should be advised of training completed.

Training could now be accessed via Modern Governor.

Agenda Item 15 ► Educational Visits

MINUTE JJ confirmed that the visit to Standon Bowers in March for Year 4 would be taking place week commencing 28th March 2022.
Governors received confirmation that all necessary risk assessments would be completed prior to the visits.

Agenda Item 16 ► School Policies

MINUTE Policies for review and approval
Governors confirmed that all policies had been received and were accepted. The Behaviour Policy was felt to be particularly good.

DECISION Governors confirmed that all policies had been received and were accepted.

CHALLENGE **Q: What is the position regarding the safeguarding policy?**
A: The Safeguarding Policy is adopted from that produced by the SCiES team as for all schools in CE. The Behaviour Policy and the Peer on Peer Abuse Policy and the Online Safety Policies are unique to school.

Agenda Item 17 ► Meetings

The following meeting dates were confirmed:

MINUTE

- Summer 1 LGB 9th May 2022
- Summer 2 LGB 27th June 2022

Agenda Item 18 ► Any Other Business

MINUTE There was no further business to discuss.

Agenda Item 19 ► Impact Statement

Impact of this meeting on the pupils of Excalibur School

MINUTE

- The science and PSHE presentations assured governors of the framework in place, and the PSHE report gave governors in depth detail of how resources were being used. Governors were reassured of the plan and the organisation of the work in the school.
- The three governor reports and the work undertaken by GW and JJ demonstrated how safeguarding and SEND were moving forwards.
- Governors were re-assured by the outcomes of the pupil voice work, the implementation of the new EYFS curriculum and progression with Read, Write Inc.
- The finance report confirmed to governors that the school was a going concern and there was a plan for the use and impact of PP funding.
- Updates on the SEF and SSDP showed the progress made, which was further evidenced by visits into school.
- The Headteacher report demonstrated the effective interventions in place, which were not only a good use of funds, but which were having a positive impact on the learning of the pupils especially in phonics.
- Governors were re-assured by the sharing and replication of good curriculum practice across subjects.
- The small wellbeing reward for staff being planned would further thank them for their hard work in difficult circumstances and highlighted the concern and appreciation of the LGB.

AM and YH left and the Part One meeting closed at 19.36.

Governor Agreed Actions set during this meeting: 0

Excalibur LGB Spring 2 2022 Pt1 dated: 21/03/2022

Minutes approved by Yvonne Hilditch