



Excalibur FGB Pt 1 Minutes 09/05/2022

▶ Excalibur School ▶ Monday, May 9, 2022 ▶ 17:30 ▶ Chair: Jo Bain ▶ Clerk: Sue Lambeth

FINAL: The minutes are confirmed and locked.

Governors Attending: >Jo Bain, Juliet Jones, Kate Jepson, Rachel Hackney, Philip Yeomans, Michael Cross, Michelle Goodrich, Anna McArdle, Gail Whittingham,

Governors Apologies: >Gill Burgess, Simon Cotterill,

Non Governors Attending: >Sue Lambeth, Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies and Any Other Business Items

The meeting was quorate and started at 17.31.

MINUTE

The Vice Chair welcomed everyone to the meeting, particularly Phil Yeomans the newly elected Parent Governor.

Apologies received from Gill Burgess and Simon Cotterill were accepted.

No additional items of Part One business were requested.

Agenda Item 2 ▶ Staff Presentations

MINUTE

History

Cassie Bailey, humanities lead in post from September 2021, explained the three key aims of children progressively gaining more cumulative and secure chronological knowledge about events and figures as they moved through the key stages, a more consistent and rigorous approach to the assessment of humanities and regular field work to provide cultural capital.

The revisited intent statement was now:

- * To inspire a love of learning and an eagerness to learn about the UK and the wider world
- * To learn and retain a wide range of key knowledge including dates, events and individuals
- * To give pupils a coherent and connected historical knowledge with a timeline (chronology)
- * To allow pupils an understanding about how historians learn about the past and how to use sources and evidence

The school key curriculum principles were embedded in the history curriculum e.g. being kind and respectful, showing empathy and compassion and valuing diversity.

In Early Years Foundation Stage (EYFS) pupils studied lives of other people and learnt to value opinions of others, in Key Stage 1 (KS1) pupils studied Guy Fawkes and the gun powder plot, Year 2 learnt about the Great Fire of London and developed their awareness of empathy. KS2 included a variety of cultures in order to give pupils opportunity to experience diversity; Year 5 studied World War 2 and Year 6 studied apartheid in Africa with a focus on oppression.

Progress since September

- * The teaching of chronology had now been developed and had been disseminated to staff and was clearly visible in classrooms.
- * Knowledge organisers were included in books showing the key knowledge within topics.
- * Flashback 4 had been incorporated, whereby pupils were asked to recall their previous learning to ensure retention of knowledge.
- * Exit questions had been included in books. The knowledge to be gained in each unit was written as questions which pupils were expected to be able to answer at the end of lessons.
- * End of topic assessment pieces of varying lengths had been developed in order to allow teachers to give informed assessment judgements.

An external history audit had been carried out by Helen Scott in March. Governors were re-assured to learn that each strength and development point raised had previously been identified, and the process had validated the school judgement.

JJ confirmed that History was now an area in development and the move away from topic books to individual subject books for history and geography had resulted in greater clarity for the pupils.

Strengths identified

- * A well-structured programme of work with clear progression of skills and knowledge
- * Pupils asked to recall knowledge in a variety of different ways
- * Key questions (end points) enabled staff to know where pupils were expected to be
- * Staff Continuing Professional Development (CPD) which impacted on practice
- * Pupil voice had shown that pupils with Special Educational Needs and/or Disability (SEND) could talk about history, and EYFS were very enthusiastic about history, as were KS2
- * Pupils could talk about how teachers helped them to know and remember more
- * Teachers felt well supported and had had a voice in curriculum development
- * Knowledge organisers were working well
- * Books recorded a correct teaching sequence
- * Enquiry lessons were included, and all abilities were accessing history.

Development points

- * To ensure the KS2 curriculum went deep enough and met the National Curriculum (NC) requirements with age-appropriate source analysis, all of which was of a high standard in KS1
- * Greater consistency in use of knowledge organisers
- * Increased clarity of what history was in KS1
- * Further work on source analysis, which was now being addressed through links with Alsager High School

GW arrived at 17.46.

Future Steps

The history curriculum had been re-written over Easter, with amendments mainly to KS2 to ensure inclusion of adequate breadth and depth of the NC. Staff would be given pointers to sources and end of unit assessment guides, whilst further development of source analysis teaching and more field trips would take place.

JJ advised that the model created in history would be applied to other subjects.

Cassie was thanked for her work and congratulated in particular for her model being used as a basis for other subjects. Helen Scott had been impressed by the deep dive which had revealed that Cassie knew the whole school well. Governors felt the pupils were being well-prepared for moving to the high school with whom there was a good link.

MG offered resources, including a visit, on Ghana for the geography curriculum.

Q: How does school now avoid previous criticism of pupils constantly learning about the same events e.g. WW2?

CHALLENGE A: There has been no change to the NC since 2014, but one focus at primary focus is the evacuation and its effect on children. At secondary level the focus becomes more political.

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

Phil Yeomans had been elected as the new Parent Governor subject to DBS successful Disclosure and Barring Service (DBS) checks. The LGB confirmed that RH was now a Co-opted Governor.

MINUTE There were no governor terms of office due to expire before the next LGB meeting. However, GW's term of office as Parent Governor was due to expire on 12th July and a process to establish a new governor would begin before the end of the term. The LGB agreed that should there be greater interest in the post, it would be possible for GW to become a Co-opted Governor subject to the agreement of the board.

Outstanding Trust Governor Compliance

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

Chair's Action

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

ACTION To organise the process for the appointment of a new Parent Governor by the end of the summer term. (YH)

Agenda Item 4 ► Part One Minutes, Matters Arising and Action Log Review

The Part One minutes of the Spring 2 LGB meeting on 21st March 2022 were reviewed, agreed to be an accurate account and would be signed off by the Chair.

MINUTE There were no matters arising.

Governors undertook to update actions on the system, and the Clerk agreed to pursue outstanding actions.

The meeting acknowledged the receipt of the Part 1 minutes from the Chancery Directors meeting in December 2021.

DECISION The Part One minutes of the Spring 2 LGB meeting on 21st March 2022 were reviewed, agreed to be an accurate account and would be signed off by the Chair.

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Agenda Item 5 ► Headteacher Update

JJ advised that a more detailed report would be given in the second meeting of the term and gave a verbal update, highlighting the following:

- Data would be added for the next meeting, and the first meeting of each term going forwards.
- Standard Assessment Tests (SATs) were taking place in the current week and compliance had been ensured through a visit from the Local Authority (LA) who had been happy with the system in place. All 32 pupils in Year 6 were sitting the assessments, none of whom required modified tests. JB had also attended as governor and invigilator to ensure compliance.
- It was important that governors should read the recently published SEND Green Paper and the Schools White paper. Summaries were available on TTG.

MG left at 18.16.

MINUTE

- The attainment and progress summaries from 21st March had been uploaded to the meeting with pupils identified as red or pink were slightly below expected level at this point. Year 2 Attainment in reading showed 13 pupils who were behind. However, the Year 2 cohort had not had any phonics teaching due to the pandemic. The Read, Write Inc (RWI) synthetic phonics programme had been used and they had made significant progress. Focus was now on reading and understanding. 10 pupils were receiving additional guided reading to improve comprehension with a teaching assistant (TA) and the class teacher was delivering 60-second read to improve comprehension. The three others were receiving additional RWI. 8 pupils in Year 6 were receiving additional guided reading sessions. Interventions of many types were in place for the lowest 20% of pupils. Progress was good in KS1 due to fidelity to the RWI programme which was delivered on 5 days per week and having visible impact. RWI interventions were in place and the system was being monitored by the lead.
- Good progress was being made on the School Development Plan, and a music specialist would be engaged for 2022/23 together with a modern foreign languages (mfl) specialist.

MC left at 18.23.

- The School Improvement Partner visit had taken place on 3rd May with a report to follow.
- The Cheshire East Safeguarding Children in Educational Settings (SciES) Team had been invited to complete an audit on Thursday 5th May, and the report was awaited. Points of concern identified were the lack of vestibule in the entrance, the fencing around the school and the difficulty in accessing safeguarding and mental health areas of the website. YH advised it was unlikely to that a CIF bid for a 'holding bay' for visitors at a cost of £5k to £8k would be successful, and similarly the fencing around the school. Health and Safety advice had been sought, and it was believed that there was no legislation that 8-foot high fencing was required. Fencing of such height would require planning permission and would cost £60k to £80k. Indications of price would be obtained, and further discussion would take place. There had been no issues with fencing to date. Governors discussed the level of security on the access to the school and learnt that the school had insufficient funds to replace the existing fence.
- Remote Itrack training was scheduled for 5th July at 5 p.m.
- The necessity for certain policies on the policy listing e.g. MFL, music and PE was under investigation. Each subject had a curriculum intent statement together with progress and knowledge statements.

Governors thanked JJ for her report and her ongoing work.

ACTION To investigate further funding for a vestibule and fencing through Alsager Town Council. (JB)

Q: What is the meaning of P-Scale?

CHALLENGE A: These are pupils working below age-related expectations and generally are pupils with Education and Health Care Plans (EHCPs).

Q: Could the builders of the local developments be approached for funding?

A: They are making a contribution £1600 to the outdoor play area.

Agenda Item 6 ▶ **Finance**Finance Report, Management Accounts, Latest Forecast, Balance sheet

The February finance report had been added to the meeting, and YH reported there was little change since the previous meeting. An explanation of the system for the production of finance reports was given to governors.

The Academies Budget Forecast Return (BFR), the midyear report for the DFE, and the Excalibur March accounts showed £713 roll over from the current year which included all amendments agreed with JJ.

MINUTE

March accounts would include all forecasting and the budget for approval. YH requested questions by email.

After an explanation of the implications of the government increase in the starting salary for new teachers, governors expressed concerns around retention of staffing and the desirability of Early Career Teachers.

April accounts would be presented to the summer 2 meeting.

CHALLENGE

Q: What is the position with funding towards teachers' pay and pensions?

A: There will be no increase in the teacher pay grant or teachers' pension grant which was now to be included in the General Annual Grant (GAG) funding. Expected increases had been built into the budget going forwards.

Agenda Item 7 ▶ **School Improvement Partner update****MINUTE**

The latest SIP information was included in the HT report.

Agenda Item 8 ▶ **Health and Safety****MINUTE**

A Health and Hygiene audit had been carried out and the school was awarded a Grade 5. The report would be uploaded to TTG once received and parents would be advised. Governors asked their thanks be passed to staff.

Cheshire East (CE) had carried out a Health & Safety audit on 9th May, and the floor space and height issues in teacher' storerooms had been identified as hazards. JB agreed to include this in her H&S governor audit.

Agenda Item 9 ▶ **Reports from Governors with Specific Responsibilities**Statutory Link Governor ReportsSafeguarding (GW)

GW had visited for the SCIES Safeguarding audit and had the opportunity to talk to staff. Some staff had felt a little concerned about a potential Ofsted visit due to the length of time since the previous one, but JJ confirmed that the school was well prepared. JB was also confident that the school was prepared and as many governors as possible should be available when a visit took place. Governor induction was likely to be an area for examination and JB would liaise with PY.

JJ and GW met on a very regular basis, and items noted in the audit had already been identified and the outcomes would be discussed.

Pupils attended a safeguarding conference and GW had met with the pupil safeguarding team. It was agreed that videos for safeguarding and Special Educational Needs and/or Disability (SEND) could be added to the website.

SEND (GW / JB)

Meetings for SEND links and school leads now took place within Chancery Trust. Interventions would be discussed further, and a longer report would be given at the next meeting.

Link Governor visit reportsPupil Premium (RH)

A visit was to be arranged.

MINUTEEYFS (JB/RH)

A visit had taken place and fed back to last meeting.

English (JB)

Reading for pleasure was going well, as were other reading strategies. JJ and the reading lead would meet to discuss whole class reading in more detail prior to a decision on its continuation into the next year.

Jonathan Riley, literacy consultant and moderation expert, had supported the school in the autumn term through validation of the trajectory for Years 2 and 6. Some further work on writing would take place,

Maths (SC)

SC had visited in the autumn term.

Art / Music (Foundation subjects) (JB)

A visit and meeting were to be arranged. Progress was being made in art and an art scheme was under development which contained progression and skills.

PE (MC)

PE was going well, particularly with cross country. Some trophies had been won.

Agenda Item 10 ▶ **Safeguarding****MINUTE**

JJ reported that all safeguarding information was in the HT report and the link governor feedback under item 9 of the agenda, and there were no other safeguarding issues.

Agenda Item 11 ▶ **Staff Wellbeing****MINUTE**

GW planned to visit in June to meet with AM.

Governors continued the discussion of the possibility of organising an afternoon tea party for staff. However, YH confirmed the auditors advice that school funding could not be used unless it was linked to a training event. Governors agreed they would be prepared to provide the refreshments, and it was felt that staff would appreciate the governors' time as much as a tea party. As many governors as possible were requested to attend on a date to be agreed outside the meeting.

Agenda Item 12 ▶ **Chancery Update****MINUTE**Chancery Chairs' meeting feedback

The meeting of chairs had discussed schools in the MAT having different styles of governing bodies, and consideration was currently being given to having termly meetings with two different focuses. Every governing body was to examine their strengths and weaknesses and areas for development which would be achieved in the first instance by individual governors completing the NGA governor skills audit circulated by Jenny Whiston. Chancery Compliance and Governance Lead. It was to be returned to the Clerk for analysis by 1st July 2022. Governors were also asked to review the NGA 16 Questions for Governors which would be discussed in sections at future meetings. JB shared the Excalibur Strategic School

Development Plan (SSDP) document into which the information from other two would feed. An extraordinary meeting for further discussion was proposed and JB agreed to circulate dates.

Changes to the Scheme of Delegation

The Scheme of Delegation attached to the meeting and was explained to governors. Governors agreed to feed comments back at the next meeting.

The meeting noted the Chancery Board update attached to the meeting.

ACTION To set a date for discussion on the SSDP. (JB)
To add discussion on the Chancery Scheme of Delegation to the agenda of the Summer 2 meeting. (Clerk)

Agenda Item 13 ► **Governor Development and Training**

The training liaison governor was not in attendance.

There were no training reports from governors

MINUTE Feedback on Chancery Trust Strategic Governance Day
The day contained a visit from Gawsorth and Mossley schools who made presentations on their Ofsted experiences. The presentations were now available on TTG in the documents section under general resources (Ofsted). The importance of sound curriculum knowledge and the website being up to date was stressed. The NGA webinar was recommended.

NGA Skills audit and 16 NGA questions for governors
See discussion under item 12 of the agenda.

Agenda Item 14 ► **Cheshire East Director of Children's Services Report Summer 2022**

MINUTE The report had been published uploaded to TTG and the summary prepared by JW would follow shortly. Governors were requested to read the summary and those sections of the report which related to their areas of responsibility as a minimum. Further discussion would take place at the Summer 2 meeting.

Agenda Item 15 ► **School Policies**

Governors received an explanation of the Every system which was being rolled out across the trust for policies and compliance. For the foreseeable future policies would still be attached to meetings.

The meeting noted the policy listing and discussed the School Uniform Policy. It was agreed that the policy would be read and amended as necessary as soon as possible for uploading to the website for September. Changes included best value and pupils being able to wear non-badged uniform.

MINUTE Governors noted the approval of the following policies by Chancery Directors:
* Disciplinary Policy and Procedure
* Grievance Policy and Procedure
* Pay Policy for Support Staff
* Teacher Appraisal
* Teacher Pay
* Whistleblowing
* Pooled Funding and Appeals
* Charging and Remissions
* Equality & Diversity
* Maternity Schemes for teachers and support staff
* Low level concerns

ACTION To review the School Uniform Policy in particular the section relating to pupil hair styles. (JJ)

Agenda Item 16 ► **Educational Visits**

MINUTE JJ confirmed that Year 6 would be visiting Astbury. No residential visits were planned.

Governors received confirmation that all necessary risk assessments would be completed prior to the visits.

Agenda Item 17 ► **Any Other Business**

MINUTE Holiday dates for 2023-24 would be approved by email.

Agenda Item 18 ► **Meetings**

The following meeting dates were confirmed:
• Summer 2 LGB 27th June 2022

MINUTE 2023-24
* 26th September 2022
* 21st November 2022
* 30th January 2023
* 20th March 2023
* 15th May 2023
* 3rd July 2023

Agenda Item 19 ► **Impact Statement**

Impact of this meeting on the pupils of Excalibur School

* The history presentation had increased governor knowledge and understanding of humanities in the school and governors noted that a blue-print for other curriculum areas was now in place. Governors had confidence in delivery of the subject.

* The in-depth safeguarding discussions demonstrated the school awareness of areas of concern and the steps in place address them.

* Data had been considered and governors were assured the appropriate interventions were in place and were having visible impact

* Governors were re-assured that outside agencies had visited and had verified the judgements of the leadership.

MINUTE * Governors had gained an increased awareness of the School White Paper and the SEND Green Papers and were now aware of further work to be undertaken.

* Governors received confirmation that the pupils continued to work to their full potential after the impact of the pandemic.

* Completion of the NGA governor skills audit and consideration of the NGA 16 Questions for Governors, followed by further discussion and planning by the LGB would continue to assure its future effectiveness.

PY and AM left and the Part One meeting closed at 19.42.

Governor Agreed Actions set during this meeting: 2

▶ To investigate further funding for a vestibule and fencing through Alsager Town Council.

For: asap

By: Jo Bain

▶ To set a date for discussion on the SSDP.

For: asap

By: Jo Bain

Excalibur LGB Summer 1 2022 Pt1 *dated: 09/05/2022*

Minutes approved by Jo Bain