



**MINUTES OF A MEETING OF
THE TEACHING AND LEARNING COMMITTEE
OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
ON WEDNESDAY 1ST FEBRUARY 2023**

GOVERNORS IN ATTENDANCE: Nick Hughes (NK) Chair of Committee
Lindsey Walsh(LW)
Wendy Davies (WD)
Lesley Sym (LS)
Katie Bjerkan (KB) (joined via Teams)
Andrea Hogan (AH)
Esther Clark (EC)

OTHERS IN ATTENDANCE: Sarah Lomas Clerk to Governors
Lyndsey Platt (LP) Deputy Headteacher

MINUTES – PART ONE: NON-CONFIDENTIAL

The meeting commenced at 5:08pm.
Quorum = 5 The meeting met its quorum.

ITEM		ACTION
1.	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none">• Sheila Keegan• Claire Finch <p>The following item of AOB was raised for discussion at the end of the meeting:</p> <ul style="list-style-type: none">• Teacher workload survey (This was discussed under Item 8)• Cyber Security• Industrial Action	
2.	<p>CONFLICT OF INTEREST</p> <p>Governors made the following declarations of interest:</p> <ul style="list-style-type: none">• NH is a governor at Rushton Spencer Primary School.• EC is a Director of TCET.• LP is a Trustee of the Alderley Edge Community Primary pre-school. <p>There were no anticipated conflicts of interest with the business of the meeting declared by governors.</p>	
3.	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the previous committee meeting held on 12.10.22 were confirmed as a true and accurate record of proceedings.</p> <p>Governors approved the minutes.</p> <p>ACTION: Upload an electronically signed copy of the minutes to GVO.</p> <p>The action log was reviewed and the following items were noted:</p> <ul style="list-style-type: none">• Item 14 – The fire door safety issue has been investigated but the door cannot be closed off and the school are therefore ensuring internal safety measures are being explored to minimise any risks.• Item 14 – An application for funding from the parish council to purchase two cardboard cut outs of children to improve road safety has been made. The next meeting will take place in two weeks and a decision on the application will be	Clerk

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	<p>made then.</p> <p>Governor Comment: Could the school ask advice from the local PCSO to direct where to put the road safety signs on the road.</p> <p>The school responded that the logistics as to the placing and removal of the signs are yet to be confirmed.</p> <ul style="list-style-type: none"> The item relating to the scheduling of a Pupil Premium visit to school was confirmed to have been assigned to KB. A meeting was scheduled for 02.03.23 with LS, NH and KB. 	
<p>4.</p>	<p>GOVERNOR LINK REPORTS</p> <p>The following updates were received on link visits that had taken place since the last meeting:</p> <ul style="list-style-type: none"> AH had undertaken an attendance visit and the report has been uploaded to GVO. AH confirmed that procedures and monitoring are in place and effective. Attendance is currently 94.6%. It was highlighted that attendance would be likely to be highlighted by Ofsted as an issue. <p>Q: Why is attendance likely to be an issue?</p> <p>A: Covid is not a valid justification for below average attendance now, however, schools are dealing with a legacy of more wary parents and unusual behaviours in children not wanting to attend school. There has been an increase in reluctant attenders since Covid and it is difficult to judge if this a mental health need or an attachment issue. This increase is within children of all ages. Holidays also continue to impact attendance. Attendance is one of the limiting judgements of the Ofsted inspection criterion.</p> <ul style="list-style-type: none"> In terms of the processes in place, the school confirmed that there are regular meetings with families and Local Authority (LA) representatives who are also visiting school to undertake 'late gate visits' as lateness also affects attendance. Parents are notified of the 'late gate' on the school newsletter. 	
<p>5.</p>	<p>PUPIL PREMIUM & CATCH-UP PREMIUM</p> <p>LS provided governors with an update on the use of funding and progress of pupils as follows:</p> <ul style="list-style-type: none"> One to one interventions continue to take place with a teacher or an LSA. It was confirmed that these interventions would ideally take place each day, but this is not possible presently due to staffing. Pupil Premium pupils take part in these interventions 2-3 times per week. Most pupil premium pupils are also accessing English and maths tutoring where need is identified. All Pupil Premium pupils are either above or in line with non-PP pupils as at the end of the autumn term 2022. All pupils have full access to school life with funding used to facilitate attendance on residential trips, swimming lessons, music lessons, wrap around care and to provide uniform. All children are monitored and targeted individually regarding attendance. Parent meetings take place at least twice yearly to discuss pupil progress. <p>Q: Is there any difference in attendance between PP and non-PP pupils?</p> <p>A: Not so far this year. Pupil Premium pupils are above average in attendance at present. There was one family last year with attendance issues which were managed by the school and improvements have been seen since intervention.</p> <ul style="list-style-type: none"> Books are scrutinised within SLT meetings and pupils continue to receive high quality feedback on their work. Pupil Voice is undertaken in Autumn 1 and Spring 2. Termly data meetings take place with LW and class teachers where progress and attainment are discussed. 	

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	<ul style="list-style-type: none"> It was highlighted that the Local Authority data for all disadvantaged children in Cheshire East shows that overall the progress of PP and disadvantaged children is below the expected levels and therefore it is expected that when the LA receives an Ofsted inspection that this will be a target for the LA to evidence what schools are doing about this issue. The school could also be challenged by Ofsted on this and would need to respond that the school data does not fall within the overall picture as PP children are progressing well and therefore the school are compensating for the wider LA inadequacies. However, where there is a small number of PP pupils in school, this can have significant impacts on data. Q: What would be the expectations from the LA for an intervention? A: The LA will challenge schools on their data. The school use the MSIP programme to put training in place but there is limited funding available to extend this. 	
6.	ATTENDANCE Attendance data and procedures were discussed under Item 4.	
7.	ASSESSMENT A detailed assessment review was undertaken in the autumn term. Internal assessment data has been reviewed and Pupil Progress meetings have taken place. The next progress meetings will take place after Easter. In terms of the forthcoming KS2 SAT's, LS and Nikita Salt (KS1 Lead) have attended SAT's training. The format for the 2023 assessments will mirror that of previous years. Governors noted that Science SAT's tests are no longer undertaken. Q: Is the school still anticipating that the targets set will be met? A: Yes, internal data suggests that the school is on track to meet the targets set. Q: Does the Year 6 cohort still remain stable in terms of mobility? A: Largely, yes. There has been some movement but minimal compared to last year which was exceptional.	
8.	STAFF WELLBEING An update on staff wellbeing was provided as follows: <ul style="list-style-type: none"> A staff survey has been undertaken. Historically, the school has utilised the DfE survey which focuses on teaching staff, but the most recent survey also applies to support staff. The school have also recommended that the staff wellbeing group continues and the school continue to strive for the balance of staff undertaking actions for themselves alongside strategies implemented by SLT. ACTION: Staff survey results to be presented at the spring term FGB meeting on 29.03.23. Overall, wellbeing amongst staff is good but there are peaks and troughs over time. The recent industrial action has added a layer of stress and raised some discussions with staff which were appreciated. Staff were reassured that they were supported regardless of the decision they took. The next strike day was noted as 28.02.23 which would be a regional strike. The school confirmed that each bout of industrial action would be dealt with individually and that it was important that governors understood that whilst the school remained open for the previous strike, this may not be the case for future strike days. Q: Roughly how many staff are members of the NEU? A: Approximately 50% but members can change union at any time. Q: If the school were able to announce any closure early, would this put staff under added pressure? 	LW

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	<p>A: Any correspondence would be strongly worded that all staff are supported in their decisions and not to be judged. In secondary schools, due to the size, strike action is less personal and it is more difficult to identify members of staff.</p> <p>Q: What process does the school have in place for tracking any trends in the wellbeing survey results?</p> <p>A: The school undertake an analysis once per year and produce a report in an attempt to identify trends, but this can be difficult due to staff changes which mean results cannot be compared like for like. There may be changes in results but these may not be able to be classed as a trend or pattern due to changes in staff.</p>	
9.	<p>SAFEGUARDING</p> <p>EC confirmed that she had visited the school to complete a check on the Single Central Record (SCR). The visit included an in-depth review of items with the School Business Manager and EC confirmed that processes and procedures are robust and effective with the following items noted:</p> <ul style="list-style-type: none"> • DBS checks for all staff will be reviewed every 5 years which whilst not legally required, is considered to be best practice. • Suggestions were made with regard to how the new visitor system is closed down. <p>Governors noted that the SCR is a live document that is continually updated.</p> <p>Other safeguarding updates included:</p> <ul style="list-style-type: none"> • LP has undertaken Safer Recruitment training which raised an issue around checking visitors and that schools are now not allowed to ask to see visitors' DBS only to see their ID badges. This has raised some concerns as this does not feel comprehensive enough. • This week the Cheshire East team have been providing training workshops that staff have been attending. <p>The school explained that it would be beneficial to have a governor directly involved in safer recruitment. There have been changes to the application process and it is important to know who is responsible for the online checks and at what stage references are sought for example. It was noted that disqualification by association is a grey area as this could apply to any staff member across school and technically school are not allowed to ask staff for this information due to GDPR. The SCiES team informed the school that this information does not need to be requested but contradictory to this, on the recent training attended, it was recommended that this information be sought for any staff in Reception classes.</p> <p>WD confirmed that she is in the process of undertaking the Safer Recruitment training.</p> <p>Q: Are there any current recruitment requirements at the school that governors need to be aware of?</p> <p>A: Not at present.</p>	
10.	<p>ADMISSIONS 2023/24</p> <p>There are 38 first choice applications for September 2023 with 59 applications in total which is roughly in line with numbers from September 2022. The school confirmed that these numbers are very positive.</p> <p>Q: Are there many siblings due to join?</p> <p>A: No, not this year.</p> <p>Governors noted that Cheshire East deal with all placement administration. The</p>	

ITEM		ACTION
	<p>school are currently compiling the Reception survey in terms of feedback on the induction process. Feedback was positive and most parents agreed with the staggered starts in September.</p>	
<p>11.</p>	<p>GOVERNOR TRAINING WD provided an update on training matters as follows:</p> <ul style="list-style-type: none"> • It was highlighted that governors training requirements need to focus on their roles and developing the skills that the Board needs. • Modern Governor and Cheshire East training platforms were promoted. • Ofsted have a number of training videos available that are very useful and would be beneficial for governors to view. For example, governors need to be aware of what information is on the school website and what documents are available. <p>ACTION: Circulate Ofsted video channel link to governors.</p> <p>Governors were reminded of the importance of knowing the purpose and content of the Delegation Planner as Ofsted will require clarity on governors areas of responsibility and the delegation planner is the key reference point along with the Governor Development Plan.</p> <p>Outstanding items related to Safeguarding Training and the Skills audit were discussed.</p> <p>ACTION: Send reminder to governors regarding outstanding Safeguarding training. ACTION: Send reminder regarding completion of the Skills Audit.</p>	<p>LW</p> <p>Clerk Clerk</p>
<p>12.</p>	<p>POLICIES The following policies had been circulated to governors for review via GVO prior to the meeting:</p> <ul style="list-style-type: none"> • 6 – Lost or Missing Children Policy • 23 – English and Grammar • 27 – Equal Opportunities for Children • 34 – Policy for Extra Curricular Activities • 55 – Intimate Care Policy • 56 – Policy for Teaching and Learning • 70 – Use of Reasonable Force • 94 – Learning Support Assistant Policy • 102 – Application of Sunscreen <p>Governors approved the above listed policies.</p> <p>Discussions took place regarding the following policies also circulated for review:</p> <ul style="list-style-type: none"> • 10 – Medicines – Take to FGB • 57 – First Aid Policy FGB • 108 – Medical needs including children who cannot attend school FGB <p>Comments on Policy 10 – Medicines were made regarding the fact that the policy is referenced in detail in Policy 10, 57 and 108 which makes the policy management difficult because any updates affect all three policies. A suggestion was made that the other relevant policies be referenced instead.</p> <p>ACTION: Remove outline of other policies and replace with reference to additional policies.</p> <p>Q: Can any duplication be removed to ensure that all policies remain distinct? A: This can be looked into in the future. This is an example of the work that governors should be undertaking in terms of reviewing policies.</p>	<p>LW</p>

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	<p>Governor Comment: Where prescribed drugs are referenced, additional wording relating to the administration of prescribed controlled drugs should be added to include the wording 'if deemed competent to do so'.</p> <p>The school confirmed that there are two pupils in school with prescribed controlled drugs which are stored in individual bags in locked cupboards.</p> <p>ACTION: Add the wording 'if deemed competent to do so' into the relevant medical policies.</p>	LW
13.	<p>MAINTAINED SCHOOL IMPROVEMENT PARTNERSHIP (MSIP)</p> <p>The school confirmed that the MSIP refers to the work undertaken by the LA relating to school improvement. A variety of training is provided in a range of areas including reading, history and SAT's.</p> <p>Q: Does the school feel there is good value in using these resources? A: Yes, but there are hidden costs associated with staff cover. There are a lot of opportunities, but they need to be balanced against the cost to school.</p> <p>Q: What is the length of the courses? A: Generally, they are a day or half a day.</p> <p>Q: Is there a cost associated with being a member of the MSIP? A: There is no joining or subscription fee, but staff cover costs are provided by the school, there is no support available for this.</p> <p><u>LA MAT</u></p> <p>A recent meeting was held regarding the LA MAT which the school attended. Very few schools were present. At the meeting the options were considered, and the general consensus was that the LA MAT would be paused. A very robust application was submitted by the LA and this remains with the Regional Commissioner (RC). The LA meet regularly with the RC but it was felt that there are blockages in the chain which is leading to a lack of progress. The LA proposed that governor training be provided to update Board's on the current position and future actions. It may be that a federation of schools within the LA is considered. There is a period of inaction whilst the clarity of the education agenda is sought following the withdrawal of the White Paper.</p>	
14.	<p>DIRECTOR'S REPORT</p> <p>The Director's Report had been circulated to governors for consideration prior to the meeting via GVO. A summary of relevant items was provided.</p> <p>It was noted that as an LA, CE are underperforming in greater depth compared to national results in many areas.</p> <p>Q: Why are schools in the LA underperforming? A: CE took a hard-line position on writing moderation whereas other LA's were very lax and there is a legacy from this. Individually, the school has made good progress in terms of greater depth writing but it remains very cohort specific.</p>	
15.	<p>MEETING PRECIS</p> <p>ACTION: Draft and issue meeting precis.</p>	NH
16.	<p>MEETINGS</p> <p>The next meeting date of the Teaching and Learning Committee was confirmed as:</p> <ul style="list-style-type: none"> • Tuesday 2nd May 2023 at 5:00pm. 	
17.	<p>ANY OTHER BUSINESS</p> <p>The following items of business were raised for discussion.</p> <p><u>Cyber Security</u></p> <p>This was an item highlighted within the Director's Report and LW confirmed that she has attended training on this area.</p>	

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	<p>The review of the policy was challenging and very technical. This policy is allocated to the Assets Committee but does reference the curriculum through PSHE and Computing. It was confirmed that the policy has been uploaded to GVO for review.</p> <p>The school is holding an online safety event on 19th April 2023 which governors were invited to attend.</p> <p><u>Industrial Action</u> Q: Is there anything further that the Board can do to support the school? A: Involvement will only be required if the school has to close. In the event of closure the Chair would be notified. The most significant problem for the Board would be if the Headteacher undertook strike action.</p> <p>Q: Are deputy headteachers in the Headteacher unions? A: They can be.</p> <p>For safeguarding reasons the school needs to ensure that there is a Designated Safeguarding Lead present on site as well as first aiders. The school has to ensure provision for vulnerable pupils, children of key workers and SEND pupils.</p> <p>Governor Comment: The Board need to ensure that a contingency plan is in place in the event of closure or the Headteacher undertaking strike action. ACTION: Consider drafting a contingency plan for industrial action.</p> <p>Q: Do the LA have any responsibility in the event of closure? A: No, the responsibility lies with the governing body.</p>	NH/WD
18.	<p>IMPACT STATEMENT Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Governors challenged overall attendance data and specifically queried attendance levels for PP pupils and how this compares with non-PP pupils. • Staff wellbeing was discussed with the potential for trends to be identified and how this could impact any actions. • Assessment data was discussed and governors monitored the progress in line with targets. • Governors approved a number of policies and amendments were made to the medicine related policies to improve the policy management process and refine the detail within the policies. • Industrial action was discussed with the requirement for a contingency plan to be explored post meeting. 	

The meeting moved to Part 2.

.....Chair

.....02.05.23.....Date