

**MINUTES OF A MEETING OF
THE FULL GOVERNING BOARD OF
ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
ON WEDNESDAY 29TH MARCH 2023**

GOVERNORS IN ATTENDANCE:	Lindsey Walsh (LW) Wendy Davies (WD) Nick Hughes (NH)	Headteacher Chair of Governors Vice Chair of Governors (left the meeting at 7:03pm)
	Marc Asquith (MA) Katie Bjerkan (KB)	Co-opted Governor Co-opted Governor (left the meeting at 7:00pm)
	Tom Williams (TWi) Martin Smith (MS) Teddy Weyman (TWe)	Parent Governor Co-opted Governor Co-opted Governor (joined the meeting at 6:36pm online)
OTHERS IN ATTENDANCE:	Lyndsey Platt (LP) Sarah Lomas	Deputy Headteacher Clerk to Governors

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:01pm.

ITEM		ACTION
1.	<p>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> • Esther Clark • Sheila Keegan • Lesley Sym <p>Governors noted that TWe would be late to the meeting due to work commitments and would join the meeting remotely.</p> <p>There were no other items of business raised for discussion under Item 18.</p>	
2.	<p>CONFLICT OF INTEREST</p> <p>a) The following declarations were made by governors:</p> <ul style="list-style-type: none"> • NH is a governor at Rushton Spencer Primary School. • TWi is a Director of Neo Projects Limited. • LP is a Trustee of Alderley Edge Pre-School. <p>There were no conflicts of interest with the business of the meeting raised by governors.</p> <p>b) Governors confirmed completion of their annual declarations. Forms would be issued to new governors following the meeting.</p> <p>c) It was confirmed that the school update GIAS and that this is currently up to date.</p>	
3.	<p>MEMBERSHIP</p> <p>a) Governors noted the following changes to the Board of Governors:</p> <ul style="list-style-type: none"> • Andrea Hogan has stepped down from the Board following the end of her term of office on 25.03.23. WD has spoken with AH to thank her for her time and commitment to the school. <p>ACTION: Send a card and flowers to AH as a token of thanks from the Board.</p> <ul style="list-style-type: none"> • MS was proposed to be appointed as a Co-opted governor. MS left the room while governors discussed and voted on the appointment. Governors discussed the range of valuable skills that MS brings to the Board including HR. Governors 	WD

ITEM		ACTION
	<p>voted unanimously to appoint MS as Co-opted governor for a four-year term of office commencing from 29.03.23. MS returned to the meeting and was informed of his appointment and that the role of co-opted governor commenced with immediate effect. ACTION: Update the constitution to reflect MS's appointment and issue annual forms and training information.</p> <p>b) The current vacancies on the Board were considered.</p> <ul style="list-style-type: none"> • 3 x Co-opted governors • A biography for Hannah Lomas has been uploaded to GVO for review. HL is a parent at the school but possesses a range of skills and has approached the school to express her interest in becoming a governor. HL is a Strategy Manager for Network Rail and deals with public finance. • There have also been two applications received from the Inspiring Governance website. One candidate works for the DfE and one is a member of the local community. There was concern expressed that these candidates do not necessarily possess the skills required to support the Teaching and Learning Committee. There was also a discussion regarding the balance of the Board in terms of the number of parents and it was noted that that this should be considered when co-opting governors. • It was commented that it was important that any new governors have an interest in the teaching and learning aspects of governance and the availability to undertake visits to school. • A suggestion was made to maintain one vacancy on the Board in order to be able to co-opt a short-term governor if required. • The availability of HL was questioned as to whether her employer would allow her the time to undertake the role. The school confirmed that they had discussed the time commitment with HL and this was achievable with a view to being on the Assets Committee. • It was proposed that HL be appointed to the Assets Committee and that the remaining two vacancies should be filled with candidates in possession of education skills for the Teaching and Learning Committee. • Governors voted to appoint HL to the Board for a four-year term of office commencing from 29.03.23. ACTION: Update the constitution to reflect HL's appointment and issue annual forms and training information. <p>c) Governors noted that there were no terms of office that are due to expire before the next meeting.</p> <p>d) The school confirmed that HL will undertake a DBS check and that MS has already completed the required checks. ACTION: Specify the requirement for education skills in the Inspiring Governance advert.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
4.	<p>PART ONE MINUTES & MATTERS ARISING</p> <p>a) The part one minutes from the following meetings were confirmed as true and accurate records of proceedings:</p> <ul style="list-style-type: none"> • FGB on 24.11.22 • EFGB on 06.12.22 <p>Governors approved the minutes. ACTION: Upload electronically signed copies of the minutes to GVO. It was noted that the terms of reference (ToR) for the T&L committee which were approved at the EFGB on 06.12.22 required a minor amendment which had been made to remove the table listing the link governor roles as this was not required to form part of the ToR. Governors approved the amendment to the T&L ToR. ACTION: Upload the amended T&L ToR to GVO. It was commented that following AH's departure a review of roles will need to be</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>undertaken in order to ensure that vacant link roles are filled.</p> <p>b) The action log from the previous meeting was reviewed all items were marked as complete.</p>	
5.	<p>CHAIR'S ACTION There were no actions taken by the Chair under the Chair's Power to Act to report on at this meeting.</p>	
6.	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) An overview of the committee meetings that had taken place in the spring term was provided as follows:</p> <ul style="list-style-type: none"> • Strategic Review 10.01.23 – The membership of the board and new governors were discussed. The delegation planner was deferred for consideration in the summer term going forward. KB agreed to undertake a review of the document with MS. ACTION: KB and MS to review the Delegation Planner. • Teaching and Learning 01.02.23 – A range of topics were discussed including attendance, Pupil Premium (PP) and catch-up funding and how these monies are being allocated. Governors commented that the school is managing funding well and are working to close the gaps for identified and disadvantaged pupils. It was noted that nationally, disadvantaged pupils are below expectations in terms of progress and attainment. KB and NH attended a PP meeting with LS. SK had attended an online literacy meeting and undertaken training at the Lacey Green Hub. WD has completed a music link visit. • Assets 15.02.23 – It was noted that most Assets items will be covered elsewhere in the meeting. A health and safety visit has been undertaken but there are no funds for any works or improvements at the present time. There were no urgent risks identified. <p>b) A number of reports from link visits would be completed and uploaded to GVO following the meeting. ACTION: Upload link visit reports. The following link visits had been undertaken during the spring term:</p> <ul style="list-style-type: none"> • Pupil Premium – NH/KB • Science – WD • Music – WD <p>c) It was confirmed that CF would continue in the role of SEND link governor. Other link governor roles were discussed as follows:</p> <ul style="list-style-type: none"> • Attendance – EC • PE/Sports Premium – It was noted that there is £17,000 of spending to be accounted for and the new link governor will require an understanding of the rules of spending which have recently changed. TWe was suggested as a candidate for this role. • Art – KB commented that she had not been made aware that she was responsible for Art and requested a handover on this subject from EC. It was confirmed that the link staff member for Art is LP. • Geography – This would be assigned at the next T&L meeting. ACTION: Add appointment of Geography link governor to the summer term T&L agenda. • Governors noted that an updated link governor roles document had been uploaded to GVO. ACTION: Governors to review the link roles and contact WD with any comments. 	<p>KB/MS</p> <p>All govts.</p> <p>Clerk</p> <p>All govts.</p>
7.	<p>FINANCIAL MATTERS</p> <p>a) It was confirmed that the draft budget was only available for consideration at this meeting and not approval as there was further work to be undertaken in order to set a balanced budget for 2023-24. The deficit currently stands at £48,000 and savings</p>	

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	<p>need to be identified before the budget submission deadline in June. Governors noted that a plan needs to be in place to ensure that the entire Squirrel Club reserves are not utilised.</p> <p>The current 4.5% pay offer with 4% to be taken from school budgets and only 0.5% provided by the government has been rejected by unions and more industrial action is planned. The impacts on school budgets will be significant.</p> <p>b) In terms of budget vs actuals for the current year, it was noted that expenditure is higher than forecast due to supply costs to cover staff illness. There has also been increased expenditure on maintenance and repairs. The school commented that since the budget was set last academic year, costs have risen which is having a negative impact on the budget.</p> <p>c) The SFVS had been uploaded to GVO prior to the meeting with comments received and amendments made.</p> <p>Q: In the answer columns some questions had not been completed, is this still the case? A: All columns are now completed, and the document was reviewed at the Assets meeting.</p> <p>Governors approved the SFVS for submission by 31.03.23. ACTION: WD to sign the SFVS prior to submission.</p> <p>The Board expressed their thanks to TWi, TWe and LW for their work on the SFVS.</p> <p>d) The staffing structure for 2023-24 will not require any significant staffing changes. Benchmarking has been reviewed relating to the cost and size of the SLT team in comparison with similar schools.</p> <p>WD met with the school Bursar to review the School Fund on 14.03.23.</p> <p>e) An amendment was made to the SFVS during the meeting to note that the final budget would be approved by the Assets Committee in the summer term following a review of the ToR which provides delegated powers to the Assets Committee. ACTION: Add ratification of the 2023-24 final budget to the summer term FGB agenda.</p> <p>f) Monitoring of the spending and impact of the PP and School led tutoring grant was reviewed during the recent visit undertaken by NH and KB and was reported on in detail at the previous FGB meeting.</p>	<p>WD</p> <p>Clerk</p>
8.	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>Governors confirmed receipt of the report which was circulated prior to the meeting via GVO. The HT invited any questions on the report.</p> <p><u>SEF</u></p> <p>Q: What is the new SEF plan? A: LP has recently attended new SEF training. Historically, an annual document which is available on GVO has been used. This is a very lengthy document and the advice at the training was to adopt a one-page document with succinct points. The school have compromised and created a SEF for each of the four Ofsted areas plus an additional one for EYFS. These will be uploaded each year for governors to review. The reasoning behind shortening the documents was that there is more chance for items to be missed with increased detail and that there are difficulties in reviewing such a lengthy document.</p> <p><u>School Aims</u></p> <p>The review of the school aims was discussed, and it was outlined that a decision needs to be made on how to proceed with the review. The strategic school aims for the school are the responsibility of the Board and were last reviewed in 2018 through a wider stakeholder meeting.</p> <p>Q: How often should the aims be reviewed?</p>	


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	<p>A: Every 3-5 years.</p> <p>The aims were shown on screen to governors as published on the school website. It was commented that if a similar format to the last review was agreed, that this would need to be scheduled and the format agreed.</p> <p>Governor Comment: A community meeting would be positive; this would improve the stakeholder engagement profile of the Board.</p> <p>Q: What is the relevance of academisation on the aims and what are we trying to achieve?</p> <p>A: The aims would not be considered in terms of academisation at this time and the purpose would be to ensure that the Board have reviewed the aims in line with the mission statement.</p> <p><i>TWe joined the meeting remotely at 6:36pm.</i></p> <p>Governor Comment: An email blast could be issued to obtain community feedback. It was countered that this would not evidence collaboration with stakeholders.</p> <p>Q: Is the purpose of the review to satisfy Ofsted?</p> <p>A: No, the purpose of the review is to engage with parents and the wider community as a community school to ensure that all parties have input into what is right for the school.</p> <p>Governor Comment: The aims are important to parents and do have an impact on the decision of where to send your child.</p> <p>Q: Could a survey be created that reviews key words which feature in the aims and questions around these?</p> <p>A: Yes, this could be explored.</p> <p>It was highlighted that community stakeholders including the parish council, church and local businesses as well as other parties who would be relevant to the review.</p> <p>Q: Should a survey be undertaken as a first step?</p> <p>A: The idea of a survey is good, but it may not reach all parties and the answer options are not always such that the detail can be evidenced.</p> <p>It was suggested that a focus group could be useful which was carried out previously, but it was commented that not many external stakeholders attended and the importance of the local community needs to be highlighted to gain input from wider sources.</p> <p>ACTION: Add discussion of the format for the review of the school aims to the summer term Strategic Review Committee agenda.</p> <p><u>Attendance</u></p> <p>The school commented that governors need to monitor attendance carefully alongside safeguarding as this is a key indicator of issues.</p> <p>Q: As governors, how do the Board challenge attendance?</p> <p>A: Through consistent monitoring and questions such as:</p> <ul style="list-style-type: none"> • what is the persistence absence rate? • what is the school doing to manage attendance? • what is the percentage of unauthorised absences? <p>Key questions such as these will provide the evidence governors need to understand attendance.</p>	<p style="text-align: center;">Clerk</p>

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	<p>Q: A lengthy discussion regarding attendance took place at the Teaching and Learning Committee where Year 6 in particular was discussed as a lower attendance cohort. Is the school doing all that they can to improve attendance?</p> <p>A: Yes. The school are undertaking late gate inspections questioning parents directly when pupils are late. The school are also preparing to issue a fine for persistent lateness. A pupil must receive a certain number of late marks in a term period to trigger a fine.</p> <p>It is the Board's responsibility to challenge the school and the school's responsibility to challenge parents and whilst the issue is not directly in school's control, the crossover between school and home is such that that the school must manage these issues. There are challenges when engaging with external support where the school are told the issues do not meet need or where Early Help is proposed but the parents do not engage and so the case is not followed up which is frustrating for the school.</p> <p>Q: Can the school obtain an outstanding rating from Ofsted if attendance issues are identified?</p> <p>A: Yes, issues can be argued on a case-by-case basis but if the overall school attendance does not meet national targets, then this can be a limiting judgement regardless of the evidence presented in support of any issues.</p> <p>It was noted that the school are following the attendance policy and are one of the only schools in the local area issuing fines.</p> <p><u>GDPR</u> KB was confirmed as the governor link for GDPR.</p> <p>KB confirmed that she has completed training on this area and plans to compile an action plan going forward to manage compliance. ACTION: KB to compile a GDPR action plan.</p> <p><u>MAD Days</u> The MAD Days initiative was discussed, and it was confirmed that whilst this was a successful initiative, there was a rush to take days in March which did cause some staffing problems. It was confirmed that due to the budget position, this scheme would not be able to be offered to staff for the 2023-24 academic year.</p> <p>Q: Does this decision need to be communicated to staff?</p> <p>A: Staff understand that this was a one-off arrangement and are not expecting it to continue next year but communication would be appreciated. ACTION: Write to staff regarding the MAD Days initiative.</p>	<p>KB</p> <p>WD</p>
9.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The school development plan had been discussed under Item 8 and there were no further items to raise.</p> <p>It was noted that the SDP should be reviewed by governors ahead of visits.</p>	
10.	<p>SCHOOL IMPROVEMENT PARTNER (SIP)</p> <p>a) There was no SIP report to receive at this meeting. It was noted that a leadership partner visit was scheduled to take place next week but that a new SIP would need to be appointed for the next academic year.</p> <p>It was commented that the Board would need to identify candidates and review their suitability.</p> <p>LP commented that a potential candidate had been identified following delivery of a</p>	

ITEM		ACTION
	<p>training session who is also a current Ofsted inspector. ACTION: Forward details of the SIP candidate to NH and MS.</p> <p>Q: How does the Board source candidates for review? A: The school have previously used ECM Consultants and there are profiles available for all the SIP's that can be considered. The school recommends that the new SIP is also a current Ofsted inspector.</p> <p>Q: How much does the school currently pay? A: Approximately £3,000 per year. ACTION: NH and MR to review candidate profiles for the new SIP.</p> <p>b) External school improvement support for 2023-24 was discussed under point a) above.</p>	<p>LP</p> <p>NH/MS</p>
11.	<p>ACCESSIBILITY PLAN The Accessibility Plan had been circulated prior to the meeting and reviewed by governors.</p> <p>Governors approved the Accessibility Plan.</p>	
12.	<p>CRITICAL INCIDENT DOCUMENTATION The following documents had been circulated prior to the meeting via GVO for review:</p> <p>a) Emergency Plan b) Cyber Response Plan</p> <p>Governors approved the above listed documents.</p> <p>The importance of reading documentation prior to meetings was emphasised.</p>	
13.	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2023/24 It was proposed that the school continue with the same provision from Cheshire East for the 2023-24 academic year.</p> <p>A discussion took place regarding the cost of clerking provision and the current budget position. It was highlighted that previously, clerking was only purchased for FGB meetings and not committees.</p> <p>Governor Comment: The Board need to consider if the Cheshire East service is what the Board want to procure and then confirm the commitment to purchase if this can be accounted for in the budget. ACTION: Review the clerking provision following additional works on the budget. ACTION: Add discussion of the clerking provision to the summer term Strategic Review Committee agenda.</p> <p>Governor Comment: It may be that clerking provision is a luxury the school cannot afford, and any purchase must only be made following review of the budget position.</p>	<p>LW/TWi Clerk</p>
14.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a) Training continues to be monitored and there is a positive uptake of training by governors. The Cheshire East training package was further promoted to governors and the cost was highlighted. Governors noted that the cost of training needs to be considered in terms of ensuring take up to gain value for money.</p> <p>b) Governors noted the following recently attended training: KB – DPO training GDPR, Introduction, NCSC Cyber Security training. WD – Governor Leadership, Being Ofsted Ready and Cyber Security. ACTION: Send cyber security training link to governors.</p> <p>c) An update was provided on the skills audit and governors noted the positive results which would be further enhanced by MS's HR skillset.</p>	<p>Clerk</p>

ITEM		ACTION
	ACTION: Circulate suggested training courses to the Board.	WD
15.	<p>SCHOOL POLICIES</p> <p>The following policies had been circulated via GVO prior to the meeting and reviewed by governors.</p> <ul style="list-style-type: none"> • 10 – Medicines • 57 – First Aid • 108 – Medical needs including children who cannot attend school • 89 – Tackling Extremism • 77 – Online Safety and Acceptable Use – significant policy. <p>Governors approved the above-listed policies.</p> <p><i>KB left the meeting at 7:00pm.</i></p>	
16.	<p>TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</p> <p>ACTION: Complete meeting precis.</p>	WD
17.	<p>MEETINGS</p> <p>The next FGB meeting was confirmed as:</p> <ul style="list-style-type: none"> • Thursday 13th July 2023 at 5:00pm at the school. 	
18.	<p>ANY OTHER BUSINESS</p> <p>There were no other items of business raised for discussion at this meeting.</p>	
19.	<p>IMPACT STATEMENT</p> <p>The Board of Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Discussions took place regarding the review of the school aims and an action was taken to schedule a meeting to discuss the timing and format for this process and discuss this further at the summer term Strategic Review meeting. • Challenge and clarity on attendance was sought by governors with a greater understanding gained on the importance of attendance and attendance as a key indicator of safeguarding concerns. • The financial position of the school was discussed, and governors noted the requirement for additional works to balance the 2023-24 budget. It was also highlighted that the impact of the cost of clerking and SIP provision would need to be considered closely to inform the amount of provision purchased. • The SFVS was approved for submission. • Governors continue to develop their skills through training to benefit the school. <p><i>NH left the meeting at 7:03pm.</i></p>	

The meeting moved to part two.


Chair
13.07.23.....Date