



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
ON THURSDAY 13TH JULY 2023**

GOVERNORS IN ATTENDANCE:	Lindsey Walsh (LW)	Headteacher
	Wendy Davies (WD)	Chair of Governors
	Sheila Keegan (SK)	Local Authority Governor
	Marc Asquith (MA)	
	Alex Shaw (AS)	
	Martin Smith (MS)	
	Helen Handley (HH)	
	Nick Hughes (NH)	
	Lesley Sym (LA)	
	Hannah Lomas (HL)	
	Tom Williams (TWi)	
OTHERS IN ATTENDANCE:	Sarah Lomas (SL)	Clerk to Governors
	Lyndsey Platt (LP)	Deputy Headteacher

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

ITEM		ACTION
1.	<p>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from:</p> <ul style="list-style-type: none"> • Teddy Weyman <p>Claire Finch was not present, and no apologies were received.</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 the Alderley Edge Preschool. <p>There were no anticipated conflicts of interest with the business of the meeting declared by governors.</p> <p>It was confirmed to all governors that declarations of interest would be reviewed for the 2023-24 academic year in September.</p> <p>b) The school confirmed that GIAS continues to be updated by the school with any changes to governance and would be updated following the meeting with any changes to membership.</p>	
3.	<p>MEMBERSHIP</p> <p>a) The following changes to the membership of the board of governors were confirmed:</p> <ul style="list-style-type: none"> • The appointment of AS as a co-opted governor for a four-year term of office commencing from 13.07.23. • The appointment of HH as a co-opted governor for a four-year term of office commencing from 13.07.23. <p>It was requested that AS and HH provide a short biography for the Governing Body Profile document and send this to LW.</p> <p>ACTION: Send short bio to LW for inclusion within the Governing Body Profile document.</p>	AS/HH

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	<p>b) Governors noted that CF has notified the Board that she will be stepping down from her role as a parent governor effective from 13.07.23. A parent governor election will take place in the autumn term 2023. TWe has also tendered his resignation but has agreed to continue in role until a replacement with the appropriate financial skills is sourced. ACTION: Undertake a parent governor election in the autumn term 2023.</p> <p>c) To note the following terms of office that are due to expire before the next meeting:</p> <ul style="list-style-type: none"> • Claire Finch (23.11.23) It was confirmed that CF was stepping down from her role as a parent governor with immediate effect. ACTION: Update GVO to remove CF's profile. • Wendy Davies (25.11.23). WD volunteered to renew her term of office for a further four-year term. Governors approved the appointment of WD as co-opted governor for a four-year term of office commencing from 25.11.23. ACTION: Update GVO with WD's new term of office on 25.11.23. • Governors agreed that with TWi's term of office expiring in the summer term that he would be appointed as a co-opted governor with immediate effect in order to allow for the election of two parent governors in the autumn term. • In considering the need for accountancy/finance skills, WD confirmed that she had met with a recently retired accountant who may be a suitable candidate. ACTION: Follow up with accountancy contact and invite to school to tour and meet LW. • HL also suggested her father who is a semi-retired financial director who may be a potential candidate. It was suggested that it be checked whether relations are allowed to be on the same board. ACTION: Confirm if relations are able to serve on the same board. <p>d) It was confirmed that AS and HH will liaise with Suzy Broadrick to complete their DBS and S.128 checks. ACTION: Liaise with SB to complete DBS and S.128 checks.</p>	<p>LW</p> <p>Clerk</p> <p>Clerk</p> <p>WD</p> <p>Clerk</p> <p>AS / HH</p>
4.	<p>PART ONE MINUTES & MATTERS ARISING</p> <p>a) The part one minutes of the previous meeting on 29.03.23 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. ACTION: Upload an electronically signed copy of the minutes from 29.03.23 to GVO.</p> <p>b) The action log from the previous meeting was reviewed with the following items noted:</p> <ul style="list-style-type: none"> • The SIP candidate would be discussed under Item 10. • An action was taken to organise flowers and a note of thanks to CF following the meeting. • Link governor roles had been discussed with HH and MS has taken on the HR link role. <p>All other actions were marked as complete.</p>	<p>Clerk</p>
5.	<p>CHAIR'S ACTION</p> <p>There had been no action taken by the Chair under the Chair's Power to Act and therefore no report to receive at this meeting.</p>	
6.	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) An update of the content of discussions from summer term committee meetings was provided as follows:</p> <ul style="list-style-type: none"> • Strategic Review (25.04.23) – The arrangement of a community meeting to discuss the strategic aims for the school was discussed and following the meeting LW and WD have met and proposed a date of 18th September 2023 for the meeting. Governors noted that the Strategic Review meeting in September 	

ITEM		ACTION
	<p>will take place before the community meeting and will be used to prepare for this.</p> <ul style="list-style-type: none"> • Teaching and Learning (02.05.23) – The main focus of discussions centred around attendance which still remains above 95%. Governors noted that the school procedures for managing attendance are effective and consistently applied. • Assets (13.06.23) – It was confirmed that the majority of items would be covered under item 7 of this meeting. TWi has undertaken a site inspection as part of health and safety requirements and there were no urgent items identified. Governors noted that representatives from Cheshire East have inspected the boiler and confirmed that it is in a poor condition. The school are now awaiting confirmation as to whether CE will fund the part or whole replacement of a new boiler and associated works. A review of the asset register has also been undertaken and all items are accounted for. The school have been able to source LED light fittings that can be housed in the existing light units which will generate a cost saving as the whole units will not need to be replaced. It was also confirmed that the school received a 100% rating in the recent compliance audit. <p>b) The following visits/reviews have been undertaken:</p> <ul style="list-style-type: none"> • KB and MS have reviewed the Delegation Planner which as uploaded prior to the meeting for governors to review. Governors approved the Delegation Planner. • CF has undertaken a SEND visit during the summer term. A report from the visit is to be submitted. • NH has undertaken a review of the Single Central Record as part of the Safeguarding governor link role. A report on this visit has been uploaded GVO. • NH has also undertaken a maths link visit and noted the positive predictions for KS2 SAT's results. • KB has undertaken a website compliance review and a report has been uploaded to GVO. • KB has undertaken Art and GDPR visits. The reports have been uploaded to GVO and a summary was provided for the minutes. • GDPR Visit (May 2023) – KB expressed her thanks to LW for briefing her on the Data Protection Officer (DPO) roles and responsibilities and how the school is currently adhering to GDPR principles. Thanks were also expressed to all school staff who demonstrated they have a high level of awareness for GDPR, safeguarding and protection of sensitive information. During the visit ad-hoc desk checks and classroom checks were conducted to ensure no personal data was visible or accessible. KB confirmed that in alignment with the role and responsibilities of the DPO, she has conducted basic and additional training in GDPR and cyber security to ensure she has a working and up-to-date knowledge of the role of DPO. All governors with an interest in this area were encouraged to undertake this training. • Art Visit (May 2023) – Thanks were expressed to LP for her hard work on upgrading the art action plan and curriculum for the benefits of pupils, and for the teachers at AECPS who are successfully implementing this new curriculum and ways of working. It was excellent to see positive outcomes being achieved through this collaboration and bringing art more in to focus. KB observed an art class which was looking at watercolours and mixing of colours. It was clear the pupils enjoy art lessons, and this is linked to positive wellbeing. KB also learnt how the school is adapting the curriculum to meet the needs of SEND pupils and building in 'art appreciation' to the curriculum. • The Chair commented that KB's reports were very thorough and that the website review utilised the model template for compliance reviews. 	

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	c) HH was appointed as the SEND link governor and Safeguarding link governor effective immediately.	
7.	<p>FINANCIAL MATTERS</p> <p>a) It was confirmed that the final budget was formally approved at the Assets Committee meeting on 13.06.23 and was submitted to the Local Authority in line with the 30.06.23 budget submission deadline. Governors ratified the approval of the final budget for 2023-24. A summary of the budget position was provided as follows:</p> <ul style="list-style-type: none"> • Just under £4,000 was carried over to September 2023. • Year 1 – break-even position. • Year 2 – deficit of £93,000. • Year 3 – deficit of £241,000. <p>Governors noted that the budget for 2023-24 was commencing with an additional £30,000 compared to 2022-23.</p> <p>b) The approval of the staffing structure was considered under Part 2 of this meeting.</p> <p>c) The school confirmed that the S.175 Safeguarding audit was submitted on 13.07.23.</p> <p>d) The Board approved the purchase of clerking services to the Board as accounted for within the 2023-24 budget submission.</p>	
8.	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>The Headteacher's report was circulated to governors prior to the meeting via GVO.</p> <p>The school confirmed that they are very pleased with the outcomes for pupils this year. There have been a range of sporting successes and enjoyment of the arts which serve to balance and broaden the curriculum.</p> <p>Governors noted that attainment results remain paramount and underpin all areas of teaching. The school are still dealing with the aftermath of Covid but the initial attainment results are very pleasing. It will also be important for governors to note the progress scores when they are released as they are a significant indicator of success. Last year attainment results for the school were broadly in line with national averages but progress for reading in particular was exceptionally strong at 0.4. Governors noted that the IDSR report for the school will be released in November 2023.</p> <p>Q: There was a comment regarding Pupil Premium pupils and Cheshire East, what does this relate to?</p> <p>A: CE have been criticised by Ofsted for focussing on attainment but when Ofsted took out the disadvantaged data from the results the success for the authority dropped to the lower end of the league tables. The data for disadvantaged pupils was then compared with other neighbouring local authorities and CE ranked 11th out of 12. CE have been tasked to ensure that PP pupils are making expected or better progress and comparisons between PP and non-PP will be made. For the school, this poses challenges because there is only a maximum of 5% PP in each class and each child has different needs which requires personalisation of intervention strategies. The school have always undertaken a tutoring approach to PP interventions to enable bespoke support. The school confirmed that PP pupils are performing well and the funding for these pupils is tracked.</p> <p>Q: Did Ofsted highlight the SEND support for autism?</p> <p>A: Ofsted picked up on the support for autism but not the specific data.</p> <p>Q: Currently attendance is at 95.02%, is this likely to drop in the next two weeks due to holidays?</p> <p>A: It may dip but even if it falls to 94% this is still a very strong attendance rate. The school will be able to evidence what has been done to manage any unauthorised absences.</p>	

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	<p>Q: Could it be worthwhile to send another reminder email to parents regarding unauthorised holidays? A: Parents have booked holidays and are very unlikely to change their plans. The school anticipate that holiday requests will reduce due to the additional week next year which falls in line with high schools.</p> <p>It can be difficult to manage parent attitudes to the last week in school where the assumption is often made that little work is undertaken but this is not the case at AECPS where pupils are working to the last week and there are a number of enrichment events that take place at the end of term that are valuable for pupils.</p> <p>Q: The health and safety policy is coming up for review should this be reviewed at this meeting? A: This will be done in the autumn term and TWi will manage the review process with LW.</p>	
9.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>a) It was confirmed that the SDP review was included within the Headteacher's report along with a summary of the objectives for the year. Governors noted that the SDP is reviewed termly. Over the course of the summer holiday, LW will update the Self Evaluation Form (SEF) and use this to draft the SDP for 2023-24. There is a new format SEF template which will be used that is significantly shorter than the previous version which will in turn mean that the SDP is also more succinct. Governor Comment: These are positive changes welcomed by the Board and will make the documents much easier for governors to review.</p> <p>b) The SEF was considered under item 9 a) above.</p>	
10.	<p>SCHOOL IMPROVEMENT PARTNER (SIP)</p> <p>a) It was confirmed that there was no report to receive at this meeting as there was no visit during the summer term.</p> <p>b) An update was provided on the appointment of a new external advisor for 2023-24 as follows:</p> <ul style="list-style-type: none"> • Two candidates were interviewed by governors following tours of the school. One candidate was a recently retired headteacher of a legacy outstanding school from 2014, this candidate had no experience of the new Ofsted framework but showed great enthusiasm for the role. • The selected candidate is Clive Davis of Focus Education who has extensive experience and is a former Ofsted inspector having inspected over 200 schools. Ten schools that he has been involved with this year have been inspected as outstanding or good with outstanding features which was a deciding factor in his appointment. • The structure of visits for 2023-24 will be one full day and two half days and includes support for the HTPMR. The cost is slightly higher than that for 2022-23. 	
11.	<p>PUPIL PERFORMANCE (may be included in HT's report)</p> <p>a) The school is currently in the review period for internal assessment data. All in-house teacher assessments have been completed and NFER data will be input into the Insights system to inform target groups for next year. SAT's data will be formally reported on in the autumn term.</p> <p>b) Governors noted that the end of year reports would be issued to parents on 14.07.23.</p> <p>c) KS1 and KS2 results along with the Year 4 Multiplication check and Year 1 Phonics check will be reported to parents and there is an optional parents evening scheduled next week to discuss school reports should parents wish to make an appointment.</p> <p>Q: Does the data from all the assessments need to be input before the end of term?</p>	

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20.	MEETINGS The meeting dates for 2023-24 were confirmed as follows: <table border="1" data-bbox="199 689 1385 1892"> <thead> <tr> <th>MEETING</th> <th>DATE</th> <th>TIME</th> <th>VENUE</th> </tr> </thead> <tbody> <tr> <td colspan="4">AUTUMN TERM</td> </tr> <tr> <td>Strategic Review Committee</td> <td>Tuesday 12th September 2023</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>HTPMP with SIP</td> <td>TBC</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Teaching and Learning Committee</td> <td>Tuesday 10th October 2023</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>Finance Meeting</td> <td>Thursday 2nd November 2023</td> <td>9:30am</td> <td>In school</td> </tr> <tr> <td>Pay Review</td> <td>Tuesday 7th November 2023</td> <td>4pm</td> <td>In school</td> </tr> <tr> <td>Assets Committee</td> <td>Tuesday 7th November 2023</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>FGB</td> <td>Thursday 23rd November 2023</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td colspan="4">SPRING TERM</td> </tr> <tr> <td>Strategic Review Committee</td> <td>Tuesday 16th January 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>Teaching and Learning Committee</td> <td>Tuesday 30th January 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>Finance Meeting</td> <td>Thursday 8th February 2024</td> <td>9:30am</td> <td>In school</td> </tr> <tr> <td>Assets Committee</td> <td>Tuesday 13th February 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>FGB</td> <td>Thursday 7th March 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td colspan="4">SUMMER TERM</td> </tr> <tr> <td>Strategic Review Committee</td> <td>Tuesday 23rd April 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>Teaching and Learning Committee</td> <td>Tuesday 7th May 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>Finance Meeting</td> <td>Thursday 9th May 2024</td> <td>9:30am</td> <td>In school</td> </tr> <tr> <td>Assets Committee</td> <td>Tuesday 14th May 2024</td> <td>5pm</td> <td>In school</td> </tr> <tr> <td>FGB</td> <td>Thursday 4th July 2024</td> <td>5pm</td> <td>In school</td> </tr> </tbody> </table> ACTION: Add meetings to GVO calendar.	MEETING	DATE	TIME	VENUE	AUTUMN TERM				Strategic Review Committee	Tuesday 12 th September 2023	5pm	In school	HTPMP with SIP	TBC	N/A	N/A	Teaching and Learning Committee	Tuesday 10 th October 2023	5pm	In school	Finance Meeting	Thursday 2 nd November 2023	9:30am	In school	Pay Review	Tuesday 7 th November 2023	4pm	In school	Assets Committee	Tuesday 7 th November 2023	5pm	In school	FGB	Thursday 23 rd November 2023	5pm	In school	SPRING TERM				Strategic Review Committee	Tuesday 16 th January 2024	5pm	In school	Teaching and Learning Committee	Tuesday 30 th January 2024	5pm	In school	Finance Meeting	Thursday 8 th February 2024	9:30am	In school	Assets Committee	Tuesday 13 th February 2024	5pm	In school	FGB	Thursday 7 th March 2024	5pm	In school	SUMMER TERM				Strategic Review Committee	Tuesday 23 rd April 2024	5pm	In school	Teaching and Learning Committee	Tuesday 7 th May 2024	5pm	In school	Finance Meeting	Thursday 9 th May 2024	9:30am	In school	Assets Committee	Tuesday 14 th May 2024	5pm	In school	FGB	Thursday 4 th July 2024	5pm	In school	Clerk
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21.	ANY OTHER BUSINESS There were no items of other business tabled for discussion at this meeting.																																																																																					



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22.	<p>IMPACT STATEMENT</p> <p>The Board helped to move the school forward in the following ways:</p> <ul style="list-style-type: none">• Governors confirmed the date for the community to meeting to discuss the strategic aims to inform the future work of the Board.• The final budget was ratified following submission.• The formal appointment of the SIP was discussed with the recent Ofsted experience highlighted as a benefit to the school.• The review of the board functions were discussed with an action taken to complete 360 reviews of the Chair and the Board to inform future priorities for development.• Governors have continued to undertake visits to ensure with compliance of health and safety and safeguarding matters along with other link roles.• New governors were assigned link roles and new vacancies were considered to ensure coverage of subjects for 2023-24.	

The meeting moved to part two.

.....*WGD Davies*.....Chair
.....23.11.23.....Date