

MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL ON THURSDAY 23RD NOVEMBER 2023

GOVERNORS IN ATTENDANCE:	Lindsey Walsh (LW)	Headteacher
	Wendy Davies (WD)	Chair
	Nick Hughes (NH)	Vice Chair
	Martin Smith (MS)	Co-opted Governor
	Hannah Lomas (HL)	Co-opted Governor
	Helen Handley (HH)	Co-opted Governor
	Mike Lamb (ML)	Parent Governor
	Mark Ross (MR)	Parent Governor
	Lesley Sym (LS)	Staff Governor
	Marc Asquith (MA)	Co-opted Governor
	Alex Shaw (AS)	Co-opted Governor
	Tom Williams (TWi)	Co-opted Governor
OTHERS IN ATTENDANCE:	Sarah Lomas	Clerk to governors
	Lyndsey Platt (LP)	Deputy Headteacher

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:03pm.

ITEM	ACTION
<p>1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> • Katie Bjerkan • Sheila Keegan • Teddy Weyman <p>The following item of AOB was raised for discussion and approval under Item 25:</p> <ul style="list-style-type: none"> • Approval of the school aims effective from January 2024. 	
<p>2. CONFLICT OF INTEREST</p> <p>a) The following interests were declared 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 Preschool. <p>There were no anticipated conflicts of interest with the business of the meeting raised by governors.</p> <p>b) The clerk confirmed the completion of the annual declarations and confirmations by governors except for TWe. SK also had one safeguarding declaration outstanding. ACTION: Follow up with TWe and SK regarding outstanding declarations and confirmations.</p> <p>c) Governors noted that the school updates the register of interests on the school website and get information about schools (GIAS).</p>	Clerk
<p>3. ELECTION OF CHAIR WD was nominated for the role of Chair of the governing board. There were no other nominations received. Following a vote WD was duly elected as Chair of the governing board for a one-year term of office.</p>	
<p>4. ELECTION OF VICE CHAIR NH was nominated for the role of Vice Chair of the governing board. There were no other nominations received. Following a vote NH was duly elected as Vice Chair of the</p>	

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	<ul style="list-style-type: none"> • Exclusions • staff grievance appeals <p>Governors approved the above terms of reference for 20/23/24 ACTION: Mark as final terms of reference listed above and upload to GVO.</p> <p>It was recommended that governors access training on complaints and exclusions. HH confirmed she had attended the Cheshire East governor training on complaints on 16.11.23.</p>	Clerk
9.	<p>GOVERNORS' CODE OF CONDUCT The code of conduct had been circulated to governors prior to the meeting for review. Governors approved the code of conduct. ACTION: WD to sign the code of conduct following the meeting.</p>	WD
10.	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) The minutes from previous committee meetings had been circulated to governors for review and a summary of the meetings was provided as follows:</p> <ul style="list-style-type: none"> • Strategic Review Committee 13.09.22 – The structure of committees was discussed along with the composition of the board. The main item of discussion related to the school aims and the format of the stakeholder meeting along with discussion around the key priorities for 2023-24. A number of policies were approved and the RAAC issue was discussed along with a review of key governance documentation. • Teaching and Learning Committee 12.10.23 – This meeting enabled a full review of school data and results. Attendance was discussed in detail, policies approved and HH was appointed as Vice Chair of the Teaching and Learning Committee. • Assets Committee 08.11.23 – Governors noted that the main items from the meeting would be covered under the finance section of this meeting. HL was appointed as Vice Chair of the Assets Committee. <p>b) The following reports from link governors were received:</p> <ul style="list-style-type: none"> • SEND - HH confirm that a report has been uploaded to GVO. A school visit was undertaken where funding and staffing was discussed, and issues raised at the recent Cheshire East governor conference were highlighted. Governors noted that the focus on SEND from Ofsted is significant following the experience the headteacher had at a local school last week. • Safeguarding - HH undertook a school visit where the online single central record was reviewed. Statutory training requirements were discussed, and it was confirmed that all training is up to date. Governors noted that it was observed that children are taught well in terms of their awareness of safeguarding. A future visit will be scheduled to meet with safety ambassadors and discuss ongoing work. • Well-being – A separate report on well-being has been uploaded to go by HH. This was undertaken separately as it was highlighted at the recent Cheshire East governor conference that well-being is a key issue. The school has a focus on PSHE and this area of the curriculum is considered to be robust. <p>Q: Does the board feel satisfied that all requirements regarding SEND and safeguarding are being met? A: Yes, all processes and procedures are in place and effective. There were a few queries that will be discussed at the Teaching and Learning Committee meeting in the spring term regarding ensuring that all questions have been asked and recorded clearly.</p> <ul style="list-style-type: none"> • NH had undertaken a maths subject link visit and it was noted that maths overall is in a positive position within the school. Pupil premium children were considered compared to non-pupil premium and it is pleasing to report that these pupils are very much in line with non-PP pupils or ahead. It was noted that the current Year 6 are a strong cohort and the prediction for results is positive. 	

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	<p>c) It was agreed that governors should undertake school visits related to the core subjects once per term. SEND visits take place termly and safeguarding visits are undertaken every half term.</p> <p>d) The governing body strategy statement was considered and it was noted that the school aims were last reviewed in 2021. There were no proposed changes and following review governors approved the governing body strategy statement. It was noted that the date on the document needs to be amended to 2023 to 25. ACTION: Add governing body strategy statement for review in autumn 2025. ACTION: Change date to 2023-2025.</p>	<p>Clerk LW</p>
<p>11.</p>	<p>FINANCIAL MATTERS</p> <p>a) The annual accounts of the Unofficial School Fund and the audit certificate had been circulated to governors prior to the meeting for information. Governors confirmed receipt of this documentation.</p> <p>b) It was confirmed that the Johnathan Christian Hare will continue as the auditor for the Unofficial School Fund.</p> <p>c) In terms of the budget versus actuals for the current year 2023-24, governors noted that the school is now forecasting a balanced budget with a zero carry forward for 2024-25.</p> <p>d) Governors were updated on the progress against the three-year budget plan. It was noted that year 2 and year 3 are showing deficit positions and whilst this is a common occurrence, the size of the deficit is significantly larger than previous years which is a concern. It was confirmed that the size of the deficit is almost double that seen in previous years and it would be difficult to find an easy solution to reverse this deficit position. The current actions to be undertaken are to review all areas of expenditure within school and consider where savings could be made. A discussion on the potential savings was undertaken in Part 2 of this meeting.</p> <p>e) The completion of the SFVS was discussed and governors noted the deadline of 31.03.24. It was agreed that a working group comprising WD, MR, ML, TWi, TWe would be formed to meet to review and agree arrangements for the completion of this document in the spring term. ACTION: TWi to issue dates to the working group to meet in the spring term.</p> <p>f) It was confirmed that TWe has reviewed the manual of internal financial procedures (MIFP) in detail. There have been very few changes. One change of note which has been previously discussed was related to tendering for projects of over £25,000. Previously the school were unable to obtain tenders for the MUGA pitch work and therefore governors agreed that the school could confirm works with the most competitive quote received. It was proposed that this caveat remain and where the school may be in the position that it is unable to obtain tenders for projects the board will meet to make a decision to ensure the best value for a project for the school. Governors were informed that the local Barclays Bank has closed for cash deposits however this does not impact the school as all payments are now made online.</p> <p>Governors were encouraged to review and understand the process relating to the MIFP. The scheme of delegation also forms part of the MIFP. Governors approved the changes to the MIFP and approved the scheme of delegation. ACTION: LW to send formal budget scenarios to TWi relating to savings.</p>	<p>TWi</p>
<p>12.</p>	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>Their headteacher's report had been circulated to governors prior to the meeting for review via GVO.</p> <p>Questions were invited on the contents of the report.</p> <p>Governor Comment: The report evidences a well-rounded half term where pupils have been exposed to a wide range of opportunities.</p>	

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	<p>The school responded that whilst these opportunities are not always easy to deliver, they are extremely important to pupils' experience of their education as these events are remembered.</p> <p>The Ofsted agenda was highlighted and how this impacts on the school. The three main areas of consideration are the three I's which stand for intent, implementation and impact. The school needs to be able to evidence how these areas are being met through monitoring. Ofsted will consider data from the IDSR but will not consider any internal data.</p> <p>The school achieved good results in 2023 and were very pleased that targets had been exceeded except for reading. Governors noted the reported difficulties with the reading paper in terms of its length and content and not meeting the target was due to children not having the time to finish the paper.</p> <p>Progress measures for the school are also positive. Governors noted that zero represents average and anything above is exceeding national expectations. The school achieved above average progress in all areas.</p> <p>The headteacher confirmed that training for governors can be provided along with input on data and the ideas are to upskill governors in this area in the new year. ACTION: Set a date for governor training an Ofsted data and IDSR.</p> <p>Q: Would it be possible to detail any year on year trends? A: It is important for governors to note that each cohort is different and therefore it is difficult to draw direct comparisons. It is essential that the school knows their pupils and this is the reason that progress scores are more useful than attainment.</p> <p>Staffing – One TA has left for financial reasons to work in a different employment sector. Recruitment challenges remain for support staff, and this is further compounded by the current budget position. Any cover required is being actioned internally but this is creating additional challenges due to the lack of capacity internally.</p> <p>Health and safety – There are no new health and safety items to report. The school underwent a very successful audit and the audit highlighted the processes and procedures in place and how well items are recorded.</p> <p>Q: What is an operation encompass notification? A: This is where an event involving the police takes place outside of school and the school are then notified of this incident.</p> <p>Q: Regarding staff absence there have been high levels of absence what was this related to? A: There were some long-term illnesses which were not related to work stress and this was an unusual situation for the school. The remaining sickness was due to ad hoc days.</p> <p>Q: Does the school not breakdown staff absence into the reasons for absence? A: No not at this time.</p> <p>Governors thanked LW for her continued work in leading the school.</p>	LW
13.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>a) Governors noted that the school evaluation form (SEF) has been uploaded onto GVO and was last updated at the beginning of November in line with new data releases. This is an important document for governors to be aware of and contains the targets which are on the school website. The document is structured according to how Ofsted will</p>	

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	<p>inspect the school.</p> <p>Q: With regard to the plans in place, does the school have a particular focus on computing this year?</p> <p>A: Yes, each year there is a different curriculum focus and this year the focus is on computing.</p> <p>b) Governors noted that prior to undertaking link visits with staff that the SEF should be reviewed in order to facilitate discussions with staff around progress against the objectives.</p> <p>c) The school development plan (SDP) for 2023-24 was circulated to governors ahead of the meeting. It is important to ensure that governors are aware of the main objectives and the focus areas specific to the board of which the school aims was a significant target. The other main focus is the topic of academisation on which a decision needs to be made this academic year. The importance of upskilling new governors on academisation and the impact on the school was highlighted with governors noting that whilst there are many potential benefits there is a loss of control. Governors were requested to undertake due diligence on any academisation in order to make an informed decision.</p> <p>ACTION: Undertake due diligence and reading around the area of academisation.</p> <p>ACTION: Issue training dates an Academy related topics to governors.</p> <p>ACTION: Engage with the SIP to circulate dates for a training session on academisation for governors.</p> <p>Governors noted that LW and WD met with an existing trust for an informal discussion about multi academy trusts and the process of joining an existing MAT and how this may look in practice.</p> <p>Governors approved the SDP for 2023 to 24.</p>	<p>All govs Clerk LW</p>
<p>14.</p>	<p>SCHOOL IMPROVEMENT PARTNER (SIP)</p> <p>a) There was no report from the SIP to receive at this meeting. The SIP had visited the school and a lengthy discussion took place around history and a deep dive is planned for the spring term.</p> <p>Governors were briefed on the structure of SIP visits for 2023-24. The SIP is employed for two half days and one full day across the year and also forms part of the headteacher management process.</p> <p>Q: What is the SIP's professional background?</p> <p>A: The SIP runs a consultancy called Focus Education and has a history of experience as a headteacher, school improvement consultant and former Ofsted inspector. The majority of schools that have been inspected as part of his school improvement work have been rated good or outstanding. The SIP is also a trustee of a MAT and undertakes a significant amount of curriculum work and can advise on resources and development.</p>	
<p>15.</p>	<p>SCHOOL PERFORMANCE</p> <p>a) Governors noted that data has been reviewed in detail at the Teaching and Learning Committee meeting. The school are currently collecting termly data which will be compiled at the end of the autumn term. The school undertakes 3 termly data collections which helps to inform interventions and target groups and also links in with staff performance management.</p> <p>There are some nominal groups which are small such as pupil premium and EAL. Due to the size of these cohorts, the school prefer to track each pupil individually rather than as a group. The send cohort is larger, five is a statistically valid number but this cannot be tracked year on year because of the change in cohorts. Governors noted that progress for all groups is good.</p>	


ITEM		ACTION
	<p>LS tracks all internal school data. Summative assessments informed conversations with staff and this is a useful process. Assessments are undertaken in maths, writing, reading and SPAG. All non-core subjects are teacher assessed.</p> <p>Q: What data assessment programme do the school use? A: Insights.</p> <p>Q: Was the previous system not fit for purpose? A: Initially this system worked but over time it began to fail. The new system is fully fit for purpose. Staff are able to record progress at the end of the lesson and then upon the next lesson can review any issues it is also a helpful tool as a subject leader to gain an overview of what areas may not have been covered and progress against curriculum targets.</p> <p>b) Targets were set in the summer term for 2024-25. The school confirmed that it is not a formal requirement to set targets, but the school chooses to do so as it is part of the internal monitoring process. All targets were exceeded except for the greater depth predictions in reading.</p> <p>c) Governors were informed that all Reception baseline assessments (RBA) have been completed.</p> <p>Governors were informed that there are no Key Stage 1 SATs going forward although the school will still undertake them internally. The progress measures in future will be taken from the baseline assessment in Reception to that achieved in Year 6. It was highlighted that the school will not know the results of the RBA's until the progress score is received when the pupil reaches Year 6. It was highlighted that this is to ensure that there is no tampering of data by schools and the data is submitted externally. The school disagree with the RBA's in terms of this being a child's first experience of school.</p> <p>Q: What is the purpose of these tests? A: It is to assess the school to see how it develops pupils overtime.</p> <p>Governor Comment: A comparison with Year 2 seems to make sense however to compare a child in Year 6 with the reception baseline to assess progress seems inaccurate.</p> <p>It was confirmed that the school will still administer a form of Year 2 assessments but these will not be formally reported on.</p>	
16.	<p>PUPIL PREMIUM, SPORTS PREMIUM AND CATCH-UP FUNDING</p> <p>The use of pupil premium (PP), sports premium and catch up funding was discussed in detail at the Teaching and Learning Committee Governors noted that PP voice is being undertaken with students and this will be fed back to the Teaching and Learning Committee in the spring term.</p> <p>The PP strategy statement will be published on the school website in line with the deadline of 31.12.23. LS is meeting with the school bursar to review the finances and update the statement before publishing. The strategy sets out all the results for PP pupils and the school confirmed that there were no concerns in any areas as PP children are performing at the expected level or above. There is one pupil requiring and in receipt of additional support but the impact of this support is not yet being seen the school are aware of this issue and continue to monitor this closely.</p> <p>Governors noted there are 12 PP pupils within the school.</p>	

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	<p>The school works closely with parents and families of PP children to ensure access to additional resources such as holiday clubs which are available at no cost to parents, free uniform and extracurricular clubs within school.</p> <p>Q: Where it is highlighted that music lessons are free is this facilitated through use of PP funding? A: Yes, some funding is used to cover music lessons along with other items such as subsidising residential trips.</p> <p>Q: What is the threshold for receiving PP funding? A: PP funding is free school meal income related and even where a family may only be in receipt of free school meals for a short period this will trigger PP funding. However, the parent has to apply and it is not automatically triggered. Any looked after and previously looked after children will also receive this funding.</p> <p>Q: In considering the live bad debts are these PP families? A: One family has run up a significant debt through squirrel club however this debt will be followed up by a payment plan overtime as the children are on roll for a number of years.</p> <p>With regard to sports premium it was agreed that AS would arrange a link visit in the spring term. ACTION: Undertake a PE link governor visit.</p> <p>Q: Will the catch up funding continue to be received by schools going forward? A: Yes, this will continue. The recovery funding has ceased but the school led tutoring grant has continued.</p>	<p style="text-align: center;">AS</p>
17.	<p>GOVERNANCE STATEMENT</p> <p>It was confirmed that the annual governance statement had been completed but needed updating with the information on the newly appointed governors. Governors approved the annual governance statement subject to the additional information required. ACTION: Update the annual governance statement with information on newly appointed governors.</p>	<p style="text-align: center;">LW</p>
18.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a) It was confirmed that training has been discussed at committee level particularly with new governors in terms of briefings on induction courses, available webinars and Cheshire East courses. Training continues to be undertaken by governors in a range of areas and new governors were encouraged to engage with the induction training available.</p> <p>b) It was confirmed that governors have undertaken statutory safeguarding training in line with requirements and additional training relating to induction and other subject and governor related areas. It was noted that training is an area of risk due to the high number of new governors on the board and mentoring and training is a priority. Established members of the board will work to mentor new governors and support the maturity of the board over the course of the next 12 months. It was also noted that there is a high number of parents on the school board and it will be important to ensure a balance going forward. Q: What is a co-opted governor? A: This is a different category of governor and co-opted governors are appointed by the board based on their expertise and skills that will add value to the governing body.</p> <p>c) Governors approved the strategic vision document for 2023-24 under item 10d) as this forms part of the Governing Body Strategy document.</p> <p>d) The results of the 360 review of the Board and Chair have been compiled for review and will be discussed at the Strategic Review Committee meeting in spring term. ACTION: Add review of the 360 results to the Strategic Review Committee agenda in</p>	<p style="text-align: center;">Clerk</p>

ITEM		ACTION
	the spring term 2024.	
19.	<p>CONFIRM TERM DATES FOR 2024-25 The term dates for 2024-25 have been set and circulated to governors for information. The school confirmed that the term dates follow those of the local high school and include five inset days. The dates are also in line with those set by Cheshire East.</p>	
20.	<p>SCHOOL POLICIES The following policies have been circulated for review prior to the meeting via GVO:</p> <ul style="list-style-type: none"> • 21 Positive Behaviour Management • 36 Child Protection and Safeguarding • 107 Child on Child Abuse • 16 Attendance of Pupils • 82 Data Protection Policy • 18 Pay Policy for Teaching Staff • 60 Complaints • 63 Whistleblowing • 76 Exclusion Policy • 9 Health and Safety <p>It was noted that with regard to absence in the attendance policy there is a discrepancy between the wording used on the Cheshire East website and that within the policy. ACTION: Review the wording on the Cheshire East website and match this with the policy wording.</p> <p>It was also noted that the address of the Department for Education requires amendment. ACTION: Amend the address for the Department for Education.</p> <p>Governors approved the above listed policies subject to the amendments highlighted.</p>	<p>LW</p> <p>LW</p>
21.	<p>PLANNED RESIDENTIAL VISITS The following residential visits are planned for 2024 and were brought to governors for approval at this meeting:</p> <ul style="list-style-type: none"> • Year 2 – Delamere, May 2024 • Year 4 – Whitehall, April 2024 • Year 6 – Pensarn, May 2024 <p>Governors approved the above listed residential trips subject to the appropriate risk assessments being carried out.</p>	
22.	<p>TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS ACTION: WD to complete meeting precis.</p>	WD
23.	<p>MEETINGS The date of the next FGB meeting was confirmed as follows:</p> <ul style="list-style-type: none"> • Thursday 7th March 2024 at 5pm 	
24.	<p>ANY OTHER BUSINESS The school aims were tabled for discussion following the stakeholder engagement meeting to review these aims. It was noted that an emphasis on the digital world and environmental sustainability had been included.</p> <p>The school aims were reviewed in the meeting and governors approved the changes.</p>	
25.	<p>IMPACT STATEMENT The board of governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Confirmation of the composition of the standing committees was provided following the changes in membership of the Board with an action taken to consider the assignment of the vacant link governor roles in the spring term. • The terms of reference, code of conduct and a range of policies were reviewed and approved. 	

ITEM		ACTION
	<ul style="list-style-type: none"> • The financial position of the school was discussed with the requirement for savings highlighted and an action taken to draft budget scenarios based on proposed savings. • Safeguarding was considered with an update from the safeguarding link governor following recent school visits received and assurance provided of the robust processes in place. • The school aims were approved following stakeholder involvement. 	

The meeting moved to part two.


Chair
07.03.24.....Date