

**MINUTES OF A MEETING OF
THE TEACHING AND LEARNING COMMITTEE
OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
TUESDAY 2ND MAY 2023**

GOVERNORS IN ATTENDANCE:	Nick Hughes (NH)	Chair of Committee
	Lindsey Walsh (LW)	Headteacher
	Sheila Keegan (SK)	LA Governor
	Wendy Davies (WD)	Co-opted Governor
	Lesley Sym (LS)	Staff Governor
OTHERS IN ATTENDANCE:	Hannah Lomas (HL)	Co-opted Governor (observing) (left the meeting at 6:16pm)
	Sarah Lomas (SL)	Clerk to Governors
	Lyndsey Platt (LP)	Deputy Headteacher
	Alex Shaw (AS)	Observer (left the meeting at 6:18pm)

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:05pm.

ITEM	ACTION
<p>1. APOLOGIES & ADDITIONAL AOB ITEMS Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> • Katie Bjerkan • Claire Finch <p>The Chair welcomed HL and AS to the meeting as observers to Part One. Introductions were made and governors noted that AS was a prospective governor candidate who was to be co-opted at the summer term FGB and would sit on the T&L Committee. HL was a newly co-opted governor assigned to the Assets Committee but attending this meeting to get an overview of committee functions.</p> <p>LW informed governors that unfortunately EC had tendered her resignation as a governor with immediate effect due to personal circumstances. Governors expressed their understanding and sorrow at EC's departure. ACTION: Update the constitution on GVO. ACTION: Send a letter and flowers to EC to thank her for her contributions.</p> <p>The following item of AOB was raised for discussion:</p> <ul style="list-style-type: none"> • Link governor roles. 	Clerk WD
<p>2. CONFLICT OF INTEREST Governors declared the following interests:</p> <ul style="list-style-type: none"> • NH is a governor at Rushton Spencer Primary School • LP is a trustee of Alderley Edge Pre-school • AS is employed by the Department for Education <p>There were no anticipated conflicts of interest with the business of the meeting declared by governors.</p>	
<p>3. ELECTION OF VICE CHAIR The election of Vice Chair of the Teaching and Learning Committee was deferred to the</p>	

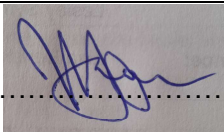
ITEM		ACTION
	<p>has the Primary Science Quality Mark which is a one-year professional learning programme for science subject leaders which celebrates the quality of science teaching and learning at the school.</p> <p>Q: What is a school kite mark? A: To be awarded a kite mark, the school must evidence a set of criteria which outline best practice. The school are assessed against these criteria and it is essentially an audit of teaching and learning within the school. The process is the most important part of the award. These schemes are considerably expensive to apply for and require a significant amount of additional work for subject leaders so it is important to ensure that schools get value for money in terms of undertaking the work.</p> <p>Q: Are there other awards from private businesses such as Astrazeneca or the Royal College of Music that would not have the expense attached? A: Not that the school is aware of. The audit process of these awards is the most important part but the work involved needs to be balanced against the impact on teaching time.</p> <p>Early Years and English visits have also taken place which have been very positive in terms of the evidence of progress.</p> <p>Governor Comment: The school are fortunate to have three members of SLT undertaking the National Professional Qualifications (NPQ's) in different areas including Early Years Learning, Senior Leadership and Behaviour and Culture which will further enhance the skills set of this experienced staff team.</p> <p>Planned visits include Art, GDPR and RE. New governors were informed that foundation subject link visits were required to take place at least twice per year and visits for the core subjects (maths and English) to take place once per term.</p>	
6.	<p>PUPIL PREMIUM & CATCH-UP PREMIUM</p> <p>There were no updates in terms of the PP spend following the detailed review in the autumn term and the published statement on the school website. It was noted that LS is working more closely with the school bursar this year to ensure there is no duplication of finance data which is working well.</p> <p>The next planned action regarding PP pupils will be to assess the phonics screening and SAT's results to ascertain how PP pupils compare with non-PP pupils.</p> <p>Pupil voice has recently been undertaken and the school are regularly communicating with parents and meetings will be scheduled early in the next academic year. Successful outcomes from previous meetings have included changes to extra-curricular clubs to offer priority attendance, assisting with funding of extra-curricular clubs and provision of uniform.</p> <p>In terms of catch-up funding, allocation of funds will depend on what the government provide as the amount is reducing each year.</p> <p>For the benefit of new governors, the different funding streams were explained: <u>Pupil Premium</u> This funding is allocated on a per pupil basis to those identified as in need for those on free school meals (FSM) or children of service personnel. The school then has to direct this funding to ensure they excel academically and benefit socially and through cultural capital and wrap around care where required. When a pupil is registered as FSM, they become what is termed an 'ever six child' which means that the funding is guaranteed for 6 years even where they may no longer require FSM. The school are required to report on the spending of these funds and Ofsted scrutinise the data for PP pupils</p>	

ITEM		ACTION
	<p>compared to non-PP pupils.</p> <p><u>National Tutoring Programme (NTP)</u> The school did not initially subscribe to the NTP as the school were already implementing tutoring but have since applied for the school led tutoring grant to help supplement the programme of tutoring already in place at the school. The challenge relating to this funding relates to the amount of funding the school has to provide. The government funding is a small amount based on an M1 teacher scale and the tutors provided at school are existing members of experienced staff on higher pay sales. It was noted that in countering the financial issue, the high cost does result in high rewards in terms of the impact on pupils.</p> <p>The school commented that whilst there are a small number of PP pupils, their needs are very diverse so whilst other schools may have higher numbers of PP, they may be able to employ single initiatives in certain areas that will cater for groups of pupils but AECPS is unable to do this as each child requires bespoke interventions.</p>	
7.	<p>ATTENDANCE An attendance review took place with the Attendance and Out of School Settings team who were impressed with the 95.1% attendance rate in comparison with the national level. The school confirmed their aspirational target of 96%.</p> <p>The issue of persistent lateness was highlighted to governors and the school confirmed that they have issued their first fixed penalty notice for this reason and are continuing to manage any instances with written communication and a three-week warning programme as required.</p>	
8.	<p>ASSESSMENT The school confirmed that all processes are in place ready for the SAT's to commence on 09.05.23. The Year 6 pupils have undertaken practice tests to prepare them for the formalities which have been successful. All access arrangements have been completed in line with deadlines.</p>	
9.	<p>STAFF WELLBEING The school confirmed that an audit for both teaching and support staff has been completed and the results have been reviewed by SLT. An action plan has been created and the staff wellbeing committee is continuing its work. The SLT put in place support for staff but also ensure that staff take responsibility to look after their own wellbeing.</p> <p>The industrial action is adding another element of stress to staff during a busy term and the SLT are acutely aware of this.</p>	
10.	<p>SAFEGUARDING The school confirmed that currently there are no serious safeguarding concerns but that pupils continue to be monitored closely. Training is up to date and all internal meetings have an element of safeguarding training which is delivered by LW, most recently exploring terminology.</p> <p>Actions relating to the safeguarding of non-AECPS children who attend Squirrels Holiday Clubs has been raised as to how any incidents relating to these children are logged. An addendum to the safeguarding policy is being drafted to set out procedures.</p> <p>Q: Would it be worthwhile further promoting the use of the holiday club by non-AECPS pupils as an income stream? A: This requires a fine balance as there is limited space and staffing ratios must be met. There also tend to be increased behaviour incidents from non-AECPS pupils. The attendance is regularly reviewed and there may be potential in the future to increase the number of sessions. The provision is reviewed at the Assets Committee and the school benchmark against other schools to review the fees charged.</p>	

ITEM		ACTION
11.	<p>ADMISSIONS 2023/24</p> <p>The school confirmed that the admissions process is managed by Cheshire East. The school should receive confirmation of the allocation of places from the Local Authority tomorrow. Currently, there are 37 first choice places for 30 spaces. There will likely be some places lost in July to those who decide to send their children to independent schools. The loss of pupils to independent school is regularly managed in certain year groups but in-year admissions will fill these places. The school are currently in consultation with the LA about admitting above-PAN in Year 2 as this cannot be done without permission as it can in other year groups.</p>	
12.	<p>GOVERNOR TRAINING</p> <p>Governor training is ongoing through the range of platforms subscribed to by the school. The requirement and frequency of cyber security training was discussed.</p> <p>ACTION: Check the required frequency of cyber security training for governors.</p> <p>WD commented that a recent course on KCSIE provided information on online safety and filtering and monitoring which was useful to understand in terms of the processes in place to monitor and safeguard children.</p>	Clerk
13.	<p>POLICIES</p> <p>The following policy had been circulated for review prior to the meeting via GVO:</p> <ul style="list-style-type: none"> • 28. Assessment, Recording and Reporting <p>Governors approved the policy.</p>	
14.	<p>MAINTAINED SCHOOL IMPROVEMENT PARTNERSHIP (MSIP)</p> <p>The school confirmed that engagement with the MSIP is ongoing and training continues to be accessed.</p> <p>Governors were informed that all schools have been requested by Cheshire East to attend training on 03.07.23 regarding disadvantaged children following the negative inspection received by the LA. It was noted that is an important area for the school in terms of Ofsted as they will ask what schools are doing to mitigate the failures of the LA. LW will attend this training.</p>	
15.	<p>MEETING PRECIS</p> <p>ACTION: NH to complete the meeting precis.</p>	NH
16.	<p>MEETINGS</p> <p>Draft meeting dates have been circulated to Chairs and the clerk and would be forwarded to all governors following the meeting.</p> <p>ACTION: Circulate the meeting dates for 2023-24.</p>	LW
17.	<p>ANY OTHER BUSINESS</p> <p>An item relating to the assignment of link governor roles was raised for discussion.</p> <p>Following the recent departure of two members of the Board, the importance of assigning the key link roles was emphasised. The following link roles were now vacant:</p> <ul style="list-style-type: none"> • Geography • PE including Sports Premium • Safeguarding <p>It was noted that it will be essential that safeguarding is covered immediately to ensure statutory compliance and for Ofsted. The Single Central Record was explained to governors as a live document that contains data on staff and visitors and the required checks including DBS checks and S.128 checks. The safeguarding governor will also oversee safer recruitment and is expected to conduct spot checks on the SCR.</p> <p>Q: What level of safeguarding training is required for the safeguarding link governor? A: Level 1.</p> <p>It was agreed that NH would take on the safeguarding link governor role as an interim</p>	

ITEM		ACTION
	<p>arrangement with immediate effect.</p> <p>HL left the meeting at 6:16pm.</p> <p>Other link roles that may need reassigning were also discussed including SEND and Healthy Schools.</p> <p>ACTION: Add appointment of vacant link roles to the summer term FGB agenda.</p>	<p>Clerk</p>
<p>18.</p>	<p>IMPACT STATEMENT</p> <p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Governors discussed the ongoing industrial action and the potential impacts on the school with a contingency plan considered. • The assignment of link governor roles was considered with the Board ensuring that statutory link roles were covered with an action take to consider long-term assignment of roles at the summer term FGB. • Governors reviewed and approved the Assessment, Recording and Reporting Policy. <p>AS left the meeting at 6:18pm.</p>	

The meeting moved to Part Two.


Chair
10.10.23.....Date