



**MINUTES OF A MEETING OF  
THE TEACHING AND LEARNING COMMITTEE  
OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL  
ON TUESDAY 30<sup>TH</sup> JANUARY 2024**

GOVERNORS IN ATTENDANCE:	Nick Hughes (NH)	Chair
	Lindsey Walsh (LW)	Headteacher
	Sheila Keegan (SK)	Local Authority Governor
	Helen Handley (HH)	Co-opted Governor
	Lesley Sym (LS)	Staff Governor
	Wendy Davies (WD)	Co-opted Governor
	Alex Shaw (AS)	Co-opted Governor
OTHERS IN ATTENDANCE:	Sarah Lomas (SL)	Clerk to Governors
	Lyndsey Platt (LP)	Deputy Headteacher (joined the meeting at 5:10pm)

**MINUTES – PART ONE**

The meeting commenced at 5:04pm.

ITEM	ACTION
<b>1. APOLOGIES &amp; ADDITIONAL AOB ITEMS</b> Katie Bjerkan was not present and no apologies were received.  There were no items of AOB tabled for discussion at this meeting.	
<b>2. CONFLICT OF INTEREST</b> The following declarations were made by governors: <ul style="list-style-type: none"> <li>• NH is a governor at Rushton Spencer Primary School.</li> <li>• AS is employed by the Department for Education.</li> </ul> There were no anticipated conflicts of interest with the business of the meeting raised by governors.	
<b>3. PART ONE MINUTES AND MATTERS ARISING</b> The part one minutes of the previous committee meeting held on 10.10.23 were confirmed as a true and accurate record of proceedings. Governors <b>approved</b> the minutes. <b>ACTION:</b> Upload an electronically signed copy of the minutes to GVO.  The action log from the previous meeting was reviewed and all actions were marked as complete.	<b>Clerk</b>
<b>4. GOVERNOR LINK REPORTS</b> a) Governors confirmed receipt of the recent Geography and PE Sports Premium visit reports from AS which had been circulated prior to the meeting via GVO. AS confirmed that the visits were very useful and beneficial in understanding the subjects in more detail.  <b>Q: What is a ‘golden thread’ referred to in the Geography report?</b> <b>A:</b> Within the curriculum there are different types of knowledge that children are required to learn in terms of facts for example and golden threads are key	

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	<p>concepts that the children will repeatedly revisit over time that run throughout different subjects.</p> <p>Governors were informed that SK and LP have met regarding Early Years and a report will be uploaded following the meeting.</p> <p>SK praised LP for her ongoing work in Early Years and her impressive knowledge of each pupil and their individual needs.</p> <p>A safeguarding visit took place earlier today with HH and LW.</p> <p><b>Q: What are the active bursts referred to in the PE report and how are these implemented?</b></p> <p><b>A:</b> This is one of the challenges of the curriculum that staff are required to implement which consists of additional active time for pupils to meet the requirements of the PE curriculum and Sport Premium. It may take the form of a short activity mid-lesson but this can impact learning time so needs to be carefully managed.</p> <p>Governors acknowledged receipt of the detailed Pupil Premium governor visit report from KB.</p> <p><b>LP joined the meeting at 5:10pm.</b></p> <p>b) The vacant link roles were identified as Design Technology (DT) and Modern Foreign Languages (MFL). It was agreed that these would be assigned to the following governors:</p> <ul style="list-style-type: none"> <li>• DT – NH</li> <li>• MFL – HH</li> </ul> <p>It was also suggested that the computing link role be taken on by a governor with skills in this area. ML was suggested as a potential candidate, and it was agreed that this would be discussed at the Assets meeting.</p> <p><b>ACTION:</b> Discuss the Computing link role with ML at the forthcoming Assets Committee meeting.</p>	<b>WD</b>
5.	<p><b>PUPIL PREMIUM &amp; CATCH-UP PREMIUM</b></p> <p>It was confirmed that LS and KB met to discuss Pupil Premium and Catch Up Premium in January 2024 and there were no significant updates to receive. The visit raised a few queries which will be actioned and reported on at the next visit.</p> <p>The Pupil Premium strategy statement was uploaded to the school website in December 2023 ahead of the 31.12.23 deadline. Governors noted that the statement sets out a three-year plan and the school are currently in year three of the plan. All Pupil Premium pupils are performing either at or above the expected level apart from one pupil who the school is supporting. Support is also being provided in other areas such as assistance with residential trips.</p> <p>The school is part of the PP Local Authority network and meet regularly online to share best practice. It was highlighted that the reporting for the school has to be very specific as the amount of funding received is so small and where schools with higher PP numbers can implement school-wide initiatives or financial incentives to parents to improve attendance for example, AECPS is unable to do so because of the small number of PP pupils.</p>	
6.	<p><b>ATTENDANCE</b></p> <p>Attendance data had been circulated to governors prior to the meeting via GVO. Governors were informed that the school are required to track groups within attendance to ascertain any patterns and trends. The spreadsheet contained the 2022-2023</p>	

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	<p>attendance data and identifies groups with challenging attendance. The school are undertaking termly analyses to identify trends. Groups of challenge include EHCP pupils and pupils on SEND support plans.</p> <p><b>Q: Are these pupils spread across year groups?</b>  <b>A:</b> Yes, but there are instances of siblings where attendance is affected due to medical needs. Year 4 currently has the highest levels of EHCP and SEND in the school.</p> <p>The school confirmed that communication is issued to parents regarding illness to ensure that parents are informed about what kind of illness justifies absence from school.</p> <p><b>Q: How many children does the illness absence relate to?</b>  <b>A:</b> This data is not available. It could be one child with multiple absences in some cases.</p> <p><b>Governor Comment:</b> It is difficult to strike a balance between unnecessary absence and contagious illness that could have a wider impact on other pupils.</p> <p>The school confirmed that the autumn term always has a higher absence rate due to seasonal illnesses.</p> <p>Governors noted that the school have issued fines for persistent absence for the second time. There is a grace period in place for three weeks following the penalty notice and if improvements are made the notice is not enforced and the cycle then commences again.</p> <p><b>Q: How long does the school have to wait before enforcement action is recommended if required?</b>  <b>A:</b> One term.</p> <p>The school also has input from a member of the Attendance Hub at the Local Authority but the benefits are minimal. Governors were informed that pupils cannot be held accountable for their attendance at primary level as attendance is not within their control, it is the responsibility of parents or carers.</p> <p><b>Q: Has the Attendance and Children Out of Education support been helpful?</b>  <b>A:</b> This has not provided significant benefits. The school have requested that the team contact those managing SIMS at the LA regarding the production of attendance reports. The LA will undertake another late gate during the spring term.</p> <p><b>Q: Are all schools required to track attendance in this way?</b>  <b>A:</b> Yes.            It was noted that NH has a contact at Wilmslow High School who manages SIMS who may be able to assist with a template for attendance reporting.  <b>ACTION:</b> Contact Wilmslow High School regarding a template for attendance reports.</p> <p>The school confirmed that they continue to work with families to provide support with social care and LA involvement where necessary.</p> <p>In terms of safeguarding, the school are fulfilling their duties in terms of attendance with a pupil who lives a substantial distance from school and attendance is being impacted. The school have advised this pupil to attend a more local primary school to improve their attendance.</p>	<p style="text-align: center;"><b>NH</b></p>

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	<p><b>Q: Where has the requirement to track attendance in this way originated from?</b>  <b>A:</b> This is an Ofsted requirement.  <b>Governor Comment:</b> It is a poorly managed requirement when no template for the data is provided, and all schools are 'reinventing the wheel' in terms of templates and how the data is presented.</p> <p>Governor's attention was drawn to the forthcoming governor training on attendance which would be useful as attendance is currently the most high-profile issue in education.</p> <p><b>Q: What is the current attendance figure?</b>  <b>A:</b> 95.4% which is above national average. 0.31% are unauthorised absences.</p>	
7.	<p><b>ASSESSMENT</b>  The school confirmed that they have returned to paper-based testing. Year 6 recently sat a SATs past paper in preparation for the summer term. It was confirmed that this would not normally be undertaken this early however, the decision was taken to replace the NFER tests with a past paper.</p> <p>An assessment meeting was held for parents to inform them of the processes in school and this was well attended with many useful questions asked. It was confirmed that LS monitors all pupil attainment and progress.</p> <p><b>Q: Was the parent meeting for Year 6 parents?</b>  <b>A:</b> No, it was for all year groups.</p> <p><b>Q: What does the school do in terms of writing assessment outside formal testing?</b>  <b>A:</b> The school is part of the Local Authority moderation programme where Year 4 is assessed on a cyclical basis. The school also meet with other local schools as part of a managed process facilitated by Literacy Counts. Moderation also takes place within school.</p> <p>It was noted that one of the most difficult elements of moderation is challenging staff in other schools, but the facilitated process allows this level of challenge in a managed way.</p>	
8.	<p><b>STAFF WELLBEING</b>  It was noted that there are challenges with staff absence currently due to seasonal illnesses. The wellbeing and workload surveys have been issued and data will be analysed in the February half term.</p> <p>The school has maintained records of changes made over time to improve wellbeing and one significant challenge remains how continued improvements can be made given the financial issues. It is also difficult, particularly for any new staff, to be able to understand and recall how wellbeing has been improved in terms of what it was like previously.</p> <p>The department for Education have previously issued a list of 21 tasks that teacher's should not be undertaking and a new set of 11 tasks has recently been issued. The school confirmed that the vast majority of these are already in place but these tasks can be open to interpretation. The school are currently investigating making changes to the administration of organising school visits which is currently undertaken by teachers. The knock-on impact on the office staff workload must also be considered when making any changes.</p> <p><b>Governor Comment:</b> Staff may want to retain ownership of this area as it is their</p>	

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	<p>responsibility.</p> <p><b>Q: Can the school ask staff what they would prefer?</b>  <b>A:</b> When the deadline for the workload survey finishes, the school will obtain staff voice on this area.</p> <p>SK confirmed that she would be attending a staff wellbeing course on 02.02.24 and will feedback to governors on the content of the course at the next meeting. Governors were also invited to future staff meetings to receive staff feedback.</p> <p>It was agreed that the cost implications for further improvements will be challenging. The current staff structure with the employment of a full-time cover teacher has provided significant benefits and flexibility but this could be impacted by the future financial situation.</p> <p><b>Q: Has the money that has been saved through not using supply balanced out the cost of the teacher salary?</b>  <b>A:</b> Yes, this has produced a greater saving and provides value for money and increased consistency for the pupils.</p>	
9.	<p><b>SAFEGUARDING</b></p> <p>An update was provided on the recent safeguarding link governor visit undertaken by HH. It was noted that the bullying policy was revisited along with a review of the vulnerable children list with information on the level of intervention for families from social services. A site perimeter walk was also undertaken to inspect the fencing. Fire and lockdown registers were inspected and all documentation is up to date.</p> <p>HH praised the level of CPD for safeguarding including online safety.</p> <p><b>Q: When did the last invacuation drill take place?</b>  <b>A:</b> In March 2023, this is an annual requirement.</p> <p>It was confirmed that HH will meet with the Pupil Safety Ambassadors at the next link visit.</p>	
10.	<p><b>ADMISSIONS 2024/25</b></p> <p>The school confirmed the following information in relation to admissions for 2024-25:</p> <ul style="list-style-type: none"> <li>• There are 194 pupils on roll.</li> <li>• The school has received 80 applications for Reception in September 2024.</li> <li>• There are 35 first place applications.</li> <li>• There are 16 places available currently across the whole school.</li> <li>• All infant classes are full.</li> </ul> <p>The school explained that the most significant impact on pupil mobility has been the opening of the new Kings independent school and pupils leaving AECPS to join Kings. Kings is now full and operating a waiting list system. They are also considering increasing the pass rate and it is hoped that the impact on AECPS will now reduce.</p> <p><b>Q: When does the Board have to review the pupil admission number and admission arrangements?</b>  <b>A:</b> The school do not have to undertake any review as it is a maintained school, and the Local Authority is responsible for admissions.</p> <p>Governors noted that the school sits between two other outstanding primary schools, one of which has undertaken marketing in the form of leaflet drops which is not in the ethos of the Wilmslow schools working together.</p>	

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	<p><b>Governor Comment:</b> This aggressive marketing also signifies the financial difficulties schools are facing.</p> <p><b>Q: How far above PAN can the school admit?</b>  <b>A:</b> In juniors the school can admit above PAN to any number in theory within the square footage classroom requirements.</p>			
11.	<p><b>GOVERNOR TRAINING</b>            WD gave an update on training and thanked governors for their ongoing work undertaking statutory and induction courses.</p> <p>Forthcoming event highlighted included:</p> <ul style="list-style-type: none"> <li>• Attendance training on 11.03.24.</li> <li>• MAT briefing with Clive Davies on 28.02.24.</li> </ul> <p><b>ACTION:</b> Send reminder to governors regarding the MAT briefing and governor social on 28.02.24.</p> <p>Governors noted that LW will provide a briefing on data at the next FGB meeting.</p>	WD		
12.	<p><b>POLICIES</b>            The following policies were circulated for review prior to the meeting via GVO:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• 01. In Year Admissions</li> <li>• 02. Community Cohesion</li> <li>• 04. Handwriting</li> <li>• 08. Display</li> <li>• 20. Peripatetic Music Policy</li> <li>• 31. Art and Design</li> <li>• 33. Library</li> <li>• 39. Pupil Long Term Absence Policy</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• 42. Children’s Mental Health</li> <li>• 45. Physical Education</li> <li>• 46. Monitoring the Quality of Learning and Teaching</li> <li>• 48. Geography</li> <li>• 55. Intimate Care Policy</li> <li>• 68. Prevention of Bullying</li> </ul> </td> </tr> </table> <p>Governors <b>approved</b> the above listed policies.</p>	<ul style="list-style-type: none"> <li>• 01. In Year Admissions</li> <li>• 02. Community Cohesion</li> <li>• 04. Handwriting</li> <li>• 08. Display</li> <li>• 20. Peripatetic Music Policy</li> <li>• 31. Art and Design</li> <li>• 33. Library</li> <li>• 39. Pupil Long Term Absence Policy</li> </ul>	<ul style="list-style-type: none"> <li>• 42. Children’s Mental Health</li> <li>• 45. Physical Education</li> <li>• 46. Monitoring the Quality of Learning and Teaching</li> <li>• 48. Geography</li> <li>• 55. Intimate Care Policy</li> <li>• 68. Prevention of Bullying</li> </ul>	
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13.	<p><b>MAINTAINED SCHOOL IMPROVEMENT PARTNERSHIP (MSIP)</b>            The school continue to engage with the MISP as much as possible and are currently involved in the Pupil Premium networking and training. LW is attending the behaviour conference on 31.01.24. The challenge remains around the cost of cover to release staff to attend training.</p> <p>Governors congratulated LW on her recent achievement of passing the NPQ in Senior Leadership.</p>			
14.	<p><b>MEETING PRECIS</b>  <b>ACTION:</b> NH to complete the meeting precis.</p>	NH		
15.	<p><b>MEETINGS</b>            The date of the next committee meeting was confirmed as Tuesday 7<sup>th</sup> May 2024 at 5:00pm.</p>			
16.	<p><b>ANY OTHER BUSINESS</b>            There were no items of other business tabled for discussion at this meeting.</p>			
17.	<p><b>IMPACT STATEMENT</b>            Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> <li>• Governors were briefed on recent link visits strengthening relationships with staff and maintaining oversight of the subjects of the curriculum.</li> <li>• Vacant link roles were discussed and governors were assigned ensuring full coverage of subjects.</li> <li>• Attendance data was challenged with governors receiving evidence and assurance that attendance issues are monitored carefully and in line with procedures.</li> <li>• Staff wellbeing was discussed with governors invited to future staff meetings to gain direct feedback.</li> </ul>			

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	<ul style="list-style-type: none"> <li>Safeguarding was discussed in relation to both attendance and link governor visits with feedback on accurate and detailed reporting from the school observed during link visits.</li> </ul>	

The meeting moved to Part Two.

.....Chair

.....07.05.24.....Date