



**MINUTES OF A MEETING OF THE GOVERNING BOARD  
OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD VIA MS TEAMS ON 18<sup>TH</sup> MARCH 2021**

**Governors Present:** Tony Smith (TS) Chair  
Lindsey Walsh (LW) Head Teacher  
Caitrin Adorian (CA)  
Marc Asquith (MA)  
Esther Clark (EC) (*arrived at item 9*)  
Wendy Davies (WD) (*left at item 10*)  
Claire Finch (CF)  
Andrea Hogan (AH) (*arrived at item 3*)  
Nick Hughes (NH) (*arrived at item 3; left at item 12*)  
Sheila Keegan (SK)  
Mel Rose (MR)  
Tom Williams (TW)

**Also in attendance:** Diane Murdoch (Clerk) Clerk to the Governors  
Lyndsey Platt (LP) Deputy Headteacher

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting opened at 5:32pm*

		<b>Actions</b>
<b>1</b>	<b>APOLOGIES &amp; ANY OTHER BUSINESS (AOB) ITEMS</b> All governors were in attendance.  <b>AOB:</b> Strategic Vision	
<b>2</b>	<b>CONFLICT OF INTEREST</b> Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting: <ul style="list-style-type: none"><li>• TS is Chair of the Board of Trustees of the Yes Academy Trust and interim CEO of The Collaborative Educational Trust of Wilmslow (TCET).</li><li>• CA is an employee of St Bart's MAT in Stoke-on-Trent.</li><li>• MA is a Cheshire East councillor.</li></ul> No conflict was expected with the business of the meeting.	
<b>3</b>	<b>MEMBERSHIP</b> a) Governors confirmed the election of Tom Williams as Parent governor for a term of four years with effect from 27 <sup>th</sup> November 2020 and approved the re-appointment of Sheila Keegan as LA Governor with effect from 19 <sup>th</sup> November 2021 for a term of four years.  Ian Park (IP) had offered his resignation from the governing board as he was currently unable to give sufficient time to the role. Governors agreed to accept IP's resignation from the board with effect from 18 <sup>th</sup> March 2021.	

	<p><i>(AH and NH joined the meeting).</i></p> <p>b) There were three vacancies for Co-opted Governors. CF had sent holding emails to two interested candidates and their bios were available for review on GVO. Governors agreed to have further discussions with the candidates with a view to appointing them and to keep one Co-opted position vacant. It was noted that Human Resource (HR) experience was required.  <b>Action:</b> To contact the two prospective governors. Governors to review their bio's via GVO.</p> <p>c) There were no terms of office due to expire.  d) The school office complete arrangements for DBS checks for new governors within 21 days of their taking office.  e) The school office arranges Section 128 checks for governors.  f) There were no associate members for appointment.</p>	<b>CF/All Governors</b>
<b>4</b>	<p><b>PART ONE MINUTES</b>  The part one minutes of the meeting held on 19<sup>th</sup> November 2020 were confirmed as a correct record and would be signed by the Chair and uploaded to GVO.  <b>Action:</b> To sign and upload minutes to GVO.</p>	<b>TS/Clerk</b>
<b>5</b>	<p><b>MATTERS ARISING</b>  The action log was reviewed and updated.</p> <p><b>Item 7: Virtual Meeting Protocol</b>  This had been agreed by all governors except the new governor.  <b>Action:</b> To confirm agreement to the Virtual Meeting Protocol via GVO.</p> <p><b>Item 24: Meeting Precis</b>  The spring 2021 meeting precis for the Assets and Teaching &amp; Learning committees had been circulated via Parent mail. The signed minutes of the autumn 2020 FGB meeting would be uploaded to the website following this meeting.</p> <p>It was confirmed that all other actions not addressed elsewhere in the meeting had been met and closed as appropriate.</p>	<b>TW</b>
<b>6</b>	<p><b>CHAIR'S ACTION</b>  There had been no decisions taken under the Chair's Power to Act.</p>	
<b>7</b>	<p><b>COVID-19 UPDATE</b>  a) The Risk Assessment had been updated and was reviewed and approved by governors prior to the reopening of the school on 8<sup>th</sup> March 2021. The updated Cheshire East (CE) checklist produced on 18<sup>th</sup> January 2021 was available on GVO.  b) It was confirmed that details of the school's provision for remote education were published on the school website by 25<sup>th</sup> January 2021.</p>	

	<p>c) The school had continued to offer a full broad and balanced curriculum of core and foundation subjects throughout the lockdown. Pupils had continued to make progress remotely. Since the reopening of school, subject leaders had conducted audits to identify learning priorities for the summer term 2021.</p> <p>d) Pupil attendance was currently 97%.</p> <p>e) Throughout lockdown all vulnerable and disadvantaged pupils had attended school on site. This included EHCP and Pupil Premium pupils together with any pupils previously not engaging with remote learning.</p> <p>f) Governors noted that Lateral Flow Testing (LFT) was voluntary. Parents had been advised how to access tests for their children if they wished to participate. The majority of staff were participating in LFT twice weekly. A risk assessment had been completed and data was stored securely. Freedom of Information and Privacy Notices had been shared with staff and they were not required to share their test results.</p> <p><b>Q: Had any concerns been identified following pupils' return to school?</b></p> <p>A: The main concerns were regarding stamina, attitude to learning, social skills and learning behaviours. These would be resolved by pupils being back in school. Handwriting and spelling had also been identified as areas of concern.</p> <p><b>Q: What are the school's plans to mitigate these concerns?</b></p> <p>A: Teachers are prioritising spelling and handwriting with daily sessions for all pupils. Teachers were also focusing upon reviewing aspects of number work in order to build pupils skills.</p>	
8	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>a) Governors had received the following committee minutes ahead of the meeting via GVO:  Strategic Review Committee – 12.01.21  Teaching and Learning Committee – 09.02.21  Assets Committee – 23.02.21</p> <p>b) Governor monitoring visit reports had been uploaded to GVO prior to the meeting for review.</p> <p>c) It was confirmed that the school Safeguarding audit form (Section 175 return) had been review and submitted.</p> <p>d) The Delegation Planner had been updated.</p> <p><b>Action:</b> To upload to GVO for governor review and approval.</p>	<p><b>CA/All Governors</b></p>
9	<p><b>FINANCIAL MATTERS</b></p> <p>a) The Budget vs Actuals for 2020-21 and the draft 2021-22 annual budget had been reviewed at Assets committee. Governors noted that Covid-19 had impacted income from school meals; Squirrel Club and leasings. There had been a reduction in some costs due to lockdown. The school had accessed funds from Squirrel Club to maintain a break-even position and would do so again in 2021-22. The budget was</p>	

	<p>showing a break-even position for the next two years. Squirrel Club would resume normal operations from Easter 2021.</p> <p>b) A report on the use of the Covid-19 Catch Up Premium had been published on the school website. There was a focus upon reading and the provision of SALT (Speech and Language Therapy) support for the benefit of pupils. The school was reviewing and adapting the plan following new research showing the impact on pupils of missing subjects such as Art and Design &amp; Technology. Kevan Collins (Recovery Commissioner) had spoken about a holistic recovery during a recent Coronacast and advised that nationwide, pupils' lack of socialising had led to a lack of community spirit/respect/tolerance.</p> <p>c) Staffing structure for 2021-22 was reviewed by the Assets committee. It was agreed that the maximum was a 7 x FTE teacher structure. A number of staff had submitted requests for changes to hours and the school was responding in a cost-effective way.</p> <p>Governors noted that the current staffing model was financially viable for the next year and that any changes required from a staff point of view would result in savings for the school but have no detrimental effect upon teaching and learning.</p> <p><i>(EC joined the meeting)</i></p> <p>d) The deadline for the submission of the SFVS had been extended to 28<sup>th</sup> May 2021. CA advised that the school would still aim to submit the SFVS by the original deadline of 31<sup>st</sup> March 2021. Feedback on the previous year's SFVS had been received and the school had the highest rating. Governors noted that Benchmarking data was available on GVO. <b>Action:</b> To circulate the SFVS via GVO for review.</p> <p>e) The Manual of Internal Financial Procedures (MIFP) had been uploaded to GVO for review. Governors noted that this document provided a good background to governance.</p> <p>Governors thanked CA, LW and Heather Penn for their work in updating the SFVS and MIFP.</p> <p><i>(WD left the meeting).</i></p>	<p><b>CA/All Governors</b></p>
<p><b>10</b></p>	<p><b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The Headteacher's report had been uploaded to GVO for review prior to the meeting. LW spoke to the report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Nativities and Christmas celebrations had been able to take place for the enjoyment of the pupils.</li> <li>• The school had maintained links with the community and stakeholders throughout lockdown.</li> <li>• Remote learning had been excellent, and all pupils had benefitted from four live lessons per day.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff had been quick to adapt to situations, for example, when the boiler broke down, they had moved to online learning, so pupils did not miss a day of school.</li> <li>• Following a homework survey it had been agreed to move to using MS Teams for homework instead of the VLE.</li> </ul> <p><b>Q: Would formal assessments of pupils take place and what form would they take? How would the school collect data?</b></p> <p>A: As the school had delivered live lessons during lockdown teachers had continued to collect and mark work and, update Classroom Monitor. At the end of the autumn term 2020, a formal maths assessment and piece of assessed writing had been completed by pupils. There was no need to undertake additional testing on the return to school as teachers already had a good picture of pupils' development and attainment due to the continued contact during remote learning.</p> <p><b>Q: Under 'staff wellbeing', anxiety is rated as 'Amber'. Is this due to workload or Covid anxieties?</b></p> <p>A: The RAG-rating results from a Covid survey. Only three staff members returned the survey and no staff requested follow-up 1-2-1's. The annual staff workload survey had just been circulated and results were awaited.</p>	
11	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>There had been substantial progress made particularly with core drivers and the curriculum review. Governors noted that during the lockdown, any SDP items requiring additional staff input had been deferred and would be addressed during summer term 2021.</p> <p>Subject Leadership was a high priority for the school however due to the challenges of lockdown, this had been put on the 'back burner' and would be picked up after Easter 2021. Subject Leadership Development had been a PMR (Performance Management Review) action for staff and it should be taken into account that this may not be able to be fully achieved.</p> <p><b>Governor Comment:</b> Governors recognised the limitations imposed by events of the past year and the impact and increased pressure upon staff. It was important to be realistic in expectations of staff and take a reasonable view of what to carry forward to 2021-22. The priority has been pupils' mental health and wellbeing.</p>	
12	<p><b>SCHOOL IMPROVEMENT PARTNER (SIP)</b></p> <p>The SIP, Tim Nelson, had visited virtually during spring term 2021 and his follow-up email was available on GVO. The visit had covered Covid-19 Catch Up and the early adoption of the new EYFS. After Easter 2021, the SIP would meet with subject leaders to consider Ofsted expectations.</p>	

	<p>Governors noted that the current SIP had been with the school for three years and it was best practice to formally review the provision and frequency of visits at this time. Currently SIP visits take place termly.</p> <p><i>(NH left the meeting).</i></p> <p><b>Q: Does the school buy SIP support for a fixed contract period?</b> A: No, there's no requirement for a fixed period contract and we have not entered into one.</p> <p><b>Q: Have events of the past year impacted the use of the SIP?</b> A: Reports and meetings have continued virtually, and the SIP will attend on site during the summer term 2021 and deliver governor training at the same time.</p> <p><b>Governor Comment:</b> The school may have now exhausted the current SIP's areas of expertise and could look at bringing in a new SIP with different experience.</p> <p><b>Action:</b> To place review of the SIP on the summer 2021 Strategic Review agenda.</p>	<b>Clerk</b>
<b>13</b>	<p><b>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2021-22</b></p> <p>Governors agreed to buy-back CE clerking services on existing levels. It was agreed to continue to subscribe to the GVO.</p>	
<b>14</b>	<p><b>GOVERNANCE NEWSLETTER</b></p> <p>The Governance Newsletter for the spring term 2021 was circulated via the GVO and the items addressed by the relevant committee meetings. Governor noted the requirement to ensure the statutory items were published on the school website.</p>	
<b>15</b>	<p><b>GOVERNOR TRAINING &amp; DEVELOPMENT</b></p> <p>a) There had been a positive up take in governor training and quality of provision was good. SK had undertaken 'Effective Governor Visit' training which had been beneficial. A governor skills audit had been completed and it was noted that the governing board generally had a strong skillset.</p> <p><b>Q: How often does Safeguarding and PREVENT training need to be updated?</b> A: Review of KCSIE (Keeping Children Safe in Education) was an annual safeguarding requirement. Safeguarding Level 1 and PREVENT should be updated every three years.</p> <p><b>Action:</b> To check when each governor needs to update Safeguarding/PREVENT training.</p> <p>b) TS was in the process of identifying training to tie in with governor link responsibilities.</p> <p><b>Action:</b> To circulate details of training requirements per link responsibilities.</p>	<p><b>LW</b></p> <p><b>TS</b></p>

	<p>Governors noted that there was a CE course in MAT Governance running on 23<sup>rd</sup> March 2021 and that the next skills audit would be run in the autumn term 2021.</p> <p>c) The financial management and governance self-assessment formed part of the SFVS, and this was covered under item 9d.</p> <p>d) Governors agreed to prepare an annual planner for governance key tasks for 2021-22.  <b>Action:</b> To prepare a draft annual planner for adaption by governors.</p>	<b>Clerk</b>
<b>16</b>	<p><b>SCHOOL POLICIES</b>  Policy 82 – Data Protection had been reviewed and approved by the Assets committee.</p> <p>Policies 36a – COVID19 AECPS Safeguarding Policy Addendum and 107 – Peer-on-Peer Policy had been reviewed and approved via GVO prior to the meeting.</p> <p>Governors agreed to review and approve Policy 89 – Tackling Extremism and Radicalisation via the GVO.  <b>Action:</b> To review policy 89 via GVO.</p>	<b>All Governors</b>
<b>17</b>	<p><b>GVO</b>  It was agreed that the GVO was a useful vehicle for tracking documents and comments.</p>	
<b>18</b>	<p><b>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</b>  <b>Action:</b> To produce meeting precis.</p>	<b>TS</b>
<b>19</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Strategic Vision</b>  Governors were advised that the current Strategic Vision ran to the end of the academic year 2020-21. It was proposed to re-visit this at the summer 2021 Strategic Review meeting.</p> <p><b>Q: Could the current Strategic Vision be available for all governors to have input prior to the Strategic Review meeting?</b>  A: Yes, the current version is available on GVO.  <b>Action:</b> To re-post the Strategic Vision on GVO for governors to review and comment upon prior to the summer 2021 Strategic Review meeting.  <b>Action:</b> To place review of Strategic Vision on summer 2021 Strategic Review agenda.</p>	<b>TS Clerk</b>
<b>20</b>	<p><b>IMPACT STATEMENT</b>  Governors have:</p> <ul style="list-style-type: none"> <li>Reviewed membership and considered appointing new governors.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Considered the impact of lockdown upon pupils and reviewed the school's focus on bridging gaps in education and learning behaviours.</li> <li>• Reviewed the SIP provision and progress against the SDP.</li> <li>• Considered governor training requirements and the establishment of an annual governance planner.</li> <li>• Agreed to review the Strategic Vision for the school.</li> </ul>	
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*The meeting moved to Part 2 at 7:21pm*

.....Chair

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