



**MINUTES OF A MEETING OF THE GOVERNING BOARD
OF ALDERLEY EDGE PRIMARY SCHOOL
HELD VIA MS TEAMS ON 19TH NOVEMBER 2020**

Governors Present: Tony Smith (TS) Chair
Lindsey Walsh (LW) Head Teacher
Caitrin Adorian (CA)
Esther Clark (EC) *(left at item 20)*
Wendy Davies (WD)
Claire Finch (CF)
Andrea Hogan (AH) *(arrived at item 5)*
Sheila Keegan (SK)
Mel Rose (MR)

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:32pm

The Clerk chaired the meeting for items 1-3.

		Actions
1	APOLOGIES & ANY OTHER BUSINESS (AOB) ITEMS The Governing Board agreed that the apologies for absence received from Nick Hughes (NH) and Ian Park (IP) be accepted. Marc Asquith (MA) did not join the meeting. There were no other items of business.	
2	CONFLICT OF INTEREST a) 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">• TS is Chair of the Board of Trustees of the Yes Academy Trust and interim CEO of The Collaborative Educational Trust of Wilmslow (TCET).• CA is an employee of St Bart's MAT in Stoke-on-Trent. No conflict was expected with the business of the meeting. b) Completed declarations have been uploaded to the GVO. Action: To contact governors regarding outstanding declarations of interests. c) The school office updates the register of business interests on the school website and LW updates GIAS. Action: To send details of business interests to the school office.	Clerk Clerk
3	ELECTION OF CHAIR	

	<p>TS was nominated, accepted the nomination and was elected as Chair for a term of one year until the autumn term 2021 FGB meeting. TS chaired the meeting from this point.</p>	
4	<p>ELECTION OF VICE CHAIR CF was nominated, accepted the nomination and was elected as Vice Chair for a term of one year until the autumn term 2021 FGB meeting.</p>	
5	<p>MEMBERSHIP a) Governors approved the appointment of IP as Co-opted governor for a term of four years with effect from 19th November 2020. CA and CF were assigned as mentors to IP.</p> <p>Q: Would IP sit on the Assets and Finance committees? A: Given his background and skillset, that was where he felt most comfortable. Action: To invite IP into school to meet LW and to start the induction programme.</p> <p>Governors were advised that Ian Pemberton had resigned from the governing board with effect from 23rd October 2020. Action: To update GVO and Governor Hub to reflect the changes in membership.</p> <p>b) There was one vacancy for a Parent governor and the election was in progress. The deadline for nominations was 27th November 2020 and the election would take a further two weeks.</p> <p>There were two vacancies for Co-opted Governors. Details of the vacancies had been posted on Inspiring Governance and three responses were received. Action: To contact the respondents and request submission of a bio.</p> <p><i>AH joined the meeting.</i></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>	<p>TS/LW</p> <p>Clerk</p> <p>CF</p>
6	<p>COMMITTEES & NOMINATED GOVERNORS</p> <p>Delegation Planner This was in progress. Action: To complete the Delegation Planner and upload to GVO for governor review and approval.</p> <p>Pro Forma Governor Visit Report</p>	<p>CA/WD /EC</p>

	<p>CF had uploaded the report to GVO for review. The report had been trialed during a SEND link governor visit and had positive feedback. The report enabled governors to consider their expectations and give staff advance notice of requirements prior to the visit which led to a more focussed dialogue. Governors noted that the new report links to the SDP.</p> <p>Governors approved the new Governor Visit Report and adopted it as the standard form.</p> <p>Q: Can the board keep a running list of good questions to ask on visits? A: There are generic lists on the NGA website. A list can be kept in Key Documents on the GVO for governors to add questions on an ongoing basis. Action: To start a list of questions on the GVO and all governors to submit questions.</p> <p>Governors were advised that Cheshire East (CE) had run a course on Effective Governor Visits in a previous year. Action: To check when/if the course would be run again.</p>	<p>CF/All G'nors</p> <p>Clerk</p>
7	<p>GOVERNORS' CODE OF CONDUCT The NGA model code of conduct and CE model Virtual Meeting Protocol had been reviewed by governors. Action: To confirm agreement to the code of conduct and Virtual Meeting Protocol via GVO. To sign the code of conduct on behalf of the governing board and upload to GVO.</p>	<p>All G'nors</p> <p>TS/Clerk</p>
8	<p>PART ONE MINUTES The part one minutes of the meeting held on 25th June 2020 were confirmed as a correct record and would be signed by the Chair and uploaded to GVO. Action: To sign and upload minutes to GVO.</p>	<p>TS/Clerk</p>
9	<p>MATTERS ARISING The action log was reviewed and updated. Governance Statement – This had been approved by governors via GVO and was published on the school website.</p> <p>It was confirmed that all other actions not addressed elsewhere in the meeting have been met and closed as appropriate.</p>	
10	<p>CHAIR'S ACTION There had been no decisions taken under the Chair's Power to Act.</p>	
11	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES a) Governors had received the following committee minutes ahead of the meeting via GVO: Strategy Committee – 6th October 2020 Teaching and Learning Committee – 20th October 2020</p>	

	<p>Assets Committee – 2nd November 2020</p> <p>b) There were no other reports from committees to be received.</p> <p>c) There were no recommendations requiring the approval of the board of governors.</p> <p>d) Visit reports from the link governor for SEND and Child Protection/Safeguarding had been uploaded to GVO. CF spoke to the reports and highlighted the following:</p> <ul style="list-style-type: none"> • The SEND/SEMH Action Plan was received for review prior to the visit. • The visit focussed on SEND and there were currently 50 pupils (25%) which is higher than national average. Eight pupils have EHCPs (4%) and one pupil was awaiting an EHCP. • There was a wide range of needs and an increased number of pupils with social and emotional needs. • Requirement for SALT (Speech and Language Therapy) had increased and the waiting list was 50 weeks. <p>Q: What is the national average for SEND?</p> <p>A: The national average for SEN support is 12.1% and for EHCPs is 3.3% (2010/2020 figures)</p> <p>Q: Will the new intake in September 2021 increase the numbers of SEND pupils?</p> <p>A: The school has not received any confirmation as yet. CE has approached the school to take a pupil in KS2. Two Year 6 SEND pupils would leave at the end of the 2020/21 academic year.</p>	
12	<p>FINANCIAL MATTERS</p> <p>a) A copy of the annual account of the Unofficial School Fund and the audit certificate for 2019/20 was received in May 2020 and uploaded to GVO.</p> <p>b) Governors approved the proposed appointment of Jonathan Hare as auditor of the Unofficial School Fund for 2020/21.</p> <p>Action: To contact Jonathan Hare on behalf of the governing board to confirm his appointment.</p> <p>c&d) Budget Update</p> <p>Year 1 is predicted to break even for the year with a carry forward of £7.5K. A deficit of £17K is predicted in Year 2, leading to a carry forward of (£9.3K). There were reserves in the Squirrel Club funds which would last two years. The school planned to transfer £23.7K from Squirrel Club in Year 1 and £38.5K in Year 2. The school had received £9.5K in Catch-Up funding. Squirrel Club was running with reduced numbers due to Covid-19 restrictions and was currently breaking even.</p> <p>Q: Is it anticipated that pupil numbers will increase?</p> <p>A: The school is full in Reception and Years 1, 2 and 4. Three pupils will join the school in January 2021 (one of whom has an EHCP).</p> <p>e) No feedback had been received on the SFVS submission for prior year. Governors agreed that CA, WD and IP would arrange for the completion of the SFVS for the current academic year.</p>	LW

	<p>Q: What is the submission date for the SFVS? A: Confirmation is awaited from CE.</p>	
13	<p>FULL SCHOOL RE-OPENING</p> <p>a) The risk assessment for the full opening of school in September 2020 had been reviewed and approved by governors. b) Year 5 and Year 2 had been affected by class closures.</p> <p>Q: Has remote learning been effective? A: The school had two experienced tutors delivering live lessons and this was proving effective with older children. Published evidence shows that younger children respond better to pre-recorded lessons as they could re-watch them but parents appear to prefer the 'live' nature of lessons. Younger children need more adult support at home to access remote learning. Parental feedback was generally positive.</p> <p>c) The school has continued to deliver a broad and balanced curriculum. Staff have completed analysis of their subject areas and noted adaptations made due to Covid-19. The recovery curriculum action plan formed part of the SDP. By reducing assembly time, the school had created additional lesson time in the timetable to deliver additional Maths and English lessons.</p> <p>Q: How were the school managing pupils' mental health? A: The school had delivered two arts days when it re-opened in September 2020 to promote wellbeing. There was a mental health approach within the school with targeted support provided for pupils. A Learning Support Assistant (LSA) would be training as a Mental Health First Aider in January 2021.</p> <p>d) In the initial phase the use of Catch-Up funding would be targeted towards Year 5 during the half term to December 2020 as they had been most significantly affected by class closures and teacher absence due to Covid-19. They currently had two teachers for the morning lessons to provide interventions. Learning gaps analysis had been completed for each year group and interventions started.</p>	
14	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING The report had been uploaded to GVO for review prior to the meeting. LW spoke to the report and invited questions.</p> <p>Q: Will prospective parents be able to tour the school? A: As soon as the current restrictions end at the beginning of December 2020, school tours will resume.</p> <p>Q: Was the virtual Parents Evening successful? A: It had worked well and proved to be efficient and effective with productive meetings. There had been greater access to both parents. The only drawback from the teachers' viewpoint was the inability to share examples of pupil work.</p>	

	<p>Q: Has anything been put in place for staff wellbeing?</p> <p>A: Staff were supporting each other. Flexible hours were allowed where possible and consideration was being given to allowing PPA to be completed at home. The school had invested in new desktop computers for staff. Letters from the governing board to staff and parents had been well-received.</p>	
15	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>An overview of the SDP was provided in the Headteacher's Report. Information on the governor section relating to the Catch-Up Premium and the Recovery Curriculum would be updated. The SDP 2020-21 would then be uploaded to GVO for governor review.</p> <p>Action: To finalise the SDP and upload to GVO for review.</p>	TS/CF/ All G'nors
16	<p>SCHOOL PERFORMANCE</p> <p>a) There was no performance data to review due to Covid-19. b) Information regarding targets had been uploaded to GVO and the school was still aiming high for Year 6. Year 5 targets had been drafted. The visit of the School Improvement Partner (SIP) had been postponed to December 2020 and targets would be reviewed then.</p> <p>Q: Will the school complete Classroom Monitor assessments as usual?</p> <p>A: All expectations remain the same and assessments would be completed. Assessments in the foundation stage would take account of the adoption of the new Early Years Framework.</p>	
17	<p>PUPIL PREMIUM GRANT (PPG)</p> <p>An overview of the use of PPG and its impact for 2019/20 had been published on the school website. The PPG plan for 2020/21 was being prepared and would be made available on the GVO.</p> <p>Action: To upload the PPG plan 2020/21 to GVO.</p>	LW
18	<p>SPORTS GRANT</p> <p>An overview of the Sports Grant and its impact for 2019/20 had been published on the school website. The plan for 2020/21 was available on the GVO.</p>	
19	<p>SCHOOL CURRICULUM</p> <p>LW shared a PowerPoint presentation on the newly updated school curriculum intent with Mission Statement of 'An Inclusive Community Inspiring Lifelong Learners' and the core drivers of ALPS:</p> <ul style="list-style-type: none"> • Academic Excellence • Lifelong Learning • Possibilities and Risks • Social Intelligence <p>Staff received this at the September 2020 INSET day and have incorporated ALPS into curriculum planning for all year groups and into the SDP.</p>	

	<p>Q: Will 'Social Intelligence' cover 'fake news' helping pupils to identify what is real?</p> <p>A: Yes it will. This aspect is included in the PHSE and IT curriculum.</p> <p>Governors thanked LW for the excellent presentation which would be a valuable point of reference for link governors' visits.</p> <p>Action: To upload the new curriculum intent presentation to GVO.</p>	LW
20	<p>DIRECTOR'S REPORT</p> <p>The Directors Report and a precis for the autumn term 2020 was circulated via the GVO and the items addressed by the relevant committee meetings.</p> <p><i>EC left the meeting.</i></p>	
21	<p>GOVERNOR MONITORING, TRAINING & DEVELOPMENT</p> <p>a) A report had been uploaded to GVO prior to the meeting which detailed all governor training undertaken over the last few years. Governors noted that ten days of LA provided training had been undertaken during the last academic year 2019-20. A further ten online courses had been completed by governors via Modern Governor.</p> <p>Governors noted the need to complete training related to link governor roles, to panel responsibilities such as complaints and exclusions and to undertake courses to refresh skills. New governors would be encouraged to complete the Induction courses.</p> <p>Action: To advise IP of the next dates for the Induction courses.</p> <p>CF advised that she would be attending SEND link governor training on 2nd December 2020.</p> <p>b) The annual governor skills audit is available on GVO for completion. This will inform governor training and development areas.</p> <p>Action: To complete governor skills audit.</p> <p>c) This was covered under item 11.</p> <p>d) A review had been completed and it was agreed that governors should make increased use of the available training.</p> <p>e) Governor attendance for 2019/20 had been updated on GVO and reports were available. It was noted that attendance was high.</p> <p>Action: To update governor attendance for autumn term 2020 on GVO.</p> <p>f) Governance self-assessment had been completed. The financial management was in progress</p> <p>Action: To complete financial management information.</p> <p>g) This was covered under item 6.</p>	<p>Clerk</p> <p>All G'nors</p> <p>Clerk</p> <p>All G'nors</p>

22	<p>SCHOOL POLICIES Governors agreed to review and approve via the GVO:</p> <ul style="list-style-type: none"> • 08 – Display Policy • 13 – Additional Needs Policy • 17 - Cared for Children Policy • 24 – Drama Policy • 36 – Child Protection and Safeguarding Policy • 36a – COVID19 – AECPS Safeguarding Policy Addendum • 50 – Subject Leader Policy • 59 – Photo Policy • 60 – Complaints Policy • 63 – Whistleblowing • 67 - Governor Visits to School Policy • 79 – Mobile Phones Policy • 82 – Data Protection Policy • 90 - P4C • 104 – Wheelchair Use Policy • 107 – Peer-on-Peer Policy • 111 – Policy for Staff Wellbeing • 112 – Remote Learning Policy <p>Action: To review policies via GVO.</p>	All G'nors
23	<p>GVO Governors make good use of the GVO to review and share information.</p>	
24	<p>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS Action: To produce meeting precis.</p>	TS
25	<p>ANY OTHER BUSINESS There was no other business.</p>	
26	<p>IMPACT STATEMENT Governors have:</p> <ul style="list-style-type: none"> • Reviewed governing board membership, considered recruitment of new governors and the training requirements of all governors. • Considered pupil and staff wellbeing following the full re-opening of the school. • Reviewed the budget and considered the use of the Catch-Up Premium. • Reviewed and adopted a new governor visit procedure. • Received a report from the SEND link governor and reviewed the impact of the Pupil Premium and Sports Grants. 	

The meeting moved to Part 2 at 7:41pm

.....Chair

.....Dated