



**NOTES OF A MEETING OF THE TEACHING AND LEARNING  
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 3<sup>RD</sup> MARCH 2020**

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| <b>Governors Present:</b>  | Claire Finch (CF)     | Chair                  |
|                            | Lindsey Walsh (LW)    | Head Teacher           |
|                            | Nick Hughes (NT)      |                        |
|                            | Andrea Hogan (AH)     | (arrived 5:15pm)       |
|                            | Wendy Davies (WD)     |                        |
|                            | Mel Rose (MR)         | Staff Governor         |
| <b>Also in attendance:</b> | Diane Murdoch (Clerk) | Clerk to the Governors |
|                            | Lyndsey Platt (LP)    | Observer               |

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting opened at 5:03pm*

|          |   | <b>Actions</b> |
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| <b>1</b> | <p><b><u>APOLOGIES &amp; ADDITIONAL AOB ITEMS</u></b></p> <p><b>Apologies</b><br/>The committee agreed that the apologies for absence received from Esther Clarke (EC) and Sheila Keegan (SK) be accepted.</p> <p><b>Additional AOB Items</b><br/>MR asked that governors review the SEND conference report.</p>                              |                |
| <b>2</b> | <p><b><u>CONFLICT OF INTEREST</u></b></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting: NH is a governor at Rushton Primary School and a teacher at Wilmslow High School. No conflict was expected with the business of the meeting.</p> |                |
| <b>3</b> | <p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The Part One Minutes of the meeting held on 22<sup>nd</sup> October 2019 were confirmed as a correct record, signed by the Chair and retained by the school.</p>   |                |
| <b>4</b> | <p><b><u>MATTERS ARISING</u></b></p> <p>The action log was reviewed and updated:</p> <ul style="list-style-type: none"> <li>• Link governors to review the Strategic School Development Plan</li> </ul>   | Link           |

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|   | <p>(SSDP) in the context of link visits – ongoing.</p> <ul style="list-style-type: none"> <li>• Governors to read and engage with the Governor Development Plan – ongoing</li> <li>• Item 7: SK to post visit details on GVO – CF to follow up with SK</li> <li>• Item 8: Home School Agreement – ongoing</li> <li>• Item 9: Approval of SSDIP – ongoing</li> </ul> <p>All other actions had been completed.</p>   | <p>G'nors<br/>All<br/>G'nors<br/>SK/CF<br/>Clerk<br/>Clerk</p> |
| 5 | <p><b><u>GOVERNOR LINK REPORTS</u></b></p> <p>Governor link reports for this year have been uploaded to the GVO. Governors agreed to review and comment upon the link reports via the GVO.</p> <p><b>Action:</b> Governors to undertake the following visits during the summer term and upload reports to the GVO:</p> <ul style="list-style-type: none"> <li>• RE – TS to arrange</li> <li>• EYFS – SK to arrange</li> <li>• Computing; Music &amp; Performing Arts – WD to arrange</li> <li>• Sports &amp; Sports Premium; Geography; Attendance – AH to arrange</li> </ul> <p>WD to do a further Science visit in conjunction with the Computing visit.</p> | <p>TS<br/>SK<br/>WD<br/>AH<br/><br/>WD</p>                     |
| 6 | <p><b><u>STAFFING</u></b></p> <p><b>Teacher Workload Survey</b><br/>The results of the recent survey had been made available via the GVO prior to the meeting together with a comparison to the results of the previous survey. Governors noted that there was a positive trend and staff were reporting a good work/life balance. Staff absence levels are low</p> <p>The Chair asked governors to consider ways of monitoring the HT's workload.</p>   |  |
| 7 | <p><b><u>GOVERNOR TRAINING</u></b></p> <p>WD has booked places on governor training courses for 'Curriculum' and 'Teaching, Learning and Assessment'.<br/>AH is to do Lockdown training and Exclusions training.<br/>The Chair had highlighted gaps in governor training for Exclusions and Complaints via the GVO and asked for governors to undertake training accordingly.</p>  | <p>WD<br/><br/>AH<br/><br/>All<br/>G'nors</p>                  |
| 8 | <p><b><u>GVO</u></b></p> <p>Governors agreed that the GVO is a helpful tool for governance.</p>  |  |

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| 9  | <p><b><u>POLICIES</u></b></p> <p>The following policies had been reviewed and approved via the GVO prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Exclusion (to be approved at FGB)</li> <li>• 10 – Medicines</li> <li>• 21 – Behaviour (to be approved at FGB)</li> <li>• 27 – Equal Opportunities</li> <li>• 34 – Extra Curricular Activities</li> <li>• 57 – First Aid</li> <li>• 64 – EAL</li> <li>• 68 – Bullying Prevention (to be approved at FGB)</li> <li>• 89 – Extremism and Radicalisation (to be approved at FGB)</li> <li>• 107 – Peer on Peer Abuse</li> <li>• 108 – Medical Needs</li> </ul> <p>The Behaviour policy had been reviewed by React UK Training &amp; School Positive Handling. The Bullying Prevention policy had been significantly updated and the School Council had produced their own pupil version which was distributed to governors. Both versions of the policy will be issued to parents.</p> <p>Following the review of the Medical Needs policy, CF noted the need to check the Administering Medicines record.</p> <p><b>Action:</b> To check the Administering Medicines record during the next SEND link visit.</p> <p><b>Action:</b> To place approval of Exclusion; Behaviour; Bullying Prevention; Extremism and Radicalisation policies on the spring 2020 FGB agenda.</p> | <p>FGB</p> <p>FGB</p> <p>FGB<br/>FGB</p> <p>CF</p> <p>Clerk</p> |
| 10 | <p><b><u>MAINTAINED SCHOOL IMPROVEMENT PARTNERSHIP (MSIP)</u></b></p> <p>The Local Authority (LA) are providing support and networking opportunities to maintained schools via MSIP which provides collaborative projects and training. Cheshire East is divided into three areas and the school is one of 34 schools in the north area. Each area has £5,000 to provide training. The courses are free to attend but the school has to meet the costs of providing any supply cover required. Staff had attended training days for Reading and subject leadership.</p> <p><b>Q:</b> Is the training good quality?<br/> <b>A:</b> The companies delivering the training are reputable and feedback from staff has been very positive.</p> <p>Schools had been evaluated for strengths at Reading, Writing and Maths. The school had been listed as strong for Reading and Phonics which means other schools can approach the school for support in these areas.</p>  |   |

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| 11 | <p><b><u>DIRECTOR'S REPORT</u></b></p> <p><b>Item 2 – Important Ofsted Inspection Updates and Ongoing Consultation</b><br/>Governors noted the importance of knowing the schools' curriculum intent. The HT advised that she had completed an Ofsted consultation regarding the right to appeal and to query inaccuracies.</p> <p><b>Item 4 – Relationships &amp; Sex Education (RSE) requirements for schools</b><br/>The HT distributed a draft updated policy for RSE. The school had been covering all aspects of the new curriculum with the exception of Drugs, Alcohol and Tobacco education and Basic First Aid. These had been included in the updated policy. Governors noted that the updated policy was a comprehensive document which clearly set out the age-appropriate objectives for each year group.</p> <p><b>Q: There are a lot of topics to cover, will this take up a lot of lesson time?</b><br/><b>A:</b> The school will still run an Anti-Bullying Day, but most topics can be delivered across the curriculum in science, food technology or other subjects.</p> <p><b>Q: Have any parents ever withdrawn their children from RSE lessons?</b><br/><b>A:</b> No, parents can't withdraw children from the National Curriculum but they can withdraw them from sex education in primary schools. The school does adapt lessons to deliver topics in an appropriate way to meet SEND needs.</p> <p>The school has joined the Period Poverty initiative.<br/>The school will distribute the updated RSE policy to parents electronically for consultation and comment. This will be followed up with a parent forum to which the school would like a governor to attend. AH agreed to attend the forum.<br/><b>Action:</b> To attend the RSE parent forum.</p> <p><b>Item 10 – Underachievement and Physical Activity</b><br/>This will be reviewed as part of the Sports link visit.</p> | AH |
| 12 | <p><b><u>MEETING PRECIS</u></b></p> <p>It was agreed that CF will prepare the draft precis of this meeting and forward to LW for approval and upload to school website.</p>   | CF |
| 13 | <p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b>SEND Conference Report</b><br/>MR attended a SEND conference where the schools' data regarding the</p>  |    |

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|    | <p>types of SEND were compared to national figures:</p> <ul style="list-style-type: none"> <li>• SEND support: School = 15%; National = 13%</li> <li>• EHCP support: School = 2.5%; National = 2%</li> <li>• No SEND: School = 82%; National = 86%</li> </ul> <p>Cheshire East (CE) has asked schools to collate their SEND data and feed it back to them.</p> <p>Governors were informed that there is a new SEND liaison contact who is seconded to the service until July 2020 and the Educational Psychologist and Physiotherapist are leaving with no replacements confirmed to date.</p> <p>EHCPs (Educational Health Care Plans) are being streamlined with greater emphasis on the importance of physio and occupational therapy within schools. EHCP's will be issues with a monetary value instead of an allocation of hours which could be confusing for parents.</p> <p><b>Q: If a pupil receives an EHCP with a £20,000 allocation, could the cheapest options be explored?</b><br/> <b>A:</b> Most EHCP's require one-to-one support. If £5,000 of the allocation had to be spent on a hoist for a pupil, there would not be enough left for support staff.</p> <p>Governors were informed that Visyon had visited the school to provide mental health training for staff at an INSET day and the school had run a mental health week for pupils.</p> <p>The school plans to change the open zone to a chill out zone and create a sensory room. A relaxation station is to be introduced in the Squirrel Club at lunchtimes for pupils who find the playground to be a challenging environment.</p> <p><b>Q: How will the chill out zone, sensory room and relaxation station be funded?</b><br/> <b>A:</b> By donations from parents and from Waitrose.</p> <p><b>Q: Would these new facilities attract more SEND pupils?</b><br/> <b>A:</b> The new facilities aren't specifically for SEND. The aim is to provide quiet spaces for the benefit of all pupils mental health.</p> |  |
| 14 | <p><b><u>IMPACT STATEMENT</u></b></p> <p>Governors:</p> <ul style="list-style-type: none"> <li>• Reviewed the results of the teacher workload survey;</li> <li>• Reviewed training gaps to increase the knowledge of the governing board;</li> <li>• Considered the impact of the MSIP, particularly the benefits of the staff training offered;</li> <li>• Reviewed the updated RSE policy and curriculum and the schools'</li> </ul>  |  |

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|           | <p>arrangements for parent consultation on this prior to September 2020;</p> <ul style="list-style-type: none"> <li>• Considered plans to improve the schools' SEND provision to provide relaxation areas for all pupils.</li> </ul> |  |
| <b>15</b> | <p><b><u>MEETINGS</u></b></p> <p>The date and time of the next meeting was confirmed as Tuesday 12<sup>th</sup> May 2020 at 5:00pm.</p>  |  |

*The meeting moved to the Part 2 agenda at 6:12pm.*

Chair .....

Date .....