



**MINUTES OF A MEETING OF THE GOVERNING BOARD
OF ALDERLEY EDGE PRIMARY SCHOOL
HELD VIA MS TEAMS ON 1ST JULY 2021**

Governors Present: Tony Smith (TS) Chair
Lindsey Walsh (LW) Head Teacher
Caitrin Adorian (CA)
Marc Asquith (MA) *(left at item 14)*
Katie Bjerkan (KB) *(arrived at item 3)*
Esther Clark (EC) *(arrived at item 3)*
Wendy Davies (WD) *(arrived at item 3)*
Claire Finch (CF)
Andrea Hogan (AH)
Nick Hughes (NH)
Sheila Keegan (SK)
Mel Rose (MR)
Tom Williams (TW)

Also in attendance: Diane Murdoch (Clerk) Clerk to the Governors
Lyndsey Platt (LP) Deputy Headteacher
(left at item 17)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:35pm

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| 1 | APOLOGIES & ANY OTHER BUSINESS (AOB) ITEMS All governors were in attendance. AOB: Additional Bank Holiday 2021-22. | |
| 2 | CONFLICT OF INTEREST 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.• MA is a Cheshire East councillor. No conflict was expected with the business of the meeting. | |
| 3 | MEMBERSHIP a) Governors were advised that MR had resigned as staff governor with effect from the end of July 2021. A staff governor election would be held in September 2021. <i>WD and EC joined the meeting.</i> | |

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| | <p>b) There were three vacancies for Co-opted Governors. CF had met and toured the school with two prospective governors. One had since retracted their application due to a change in work commitments. Governors approved the appointment of Katie Bjerkan, as a Co-opted Governor with effect from 1st July 2021 for a term of four years. KB joined the meeting and was welcomed to the governing board. Action: To add KB to GVO, Governor Hub and the NGA and send her welcome to governance information.</p> <p>Governors considered the two remaining Co-opted Governor vacancies and agreed to continue to recruit via Inspiring Governance. There was a particular requirement for a governor with HR experience.</p> <p>c) It was confirmed that current governor details were up to date on GIAS. The historical details were incorrect and LW was following this up to ensure records were accurate.</p> <p>d) The Chair of the Alderley Edge Institute Trust had advised the school that SK's term of office was coming to an end. This was an important role which maintained links between the school and local community. Governors agreed to nominate SK for a further four-year term. Action: To advise the Institute of the FGB's nomination by 17th July 2021.</p> | <p>Clerk</p> <p>TS</p> |
| 4 | <p>PART ONE MINUTES The part one minutes of the meeting held on 18th March 2021 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> | TS/Clerk |
| 5 | <p>MATTERS ARISING The action log was reviewed and updated.</p> <p>Safeguarding and PREVENT Training It was confirmed that this training was up to date for all governors with the exception of KB. Action: To complete Safeguarding/PREVENT training.</p> <p>It was confirmed that all other actions not addressed elsewhere in the meeting had been met and closed as appropriate.</p> | KB |
| 6 | <p>CHAIR'S ACTION There had been no decisions taken under the Chair's Power to Act.</p> | |
| 7 | <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: Strategic Review Committee – 20.04.21</p> | |

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| | <p>Teaching and Learning Committee – 11.05.21 Assets Committee – 15.06.21</p> <p>b) Governor monitoring visit reports had been uploaded to GVO prior to the meeting for review.</p> <p>c) EC was thanked for her comments and input into the draft Strategic Vision document. Governors agreed to appoint a working party (CF, EC, and KB) to review the document and upload a final version to GVO.</p> <p>Action: To review the Strategic Vision document and upload to GVO for comments.</p> <p>d) The Delegation Planner was now available via the GVO. Governors agreed it should be reviewed annually at the summer term FGB meeting. Action: To add review of Delegation Planner to summer FGB agendas.</p> | <p>CF/EC/KB/ All G'nors</p> <p>Clerk</p> |
| <p>8</p> | <p>FINANCIAL MATTERS</p> <p>a) The budget 2021-22 had been reviewed at the CE budget meeting and by the Assets committee. The carry forward into 2021-22 was £20K and there was an in-year deficit of £10K due to the impact of Covid-19 on Squirrel Club. Year 2 showed a surplus of £4K. Overall budget was positive. Governors noted that reserves from Squirrel Club had been used for the 2021-22 budget. Governors approved the 2021-22 budget.</p> <p>Governors noted that 2020-21 ended with a surplus of £22K.</p> <p>Governor Comment: School finances were in a much better position than in prior years. Well done to all those involved in consistently reviewing budget and monitoring costs.</p> <p>b) The staffing structure for 2021-22 was detailed within the Headteacher's report and had been included within the Parent Newsletter. Two fulltime teachers would move to parttime from September 2021 and a new Early Career Teacher (ECT) had been appointed. One teaching assistant (TA) had resigned and a new Learning Support Assistant (LSA) had been appointed to start in September 2021. A new PE teacher had been appointed due to the retirement of the current teacher. An LSA would also retire at the end of the 2020-21 academic year. Governors noted that the school was retaining skillsets as staff moved to parttime and were not leaving.</p> <p>Q: Was the Modern Foreign Language (MFL) provision more cost effective now? A: This was working well with the in-school TA delivering the MFL curriculum. This TA was a qualified teacher.</p> <p>c) Annual contracts were reviewed and approved as they were due for renewal. The purchase of services via ChESS had been approved by</p> | |

governors and completed. Teacher Absence Insurance (via ChESS) was due for renewal and would be benchmarked before purchasing.

d) Governors ratified the FGB approval of the SFVS which had been approved via GVO and was submitted by 28th May 2021. CA was thanked for her work in completing the submission.

e) The Unofficial School Fund annual accounts and audit certificate were available via GVO. Thanks were conveyed to Jonathan Hare for his work on these.

f-h) Details of the use of the Sports Grant, Pupil Premium Grant and Covid-19 Catch Up Funding were up-to-date and published on GVO and the school website. Governors were advised that the Sports Grant would continue to be provided into 2021-22.

From September 2021 there was a new standardised DfE form to use for reporting on Pupil Premium.

Use of the Catch Up Funding had been reviewed at the end of March 2021 to ensure it still met the needs of pupils. Adjustments had been made in response to the EEF (Education Endowment Fund) recommendations regarding holistic catch-up for pupils.

Q: Had all funding been received or would there be more to come?

A: The DfE had confirmed that more funding would be provided from September 2021 particularly for tutoring. The quality of tutors under the Catch-Up provision was variable. The school already took a tutoring approach to its Pupil Premium strategy, providing booster interventions from known, high quality tutors for their 15 Pupil Premium pupils. Pupils in need of catch-up interventions had been included in this provision. The EEF had advised that this model was high-cost but high-impact.

Catch-Up funding had been invested in Early Years and Speech and Language Therapy (SALT). Tutors had been used to take classes whilst the class teacher delivered interventions and this strategy had been very effective. Teachers had also delivered reading groups after school for the benefit of pupils.

Q: How were the school assessing the impact of the interventions?

A: Teachers were using GAPS analysis within the classroom to see identify gaps in learning. All pupils who had received interventions had been assessed to identify where gaps had been filled and if further support was required.

Q: Had gaps in learning been closed?

A: Pupils requiring interventions were often the Pupil Premium pupils and were in receipt of both Pupil Premium and Catch-Up interventions. Pupil Premium pupils have individual trackers to record the impact of their funding. Pupils who had unexpectedly fallen behind due to Covid-19 had

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| | <p>now caught up. The school had received weekly progress reports on the 12 pupils in receipt of SALT and only one or two pupils would go forward for NHS referral.</p> | |
| 9 | <p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING The Headteacher's report had been uploaded to GVO for review prior to the meeting. Questions were invited.</p> <p>Q: Had staff received any Data Protection Controller training? A: Annual data protection training was delivered to staff in September. The school would appoint a Data Protection Controller.</p> <p>Q: Had the school joined any new networks? A: One teacher had become a Specialist Maths Teacher and would network with other schools.</p> <p>Governors noted that there had been a drop in pupil numbers on roll to 196. Numbers were now back up to 203 and 15 new pupils had joined the school since September 2020.</p> <p>Q: What is the new intake for September 2021? A: There would be 28 pupils starting in the Reception class.</p> <p>Pupil attendance was high. During the last year attendance had been recorded as 88% due to the use of the absence codes as initially advised. This had meant that some Covid-related pupil absence had been classed as 'absent' not as 'Covid-related'. The figures had now been correctly coded and updated and attendance was showing as 95.15%.</p> | |
| 10 | <p>SCHOOL DEVELOPMENT PLAN (SDP) a) The impact of the SDP 2020-21 had been included in the headteacher's report. b&c) The Self Evaluation Form (SEF) was included within the headteacher's report. There would be no SATs data this year. The school had in-house data, estimated data for the end of each key stage and the multiplication tables assessment data. Once collated the data would be uploaded to GVO and would inform the new SDP for 2021-22.</p> <p>Governors agreed to review and approve the 2021-22 SDP at the autumn 2021 FGB. Action: To place approval of SDP 2021-22 on autumn 2021 FGB agenda.</p> | Clerk |
| 11 | <p>SCHOOL IMPROVEMENT PARTNER (SIP) The Strategic Review committee had reviewed the SIP provision. The current SIP, Tim Nelson, would step down at the end of the academic year 2020-21 after three years in post. The school had approached ECM to recruit a new SIP and had shortlisted three with the required skillsets. CF, LW and NH had met one candidate already and would meet another next week. A recommendation would be submitted to governors via GVO</p> | |

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| | <p>for review and approval and would be formally ratified at the autumn 2021 FGB.</p> <p>Action: To recommend the SIP appointment for approval via GVO. Clerk to place on autumn 2021 FGB agenda.</p> | LW/Clerk |
| 12 | <p>GOVERNANCE STATEMENT</p> <p>A draft Governance Statement had been circulated via GVO for review prior to publication before September 2021.</p> <p>Action: To review and comment upon the Governance Statement.</p> | All G'nors |
| 13 | <p>DIRECTOR'S REPORT</p> <p>The Director's Report for the summer term 2021 was circulated via the GVO and the items addressed by the relevant committee meetings.</p> <p><i>MA left the meeting.</i></p> | |
| 14 | <p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a) The GVO training records were currently being updated to include all historic training and courses booked via Governor Hub. Take up of training was encouraging. New governors had completed the induction modules.</p> <p>b) It was confirmed that PREVENT and Safeguarding training was up to date.</p> <p>c) Governors were reminded to access training to keep their skills up to date, especially those allocated to panels or with link roles. There was a need for governors to undertake training in recruitment and disciplinary hearings. It was agreed that development priorities were understanding data, education best practice and Ofsted inspection frameworks.</p> <p>d) Governor attendance was generally excellent and would be updated following this meeting for inclusion in the annual governance statement.</p> <p>Action: To update governor attendance.</p> <p>e) A review of the Governor Induction process was in progress and would be finalised prior to September 2021.</p> <p>Action: To follow up with new governors and update the Governor Induction process.</p> <p>f) A draft annual planner had been circulated via GVO.</p> <p>Action: To review and comment upon the annual planner.</p> | <p>Clerk</p> <p>CA</p> <p>All G'nors</p> |
| 15 | <p>SCHOOL POLICIES</p> <p>The following policies had been reviewed and approved by governors via GVO:</p> <ul style="list-style-type: none"> • 9 – Health & Safety • 15 – Recruitment and Induction • 61 – Disabilities • 83 – Capability Policy & Procedure for Teachers | |

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| | <ul style="list-style-type: none"> • 103 – Disciplinary Policy & Procedure • 105 – Leave and Time Off • 106 – Capability Policy & Procedure – Support Staff • 109 – Lockdown Policy & Procedure • 112 – Virtual Meeting Protocol for Governors | |
| 16 | <p>PLANNED RESIDENTIAL VISITS The 2020-21 Year 6 residential trip to Pensarn had been cancelled due to Covid-19 restrictions.</p> <p>In 2021-22, Year 2 would visit Petty Pool and Year 6 would visit Pensarn. A planned Year 4 trip to Beeston would be rearranged due to the closure of the Beeston Centre. The school was considering visited the White Hall Centre in Derbyshire instead.</p> <p>Q: Had there been any adverse parental feedback following the cancellation of the Year 6 trip this year? A: Once it had been explained to parents, they understood why the trip had to be cancelled.</p> | |
| 17 | <p>NOMINATIONS FOR CHAIR AND VICE CHAIR The elections for Chair and Vice Chair would take place at the autumn 2021 FGB meeting. Governors noted that nominations could also be made at that meeting.</p> <p>TS advised that he would stand down from the governing board at the end of the academic year 2020-21. Governors thanked TS for his contributions, work, and support during his terms of office. He had made a huge difference to the school and governing board.</p> <p>CF was nominated for Chair.</p> <p><i>LP left the meeting.</i></p> | |
| 18 | <p>CONFIRM TERM DATES FOR 2022-23 The school was awaiting publication of the high school's term dates and would then upload the 2022-23 term dates to GVO for review and approval. Action: To upload 2022-23 term dates to GVO for governor approval.</p> | LW/All G'nors |
| 19 | <p>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS Action: To produce meeting precis.</p> | TS |
| 20 | <p>MEETINGS The FGB meeting dates for 2021-22 were confirmed as:</p> <ul style="list-style-type: none"> • Thursday 25th November 2021 • Thursday 17th March 2022 • Thursday 7th July 2022 <p>All to be held at 5:30pm.</p> | |

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| 21 | <p>ANY OTHER BUSINESS</p> <p>Additional Bank Holiday 2021-22 Due to the Queen’s Platinum Jubilee there would be an additional Bank Holiday which fell during the May 2022 half-term holiday. The DfE had approved an extra day of school holiday and the school proposed to schedule this on 13th June 2022 (at the end of the May 2022 half-term holiday). Governors approved this proposal.</p> | |
| 22 | <p>IMPACT STATEMENT Governors have:</p> <ul style="list-style-type: none"> • Reviewed membership and appointed a new governor. • Reviewed and approved budget and staffing structure and considered the impact of changes in staff. • Challenged the school regarding the use and impact of Covid-19 Catch Up Funding. • Assessed the uptake and impact of governor training and identified priorities for development. • Considered the use of an annual planner. | |

The meeting moved to Part 2 at 7:20pm

.....Chair

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