



**MINUTES OF A MEETING OF THE GOVERNING BOARD
OF ALDERLEY EDGE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 25TH NOVEMBER 2021**

Governors Present: Claire Finch (CF) Chair
Lindsey Walsh (LW) Head Teacher
Katie Bjerkan (KB)
Esther Clark (EC)
Wendy Davies (WD)
Nick Hughes (NH)
Sheila Keegan (SK)
Lesley Sym (LS)
Teddy Weyman (TWn)
Tom Williams (TW)

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:35pm

		Actions
1	APOLOGIES & ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from Caitrin Adorian (CA), Marc Asquith (MA) and Andrea Hogan (AH). AOB: Written Statement of Behaviour Principles.	
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. 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. b) Governors were reminded of the requirement to submit annual declarations. Action: To complete annual declarations via GVO (Clerk to recirculate link). c) It was confirmed that the Chair ensured the register of business interests on the school website had been updated; and the governor information on Get Information About Schools was up to date.	
3	ELECTION OF CHAIR Claire Finch was nominated, accepted the nomination, and was duly elected as Chair for a one-year term.	
4	ELECTION OF VICE CHAIR Wendy Davies was nominated, accepted the nomination, and was duly elected as Vice Chair for a one-year term.	
5	MEMBERSHIP a) Governors noted the resignation of Tony Smith as Co-opted governor with effect from 31 st July 2021. Lesley Sym had been elected as Staff Governor with	

	<p>effect from 11th October 2021. Governors agreed to appoint Teddy Weyman as Co-opted governor with effect from 25th November 2021 and welcomed Teddy and Lesley to the governing board. TWn would join the Assets Committee and LS had joined Teaching & Learning.</p> <p>Action: To send new governor information to TWn and provide GVO/Governor Hub access.</p> <p>b) There were two vacancies for Co-opted Governors. c) Governors noted that the terms of office of MA and AH (Co-opted governors) were due to expire with effect from 26th March 2022. d) The school office would undertake DBS and Section 128 checks for TWn within 21 days. e) There were no associate governors to be appointed.</p>	Clerk
6	<p>COMMITTEES & NOMINATED GOVERNORS</p> <p>a-c) Governors were advised that membership and terms of reference for the standing committees and the adhoc committees were being updated as part of the Governing Body Profile document 2021-22.</p> <p>Action: To circulate the updated Governing Body Profile document for review/approval.</p> <p>Governors noted the importance of ensuring they had undertaken training appropriate to their committee membership.</p>	CF
7	<p>GOVERNORS' CODE OF CONDUCT</p> <p>Governors agreed the Code of Conduct which was based on the NGA model.</p> <p>Action: To confirm agreement to the Code of Conduct via GVO.</p>	All Governors
8	<p>PART ONE MINUTES</p> <p>a) The part one minutes of the meeting held on 1st July 2021 were confirmed as a correct record and were signed by the Chair for upload to GVO.</p> <p>Action: To upload signed minutes to GVO.</p> <p>b) The action log was reviewed:</p> <p>11 – SIP Appointment: Dr Gena Merrett had been appointed as School Improvement Partner (SIP) and had visited the school to participate in the HTPMR and review Ofsted readiness. SIP reports were available on GVO. 12 – Governance Statement: This had been reviewed by governors via GVO. 14 – Governor Induction Process: This would be reviewed with KB and TWn. 14 – Annual Planner: The planner was on GVO for governor reference.</p> <p>All other actions were agreed as completed or ongoing.</p>	Clerk
9	<p>CHAIR'S ACTION</p> <p>There had been no decisions taken under the Chair's Power to Act.</p>	
10	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors had received the following committee minutes ahead of the meeting via GVO: Strategic Review Committee – 28.09.21 Teaching and Learning Committee – 19.10.21 Assets Committee – 09.11.21</p>	

	<p>Teaching & Learning: There was a recommendation for a Behaviour Charter, to be signed by governors, which clearly set out the behaviour expectations of pupils and parents. This could be placed on the reverse of the Home-School Agreement and in the New Starter pack. Governors approved this recommendation. The committee had reviewed in detail the information regarding the Ofsted Report into Sexual Abuse and were happy that the school were covering the issues raised.</p> <p>b) CF (SEND and Safeguarding link governor) had visited the school during the summer term 2021 and reports were available via GVO. The next SEND and Safeguarding link visits would take place on 7th December 2021.</p>	
<p>11</p>	<p>FINANCIAL MATTERS</p> <p>a) The Unofficial School Fund annual accounts and audit certificate were available via GVO.</p> <p>Q: What is the intention of the School Fund? A: This fund just contains donations which have been earmarked for specific spends such as on Wellbeing and Mental Health. Some funds would be spent on the Wellbeing Hub in the playground and to provide Mental Health First Aid Kits for every classroom. Some funds were reserved to provide support to access music lessons. The Fund also contained money from The Lindow Trust which was to support families to meet the costs of residential trips.</p> <p>b) It was confirmed that Jonathan Hare would continue as auditor for 2021-22. c&d) TW provided an update on budget. There was a predicted carry forward of £3K at the end of Year 1 with a £2K deficit currently forecast for Year 3. Squirrel Club reserves had been used to offset the deficit. Squirrel Club numbers were increasing with a forecast turnover of £50K for 2021-22.</p> <p>Budget had been impacted by unforeseen costs relating to the need for additional supply staff and building maintenance. The school building was old, listed and in need of a lot of work. An additional £8K had been included in next year's budget to cover extra maintenance costs. The school would investigate whether any grants were available to help with building repairs.</p> <p>Governors noted the impact of the numbers of SEND pupils on budget. An additional 15 hours had been allocated this week. The PTA (Parent-Teacher Association) were working on raising funds to invest in playground improvements.</p> <p>Q: Will MUGA make a difference to the playground? A: Yes, pupils will be able to use this additional space in winter.</p> <p>Q: Are there any environmental funds available? A: This is being investigated. It would be good to be able to invest in a ground-source heat pump.</p> <p>Q: Has the school had to buy any specialist equipment? A: A wheelchair had been required for a pupil at a cost of £5K to buy, or £1.5K to loan. Cheshire East (CE) had agreed to pay the cost of loaning this equipment for the pupil.</p> <p>e) It was confirmed that TW, WD and TWn would complete the SFVS for submission by the 31st March 2022.</p>	

	<p>Governors noted that the MIFP (Manual of Internal Financial Procedures) was currently being updated by the school.</p>	
12	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>The Headteacher's report had been uploaded to GVO for review prior to the meeting. Questions were invited.</p> <p>Q: With regards to the Quality of Education moving from Good to Outstanding, how realistic was this and what was the timeframe?</p> <p>A: Ofsted no longer grade teaching. The school can triangulate these using observations, pupil voice and reviewing books and share examples of outstanding practice with staff. Teachers had experienced a difficult 18 months, adapting teaching practice in response to the impact of Covid-19, teaching for curriculum recovery, redeveloping skills, and addressing their work/life balance.</p> <p>Q: Was is possible to recognise where outstanding practice was taking place?</p> <p>A: All teachers have elements of outstanding practice and this was recognised during live lesson observations.</p> <p>Q: What was the initial procedure with regards to complaints?</p> <p>A: LW discussed any concerns of note with CF as Chair of governors. The rest of the governing board were not informed due to the need to maintain their independence in case of a complaint moving to a panel hearing.</p> <p>Q: What was the impact of staff CPD?</p> <p>A: The impact of staff training is included within the SDP evaluations. All training is link to the SDP objectives.</p> <p>Q: Why had staff stress-related absence increased?</p> <p>A: These absences were not work-related but due to personal reasons.</p> <p>Governors thanked the SLT (Senior Leadership Team) for looking after staff wellbeing and noted the need for the governing board to monitor SLT wellbeing. The school had signed up to the DfE Wellbeing Charter and set up a Wellbeing Committee just for staff to meet and discuss any concerns (without the SLT). Every half-term staff had the option to complete RAG-rated wellbeing questionnaires and there was an annual wellbeing survey. Governors noted that the changes in Ofsted agenda created additional workload and pressure. It was agreed that CF would be appointed as Wellbeing link governor to monitor staff wellbeing and provide an overview of the Wellbeing survey. All governors noted the importance of incorporating staff wellbeing into link visits.</p>	
13	<p>COVID-19 UPDATE</p> <p>a) The updated risk assessment and the Outbreak Management Plan had been received by governors and were available on the school website. b&c) These items had been reviewed at committee.</p> <p>Q: Had the school been affected by the CE directive that pupils must isolated if a family member tests positive?</p> <p>A: There were currently no cases in school. The school continued to prepare and send home remote learning packs as required.</p>	

14	<p>SCHOOL DEVELOPMENT PLAN (SDP) The SDP was available via GVO. Governors noted that the SDP and SEF (Self-Evaluation Form) were useful documents and should be used to inform link visits. Action: To comment on the SDP/SEF via GVO.</p>	All Governors
15	<p>SCHOOL PERFORMANCE</p> <p>a) No statutory testing had taken place during prior year. The latest data on the IDSR (Inspection Data Summary Report) was from 2018. EC and NH had attended school to review the data submitted to CE by the school on an optional basis. The data was benchmarked against other local schools and although there was a percentage drop, it was not as great as at other schools. Governors were advised that to understand the data, there was a need to understand the cohort. The school was in a transient area and of the current Year 6 pupils, 10 had been with the school for one year or less.</p> <p>b) Targets had been set for the current Year 6 cohort when they were in Year 5. Since the targets were set, there had been 50% turnover within the class with five GD (Greater Depth) pupils leaving the school. New pupils joining the class had different needs and based on this cohort, scores were predicted to be in the low 70%'s. The school had a clear plan to address these needs and support pupils.</p>	
16	<p>PUPIL PREMIUM, SPORTS PREMIUM AND CATCH-UP FUNDING These had been reviewed at Teaching & Learning. A Sports Premium link visit was overdue. Action: To liaise with AH regarding the Sports link governor role.</p> <p>Sports Premium spend had been targeted at After School Club, the Sports Partnership and participating in competitions to provide enrichment for pupils. Training had also been provided for staff to increase sports provision.</p> <p>Q: The Key suggests that all Year 6 pupils should be able to swim 25m unaided. Can the pupils do this? A: Not all, but the school track pupil progress and swimming is promoted. Current Year 6 pupils who cannot yet swim 25m are attending swimming lessons with Year 5. Sports Premium can be used for catch-up swimming provision.</p>	CF
17	<p>DIRECTOR'S REPORT The Director's Report for the autumn term 2021 was circulated via the GVO and the items addressed by the relevant committee meetings.</p> <p>Governors noted the recent DfE update regarding school uniform. The school's uniform was not over expensive in comparison to local schools and staff did not challenge pupils who arrived at school wearing un-badged items of clothing. Support was given to families to equip pupils with uniform if required and there was a trade in secondhand uniform on Facebook. Governors agreed that there was an expectation that pupils would be dressed smartly but clothes did not have to be badged.</p>	
18	<p>GOVERNOR MONITORING, TRAINING & DEVELOPMENT</p> <p>a) Governors were reminded to access the CE training provision and to keep their training records up to date on GVO. b) This was covered under item 10.</p>	

	<p>c) The spring 2021 skills audit had been reviewed and used to inform governor recruitment.</p> <p>d) Governor attendance records were available on GVO.</p> <p>e) The Strategic Vision had been simplified and now consisted of ten aims including a new reference to sustainability.</p> <p>Action: To upload the Strategic Vision to GVO for comment/approval.</p> <p>Governors were advised that staff had taken the opportunity at a recent INSET day to review the cultural capital offer at the school. It was important to recognise that pupils had their own cultural capital and social intelligence. The updated Cultural Capital offer was available via GVO and was approved by governors. This included intergenerational engagement and the importance of pupils' taking on responsibilities and seeing them through.</p> <p>Q: Does this include any sporting activities? A: There is reference to 'Representing the School', and this could be via a variety of activities including sports, music or debating.</p>	<p>CF/All Governors</p>
<p>19</p>	<p>SCHOOL POLICIES</p> <p>The following policies had been reviewed and approved by governors via GVO:</p> <ul style="list-style-type: none"> • 7 – Charging & Remissions • 13 – Additional Needs • 14 – Standards & Hospitality Declaration • 16 – Attendance of Pupils • 17 – Cared For Children • 18 – Teachers Pay Policy • 21 – Positive Behaviour Management • 22 – Homework • 25 – Design & Technology • 36 – Child Protection & Safeguarding Policy • 47 – Maths Policy & Guidelines • 52 – Religious Education • 59 – Photo Policy • 60 – Complaints • 76 - Exclusions • 78 – MDA Supervision • 82 – Data Protection • 100 – Pensions Discretions Policy • 107 – Peer-on-Peer Policy • 110 – Policy for Young Carers • CE Local Offer – AECPS – 2021 <p>Governors ratified the delegation of Policy No 114 – Substance Misuse to the Teaching & Learning Committee, and Policy No 115 – Email to the Assets Committee.</p>	
<p>20</p>	<p>PLANNED RESIDENTIAL VISITS</p> <p>Planning was in place for the following residential trips:</p> <ul style="list-style-type: none"> • Year 2 – Petty Pool • Year 4 – Whitehall • Year 6 – Pensarn 	

	Financial benchmarking had been completed; however, this was challenging due to the differences in experiences and activities offered on trips by other schools. Governors noted that the school offered three residential trips for the enrichment and enjoyment of pupils.	
21	NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS Action: To produce meeting precis.	CF
22	MEETINGS The next FGB meeting date was confirmed as Thursday 17 th March 2022 at 5:30pm.	
23	ANY OTHER BUSINESS Written Statement of Behaviour Principles This statement aligned with the governors' approach to pupil behaviour and was approved by governors. Governors agreed the statement should be reviewed by the FGB going forward.	
24	IMPACT STATEMENT Governors have: <ul style="list-style-type: none"> • Reviewed and updated the Strategic Vision of the school. • Considered staff wellbeing and appointed a link governor to monitor this. • Reviewed and approved the school's Cultural Capital offer to pupils and agreed a Behaviour Charter. • Provided challenge to the school's uniform policy. 	

The meeting moved to Part 2 at 7:19pm

.....Chair

17.3.22.....Dated