



**MINUTES OF A MEETING OF THE GOVERNING BOARD
OF ALDERLEY EDGE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 17TH MARCH 2022**

Governors Present:

Claire Finch (CF)	Chair
Lindsey Walsh (LW)	Head Teacher
Katie Bjerkan (KB)	
Esther Clark (EC)	
Wendy Davies (WD)	
Andrea Hogan (AH)	<i>(left at item 14)</i>
Nick Hughes (NH)	
Sheila Keegan (SK)	<i>(arrived at item 3)</i>
Lesley Sym (LS)	
Teddy Weyman (TWn)	
Tom Williams (TW)	

Also in attendance:

Diane Murdoch (Clerk)	Clerk to the Governors
Lyndsey Platt (LP)	Deputy Headteacher (via MS Teams)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:36pm

		Actions
1	<p>APOLOGIES & ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from Caitrin Adorian (CA) and Marc Asquith (MA).</p>	
2	<p>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. 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>	
3	<p>MEMBERSHIP a) There were no changes in governing board membership. b) There were two vacancies for Co-opted Governors. An advertisement had been placed on Inspiring Governance for governors with HR and/or legal experience. 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. Both MA and AH had confirmed that they were happy to continue to serve on the governing board until academisation and would step down once the school had joined the proposed MAT. Governors agreed to re-appoint MA and AH as Co-opted Governors for a one-year term to 25th March 2023. <i>SK joined the meeting.</i> d) Governors were advised that it was good practice for school staff to renew their DBS checks every 5 years. It was agreed that governors should renew their DBS checks every time they were reappointed to the board. Action: To renew DBS checks for MA and AH.</p>	LW

4	<p>PART ONE MINUTES</p> <p>The part one minutes of the meeting held on 25th November 2021 were confirmed as a correct record and were signed by the Chair for upload to GVO. Action: To upload signed minutes to GVO.</p> <p>The action log was reviewed: 7 – Delegation Planner Action: WD, KB and TWn to review and update the Delegation Planner for approval at the summer 2022 FGB. Clerk to add to agenda.</p> <p>All other actions were agreed as completed or ongoing.</p>	WD/KB/ TWn/Clerk
5	<p>CHAIR'S ACTION</p> <p>There had been no decisions taken under the Chair's Power to Act.</p>	
6	<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 – 11.01.22 Teaching and Learning Committee – 01.02.22 Assets Committee – 15.02.22</p> <p>Teaching & Learning (T&L): The committee had reviewed some minor behaviour issues and noted that following the post-Covid return to school a minority of pupils were teary upon arrival at school. Staff were addressing these separation issues. Attendance was good at 94.8% currently. The Admissions Policy had been ratified. All arrangements were in place for the summer 2022 formal assessments. A staff wellbeing group had been established and the SLT (Senior Leadership Team) were mindful of not overloading staff capacity.</p> <p>Assets: A Building Inspection had been completed and additional funds had been allocated to the 2022-23 budget for repairs.</p> <p>Q: The IDSR (Inspection Data Summary Report) shows that the school's grant allocation is £330 less than the national average. Why is this? A: Funds are allocated according to postcode and Cheshire East (CE) is one of the lowest funded local authority areas.</p> <p>Q: Why is the percentage of absence for EAL (English as an Additional Language) pupils quite high? A: The school has very few EAL pupils, so if one is absent this has a large effect on attendance data. One EAL pupil spent a substantial amount of time away from school due to parental working commitments. The school's register and attendance records had been inspected and results were very positive. Unauthorised absence was very low at the school.</p> <p>Governors noted that there was a need to review and reword the Attendance Policy to update the categories of absence. Action: To review/update the Attendance Policy.</p> <p>b) CF (SEND and Safeguarding link governor) had visited the school and would report to T&L in summer 2022.</p>	LW

	<p>Action: To provide SEND and Safeguarding link report to summer 2022 T&L meeting.</p> <p>c) It was confirmed that the school Safeguarding audit form (Section 175 return) had been submitted and was available on GVO.</p>	CF
7	<p>FINANCIAL MATTERS</p> <p>a&b) Financial papers had been circulated via GVO prior to the meeting. Governors noted that the carry forward for Year 1 was £1.5K, for Year 2 was £11K and Year 3 was showing a deficit of £62K. Squirrel Club reserves had not been used within the budget.</p> <p>Q: Why have transportation costs increased? A: School trips have resumed following Covid, but these costs are offset by income.</p> <p>Q: Were there any urgent repairs required to the school building? A: A priority list has been circulated via GVO and an extra £8K had been built into the 2022-23 budget (in addition to the usual £5K) for building repairs. There was £27K of urgent work. The PTA were fundraising for works to the playgrounds which would cost £100K. There was £10K of repairs to soffits and £2K of tree works required. The priority list included: corridor and classroom painting; boiler works; installation of a ramp access to a classroom; replacement of a lean-to door, removal of the wooden squirrel.</p> <p>The 2021-22 capital expenditure budget included £25K of priority repairs. Action: To review the list of required school building repairs and prioritise.</p> <p>Q: What is the situation with the boiler? A: The boiler had been repaired but would cost £4K to replace. There was a total of £10K of repairs required to the school heating system. An application for a grant to fund these repairs would be submitted in April 2022. If approved, the school would need to fund 10% of the total costs with CE funding the remaining 90%.</p> <p>The whole school needed painting to create a better environment for learning. The total cost of painting the corridors, Year 4 classroom, stairs and cloakroom was £6,300.</p> <p>Q: Did IT equipment need upgrading or replacing? A: The budget includes £5K for IT equipment. The school received £6K via the Devolved Formula Capital (DFC) which was used as a rainy day fund. This would be used to upgrade and replace IT equipment.</p> <p>Q: Had the price of the MUGA increased? A: The original contractor had pulled out of the contract. Another contractor had been found but was approximately £20K more expensive. A break down of costs was being obtained. The school would review the budget and use DFC to try to bridge the gap in funds in order to make this investment in the MUGA for the benefit of pupils and the school community.</p> <p>The new Bursar had completed a detailed analysis of the budget. Governors thanked TW for his work on the school budget.</p>	All Governors

	<p>c) The SFVS had been completed, circulated via GVO, and was approved by governors. Thanks were extended to TW, TWn, CA and WD for their work in completing this year's SFVS submission.</p> <p>d) There were no changes to the staffing structure for 2022-23.</p> <p>e) It was agreed to review the impact and spend of the Recovery Premium at the summer 2022 T&L meeting.</p> <p>Action: To add review spend & impact of Recovery Premium to the summer 2022 T&L agenda.</p> <p>f) The Manual of Internal Financial Procedure and Business Continuity Plan had been reviewed and approved by governors via GVO.</p>	Clerk
8	<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: How was the new website and app project? A: This had progressed well. From September 2022, communications would be streamlined with all parents using the App. Governors would also be provided with access.</p> <p>Q: Could staff be provided with a day off for their wellbeing and as a thank you for their hard work during the pandemic? A: In the past the school had offered a MAD day (Making A Difference) where staff had a paid day of leave. This had cost implications as cover needed to be provided for absent staff. If all staff (excluding lunch time staff and playworkers) were given a MAD day, the estimated cover cost would be £3.5K, although as some staff would be able to provide cover for each other the actual cover cost may be lower.</p> <p>Governors noted that when staff were asked to suggest how to improve wellbeing, the common theme was 'time'. A staff wellbeing survey had been completed last week with positive results and most staff reporting that workload was 'about right'. As a result of a suggestion received via the staff wellbeing suggestion box, the INSET day on 1st April 2022 had now been changed to be a report writing day so that staff could work from home. The school had invested in additional office staff hours to support teachers with administration.</p> <p>Q: What was the impact of the previous MAD day? A: This was six years ago and had been hugely appreciated. It was a unique thing to offer staff but not financially sustainable to do on a regular basis. To offer MAD days this financial year would require the use of carry forward and some Squirrel Club funds.</p> <p>Governors agreed to offer staff a MAD day to be taken during the 2022-23 financial year. Action: To write to staff to advise them of the MAD day.</p> <p>Q: How was the wellbeing of SEND staff given the increase in needs at the school? A: There had been an increase in complex needs and it was challenging on school resources to meet the increasing needs of pupils. The SENDCo had 0.5 days per week. Three new SEND pupils would join the school next year. Some pupils who were not in receipt of EHCPs still required additional support or interventions and class teachers were having to provide this themselves. This was a huge pressure on staff.</p>	CF

	<p>In 2019 the school had 29 SEND pupils and in 2021 there were 39.</p> <p>Q: Can the school refuse to take on more SEND pupils due to resources? A: If the school has the space for pupils, then they have to take them.</p> <p>Q: Is there anything governors can do to support SEND provision? A: Ensuring staff feel valued. The SENDCo is able to use additional hours if required and this is covered by other teachers. The school invests in training for staff. There is a general shortage of qualified teaching assistants to support EHCPs and 1-2-1's.</p>	
9	<p>SCHOOL DEVELOPMENT PLAN (SDP) This was covered within the Headteacher's Report (item 8).</p>	
10	<p>SCHOOL EXTERNAL ADVISER The school external adviser was scheduled to visit prior to Easter 2022.</p>	
11	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2022-2023 Governors agreed to appoint a CE clerk for 2022-23 on the same basis as current year.</p>	
12	<p>DIRECTOR'S REPORT The Director's Report for the spring term 2022 was circulated via the GVO and the items addressed by the relevant committee meetings.</p>	
13	<p>GOVERNOR MONITORING, TRAINING & DEVELOPMENT Governors noted that all CE training booked was recorded on Governor Hub. Any training from other providers should be logged on GVO. Action: To provide instructions for the logging and reporting of training on GVO/Governor Hub.</p> <p><i>AH left the meeting.</i></p>	Clerk
14	<p>SCHOOL POLICIES The following policies had been reviewed and approved by governors via GVO:</p> <ul style="list-style-type: none"> • 5 – Admissions • 6 – Lost or Missing Children • 35 – Community Links • 37 – RSE • 42 – Mental Health & Wellbeing • 54 – Pay Policy for Support Staff • 63 – Whistleblowing • 65 – PHSE • 74 – Race Equality • 85 – Dignity at Work • 92 – Domestic Abuse • 96 – Policy for British Values • 97 – Gender Reassignment • 98 – Equality & Diversity in Employment • 99 – Redundancy • 112 – Virtual Meeting Protocol • 115 - Email 	

15	<p>PLANNED RESIDENTIAL VISITS A parents meeting had been held for the Year 2 trip to Petty Pool. Details of the Year 4 Whitehall trip had been submitted for CE approval. The Year 6 trip to Pensarn would be submitted for CE approval shortly.</p>	
16	<p>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS Action: To produce meeting precis.</p>	CF
17	<p>MEETINGS The next FGB meeting date was confirmed as Thursday 14th July 2022 at 5:30pm.</p>	
18	<p>ANY OTHER BUSINESS There were no other items of business.</p>	
19	<p>IMPACT STATEMENT Governors have:</p> <ul style="list-style-type: none"> • Reviewed membership and considered skills required on governing board. • Considered how to address staff wellbeing needs and ensure staff feel valued. • Reviewed repairs required to the school building in order to create a better learning environment. • Monitored school budget and approved the SFVS submission and MIFP. 	

The meeting moved to Part 2 at 7:19pm

.....Chair

.....Dated