



**MINUTES OF A MEETING OF THE GOVERNING BOARD  
OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 14<sup>th</sup> JULY 2022**

**Governors Present:** Claire Finch (CF) Chair  
Lindsey Walsh (LW) Head Teacher  
Katie Bjerkan (KB)  
Wendy Davies (WD)  
Andrea Hogan (AH)  
Nick Hughes (NH)  
Sheila Keegan (SK)  
Teddy Weyman (TWn)  
Tom Williams (TW)

**Also in attendance:** Lisa Benskin (Clerk) Clerk to the Governors  
Lyndsey Platt (LP) Deputy Headteacher

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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*The meeting opened at 5:36pm*

		<b>Actions</b>
<b>1.</b>	<b>APOLOGIES &amp; ANY OTHER BUSINESS (AOB) ITEMS</b> Apologies were received and accepted from Esther Clark (EC) and Lesley Sym (LS). Marc Asquith (MA) was absent from the meeting.	
<b>2.</b>	<b>CONFLICT OF INTEREST</b> 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>3.</b>	<b>MEMBERSHIP</b> a) There were no changes in governing board membership. b) There were three vacancies for Co-opted Governors. Governors considered the position and agreed that unless prospective governors with legal and/or educational experience responded to the earlier advertisements placed, recruitment would be paused until after academisation had taken place. c) Governors noted that the terms of office of EC and WD (Co-opted governors) were due to expire with effect from 27 <sup>th</sup> November 2022. Both EC and WD 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 resolved to re-appoint EC and WD as Co-opted Governors for a one-year term to 27 <sup>th</sup> November 2023.	
<b>4.</b>	<b>PART ONE MINUTES</b> The part one minutes of the meeting held on 17 <sup>th</sup> March 2022 were confirmed as a true and accurate record and were signed by the Chair for upload to GVO. <b>Action: Upload signed minutes to GVO.</b>  The action log was reviewed, and all actions were agreed as completed.	Clerk
<b>5.</b>	<b>CHAIR'S ACTION</b> There had been no decisions taken under the Chair's Power to Act.	

**OFFICIAL**

<p>6.</p>	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>a) Governors had received the following committee minutes ahead of the meeting via GVO:  Strategic Review Committee – 26.04.22  Teaching and Learning Committee – 28.06.22  Finance Committee - 16.06.22  Assets Committee – 21.06.22  Committee chairs confirmed that they had no recommendations requiring FGB approval to be considered as part of this item.</p> <p>b) Governors noted the visit reports that had been saved to GVO this term from SK, WD, TW and NH.</p>	
<p>7.</p>	<p><b>FINANCIAL MATTERS</b></p> <p>a) &amp; b) The timing of the FGB meeting had meant that Governors had reviewed the draft budget for 22/23, minutes from the Finance Committee meeting of 16<sup>th</sup> June 2022 and the notes with respect to the projected deficit from the school bursar via GVO in order to approve the budget prior to the CEC submission deadline of 30<sup>th</sup> June 2022. Governors noted that the budget had also been discussed in detail at the Finance and Assets meetings as detailed within those committee minutes.</p> <p>TW advised that whilst the projected deficit figures were concerning, the increase in deficit was largely due to significant increases in costs (120% in gas and 53% electric) and grants and Squirrel Club reserves not being taken into account. The financial position was sustainable but needed close attention and for school numbers to be maintained at PAN to ensure consistent income.</p> <p>Governors resolved to formally ratify approval of the 22/23 budget.</p> <p><b>Q: What are the numbers for reception this year?</b>  A: LW advised that there had been 35 first choice applications for the school with 30 places being allocated. Since allocation in the spring term some of those students have accepted places at other schools. The reception class number was currently at 28 but it was anticipated that this may reduce to 26 as had been the pattern in previous years. The intake was then generally back at 30 by October half term.  LW advised that 5 students were also being lost across years 3 and 4 to Chethams School of Music, and local private schools.</p> <p><b>Q: Has the sports premium funding been confirmed for 22/23?</b>  A: LW confirmed that it had now been confirmed following the Assets meeting on 21<sup>st</sup> June.</p> <p><b>Q: How was the Squirrel Club performing?</b>  A: LW advised that the number of children being cared for had increased to beyond pre-pandemic levels and the reserves levels were continuing to increase.</p> <p>TW referred to the Assets Committee minutes with respect to the current budgetary position. The committee had considered the building maintenance list and concluded that there was insufficient funding to replace the boiler at this stage and so it would continue to be repaired instead. The playground repairs required would be carried out in phases with assistance from the PTA.</p>	

	<p>LW advised that the Health &amp; Safety compliance survey had been carried out yesterday and the school had obtained 100%. Governors congratulated Mrs Burt, the site manager on the excellent result. Governors noted that sadly the spending required on the school was in places that were not visible. It was hoped that once the school joined TCET there might be an opportunity to apply for monies from the Condition Improvement Fund (CIF) which was only available to academies.</p> <p><b>Action: Send letter to Mrs Burt to thank her for her hard work.</b></p> <p>c) Governors had approved the budget maintaining the purchase of existing services from ChESS, including the provision of a CE clerk for 2022-23 on the same basis as current year.</p> <p>It was confirmed that the FGB had approved and submitted the SFVS and the s175 Safeguarding audit in advance of the required deadlines.</p>	CF
8.	<p><b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The Headteacher's report had been uploaded to GVO for review prior to the meeting. Questions were invited.</p> <p>The Chair thanked LW for the detailed report and the impressive achievements of the school over the last two incredibly difficult years. The staff team should be immensely proud of their hard work and dedication.</p> <p>Governors were pleased to see that pupil and staff wellbeing had been given absolute priority and the results of the staff survey supported this. LW noted that there had been a shift in staff prioritisation of their work/life balance which had made changes in extra-curricular activities more difficult to manage. It would take time for staff to rebuild their resilience following the demands of the pandemic.</p> <p><b>Q: Was this issue specific to the school or teaching in general?</b> A: It was an issue with teaching not the school, there are increasing demands and expectations on schools and no additional funding for staff to meet those demands. It was difficult to ensure that the time to educate was not squeezed.</p> <p><b>Q: Do parents have unreasonable expectations?</b> A: In the immediate aftermath of the pandemic teachers felt very appreciated but this has now started to dissipate. Most parents are lovely but there are a minority of parents who make unreasonable demands.</p> <p><b>Q: Has attendance now stabilised at 95%</b> A: Attendance had dropped slightly over the last couple of weeks to 94.6% as covid cases had increased again. The school had 7 staff absences last week, but considering attendance in April was 89%, there had been great improvements in attendance levels.</p> <p><b>Q: What is 'My Happy Mind'?</b> A: It is a wellbeing and mental health program which is endorsed by the NHS. The school had looked at offering the program last year but could not fund the costs. It is now being provided free for a year to Cheshire East schools, and it will therefore commence in September 2022. There are companion apps available for staff and parents too.</p> <p>Governors noted that Mrs Metcalf, a teacher was leaving the school after 25 years and agreed that they wished to thank her as a board. CF agreed to coordinate a card and gift.</p>	

9.	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>Governors agreed to defer this item to the Autumn Term FGB to enable LW to complete the review of the 21/22 SDP. All committees should review their aims and prepare draft 22/23 SDP proposals at their autumn term meeting for consideration.</p> <p><b>Action: Add review and evaluation of impact of SDP 21/22 and approval of 22/23 SDP to Autumn Term FGB</b></p> <p><b>Action: Add review of 21/22 SDP and consideration of priorities for 22/23 SDP to each committee agenda for the autumn term.</b></p>	<p>Clerk</p> <p>Clerk</p>
10.	<p><b>PUPIL PERFORMANCE</b></p> <p>a) Governors had reviewed the assessment data which had been circulated in advance of the meeting via GVO. A copy of the 2022 Assessment Data report is provided at Annex A to these minutes.</p> <p>LW provided the following headlines from the data circulated:</p> <ul style="list-style-type: none"> <li>• EYFS - 76% of pupils were classified as having achieved a 'Good Level of Development', against a national rate of 65%.</li> <li>• Year 1 Phonics Screening – 87% passed. The class were so close to obtaining 100% as they did last year, sadly one child missed the pass mark by 1 mark.</li> <li>• Year 4 Multiplication check - 96% of students obtained 22/25 which was the school pass mark for this new check.</li> <li>• KS1 - a strong set of results especially in science where 96% of pupils achieved the expected level. It is important to remember that the year 2 pupils have been heavily impacted by Covid for their entire school lives to date. This had resulted in a smaller proportion of students being able to achieve 'greater depth' results. 9% of this cohort had recently joined the school, having been home schooled previously.</li> <li>• KS2 – 41% of the Year 6 class sitting the papers have joined the school in the last 12 months, with two pupils joining only 10 teaching days before the exams. Governors were advised that each pupil was equivalent to 6%. The mobility of the class is an important factor to consider when reviewing the data. LW had provided a comparison of those pupils who had joined the school recently vs pupils who joined the school in reception. LW noted that it was important that Governors were able to articulate this information to Ofsted during any inspection as the Maths and Grammar results are below the national standard. The teacher has had a very short amount of time to try and bring the newer pupils up to the required standard, this required focus has a detrimental impact on the rest of the class. LW noted that it took time for children who had been home-schooled to adjust to the boundaries of the classroom.</li> </ul> <p>b) LW advised that parents would receive their childrens reports on Friday 15<sup>th</sup> July 2022 and would then have a two-week period until the end of term to raise any queries or concerns with their child's class teacher.</p> <p>c) Results had been provided to the respective high schools to assist in Year 6 transitions.</p>	
11.	<p><b>SCHOOL EXTERNAL ADVISER</b></p> <p>The SIP Gena Merett of ECM had visited the school on 28<sup>th</sup> June 2022, a copy of her report had been provided to Governors via GVO and questions were invited.</p>	

	<p>LW advised that History was going to be a focus of 22/23 as she accepted that there was some work required on the themes and sequencing throughout all classes. LW particularly wanted to provide more opportunities to bring history to life in school rather than just on educational visits which are expensive.</p> <p><b>Q: The teacher leaving was the mentor for the ECT. Who will take over that role?</b>  A: LW advised that it was intended that LS would assume this role.</p>	
12.	<p><b>HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPMR)</b></p> <p>Governors agreed to appoint Gena Merrett of ECM to continue as the external advisor for the HTMPR process. Governors discussed the panel membership and agreed it required review.</p> <p><b>Action: Review HTMPR panel membership and update Governors as to panel members for 22/23.</b></p>	CF
13.	<p><b>GOVERNANCE STATEMENT</b></p> <p>CF advised that she had begun drafting the statement and would review the draft with LW and then post to GVO for all Governors to review and comment. CF noted that all Governors needed to update their profiles on the website.</p> <p><b>Action: CF to draft Governance Statement for LW review</b></p> <p><b>Action: All Governors to update website profiles and review draft Governance Statement</b></p>	CF  All Governors
14.	<p><b>CONFIRM TERM DATES FOR 2023-24</b></p> <p>LW advised that the school was awaiting the term dates for Wilmslow High School before setting term dates for 2023/24. Governors agreed that the item be deferred to the autumn term FGB for approval.</p> <p><b>Action: Add confirm Term Dates for 2023/24 to the autumn term FGB agenda</b></p>	Clerk
15.	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the summer term 2022 was circulated via GVO upon release. Governors noted that the relevant items had been addressed during committee meetings.</p>	
16.	<p><b>GOVERNOR MONITORING, TRAINING &amp; DEVELOPMENT</b></p> <p>Governors noted that all CE training booked was recorded on Governor Hub. Any training from other providers should be logged on GVO.</p> <p>a) WD advised that she had reviewed the training report provided by the Clerk and had noted that Governors were making good use of the CEC training package. WD encouraged Governors to book onto the courses that had just been released for the Autumn Term.</p> <p>b) There was no feedback on any recently attended courses.</p> <p>c) CF asked the clerk to prepare a Governors attendance report for all 21/22 meetings for her review.</p> <p><b>Action: Clerk to prepare 21/22 Governor Attendance report for the Chair</b></p> <p>d) Monitoring the impact of the training undertaken would be done as part of the ongoing skills audit.</p>	Clerk

	<p>e) The SDP review for 21/22 would be considered by Governors once available and the Strategic Review committee would then provide a Key Priority List for Governors which dovetailed with the SDP for 22/23. <b>Action: Add preparation of Governors key Priority List for 22/23 to be added to Strategic Review committee agenda.</b></p> <p>f) The Clerk noted that there were still a number of outstanding Skills Audit forms for her to collate to enable CF to report on the data. This item would be deferred until the Autumn Term. <b>Action: Defer consideration of Skills Audit report until Autumn Term LGB.</b></p>																					
17.	<p><b>SCHOOL POLICIES</b> There were no policies for the FGB to approve at this meeting.</p>																					
18.	<p><b>NOMINATIONS FOR CHAIR</b> Governors nominated Claire Finch for the position of Chair of Governors in the election to be held in the autumn term 2022.</p>																					
19.	<p><b>NOMINATIONS FOR VICE CHAIR</b> Governors nominated Wendy Davies for the position of Vice Chair of Governors in the election to be held in the autumn term 2022 .</p>																					
20.	<p><b>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</b> <b>Action: To produce meeting precis.</b></p>	CF																				
21.	<p><b>MEETINGS</b> LW circulated a revised meeting calendar that had also been uploaded to GVO and advised that due to the allocation of a new Clerk some meeting dates in the Spring Term had been amended. Governors questioned why this was necessary and why they were not able to retain the current Clerk, especially as she had only been allocated to the school this term. The Clerk indicated that the allocation of clerks to schools was a decision of senior staff in the School Governance and Liaison department <b>Action: To write to the School Governance and Liaison team regarding the re-allocation of the Clerk.</b></p> <p>The meeting dates for 22/23 were agreed as follows, all meetings would take place at 5pm:</p> <table border="1" data-bbox="188 1514 1233 1998"> <thead> <tr> <th></th> <th>Autumn</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Strategic Review</b></td> <td>Tuesday 13<sup>th</sup> September 2022</td> <td>Tuesday 10<sup>th</sup> January 2023</td> <td>Tuesday 25<sup>th</sup> April 2023</td> </tr> <tr> <td><b>Pay Review</b></td> <td>Tuesday 4<sup>th</sup> October 2022</td> <td></td> <td></td> </tr> <tr> <td><b>Teaching and Learning</b></td> <td>Wednesday 12<sup>th</sup> October 2022</td> <td>Wednesday 1<sup>st</sup> February 2023</td> <td>Tuesday 2<sup>nd</sup> May 2023</td> </tr> <tr> <td><b>Assets</b></td> <td>Tuesday 8<sup>th</sup> November 2022</td> <td>Wednesday 15<sup>th</sup> February 2023</td> <td>Tuesday 13<sup>th</sup> June 2023</td> </tr> </tbody> </table>		Autumn	Spring	Summer	<b>Strategic Review</b>	Tuesday 13 <sup>th</sup> September 2022	Tuesday 10 <sup>th</sup> January 2023	Tuesday 25 <sup>th</sup> April 2023	<b>Pay Review</b>	Tuesday 4 <sup>th</sup> October 2022			<b>Teaching and Learning</b>	Wednesday 12 <sup>th</sup> October 2022	Wednesday 1 <sup>st</sup> February 2023	Tuesday 2 <sup>nd</sup> May 2023	<b>Assets</b>	Tuesday 8 <sup>th</sup> November 2022	Wednesday 15 <sup>th</sup> February 2023	Tuesday 13 <sup>th</sup> June 2023	CF
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	<b>FGB</b>	Thursday 24 <sup>th</sup> November 2022	Wednesday 29 <sup>th</sup> March 2023	Thursday 13 <sup>th</sup> July 2023	
<b>22.</b>	<b>ANY OTHER BUSINESS</b> There were no items of any other business.				
<b>23.</b>	<b>IMPACT STATEMENT</b> Governors have helped move the school in the following ways: <ul style="list-style-type: none"> <li>• Reviewed membership and considered skills required on governing board.</li> <li>• Considered how to address staff wellbeing needs and ensure staff feel valued.</li> <li>• Reviewed repairs required to the school building in order to create a better learning environment.</li> <li>• Monitored school budget and approved the SFVS submission and MIFP.</li> </ul>				

*The meeting moved to Part 2 at 6.55pm*

.....*WGD Davies.*.....Chair

.....24.11.22.....Dated