



**MINUTES OF A MEETING OF THE GOVERNING BOARD
OF ALDERLEY EDGE PRIMARY SCHOOL
HELD VIA WEBEX ON 26TH MARCH 2020**

Governors Present: Tony Smith (TS) Chair
Lindsey Walsh (LW) Head Teacher
Caitrin Adorian (CA)
Esther Clark (EC)
Wendy Davies (WD)
Claire Finch (CF)
Sheila Keegan (SK)
Andrea Hogan (AH)
Nick Hughes (NH)
Mel Rose (MR)

Also in attendance: Diane Murdoch (Clerk) Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting process was affected by the Coronavirus outbreak. This meeting was held according to Local Authority (LA) guidance and advice at the time of the meeting. The governing board agreed to hold the meeting via WebEx conference call to address essential items of business. To ensure an effective virtual meeting key documentation was circulated via GVO with an opportunity for all governors to comment and read in preparation for the meeting.

Meeting opened at 5:30pm

		Actions
1	APOLOGIES & ANY OTHER BUSINESS (AOB) ITEMS The Chair thanked the clerk for arranging the teleconference and the governors for dialling in and joining the virtual meeting. The Governing Board agreed that the apologies for absence received from Gary Pickford (GP) and Ian Pemberton (IP) be accepted. Governors noted that Marc Asquith (MA) did not join the meeting. AOB: Governing Board Meeting Arrangements	
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. The following interests were declared:	

	<p>TS is Chair of the Yes Academy Trust and interim CEO of The Collaborative Educational Trust of Wilmslow (TCET). NH is a senior teacher at Wilmslow High School.</p> <p>There is no conflict with the business of the meeting.</p>	
3	<p>MEMBERSHIP</p> <p>Governors noted there were no changes in membership to report and agreed to postpone the remainder of this item to the summer term 2020 FGB meeting.</p>	
4	<p>PART ONE MINUTES</p> <p>The part one minutes of the meeting held on 26th November 2019 were confirmed as a correct record, signed by the Chair and retained by the school.</p>	
5	<p>MATTERS ARISING</p> <p>The action log was reviewed. It was confirmed that all other actions not addressed elsewhere in the meeting have been met and closed as appropriate.</p>	
6	<p>CHAIR'S ACTION</p> <p>Chair's Action, due to the rapid escalation of the coronavirus situation, was deployed for decisions regarding the Squirrel Club, rental contracts, cleaners and supply teachers.</p> <p>Squirrel Club</p> <p>It was decided that the Squirrel Club would close if the school closed. Currently the school is open only for vulnerable children and children of keyworkers and the Squirrel Club will remain open over the Easter 2020 holiday period to provide care for these children. Parents will not be charged for this provision or for the meals provided. Consequently the Squirrel Club is currently receiving no income.</p> <p>Q: Who is staffing the Squirrel Club?</p> <p>A: Two of the regular Squirrel Club staff are unable to provide cover due to the coronavirus however, other members of school staff have volunteered to cover the club on a rota basis.</p> <p>Rental Contracts</p> <p>It was decided that businesses which rely upon renting the school facilities to operate, such as Mini Sports and Pilates classes, will not be charged whilst the school is closed due to coronavirus. Invoices have been issued for the spring 2020 term but no fees will be charged for the summer 2020 term whilst the school remains closed.</p> <p>Cleaners</p> <p>It was agreed that the cleaners will continue to be paid during the school closure. The cleaners are still coming in to the school and doing deep cleans.</p>	

	<p>Supply Teachers The school uses two supply teachers who deliver regular weekly teaching sessions. These teachers have offered to provide cover at the school if required. It was decided that the school will continue to pay them in accordance with the recommendation from the LA's HR department that zero hours contract staff should continue to be paid according to their minimum weekly hours.</p> <p>Governors noted and approved the decisions, as stated, taken under the Chair's Power to Act.</p>	
7	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) To receive minutes of committee meetings not previously received Governors had received the following committee minutes for review ahead of the meeting via GVO: Strategy Committee - 14th January 2020 Assets Committee - 11th February 2020 Teaching and Learning Committee – 3rd March 2020</p> <p>b) To receive any other reports from committees There were no other reports to be received.</p> <p>c) Recommendations requiring the approval of the board of governors There were no recommendations requiring the approval of the board of governors.</p> <p>d) Reports from governors with special responsibilities There were no reports to be received.</p> <p>e) Review and approve Curriculum Plans The curriculum plans were linked to the School Development Plan. Governors noted that the school will be launching a formal, unified curriculum intent document in autumn term 2020.</p>	
8	<p>FINANCIAL MATTERS</p> <p>a) To consider and approve the draft annual budget for 2020-21 The draft annual budget for 2020-21 was made available via the GVO prior to the meeting and was reviewed and approved by governors.</p> <p>b) To review Budget v Actuals for the current year 2019-20 This item was reviewed by governors via GVO.</p> <p>c) To update governors on progress against the 3 year budget plan The Year 1 surplus is £8K including a contribution from the Squirrel Club. The Year 2 surplus is forecast at £6K and Year 3 has a deficit of £22K.</p>	

The budget plan is looking relatively healthy albeit with a transfer of reserves from Squirrel Club included as revenue. Governors noted the benefits of having a school bursar to review costs on an on-going basis and who welcomes regular visits from governors to consider the school finances.

The Squirrel Club contribution has been reduced this year. Governors noted that if the school is unable to open during the summer term there will be a significant loss of income for the Squirrel Club which will have a negative impact on the reserves.

d) Set and evaluate the cost of the staffing structure for 2020-21

The staffing structure is to remain the same as for 2019-20 with:

- 1 x Head teacher
- 0.8 x Deputy Head teacher
- 6 x class teachers
- 0.4 x PE teacher
- Music to be covered by the peripatetic teachers
- Modern Foreign Languages (MFL) to be provided by 0.1 x Higher Level Teaching Assistant (HLTA)

The music teacher is no longer with the school. Instead Music will be delivered by the peripatetic violin teacher, together with four other peripatetic teachers. This is on a trial basis with no contractual commitment enabling the school to consider the impact and effectiveness with flexibility to amend the provision at any time.

The school had intended to do a deep-dive on MFL provision at the end of the spring 2020 term however this was on hold due to coronavirus. MFL lessons are currently provided by Wilmslow High at a cost of £11K which is unsustainable. The school has a HLTA who is able to deliver MFL lessons as part of her contract and has the advantage of being familiar with the school and known by pupils.

Learning support provision is dependent upon the number of EHCP's at the school in September 2020. A year 6 pupil with an EHCP will be leaving the school in July 2020 and one new EHCP pupil joining in autumn 2020.

Q: Have there been any changes in terms of the SEND funding available?

A: Prior to the coronavirus situation, the school was due to meet with the LA to discuss SEND however this meeting was unable to take place. An application has been made to increase the number of hours for one pupil but the school has not yet received a response. The funding situation is currently unclear.

e) To review and approve the SFVS to be submitted at the end of March 2020

Governors noted that the deadline for submission of the SFVS has been

	<p>extended to 24th April 2020, however the school would prefer to meet the original deadline of 31st March 2020. A vote of thanks was offered to the governors and staff who had been involved in the preparation of the SFVS. The SFVS has been uploaded to GVO for review and approval by governors.</p> <p>Action: To review the SFVS and place comments/notes of approval on the GVO.</p> <p>f) To receive a copy of the annual accounts of the Unofficial School Fund and the audit certificate Governors received a copy of the annual accounts of the Unofficial School Fund and the audit certificate for 2018/19 as circulated via GVO.</p> <p>g) To appoint the auditor of the Unofficial School Fund for the forthcoming year The governing board had approved Jonathan Christian Hare as the auditor of the Unofficial School Fund for the forthcoming year at the autumn 2019 FGB meeting.</p> <p>h) Manual of Internal Financial Procedures (MIFP) Governors received the MIFP on the GVO prior to the meeting and the MIFP was reviewed and approved.</p>	All G'nors
9	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING LW spoke to the report which had been placed on the GVO and responded to questions posed by governors as follows:</p> <p>Q: Has there been any feedback from parents regarding the new RSE policy? A: The school has received 15 responses from parents and all were happy with the content of the policy. Some parents asked about the inclusion of diversity and different family arrangements. These are already covered in the new RSE curriculum. The school advised that parents had expressed no interest in having a Parent Forum to discuss the new RSE curriculum, therefore this would not be going ahead.</p> <p>Q: Has the coronavirus affected the September 2020 admissions? A: The school has received 32 first choice applications for 30 places. It is too early to establish if the coronavirus will have any effect on admissions.</p> <p>Q: How will the year 6 transition to high school be managed now? A: Current year 6 pupils are going to a variety of different high schools. The school will follow the lead of each high school in supporting pupils through the transition.</p>	
10	<p>SCHOOL DEVELOPMENT PLAN (SDP) Progress against the SDP was included as part of the Head Teacher's report uploaded to the GVO.</p> <p>Q: The Head Teacher's report suggests the school is making good</p>	

	<p>progress against all the SDP steps. Is this the case? A: The school is making good progress against the actions set. The SDP actions were set 12 months ago as the current SDP is for four terms to bring it into line with the academic year. Previous SDP's had run in line with the financial year.</p> <p>Governors noted that the school is ahead of schedule in terms of delivering the curriculum and in the development of subject leadership. Subject leaders have benefitted from training and support. The school has made progress beyond the expectations of the SDP especially in curriculum development and this is due to the hard work and commitment of the teachers.</p> <p>The SEF is due to be written during the summer 2020 term and the new SDP will follow from that document.</p> <p>Q: Link governor visits had been timed to look at aspects of the SDP. How should visits proceed given the coronavirus situation? A: It is too early to know if the school will be able to open during the summer 2020 term. If the school can re-open the priority will be pupil's education and ensuring they are on track with their learning. Link governors noted that under the current circumstances they can email or phone teachers instead of visiting the school.</p> <p>Q: Does the school have a plan in place to help pupils get 'back up to speed' with the curriculum when they return to school? A: As it is currently unclear when the school will re-open, there is no plan in place at the moment. This will be addressed when more information about the length of school closures is available from the government.</p>	
11	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISOR. Governors noted that the school improvement partner (SIP) does not provide a report for the spring term.</p> <p>Governors were asked to consider the extent to which the SIP should be engaged for the 2020-21 academic year to support the school. Information regarding the costs associated with different levels of support had been uploaded to the GVO.</p> <p>The current SIP has been with the school for circa 18 months and in this time has:</p> <ul style="list-style-type: none"> • supported the Head Teacher's Performance Management Process • provided curriculum development support for staff • undertaken joint observations with the Head Teacher to quality assure the Head Teacher's judgement/feedback • conducted a Pupil Voice survey • provided training for governors <p>Q: Is the school still receiving valuable input from the current SIP or is a change of SIP required?</p>	

	<p>A: The school feel there is still more value to be received from the current SIP as he knows and understands the school and is continuing to provide valuable input and support into curriculum development and staff leadership skills.</p> <p>Q: What was spent on the SIP last year? A: £650 per visit and £850 if a report is required. The school received three visits and one report. Also two sessions of governor training have been provided by the SIP this year which have proved invaluable.</p> <p>Q: Is it possible to retain the current SIP in a pared back way for another year? A: There is a menu of options in the SIP’s contract which can be customised to suit the school so visits could be reduced.</p> <p>The school would appreciate continued support going forward in the form of two visits. One for the Head Teacher’s performance data review and another for curriculum development and subject leadership. Mid-year HTPM review meeting does not require SIP support; to be held as scheduled as a ‘virtual meeting’.</p> <p>Governors approved the re-appointment of the current SIP (Tim Nelson at ECM) for the academic year 2020-21 on the basis of two visits. This will cost circa £1,600. There will be additional costs if governor training is required. Additional budget is available for governor training.</p> <p>Q: Under the new Ofsted guidelines, governors seem to be required to be more involved in the curriculum. Can the SIP provide governor training on this? A: The governing board could invest some of the training budget in half a day of training from the SIP.</p>	
12	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2020-21</p> <p>a) and b)</p> <p>Governors discussed the arrangements that need to be in place to support the board and assist it in exercising its functions expediently and confidently, so that it can stay focused on its core functions. This includes the level of support it requires from a governance professional (clerk to governors).</p> <p>The FGB agreed to the buy-back of the current LA clerking service subject to the SLA.</p> <p>Governors agreed that the CEC clerking service is invaluable for agenda setting, minutes and advice. The service represented good value for money and governors would want the current arrangement to continue.</p>	

	The FGB are also using GVO to streamline and manage the business of the governing board.	
13	<p>CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2020-21</p> <p>The term dates and holidays for the academic year 2020-21 had been confirmed by governors via the GVO and are as published on the school website. The school has placed three INSET days together in order to avoid split teaching weeks. Governors approved the term dates and holidays including the INSET days for the academic year 2020-21.</p>	
14	<p>DIRECTOR'S REPORT</p> <p>The Directors Report and a precis for the spring term 2020 was circulated via the GVO and the items addressed by the relevant committee meetings.</p>	
15	<p>GOVERNOR MONITORING TRAINING AND DEVELOPMENT</p> <p>a) The Training Liaison Governor reported that uptake of governor training continues to increase.</p> <p>b) The annual governor skills audit is due for completion in autumn 2020.</p> <p>Q: Following the skills audit in autumn 2019, training needs were identified but it was too late to book places on some of the governor training courses. Would it be possible to undertake the skills audit in the summer 2020 term instead to allow governors to reserve places on courses in good time?</p> <p>A: The skills audit can be done either at the summer 2020 FGB meeting or via the GVO during the summer term.</p> <p>Action: To place governor skills audit on summer 2020 FGB agenda.</p> <p>Q: Will governor training bookings be made via Governor Hub now?</p> <p>A: The clerk advised that from April 2020 governor training can be booked directly via Governor Hub. The school has now been placed on the Governor Hub system.</p> <p>Governors advised that they were not yet aware of how to access Governor Hub.</p> <p>Action: To check how and when governors will be notified of Governor Hub access.</p> <p>c. 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>Clerk</p> <p>Clerk</p>
16	<p>SCHOOL POLICIES</p> <p>Governors approved the following policies which were reviewed via the GVO:</p> <ul style="list-style-type: none"> • 21 – Behaviour 	

	<ul style="list-style-type: none"> • 63 – Whistleblowing • 68 – Bullying Prevention • 70 – Reasonable Force • 76 – Exclusion • 89 – Tackling Extremism & Radicalisation 	
17	<p>PLANNED RESIDENTIAL VISITS</p> <p>Governors were informed that due to the coronavirus the year 4 Forest Camp visit (22nd – 24th April 2020) had been postponed. The school have 12 months to rearrange this visit so pupils can go in year 5 instead.</p> <p>The school has received the majority of the fees from parents in respect of the year 6 Pensarn Harbour trip (18th – 22nd May 2020) but has only paid the deposit to the centre. It is currently unclear whether this will be going ahead.</p> <p>The proposed year 2 trip to Beeston (25th – 26th June 2020) will be cancelled. No monies had been taken in respect of this trip.</p>	
18	<p>CORONAVIRUS AND CONTINGENCY PLANS</p> <p>Governors were informed that this is a fast moving situation with much development. The LA have been supportive however additional reporting requirements have been imposed upon schools.</p> <p>There are no confirmed cases of the coronavirus associated with the school. The school currently has six pupils attending and staff are in school for one day per week. Home-learning packs and activities have been provided for pupils who are now at home.</p> <p>Q: If the numbers of staff available decline due to illness, will the school create a hub with other local schools?</p> <p>A: The school has discussed this option with other schools however, it feels it is better for the welfare of vulnerable pupils to remain in the familiarity of their own school setting as long as this is sustainable.</p> <p>LW praised the school staff for their dedication and professionalism in putting aside their own concerns to provide the best support for the pupils. Governors thanked the Head Teacher and school staff for their hard work and continued clear communication with parents at this difficult time.</p>	
19	<p>GVO</p> <p>Governors continue to make good use of the GVO. This remains a standing agenda item.</p>	
20	<p>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</p> <p>Governors were reminded of the need to produce meeting precis.</p> <p>Action: To produce meeting precis.</p>	TS

21	<p>ANY OTHER BUSINESS</p> <p>Governing Board Meeting Arrangements It was agreed that the summer term 2020 meetings should continue as scheduled and be held via WebEx if the school remains closed due to coronavirus. This includes the Interim Head Teacher’s Performance Management Review (HTPM) due in April 2020. Action: To confirm arrangements for a virtual interim HTPM review.</p>	TS
22	<p>IMPACT STATEMENT Governors have:</p> <ul style="list-style-type: none"> • Reviewed the School Development Plan • Challenged the Head Teacher on the contents of the Head Teachers Report • Approved policies • Discussed the financial position of the school and looked at financial planning over the next three years • Reviewed the current SIP provision and future requirements • Considered the impact of coronavirus upon the school 	

The meeting moved to Part 2 at 7:10pm

.....Chair

.....Dated