

# MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL THURSDAY 4<sup>TH</sup> JULY 2024

GOVERNORS IN ATTENDANCE:	Nick Hughes	(NH)	Vice Chair (Acting Chair)
	Martin Smith	(MS)	Co-opted Governor
	Helen Handley	(HH)	Co-opted Governor (left the meeting at 6:01pm)
	Katie Bjerkan	(KB)	Co-opted Governor
	Wendy Davies	(WD)	Co-opted Governor (joined the meeting online)
	Sheila Keegan	(SK)	Local Authority Governor
	Mike Lamb	(ML)	Parent Governor
	Hannah Lomas	(HL)	Co-opted Governor (joined the meeting online)
	Mark Ross	(MR)	Parent Governor
	Lesley Sym	(LS)	Staff Governor (joined the meeting online at 5:25pm)
OTHERS IN ATTENDANCE:	Lyndsey Platt	(LP)	Deputy Headteacher
	Sarah Lomas	(SL)	Clerk to Governors

## MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:03pm.

ITEM		ACTION
1.	<p><b>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS</b></p> <p>Governors were briefed on LW's absence and notified that LP is attending in place of LW for this meeting.</p> <p>Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> <li>• TWi</li> <li>• AS</li> <li>• TWe</li> <li>• LW</li> </ul> <p>Catering was highlighted as an item of AOB for consideration, however it was noted that catering was already listed on the agenda for discussion and would be covered under Item 7d).</p>	
2.	<p><b>CONFLICT OF INTEREST</b></p> <p>a) The following declarations were made by governors:</p> <ul style="list-style-type: none"> <li>• NL is a governor at Rushton Spencer Primary School.</li> <li>• ML is an IT director at Quest EPM Limited</li> <li>• LP is a Trustee of the Alderley Edge Pre-school.</li> </ul> <p>There were no anticipated conflicts of interest with the business of the meeting raised by governors.</p>	
3.	<p><b>MEMBERSHIP</b></p> <p>a) Governors noted the following changes to the membership of the Board of Governors:</p> <ul style="list-style-type: none"> <li>• NH has been reappointed as a co-opted governor for a four year term of office</li> </ul>	



	<p>SK will schedule a history visit for early in the autumn term.</p> <p>HH had undertaken a number of visits and reports had been circulated to governors for review including:</p> <ul style="list-style-type: none"> <li>• French – It was commented that the subject lead demonstrated an excellent understanding of the curriculum.</li> <li>• Wellbeing – Governors noted that some elements of this area are likely to be adapted for next year, but a plan has not yet been agreed. There were no actions arising from the staff wellbeing survey. The staff wellbeing committee remains in place which adds a valuable layer of communication for staff and any issues are shared with SLT. The school continue to seek out opportunities to support pupil wellbeing and have taken the decision not to continue with the My Happy Mind programme as this is now cost prohibitive and the staff now have the skills to use elements of the programme they choose and adapt it going forward.</li> <li>• SEND – There are two additional EHCP tribunals underway at present but the difficulty at this time of year is the ability to engage with external support as many are closing for summer. However, the importance of the input of these services is paramount as without this, an EHCP application will be rejected. SEND remains an area of challenge for the school with the increasing need and size of the school.</li> <li>• Safeguarding – A visit to review the Single Central Record was undertaken and governors thanked HH for her report on this. Governors noted that safeguarding visits follow a timetable of questions throughout the year and for the summer term the visit focussed on sexual harm and the policies the school have in place. All relevant policies and procedures are in place.</li> <li>• Approval of the delegation planner – This was deferred to be completed by MS and AS in the autumn term.</li> </ul> <p><b>ACTION:</b> Undertake a review of the delegation planner.</p>	MS/AS
7.	<p><b>FINANCIAL MATTERS</b></p> <p>a) Governors were informed that, following further work on the budget, the school has been able to set a balanced budget for 2024-25 and therefore there was no requirement to submit a failure to submit a balanced budget notice. The proposed budget had been reviewed by the Assets Committee and was approved to be ratified by the FGB.</p> <p>The main reasons for the change in financial position related to a member of staff retiring and another member of staff reducing their hours with recruitment to be undertaken at a lower pay scale which generates a saving.</p> <p>Governors <b>approved</b> the revised 2024-25 budget.</p> <p>b) Governors <b>approved</b> the proposed staffing structure for 2024-25 following recommendation from the Assets Committee.</p> <p>c) Governors <b>approved</b> the purchase of annual contracts including the clerking provision following recommendation from the Assets Committee. It was noted that there were no changes proposed to annual contracts at this time.</p> <p>d) An update was provided to governors on the catering services. LW, ML, HL and the School Business Manager met two catering contractors on 01.07.24 to receive presentations on their offer. The conclusion following the presentation was that whilst both providers could fulfil the service requirements, the preference was to engage the services of MiQuill catering. MiQuill's are a smaller company which could offset risks however, additional due diligence is required.</p> <p>In LW's absence the Board have two options to consider in relation to commencing provision with a new service:</p>	

Option 1: Continue to supplier selection as per published timeline – w/c 8<sup>th</sup> July supplier selection w/c 15<sup>th</sup> July formal contract award target cutover November 2025.

Option 2: Put process on hold until w/c 9<sup>th</sup> September with contract award at the earliest opportunity in the autumn term and a target cutover after the Christmas break of 6<sup>th</sup> January 2025.

If option 2 was chosen, there would be an increase in meal prices from £2.53 to £3.20 and a deficit for the school of £60 per day. The school anticipate that there would be a downturn in sales due to the price increases. The school confirmed that the budget includes a continuation with Cheshire East catering until spring 2024 and if the school moves to a new provider earlier funds will be released by Cheshire East back to the school.

MiQuill have proposed to include the free school meals within the £2.53 meal price and therefore the school will not lose as much money and additionally a profit share is available.

Governors discussed the implications of the change in provision, and it was suggested that one of the main considerations is the charge of meals passed on to parents. There will need to be an increase from £2.75 but the benefit of option 1 is that this reduces the period of time that parents are required to pay £3.40.

Governors were informed that meals had been sampled by staff, governors and pupils and that pupils are excited about the new provision.

The school expressed their reservations that communication has not yet been established with other schools who use their provision to ascertain how well it runs in practice and this due diligence needs to be undertaken for both providers.

It was emphasised that the sooner due diligence can be completed and the changeover commenced, the better this will be for parents in terms of financial impact and to minimise the loss of interest in school meals.

Governors noted that there is currently a 63% uptake in school meals with the older children more likely to bring a packed lunch and to be influenced by their friends to bring a packed lunch.

**Q: How much does a school meal cost at present?**

**A:** £2.80. The contracts proposed are three year contracts as standard but MiQuill have agreed to an initial one year contract.

**Governor Comment:** It will be important to ensure that any contract is reviewed to ensure that the school is protected both legally and financially.

**Q: What are the requirements in terms of signing contracts?**

**A:** For MiQuill, the contract would need to be signed by 08.07.24 to be in place for September and there needs to be four weeks allowed for TUPE of staff.

**Q: Is the new contract or ceasing the current contract driving the dates?**

**A:** Cheshire East have increased the prices significantly which is the main driver and they have essentially withdrawn their services which has put pressure on schools to act.

**Q: What happens if the school had to break the new contract if the school academised for example?**

	<p><b>A:</b> It would be most likely that the school would retain any contracts in place in the event of academisation until there was a natural review or break clause triggered. Contracts would then be reviewed upon expiry and the academy may source more cost-effective contracts for multiple schools to provide economies of scale.</p> <p><b>Q: If Option 2 is decided upon, when does the Cheshire East provision cease?</b>  <b>A:</b> April 2025.</p> <p><b>Q: Why is November cited as a key timeline?</b>  <b>A:</b> Contracts are entered into in half termly blocks and a break is required to allow the new provision to integrate.</p> <p><b>LS joined the meeting at 5:25pm.</b></p> <p>It was noted that there are some areas of clarification required for due diligence. The first company is a large corporate company with national coverage. MiQuill use 80% fresh ingredients in their meals but there were questions over how well they would cover outside of their locality as a small company. Clarification of these areas was the next step in the process which the school will work on along with contacting other schools to obtain direct feedback on services. MR offered his support to the school in the area of financial due diligence.</p> <p><b>Q: Can the school obtain a draft contract to be reviewed?</b>  <b>A: ACTION:</b> Obtain a draft contract.</p> <p><b>Governor Comment:</b> In terms of meal prices, any amount over £3 would be an issue and needs to be avoided.</p> <p>The school confirmed that communication has been issued to parents on the situation regarding school meals.</p> <p>Governors <b>approved</b> Option 1 relating to school meal provision to have the new provision in place by November 2024.</p> <p>e) The school confirmed that the S.175 Safeguarding audit had been submitted in line with requirements.</p> <p>f) The SFVS had been submitted ahead of the 31.03.24 deadline.</p> <p><b>Q: The SFVS was submitted based on the school not being able to set a balanced budget, so the detail within the evidence is no longer accurate, do amendments need to be made?</b>  <b>A: ACTION:</b> Contact CE School Finance to ask whether the SFVS requires amendment due to the change in the financial position of the school.</p> <p><b>HH left the meeting at 6:01pm.</b></p>	<p>LP</p> <p>Clerk</p>
8.	<p><b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The Headteacher's report had been circulated to governors prior to the meeting for review. In LW's absence, questions were invited from governors.</p> <p><b>Q: Did the School Improvement Partner (SIP) visit take place?</b>  <b>A:</b> No, this had to be cancelled in LW's absence and has been rescheduled for the autumn term. This will be a separate meeting from the HT performance management review.</p> <p>Governors noted that the current SIP, Clive Davies, will continue in role for 2024-25.</p> <p><b>Q: Is there any additional information on pupil performance to be received?</b>  <b>A:</b> All year groups have completed the NFER tests and Year 2 have completed the non-</p>	


	<p>statutory SATs tests. Key Stage 2 SATs results are not yet available. Data for all assessments will be input by staff during the summer holidays. The Senior Leadership Team will then review and analyse the data during the autumn term.</p> <p>Governors noted that all NFER results will be issued with reports at the end of term.</p> <p>Governors thanked LW for her detailed report and governors were encouraged to draft challenge questions based on the contents of the report in advance of the meeting.</p>	
9.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>a) Governors noted that the SDP is continually reviewed over the course of the year and this is set out within the Headteacher's report. The next step will be for staff to review the SDP over the summer holidays which will then inform the SDP for 2024-25.</p> <p>b) The school confirmed that the SEF will be considered following review of the SDP in the autumn term.</p>	
10.	<p><b>SCHOOL IMPROVEMENT PARTNER (SIP)</b></p> <p>a) The school confirmed that the summer term visit had been rescheduled for autumn term 2024.</p> <p><b>Q: Did the March visit take place?</b>  <b>A:</b> Yes, and the focus of this visit was a deep dive into history.  <b>ACTION:</b> Add March SIP report to the next Teaching and Learning Committee meeting papers and agenda.</p> <p><b>Q: Are the school happy with the SIP provision?</b>  <b>A:</b> Yes. The support provided also extends to curriculum advice and the Ofsted experience of the SIP is valuable.</p> <p>b) It was confirmed that the SIP will sit on the Headteacher's Performance Management Panel alongside WD, MS and NH to provide advice.</p>	Clerk/LW
11.	<p><b>PUPIL PERFORMANCE (may be included in HT's report)</b></p> <p>a) Pupil performance was considered under Item 8 above.</p> <p>b) The school confirmed that pupil reports will be issued on 05.07.24 which will include NFER data. Reports will be accompanied by a letter to parents relating to staffing for 2024-25 and KS2 SATs results dates.</p>	
12.	<p><b>GOVERNANCE STATEMENT</b></p> <p>It was agreed that the Governance Statement would be reviewed following the meeting.</p> <p><b>ACTION:</b> Review the annual Governance Statement.</p> <p><b>ACTION:</b> Submit the governor attendance report for 2023-24.</p>	WD/NH Clerk
13.	<p><b>GOVERNOR TRAINING &amp; DEVELOPMENT</b></p> <p>a) Governor training has continued, and the skills audit has been utilised for recruitment purposes. It was commented that the Board approach training positively which is beneficial in developing governors and for Ofsted.</p> <p>b) In terms of training completed since the last meeting, the following courses have been completed:</p> <ul style="list-style-type: none"> <li>• HH and WD have completed Safer Recruitment training.</li> <li>• All governors apart from WD have completed the Prevent refresher training.  <b>ACTION:</b> Complete the Prevent refresher training.</li> <li>• ML and AS have continued to undertake the induction training modules. ML commented positively that the training from Chris Forrest via Cheshire East is engaging and interactive.</li> </ul> <p>c) Governor attendance is strong and a formal report for 2023-24 will be generated following the meeting.</p> <p>d) The impact of training was not discussed at this meeting.</p> <p>e) It was agreed that new governors should complete the induction training modules and all governors should continue to develop their skills in areas of interest and where relevant to committees.</p> <p>f) Thanks were issued to HH for generating the online form to complete the 360 as it was helpful to have an online analysis of the results. There were no significant</p>	WD



	issues raised. It was highlighted that governors need to be more visible in school to staff, pupils and parents and it was suggested that attendance at school events would be beneficial.	
14.	<p><b>CONFIRM TERM DATES FOR 2025-26</b> The term dates for 2025-26 had been circulated to governors prior to the meeting.</p> <p><b>Q: What is the driver for the term dates, is it the high school?</b> <b>A:</b> The high school inform the dates of the primary schools to a point but there have to be sufficient teaching days and INSET days.</p> <p>Governors <b>agreed</b> the term dates for 2025-26.</p>	
15.	<p><b>SCHOOL POLICIES</b> The following policy had been circulated to governors prior to the meeting for review and was recommended for approval following consideration at the summer term Assets Committee meeting:</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> </ul> <p>Governors <b>approved</b> the Health and Safety policy.</p>	
16.	<p><b>PLANNED RESIDENTIAL VISITS</b> Governors noted that all residential visits for 2024-25 had been scheduled and there were no changes to report.</p> <p>The school confirmed that the programme of visits for 2023-24 had been highly successful. The school are aware of the expense of the Year 6 trip but the experience for pupils is fantastic. The school have also consulted with parents regarding the expense and the current Year 5 parents are supportive.</p> <p><b>Q: What is the proposed cost of the Year 6 trip?</b> <b>A:</b> £520.</p> <p><b>Q: A number of parents have asked if it is possible to begin paying for the trip earlier – would this be possible?</b> <b>A:</b> Parents can begin paying in September currently but the school will enquire with the office if payment can be set up earlier. <b>ACTION:</b> Speak with the School Business Manager regarding an earlier payment process.</p>	LS
17.	<p><b>NOMINATIONS FOR CHAIR</b> There were no nominations to receive at this meeting.</p>	
18.	<p><b>NOMINATIONS FOR VICE CHAIR</b> There were no nominations to receive at this meeting.</p>	
19.	<p><b>TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</b> <b>ACTION:</b> Complete the meeting precis.</p>	NH
20.	<p><b>MEETINGS</b> The governor meeting schedule for 2024-25 had been circulated to governors prior to the meeting. Governors confirmed the proposed schedule.</p>	
21.	<p><b>ANY OTHER BUSINESS</b> There were no other items of business tabled for discussion at this meeting.</p>	
22.	<p><b>IMPACT STATEMENT</b> The Board of Governors helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> <li>• Governors considered the catering provision options and decided how to proceed with an action taken to complete final due diligence on providers.</li> <li>• Governors reviewed the link visit reports and how they support the school.</li> <li>• The financial position was reviewed, and governors approved the balanced budget for 2024-25 with an action taken to query the impact of this change on the previously submitted SFVS.</li> </ul>	

	<ul style="list-style-type: none"> <li>The overall impact of the Board was reviewed as part of the 360 process.</li> </ul>	
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The meeting moved to Part Two.

  
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