



**MINUTES OF A MEETING OF THE
TEACHING AND LEARNING COMMITTEE OF
ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
ON TUESDAY 8TH OCTOBER 2024**

GOVERNORS IN ATTENDANCE:	Nick Hughes	(NH)	Chair of Committee
	Wendy Davies	(WD)	Co-opted Governor
	Lindsey Walsh	(LW)	Headteacher
	Helen Handley	(HH)	Co-opted Governor
	Alex Shaw	(AS)	Co-opted Governor
	Sheila Keegan	(SK)	Local Authority Governor
	Lesley Sym	(LS)	Staff Governor (joined the meeting at 5:10pm)
OTHERS IN ATTENDANCE:	Lyndsey Platt	(LP)	Deputy Headteacher
	Sarah Lomas	(SL)	Clerk
	Sam Cooper	(SC)	Observer (left the meeting at 6:19pm)

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:04pm.

ITEM		ACTION
1.	APOLOGIES & ADDITIONAL AOB ITEMS Apologies were received and accepted from the following governors: <ul style="list-style-type: none">Anne Turner There were no items of other business tabled for discussion at this meeting. SC was welcomed to the meeting and introduced to governors as a candidate for a co-opted governor vacancy. SC was present to observe part one of the meeting to gain a further understanding of the committee responsibilities and governor role.	
2.	CONFLICT OF INTEREST Governors declared the following interests: <ul style="list-style-type: none">NH is a governor at Rushton Spencer Primary SchoolAS is employed by the Department for Education There were no anticipated conflicts of interest with the business of the meeting declared by governors.	
3.	ELECTION OF CHAIR NH was nominated as Chair of the Teaching and Learning Committee. No other nominations were received and NH was duly appointed as Chair for a one-year term of office.	
4.	ELECTION OF VICE CHAIR HH was nominated for the role of Vice Chair of the Teaching and Learning Committee. No other nominations were received and HH was duly elected as Vice Chair for a one-year term of office.	
5.	PART ONE MINUTES & MATTERS ARISING a) The part one minutes of the previous committee meeting held on 07.05.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. ACTION: Upload a signed copy of the minutes to GVO.	Clerk

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	<p>LS joined the meeting at 5:10pm.</p> <p>b) The action log from the previous meeting was reviewed and the following items were noted:</p> <ul style="list-style-type: none">Item 3 – It was confirmed that the item relating to attendance recording was no longer required as LW had sourced a solution.Item 4 – It was confirmed that NH would contact LS regarding link visits following the meeting.Item 12 – The school confirmed that, following a review, the curriculum intent will be included within policies going forward. <p>All other actions were marked as complete.</p>																																							
6.	<p>GOVERNOR ROLES AND RESPONSIBILITIES</p> <p>The Governing Body Profile document was shared on screen with governors and roles were reviewed as follows:</p> <p>Pay Committee Membership – NH, AS, HL and MR</p> <p><u>Subject Link Roles</u></p> <p>It was agreed that PTA liaison would be removed from the list of link roles.</p> <table><tr><th>Governor</th><th colspan="3">Link Role/s</th></tr><tr><td>ML</td><td>Website</td><td>GDPR</td><td></td></tr><tr><td>NH</td><td>Maths</td><td>Pupil Premium</td><td></td></tr><tr><td rowspan="2">SK</td><td>English</td><td>EYFS</td><td>RE</td></tr><tr><td>History</td><td></td><td></td></tr><tr><td>WD</td><td>Art</td><td>Music</td><td></td></tr><tr><td>AT</td><td>Science</td><td>Design Technology</td><td></td></tr><tr><td rowspan="2">HH</td><td>Safeguarding</td><td>SEND</td><td>Modern Foreign Languages</td></tr><tr><td>PSHE</td><td></td><td></td></tr><tr><td>AS</td><td>Geography</td><td>PE</td><td></td></tr></table> <p>ACTION: Add subject link roles to Key Documents as a standalone list.</p> <p>Q: Do Ofsted review PSHE as a standalone subject?</p> <p>A: PSHE is inspected as a thread through all subjects but would not have a standalone deep dive.</p>	Governor	Link Role/s			ML	Website	GDPR		NH	Maths	Pupil Premium		SK	English	EYFS	RE	History			WD	Art	Music		AT	Science	Design Technology		HH	Safeguarding	SEND	Modern Foreign Languages	PSHE			AS	Geography	PE		WD
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7.	<p>ASSESSMENT & DATA</p> <p>a) Governors confirmed receipt of the results data circulated prior to the meeting via GVO. Governors noted that the data is currently unvalidated and will not be validated until the end of November.</p> <p><u>Key Stage 2 Results</u></p> <p>The school confirmed that they were pleased with the results and the high level of greater depth achieved by pupils. There were ten new pupils who joined in Key Stage 2 who were not greater depth and this presented challenges as in year admissions. 30% of the cohort did not start in Reception and there were a number of Pupil Premium and SEND pupils. Overall the results are significantly above national and this is a testament to the work of staff.</p> <p>It was emphasised that staff routinely reflect on where improvements could be made to inform future teaching. There has been a recent change in the reading curriculum to the use of Reading for Mastery but staff have identified that this has not addressed the issue of timing whereby pupils can read with the speed and accuracy and answer the questions in the time allowed for the test. Governors were informed that as is commonplace, there were some pupils who missed the next</p>																																							

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	<p>level by only one mark.</p> <p>Q: Did the school apply for any reassessments of papers? A: No, there was one potential candidate for remarking but the one mark could not be identified within the paper and therefore an application was not made.</p> <p><u>Multiplication Check</u> In terms of the year 4 Multiplication Check, 100% of pupils gained full marks.</p> <p>Governors noted that Key Stage 1 data no longer has to be reported as a statutory requirement as the SATs are no longer in place but the school have provided data on the internal assessments.</p> <p>Q: For 2024-25, will SATs papers still be issued for optional use? A: Yes, schools can access these if they choose to and the school will continue to assess pupils. The Reception baseline assessment does not provide enough information so it is beneficial to assess pupils at different stages during the primary phases even if this is no longer a national requirement. As well as the optional SATs for Year 2 there are other assessments including NFER that are undertaken in other year groups during planned assessment periods.</p> <p><u>Year 1 Phonics Check</u> The results were very positive especially for the pupils in Year 2 who retook the test.</p> <p>The school confirmed that the data circulated will be the only data that Ofsted review.</p> <p>b) The targets for Key Stage 2 were issued to governors in hard copy during the meeting. Governors noted that one pupil has recently joined the Year 6 cohort who will not meet expectations as they are currently working significantly below age related targets. Targets for Year 6 for 2025 and for the current Year 5 (Year 6 2026) were set out as follows:</p> <table><tr><th colspan="2">Year 6 2025</th><th colspan="2">Year 6 2026</th></tr><tr><th>Subject</th><th>% achieving expected level</th><th>Subject</th><th>% achieving expected level</th></tr><tr><td>Reading</td><td>88</td><td>Reading</td><td>85</td></tr><tr><td>Writing</td><td>86</td><td>Writing</td><td>77</td></tr><tr><td>Mathematics</td><td>88</td><td>Mathematics</td><td>85</td></tr><tr><td>Combined</td><td>84</td><td>Combined</td><td>77</td></tr><tr><th>Subject</th><th>% achieving greater depth</th><th>Subject</th><th>% achieving greater depth</th></tr><tr><td>Reading</td><td>45</td><td>Reading</td><td>30</td></tr><tr><td>Writing</td><td>15</td><td>Writing</td><td>15</td></tr><tr><td>Mathematics</td><td>38</td><td>Mathematics</td><td>33</td></tr><tr><td>Combined</td><td>12</td><td>Combined</td><td>15</td></tr></table> <p>c) It was explained that the current Year 5 has a high level of SEND and there are five EHCPs in the class. The school confirmed that the targets are in line with the baselines set in previous years.</p> <p>Governor Comment: It is important to note that in a one form entry school each child represents 3% of data.</p>	Year 6 2025		Year 6 2026		Subject	% achieving expected level	Subject	% achieving expected level	Reading	88	Reading	85	Writing	86	Writing	77	Mathematics	88	Mathematics	85	Combined	84	Combined	77	Subject	% achieving greater depth	Subject	% achieving greater depth	Reading	45	Reading	30	Writing	15	Writing	15	Mathematics	38	Mathematics	33	Combined	12	Combined	15	
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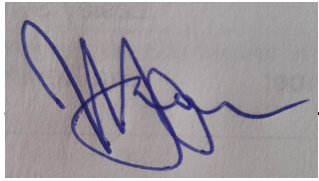
ITEM		ACTION
	<p>The school confirmed that there is no statutory requirement to set targets but it is best practice to do so and it demonstrates that the school know the pupils well.</p> <p>Q: Does the school anticipate that the EHCPs will remain in school or is alternative provision being considered? A: The school does not anticipate that the children will leave this academic year.</p> <p>Q: Could the school explain the figure 12 in relation to the combined figure? A: This shows how many pupils are predicted to achieve greater depth in all areas</p> <p>Governors approved the targets set out above for the Year 6 2026 cohort.</p>	
8.	<p>GOVERNOR LINK REPORTS Governor link monitoring visits relating to safeguarding, English, EYFS and History had been circulated to governors prior to the meeting.</p> <p>HH commented that the safeguarding visit in the summer term 2024 was a success with the single central record checked as part of the visit and no issues identified.</p> <p>Q: In terms of Ofsted, has anything changed with the reform aside from the single word judgement? A: The timeline of when Ofsted contact schools to inform them of an inspection has also changed. There have been minor changes to some of the wording used. Additionally, if an inspection is triggered for safeguarding reasons, there will be time given to correct issues following the initial visit and then they will return to assess the changes. This would only be applicable where the safeguarding concerns were administrative and not significant concerns.</p> <p>HH and WD confirmed that they will be attending the Cheshire East Ofsted Ready governor training course on 12.10.24.</p>	
9.	<p>PUPIL PREMIUM & CATCH-UP PREMIUM LS provided governors with an update on the current position. A report was not available for review as there had been a number of changes taking place over the summer. The policy is currently being drafted and all information relating to funding is being collated. Governors noted that the Pupil Premium Strategy Statement is a 3-year strategy.</p> <p>Once the Pupil Premium policy has been finalised, this will enable the school to update the strategy document for submission at the end of December. A significant focus for the school is oracy but support will continue to be provided in wider curriculum areas.</p> <p>In terms of the catch up funding, the school made the decision previously not to apply for this funding as it was not beneficial due to the financial implications. The funding has also been reduced year on year and this further impacts the financial viability, therefore the school have decided not to apply for this limited funding going forward.</p> <p>Q: Will the strategy statement be reviewed at the next FGB meeting? A: Yes, this will progressed over the October half term and circulated for review ahead of the FGB meeting.</p>	
10.	<p>STAFF WELLBEING The school confirmed that staff have had a positive start to the school year. There is a strong team ethos and staff support each other both professionally and personally. Governors noted however, that there is no capacity within staffing and therefore, absences are difficult to cover.</p>	

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	<p>Governors were informed that the behaviours of some pupils where it is linked to SEND are proving challenging in some cases and school staff are currently reviewing how to manage this effectively.</p> <p>In terms of professional support, there are two early career teachers (ECTs) in post and LS is the designated mentor for both members of staff. Formal meetings are held fortnightly to review progress and discuss any issues. The ECTs also have access to wider networking opportunities with other ECTs who have commented that they do not receive any support in their settings and the staff have fed back their appreciation for the support in place for them. The school were surprised by the lack of support provided in other settings.</p>	
11.	<p>ATTENDANCE</p> <p>Attendance data was circulated to governors prior to the meeting via GVO. Governors were informed that the data is collected and then analysed by school. The school has an attendance target of 96% and for 2023-24 achieved a rate of 95%. The most significant absence relates to Year 3 with two pupils on long term absence. Pupils with EHCPs also have lower attendance rates overall with some pupils on reduced timetables. It was highlighted that persistent lateness also contributes towards unauthorised absence. It is also very difficult for the school to judge whether pupils are absent due to illness or holidays in some cases.</p> <p>The school have continued to issue fines for unauthorised holidays and one fine for persistent absence. Panel meetings have also been held with the Local Authority who have met with families and the school continue to follow procedures in issuing correspondence to parents along with celebrating positive attendance.</p> <p>The change to the May half term holiday from two weeks to one has reduced the level of absence from pupils in the summer. Staff also found that, in practice, this change worked well following initial concerns from some staff.</p> <p>The school also work to identify patterns and trends in attendance data and it has been evidenced that Monday is the most common day for absence.</p> <p>There have been changes to the attendance codes used this year which will cause challenges for schools as there is no longer a code for authorised holidays. The changes have been communicated to parents in relation to codes and fines and parents are aware that prosecution is a risk.</p> <p>Q: Given the high level of coverage that attendance is receiving at present, does the school think that the new changes will have a positive impact?</p> <p>A: The school are not convinced that the changes will make a significant difference but this will have to be considered over time.</p> <p>Governor Comment: The changes to the fines themselves may not have a direct impact but the threat of prosecution may have an impact.</p> <p>The school explained that as a maintained school they are required to write their own attendance policy but there a lot of risks associated with this as there are many legal requirements to be included and therefore this is a challenging policy for school to write.</p> <p>Q: Has the policy been reviewed externally?</p> <p>A: No. The school are satisfied that the policy is robust in its current form.</p>	

ITEM		ACTION
	<p>The attendance guidance has been issued to parents and the school are tracking the attendance of some pupils who have a poor history of attendance at previous settings. The school have also obtained pupil voice from the School Council as to how they feel school could motivate pupils to attend more.</p> <p>The school also confirmed that they continue to purchase attendance support from the Local Authority to ensure that this area remains a priority.</p>	
12.	<p>SAFEGUARDING</p> <p>It was confirmed that HH and LW have met this term and all staff have undertaken their annual safeguarding training. Squirrel Club staff have received bespoke training for external pupils attending the holiday provision. The Keeping Children Safe in Education statutory guidance has also been circulated to all staff and staff have signed safeguarding confidentiality statements as part of their annual confirmations. In terms of Year 6 leavers, all transfer records were issued to high schools except for one pupil who the school are working with the Local Authority to track as they have not transitioned to secondary education.</p> <p>Q: Is HH satisfied with the process in place at school relating to safeguarding? A: Yes, all processes are in place and documentation is up to date. At the most recent meeting safer recruitment was also discussed and relevant staff are trained in this area along with HH and WD.</p>	
13.	<p>GOVERNOR TRAINING</p> <p>It was confirmed that HH will be attended the forthcoming Governor Conference held by Cheshire East.</p> <p>MS will be taking over the training link governor role from WD going forward.</p> <p>Specialist training for panel work was considered and it was confirmed that MS and HH had undertaken complaints training within the last year and AS had completed exclusions training.</p> <p>SK informed governors that she would be attending the Ofsted Ready training provided by Cheshire East later this week.</p> <p>ACTION: Notify new governors of the induction training requirements.</p> <p>Governors were reminded about the Ofsted Youtube channel which provides useful, free training for governors.</p> <p>ACTION: Issue a training reminder to governors.</p>	<p>Clerk</p> <p>Clerk</p>
14.	<p>POLICIES</p> <p>To approve the following policies as set out by the policy review process (Governors to review policies via GVO prior to the meeting):</p> <p>a) 21. Positive Behaviour Management Policy – It was noted that the aims within the policy required updating. ACTION: Update the aims within the policy</p> <p>b) 25. Design Technology</p> <p>c) 37. Relationship and Sexual Health Education</p> <p>Governors approved the above-listed policies subject to the changes to policy 21 as outlined above.</p> <p>To review and recommend the approval of the following policies for ratification at the FGB on 28.11.24:</p> <p>d) 16. Attendance of Pupils</p> <p>e) 36. Child Protection and Safeguarding</p>	<p>LW</p>

ITEM		ACTION
	f) 63. Whistleblowing g) 107. Child on Child Abuse The above-listed policies were recommended for approval at the FGB meeting on 28.11.24.	
15.	MAINTAINED SCHOOL IMPROVEMENT PARTNERSHIP (MSIP) a) The school confirmed that they continue to access training from MSIP and are involved in the history, geography and RE elements of the programme. The ECTs are also in receipt of 6 days of SEND training which is valuable. Other ad hoc training is accessed where possible. LP has signed up to writing training but there have been some calendar clashes identified which may impact access to this. Governors noted that the training is free for maintained schools but cover has to be provided and the training is not as extensive as school would like. It was confirmed that LS undertook the PP training last year but has not been made aware of training in this area for 2024-25. Q: Do staff have release time to access this training? A: There are 6 days required for the ECT SEND training but this is a significant amount of cover and the school will feed back that, whilst valuable, it is unreasonable to request schools to release a member of staff for 6 days for one training course as this is supplementary to their ECT release time. Staff cover for release time has financial implications.	
16.	DIRECTOR'S REPORT It was confirmed that release of the Director's Report had been delayed and this had not yet been reviewed but would be considered at the FGB meeting. ACTION: Circulate the Director's Report to governors following the meeting.	Clerk
17.	MEETING PRECIS ACTION: NH to complete the meeting precis.	NH
18.	ANY OTHER BUSINESS There were no other items of business tabled for discussion at this meeting.	
19.	MEETINGS The date of the next meeting was confirmed as: • Tuesday 28 th January 2025 at 5pm	
20.	IMPACT STATEMENT Governors helped to move the school forward in the following ways: <ul style="list-style-type: none"> • Governors challenged the results data in terms of processes followed and acknowledged the importance of recognising each pupil's percentage value towards data. • Governors queried the recent changes to the Ofsted framework and any impact these would have on the school. • Governors confirmed the safeguarding procedures in place at school following recent link visits. • Staff wellbeing was considered with particular regard to the impact of behaviour on staff wellbeing. SC left the meeting at 6:19pm.	

The meeting moved to Part 2.

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Chair
28.01.25.....Date