



**MINUTES OF A MEETING OF THE TEACHING AND LEARNING  
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD VIA WEBEX ON 12<sup>TH</sup> MAY 2020**

<b>Governors Present:</b>	Claire Finch (CF)	Chair
	Lindsey Walsh (LW)	Head Teacher
	Esther Clark (EC)	
	Wendy Davies (WD)	
	Andrea Hogan (AH)	
	Nick Hughes (NT)	
	Sheila Keegan (SK)	
	Mel Rose (MR)	(arrived at item 2)
	Tony Smith (TS)	(item 17 only)
<b>Also in attendance:</b>	Diane Murdoch (Clerk)	Clerk to the Governors
	Lyndsey Platt (LP)	Observer

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting opened at 5:02pm*

		<b>Actions</b>
<b>1</b>	<p><b><u>APOLOGIES &amp; ADDITIONAL AOB ITEMS</u></b></p> <p>All members of the committee were in attendance.</p> <p><b>Additional AOB Items</b> Membership.</p>	
<b>2</b>	<p><b><u>CONFLICT OF INTEREST</u></b></p> <p>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>	
<b>3</b>	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The Part One Minutes of the meeting held on 3<sup>rd</sup> March 2020 were confirmed as a correct record, signed by the Chair and retained by the school.</p>	
<b>4</b>	<p><b><u>MATTERS ARISING</u></b></p> <p>The action log was reviewed and updated. All actions had either been completed or were carried forward.</p>	

5	<p><b><u>GOVERNOR LINK REPORTS</u></b></p> <p>Due to the school closure as a result of COVID-19, governors were unable to carry out link visits and there were no link reports to review.</p>	
6	<p><b><u>STAFFING</u></b></p> <p>The HT highlighted the excellent teamwork of the staff during the school closure. The HT was thanked for her leadership and clear communication with staff. All staff had received a letter of thanks from the governors which was appreciated.</p> <p><b>Q: Should governors send a further letter of thanks to staff? Would this be good for morale?</b></p> <p>A: Yes, this would be appreciated. Perhaps at the beginning of June 2020 when the school begins to re-open.</p> <p><b>Action: To send a letter of thanks to staff on behalf of governors</b></p>	TS
7	<p><b><u>COVID-19</u></b></p> <p>The school had sent a letter to parents, governors and staff updating them on the current situation.</p> <p>The last 48 hours had been challenging as new guidance for re-opening schools to Reception, Year 1, and Year 6 pupils on 1<sup>st</sup> June 2020 had been issued by the Department for Education (DfE). Governors noted the importance of considering the well-being of staff and pupils when re-opening the school. Some staff are anxious about returning to the school as they have vulnerable family members.</p> <p>The school had proposed to reduce the May half term break from two weeks to one week so that the school could re-open on 1<sup>st</sup> June 2020. One week will then be attached to the school summer break in July/August 2020. This proposal was approved by governors via the GVO.</p> <p>The school has been collaborating with Lindow Community Primary school regarding re-opening and considering three options:</p> <ul style="list-style-type: none"> <li>• Opening the school to all 90 pupils in the eligible year groups from 1<sup>st</sup> June 2020.</li> <li>• Having a staggered approach to re-opening the school by splitting each year group in half; Group A and Group B. Group A to attend school for two days in week one and Group B to attend for the remaining three days. In week two, Group A would attend for three days and Group B for two days.</li> <li>• Open the school to all 90 pupils in the eligible year groups for four days per week. The fifth day would be Planning, Preparation and Assessment (PPA) time for staff.</li> </ul>	

<p>Pupils in Years 2 to 5 will remain at home and require home learning materials. Teachers will need time to be able to prepare these materials.</p> <p>More guidance from the DfE is awaited. The school will need to analyse requirements for staffing, cleaning, lunchtime, breaktime and staff breaks. Once a structure for opening the school has been agreed, the school can implement the required safety measures. The school has consulted with Cobwebs (cleaning contractors) regarding additional cleaning and the cost implications. Time will need to be built into the school day to facilitate additional cleaning during the day.</p> <p>If all 90 eligible pupils return to school on 1<sup>st</sup> June 2020, then only half of each class will be able to spend time with their class teacher. The remainder of the class will be led by a teaching assistant (TA). If a split week approach is taken the class teacher will see all the pupils.</p> <p>If all the eligible pupils returned, the school would have enough staff to cover all the children providing that no staff became ill. Currently one member of staff has a shielding letter and a further member of staff has a partner with a shielding letter.</p> <p>Currently, there are 3 EHCP pupils attending school. If all the EHCP pupils returned to school, then TA's would be providing one to one support for them and be unavailable to provide supervision for a split class.</p> <p>Governors agreed that having a staggered opening for pupils would be the best option for the safety of staff and pupils. Opening gradually would allow the school to review cleaning and resource management on an ongoing basis with fewer pupils in attendance. The school proposes to invite siblings to attend on the same days.</p> <p><b>Q: How will the school manage social distancing?</b>  A: The DfE guidance does not state pupils need to maintain a 2m distance. The school could only accommodate up to six pupils in one classroom if they had to adhere to a 2m rule. The staggered opening approach would enable 15 pupils in a class each day. This group of 15 can be treated as a bubble and they can use two classrooms with a teacher and a teaching assistant. Some parents may choose to keep their children at home. The guidance states that there will be no fines for non-attendance at this time.</p> <p><b>Q: If pupils are supposed to be in school but choose not to attend, will home learning be provided?</b>  A: The Teachers will have capacity to plan home learning with the staggered approach to re-opening.</p> <p>Governors were advised that the main focuses of the curriculum for the remainder of the 2019-20 academic year will be:</p> <ul style="list-style-type: none"> <li>• Pupil well-being and re-adjusting to school</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Nurture</li> <li>• Transition from Reception to Year 1 and from Year 6 to Year 7</li> <li>• Phonics and maths</li> </ul> <p><b>Q: Will there be any opportunity to use technology in Year 6 so that those pupils remaining at home can join in with lessons in school?</b>  A: This would be challenging. The guidance is to spend as much time outdoors as possible. All transition materials will be shared with pupils who remain at home. Wilmslow High School is collaborating with the school by providing work and projects for Year 6 pupils to aid the transition to High School. Wilmslow High School has sent emails and postcards to pupils and parents which have been well received and, in the second half of the summer 2020 term, they will be issuing weekly 'High Notes' to Year 6 pupils.</p> <p>For pupils starting in Reception in September 2020, the school will retain their normal transition process and has written to the parents to keep them informed.</p> <p><b>Q: How will the school distinguish between pupils who are unable to return to school due to underlying conditions and pupils whose parents are choosing not to send them to school?</b>  A: Parents will be asked to let the school know if their children are not going to attend. The school will have a conversation with these parents regarding the reasons for non-attendance.</p> <p><b>Q: As parents return to work, will they be expecting all pupils to be at school full-time from 1<sup>st</sup> July 2020?</b>  A: The letter which was sent to parents today sets out the DfE guidance and explains that the school will provide updates on a regular basis via weekly newsletters.</p> <p>Governors commented that the letter sent to parents was very informative and the inclusion of FAQ's was appreciated. They welcomed the open and responsive approach of the school.</p> <p><b>Governor comment:</b> It is difficult for non-teachers to understand how hard staff have been working throughout the school closure to provide home learning materials and support for pupils, parents and each other.</p> <p>Governors conveyed their thanks and appreciation for the hard work and dedication of all school staff.</p>	
8	<p><b><u>HOME SCHOOL AGREEMENT</u></b></p> <p>This has been uploaded to the GVO and is due to be issued to all parents in September 2020.</p> <p><b>Action:</b> To review and comment on the Home School Agreement via the GVO.</p>	All Governors

9	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>No training has taken place due to COVID-19.</p>	
10	<p><b><u>POLICIES</u></b></p> <p>The following policies had been reviewed and approved via the GVO prior to the meeting:</p> <ul style="list-style-type: none"> <li>• 03 – Gifted &amp; Talented</li> <li>• 102 – Application of Sun Screen</li> </ul> <p>Policy 49 - Visits out of School is due to be reviewed and approved via the GVO.</p> <p><b>Action:</b> To review the Visits out of School policy.</p> <p>Policy 37 – Relationship &amp; Health Education (including RSE) is addressed under agenda item 11.</p>	All Governors
11	<p><b><u>RELATIONSHIP &amp; HEALTH EDUCATION CONSULTATION</u></b></p> <p>Governors were informed that the school’s consultation with parents on the new Relationship &amp; Health Education (including RSE) policy is complete. During the consultation responses from parents were received and no significant issues raised. The HT confirmed that school is ready to teach to the new RSE curriculum from September 2020.</p> <p>Governors approved the Relationship &amp; Health Education (including RSE) policy.</p>	
12	<p><b><u>MAINTAINED SCHOOL IMPROVEMENT PARTNERSHIP (MSIP)</u></b></p> <p>No training had taken place due to COVID-19.</p>	
13	<p><b><u>DIRECTOR’S REPORT</u></b></p> <p><b>Item 7 – Child Protection and Safeguarding Policy COVID-19 Addendum</b></p> <p>The school has updated their Safeguarding Policy to include the required addendum. It was confirmed that the Safeguarding Policy with the addendum has been approved by governors.</p>	
14	<p><b><u>GVO</u></b></p> <p>Governors agreed that the GVO is a helpful tool for governance and is a useful way of sharing information during the school closure.</p>	
15	<p><b><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></b></p>	

	<p>It was agreed that CF will prepare the draft precis of this meeting and forward to LW for approval and upload to school website.</p> <p><b>Action:</b> To produce meeting precis.</p>	CF
16	<p><b><u>MEETINGS</u></b></p> <p>Meeting dates for the academic year 2020-21 have been uploaded to the GVO. Governors agreed that the time of the Teaching &amp; Learning (T&amp;L) committee meetings should remain at 5.00pm for the benefit of staff members who may be invited to attend.</p> <p>The next T&amp;L meeting will be held on Tuesday 20<sup>th</sup> October 2020 at 5.00pm at the school.</p>	
17	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b>Membership</b> CF advised the committee that from September 2020 she wishes to step back from some of her governor responsibilities. Currently, CF is Vice Chair of the FGB, Chair of T&amp;L and is link governor for Child Protection &amp; Safeguarding; Data and Pupil Premium (joint with NH); Special Educational Needs and Disabilities (SEND); Design &amp; Technology (DT); Music; Modern Foreign Languages (MFL) and Religious Education (RE). CF will remain as Vice Chair of the FGB and Chair of T&amp;L and is willing to retain link governor responsibilities for Child Protection &amp; Safeguarding and DT.</p> <p>Governors were asked to consider assuming link governor responsibility for Data and Pupil Premium, SEND, Music, MFL and RE.</p> <p>NH indicated he would be willing to be sole link governor for Data and Pupil Premium and EC advised she would be willing to assume link governor responsibilities for SEND.</p> <p><b>Action:</b> Governors to check their capacity for these roles and confirm.</p> <p>WD advised that she has taken on link responsibility for Music and Performance.</p> <p><b>Action:</b> Governors to consider whether they would be able to take on MFL and RE.</p>	<p>NH/EC</p> <p>All Governors</p>
18	<p><b><u>IMPACT STATEMENT</u></b></p> <p>Governors:</p> <ul style="list-style-type: none"> <li>• Considered carefully the options for the re-opening of the school on 1<sup>st</sup> June 2020 to ensure the wellbeing of both pupils and staff.</li> <li>• Reviewed and approved policies including the updated RSE policy.</li> <li>• Reviewed membership and link governor roles.</li> <li>• Reviewed staffing matters.</li> </ul>	

*The meeting moved to the Part 2 agenda at 6:03pm.*

Chair .....

Date .....