



**NOTES OF A MEETING OF THE TEACHING AND LEARNING  
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 30<sup>TH</sup> JANUARY 2019**

**Governors Present:** Claire Finch (CF) Chair  
Lindsey Walsh (AHT) Acting Head Teacher  
Andrea Hogan (AH)  
Sheila Keegan (SK)  
Nick Hughes (NH)  
Wendy Davies (WD)  
Esther Clark (EC)

**Also in attendance:** Becky Sidebotham (Clerk) Clerk to the Governors  
Lyndsey Platt (LPI) Observer

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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		<b>Actions</b>
<b>1</b>	<b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b> The Governing Board agreed that the apologies for absence received from M Rose be accepted.	
<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: Nick Hughes is a governor at Rushton Primary School and a member of staff at Wilmslow High School.	
<b>3</b>	<b>PART ONE MINUTES AND MATTERS ARISING</b> The part one minutes of the meeting held on 29 <sup>th</sup> November 2018 were confirmed as a correct record and signed by the Chair.	
<b>4</b>	<b>MATTERS ARISING</b> The action log was reviewed and the following matters arising addressed from the Part One minutes which will not be covered elsewhere in the agenda: <ul style="list-style-type: none"><li>• A governor listed on the complaints panel to attend the next complaints training course. CF to encourage attendance. – CF is booked on a training course on the 3<sup>rd</sup> April 2019 and has emailed all other Governors the details.</li></ul>	

	<ul style="list-style-type: none"> <li>● Further consideration to be given to training for governors on how to make effective challenge, potentially to be delivered by the LP. Tony Smith to check governor availability and interest in training. – A twilight session has been booked with the Learning Partner (LP) on the 17<sup>th</sup> June 2019 following his visit to the school.</li> <li>● Governors to be advised of the date of the Parents' information evening on Singapore Maths. – For Yr1 and Yr2 parents the session is to be held on the 30<sup>th</sup> January 2019, dates are still to be set for the other year groups.</li> <li>● New Home-School agreement to be finalised and sent out in January 2019. – Governors all approved the New Home School agreement; it will be sent home to parents this week.</li> <li>● Governors to read and engage with the Governor Development plan. – Governors discussed the Governor Development Plan (GDP) and the Governor Action Plan (GAP) that are both incorporated within the School Development Plan (SDP), clarification is required as to which document the Governors need to follow and whether the two could be combined to avoid confusion.</li> <li>● NH to arrange a meeting with Lesley Sim (LS) to discuss Pupil Premium and to then complete a report and upload to the GVO. – NH met with LS and has discussed Data and Pupil Premium (PP), a meeting has been arranged for next week to discuss Maths. Going forward NH will produce separate reports for the Data and PP visits.</li> </ul> <p>It was confirmed that all other actions have been met.</p> <p><b>ACTION:</b> Seek clarification from T Smith (TS) regarding the GDP and GAP over which should be followed and whether the two documents could be combined to avoid confusion.</p> <p><b>ACTION:</b> Request TS post the precis from the TCET meetings on GVO for all Governors to review.</p> <p><b>ACTION:</b> Ensure separate reports are produced for Data and PP Governor Link visits.</p>	<p>CF</p> <p>CF</p> <p>NH</p>
<p><b>5</b></p>	<p><b>ELECTION OF VICE CHAIR</b></p> <p>A Hogan was elected as Vice Chair during the T&amp;L September 2018 meeting for a term of 1 year.</p>	
<p><b>6</b></p>	<p><b>GOVERNOR LINK REPORTS</b></p> <p>It was confirmed that the following Governor Link reports from the autumn term 2018 are posted on the GVO.</p> <p>Safeguarding – Completed and on GVO.</p>	

	<p>SEND – Completed and on GVO.  EYFS – Completed and on GVO.  English – Completed and on GVO.  Data – Completed and on GVO. Spring 2019 report is also on GVO.  Pupil Premium - Completed and on GVO. Spring 2019 report is also on GVO.  Maths – Completed and on GVO.  Attendance – Still to be Completed.  PE &amp; Sports Premium – Still to be completed.  SSDIP – Completed and on GVO.</p> <p><b><u>ACTION:</u></b> Complete autumn 2018 Attendance and PE &amp; Sports Premium Governor Link reports and upload to GVO.</p>	AH
7	<p><b>STAFFING</b>  The AHT confirmed that staff morale was good; there have been few staff absences so far this school year.</p> <p>All staff have completed a Teacher Workload Survey and a group discussion of each question has also been held. Staff agreed that the biggest impact on their workload was the amount of administration teachers are currently expected to do such as photocopying, chasing slips and booking coaches.</p> <p><b>Q. Can't the Office Staff take over those jobs?</b>  <i>A. No, the Office Staff are already working at capacity and do not have the time to take on any more workload.</i></p> <p>The Governors discussed the possibility of employing an Office Junior to help reduce the day to day administration currently being carried out by the Teachers and existing Office Staff. The AHT has arranged to bring this up with the Assets Committee as it will impact the school budget. Governors agreed that on analysis of the Teacher Workload Survey they would be in full support of recruiting an Office Junior if the budget allowed. The Committee discussed the cost impact of additional staff, but agreed staff wellbeing was a priority.</p> <p><b>Q. Could the School use volunteers in a smarter way?</b>  <i>A. The issue is that you cannot rely on volunteers always being in and there is a huge issue with data protection and privacy.</i></p> <p><b>Q. Volunteers are under utilised in the community. Adverts can be posted asking for specifically skilled people to apply for a voluntary position. Interviews can be held, and if the right person for the job did not apply then the post does not have to be filled.</b>  <i>A. It would have to be the right person.</i></p> <p>In addition to assist staff the two briefings held on a Monday and Friday mornings have been reduced to just a Friday morning and staff meetings have been limited to 1 hour. If that meeting includes an action, the action must be completed within the hour session. There will be a staff meeting</p>	

	<p>each term that is dedicated to updating display boards. Inset days will now include a training element as well as a session for Subject Leadership work to be completed.</p> <p>There are aspects of the administration that the Teachers will have to continue to complete such as the completion of the Evolve risk assessment for trips, but the areas that the Governors can assist with will be reviewed.</p> <p>The AHT discussed with staff their responsibility to manage their own workload.</p>	
8	<p><b>HEADTEACHER</b> <u>Behaviour Report</u></p> <p>There is one reported issue of bullying, this is being dealt with and the child and parents are being supported in line with the school behavior policy.</p> <p><u>Exclusions</u> There were no incidents to report.</p> <p><u>Cared for Children</u> There are no cared for children at the school.</p>	
9	<p><b>GOVERNOR TRAINING</b></p> <p>CF confirmed she had refreshed her Safeguarding online training and will confirm whether she completed her Prevent training in September 2018.</p> <p>EC and WD are in the process of completing their Governor Induction training.</p> <p>The AHT confirmed that although it is not a statutory requirement the Staff will be asked to refresh their Prevent training as it is three years since it was last done.</p> <p><b><u>ACTION:</u></b> Confirm that Prevent training was refreshed in September 2018.</p> <p><b><i>Q. Where is the Prevent training?</i></b> <i>A. The link can be found at the back of the Safeguarding or Governor Induction policies.</i></p>	CF
10	<p><b>GVO</b></p> <p>The Governors felt that GVO was being used more and was being used effectively.</p>	
11	<p><b>POLICIES</b></p> <p>The following reviewed policies are due to be uploaded to GVO:</p> <ul style="list-style-type: none"> <li>• Radicalisation</li> </ul>	

	<ul style="list-style-type: none"> <li>• NQT Induction</li> <li>• British Values</li> <li>• Resources</li> </ul> <p>All four policies have been reviewed by Governors and were <b>approved</b>.</p> <p>Governors were reminded that they must note on GVO after they have read a policy particularly if they had no comments to make.</p>	
12	<p><b>DIRECTORS REPORT</b></p> <p>The committee agreed that it was useful for the relevant items in the Directors Report to be listed on the agenda for the Committee to review prior to the meeting.</p> <p>Governors praised the precis as it highlighted the articles suitable for each committee.</p> <p>Governors discussed the Directors report and relevant articles as well as how the report should be best utilised and how and when challenges should be made.</p> <p><b><u>ACTION:</u></b> Upload Committee break down of Directors Report to GVO.  <b><u>ACTION:</u></b> Ensure that the relevant items in the Directors Report are listed on the agenda for each meeting.</p>	Clerk Clerk
13	<p><b>ANY OTHER BUSINESS</b></p> <p>The following items were discussed:</p> <p><b>13.1 Safeguarding Audit outcomes and action plan.</b></p> <p>The AHT confirmed she is the school Designated Safeguarding Lead (DSL). AHT with the assistance of the two Deputy DSL has completed an internal Safeguarding audit. The main area of focus following the audit was the necessity to upskill the DSL and Deputy DSL's. Therefore all three have been undertaking the relevant training to ensure compliance.</p> <p>The training session, discussed in previous meetings, for the whole staff to attend has been postponed to the summer term.</p> <p>It was also noted that there was not previously a specific Safeguarding policy for the children to read. This has now been completed and shared with each class.</p> <p>The school use an online system called 'My Concern' to log any Safeguarding incidents. This system differs from the system used by other schools within Cheshire East, there is now a process in place that allows any Safeguarding information stored on My Concern to be shared with other relevant bodies or secondary schools.</p> <p><b><i>Q. Are special permissions needed from parents to share the Safeguarding information?</i></b></p>	

A. No, not when it is a Safeguarding concern that overrides any parental authority.

**Q. Is Safeguarding ever audited externally?**

A. No, it can be requested if the school wishes to but it is not done automatically. The School is very diligent with its recording of any potential incidents.

CF confirmed that she had completed an audit from an external source last year.

AHT confirmed that K Reynolds Squirrel Club Manager and DSL has completed her Safer Recruitment training.

**13.2 New Ofsted framework.**

The new Ofsted Framework was discussed by Governors specifically focusing on the approach to a broad and balanced curriculum. Historically, CF has been the Link Governor for Curriculum, however, given the focus and changes by Ofsted it was agreed that each subject should have its own Link Governor who will produce a snap shot report once a year. The new Subject Link Governors were agreed as follows:

Science	WD	Staff Link:	O Metcalfe
Computing	WD		O Metcalfe
History	SK		L Hilton
English	SK		L Platt
EYFS	SK		L Platt
DT	CF		AHT
Music	CF		H Oduah
RE	CF		E Gallimore
Art	EC		L Jackson
PSHE/ SRE/ Mental Health/ Healthy School	EC		L Hilton/ M Rose
PE	AH		D Clee
Geography	AH		H Hill
Maths	NH		L Sym

Governors agreed it was not feasible to expect a separate meeting date for each of the subject meetings but to include them as part of existing meetings. Separate reports are required for each subject.

**ACTION:** Each Link Governor to compete a snap shot curriculum focused meeting on each subject once a year to assist with ensuring that the school offers a broad and balanced curriculum. The reports are to be shared on GVO and reported back to the T&L Committee.

All T&L

The AHT ran through the main changes suggested in the new Ofsted Framework for inspections. The Governors also discussed the proposal to change the current ruling that makes Outstanding schools exempt from routine inspections.

<p>Governors held a discussion about the change in the focus of the importance of data during an Ofsted inspection. AHT confirmed that the school as a whole had always tried to ensure that there was a broad and balanced curriculum. The Staff are now working on how best to articulate the work that they do and how to evidence the impact that they have had on their subject areas.</p> <p>The LP has praised the school in the past on their subject coverage saying it is better than most schools he visits, specifically in Geography. The Staff must now be confident in expressing that if asked.</p> <p>Few of the Subject Leads have held their positions long; the school is now working toward giving them the stability to build up their subject further.</p> <p>Class Monitor has now been rolled out for all foundation subjects since September 2018. It assists the teachers in seeing the broad depth of the curriculum covered and the amount of work completed.</p> <p><b>13.4 Mental Health &amp; Wellbeing.</b></p> <p>There is a follow up session being run on the 5<sup>th</sup> February 2019 from 4pm to 6pm.</p> <p><b><i>Q. Is this for Staff mental health and wellbeing?</i></b></p> <p><i>A. No, the children's. Staff have already had some training, a fourth Sex and Relationship Education (SRE) day will be introduced this year.</i></p> <p>M Rose has completed seven specific lesson plans that each look at a different aspect of mental health and wellbeing, these are taught in focus sessions. They are then re-enforced throughout the rest of the year.</p> <p>It was agreed that if able EC and CF would attend the session on the 5<sup>th</sup> February 2019.</p> <p><b><u>ACTION:</u></b> If possible attend the Mental Health and Wellbeing session on the 5<sup>th</sup> February 2019.</p> <p><b><i>Q. Has any further work been done with regards to the admission of summer born children?</i></b></p> <p><i>A. It needs to be taken to the FGB as it will impact the Admissions policy for the school. The AHT has raised the issue with Cheshire East, but as entry is only usually deferred on educational grounds Cheshire East have said the school is in the best position to decide.</i></p> <p>A discussion was held by Governors on the long term impact on a child if their entry to school was deferred by 12 months and the possible precedent the school would be setting if it allowed it on this occasion.</p> <p>The number of pupils that have applied to the school for September 2019 were briefly discussed, 47 first choices for 30 places. More families are scheduled to be shown around the school.</p>	<p>EC &amp; CF</p>
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	<p><b>Q. Are SEN children included in those figures?</b>  A. Yes, those numbers include at least one SEN child.</p>	
15	<p><b>IMPACT STATEMENT</b>  Governors have:</p> <ul style="list-style-type: none"> <li>• Challenged the school through the link visits to help drive improvements in outcomes for children.</li> <li>• Ensured policies are regularly updated. The next step will be monitor policy in practice.</li> <li>• Identified the articles from the Directors Report to ensure the school processes remain up to date.</li> </ul> <p>During this meeting Governors have:</p> <ul style="list-style-type: none"> <li>• Assigned Subject Link Governors to help ensure a broad and balanced curriculum.</li> <li>• Discussed Staff wellbeing.</li> <li>• Discussed the need to increase administrative support to Teachers and existing Office Staff.</li> <li>• Discussed Safeguarding and completed Safeguarding training.</li> <li>• Approved three policies.</li> </ul>	
16	<p><b>MEETINGS</b>  The date and time of the next meeting was agreed as: Monday 13<sup>th</sup> May 2019 at 5.00pm.</p>	

The meeting moved to the Part 2 agenda at 6.05pm.

.....Chair

.....Dated