### Governing Body Meeting Minutes

**School: Cavendish Community Primary School**

**Quorum: 6 (met at this meeting)**

 **Chair: Oliver Gibson**

**Clerk: Joanne Douglas**

**Date of meeting: Wednesday 22nd September 2021**

**Venue: via Zoom**

# Attendance

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| **Name** | **Governor type** | **‘End of Term of Office’ date** | **(P)resent / (Ap)ologies / (A)bsent** |
| Jo Taylor | Headteacher (HT) | N/A | P |
| Oliver Gibson (Chair) | Co-opted | 01/07/23 | P |
| David Griffiths  | Associate (DHT) | 21/03/22 | P |
| Sarah Hamilton \* | Co-opted | 23/09/24 | P |
| Kirsty Baird  | Co-opted | 12/01/25 | P |
| Mike Tate  | Co-opted | 12/07/24 | P |
| Neil Todd  | Co-opted | 22/11/22 | P |
| Laurence Moule | Staff | 12/09/24 | P |
| Catherine Alnuamaani | Co-opted | 19/05/24 | P |
| Suzannah Reeves\* | Local Authority | 01/07/23 | P |
| Lorna Cook | Co-opted | 21/09/25 | P |
| Vino Bromfield  | Co-opted | 21/03/22 | P |
| Helen Boanas | Parent | 22/01/22 | P |

*\* Arrived late – see Item 6*

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy  | School Business Manager (SBM) |
| Joanne Douglas | Clerk, One Education |

**Agenda Items**

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| **1** | **Welcome and apologies** |
| The Chair welcomed everyone to the meeting. No apologies were received. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **2** | **Declaration of pecuniary interests** |
| There were no pecuniary interests expressed regarding any items on the agenda. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **3** | **Chair and Vice Chair elections** |
| The Clerk invited nominations for Chair and Vice Chair of the Governing Body.Chair ElectionOliver Gibson was elected as Chair, unopposed, for a period of one year.Vice Chair ElectionLorna Cook was elected as Vice Chair, unopposed, for a period of one year. |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Oliver Gibson elected as Chair
* Lorna Cook elected as Vice Chair
 | GBGB | One yearOne year |

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| **4** | **Appointment of Governing Body Clerk** |
| Governors appointed One Education as clerk to the Governing Body for the next academic year. |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Continuation of One Education Governing Body Clerk SLA approved
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| **5** | **Minutes of last meeting (30.6.21) & matters arising** |
| The minutes of the last meeting held on 30.6.21 were approved as an accurate record of the meeting. A copy of the minutes will be signed at a future date for retention on file.Matters arisingPage 2 (Item 4) – The HT met with the Chair to discuss strategies for the Governing Body. This will be discussed in more detail later in the meeting.Page 2 (Item 4) – The Relationships and Sex Education (RSE) scheme of works has not yet been finalised. The staff members responsible for the RSE curriculum have recently returned from maternity leave and therefore, discussions have not yet been held. There are still some issues to address with staff and parents. The school will continue to teach the non-controversial elements and the finalised scheme will be presented to the Curriculum & Standards Committee in November.Page 2 (Item 4) – Catherine Alnuamaani offered to be the Look After Children (LAC) designated Governor. Page 10 (Item 12) – The Health & Safety Policy has not yet been finalised. The policy will be presented at the next Resources Committee meeting in October. |
|  | Actions or decisions | **Owner** | **Timescale** |
| DAA | Minutes of the last meeting approved* Present the RSE scheme of works at the Curriculum & Wellbeing Committee in November
* Present the Health & Safety Policy at the Resources Committee meeting in October
 | GBHT HT | Nov 21Oct 21 |

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| **6** | **Headteacher’s Report for the Summer Term** |
| The Headteacher’s Summer Term Report was circulated in advance of the meeting for information. The following areas are detailed within the report:* COVID-19 update
* Staffing update
* The pupil community
* Attendance
* Mobility & other issues
* Curriculum & Daily School Life by the Assistant Heads (Early Years Foundation Stage (EYFS), Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2)
* Monitoring & Evaluation of the Quality of Education
* Whole School Events
* School Council
* Transition
* Assessment and reporting to parents
* Catch-up/Recovery plan
* Rights Respecting Schools
* Extra-curricular events and sporting life
* Parents and PTA
* Training
* Issues for the term ahead

The following points were raised or highlighted in discussion.*\* Suzannah Reeves joined the meeting*From 8 March up to the end of the Summer Term, whole school attendance, including Nursery and Reception, was 95.7%. Attendance since returning to school in September remains good.A new baseline assessment for Reception is being introduced and will be implemented in this term. This baseline will become the benchmark that children are measured against from Reception to Year 6.*Q: On the pupil statistics, the number of Reception vacancies is quite high. Why is this?*This is an issue across Manchester schools, as the figures are low across the city. Anecdotally, many families are reported to have moved away from the city to country schools.The numbers have improved since the report was written. *Q: Is this likely to increase further over the course of the year?*It is likely some spaces will be filled but unlikely to fill completely.*Q: Is there likely to be an increase in free school meal pupils?*Most eligible children were captured when the Universal Free School Meal initiative was introduced. A rise in numbers is not anticipated.*\* Sarah Hamilton joined the meeting*With regard to Key Stage 1 pupils, it is clear to see the impact that lockdowns had on this group of children’s outcomes and the additional impact this has had on disadvantaged pupils. These children will be monitored carefully and plans have been put in place to address any gaps.In Key Stage 2, the results of the assessments carried out in the summer term show children have maintained good attainment in reading and maths, though there has been an impact on writing results. Disadvantaged children have been further impacted though not to the same extent as the younger children.Year 6 started the summer term with the formal end of year assessments. Luckily, they were able to take part in end of school activities and events to celebrate the end of their time at primary school. Learning walks in all phases took place, including book reviews, pupil discussions and lesson observations. The outcomes were shared with staff and the Curriculum committee. The appraisal cycle was completed, with lessons observations and end of year meetings.As a result of the subject leaders’ hard work over the summer term, a new Spanish, RE and Computing curriculum is in place. The subject leaders continue to make improvements to the curriculum and all have made some progress in clarifying the vision and intent for their subjects.Of the 87 Year 6 children, 57 were offered a place at Didsbury High School, which is lower than expected. Parents’ evenings were held across the school in the summer term. These were carried out on Zoom or by telephone call. A parents’ survey showed that although some parents liked the convenience of the online parents’ evening, the majority would prefer an in-person event going forward. End of year reports were circulated to parents via email.The school is committed to their recovery plan to support all children and believes the best way to help the children ‘catch-up’ is to ensure they feel happy, safe and settled in school. There have been some concerns about the impact of lockdown on mental health and wellbeing of a small proportion of children, and a play therapist has been commissioned to further support in this area.Catch up in the summer term focused predominantly on maths and reading, which helped raise attainment.*Q: Why was there not a focus on writing?*Reading is easy to do in interventions. Writing is a more systematic and complex process. The focus is now on writing now all children are back in school.Unfortunately, COVID has an impact on the extra-curricular activities the school could offer during the summer term. The extra-curricular activities and clubs are now resuming.*Q: How do staff feel about meeting in person as a team?*Most seem relaxed and happy to see each other again in person. The meetings are taking place in the hall so there is space to socially distance if needed.The Chair thanked the HT and staff for all their hard work over the summer term. It was a great achievement during such challenging times. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **7** | **Deputy Headteacher’s Annual Safeguarding Report** |
| The Deputy Headteacher presented the Annual Safeguarding Report, which was circulated in advance of the meeting for information.This is a new report, which has been devised using a template from The Key and reports on areas such as vulnerable pupils, attendance & exclusions, referrals & incidents, approval and review dates of policies and procedures, strengths and areas for development.Governors were asked if they would like any other areas to be included within the report, to inform the DHT.It was noted that the report includes looked after children (LAC) but not previously looked after children (PLAC), of which there are currently 8. This will be included in future reports.With regard to the number of referrals, the total number of child protection referrals for the year was low due to school closures. A sharp increase was expected on the return to school, but this has not materialised.The number of reported bullying incidents were mainly relating to use of inappropriate language. *Q: Does this relate to the number of children or the number of incidents?*This is number of incidents. The school monitors CPOMS (Child Protection Online Monitoring System) for patterns and repeat offenders.*Q: With regard to the number of vulnerable children, is this now or at the end of last year?*This is at the end of the last academic year.*Q: Should the number of children/families that have a social worker be included?*A child would not have a social worker unless they were a Child in Need (CIN) or have been referred to Early Help. This can be included, however, to show the potential impact on children with social worker involvement.The Safeguarding Audit is carried out on an annual basis and is used as a tool for the school to reflect on practices and informs an action plan for improvement. This takes into account the changes in the KCSIE guidance. *Q: An area for development is record keeping? Is this an issue?*All records are kept electronically via CPOMS. Occasionally paper copies of reports/documents are received and there is a need to ensure these are recorded centrally. Ofsted may scrutinise record keeping and therefore procedures need to be consistent and robust.It was agreed that within the HT’s report on Safeguarding, this should include details of peer on peer abuse, sexual harassment and violence, in line with the Ofsted and KCSIE updates. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **8** | **Keeping Children Safe in Education (KCSIE)** |
| The updated Keeping Children Safe in Education (KCSIE) September 2021 was circulated in advance of the meeting for information.Staff are directed to read Part 1 of the KCSIE guidance and Governors are directed to read all of this. The school buys in to a Safeguarding package and the DHT agreed to investigate setting up Governors with a login for this system. *Q: Is there a recording system that confirms that staff have read and understood the document?*The KCSIE updates are circulated to staff and when they attend the statutory safeguarding training, they sign to acknowledge they have received and read the document.Governors were asked to read the KCSIE document before the next Governing Body meeting, where verbal confirmation that it has been read will be recorded.*Q: Is training on the new elements available?*The school is allocating January for training. The One Education training brochure has been circulated to Governors and there is a Safeguarding training for Governors session available on the 23rd November if any Governors would like to book themselves on this. It was noted that some Governors have undertaken Safer Recruitment training. |
|  | Actions or decisions | **Owner** | **Timescale** |
| AA | Investigate setting up Governors with a login for Safeguarding package* Read KCSIE guidance document prior to next GB meeting
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| **9** | **COVID Risk Assessment** |
| The Schools/Settings COVID-19 Health & Safety Risk Assessment and Outbreak Management Plan dated September 2021 was circulated in advance of the meeting for information.This is a standard template devised by Manchester Local Authority and the risk assessment has been updated in accordance with current guidance.Some elements have not been changed, such as handwashing, additional cleaning, ventilation, staggered start times and PE kit requirements.Some staff and students still continue to wear masks; however, this is personal preference. Some staff are still not double vaccinated.*Q: Is this by choice and what are the numbers?*Yes, this is by choice and the exact numbers are not known, although this is believed to be low.Clarification is required from HR in respect of staff absence (if needing to be off with a child), as this is not clear.*Q: Are staff being offered flu vaccinations?*Yes, they are taking place soon.No issues were raised and Governors noted the updated risk assessment. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **10** | **Governing Body Housekeeping** |
| The Clerk presented a series of documents for annual review and the following points were raised in discussion:10.1 Terms of Reference The terms of reference for the Governing Body and Committees were reviewed and discussed. The following changes were approved:* The name of the Curriculum & Standards Committee will change to the Curriculum & Wellbeing Committee.
* The Governing Body to delegate the review of the Health & Safety Policy to the Resources Committee.
* The Governing Body to delegate the review of the Accessibility Plan to the Curriculum & Wellbeing Committee.
* Under the Curriculum & Wellbeing Committee, the point ‘To oversee arrangements for educational visits, including the appointment of a named co-ordinator’ will be amended to read ‘to monitor the Educational Visits Policy’.
* Under the Curriculum & Wellbeing Committee, to monitor the Mental Health Strategy will be included.

Governors approved the terms of reference, subject to the amendments discussed.10.2 Code of Conduct Governors reviewed and approved the Code of Conduct. A copy was signed by the Chair of Governors.10.3 Annual declaration of pecuniary interest formGovernors completed the annual declaration of pecuniary interest form.10.4 Annual confirmation of eligibility form Governors completed the annual declaration of eligibility form.10.5 Skills Audit formThe skills audit was circulated in advance of the meeting. Governors were asked to complete the skills audit and return this to the clerk for collating. 10.6 Committees membershipsThe Committee memberships were approved as follows:*Resources Committee*Vino BromfieldOliver GibsonSuzannah ReevesNeil ToddHelen Boanas*Curriculum & Wellbeing Committee*Sarah HamiltonMike TateKirsty BairdCatherine AlnuamaaniLorna GordonLaurence MoulesDavid Griffiths*Pay Committee*Oliver GibsonCatherine AlnuamaaniNeil ToddThe Pay Committee meeting will be held on Wednesday 20th October 2021 at 5.00pm.The Headteacher’s Performance Management has been arranged for Wednesday 20th October 2021 at 4pm. Committee Chairs will be elected at the first committee meeting.*Q: Could a couple of Year 6 pupils attend a Governing Body meeting in the future?*This may be a little daunting for the students. It could be arranged for a Governor to attend a School Council meeting or for students to attend a smaller committee such as the Curriculum & Wellbeing Committee if there is a relevant topic on the agenda.10.7 Link governorsThe following link governors were agreed.SEND ­- Kirsty BairdPupil Premium - Lorna GordonSafeguarding / Looked After Children - Catherine AlnuamaaniThe remaining link governor positions will be determined following a review of the School Improvement Plan, to ensure links to focus curriculum areas and to support Governor development.10.8 Governor vacancies / Governing Body updatesChris Byrne has resigned his position as Co-opted Governor. The Governing Body accepted his resignation and thanked Chris for his contribution and support during his term of office.Garry Bridges has resigned his position as Local Authority Governor. The Governing Body accepted his resignation and thanked Garry for his contribution and support during his term of office.Suzannah Reeves offered to become the school’s Local Authority Governor following Garry Bridges’ resignation. This offer was gratefully accepted. The school will liaise with Governor Services and the appropriate Local Authority departments.Lorna Gordon was appointed as Co-opted Governor for a period of 4 years.There are currently 3 Parent Governor vacancies and 1 Co-opted Governor vacancy.The Clerk will forward guidance documents relating to parent governor elections to the HT for information.10.9 Governor visits The Chair has visited the school since the last Governing Body meeting to discuss Governance with the HT. Kirsty Baird will arrange to visit the SENDCO this term.10.10 Governor trainingThe HT has circulated details of Ofsted training to Governors. The SBM has circulated the One Education training brochure for 2021-22 to Governors. The clerk agreed to re-circulate this. |
|  | Actions or decisions | **Owner** | **Timescale** |
| DDDDADDDDAAA | * Terms of reference approved, subject to amendments
* Code of conduct approved
* Annual declaration of pecuniary interest forms completed
* Annual confirmation of eligibility forms completed
* Skills audit forms to be completed and returned to the clerk
* Committee memberships agreed
* Chris Byrne’s resignation accepted
* Garry Bridges’ resignation accepted
* Lorna Gordon appointed as Co-opted Governor
* Link governor roles agreed. Further roles yet to be determined
* Parent governor elections information to be forwarded to the school
* Re-circulate One Education training brochure for 2021-22
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| **11** | **Policies for review and approval** |
| The Policies Schedule for 2021-22 was circulated in advance of the meeting, together with the following policies for review and approval.Complaint Procedures PolicyThe Complaint Procedures Policy has been produced by One Education’s HR and People service. A reference to malicious and persistent complaints has been added to the policy, which outlines what is unreasonable and clarifies boundaries.*Q: The policy refers to vexatious complaints. Does this extend to vexatious complainants?*Yes. The school has received a wide range of advice from One Education and Local Authority (LA) HR services. The wording is robust.*Q: Are stages of banning individuals been made clear?*Yes, it is very clear within the policy. The letters sent out to complainants also makes it very clear and clarifies what stage of the policy has been reached.No issues were raised and Governors approved the Complaint Procedures Policy.Positive Behaviour PolicyThe Policy has been updated regarding the consequences of receiving a red card. The ‘Loft Room’ has been rebranded and is now known as the ‘Reflection Room’. The emphasis is now more on reflecting on actions and understanding the consequences of those actions.Following the Safeguarding audit, it was recommended that peer on peer abuse and e-safety be referenced in the policy. Therefore, the policy has been updated to reference this. *Q: Do the children understand the meaning of peer on peer abuse?*The school uses certain language and vocabulary so that the children understand, such as being unkind.*Q: Does this also cover sexual harassment?*Peer on peer abuse includes physical abuse and sexual harassment includes touching inappropriately.No issues were raised and Governors approved the Positive Behaviour Policy.Safeguarding PolicyThis is a model policy from Manchester City Council, which has been updated in line with the KCSIE (September 2021). The changes made are highlighted in yellow. A new section (9.4) has been added in respect of low level concerns, which relate to concerns that are not significant enough for the HT to contact the LADO (Local Authority Designated Officer). No issues were raised and Governors approved the Safeguarding Policy. The Safeguarding Policy will be uploaded to the school’s website.It was noted that the SEND information report will be presented to the Curriculum & Wellbeing Committee in November and the Pay Policy to the Resources Committee in October or in the new year. |
|  | Actions or decisions | **Owner** | **Timescale** |
| DDD | Complaint Procedures Policy approved* Positive Behaviour Policy approved
* Safeguarding Policy approved
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| **12** | **Headteacher’s Performance Management Update** |
| The Headteacher’s Performance Management was discussed under Item 10. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **13** | **Any Other Business** |
| Governors’ afternoonThe Chair reminded Governors of the Governors’ afternoon on Wednesday 10th November 2021. The HT will circulate details of the afternoon to Governors for information and Governors were asked to confirm their attendance via email.The Curriculum & Standards Committee meeting arranged for the 10th November will take place at 5.30pm and will take no longer than an hour.RecruitmentThe school is in the process of advertising for a Teacher with Learning Responsibility (TLR) for Mental Health and Wellbeing. The TLR will be responsible for a whole school strategy but will mainly focus on the pupils.Resources Committee meeting – change of dateThe Resources Committee meeting will now take place on Monday 18th October 2021 at 6pm.The Pay Committee meeting will remain on Wednesday 20th October 2021 and will begin at 5pm, following the Headteacher’s performance management meeting.The Chair thanked all Governors for their attendance and their continued support. |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 26th January 2021 at 5.30pm** |