### Governing Body Meeting Minutes

**School: Cavendish Community Primary School**

**Quorum: 7 (met at this meeting)**

**Chair: Oliver Gibson**

**Clerk: David Pearce**

**Date of meeting: Wednesday 13 January 2021**

**Venue: via conference video call**

# 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) | 05/12/21 | P |
| Catherine Alnuamaani | Co-opted | 19/05/24 | P |
| Sarah Hamilton | Co-opted | 23/09/24 | P |
| Kirsty Baird | Co-opted | 12/01/25 | P |
| Chris Byrne | Co-opted | 23/09/21 | P |
| Mike Tate | Co-opted | 12/07/24 | P |
| Suzannah Reeves \* | Co-opted | 01/07/23 | P |
| Vino Bromfield \*\* | Parent | 30/11/21 | P |
| Helen Boanas | Parent | 22/01/22 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
| Lorna Cook | Parent | 01/11/20 | P |
| Laurence Moule | Staff | 12/09/24 | P |
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| Garry Bridges | LA | 20/03/22 | Ap |

*\* joined the meeting late, see item 4*

*\*\* joined the meeting late, see item 5*

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy \* | School Business Manager (SBM) |
| David Pearce | Clerk, One Education |

*\* joined the meeting late, see item 4*

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the ‘remote’ GB meeting via conference video call, as a result of Covid-19 lockdown.  Apologies were received and accepted from Garry Bridges.  Governors were reminded that Kirsty Baird’s term of office ended on 1.11.20 as a parent governor.  Governors approved the appointment of Kirsty Baird as a co-opted governor for a period of four years (end of term of office date 12.1.25).  Governors noted that Suzannah Reeves is stepping down as Vice Chair of the GB.  Vice Chair election Lorna Cook was elected as Vice Chair, unopposed, for the remainder of the academic year. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Kirsty Baird appointed as a Co-opted governor | GB | 4 years |
| D | Lorna Cook elected as Vice Chair | GB |  |

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| **2** | **Declaration of pecuniary interests** | | |
| There were no pecuniary interests expressed regarding any items on the agenda. | | | |
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| **3** | **Notification of confidential items or AoB items** | | |
| Governors received an update to the HT’s report which will be presented as part of agenda item 5. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **4** | **Minutes of last meeting (24.9.20) & matters arising** | | |
| The minutes of the last meeting held on 24.9.20 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 Arising  Page 7. Forward training link for KCSIE to all governors? Q. Was the link sent out? Yes it was, along with an invitation to attend the training.  *\* Nicola Kennedy joined the meeting*  *\* Suzannah Reeves joined the meeting* | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Minutes of last meeting approved | GB |  |

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| **5** | **Headteacher’s Report** | | |
| The HT presented her report and the following points were raised / highlighted in discussion.  Governors received and noted the HT Report and an update to the HT Report.  The HT report included appendices:  1 Attendance figures  2 Happiness Survey results  3 Parental feedback  The HT thanked governors for questions sent through in advance of the meeting.  Covid-19 update The school was well prepared for its re-opening in September, with its updated risk assessment in place; a lot has been learned from the experiences of creating bubbles, additional cleaning; monitoring & isolating children in school, using PPE; regular hand washing; changes to classrooms; staggered starts and ends of day; remote learning; and test track & trace.  Q. Does the school have any feedback on the lunch food offering that children are receiving? There were some issues around quality of the food offering, which has now improved. Some parents were not happy with the hot food offering of a hot sandwich. There is now a wider hot food offering in place.  In terms of free school meals, the school is not going to send out food boxes to families given the logistical challenges. Instead, parents access an online system to nominate a supermarket each week and then receive food vouchers via a QR code.  The impact of the pandemic continues to be very challenging for the school, including staff attendance.  Y2 – two children have tested positive Y5 – one child has tested positive Y6 – one child has tested positive  Five staff members have tested positive which has resulted in three year groups learning from home & self-isolating; a number of additional children in the older year groups were identified as direct contacts and they also had to self- isolate.  The impact on the school of varying levels of available staffing, is an additional workload for other staff which creates increased anxiety for all staff; the inconsistency for children is experienced more by the most vulnerable and SEND pupils. Staff have been very flexible and patient throughout and have accommodated the necessary changes and unpredictability of the situation in a professional manner.  Staffing The school has introduced a different model for staff appraisals this year. Throughout the autumn term, senior leaders have met with all staff to begin the cycle for this year; including TAs, office & site staff for the first time. The response to the new processes from both staff & leaders has been positive.  Pupil numbers   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Year group | On roll | Places pending | Vacant places | Male / Female | Full-time / Part-time | Pupil Premium (PP) | | Nursery | 70 | 19 | 1 | 35/35 | 55/15 | 21.4% | | Reception | 90 | 0 | 0 | 42/48 |  | 17.8% | | Y1 | 88 | 2 | 0 | 43/45 |  | 20.5% | | Y2 | 86 | 1 | 3 | 51/35 |  | 33.7% | | Y3 | 89 | 0 | 1 | 48/41 |  | 33.7% | | Y4 | 89 | 0 | 1 | 42/47 |  | 29.2% | | Y5 | 89 | 1 | 0 | 44/45 |  | 33.7% | | Y6 | 85 | 1 | 4 | 38/47 |  | 23.5% |   167 (24.3%) of children are eligible for FSMs. EAL: 35 languages are spoken besides English.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Category | EAL | EHCP | LAC | Adopted from LAC | CP | CIN | Early Help | | Numbers | 201 | 19 | 3 | 7 | 1 | 7 | 2 |   Attendance Overall attendance is at 96.7% for the whole school (excluding Nursery) excluding attendance code X (covid related absence – self isolation). Attendance including code X is at 89%. There have been four children who have been persistently absent (PA) during the term.  As part of the new procedures in school, there is a considerable staff presence at the start & end of the school day. This is clearly having an effect on the workload that teachers & leaders have; but does seem to be leading to better punctuality for children; a clear visibility to parents; with a friendly and approachable start/end to the day. The use of staggered start and end times also appears to be helping to reduce the build-up of traffic and some of the ensuing problems this has previously created around the school.  Update from AHTs EYFS have had a very settled and positive half term. The routines are now clearly embedded and lots of great learning is taking place. In both Nursery and Reception, the school links the areas of learning to a focus story and begins each topic with a 'hook' to gain the children's interest.  KS1 classes took part in an Art day to learn about three artists; as well as learning about a winter festival – and made a video to send out to parents / carers in place of a Christmas concert which was not possible due to covid.  Lower KS2 Y3 has been more of a challenge due to a lack of transition time to KS2. Children struggled to maintain focus for whole lessons, which have since been broken down in to a series of smaller lessons. Practical activities were planned in Science and Art which helped children to focus and really enjoy lessons. There has been an improvement after half term with children able to concentrate for longer periods of time.  The first few weeks of term were focused on a recovery curriculum with PSHE at the heart; the Jigsaw lessons provided the year group with all the lessons needed. The school has targeted its PP children and other vulnerable children when identifying gaps in learning.  Governors noted the list of activity highlights for Y3 and Y4.  Upper KS2 The Y6 team is delighted to have been able to start working with the children in a different group to their register group for Maths/English. There is already good engagement with learning and their confidence is growing. Children have been fantastic at organising themselves in to their new routines.  Unfortunately, covid has had a big impact on the sporting & extra-curricular offer. Children have been able to have some regular PE sessions, with the school making good use of the available outside spaces. All Y4 classes have regularly attended swimming sessions.  Behaviour and Safety Behaviour at the school remains excellent. From September to 9 December, there have only been 27 red cards given out to pupils. Since the last HT report, there has been one incidence of bullying reported in Y5; which has resulted in meetings with parents of three children and one child spending a morning working away from his class.  Almost all of the Y1-Y6 classes have had NSPCC Speak Out Stay Safe assemblies, which taught them about different forms of abuse; how to recognise them; what to do if they feel they or someone they know is being abused; who their trusted grown-ups are; what Childline is and how to contact.  The school has held its annual Safeguarding training for around 100 colleagues whilst maintaining social distancing; as well as running a first aid training course.  Governors noted the results of ‘The Happiness Survey’, which will be followed up in the coming weeks to talk through the results and identify any priorities.  Governors welcomed the news that parents have been really supportive of the school and worked well with staff with the new covid measures. The PTA was able to meet virtually and has formed a new committee. They created a great Halloween pumpkin competition and are consulting parents on future events & purposes for fund raising.  Training Governors noted the details of INSET training days, staff meetings and individual training completed.  Update to HT’s Report The HT explained the steps that the school has worked through following the announcement of the latest lockdown.  These included: the school absorbing the news; dealing with people’s different stages of emotional response from disappointment, anger, fear & frustration; concern for children, for parents and the wider community.  Then defining a key worker list; defining who is in the vulnerable category; contacting parents of these groups to see if they require a place in school; class teachers confirming groups; SENDCo contacting families to confirm provision; creating a booking system for children to attend their class; review remote learning policy; share remote working expectations with parents; offer chrome books to the most vulnerable families; order more chrome books; teach ‘blended’ live online lessons where some children are in the classroom and others are at home; regular communication with parents / carers; revisit the school’s risk assessment and confirm group size for each class; adjustments to timetables; follow-up calls with families where children are not engaging with online lessons; managing staff absence collaboratively.   Q. What is the definition of a vulnerable child and are those children coming in to school? The definition is as per DfE guidance which includes CP, LAC, SEND and EHCP. The broader definition includes:  If a child’s mental health would be damaged if not in school  If a family would struggle with access to remote learning  If a child was impacted particularly badly in the last lockdown  A further challenge is that some year groups also have a lot of children of key workers.  Q. With around 37% of the children currently in school, is the number of key worker children in school significantly higher than the last lockdown? Yes, there are a lot of key worker children in school this time.   *\*\* Vino Bromfield joined the meeting*  Q. How do teachers feel about more children being in school this time?  There are different views from different teachers. Some teachers have far more children in their classrooms than others. Y1 is full; the school is capping the number of children per class at 15. As a consequence, other Y1 parents are asking the school for places for their children in school.  Q. Has the tighter DfE guidance, around key worker parents working from home if they can to also keep their children at home, had any impact on the school? Not as yet. There tends to be a tipping point at year group level - once a certain number of children are in school; the ‘message’ gets around to other parents who then worry about also getting their child a place in school during lockdown.  Governors took time to reflect on the current situation and what options might be available to manage the numbers of pupils coming in to school and parental expectations / concerns.  Governors considered the need for a letter of support from the GB and the school’s SLT to ask parents to consider reducing the amount of time their children are in school; provide parents with a wider perspective of numbers of children across the whole school in comparison to previously; the high quality of online learning provided by the school; and the latest DfE guidance.  The HT welcomed the discussion and ideas raised by governors; and encouraged that a ‘softly’ approach in the first instance is more likely to be the most effective.  The Chair will draft a letter and send to the HT for consideration.  Q. For those children who are coming in to school, are they in school for the full week? Vulnerable children are in school full-time; the school had hoped its booking system would help it support parental patterns of work, however, parental fear of ‘losing’ a place for their child in school during lockdown has resulted in the booking system being full through until February half-term.  Q. Should the letter be specifically for Y1 parents? That is a good idea, and the school will consider it.  Q. Is there any social time for children in school? During lessons there is a lot of social time as well; the first few minutes of lessons are always a social time.  The school is considering the use of face masks when staff are moving around the school’s communal areas. Staff meetings are held via Zoom.  Q. Should parents be asked to wear masks when they are at school? Yes, the school is going to ask all parents to wear masks when they are on the school premises.  Q. Have there been any IT connectivity issues when running live lessons? Not in school. There have been some IT help requests from parents which the school has responded to.  A governor noted that they had observed their child attending an online Maths lesson which had been really good.  Governors thanked the HT for her report, and the whole school for their hard work and dedication at this challenging and unpredictable time. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **6** | **Resources committee 21.10.20** | | |
| Governors received and noted the Resources Committee meeting minutes.  The Chair of the Resources Committee reported that the committee had approved the proposed budget changes and approved the Period 6 and three-year budget projections and cashflow forecast.  3 Year budget projection   |  |  |  |  | | --- | --- | --- | --- | |  | 2020-21 (£) | 2021-22 (£) | 2022-23 (£) | | Total Income | 3,697,186 | 3,733,468 | 3,751,008 | | Total Expenditure | 3,766,198 | 3,877,834 | 3,990,804 | | In Year Surplus / (Deficit) | (69,012) | (144,366) | (239,795) | | Surplus / (Deficit) b/f | 114,500 | 45,488 | (98,878) | | Surplus / (Deficit) c/f | 45,488 | (98,878) | (338,674) |   Governors noted the current projection indicates a deficit budget for 2022-23. This would require a meeting with, and approval from, the LA at the time of budget setting.  The school has had lower catering income as a result of lockdowns; after school activities currently have had a low take up, with some staff being furloughed as a consequence. The school has received covid funding payments of around £12,600 of expenditure on PPE; furlough payments of around £34,000; and additional DfE funding of around £20,000 based on the autumn 2019 census figures.  Governors ratified the Period 6 budget monitoring report. Governors ratified the budget changes.  Governors ratified the 3 Year budget projection. Governors ratified the cashflow forecast.  The PE and Sports Grant statements 2019-20 were approved.  The PP statement 2019-20 will roll over to form a two-year plan, and be reviewed at the Curriculum committee.  The draft SFVS was presented, and governors agreed that it will be scrutinised in detail by the committee chair and the SBM prior to its submission at the end of the current financial year. The SIP is being updated by the HT, and will be circulated following consultation with staff. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Period 6 budget monitoring ratified | GB |  |
| D | Budget changes ratified | GB |  |
| D | Cashflow forecast ratified | GB |  |

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| **7** | **Finance update** | | |
| Governors noted the Finance update will be presented in detail at the next Resources committee meeting on 20 January 2021. | | | |
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| **8** | **Pay committee 21.10.20** | | |
| Governors noted that, under normal circumstances, teachers have to achieve at least two of their appraisal objectives and provide evidence that targets have been met.  Due to the covid-19 pandemic, it was not possible to assess all of the objectives and targets set; as a result, in accordance with other schools and union guidance, all teachers have been considered as passing their appraisal targets for the 2019-20 academic year.  All of the pay progression recommendations were approved at the meeting. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **9** | **HT Performance Management update** | | |
| Governors noted a set of targets have been agreed for the 2020-21 academic year. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **10** | **School calendar 2021-22** | | |
| Governors received and noted the school calendar 2021-22.  Q. Is this the Manchester City Council recommended term dates? Yes. The school decides when it wants to hold its INSET days.  Governors noted the summer term ends on Tuesday 27 July 2021; there is a risk that levels of pupil attendance could drop off in the final week of term.  Governors approved the school calendar 2021-22. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | * School calendar 2021-22 approved | GB |  |

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| **11** | **Policies for review** | | |
| Governors agreed to defer this agenda item. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **12** | **Governing Body housekeeping** | | |
| Governors agreed to defer this agenda item. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **13** | **Any other business** | | |
| There was no other business. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 28 April 2021 at 5.00pm** |