### 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 26 January 2022**

**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 |
| 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 |
| Duncan Wilson | Parent | 09/12/25 | P |
| Sami Khan | Parent | 09/12/25 | P |
| Sarah Kilty | Parent | 09/12/25 | P |
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| Kirsty Baird | Co-opted | 12/01/25 | Ap |

*\* Left the meeting early – see Item 8*

**Others present**

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| **Name** | **Role** |
| Joanne Douglas | Clerk, One Education |
| Rob Merino \*\* | Governance Lead, One Education |
| Thomas Johnson | Observer (prospective Co-opted Governor) |

*\*\* Joined the meeting for Item 9*

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the meeting. Apologies were received and accepted from Kirsty Baird.  It was noted that this is Helen Boanas’ last meeting as Parent Governor. The Chair thanked Helen for her support and contribution throughout her term of office. | | | |
|  | 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.  The Clerk will forward the Declaration of Pecuniary Interest Form and Confirmation of Eligibility Form to the new governors for completion, together with a copy of the One Education training brochure for information. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| A  A | * Forward the Declaration of Pecuniary Interest and Confirmation of Eligibility Forms to new governors for completion. * Circulate the One Education training brochure to new governors | Clerk  Clerk | Jan 22  Jan 22 |

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| **3** | **Minutes of last meeting (22.9.21) & 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 arising  Page 3 (Item 5) – The Relationships and Sex Education (RSE) Scheme of Works was discussed at the Curriculum & Wellbeing Committee meeting in November.  Page 3 (Item 5) - The Health & Safety Policy was approved at the Resources Committee meeting in October.  Page 6 (Item 8) – The link for the Safeguarding training package is included in the Headteacher’s report, however, there is an error in the link. The DHT will investigate the error.  Page 6 (Item 8) – Governors confirmed they have read the Keeping Children Safe in Education (KCSIE) document. HT is putting together an induction pack for the new governors, which will include the KCSIE document for them to read. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| A  A | * Investigate safeguarding training package link error * Circulate KCSIE to new governors | DHT  HT |  |

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| **4** | **Headteacher’s Report for the Autumn Term** | | |
| The Headteacher’s Summer Term Report was circulated in advance of the meeting for information. The following areas are detailed within the report:   * Governor update * COVID-19 update * Staffing update * The pupil community * Attendance * Mobility * Cavendish School Life * An update from the Assistant Headteachers, including Early Years Foundation Stage (EYFS), Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2 * Sporting Life from the PE Lead * Assessment and reporting to parents * Behaviour and Safety update from DHT * Special Educational Needs & Disabilities (SEND) * Rights Respecting Schools & School Council * Extra-curricular events and sporting life * Parents, PTA and the Didsbury Community * Training * Issues for the term ahead   The following points were raised or highlighted in discussion.  Covid 19 Update  The HT provided details of the current issues the school is facing in relation to Covid. This is currently presenting a challenge in terms of staffing; 28 staff were off today. There are a high number of lunchtime staff off and the teacher absence is the worst it has ever been. Supply teachers are also getting sick.  The school has liaised with Public Health on a number of occasions, together with the Senior Schools Quality Assurance Office (SSQA), who asked if the HT felt the school needed to be closed. The HT feels this point has not yet been reached and staff are beginning to return, so hopefully the school will be in a better position next week. The SSQA is there to support the school on this matter if required.  *Q: Is there a need to have an action plan in such cases?*  Fortunately, the school has managed to cover absences, as the staff base is big enough to have flexibility. All the staff are pulling together, but is has been challenging and stressful.  Governors  In the Autumn term, the school held their first governors’ afternoon, which was well attended. It was an excellent opportunity for governors to witness school activity and learn alongside the children. There was also a joint staff meeting focused on the school development plan, which was a great opportunity to come together and focus on improving the school. Governors have also supported the school with additional meetings, such as SEND and Safeguarding, and attended school events.  Staffing  The full staffing update was noted. Following the retirement of the school’s Finance Office, there has been an office restructure and 3 permanent members of staff have been appointed to the team. The office is running very smoothly.  Two new Assistant Headteachers have been appointed, Sarah Conway in EYFS and Sarah Hopkins in KS1. The Chair commented that he visited the school a few weeks ago and met with the new Assistant Headteachers. He believes they are excellent appointments for the school. Although they have not had the best start as a result of Covid, they are both keen, enthusiastic and have not let the challenges phase them.  Pupil Community  Overall, 25.7% of the school population are eligible for free school meals and 28.9% are eligible for pupil premium funding from Reception to Year 6, which falls into the ‘medium’ band.  Besides English, 35 languages are spoken; 30.5% of pupils do not have English as their first language.  In total, 89 children are on the SEN register, of whom 22 have an Education, Health & Care Plan (EHCP). Two children are Looked After Children (LAC), 7 are adopted from LAC, 4 are Child in Need, 1 is receiving Early Help and 5 are young carers.  There are currently 13 vacancies in Reception, 2 in Year 3 and 4 in Year 6.  *Q: With regard to the vacancies in Reception, are there any concerns in this respect?*  This is an issue that is being seen at other primary schools. It is reassuring that Nursery is full, but it is unlikely that Reception will fill up, which will cause financial issues.  *Q: Are vacancies expected in future years?*  It is believed this is a one off scenario but this will be monitored in future years. The school can afford to carry one year group that is lower than PAN (published admission number).  *Q: The total number of children with an EHCP is 26, which is high. Is the school able to manage this level of need?*  This is becoming challenging and the issue was discussed at the last Resources Committee meeting. The school’s strategy has been to use supply for support but this is becoming increasingly costly. At the Resources meeting, it was decided that it would be sensible for the school to consider employing additional staff to cover need. There is a high number of children in Reception and the structure of the classes needs careful consideration.  Attendance  From 7 September 2021 to 7 January 2022, whole school attendance (excluding Nursery and Reception) is 94.7%. This is lower than for the same period last year, which was 96.3%. The HT believes the reason for the reduction in attendance is because last year absences relating to Covid were not included in the data (recorded using an ‘x’ code). Since September 2021, once a positive Covid result is confirmed, the attendance code changes from ‘x’ to ‘i’ and is therefore included in the data.  Mobility  Since 7th September, 21 children have been admitted in addition to the Nursery and Reception children. Two Reception children are currently receiving provision in Nursery. 11 children in Year 1 to Year 6 have left Cavendish to either return to their home country or because they have moved out of the area.  *Q: Are there any concerns regarding mobility?*  No. The majority of children left due to moving out of the area. This will, of course, be monitored.  School Life / Events  Governors noted the extensive number of school events that have taken place over the Autumn term, which include:   * KS2 Spanish Day * Black History Month * Remembrance Day * Various Christmas events   The Robinwood residential trip was back on after a year away due to Covid. Overall, 67 children took part in the trip (almost 80%). The school also managed to include half of their list of vulnerable children through personal contact with parents and financial support.  Behaviour & Safety  The Safety Protectors met in the Autumn term to plan and deliver their annual safety survey to the children in the school. They will meet again in the new year to look at the results of the survey and to agree priorities. They have also had the opportunity to meet with the designated governor for safeguarding.  Behaviour remains very good in school. Following a review of the Positive Behaviour Policy, and a pupil voice activity in the Summer term, the school has renamed the LOFT room – now the Reflection Room. This has made it easier for senior teachers to track those children struggling with their behaviour and spend time talking to them to reflect on the reasons. Overall, there have been 119 red cards this term. The school has refined the use of the Child Protection Online Monitoring System (CPOMS) in recording red cards, and they are now confident that this is a true reflection which provides a benchmark for the rest of the year.  *Q: Has the number of red cards been tracked before to provide a comparison?*  This is a new way of tracking. During Covid it was very difficult to track, as teachers took more responsibility for their classes behaviour and therefore, this may have masked a few concerns.  Staff are being encouraged to track on CPOMS so the school can identify those children that need support. The number of red cards for the Autumn term does seem a lot, but in context this is not a significant amount.  *Q: Can the characteristics of the children receiving red cards be seen, such as girls, boys, SEND or English as an additional language (EAL)?*  Yes and this is now easy to track. Not many children have frequent red cards.  Training  The governors noted the training that has taken place during the Autumn term. It was noted that rather than detailing training on a termly basis, this will be included in the HT’s report annually from now on.  The INSET day in September focused on the school’s purpose, vision and values and looked closely at what ‘creating brilliant citizens’ means. The INSET day in October focused on Music and Maths training.  Issues for the term ahead   * Responding to government guidance on managing schools during a pandemic * Focussing on the achievement of pupil premium children and other disadvantaged groups-further use of catch up funding * Supporting the most vulnerable pupils & families & ensuring best outcomes for them-further development of wellbeing systems * Developing school values & kindness commitment * Further developing systems for subject leaders to monitor the curriculum * Introduction of new Synthetic Phonics System   *Q: What is the timeline for the introduction of the new phonics programme?*  The new Assistant Headteachers have both come from schools where the programme is already in place and therefore, this will now gather momentum. All staff have received training and this will now be rolled out in Reception.  *Q: Can an overview of the new phonics programme be provided to the Curriculum & Wellbeing Committee?*  Yes. The school will use the Success To All programme. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| A | Provide an overview of the new phonics programme to the Curriculum & Wellbeing Committee | HT |  |

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| **5** | **School Calendar 2022-23** | | |
| The proposed school calendar for 2022-23 was circulated in advance of the meeting for approval.  The school continues to follow the Local Authority dates.  *Q: What is the rationale behind the INSET days?*  The September INSET day is recommended by the Local Authority. The day in May is as a result of polling day and the day in June is set to focus on transition.  *Q: Is there a shorter summer break for staff in 2022-23?*  Yes but there is no change in the number of working days.  Governors approved the 2022-23 school calendar. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | 2022-23 school calendar approved | GB |  |

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| **6** | **Governing Body Housekeeping** | | |
| Governor vacancies  Thomas Johnson was appointed as Co-opted Governor for a period of four years.  The Clerk agreed to confirm the number of vacancies remaining.  Governor Visits  The Chair has visited the school to meet with the HT and other members of staff.  Governors attended the governors’ afternoon.  Kirsty Baird (SEND link governor) has visited to meet with the SENDCO.  The Chair advised all governors that visits to the school are encouraged. The new governors are invited into the school to meet with the HT and receive their induction/welcome packs.  The Clerk agreed to circulate the Terms of Reference to all governors  Committee Memberships  The new governors were invited to attend the committee meetings (Resources and Curriculum & Wellbeing) for the remainder of the academic year, so they can see which best fits their experience and interest.  The Clerk will circulate the meeting dates for information. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D  A  A  A | * Thomas Johnson appointed as Co-opted Governor * Confirm the number of governors vacancies to HT * Circulate the Terms of Reference * Circulate meeting dates to new governors | GB  Clerk  Clerk  Clerk | 4 years  Jan 22  Jan 22  Jan 22 |

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| **7** | **Policies for Review** | | |
| The SEN Information Report 21-22 was circulated in advance of the meeting for review and approved.  It was noted that the SEND link governor has met with the SENDCO to review the SEN Information report and the report has been redrafted. The SEND link governor has reviewed the amended report and has not raised any issues.  Governors approved the SEN Information Report 21-22. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | SEN Information Report 21-22 report | GB |  |

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| **8** | **Any Other Business** | | |
| No items were raised for discussion. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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*\* Helen Boanas left the meeting*

*\*\* Rob Merino joined the meeting*

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| **9** | **Governor Training** | | |
| A new format of training has been introduced, whereby there will be an annual feature of training for Governors as part of the Governing Body meeting.  The One Education Governance Lead facilitated training on Governors Roles and Responsibilities. A copy of the presentation slides will be circulated to all Governors for information following the meeting.  The following areas were highlighted:   * The core strategic function of a governance board, which includes setting strategic objectives, creating robust accountability and ensuring financial probity * The purpose of governance * Key governance guidance documents * The 6 key features of effective governance * The competency framework for governance * Ofsted judgement criteria * The Governance Handbook * Understanding the difference between strategic and operational functions * Quality of Governance and self-evaluation * Ofsted: Quality of Leadership & Management * Governance model and the challenges * Governor conduct * Monitoring the quality of education and analysing data * Monitoring the leaders’, teachers’ and staff performance * Monitoring the performance of pupils, their attendance and behaviour * Monitoring the financial performance of the school * Oversight and assessment   With regard to link visits to school, it was suggested that a proforma be introduced to record all governor visits to school, as this provides good evidence for Ofsted inspections.  All governors have skills and personal strengths to bring to the board and it essential these are brought to the fore. Governors are playing a key role in the leadership and management of the school and therefore, transparency is essential and any pecuniary interests must be declared at each meeting.  There is a significant amount to learn regarding governance and therefore, continuous training is fundamental.  The Chair reiterated to new governors that their role is to be a representative of the governing body rather than a representative of teachers or parents. Additionally, governors are encouraged to ask questions and challenge the school – if there is anything that the new governors do not understand, please ask. No question is a stupid question.  There are a lot of acronyms in education and there is a glossary of terms that forms part of the new governor induction. The Clerk agreed to circulate the glossary of terms to all governors for information.  Rob Merino was thanked for providing the training, which was very useful. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| A  A | * Circulate training slides to governors * Circulate Glossary of terms to governors | Clerk  Clerk |  |

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| **Date and time of next meeting:** | **Wednesday 30th March 2022 at 5.30pm** |