### 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 21st September 2022**

**Venue: Cavendish Community Primary School**

# 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 |
| Kirsty Baird \*\*\* | Co-opted | 12/01/25 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
| Laurence Moule | Staff | 12/09/24 | P |
| Catherine Alnuamaani \* | Co-opted | 19/05/24 | P |
| Thomas Johnson | Co-opted | 25/01/26 | 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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| Lorna Cook | Co-opted | 21/09/25 | Ap |
| Tim Whitworth | Co-opted | 09/12/25 | A |

*\* Joined the meeting late – see Item 5 / \*\* Joined the meeting late – see Item / Left the meeting early – see Item 10*

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy | School Business Manager (SBM) |
| Sian Evans | Deputy Headteacher (DHT) |
| Joanne Douglas | Clerk, One Education |

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the meeting. Apologies were received and accepted from Lorna Cook.  Governors were advised that Suzannah Reeves has resigned from the Governing Board. Kirsty Baird advised Governors that this will be her last meeting. The Governors accepted the resignations of Suzannah Reeves and Kirsty Baird. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Resignations of Suzannah Reeves and Kirsty Baird accepted | GB |  |

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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 Election  Oliver Gibson was nominated and elected as Chair, unopposed, for a period of one year.  Vice Chair Election  Lorna Cook was nominated and 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 | GB  GB | One year  One 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 | GB |  |

*\* Catherine Alnuamaani joined the meeting*

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| **5** | **Minutes of last meeting (29.6.22) & matters arising** | | |
| The minutes of the last meeting held on 29.6.22 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 5 (Item 4) – The Keeping Children Safe in Education summary of changes (September 2022) was circulated for information.  Page 5 (Item 4) – There are a number of outstanding Governor portraits and pen profiles. Governors were reminded to send these through to the Headteacher at their earliest opportunity.  Page 7 (Item 6) – Following discussion, it was agreed that the Headteacher’s Performance Management Committee will consist of Catherine Alnuamaani and Thomas Johnson. This will take place on Wednesday, 19th October 2022 at 4pm. The Pay Committee meeting will follow this at 5pm and will be joined by either Neil Todd or Sami Khan (dependent on availability). The Resources Committee meeting will follow this at 5.30pm – see item 10 for membership.  The Pay Policy will be reviewed by the Pay Committee (if available) and ratified by the Governing Body at their next meeting. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D A | Minutes of the last meeting approved   * Governors to provide portrait and pen profile for the school’s website | GB  HT |  |

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| **6** | **REMINDER: Sign minutes of virtual meetings** | | |
| The Clerk reminded governors that the minutes from previous meetings need to be signed by the Chair. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **7** | **Headteacher’s Report** | | |
| The HT presented her summer term report, which had been issued ahead of the hmeeting. The following points were highlighted.  There is lot of detail in the report to provide a sense of school life, including:   * Staffing * Pupil community information * Attendance * Curriculum and daily school life (by Assistant Heads), including whole school events and Early Year Foundation Stage (EYFS), Key Stage 1 and Key Stage 2 highlights * Monitoring and evaluation of the quality of education * Assessing and reporting to parents * End of year assessments * Behaviour & Safety * Safeguarding * Training   The following points were highlighted in discussion.  Year end results  A Good Level of Development (GLD) is the measure for the end of Reception. It is an assessment of three prime areas of learning: Communication and Language, Personal Social and Emotional Development plus literacy and maths. The following was noted:   * 49% of pupils achieved GLD * 32% of pupils with English as an additional language (ELA) achieved GLD * 20% of pupils on free school meals (FSM) achieved GLD * Of the children who attended Nursery at Cavendish, 50% achieved GLD   The Reception year end data is lower than in previous years due to the pandemic. There is no benchmarking data available for comparison purposes. However, the data triangulates with the issues raised at previous meetings, which the school continues to address. The new Assistant Headteacher is reviewing how ‘boy friendly’ the EYFS curriculum is and how this can be developed further.  Year 1 completed the Phonics screening check, which is designed to check whether pupils understand phonics to an appropriate standard. Overall, 63% of pupils achieved the standard. Any children who do not meet the standard will retake the check in Year 2.  The new phonics programme introduced last year continues to be embedded and there is confidence that improvements will be seen. The school’s aim is for 80% of children to meet the standard this year.  *Q: Is the test and measures the same as in previous years?*  Yes, this has not changed. Historically the national average is around 65%. It is not known what the national average is for the last academic year.  *Q: With regard to the new phonics programme, would it be possible for the Curriculum & Wellbeing Committee to review the internal phonics tracking data to determine if the school is on track to meet the target of 80%?*  Yes. The school is currently adapting the phonics programme to support catch up.  The year end teacher assessment data was presented. The percentage of students achieving the expected standard and greater depth (GD) was noted as follows:  Reading Writing Maths RWM Combined  Year 1 71% (22% GD) 58% (6% GD) 74% (14% GD) 58%  Year 2 67% (34% GD) 62% (7% GD) 68% (29% GD) 57%  Year 3 74% (32% GD) 65% (10% GD) 76% (17% GD) 62%  Year 4 74% (38% GD) 51% (14% GD) 68% (27% GD) 49%  Year 5 78% (49% GD) 64% (26% GD) 78% (36% GD) 63%  Year 6 78% (36% GD) 78% (22% GD) 83% (35% (GD) 72%  The older children performed better than the younger children.  *Q: Year 4’s (now Year 5) combined score is lower than the other year groups at 49%. Why is this?*  This is a challenging cohort in respect of behaviour. The cohort was significantly impacted by the pandemic in Year 3 and Year 4, which has had an impact on outcomes. Additionally, the number of children with special educational needs (SEN) is high. The school is exploring a number of options for Year 5, such as a different learning environment.  *Q: How does the greater depth data compare with other schools?*  This is not yet known. The Inspection Data Summary Report (IDSR), which is published in November, will show whether there are significant differences.  *Q: There is less of a gap between pupil premium children in Year 6, which is good to see. Was this because of targeted interventions?*  The National Tutoring Programme focused on pupil premium children. The school was able to target individual pupils for additional support.  The Governors passed on their thanks to the staff, who have clearly worked hard as this is reflected in the outcomes, particularly in Year 6. The HT will invite the Governors to attend the Standards Assessment Tests (SATs) next year, so they can gain a deeper understanding of the SATs process.  *Q: With regard to the new Teaching Assistant (TA) structure introduced, what training has taken place at the start of the new academic year?*  An extensive induction programme is in place. All new staff met with the SBM to go through the business side of requirements, such as statutory paperwork, issuing IDs and logins.  The INSET at the start of the year focused on the school’s vision and values and safeguarding. The HT will meet with new staff to go through the school’s policies, such as the Behaviour Policy. Some TA’s have been promoted internally or have previously worked at the school on supply so are aware of the processes and procedures. The induction programme will continue for new starters in January.  The levels of positivity and enthusiasm amongst staff are high. The new staff seem to have ignited enthusiasm within the other members of staff. This year feels more settled and more ‘normal’ compared with the past two years.  Behaviour  The standard of the children’s behaviour across the school continues to be a strength noted in observations by visitors. There is a calm and productive atmosphere across the school. The school continues to monitor incidences of discriminatory behaviour or language through the Child Protection Online Monitoring (CPOMS) system. Overall, there were 19 incidents throughout the whole academic year.  *Q: Of the 19 incidents, were there any repeated incidents or are these one off?*  There was one repeat incident in respect of a Year 6 child and the remainder are one off incidents. The school continues to support any child who may have issues resulting in negative behaviour. Restorative work always takes place and often, it is a matter of educating the child and there are no consequences.  *Q: 19 incidents for the whole year seems quite low.*  In general, the children and their families are tolerant and knowledgeable, which is reflective of the school community. Behaviour within school is generally not an issue.  *Q: Does the school still receive Encompass reports/notifications?*  Yes.  *Q: Has this gone up since lockdown?*  Not particularly. There is a steady trickle of notifications, which is usual.  With regard to attainment and progress data of SEND pupils, the school is in the process of developing a format of report that is meaningful. The school needs to consider other ways to measure progress for SEN pupils that ties in with their one page profile.  A full breakdown of attainment and progress data will be reviewed by the Curriculum & Wellbeing Committee in November.  The Governors requested that the HT pass on their thanks to all staff. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| A | Present internal phonics tracking data at Curriculum & Wellbeing committee’s autumn term meeting | HT |  |

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| **8** | **Keeping Children Safe in Education (KCSIE) – September 2022 changes** | | |
| The updated Keeping Children Safe in Education (KCSIE) September 2022 was circulated in advance of the meeting for information, together with a summary of changes.  Staff are directed to read Part 1 of the KCSIE guidance and Governors are directed to read Part 2. The school is exploring the possibility of developing a Microsoft/Google form for Governors to confirm they have read Part 2 of the guidance.  At the next Governing Body meeting in January, the scheduled training session will be on Safeguarding.  The DHT is the school’s Designated Safeguarding Lead (DSL). She is currently looking at ways to tighten up the school’s processes and procedures. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **9** | **Policies for review and approval** | | |
| The Policies Schedule for 2022-23 was circulated in advance of the meeting, together with the following policies for review and approval.  Behaviour Policy  The Behaviour Policy has been slightly amended to make the policy more values/restorative based, rather than rules based. The school plans to gain pupil voice on the behaviour in school and as a result of this, it is likely the policy will continue to evolve. The values within the policy will weave into school life through daily conversations. The values also link to the Rights Respecting School charter.  *Q: How will these changes be communicated to parents?*  The aim is to communicate this during parents’ evening. The values are also included within the school newsletter. The school will continue to embed the values by consistently referring to these throughout the day and in future parent communications. The school has arranged for an artist to come into school to work with each class to create a values banner for the hall.  *Q: Are the changes also reflected in the Early Years Foundation Stage (EYFS) Behaviour Policy?*  This policy is also evolving so there is a consistent approach throughout the school.  *Q: Are the lunchtime staff also aware of the school’s values?*  Yes. The values are being embedded into lunchtime sessions and activities.  *Q: Will the school continue to use the ‘red cards’?*  A pupil voice was undertaken regarding the use of red cards and overall, the children do want to see that there are consequences – perhaps the red cards could be renamed as consequence cards. It is important to educate the children that a consequence is not always a punishment, which is why there is a shift to a more restorative process. Consequences could be something such as talking to an adult or reflecting on actions.  *Q: There is new guidance on exclusions, which are now referred to as suspensions. Will some of the new language/guidance be included within the policy?*  Yes.  No further questions were raised. Governors approved the Behaviour Policy.  Safeguarding & Child Protection Policy  The policy is a local authority model policy, which is adapted for the school. The changes made are highlighted in red. The policy has been updated in line with the KCSIE September 22 changes.  *Q: On page 8, it states that Governors review the school’s effectiveness of online safety. How is this done?*  The school has a number of safety systems in place, such as ‘smooth wall’ and ‘care checks’. IT support is provided by One Education, who manage filtering and firewalls. The children are aware that the school monitors the use of IT equipment and if certain key words are used on any device, this is flagged to the HT and DSL. An overview of the online safety systems can be included within the Safeguarding training.  *Q: Are mental health key words flagged, such as suicide or self-harm?*  The HT will check if these types of words are included.  No further questions were raised. Governors approved the Safeguarding & Child Protection Policy. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D D  A | Behaviour Policy approved  * Safeguarding & Child Protection Policy approved * Include an overview of school online safety systems in the Safeguarding training session | GB  GB  HT |  |

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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.  No issues were raised. Governors approved the terms of reference.  10.2 Code of Conduct  Governors reviewed and approved the Code of Conduct. A copy was signed by the Chair of Governors.  10.3 Instrument of Government  The Instrument of Government was circulated for information. No changes are required.  10.4 Schedule of Meetings for 2022-23  The schedule of meetings was circulated for information. It was noted that the Governor afternoons will take place on the 9th November 2022 and the 17th May 2023.  10.5 Annual declaration of pecuniary interest form  Governors completed the annual declaration of pecuniary interest form.  10.6 Annual confirmation of eligibility form  Governors completed the annual declaration of eligibility form.  10.5 Skills Audit form  Governors completed the annual skills audit.  10.6 Committees memberships  The Committee memberships were approved as follows:  *Resources Committee*  Thomas Johnson (elected as Chair)  Oliver Gibson  Neil Todd  Sami Khan  Tim Whitworth  *Curriculum & Wellbeing Committee*  Lorna Cook (elected as Chair)  Catherine Alnuamaani  Laurence Moules  Duncan Wilson  Sarah Kilty  *Pay Committee*  Thomas Johnson  Catherine Alnuamaani  Neil Todd or Sami Khan – to be confirmed  10.7 Link governors  The following link governors were agreed:  SEND and Inclusion ­- Sarah Kilty  Pupil Premium - Lorna Cook  Safeguarding / Looked After Children - Catherine Alnuamaani  Maths, Science & Technology - Tim Whitworth and Thomas Johnson  Humanities - Duncan Wilson and Neil Todd  English and Languages - Lorna Cook and Oliver Gibson  Arts - Sami Khan  Health & Wellbeing - Catherine Alnuamaani  The HT will circulate the list of link governors.  10.8 Governor vacancies / Governing Body updates  As discussed under Item 1, following a resignation there is a Local Authority Governor vacancy. The HT agreed to contact a local Councillor, who may be interested in the position. The Chair agreed to contact Suzannah Reeves, to determine if she has any suggestions for a replacement.  To ensure the school meets the specification of the Instrument of Government, Tim Whitworth is appointed as a Co-opted Governor (previously a Parent Governor).  The school will arrange for flowers to be sent to Suzannah Reeves and Kirsty Baird to thank them for their years of commitment and dedication to the school and the Governing Board.  Following discussions, Sian Evans and Nicola Kennedy were appointed as Associate Governors. Their extensive expertise will be an asset to the board.  10.9 Governor visits  There are no Governor visits since the last meeting.  10.10 Governor training  Discussed under Item 8 of the agenda.  10.11 Get Information About Schools (GIAS)  Governors completed an information form. The SBM will lodge the information with GIAS.  Governor Hub  The school has signed up to use Governor Hub as their platform for governance. The SBM is in the process of arranging for all governors to have a school email address. Once completed, the SMB will advise the clerk of the email addresses, so these can be set up on Governor Hub. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D  D  D  D  D  D  D  D  D  D A  A  A | * Terms of reference approved * Code of conduct approved * Annual declaration of pecuniary interest form completed * Annual confirmation of eligibility form completed * Skills audit form completed * Committee memberships agreed * Tim Whitworth appointed as Co-opted Governor * Sian Evans appointed as Associate Governor * Nicola Kennedy appointed as Associate Governor * Link governor roles agreed * Send flowers to Suzannah Reeves and Kirsty Baird * Circulate link governor roles * Advise clerk of governor’s school email addresses to allow set up on Governor Hub | GB  GB  GB  GB  GB  GB  GB  GB  GB  GB  SBM / HT  HT  SBM |  |

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| **12** | **Headteacher’s Performance Management Update** | | |
| The Headteacher’s Performance Management was discussed under Item 5. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **13** | **Any Other Business** | | |
| The SBM advised Governors that in respect of the new catering agreement, under the Transfer of Undertakings (Protection of Employment) regulations (TUPE), the school has a responsibility to protect the pensions of the staff that have moved over from the Manchester City Council contract.  In order to facilitate this, an Indemnity Agreement needs to be signed by Governors. The Chair of Governors and Thomas Johnson signed the agreement on behalf of the governors. The signing of the agreement was witnessed by the clerk. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 11th January 2022 at 5.00pm**  **(including training session)** |