

Governing Body Meeting Minutes

School: Cavendish Community Primary School

Quorum: 6 (met at this meeting)

Chair: Oliver Gibson

Clerk: Frances Bennett

Date of meeting: 28 June 2023

Venue: Cavendish Community Primary School

Attendance

| Name | Governor type | 'End of Term of Office' date | (P)resent / (A)bsent / (Ap)ologies |
|-----------------------|------------------|------------------------------|------------------------------------|
| Jo Taylor | Headteacher (HT) | N/A | P |
| Oliver Gibson (Chair) | Co-opted | 01/07/27 | P |
| Neil Todd | Co-opted | 10/01/27 | P |
| Laurence Moule | Staff | 12/09/24 | P |
| Lorna Cook | Co-opted | 21/09/25 | P |
| Nic Kennedy (SBM) | Associate | 20/09/26 | P |
| Duncan Wilson | Parent | 09/12/25 | P |
| Sian Evans (DHT) | Associate | 20/09/26 | P |
| Sarah Kilty | Parent | 09/12/25 | P |
| Sami Khan | Parent | 09/12/25 | P |
| | | | |
| Tim Whitworth | Parent | 09/12/25 | Ap |
| Thomas Johnson | Co-opted | 25/01/26 | Ap |
| Catherine Alnuamaani | Co-opted | 19/05/24 | Ap |

Others present

| Name | Role |
|-----------------|----------------------|
| Frances Bennett | Clerk, One Education |

Agenda Items

| 1 | Welcome and apologies | | |
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| The Chair welcomed everyone to the meeting. Apologies were received and accepted from Tom Johnson, Tim Whitworth and Catherine Alnuamaani. | | | |
| | Actions or decisions | Owner | Timescale |
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| 2 | Verbal declarations of interest | | |
|---|---------------------------------|--|--|
| 2.1 There were no declarations of interest expressed regarding any items on the agenda. | | | |
| 2.2 There were no changes to annual declarations to annual interests. | | | |

| | Actions or decisions | Owner | Timescale |
|--|-----------------------------|--------------|------------------|
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| 3 | Notification of confidential items or items for AOB | | |
|---|--|--------------|------------------|
| No notifications were received for this item. | | | |
| | Actions or decisions | Owner | Timescale |
| | | | |

| 4 | Minutes of last meeting (29.3.23) & matters arising | | |
|---|---|--|------------------|
| <p>The minutes of the last meeting were approved as an accurate record of the meeting. A copy of the minutes was signed, electronically, on GovernorHub.</p> <p><u>Matters arising</u></p> <p>Page 2. Item 3 – If any governors are still to provide a portrait and pen profile for the school’s website, could they send to the HT as soon as possible.</p> <p>Page 2. Item 3 - Safeguarding training. All governors need to complete safeguarding training unless they have already completed this with another provider. A check will be carried out at the next meeting to ensure all governors have completed training. This will be the first agenda item.</p> <p>Page 8. Item 11. There is still an issue with a local authority (LA) governor vacancy. The LA do not have any available governors. The clerk advised that the governing body can recruit their own LA governor. They do not need to work for the LA. It can be a suitably qualified individual who could bring the appropriate skills to the governing body.</p> <p>Governors discussed a co-opted governor becoming an LA governor. They would need a level of independence from the school. They also discussed the need for an LA governor. The clerk advised that this is part of the regulations - section B1 of the Department for Education (DfE) statutory guidance of the constitution of governing bodies in maintained schools refers.</p> <p>The SBM stated she might know someone who could be interested in becoming an LA governor. He work for the LA and this will be on the agenda for the next meeting.</p> <p>The governing body are reviewing the reconstitution and this will on the agenda for the next meeting.</p> | | | |
| | Actions or decisions | Owner | Timescale |
| | <ul style="list-style-type: none"> • Minutes of the last meeting approved • Provide portrait and pen profile for the school’s website, if not already completed. • Complete Safeguarding training unless otherwise completed with another provider. • Safeguarding training update to be the first agenda item for the next meeting | <p>Governing Body</p> <p>Each governor</p> <p>Each governor</p> <p>Clerk/Chair</p> | |

| | | | |
|--|--|-------------|--|
| | <ul style="list-style-type: none"> • LA governor role to be on the agenda for the next meeting • Reconstitution to be an agenda item for the next meeting. | Clerk/Chair | |
| | | Clerk/Chair | |

| | |
|--|---------------------------|
| 5 | Governance matters |
| <p>The Chair introduced number of items for consideration.</p> | |
| <p><u>5.1 Chairs report</u></p> | |
| <p>The Chair produced an annual report that summarise work carried out by the governing body, this year, and the key challenges faced.</p> | |
| <p>There has been a big focus on curriculum and wellbeing and this has been monitored by the Curriculum and Wellbeing committee. They have reviewed quality assurance (QA) reports, attended staff meetings and had governors linked to specific areas.</p> | |
| <p>Governors have contributed to ensuring the changes to the early years foundation stage (EYFS) curriculum are successful. The Chair has visited this area twice during the year.</p> | |
| <p>Governors have ensured the financial position in the school is healthy. The SBM and staff have worked well to ensure the school is in a credit position at the end of the year. Governors closely monitor the budget throughout the year.</p> | |
| <p>Governors have been more involved in staff recruitment and attendance monitoring, this year. The Resource Committee approved a change to the HR provider.</p> | |
| <p>The school development plan (SDP) detail show governors have been involved.</p> | |
| <p><u>5.2 Governors terms of office ending</u></p> | |
| <p>The Chair's term of office ends on 1 July 2023. He stated he would be very willing to be re-appointed. The clerk asked if governors wanted the Chair to leave the meeting whilst a decision was made. Governors were satisfied for the Chair to remain and to hold an open ballot. Oliver Gibson was re-appointed as co-opted governor, unanimously for another four years.</p> | |
| <p><u>5.3 Governor vacancies.</u></p> | |
| <p>This was discussed in item 4 above.</p> | |
| <p><u>5.4 Governor training</u></p> | |
| <p>Governors were asked if they wanted any specific training for next year. The HT stated that she had attended training on audit and fraud and one governor or all governors need to complete this training. It was agreed to put this on the agenda for the first Resources Committee meeting in the Autumn term. It will be for 30 minutes.</p> | |
| <p>Other training could include preparing for an Ofsted inspection. The school is due to be inspected by May 2024.</p> | |
| <p><i>Q Is this on-line training?</i></p> | |
| <p>No. It is face to face. It would be preferable to undertake this early into the Autumn term. The HT and Chair agreed to review some dates and times for the training.</p> | |

Q. Could governors attend the training remotely?

Yes.

The HT stated that she needed to gather summary data for governor to use. Governors need to understand how an Ofsted inspection is carried out and the knowledge they need on the school.

5.5 Governor monitoring including SATs testing arrangements.

The only monitoring visit report was from a governors who attended the SATs on 9 May 2023. She produced a detailed checklist. Governors need to know that the school is following the correct procedures regarding the administration and arrangement for SATs. The governor checked these details and recorded them on a checklist. A governor should undertake this process every year to assure governors that the correct procedures are followed. The governor also commented that staff try to minimise pupils stress.

| | Actions or decisions | Owner | Timescale |
|--|---|----------------|------------------|
| | <ul style="list-style-type: none"> • Oliver Gibson re-appointed as co-opted governor | Governing Body | 4 years |
| | <ul style="list-style-type: none"> • Audit and fraud training to be an agenda item for the next Resources Committee meeting, for 30 minutes. | Clerk/HT | |
| | <ul style="list-style-type: none"> • Consider dates and times for Ofsted training | HT/Chair | Autumn term |

6 HT report

The HT presented her report and asked for feedback from governors on the format. The report contains a lot of detail from all areas of the school and all school leaders have provided some reports that have been encompassed into the HT report.

The Chair commented that he found the report useful as it provided details of areas of the school he was not involved in monitoring. The report depicts the life of the school.

Another governor commented positively that it was useful for all elements of the school to be covered in one report and how different areas fit together and overlap.

The report contains a lot of detail on special educational needs (SEN) actions. There are three SEN co-ordinators (SENCOs) in the school.

School context

This is three form entry school. There are 700 pupils on roll including Nursery and Reception. 29.1% of pupils are entitled to free school meals (FSM) and 32.8% are entitled to pupil premium (PP). 30.1% of pupils have English as an additional language (EAL). 101 pupils are on the SEN register.

Q. Are staff satisfied with completing their reports for the HT report?

It provides job satisfaction and provides a review of the all the work they are undertaking.

Q. Could the report include an evaluation?

The school's self evaluation form (SEF) provides a summary evaluation. The SDP contains the vision and strategy, the HT report contains the implementation and the SEF provides the evaluation. Some schools use the Ofsted framework criteria to produce their SDP, SEF and HT reports.

Governors commented positively on the HT report and how it links to the school's values.

The Chair stated that if the HT felt this was an appropriate format, then the governing body were satisfied. The HT stated she may ask to restrict the number of words for some reports provided by leaders.

It would be useful for governors to take the latest HT report to an Ofsted inspection.

Q. Have there been any external issues with relationships and health education (RHE)?

No. A minimal amount, last year, and no issues or complaints raised this year. RHE was already embedded into the school before it became mandatory.

Q. Is there any reason why Y1 and Y4 are male dominant? It is outside the normal distribution of genders.

This is not known. It does feel different when teaching in these classes that are male dominant.

Q. Could it be linked to the low birth rate or the pandemic?

This is not known.

SEN/Child Protection (CP)

99 pupils are on the SEN register with 28 pupils having educational health and care plans (EHCP) when the report was produced. It now has 31 pupils with EHCPs. This is very high for Cavendish. Numbers have increased and the school is now above the national average (NA). One pupil is a looked after child (LAC), seven pupils are adopted, previously been LAC, no pupils are on CP, one pupil is at child in need (CIN), one pupil is on early help and five pupils are young carers.

Q. Are these pupils still a cost to the school even though funding is received?

Yes. The higher rate funding attracts £10,000, per pupil and the school has to provide £6,000 of funding. However, it costs the school £20,000 for a TA2. The school has to balance the budget and not every pupil needs one to one care throughout the day.

The school is also taking two pupils with high level needs, into Reception, in September.

Funding will not cover the cost of a TA. The school receives funding that is to be used to meet their needs.

Pupil premium (PP) numbers are not consistent for each year group with Y4 having the highest percentage of PP pupils (46.1%). PP in Nursery and Reception is very low. This could change going forward.

Q. Why would this change?

Different cohorts and ever6 where pupils entitlement to PP remains in place for six years even if they have only been entitled to PP for one day.

The LA is still supporting meal vouchers in holiday times for PP pupils. This is encouraging parents to apply for PP as this is only way they can receive these vouchers.

Y1 pupils are automatically entitled to universal infant free school meals (UIFSM) and this deters parents from applying for PP funding They do not understand the full implications.

Attendance

Attendance is very good at 94.4% from the beginning of the year to the end of the Spring term This is higher than the same period, last year. The school has received an attendance award from the Fisher Family Trust (FFT) for being in the top 25% of primary schools for attendance.

Attendance is the responsibility of all staff and teachers are going to be asked to produce reports on attendance to raise their awareness.

Q. Has there been any noticeable outcomes to reducing swimming to one year instead of two years?

A small impact. A few pupils need to catch up to achieve the 25 metre swimming target. Until pupils have completed their swimming experience, it is not known whether a one or two year experience is better. The P.E. and Sport Premium Statement will be published on the website September.

Q. Are pupils spending less time swimming in lessons?

They spend 40 to 45 minutes in the pool.

Q. Is it more beneficial for Y4 rather than Y3 to have swimming lessons?

Yes. The results are very high for Y4. The P.E. and Sport Premium funding continues to be spent to help pupils who have been struggling, in the holidays.

The school is going to try to obtain the United Nations International Childrens Fund (UNICEF) gold award.

Pupils have been taking part in meditation, in Y2 and this has helped to calm them after lunchtime breaks.

38 out of 42 pupils attended school over Easter which was very positive.

Parent partnerships continue to be developed and the DHT is leading on this. A forum was held with parents and a number of suggestions were put forward. It was a very positive meeting and contained a good cross section of parents.

Governors noted that the number of parents attending coffee mornings have increased.

SEND

There are 101 pupils on the SEND register

54 pupils have communication and interactive needs. This can be a slight issue in the classroom. Some teaching and learning groups have been undertaken around Kagan strategies and further interventions are detailed in the HT report. The school has looked at appropriate vocal tools and retrieval skills for pupils. Teachers adapt teaching for these pupils.

Q. How can governors interrogate data on behaviour and compare to previous years?

The school has two years of data on the child protection on-line management system (CPOMS). Term on term data is very similar Pupils have to undertake reflection for more serious incidents.

The school uses Smoothwall as a firewall as staff receive alerts as soon as a pupil types an inappropriate word into their device. There are three different levels of alerts. Level three is concerning language, level two is stronger language and level one is where there could a threat to life or a serious incident. The alerts contain the individual's details and what they have searched for such as 'bomb'. This instance was linked to Pepper Pig. A pupil tried to search for the episode where Pepper Pig was linked to 'bomb, however, this raised an alert at level one and showed details of which device was used to search for this. The system works well within the school.

Q. Could pupils be searching to understand the meaning of some words?

Not necessarily. Pupils do not need to hit the enter key to create a search. The alerts are raised when they type a word.

If pupils log onto the system, at home, with a school email address, alerts will still be raised. There was an issue where a sibling had left the school but their email account was still active. The other sibling accessed this account. The school has taken action to resolve this going forward, by closing accounts at the end of August when pupils leave the school.

Q. If the school received an alert from a pupil accessing the internet at home, what action would be taken?

The school uses its moral compass to assess the risk. They would only become involved if there was a serious concern. Y5 and Y6 pupils have been informed that the school can access their accounts if they use their school email address. A lot of the searched are centred around curiosity.

Q. Is there potentially, an issue with pupils accessing the internet at night-time?

Pupils should not be accessing the internet at night-time. The school does not have responsibility or consent for occurrences at home. There have only a few incidents outside the school.

Q. Why have there been 18 discriminatory incidents recorded? This appear to be high.

There have been a few issues in Y6. This year, the school has encouraged pupils to explore diversity. They are learning about different religions and lesbian, gay, bisexual, transgender (LGBT) people. The school can filter the types of comments made and address these in assemblies.

Governors stated it would be useful to know the pupil numbers involved in the incidents.

| | Actions or decisions | Owner | Timescale |
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7 Curriculum and Wellbeing Committee minutes 17.55.23

The committee chair provided a brief overview of the meeting.

Governors visited the school, observed lessons in different classes and met with subject leaders. Governors provided feedback. The HT agreed to send detailed subject plans to link governors.

A couple of typing issues were raised with regard to the minutes. Reference to Johnson should read Gibson.

The action relating to R.E. is no longer needed as school visitor has completed this. One governor stated she needed to re-arrange a visit to the school.

Governors reviewed attendance and compared to the NA. They also reviewed Spring pupil data and noted that pupils are performing in line with expectations.

Writing is a big focus.

The school has only received a small amount of funding for catch up/tutoring programme and they need to contribute 75% of the costs, from September. Tuition has not been offered to Y6 pupils, therefore, it is not known if this will impact on the SATs results.

The reference to no pupils achieving greater depth (GD) in Y6 writing is incorrect.

All tests are standardised and there is a distribution curve applied every year. Writing is not a standardised test and no allowances are made. The LA stated that no pupils should be looking at GD in Manchester. However, some pupils, at Cavendish, have parents who are able to coach their children. They may achieve GD in writing.

Q. Does this mean the school cannot close the gaps between different pupil experiences of writing during the pandemic?

Yes. It is difficult.

Q. How did the school perform last year?

The school performed very well last year. It could be a different cohort, this year. Y2 and Y3 did not perform well, at home, during the pandemic. They have missed basic learning

Q. Would the Curriculum Committee review the SATS results?

Yes. The results will also be reviewed by all governors.

The HT agreed to send out the SATS results once they are published and they will be on the agenda for the first governing body meeting in the new academic year. The HT has revised the schedule of meetings for 2023-24 and a Curriculum Committee meeting will be held in July, after the SATs results have been published for 2024.

| | Actions or decisions | Owner | Timescale |
|--|---|--------------|------------------|
| | <ul style="list-style-type: none"> Send detailed subject plans to link governors | HT | |
| | <ul style="list-style-type: none"> Send SATS results for 2023, to governors | HT | |

8 Resources Committee Meeting (14.6.23)

In the absence of the committee chair, Oliver Gibson provided an update of the meeting. A number of items were approved which require ratification.

2022-23 budget closedown

| | | |
|---------------------------|----------------|---------|
| Total Income Revenue | £ 4,257,746.11 | |
| Total Expenditure | £ 4,438,013.29 | |
| In year Balance | £ 180,0267.18 | Deficit |
| B/f from 2021/22 | £ 247,445.00 | Surplus |
| Cumulative c/f to 2023/24 | £ 67,177.82 | Surplus |

In Year Capital:

| | | |
|---------------------------|-------------|---------|
| Total Income Capital | £ 35,772.97 | |
| Total Expenditure | £ 12,748.85 | |
| In Year Balance | £ 23,024.12 | Surplus |
| B/f from 2021/22 | £ 0.00 | |
| Cumulative c/f to 2023/24 | £ 23,024.12 | Surplus |

Year-end cumulative balances carried forward to 2023/24

| | | |
|--------------------------|-------------|---------|
| Revenue | £ 67,177.39 | |
| Capital | £ 23,024.12 | Surplus |
| Total Cumulative Balance | £ 90,201.51 | Surplus |

No issues were raised and the budget closedown was ratified.

Analysis of reserves

This was not required as the cumulative surplus was under 8%.

2023-24 budget.

| | | | |
|----------------------|----------------|---------|--|
| Total Income Revenue | £ 4,331,917.00 | | |
| Total Expenditure | £ 4,368,783.00 | | |
| In year Balance | £ 36,866.00 | Deficit | |
| | | | |
| B/f from 2022/23 | £ 67,177.00 | Surplus | |
| | £ 30,311.00 | Surplus | |

A 4% pay increase has been included for teachers following advice from the LA. The school hopes that this will be funded. Nursery numbers for September are increasing and this should be full for September. School meal costs have increased, however, they are still lower than a number of other schools. Increases are due to inflation.

Q. Has the quality of food been retained?

Yes. The uptake of school meals has been very good.

HR was discussed and the school is going to change provider for new cases.

No further issues were raised and the 2023-24 budget was ratified.

3 year budget projections.

| | 2023-24 | 2024-25 | 2025-26 |
|--------------------------------|------------------|------------------|------------------|
| Income Revenue | £ 4,331,917 | £ 4,319,363 | £ 4,307,593 |
| Revenue | £ 4,368,783 | £ 4,292,092 | £ 4,352,859 |
| Expenditure | | | |
| In Year Surplus / Deficit | £ 36,866 deficit | £ 27,271 surplus | £ 45,267 deficit |
| Surplus/Deficit brought Fwd | £ 67,177 surplus | £ 30,311 surplus | £ 57,582 surplus |
| Cumulative Surplus/Deficit c/f | £ 30,311 surplus | £ 57,582 surplus | £ 12,316 surplus |

No issues were raised and the 3 year projections were ratified.

Service Level Agreements (SLAs) List 2023-24

No issues were raised and the SLAs List was ratified.

Staffing Structure 2023-24

No issues were raised and the staffing structure was ratified.

Governors noted that the committee had approved the Leave of Absence Policy and Shared Parental Leave Policy.

The Leave of Absence Policy includes two paid half days leave which was appreciated by staff. This is for partners to attend ante-natal appointments.

| | Actions or decisions | Owner | Timescale |
|--|--|--|------------------|
| | <ul style="list-style-type: none"> • 2022-23 budget closedown ratified • 2023-24 budget ratified • 3 year budget projections ratified • SLAs List 2023-24 ratified • Staffing structure ratified. | Governing Body Governing Body Governing Body Governing Body Governing Body | |

| 9 | Finance update | | |
|--|-----------------------------|--------------|------------------|
| There is no further update to present at this meeting. | | | |
| | Actions or decisions | Owner | Timescale |
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| 10 | Policies for review | | |
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| <p>The HT presented the Nursery Admissions Policy for review and approval. One item has been inserted. There are no restrictions with the Nursery Admissions Policy. The school makes a loss on Nursery, however, it is investing in pupils for their future at the school.</p> <p><i>Q. Could the school ask if the pupil has siblings at other schools, in order to ascertain if the pupil will remain at Cavendish after Nursery?</i> The school would not want to ask this.</p> <p><i>Q. Does the policy need to clarify how long a session lasts?</i> Yes. This will be included.</p> <p>No further issues were raised and the policy was ratified subject to the change above.</p> | | | |
| | Actions or decisions | Owner | Timescale |
| | <ul style="list-style-type: none"> • Nursery Admissions Policy approved | Governing Body | |

| 11 | Schedule of meetings 2023-24 | | |
|---|-------------------------------------|--|--|
| <p>Governors reviewed the schedule of meetings for 2023-24. The HT advised that she had changed the dates of some meetings, The Resources Committee meeting, in June, is only one week ahead of the Governing Body meeting and the HT was concerned that minutes would not be available. The clerk advised that minutes are not needed for this meeting. The committee chair can provide a verbal update and the papers that require ratification will be issued to governors seven days ahead of the</p> | | | |

meeting. Committee minutes are not approved at Governing Body meetings. They are approved by the relevant committee.

Q. Could an Inset day be changed to accommodate meeting dates?

No. Staff have already received information and Wednesday is only day all staff are in the school.

Q. When will the Pay Committee meet?

Before the Resources Committee on 18th October.

The Curriculum Committee will meet on 10 July and all governors will be invited to this meeting. Other Curriculum Committee meetings are planned to be held when there is data to present to governors.

Q. Do governors receive reports at least six times per year?

Yes, at Resources Committee and Governing Body meetings.

No further issues were held and the schedule of meetings for 2023-24 was approved.

| | Actions or decisions | Owner | Timescale |
|--|---|----------------|------------------|
| | <ul style="list-style-type: none"> Schedule of meetings 2023-24 approved | Governing Body | |

12 AOB

There were no items of AOB.

The Chair thanked everyone for their attendance and input, this year.

The HT mentioned that the school had received applications for three teaching assistant (TA) vacancies.

| | Actions or decisions | Owner | Timescale |
|--|-----------------------------|--------------|------------------|
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| Date and time of next meeting: | Wednesday 20 September 2023 @ 5.30pm |
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