

Governing Body Meeting Minutes

School: Cavendish Community Primary School

Quorum: 6 (met at this meeting)

Chair: Oliver Gibson

Clerk: Jan Haslam

Date of meeting: Thursday 27 June 2024

Venue: Cavendish Community Primary School

Attendance

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	01/07/27	P
Ciaron Wilkinson	Co-opted	19/09/27	P
Nic Kennedy (SBM)	Associate	20/09/26	P
Duncan Wilson	Parent	09/12/25	P
Sarah Kilty	Parent	09/12/25	P
Lorna Cook	Co-opted	21/09/25	P
Sami Khan	Parent	09/12/25	P
Neil Todd	Co-opted	10/01/27	P
Laurence Moule	Staff	12/09/24	Ap
Tim Whitworth	Co-opted	09/12/25	A
Thomas Johnson	Co-opted	25/01/26	A

Others present

Name	Role
Jan Haslam	Clerk, One Education
*Sarah Hopkins	

Agenda Items

1	Welcome and apologies		
The Chair welcomed everyone to the meeting. Apologies were received and accepted from Laurence Moule.			
	Actions or decisions	Owner	Timescale

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		
There was a notification of items of AOB.			
	Actions or decisions	Owner	Timescale

4	Rights Respecting Schools (RSSA) report		
Sarah Hopkins presented the RSSA report which took place on 27 March 2024.			
The HT and Sarah Hopkins met with the RSSA assessor and she also spoke with 10 children from Years 1 to 6 and 6 adults from the school.			
The school re-achieved the Silver RSSA award and will be going for the Gold award in the autumn term.			
The Chair thanked Sarah for her hard work on the RSSA.			
	Actions or decisions	Owner	Timescale

* Sarah Hopkins left the meeting.

5	Minutes of last meeting (24.4.24) & matters arising		
The minutes of the last meeting were approved as an accurate record of the meeting. A copy of the minutes was signed, electronically by the Chair, on Governor Hub.			
<u>Matters arising</u>			
Page 2. Item 4 – The one-page Ofsted checklist was sent to the governors.			
Page 2. Item 4 – Duncan Wilson checked the school website compliance. This will be an item at the Curriculum and Wellbeing Committee meeting.			
Page 3. Item 4 – Ciaron Wilkinson will complete new governor training in September.			
Page 3. Item 5 – The Staff Governor election will take place in September.			
The Chair thanked Laurence Moule for all his hard work as Staff Governor during his time of office.			
Page 3. Item 5 – A number of governors came into the school to support during the SATs tests. They reported that they enjoyed the experience.			
<i>Q: How will the children find out their results?</i>			
The teachers tell the children individually as they want to know. The parents are also informed. The results are due to be received in the school on 5 July.			
Page 6. Item 6 – Sarah Hopkins presented the RSSA report. See Item 4.			

Page 8. Item 10 – Sarah Kilty looked into templates for the role of Looked After Children (LAC) governor and SEND governor. She was able to find one for the role of SEND Governor, which she will send to Sian Evans. The school does not have to have a LAC Governor but the Local Authority (LA) advise that schools do.

Page 8. Item 10 – The role of the Health and Safety Governor was discussed and it was decided that the role would be appointed in September.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the last meeting approved 	GB	
A	<ul style="list-style-type: none"> Appoint a Health and Safety Governor 	GB	18.9.24

6	Governance matters		
<p>6.1. Chair's report The Chair presented his report, which had been uploaded to Governor Hub prior to the meeting.</p> <p>As this is Neil Todd's final meeting, the Chair thanked him for his contribution to the Governing Body during his time in office. The Governing Body decided not to replace the Co-opted Governor role.</p> <p>The Chair went through five points to summarise the work done by the GB this academic year and invited the governors to e-mail him with any other actions. The HT suggested adding in the support given to the SLT and to other specific roles in the school, such as safeguarding.</p>			
<p>6.2 Governor terms of office ending The Staff Governor term of office is ending in September and a Staff Governor election will take place before the first meeting of the new academic year.</p>			
<p>6.3 Governor vacancies. There is a vacancy for a Local Authority (LA) Governor. The school has been approached by a prospective LA Governor, Jade Ellis, who is coming into the school next week to meet the HT and to look around the school. If this goes well, she will be invited to the first GB meeting in September.</p>			
<p>6.4 Governor appointments There have been no new governor appointments.</p>			
<p>6.5 Governor training See Item 5.</p>			
<p>6.6 Link Governor role – Health and Safety Governor. To be decided in September.</p>			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Not to replace Co-opted Governor role 	GB	
A	<ul style="list-style-type: none"> E-mail Chair with any further actions for his report 	GB	
A	<ul style="list-style-type: none"> Staff Governor election 	Staff	18.9.24

7	HT update
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The HT presented her update for summer 2024.

7.1 Final evaluation of the School Development Plan (SDP) 2024-24

This was uploaded onto Governor Hub prior to the meeting.

There is some data missing as it has not yet been finalised.

Priority 1 Brilliant Teaching & Learning: To raise attainment and progress in writing with a particular emphasis on disadvantaged learners.

Ofsted has reported that schools are rushing to teach complex skills in writing before the basic skills are embedded. The school is trying to address this and is now happier with the results in EYFS and KS1, although this may not affect the overall results yet.

The Pathways to Write scheme has been purchased and is being trialled in Year 5. The scheme will then be rolled out in the rest of the school in September.

Q: How does Pathways to Write work?

Teachers need to know all the steps to writing. The English Subject Leader tried to compile this but it was very challenging to sequence. Pathways to Write is scaffolded and the progression is there.

Q: How do you trial it in just one year group?

The school can see that it is progressive but trialled it in one class to see how it feels to teach it in the classroom.

Q: How will the lessons be different?

The HT talked about how the previous writing scheme worked and compared it to Pathways to Write, which is more prescriptive. The children learn better if they repeat the same learning style.

Q: What are the teachers understanding of what needs to happen?

The teachers understand that improvements need to be made in writing and that there will be changes.

Q: If the trial goes well, will the scheme be introduced into all year groups and will there be challenges with children being at different levels?

This is what happened with the maths curriculum. The children are at different levels so the scheme might not be able to taught exactly as prescribed at first.

Q: Does the school think that using the scheme will improve outcomes?

It is hoped so. The Year 6 outcomes will be low this year due to a number of factors. The outcomes will be lower than the previous year but the context is there. The school will analyse the results carefully, looking at specific children.

The Chair suggested that the school may look at the data for children who have been at the school since Reception.

Q: Is it still possible for the teachers to use Talk for Writing if needed?

Pathways to Write still has an oral focus, for example, drama, which are similar to Talk for Writing. Pathways to Write has had positive reports from other schools. The Literacy Consultant who is working with EYFS also recommended the scheme.

The school will have to wait for the data in order to see whether there has been a positive impact on Disadvantaged Children. Sometimes, the impact can be seen in different ways other

than data, for example, the children being able to be in the classroom and manage their emotions.

Q: Are there any updates on the new role of Behaviour and Wellbeing support?

Ciaron Wilkinson has helped to go through the applications with the HT and there are some positive applicants. The school are interviewing five people and are confident that they will be able to appoint someone.

Priority 2 Brilliant Leaders: For subject leaders to continue to develop middle leadership skills in order to drive curriculum development.

The governors have engaged with subject leaders and the HT suggested that, going forward, the children could also be involved in discussions. Subject leadership is one of the biggest areas of growth in the school and the subject leaders are enjoying their roles.

Priority 3: Brilliantly Healthy, Happy & Safe: To ensure children are engaged, happy and active during playtimes and lunchtimes so that they enjoy playing alongside their peers in an inclusive and fun environment.

A lot of work has been done at lunchtimes, including changes to staffing and the quality of staffing. All TAs now do a half an hour lunch duty and provision has improved. Lunchtimes are calmer and more equipment has been provided for the children.

Q: How did the TAs react to having to do a lunch duty?

At first, some of them were not happy but this has now embedded and they are happier as they leave school half an hour earlier at the end of the day.

Priority 4: Brilliant Together: To further embed Rights Respecting attitudes throughout the school in order to continue to improve children's learning and wellbeing and to create Brilliant Citizens.

See item 4.

Priority 5 Brilliant Learning Environment: To develop inclusive classroom environments to ensure children are well supported and inspired to learn, regardless of any barriers they may face.

Changes to the classroom environments have been made but this is on-going. The numbers of children with barriers have increased so this priority will continue to be a challenge.

Q: Will any of the priorities move forward onto next year's SDP?

Writing and Disadvantaged children will continue to be priorities.

The Chair emphasised that the governors need to know the SDP well.

7.2 Self Evaluation Form (SEF) overview 2023-24

This was uploaded onto Governor Hub prior to the meeting.

The SEF is very large so this document outlines the things the school are good at. The SEF will need updating with this year's evidence.

A governor commented that they like this format with the school context at the top. The HT will include the 80% stability figure in the context, as this will have an impact on results. The HT gave an example of how results can be affected by mobility.

Q: How does the school get newly arrived children up-to-speed in their learning?

The school uses structured phonics and other systems.

The governors appreciated the challenge of high mobility.

The SBM explained how the census affects the following year's budget.

A governor pointed out that it is important to celebrate the diverse nature of the school, for example, the Eid celebration event was very positive.

	Actions or decisions	Owner	Timescale

8 Resources Committee meeting 19.6.24

The Chair of the Resources Committee presented the minutes and the main points discussed at the meeting.

The SBM went through the highlights of her report from the meeting.

It was noted that staff attendance is currently the best it has ever been but that it still needs improvement.

The Chair of the Resources Committee thanked the SBM for her hard work.

The 2023-24 budget closedown was ratified by the GB.

The 2024-25 budget was ratified by the GB.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 2023-24 budget closedown ratified 	GB	
D	<ul style="list-style-type: none"> 2024-25 budget was ratified 	GB	

9 Policies

Nursery Admissions Policy

The HT went through the changes to the Nursery Admissions Policy as discussed at the Resources Committee meeting.

The Nursery Admissions Policy was approved by the GB.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Nursery Admissions Policy approved 	GB	

10 School Published Admissions Number (PAN)

The school has concerns about falling numbers. There are currently 67 children for Reception in September which is the lowest number the school has ever had. There are 66 for Nursery. The school has decided to have two and a half classes, consisting of 2 Reception classes and one class of mixed Nursery and Reception. This has been explained to the Reception parents at a meeting. In order to split the class, the school are looking more or less at the ages of the children, with a few children being considered in a different way. The older Nursery children will

be with the younger Reception children and the two curricula will be taught in the classroom. The most experienced teacher, who has worked in both Nursery and Reception, will take the mixed class, along with an experienced TA. The school is looking at the rooms but there are two distinct teaching spaces.

Q: How have the parents reacted?

There have been no complaints so far and the HT is confident that it will work.

The governors need to decide whether, going forwards, this is how Cavendish numbers will look or whether this year is an anomaly. The school needs to plan ahead for this. The HT stated that it would be preferable for the school to be 2 form entry rather than 2 and a half, as mixed age classes are challenging to teach, due to the curriculum being very specific to year groups. In addition, parents and teachers do not like mixed age classes. The evidence is that there will be a low birth rate for at least the next 3 years nationally. Therefore, the governors need to decide whether to reduce the PAN to 60 either for one year, and to see how the numbers go, or to set the PAN at 60 going forwards.

This was discussed at the Resources Committee meeting and a question was asked about staffing.

There are two members of staff on temporary contracts. In addition, there would likely be some natural wastage over the next few years. There may have to be redundancies and the structure of the SLT would need to be reviewed.

The positives for the school would be that there would be less mobility and the school would be able to use the spaces creatively.

Q: Is it an issue for staffing this year?

No.

Q: Are lower numbers a trend everywhere?

Yes, although some is due to this area.

If going to a PAN of 60 were approved, the 2024 intake would be over PAN. The other year groups from Year 1 to 6 will remain at 90.

This would mean that the 2024 intake would be over PAN going through the school, with classes of 33 and 34. However, if children leave the school, this would reduce and the places would not be filled.

Q: If there was a rise in birthrate, would the school be able to go back up to a PAN of 90?

The LA would have to agree.

The lowering of the PAN to 60 was approved by the GB.

Q: When will the next LA meeting be held?

Next week.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Lowering of PAN to 60 approved 	GB	

11	Schedule of meetings 2024-25
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The schedule of meetings for 2024-25 was approved by the GB.

All meetings will be start at 5.00 p.m. apart from the first Resources meeting, which will be at 5.30 p.m., following the Pay Committee meeting.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Schedule of meetings 2024-25 approved 	GB	

12 AOB

The Governors Morning will be held on Thursday 11th July.

The HT has updated the Governors Code of Conduct. There is one further amendment to make.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Governors Morning to be held on 11.7.24 	GB	

Date and time of next meeting:

Wednesday 18th September 2024 @ 5.00 p.m.