

Governing Body Meeting Minutes

School: Cavendish Community Primary School

Quorum: 6 (met at this meeting)

Chair: Oliver Gibson

Clerk: Jan Haslam

Date of meeting: 18 September 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
*Tim Whitworth	Co-opted	09/12/25	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
Jade Ellis	LA	17/9/28	P
Sian Evans (DHT)	Associate	20/09/26	Ap
Thomas Johnson	Co-opted	25/01/26	A

Others present

Name	Role
Jan Haslam	Clerk, One Education

Agenda Items

1	Welcome and apologies	Owner	Timescale
	<p>Oliver Gibson welcomed everyone to the meeting, particularly the new Local Authority (LA) Governor, Jade Ellis. Introductions were made.</p> <p>Laurence Moule, previous Staff Governor, thanked the governors for his time on the GB, stating that he had learnt a lot from his term of office.</p> <p>The governors thanked Laurence for his hard work and contribution to the GB.</p> <p>Apologies were received and accepted from Sian Evans.</p>		
	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

3	Notification of confidential items or items for AOB		
There were no notifications of confidential items. There was a notification of one item of AOB.			
	Actions or decisions	Owner	Timescale

4	Chair and Vice Chair elections		
The Clerk invited nominations for Chair and Vice Chair of the Governing Body. The governors agreed to hold an open election. <u>Chair Election</u> Oliver Gibson was nominated and elected as Chair, unopposed, for a period of one year. <u>Vice Chair Election</u> Lorna Cook was nominated and elected as Vice Chair, unopposed, for a period of one year.			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Oliver Gibson elected as Chair 	GB	One year
D	<ul style="list-style-type: none"> Lorna Cook elected as Vice Chair 	GB	One year

5	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
	<ul style="list-style-type: none"> Continuation of One Education Governing Body Clerk SLA approved 	GB	

6	Minutes of last meeting (27.6.24) & 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 7. Item 10. School Published Admissions Numbers (PAN) A governor asked whether there were any updates on this. The school has been informed by the LA that the GB does not have the authority to approve a change in PAN. The LA have said that they will not approve a change in PAN as there are still enough children to fill school places. Following a Manchester Teaching Schools Alliance (MTSA) SBM meeting, where all schools present reported low numbers, including those in the local area, the SBM has contacted the LA for numbers of children in the different areas of			

Manchester, as it is believed that numbers in south Manchester are lower than those in the centre and north. The MTSA has invited the LA admissions lead to the next meeting.

Q: What will happen next?

The school continues to discuss the issue with the LA in order to understand and clarify the reasons. In the meantime, if more children apply to the school, they have to be admitted, where there are spaces.

Q: Does this affect school funding?

The census takes place in October for the following year. Due to last year's census, the funding for this year is good. However, this year's census, with lower numbers, will adversely affect the budget for next year.

*(*Tim Whitworth entered the meeting)*

Q: Would it be possible to work with another school to distribute numbers?

No. This is controlled by the LA.

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. There is a limit of 30 children in KS1 classes but the school can apply to go over 30 in exceptional circumstances. If more children were to be admitted, there would be too many to apply for exceptional circumstances.

Q: Could there be a deficit budget next year due to numbers?

Yes, the LA would have to give permission to set a deficit budget, with a 5-year plan to get out of it.

Q: If the school were an academy, would the school have more powers to set their own numbers?

Any decisions would still have to be agreed with the Trust and the LA.

The HT will inform the governors of any updates.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the last meeting approved 	Governing Body	

7	Governance matters
	<p>7.1 Terms of Reference All governors were asked to confirm the terms of reference on Governor Hub. It was agreed that the committee structure would remain unchanged.</p> <p>7.2 Code of Conduct For confirmation on Governor Hub.</p> <p>7.3 Annual Declarations of Interest For completion on Governor Hub.</p>

7.4 Annual Confirmation of Eligibility

For confirmation on Governor Hub.

7.5 Declaration of having read and understood Keeping Children Safe in Education 2024.

For confirmation on Governor Hub.

7.6 Instrument of Government Review

No changes were made.

7.7 Committee memberships

The Committee memberships were approved by the Governing Body as follows:

Resources:

HT

Oliver Gibson

Sami Khan

Tom Johnson

Tim Whitworth

Ciaron Wilkinson

Jade Ellis to attend this term before deciding which committee to join.

Curriculum:

HT

Lorna Cook

Staff Governor when appointed

Duncan Wilson

Sarah Kilty

Jade Ellis to attend this term before deciding which committee to join.

Pay/HT Performance Management:

Oliver Gibson

Sami Khan

Ciaron Wilkinson

7.8 Consideration of memorandum of understanding

The school has been linked with another school in the LA.

7.9 Link Governor roles

The Governing Body agreed the link governor roles as follows:

Sarah Kilty - safeguarding and Prevent

Ciaron Wilkinson and Jade Ellis – SEND

Lorna Cook – pupil premium and attendance

Oliver Gibson – English and language

Tim Whitworth – maths and science

Sami Khan – music and art

Duncan Wilson – Humanities

Tom Johnson – computing and PE

Sami Khan agreed to be the new link governor for health and safety.

7.10 Governors terms of office ending

There are no governor terms of office ending in this academic year. Lorna Cook's term of office ends on 21/09/25.

7.11 Governor vacancies.

There is a vacancy for a Staff Governor. This role will be advertised in school this week

7.12 Governor appointments

Jade Ellis was appointed as LA Governor.

7.13 Governor training

Ciaron Wilkinson and Jade Ellis will complete new governor training.

Governors were encouraged to use the One Education training, particularly linked to their link governor role/s.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Confirm Terms of Reference on Governor Hub 	All GB	End of Oct
A	<ul style="list-style-type: none"> Confirm Code of Conduct on Governor Hub 	All GB	End of Oct
A	<ul style="list-style-type: none"> Complete Annual Declaration of Interest on Governor Hub 	All GB	End of Oct
A	<ul style="list-style-type: none"> Complete Annual Confirmation of Eligibility on Governor Hub 	All GB	End of Oct
A	<ul style="list-style-type: none"> Keeping Children Safe in Education 2024 read and confirm on Governor Hub 	All GB	End of Oct
	<ul style="list-style-type: none"> Instrument of Government Review 		
D	<ul style="list-style-type: none"> Committee memberships approved 	GB	
D	<ul style="list-style-type: none"> Link governors agreed 	GB	
D	<ul style="list-style-type: none"> LA Governor appointed 	GB	

8 | **HT report**

The HT invited questions from her report which was shared prior to the meeting on Governor Hub.

This report is from the summer term 2024.

The Chair thanked the HT and staff for their contribution to the report.

School context

Staffing

A number of members of staff have left the school and started at the school.

Continuing the strategic decision to appoint more permanent teaching assistants rather than using agency staff, the school has appointed four permanent TA2 positions.

Miss Childs has been appointed as the Behaviour & Wellbeing Mentor.

Q: How is the Behaviour and Wellbeing mentor role working?

It is going very well. She is giving a lot of support in Year 4 in particular.

A governor commented that she is very visible outside school which is positive.

Pupil numbers

There were 683 pupils on roll.

FSM: 203 children were entitled to free school meals (FSM), equating to 31.4% of the school population. 36.1% were eligible for pupil premium funding from YR to Y6 – this falls into the 'medium' band.

EAL: 38 languages were spoken besides English. 30.6% of pupils did not have English as their first language.

SEN: 118 children were on the SEN register, of whom 37 had EHCPs.

CP: The school did not have any LAC children, 7 were adopted from LAC and 2 were looked after under a Special Guardianship Order. One child was at Child Protection, 1 child at Child in Need and 19 children were identified as young carers.

Mobility: The school welcomed 15 new children during the Summer Term (6 asylum seeker children).

14 children left the school in the Summer Term (6 asylum seeker children).

Pupil Attainment

Analysis of Year 6 SATs 2024

86 children took SATs this year. There were 87 children registered. Three children were disapplied as they were working below the level of the tests. All these children have an EHCP and two are moving onto a specialist provision for their high school. One child was booked on to a two-week family holiday during SATs week.

	Expected level or above (EXP+)
Grammar, Punctuation and Spelling (GPS)	70%
Reading	63%
Writing	59%
Maths	67%
RWM Combined	52%

The Year 6 results are lower than the previous year. The cohort was a complex one due to three main issues:

Attendance – A number of children had low attendance which affected their learning and attainment. Five children had attendance of lower than 80% and there were several children whose attendance was between 80 and 90%.

SEND - This year, there were 8 children with an EHCP. 1 child was working at an expected standard in 3 out of 4 areas. 1 child was working at an expected standard in 2 out of 4 areas. 1 child was working at an expected standard in 1 out of 4 areas. 5 out of 8 children were working below the standard in all areas.

Behaviour- Some children had significant behavioural challenges. This impacted on their own, and to a certain extent, others', learning.

The HT calculated the data taking these children out and the results were at the national average. With these children included, the results are below the national average.

The results were discussed in detail at the Curriculum Committee meeting on 10.7.24.

The children in Year 6 made more progress than the previous year's cohort but attainment was lower.

A governor noted that, when they came in to help as a reader during SATs, a number of children were finding the tests challenging.

The validated results will be available in November and governors will be sent this.

There is a robust plan of action in place. The school has introduced a new writing scheme, Pathways to Write, which will make the writing curriculum more vigorous. The Year 6 writing was externally moderated in the summer term and the moderator was complimentary about the progress made by the children.

The Chair commented, since that the writing results are lower than the maths and reading results and that this has been the case since pre-pandemic, it could be possible that the teachers at Cavendish are being more rigorous when assessing writing than other schools.

The HT responded that moderation of Year 6 writing takes place every 4 years and that Manchester moderation is rigorous.

The Chair commented that the writing results went down by 1% which was less than the other areas, for example, reading, which went down by 10%.

The HT stated that, in addition to the other factors listed above, the school did not receive any additional tuition funding as in previous years.

The current Year 6 are of a higher ability overall. There are 6 children with EHCPs in this cohort but all are at a lower level of funding than the previous cohort.

The national average for children with EHCPs in a school is 4.3% and for Cavendish it is 5.5%.

Attendance

Summer term attendance, including Nursery and Reception <5 years old, was 94.8%.

Summer term attendance, not including Nursery and Reception < 5 years old was 95.3%.

This is a good figure and is higher than the Manchester average.

Q: What steps does the school takes to support children with emotional based school non-attendance and what is the role of office staff and the new welfare lead?

Attendance is a strength of the school. The DHT and Diane Berisford, Attendance & Admissions Lead do a lot to support these children. The HT talked through some examples of this support, including liaison with parents, and gave an example of how the school worked with a specific child in this category.

The rules around attendance have changed and the school has informed all the parents of the changes. The HT went through the changes with the GB.

Q: Do some parents say that their child is ill when they are actually on holiday?

Yes, some do.

Some parents do not inform the school when their child is ill so the school phones them.

Schools are informing the parents of children who are at risk of going above the 10 sessions of unauthorised absence.

Q: How many families does this include?

Quite a number.

If a child goes above this threshold, the school has to put together a case to send to the LA, which takes a lot of time. It is the LA that issues the fine.

Behaviour

The Chair asked for an explanation regarding the increase in the use of discriminatory language in the summer term.

These incidents involved two specific children who were both name calling each other.

The governors were impressed with how the DHT dealt with this issue in a restorative manner.

Q: Do red cards still exist in the Behaviour Policy?

The behaviour strategy has evolved and there is now no use of the green, amber and red card system. The school's approach is one of public praise and private reprimand. The language used has changed to stop and think and a reminder followed by the completion of a reflection sheet, which has been adapted for each year group who use them.

	Actions or decisions	Owner	Timescale

9	Curriculum and Wellbeing Committee (10.7.24)		
	The Chair of the Curriculum and Wellbeing Committee went through the main points from the minutes of the meeting held on 10.7.24. Many of these points have been covered in today's meeting.		
	Actions or decisions	Owner	Timescale

10	Finance update		
	The SBM presented the Finance update as follows:		
	The school currently has a surplus of £80,000 due to the census numbers from last year.		
	Nursery numbers are low which affects the budget.		
	The teachers pay increase was budgeted at 4% but the government have awarded a pay increase of 5.5%. 2.5% of this will be government funded.		
	The support staff pay increase has not yet been agreed. The school has budgeted 4% for this but it may not be as high as this.		

The HT Pay and Performance Management Committee will meet with the new Quality Assurance (QA) Professional, Sam Ford, on Wednesday 16th October at 4.00 p.m., followed by the HT Pay and Performance Management Committee meeting at 5.00 p.m.

	Actions or decisions	Owner	Timescale

11 | Scheme of Financial Delegation

The Scheme of Delegation will be discussed at the Finance Committee meeting on 16 October.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Discuss Scheme of Financial Delegation 	Finance Committee	16.10.23

12 | 2023-24 Pupil Premium Statement

This is a 3-year plan which the HT has updated, including an analysis of data alongside a commentary for Pupil Premium children.

Q: Will Ofsted take the commentary into account?

They may take it into account as long as it supports other judgments made about the school.

The 2023-24 Pupil Premium Statement was approved by the GB.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> 2023-24 Pupil Premium Statement approved 	Governing Body	

13 | 2023-24 P.E and Sports Grant Statement

The HT presented the PE and Sports Grant Statement.

A governor commented on the positive results in swimming.

The 2023-24 PE and Sports Grant Statement was approved by the Governing Body.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 2023-24 PE and Sports Grant Statement approved 	Governing Body	

14 | Policies

14.1 Behaviour Policy

The Behaviour Policy was discussed in item 8.

The Behaviour Policy was approved by the Governing Body.

14.2 Safeguarding and Child Protection Policy

The school has adopted the Manchester Policy which has been personalised to the school.

The Safeguarding and Child Protection Policy was approved by the Governing Body.

14.3 Complaints Policy

There has been one small amendment to this Policy.

The Complaints Policy was approved by the Governing Body.

14.4 Policy Review Schedule

The HT presented the Policy Review Schedule which was noted by the Governing Body.

The Attendance Policy will be presented at the Curriculum and Wellbeing Committee meeting on 20.11.24.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Behaviour Policy approved 	Governing Body	
D	<ul style="list-style-type: none"> Safeguarding and Child Protection Policy approved 	Governing Body	
D	<ul style="list-style-type: none"> Complaints Policy approved 	Governing Body	
A	<ul style="list-style-type: none"> Attendance Policy to be presented at the Curriculum and Wellbeing Committee meeting 	Curriculum and Wellbeing Committee	20.11.24

12 AOB

2025-26 School Calendar

The HT presented the proposed 2025-26 School Calendar including the inclusion of twilight sessions to replace the two INSET days in July.

The 2025-26 School Calendar and the INSET day arrangements were approved by the governing body.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 2025-26 School Calendar and INSET arrangements approved 	Governing Body	

Date and time of next meeting:

Wednesday 15 January @ 5.00pm