### 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 30 March 2022**

**Venue: Cavendish 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 |
| David Griffiths  | Associate (DHT) | 21/03/22 | P |
| Neil Todd  | Co-opted | 22/11/22 | P |
| Laurence Moule \* | Staff | 12/09/24 | P |
| Lorna Cook | Co-opted | 21/09/25 | 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 |
| Kirsty Baird  | Co-opted | 12/01/25 | P |
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| Catherine Alnuamaani | Co-opted | 19/05/24 | Ap |
| Suzannah Reeves | Local Authority | 01/07/23 | Ap |
| Tim Whitworth | Co-opted | 09/12/25 | Ap |
| Vino Bromfield  | Co-opted | 21/03/22 | Ap |

**Others present**

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| **Name** | **Role** |
| Joanne Douglas | Clerk, One Education |
| Nicola Kennedy \* | School Business Manager |

*\* Left the meeting after Item 8*

**Agenda Items**

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| **1** | **Welcome and apologies** |
| The Chair welcomed everyone to the meeting. Apologies were received and accepted from Catherine Alnuamaani, Tim Whitworth, Suzannah Reeves and Vino Bromfield. |
|  | 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.  |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **3** | **Minutes of last meeting (26.1.22) & matters arising** |
| The minutes of the last meeting held on 26.1.22 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 arisingPage 2 (Item 2) – the Declaration of Pecuniary Interest Form and Confirmation of Eligibility Form was circulated to new Governors for completion. The One Education training brochure was also circulated.Page 2 (Item 3) – The Safeguarding training link was circulated to all Governors. Page 2 (Item 3) – Keeping Children Safe in Education (KCSIE) was circulated to new Governors for information.Page 6 (Item 4) – An overview of the new Phonics programme was provided to the Curriculum & Wellbeing Committee at their meeting on the 2nd March. Details are included in the minutes circulated for information.Page 7 (Item 6) – The number of governor vacancies was confirmed. This will be discussed further under Item 7 of the agenda.Page 7 (Item 6) – The Terms of Reference was circulated for information, together with the Governing Body meeting dates.Page 8 (Item 9) – The training slides were circulated to Governors for information, together with a glossary of terms.Governors were reminded to provide school with a ‘pen profile’ for the school’s website. |
|  | Actions or decisions | **Owner** | **Timescale** |
| DA | * Minutes of the previous meeting approved
* Provide the school with a pen profile for the website
 | GBGovernors |  |

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| **4** | **Committee Meeting Updates** |
| The following documents were circulated to Governors in advance of the meeting for information:4.1 Resources Committee minutes dated 19.01.224.1.1 Proposed Period 9 budget4.1.2 Budget changes (Period 9)4.1.3 Cashflow report4.1.4 Schools Financial Value Standard (SFVS)4.2 Curriculum & Wellbeing Committee minutes dated 10.11.214.3 Curriculum & Wellbeing Committee minutes dated 02.03.22Resource Committee overviewThe Chair provided a verbal summary of the Resources Committee meeting.There have been some changes to the revenue budget to that reported and approved within the Period 6 monitoring report. The budget closedown from 2020/21 was higher than expected and the school has received more income than that originally budgeted. This has reduced the projected in year deficit and increased the projected surplus carry forward.

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| Income | £ 4,093,795 |  |
| Expenditure | £ 4,242,801 |  |
| In year surplus / deficit |  £ 149,006 | Deficit |
| B/F 2020/21 | £ 355,090 | Surplus |
| C/F 2021/22 | £ 206,084 | Surplus |

Overall, the school finances are healthy, although the carry forward needs to be monitored carefully to ensure this is below the 8% allowable balance threshold. It is likely to be between 6-7% at the year end.The 3-year forecast predicts a deficit in year 3; however, the SBM has been very cautious and it is very difficult to predict the budgets so far in advance. There are many unknowns but the SBM uses trends to set budget forecasts. The committee questioned the numbers in Reception (currently 72), as this is the lowest it has been for some time. This needs to be factored into the future, as the low cohort will have a financial impact for 7 years.*Q: Is this the same for other primary schools?*Yes. The birth rate for this year group is low nationally. Many schools have reduced from two form entry to one. Low numbers were seen in Nursery due to Covid but this has now risen to 89. The application data is being collated now for the 2022-23 intake.*Q: When will Reception numbers be known for 2022-23?*The school will be informed by the Local Authority (LA) after Easter. However, there is always movement between now and September. The signs are slightly better this year compared to this time last year.The committee discussed the cost on spend and this will be discussed further under Item 5 of the agenda.The SBM advised Governors that schools report to the LA on a quarterly basis: at Period 6; at Period 9; in December, and at year-end. The Governing Body should have sight of the financial position of the school six times per year.Governors ratified the Period 9 Budget Monitoring, Budget Changes, Cashflow and the SFVS.Curriculum & Wellbeing Committee overviewThe Chair of the Curriculum & Wellbeing Committee provided a verbal summary of the latest meeting.The committee reviewed the effect the pandemic has had on attainment and attendance. The importance of understanding the data and how this is presented was also discussed.The committee were given a presentation on the new Systematic Synthetic Phonics (SSP) programme by the Phonics Lead. The new programme has now been implemented.The DHT provided a safeguarding update, which was very useful. The Governors were assured that the safeguarding procedures are compliant and the reporting process is robust.The contents of the minutes from the committee meetings were noted. |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Period 9 Budget Monitoring, Budget Changes and Cashflow ratified | GB |  |

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| **5** | **Teaching Assistant (TA) Staffing Structure** |
| The HT and SBM presented proposals for a change in the TA staffing structure. The following points were highlighted in discussion.Currently, the school is spending £354,092 on supply staff through Tradewind supply agenda. It is felt that this is a lot of money that could be spent on contracted staff. *Q: How much of the budget is that?*Around 10% of the budget.The main agency spend areas are as follows:Teachers - £55,550TAs - £25,264TA one-to-one support for Education, Health & Care Plan (EHCP) students - £127,141.The school previously made the decision to utilise agency staff for one-to-one support rather than through temporary contracts. The use of agency staff has risen, and continues to grow, as a result of staff absence (excluding Covid) due to a number of underlying factors.*Q: How does this compare to last year?*This has more than doubled.*Q: Has the new Attendance Policy helped with staff absence?*This is difficult to say as the pandemic began at the time the new policy was introduced. Therefore, the impact of the new policy is unknown. There needs to be a significant cultural shift and that is likely to take a long time.*Q: Does the school have discretion to move away from the LA policy?* No. However, the Manchester City Council policy is very generous.*Q: Is there a specific reason for the sickness pattern?*There has been an increase in mental health issues.*Q: Has analysis of the data been undertaken?*Yes but it is difficult to drive change from analysis. There needs to be a cultural shift and the HT continues to promote this.*Q: Can a pattern be seen in certain staff?*There is a history of some staff having significantly long absences and therefore, other staff see this as being acceptable. It is very difficult to unpick.HR policies are in place to ensure all staff are dealt with fairly and consistently. The school is due to implement the Staff Absence Management (SAM) system which will raise awareness. All staff will have their own login to the system and will be able to view their own attendance. Also, staff will submit their leave of absence requests online. Other schools using the system have reported it has had a positive impact on staff attendance.ProposalsQuestions have been raised regarding ‘how good is a supply teacher’? It is believed that permanent staff understand the school, the children and the policies and therefore, it is more beneficial to use permanent school staff where possible.Initially, the decision was made to use supply staff for one-to-one support; however, this is now presenting issues as it is difficult to find the right staff and a high number of supply staff are not staying long term. This has an impact on the children who are most vulnerable and the most challenging.The current Key Stage 1 structure is:Year 1 – 3 Class Teachers, 2 Level 2 TAs and 1 Level 4 TAYear 2 – 3 Class Teachers, 3 Level 2 TAs and 1 Level 4 TAThe Level 4 TAs cover PPA and management time and provide cover on an ad-hoc basis. All Level 2 TAs cover one-to-one support for EHCP children and are all agency staff. The agency staff is not cost effective, as the funding does not cover the agency costs.*Q: Are the TA4s contracted?*Yes. Other ad-hoc cover is provided by Tradewind if the TA4’s are not available.*Q: How many TA4s are there currently?*Overall there are 5. One recently retired and the post was not filled.**Proposal A** (SBMs preferred option)Year 1 – 3 Class Teachers, 2 Level 3 TAs and 1 Level 4 TAYear 2 – 3 Class Teachers, 2 Level 3 TAs and 1 Level 4 TAThe Level 3 TAs can provide immediate short term cover for the class and the Level 4 TAs will still provide cover for PPA and management time for teachers.**Proposal B** (HTs preferred option)Year 1 – 3 Class Teachers, 3 Level 3 TAs Year 2 – 3 Class Teachers, 3 Level 3 TAs Across the Key Stage – 2 Level 4 TAs to continue to provide planned PPA and management time.*Q: What is the best option for the children on a normal day?*Proposal B, as this is less disruptive for the children.*Q: Will the TA3s be the first port of call for cover?*Yes.*Q: Has analysis of the EHCP provision been undertaken to ensure that the children’s needs can be met within this structure?*Yes. If required, TA2s could provide additional support. The SENDCO is in favour of the proposed structure. The school would be investing in their own staff, rather than paying money to Tradewind. The school would look to utilise existing staff to fill these roles for the remainder of this year. The revised structure will be to be trialed to prove it works before rolling out to other year groups.The SBM reiterated that it has to be one structure or the other (own staff or supply), as the school cannot afford to have both.*Q: Who would line manage the TAs?*In this structure, the teachers would line manage the TAs.*Q: Will the proposed structure be from September?*Yes.*Q: When would be a sensible timescale to review the new structure?*Ideally, this would need a whole year.Governors approved proposed TA staffing structure using Proposal B.A further proposal regarding upper key stage 2 was discussed briefly. Further work is required on the structure and this will be presented at a later date. |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | TA staffing structure proposal approved | GB |  |

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| **6** | **School Development Plan** |
| The School Development Plan (SDP) was circulated in advance of the meeting for information. The SDP has been reviewed by the Curriculum & Wellbeing Committee and now includes targets. The targets for 2021-22 (un-validated) are highlighted red. The targets for 2021-22 are aspirational.*Q: Does the school use Fischer Family Trust (FFT) to set targets?*The school does use FFT but not to set targets.Following discussion, it was agreed the school would consider two targets next year; FFT20 and FFT5.No further issues were raised for discussion and the SDP was noted. |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | * School to consider two targets next year – FFT20 and FFT5
 | HT |  |

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| **7** | **Governing Body Housekeeping** |
| The Chair raised a number of items for discussion.ReconstitutionA need to reconstitute the Governing Body has been identified. The Clerk will forward information to the school and this will be discussed in more detail at the next meeting.Link Governor roles and visitsThe new Governors have visited the school and undertaken a tour as part of their induction. All Governors were invited to attend the school’s award assemblies. They were asked to liaise with the HT if they wish to attend. Additionally, Governors were invited to attend the Governors’ afternoon on the 18th May. Governors will attend a staff meeting and meet with staff linked to a curriculum area. The following link governor areas were agreed:* Oliver Gibson – English
* Sami Khan – Arts
* Duncan Wilson – History
* Neil Todd – Humanities
* Kirsty Baird – Health & Wellbeing
* Catherine Alnuamaani – Safeguarding and Science & Technology
* Lorna Cook – Pupil Premium & Maths
* Sarah Kilty – Maths
* Thomas Johnson – Science & Technology

Kirsty Baird is due to visit school after Easter to meet with the SENDCO. She will report back to the Curriculum & Wellbeing Committee at their next meeting. |
|  | Actions or decisions | **Owner** | **Timescale** |
| AA | Forward information regarding reconstitution to the Head and Chair. Include as an agenda item at the next meeting* Report back to Curriculum & Wellbeing Committee following the SENDCO visit
 | ClerkKBaird |  |

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| **8** | **Policies for Review** |
| The following policy was circulated in advance of the meeting for review.Class Dojo PolicyThe policy is explicit regarding important messages/communication from school to parents.*Q: Should the timing be more explicit by including weekdays in term time?*Yes. This will be amended.*Q: The Dojo system relies on parents having access to a phone or other device, such as a laptop. What provisions are in place for those that do not have access to such devices?*The Department for Education did provide schools with devices at the start of the lockdown and therefore, the school has a supply that can be loaned out if required. The school was also provided with a supply of data for families if needed but there was not much take up. There is an expectation that all parents have an email address and the Class Dojo system is a more informal messaging system. There will always be some parents that will not engage with this system and prefer face to face communication. The school could consider carrying out a parental survey to determine levels of access to devices.*Q: Has this been shared with teachers? Also, is there a concern that this may create competitiveness between teachers?*Yes it has been shared. The policy is very explicit regarding expectations of teachers from parents. If anything, it lessens the pressure on teachers. The school consulted with parents when developing the policy.No further questions were raised. Governors approved the Class Dojo Policy.The Children with Health Needs who cannot attend School Policy will be reviewed at the next Governing Body meeting. |
|  | Actions or decisions | **Owner** | **Timescale** |
| DA | * Class Dojo Policy approved, subject to suggested amendment
* Children with Health Needs who cannot attend School Policy to be reviewed at the next GB meeting
 | GBGB |  |

*\* Nicola Kennedy and Lawrence Moule left the meeting*

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| **9** | **Confidential Item** |
| *A discussion was held of a confidential nature. This discussion is recorded in a confidential appendix and is not for release into the public domain.* |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **9** | **Any Other Business** |
| The HT advised Governors that the Deputy Headteacher, David Griffiths, is leaving as he has secured a Headship. Therefore, this is his last meeting as an Associate Governor.The position for Deputy Headteacher is currently being advertised for a September start. The deadline for applications is 20th April. The September start will mean that there will be a term without a DPT, as David is leaving at Easter. The decision has been made to spread the responsibilities between the Assistant Heads, who will be given extra management time and organised cover. The HT will become the Designated Safeguarding Lead (DSL) and is undergoing training after Easter. The Assistant Heads will be deputy DSLs. The SBM will take on responsibility for IT. Governors were assured that there is enough capacity within the school to take on additional duties if required in the short term. The school’s Senior Schools Quality Assurance (SSQA) has advised that they are available to support the recruitment process if required.If any Governors are available to help with the recruitment process, please let the HT know. The shortlisting will take place on the 24th April and the interviews and tasks will take place on the 28th and 29th April.*Q: What type of tasks will be undertaken?*There will be a range of skills tests, a presentation on data analysis and a task/activity with the children.The HT and Governors thanked the Deputy Headteacher for all his support and wished him every success in his new role.  |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 29th June 2022 at 5.30pm** |