### Governing Body Meeting Minutes

**School: Cavendish Community Primary School**

**Quorum: 7 (met at this meeting)**

**Chair: Oliver Gibson**

**Clerk: Joanne Douglas**

**Date of meeting: Wednesday 30th June 2021**

**Venue: via Zoom**

# 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) | 05/12/21 | P |
| Sarah Hamilton | Co-opted | 23/09/24 | P |
| Kirsty Baird | Co-opted | 12/01/25 | P |
| Mike Tate | Co-opted | 12/07/24 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
| Laurence Moule | Staff | 12/09/24 | P |
| Catherine Alnuamaani | Co-opted | 19/05/24 | P |
| Suzannah Reeves | Co-opted | 01/07/23 | P |
| Lorna Cook | Parent | 01/11/20 | P |
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| Chris Byrne | Co-opted | 23/09/21 | Ap |
| Vino Bromfield | Co-opted | 30/11/21 | Ap |
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| Helen Boanas | Parent | 22/01/22 | A |
| Garry Bridges | LA | 20/03/22 | A |

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy | School Business Manager (SBM) |
| Gary Ellison \* | Site Manager |
| Joanne Douglas | Clerk, One Education |

*\* Left the meeting after Item 5*

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the meeting. Apologies were received and accepted from Chris Byrne 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. | | | |
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| **3** | **Notification of confidential items or AoB items** | | |
| No items were raised for discussion. | | | |
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| **4** | **Minutes of last meeting (28.4.21) & matters arising** | | |
| The minutes of the last meeting held on 28.4.21 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  Item 4 (Page 2) – The clerk checked the Instrument of Government and liaised with the Chair.  Item 6 (Page 8) – Kirsty Baird was invited to the Resources Committee meeting as requested and has visited school this week to discuss SEND in general.  Item 7 (Page 10) – An away day for Governors was arranged for the 3rd July. Unfortunately, this was subsequently cancelled due to the rise in COVID cases. The Chair will meet with the HT before the end of the term to discuss governing body strategies going forward and the possibility of recruiting Parent Governors to the board.  Item 7 (Page 10) – The Relationships & Sex Education (RSE) scheme of works was circulated to Governors. The HT provided an update. Both PSHE (personal, social and health education) leads were on maternity leave; however, one has now returned. The HT and the PSHE lead have discussed the scheme of works and this will be updated and will be presented at the autumn term Governing Body meeting.  Item 10 (Page 11) – A designated governor for looked after children (LAC) has not yet been determined. The Chair asked governors to email him if they are interested in the position. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D A  A  A | Minutes of the last meeting approved, subject to the agreed amendments.  * Chair to meet with HT to discuss Governing Body strategies * Present updated RSE scheme of works at the autumn term GB meeting * Email the Chair with expressions of interest for designated governor for LAC | GB  HT / Chair  HT  GB |  |

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| **5** | **Playground and front elevation re-surfacing quotes** | | |
| With the excessive balance from the 2020-21 budget (see Item 10), the school has decided to resurface the playground to the Cavendish Building and the front elevation due to the quality of paving, which causes health and safety concerns. The Site Manager sought quotes for the works and the quotes were circulated in advance of the meeting for information and review.  The quotes, which have been agreed in principle by the Resources Committee, were noted as follows for consideration:-   |  |  | | --- | --- | | **Maple Leaf Designs Ltd** | **£** | | Main Playground | 60,595.61 | | Football Pitch (Annex Building) | 11,720.00 | | **Total** | **72,315.61** | | Front elevation of school (Cavendish Building) | 15,977.45 | | **Full Total** | **88,293.06** |  |  |  | | --- | --- | | **Playground Equipment Supplies (PGES)** | **£** | | Main Playground | 68,215.00 | | Football Pitch (Annex Building) | 12,195.00 | | **Total** | **80,410.00** | | Front elevation of school (Cavendish Building) | 16,845.00 | | **Full Total** | **97,255.00** |  |  |  | | --- | --- | | **Transform Designs** | **£** | | Main Playground | 65,643.15 | | Football Pitch (Annex Building) | 12,832.10 | | **Total** | **78,475.25** | | Front elevation of school (Cavendish Building) | 12,832.10 | | **Full Total** | **91,307.35** |   The Site Manager met with all 3 contractors on site. The SBM and Site Manager proposed that Maple Leaf Designs Ltd be instructed to carry out the works, as they have worked with them before and were impressed with their work. Their surveyor visited the site on 3 occasions to get an accurate perspective of the work required.  *Q: Is the timeframe of 2 weeks to complete the work achievable?*  Yes, depending on the weather. The Site Manager will manage the project.  The Governors considered the quotes and approved the instruction of Maple Leaf Designs Ltd to carry out the works to the playground and front elevation. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Maple Leaf Designs Ltd approved | **GB** |  |

*\* Gary Ellison left the meeting*

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| **6** | **School Development Plan (SDP)** | | |
| The School Development Plan was circulated in advance of the meeting for information. The plan was scrutinised in detail at the last Curriculum Committee Meeting.  *Q: What is the difference between the red items and the purple?*  The red items have not happened and the purple items are in progress.  There are a lot more red items than normal due to the pandemic. However, there has been a lot of progress over the last few weeks, particularly in relation to the curriculum as curriculum leaders have been released from other duties to develop and progress the curriculum.  Once practice reverts back to ‘normal’ further progress will be made, although the pandemic is still having an impact.  *Q: Will the outstanding items transfer to next year’s SDP?*  Not all of them but most. Other priorities will reveal themselves over time.  *Q: Do some of the items raised in the QA report link to the SDP?*  Yes. He is linked with OFSTED, who have high expectations regarding having a broad and high quality curriculum.  *Q: Was the QA report discussed at the Curriculum meeting?*  No, as the report came out after the meeting.  The HT believes that she needs to own the SDP less next year and delegate some actions to the senior leadership team.  *Q: As wellbeing is a priority for the whole school, are there any trained Mental Health First Aiders in school?*  Yes. The HT and one other member of staff are trained. The training is a substantial commitment and therefore, it was not appropriate to ask other staff members to undertake the training this year. If the training is offered again next year, additional members of staff will be offered the training.  *Q: As the open evening event for Reception is cancelled, what will school be doing instead?*  This will be a video as per last year.  *Q: Will Year 6 be having a leavers’ assembly?*  This is planned for the 19th July at the moment. It has been communicated to parents that this is the intention, although this may change due to circumstances outside of the school’s control. Staff are currently putting this together and the school will consider an alternative to an audience if needs be.  The contents of the School Development Plan was noted. | | | |
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| **7** | **Sports Premium Report** | | |
| The Cavendish Sports Premium Impact Report (revised May 2021) was circulated in advance of the meeting for information. The following points were raised or highlighted in discussion.  The report is a statutory document which is produced as evidence to show where the school intends to spend the sports premium funding. This year the school has not spent the full allocation of funding due to the pandemic and has been advised by the Local Authority that this can be carried over to next year.  As discussed at previous meetings, the school has invested in class bubble resources to ensure each bubble has their own equipment, together with a storage shed.  With regard to swimming, Year 6 has not been impacted by Covid based on the published results. Year 4 has continued with swimming this year.  Money has been spent on external coaching.    *Q: As well as the funding that will carry over to next year, will new funding for next year also be received?*  Yes. The school needs to consider the spend carefully, as this will not roll over for another year and must be spent by the 31st July 2022.  *Q: Would the school consider investing in a minibus?*  No. The plan is to use Little Sports Coaching (LSC) more and the school has access to their minibus. The school has a service level agreement (SLA) with the coaching service and can book the minibus free of charge. This will be monitored to ensure it is working effectively.  *Q: Do LSC provide the sports that the school wants to do?*  Yes, they are open to suggestions and work alongside the school’s PE Coordinator.  *Q: Is there a new PE subject leader? If so, is this a new member of staff of existing?*  Yes. This is an existing member of staff but a new role.  *Q: Why has the PE Lead not been replaced?*  The school has decided to continue with LSC as this is working well and the new PE subject leader is experienced and capable of managing this.  *Q: Is the SLA for a minimum number of hours?*  Yes. The coaches provide teaching, lunchtime sessions, after school sessions, interventions and will undertake CPD with teachers too.  *Q: What happens if one of the coaches is sub-standard?*  The LSC’s management are very good at monitoring their coaches across the service; however, if there were concerns raised, the individual would be monitored closely and would be replaced if required. The quality of coaches is consistent and all are well trained.  *Q: How does this work with the PE curriculum?*  The PE subject lead has overall control of the curriculum planning and works with LSC to deliver this. The PE subject leader will also evaluate and monitor the coaches.  *Q: Is it a worry that some teachers are not being provided with up-skilling opportunities in respect of PE?*  Teachers should have the opportunity to teach PE once per week. There will always be some subjects that the teachers do not teach due to planning, preparation and assessment (PPA) time.  *Q: Is there a scheme of work for PE?*  Yes. There is a scheme of work for every subject. Part of the PE lead’s role is to make sure that the coaches follow the scheme of work. | | | |
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| **8** | **Parent & Staff Responses to Changes to End & Start of Day & PE kits** | | |
| The responses to questions about staggered starts & PE kit days for both staff and parents was circulated in advance of the meeting for information.  With regard to the changes to the start and end of the day, there were some issues raised. In response to this, changes have been made and this has solved the issues. It is hoped that the new structure will ease congestion and provide additional time for parents with children in different key stages.  There are plans to increase the number of entrances to the site by opening up a new gate to the area outside the Year 6 classrooms. The SBM has obtained quotes for laying astro in this area, as the current ground surface could get muddy. Opening this area will provide additional accessibility and ensure there are less pinch points on the site.  *Q: There are safety concerns regarding younger children and parents accessing and congregating on the car park. Are there plans to change this?*  There are plans to have a gate installed to the MUGA pitch which will alleviate concerns, although this possibly will not be ready for September. Until then, parents must be informed that congregating in the car park is not appropriate.  *Q: Are there plans to reinstate the breakfast club?*  There are no plans to reintroduce this at the moment. It may be reinstated but this will need to be for the right reasons; it must be suitable for the children and the school.  With regard to the survey in respect of the PE kit suggestions, the responses were overwhelmingly in favour of children coming in to school in their PE kits on PE days. | | | |
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| **9** | **Summer Term Manchester Quality Assurance Adviser Report** | | |
| The summer term Quality Assurance (QA) adviser report was circulated in advance of the meeting for information. The visit took place on the 27th May 2021.  The QA Professional (QAP) would like all curriculum areas to be more advanced but did comment that most schools are currently in the same position.  Some subjects are meeting expectations, some require minor improvements and some need a complete overhaul. The investment of time of the curriculum over the next year is crucial, including robust processes to monitor and evaluate progress.  *Q: What is the rationale behind using science as a model?*  The QAP advised that the school should concentrate on getting two subjects well developed and then this can be used by other subject leaders as a model, which is a good idea but all subjects need to progress. Subject leaders have been advised to begin the journey this year to ensure that the basics of what needs to be taught are clear, which provides the beginnings of a curriculum intent. There is an expectation that training will have been undertaken in all subjects, but training has not been available over the last year. There will be significant changes and this will take time.  It is proposed that Governors will be linked to curriculum areas next year and connected to curriculum teams.  *Q: Will the QAP return to review progress?*  Yes. The QAP visited school during autumn, spring and summer term and this is likely to be the same next year. The QAP comes with a set agenda and usually sends questions through in advance of the visit.  *Q: Questions were raised regarding behaviour strategies. Is this hinting at having a new Behaviour Policy?*  The loft room stopped as a result of Covid restrictions and because that strategy was taken away, consideration is being given to whether this is still needed. The DHT is tasked with reviewing what strategies will be used going forward and staff views will be taken into account.  *Q: What strategies are currently in place for extreme behaviour?*  The card (red/yellow) policy is still in place and all incidents are recorded on CPOMS (Child Protection Online Monitoring System). There have still been incidents of internal exclusion, although this is far less than previous years. Staff have fed back that because the option of using the loft room is not there, they are working harder to address behaviour but they feel there needs to be a process in place to escalate persistent behaviour. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **10** | **Resources Committee meeting (16.6.21)** | | |
| Governors received and noted the Resources Committee meeting minutes, together with the following documents:   1. 2020/21 Budget Closedown (Period 12 Monitoring) – Year-end pack 2. Cash flow 2020-21 3. 2021/22 Revised budget   The Chair of Governors provided a verbal overview of the meeting. It was reported that the committee had approved the proposed budget for 2021-22 and approved the Period 12 (year-end closedown) budget monitoring, as follows:  Period 12 Closedown  An in year deficit of £79,126 was originally predicted. The final figure was a surplus of £240,301.29 and along with the balance brought forward of £114, 788.44, gives a total carry forward figure of £355,089.73.  The close down figure is an excessive balance and is over the 8% threshold that is allowed by the Government. The school must provide the local authority with evidence that the excessive balance will be spent on capital projects. The Resources Committee approved capital projects for reconfiguring the office space, additional room changes, the creation of additional intervention spaces, a larger library space and the playground resurfacing works.  The local authority has accepted the proposals and confirmed that they will not clawback any excessive balance.  *Q: Will the reconfiguring take place this year?*  The project managers, Lancaster Maloney, are confident they will be able to obtain 3 or 4 tenders for the projects but this will not be known until the 16th July. There will need to be an extraordinary meeting before the end of term to review and approve a tender. Manchester City Council have advised that the projects can be deferred until next year if needed if the projects cannot go ahead as a result of Covid.  2021-22 budget:  **£**  Income 3,898,384.00  Expenditure 4,146,739.00  In Year Deficit (248,354.00)  Balance B/Fwd 2020-21 355,090.00  Current Proposed Carry forward 2021-22 106,736.00  Cashflow  Governors ratified the Period 9 budget monitoring report. Governors approved the 2021-22 budget forecast.  Governors approved the cashflow forecast.  Governors were made aware that there are still building issues and concerns relating to the Rhodes building. The floors are still collapsing and there are still leaks appearing. Lang O’Rourke and carrying out repairs and Manchester City Council are in negotiations with them to extend the warranty from 10 years to 15 years.  *Q: Is this a common problem with new builds?*  Yes, the local authority has stopped using modular buildings and there have been so many problems. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D | Period 12 budget monitoring ratified | GB |  |
| D | 2021-22 budget forecast ratified | GB |  |
| D | Cashflow forecast ratified | GB |  |

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| **11** | **Curriculum Committee meeting (26.5.21) update** | | |
| Governors received and noted the Curriculum Committee meeting minutes. The Chair of the Committee provided a verbal summary of the headlines and the following points were raised in discussion.  The committee received a Covid risk assessment update, although guidelines are ever changing.  The format of parents’ evening was discussed in length and the feedback was that the majority of parents prefer this to take place face to face.  Assessment data was reviewed and the data revealed that pupil premium children are below expected standard. The impact of online learning was evident.  Catch-up plans have been developed, although upon the return to school in March, ensuring the mental health and wellbeing of the children was the main priority.  The school has bought into Play Therapy services for two days per week, due to the lack of capacity of CAMHS (Child and Adolescent Mental Health Service). Play Therapy provides a self-referral service and has suggested that they focus on a year group every few weeks. The school will hold an assembly to explain the service to the children and the children can then self-refer, which is a refreshing idea.  *Q: Is this in addition to a formal counsellor?*  Yes. Play Therapy will work with parents and families at home too.  *Q: Will they offer a drop-in service for parents?*  They offer a pro-active service and parents would receive a lot of support. They are open to suggestions and it is likely this would be something they would consider if asked.  The committee reviewed the School Development Plan, including areas of strength and areas for development. The areas for development will be included on next year’s plan. | | | |
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| **12** | **Policies for review and approval** | | |
| The following policies were circulated in advance of the meeting for review:   * Cavendish Fire Procedures * Attendance & Punctuality Policy * Nursery Admissions Policy * Children Missing from Education Policy * Policies Schedule 2020-2021   Cavendish Fire Procedures  This is a new document; however, the fire procedures are not new. A fire drill has now been completed and this went well.  The Cavendish Fire Procedures were noted.  Attendance & Punctuality Policy  There have been no changes apart from the timings of the school day, which need to be changed to take into account the changes to the start and finished times.  No issues were raised and the Governors approved the Attendance & Punctuality Policy subject to the changes discussed.  Nursery Admissions Policy  Again, there have been no changes apart from the admission deadline date, which needs to be amended. As the school would not turn any Nursery child away, the wording will be changed to ‘Applications are to be submitted ‘ideally’ by…’  No issues were raised and the Governors approved the Nursery Admissions Policy.  Children Missing from Education Policy  The policy outlines the procedures the school follows if a child is missing from education and how the school works with the local authority to track and safeguard these children. There is a new expectation that schools have a specific policy for this; however, the procedures were already in place.  No issues were raised and the Governors approved the Children Missing from Education Policy.  Policies schedule for 2020-21  The HT devised the policy schedule in order to track when policies are approved. This is colour coded and policies highlighted red are outstanding and still need approval.  The Health & Safety Policy will be reviewed by the HT in conjunction with the site staff and SBM and the revised policy will be presented to Governors in the autumn term.  The HT will produce a schedule for 2021-22.  *Q: With regard to statutory and non-statutory policies, it would be useful if it was clear in the schedule so Governors could clearly see which policies require review.*  This can be made clear in the schedule. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| D  D  D  D  D | * Cavendish Fire Procedures noted * Attendance & Punctuality Policy approved, subject to changes * Nursery Admissions Policy approved * Children Missing from Education Policy approved * Presented revised H&S Policy in the autumn term for approval | GB  GB  GB  GB  HT |  |

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| **13** | **Governing Body Housekeeping** | | |
| Governor review morning (3rd July  As discussed earlier, the review morning has been cancelled. The purpose of the session was to revisit the function of the Governing Body, to discuss the range of expertise and diversity.  The session will hopefully be rearranged for some point during the next academic year.  The possibility of having smaller agendas next year and incorporating governor training within the two hour meeting time. The HT would like to introduce governor afternoons, whereby governors stay for staff meetings and they have the opportunity to speak to subject leaders. This proposal was well received by governors.  The format of Governing Body meetings will be discussed further at the first Governing Body meeting in the autumn term.  Proposed meeting schedule for 2021-22  The proposed meeting schedule for 2021-22 was circulated in advance of the meeting for review. The first meeting on the 22nd September will address statutory governance housekeeping and informal discussions. The meeting dates for the rest of the year will be finalised at this meeting.  The timing of the meetings was raised and governors considered whether meetings should remain at 5pm or revert back to 6pm (pre-pandemic). The meetings originally changed to 5pm because a 6pm start was considered a long day for staff; however, some Governors struggle to attend at 5pm due to work commitments.  The consensus was that a sensible compromise would be that meetings will begin at 5.30pm and this was agreed. There is an option for committee meetings to begin at 5pm and some could take place remotely if needed. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
| A  D | * Discuss format of GB meetings in September and finalise meeting dates * Meetings to begin at 5.30pm | GB  GB |  |

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| **14** | **Any other business** | | |
| The SBM reminded governors to bring in the relevant ID required for the DBS (Disclosure and Barring Service) renewals into school as soon as possible. The governors due for a DBS renewal will have received a notification from the SBM.  The SBM agreed to re-circulate the information to the relevant governors.  The Chair thanked all staff and Governors for their support during the challenging year. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Complete DBS renewals if required | GB |  |

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| **Date and time of next meeting:** | **Wednesday 22nd September 2021 at 5.30pm** |