### Governing Body Meeting Minutes

**School: Cavendish Community Primary School**

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

**Chair: Oliver Gibson**

**Clerk: Frances Bennett**

**Date of meeting: 29 June 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 |
| 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 |
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| Kirsty Baird | Co-opted | 12/01/25 | Ap |
| Catherine Alnuamaani | Co-opted | 19/05/24 | Ap |
| Suzannah Reeves | Local Authority | 01/07/23 | Ap |
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| Tim Whitworth | Co-opted | 09/12/25 | A |

*\*joined the meeting later – see item 4*

**Others present**

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

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the last meeting of the academic year. Apologies were received and accepted from Catherine Alnuamaani, Kirsty Baird and Suzannah Reeves. Vino Bromfield and David Griffiths have now left the governing body. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **2** | **Declaration of interests** | | |
| There were no interests expressed regarding any items on the agenda. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **3** | **Minutes of last meeting (30.3.22) & matters arising** | | |
| The minutes of the last meeting held on 30.3.22 were approved as an accurate record of the meeting.  Matters arising  A further update to the teaching assistant (TA) structure will be provided under any other business (AOB). | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Minutes of the previous meeting approved | Governing Body |  |

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| **4** | **Committee Meeting Updates** | | |
| A number of documents were circulated to governors in advance of the meeting for information:  4.1 Resource Committee 15.6.22 overview  The Chair provided a summary of the Resources Committee meeting. A number of items were approved that require ratification.  4.1.1 2021-22 budget closedown.  Revenue   |  |  |  | | --- | --- | --- | | Income | £ 4,092,080 |  | | Expenditure | £ 4,199,725 |  | | In year | £ 107,645 | deficit | | B/F 2020/21 | £ 355,090 | surplus | | C/F 2021/22 | £ 247,455 | surplus |   No issues were raised and the budget closedown was ratified  4.1.2 2022-23 budget  Revenue   |  |  |  | | --- | --- | --- | | Income | £4,021,888 |  | | Expenditure | £4,178,087 |  | | In year | £ 156,200 | deficit | | B/F 2021/22 | £ 247,455 | surplus | | C/F 2022/23 | £ 91,245 | surplus |   The school has set a balanced budget. The surplus carried forward from last year is 7.8% which is less than the 8% clawback trigger. Financial management has been very good.  No issues were raised and the 2033-23 budget was ratified.  Three year budget.  This was reviewed by the committee. Energy costs are increasing by 300%. The budget will be closely monitored.  The school is forecasting a cumulative revenue surplus of £91245 for 2022-23, a cumulative revenue deficit of £29,596 for 2023-24 and a cumulative revenue deficit of £231,457 for 2024-25.  No issues were raised and the three year budget was approved.  Cashflow forecast  No issues were raised and the cashflow forecast was ratified.  Changes to Nursery provision  There will be two classes in Nursery from September. The school is changing its planned admission numbers (PAN) to reflect the lower number of pupils. The lower number of pupils could be because the birth rate is lower or changes in parents work patterns. This model ensures that the provision is financially viable.  *Q. Has the tender been competed for school meals?*  Yes. The cook was not involved, however a governor was involved and she attended two tender presentations. The school has chosen a new provider after being with the previous provider for 14 years. The school council were also involved in the bids and tasted food and used charts to record findings. They also asked a number of questions and articulated very well in feedback sessions. It was very positive to involve the school council.  *Q. What are the cost implications?*  The meals are slightly more expensive, however, all the providers offered money back options of approximately £9,000 per year. School meal costs will increase from £2.20 to £2.30. Other schools in the cluster are charging £2.34 to £2.50 per meal.  *Q. Are then any staffing implications?*  Staff will by TUPE’d across and there will be pay increases for the staff to bring them in line with other providers. Contracts will be changed for staff that were working regular overtime. The hours will be included into contracts.  *Q. Who is the new provider?*  Aspens. They are coming into the school next week.  Governors asked if they could sample the food at the next meeting. They are also going prepare food for staff on organised days.  Aspens use a different back office system that the school will need to adapt to.  This is a three year contract with a one year extension option.  Governors will need to approve the new supplier and the HT agreed to email out the bids for approval, to governors. Aspens was recommended for the quality of food.  Attendance  The school has a new portal for staff attendance which will provide more transparency.  Curriculum & Wellbeing Committee 18..5.22 overview  The Chair of the Curriculum & Wellbeing Committee provided a summary of the latest meeting.  All governors were tasked with reading part 1 and part 2 of Keeping Children Safe in Education (KCSIE) 2021. A new version will be issued in September 2022. The clerk agreed to send the changes summary to the HT and Chair.  Any governor who has not sent a pen profile and portrait was asked to complete this.  Governors fed back on pupil progress with subject leaders in the meeting held in the afternoon. They covered Art. Music, Humanities, DT, Science, computing, personal health and social education (PHSE), mathematics and English. They noted that some subjects had developed more fully than others. Spring progress data was reviewed and governors found this to be useful.  SATS results are due at the end of the academic year and these will be on the agenda for the next governing body meeting in September.  *Q. Are these the first results for three years?*  Yes.  *Q. Are the results published?*  There will not be any league tables, although the school can put the results on the website.  The quality assurance (QA) report was also reviewed. This covered PHSE and religious education (R.E.)  *\*Sami Khan joined the meeting.*  The HT advised governors that the QA professional visits the school three times per year.  *Q. Does the school choose the topics to be reviewed?*  No. The LA choose.  *Q. Are Y2 SATS externally marked?*  The school marks the papers and submits them for checking.  The contents of the minutes from the committee meetings were noted. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | 2021-22 budget closedown ratified  * 2022-23 budget ratified * 3 year budget approved * Cashflow forecast ratified * Email school meal quotes to governors for email approval * Send KCSIE changes 2022 to the HT and Chair * Complete pen profile and portrait and send to HT * SATs results to be on the agenda for the Autumn term | Governing Body  Governing Body  Governing Body  Governing Body  HT  Clerk  Each governor  Clerk/HT | 21 Sept 22 |

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| **5** | **HT report** | | |
| The HT presented her report which had been issued ahead of meeting. The following points were highlighted.  There is lot of detail in the report and a number of sporting activities and competitions noted. The school council and rights respecting group are being more active. The school is obtaining new recycling bins and litter picks have been organised.  The special educational needs co-ordinator (SENCo) has been busy. There are 97 pupils on the SEN register. 26 pupils have an educational health and care plan (EHCP).  There are high expectations from P.E. curriculum in line with other subjects.  *Q. How many SEN pupils are involved?*  This has been discussed with the P.E. lead and more provision is being put in place, which is financially viable. There is no analysis available, at the moment. EHCPs provide one to one support during the school day but not for extra provision. The school needs to analyse attendance at clubs.  *Q. Does the school council and rights respecting group include SEN pupils?*  Yes. The school council does include SEN representation. The council is elected by pupils.  Safeguarding  Two pupils are looked after children (LAC) one pupil is on child protection (CP) five pupils are on child in need (CIN), three are at early help and three pupils are carers.  Statutory school attendance to 6 May was 93.5%.  Behaviour  108 red cards have been issued, however, it is not known how many pupils this relates to. More analysis needs to be undertaken. Red cards are recorded on the child protection on-line management system (CPOMS).  Behaviour and safeguarding recorded on CPOMS is reviewed termly for each class. Support is put in place, where needed. One meeting is held to review behaviour, safeguarding and attendance together. Attendance is always a priority. Systems are being developed to make a difference to pupils. Information is being used in a meaningful way. This needs to be undertaken for P.E. and sports activities.  *Q. What information would the school have for P.E. and sports?*  Registers are taken in different ways. Currently, the school only facilitates club activities. Pupils in receipt of pupil premium (PP) are always provided with places on clubs. The school needs to review the strategy for P.E. and sports activities. It has been focusing on other priorities such as the curriculum.  *Q. Why is PP higher in Y3 and Y6? Does this impact on the year groups? Is more resource needed?*  In Y3, there is one class with 50% of PP pupils. An extra TA is supporting this class for two years, however, it is not known of this can be afforded, going forward. PP can be spent on whole school initiatives.  *Q. Are parents claiming PP?*  Yes. The school asks parents to complete an application form when their children start at the school. However, their situation can change over time.  PP does increase over time as it is valid for six years.  Governors commented favourably over the involvement of pupils in the school meals tender and the pupils having a voice through the rights respecting group.  The Chair thanked the HT for her report and the sharing of pupils experiences. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **6** | **Governing Body Housekeeping** | | |
| The Chair raised a number of items for discussion.  Governor visits  The governor afternoon was very successful where link governors met with leaders in the school. Lorna Cook attended the school meals tender process.  Duncan Wilson and Sami Khan took part in the interview process. Duncan is coming in for the history presentation, to staff, next week. Sarah Kilty has visited the school and noted how happy pupils were.  Home visits are made to parents before their child starts in Nursery which is positive.  Reconstitution  Governors had already identified a need to reconstitute its governing body. They need to decide on the ideal size for the governing body. Kirsty Baird is leaving at the end of the year and Vino Bromfield is not being replaced.  A governor stated that a parent had asked about diversity on the governing body. This has been raised previously and will be reconsidered, going forward.  Governors did not want to lose experienced governors and approved the following reconstitution:  1 X HT  1 X staff governor  1 X LA governor  3 X parent governors  6 X co-opted governors.  The total number of governors is 12.  The term of office will continue to be four years and the reconstitution will take effect from 1 September 2022.  The new deputy HT may be made an associate when they join the school.  The governing body may review the constitution again in the future.  Schedule of meetings 2022-23  This will be taken to the next meeting for approval. The governor afternoon days will be held on 9 November and 17 May. The Curriculum Committee meetings on these dates will start at 5pm.  The members of the Pay Committee and HT performance management (PM) were agreed to consist of Oliver Gibson, Thomas Johnson and Sami Khan. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Governing Body reconstitution approved * Schedule of meetings to be on the agenda for the next meeting | Governing Body  Clerk/HT | 21 Sept 22 |

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| **7** | **Summer term QA report** | | |
| The HT provided governors with a summary of the QA report. The date should read 17 June.  *Q. Has this been shared with staff?*  No.  A governor commented that the findings were similar to information that the HT had shared with governors.  There are actions for the school to undertake and the report will be shared with the LA. The QA professional will return for a follow up visit.  The EYFS team, to be put in place from September, are very positive. Some areas that had been perceived to be good practice, historically, will need to change.  *Q. Was the HT surprised by the findings?*  No.  It is very clear what the assistant HT will need to do. The initial visit, in the Autumn term, made the HT aware that changes were needed. She was not aware of the issues when she joined the school as a HT. There is also a new EYFS curriculum. Some new staff had experienced Ofsted in their previous school and pointed out the changes needed.  Another consultant confirmed the QA findings.  Pupils are well behaved, although they need more stimulation and encouragement in speech and language. They need to be more independent and challenged to solves problems and use their imagination.  *Q. Does the EYFS lead agree with is?*  Yes.  The school has a strong EYFS lead who is looking forward to the challenge. The school also has staff returning in September who are mainly, excited about the changes.  The EYFS lead was very clear on expectations when recruiting for a new teacher from September.  A parent governor mentioned that Reception parents are excited about the changes.  *Q. Does the HT feel that parents trust the new EYFS lead?*  Yes, She is very experienced and caring. She is expecting EYFS provision to be outstanding in two years.  *Q. Is this on next year’s school development plan (SDP)?*  Yes.  Governors stated it would be good to have a presentation from the new EYFS lead on what she perceives to be outstanding.  *Q. Will the practice be similar across Nursery and Reception?*  Yes.  *Q. What is the position on moving provision to different rooms?*  This was discounted. There has already been a lot of upheaval. Reception areas will be further improved over the Summer.  *Q. When will the QA professional return to the school?*  In the Autumn term.  *Q. What staffing will be in EYFS?* Two teachers in Nursery and TAs to support. Ratios are one adult to thirteen pupils. There will always be five members of staff on site, to cover 60 pupils.  In Reception there will be a teacher and a TA in each class. The EYFS lead is a Reception teacher, although she will spend some time in Nursery to help develop practice.  *Q. Are staff prepared for the changes and will this report be shared with them?*  It is not sure if the report will be shared. Some points may be shared with staff.  *Q. How will the end of term be managed for staff?*  They are all professionals and know how to behave. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
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| **8** | **P.E. and Sports premium statement 2021-22** | | |
| The HT presented the P.E. and Sports premium statement for review and approval. She needs to put this on the website.  This is the first time the P.E. lead had completed the report and it is a good report.  The school wants to improve lunchtime provision.  Governors were pleased at the achievements in swimming. The school won a swimming competition.  *Q. Have swimming costs increased?*  Yes. This is being closely monitored.  *Q. There is no gender split on the report. Should the school look at female engagement in sport?*  The school does not have the systems to monitor this. This will be monitored as discussed in item 5.  No further issues were raised and the statement was approved. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * P.E. and Sport premium statement 2021-22 approved | Governing Body |  |

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| **9** | **Policies for Review** | | |
| Governors reviewed the following policies:  9.1 Equality Policy  The policy has been updated to include Eid celebrations and a coffee morning. An inclusion learning walk was undertaken by the SENCo. Pupils will be included in the learning walk, next year. Monitoring on discriminatory behaviour and language has been carried out using CPOMS.  Governors will give equality a high priority, next year.  No issues were raised and the policy was approved.  9.2 Staff wellbeing policy  This is a reworked version of another document and has been reviewed with the wellbeing lead and some other staff.  No issues were raised and the policy was approved.  9.3 Nursery Admissions  Item 5.1 needs to change to 60 places.  No further issues were raises and the policy was approved subject to the change above. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Equality Policy approved * Staff wellbeing policy approved * Nursery admission policy approved | Governing Body  Governing Body  Governing Body |  |

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| **9** | **AOB** | | |
| The HT presented the updated SDP for 2021-22 and the following points were raised.  Priority One – brilliant teaching & learning  An emphasis on writing was planned for September, however, the school had to change this to reading. Therefore this impacted on the progress in writing. The writing team know what needs to be undertaken and they have worked all year, reviewing strategies and linking with Beaver Road Primary School. The team have a clearer view of what they need to focus on. The impact will not be evidenced this year, although there should be more improvement going forward.  Priority Two – brilliant leaders  The HT is very satisfied at how the subject leaders are developing and inspiring other staff. They lead meetings and teams support each other.  *Q. Do they have their pay enhanced for this?*  No. All teachers have to lead a subject apart from new teachers. It is part of the teaching standards.  Priority Three – brilliantly happy, healthy, safety learners  This has developed very well and the school wants to make this more visual. The HT met with an artist, last week, to discuss how the aims and values can be shown visually.  Priority Four – brilliant together  Staff are working together and the school will have its own parliament.  Priority Five – brilliant learning environment  The learning environment can be improved. The new deputy HT will make this a project when they start in September. A play therapy room has been created and improvements have been made to the buildings.  Staffing  The HT appointed three teachers and some TAs to move away from using agency staff. There is one TA4 advertisement which closes next week.  *Q. Is there a system in place to support staff, next year?*  There will be a robust process in place.  One SENCo is resigning and the HT is proposing that the school moves from three SENCos to two SENCos with added responsibilities. The SENCos have already taken on more responsibilities by undertaking some whole school and bespoke training. When the new TAs start in September, they will need managing. The HT wants to offer the two SENCos a higher rate of pay and more responsibilities. They have capacity and are very effective in their time management. They would be on the management scale below the assistant HT grade. This is not a big increase in salary. They would move up a couple of points.  *Q. Is this comparable to other similar schools?*  Yes.  *Q. What is the alternative strategy*?  To have another SENCo with teaching and learning responsibilities (TLR). The deputy or assistant HT could be used, however, there is not enough time for them.  The SENCos have to take a qualification.  They have already undertaken some difficult work with parents, staff, outside agencies and carried out recruitment of TAs.  *Q. Will they join the senior leadership team (SLT)?*  They will alternate between meetings of the SLT.  *Q. Will they manage TAs?*  They will jointly manage with an assistant HT. Appraisal and career development will be SENCo responsibility.  *Q. Do the SENCos know about the proposal?*  They know about the proposal and that it has to be approved.  Governors stated that this will help with providing leadership for new TA.  *Q. Is this affordable?*  Yes. It will cost in the region of £5,000 to £6,000 per year.  No further issues were raised and the SENCO restructure was approved.  The Chair thanked governors for their support this year. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * SENCO restructure approved | Governing Body |  |

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| **Date and time of next meeting:** | **Wednesday 21 September 2022 at 5.30pm** |