

Governing Body Meeting Minutes

School: Cavendish Community Primary School

Quorum: 6 (met at this meeting)

Chair: Oliver Gibson

Clerk: Jan Haslam

Date of meeting: 20 September 2023

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
Neil Todd	Co-opted	10/01/27	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
Sian Evans (DHT)	Associate	20/09/26	P
**Sarah Kilty	Parent	09/12/25	P
Lorna Cook	Co-opted	21/09/25	Ap
Laurence Moule	Staff	12/09/24	Ap
Sami Khan	Parent	09/12/25	Ap
Thomas Johnson	Co-opted	25/01/26	Ap

Others present

Name	Role
Jan Haslam	Clerk, One Education

Agenda Items

1	Welcome and apologies		
The Clerk welcomed everyone to the meeting. Apologies were received and accepted from Tom Johnson, Lorna Cook, Sami Khan and 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

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

The Governing Body decided to take the agenda points in the following order:

4	HT report
<p>The HT presented her report and explained the new format of the report. The report is based on information from the summer term.</p> <p>A governor commented that the key information on the report is clearly presented. The HT has found this format to be useful.</p> <p><u>School context</u> A number of members of staff left the school at the end of the summer term and a number of members of staff joined or re-joined in September. Continuing the school's strategic decision to appoint more permanent teaching assistants (TAs), rather than using agency staff, the school has appointed a number of new TAs. An induction process for new staff is in place.</p> <p>The number of pupils on roll in summer 2023 from Nursery to Year 6 was 693. 210 children were entitled to free school meals, equating to 30.3% of the school population. 31.6% were eligible for Pupil Premium (PP) funding from YR to Y6 – this falls into the 'medium' band. 105 children were on the SEN register, of whom 32 had EHCPs. The school had 2 Looked After Children (LAC) children, there were no children on Child Protection (CP), 3 children were Child in Need (CiN) and 10 children were identified as young carers.</p> <p>From September 2023, there are lower pupil numbers in Nursery, Reception and Year 1.</p> <p><i>Q: Has this changed over recent years?</i> It is difficult to know due to changes with schools in the local area over the last few years. Some year groups are low birth rate years.</p> <p><i>Q: Would the school consider 2 form entry instead of 3 from next year?</i> The governors would have to agree to this and it would then need to be approved by the Local Authority (LA) to change the Published Admission Number (PAN). This could be something for the governors to track over time.</p> <p><u>Attendance</u> From 5 September 2022 to 21 July 2023, Whole School Attendance excluding Nursery and Reception was 95.2%. The whole school target of 96% was almost reached. This is slightly higher than for the same period the previous year, which was 93.4%. Including Nursery and</p>	

Reception this figure was 94.5%, again slightly higher than for the same period the previous year, which was 93.1%. The gap for PP children was significantly closed with just a 1% difference to non PP.

The 6 children with less than 80% attendance received a half termly call from the Designated Safeguarding Lead (DSL) and were offered Early Help support or in school support. 1 family were given attendance improvement targets and this was tracked and monitored weekly by the DSL due to the child's attendance being of great concern at less than 60%.

Quality of Education

The HT presented the Assistant Headteachers (AHT) review of Quality of Education by phase. This includes a commentary and next steps for this academic year. The main points are as follows:

Pupil Attainment

Reception end of summer term data

67% of children achieved the Good Level of Development (GLD) in 2023. This is just above the average of 64% achieved nationally in 2022 and above the 53% GLD achieved across the City of Manchester at the same time. It is also significantly above the 49% achieved at school level last year.

Less than half of children eligible for free school meals, at 31%, had a good level of development although this is up from 20% the previous year.

Q: The EYFS data has shown a large improvement from last year. Is this due to the changes made in EYFS over the last year?

This is partly due to the changes made. The EYFS lead would like to sustain and further improve on these results.

Q: Does good EYFS data put pressure to achieve highly as the children go through the school?

Year 6 in all schools are still under pressure to achieve.

**Tim Whitworth entered the meeting.*

KS1 end of summer term data

In Year 1, the phonics data is up by 10%, at 73 %.

Year 2 end of summer term data

	Expected level or above (EXP+)
Reading	63%
Writing	49%
Maths	66%
RWM Combined	47%

LKS2 data

Y4 pupils completed the Year 4 multiplication tables check. Within the cohort, 4 pupils did not sit the test - 3 were working below expectation and 1 was absent during the testing window. Using a benchmark score of 20, as there is no pass mark, 49 of the 86 (57%) of the remaining pupils scored 20+; and 56 out of the 86 (65%) had a score of at least 18. The school will continue to promote the use of Times Table Rockstars to help the children to improve their speed, accuracy and recall of the associated facts as well as to improve on this year's results.

Year 6 end of summer term data

87 Year 6 children took the SATs this year. There were 88 children registered. One child was disapplied as they were working below the level of the tests. This child has an EHCP and is moving onto a specialist provision for their high school. 1 PP child missed two of the tests as he was on holiday. Of the 28 PP children, 4 missed their maths expected by 1 mark, and 1 missed greater depth by 1 mark. Another non-PP child missed 99 by 1 mark, 1 PP child & 2 non-PP children missed the GPS expected by 1 mark and 3 non-PP children missed the reading by 1 mark.

	Expected level or above (EXP+)
Grammar, Punctuation and Spelling (GPS)	74%
Reading	75%
Writing	60%
Maths	75%
RWM Combined	55%

The Year 6 results are lower than the previous year. This is partly due to budget restraints as the school did not have the same amount of money this year to use to support the children.

Q: What is the difference between last years and this year's results?

This year's results are approximately 10% lower than last years.

A governor commented that having more teachers on the higher pay scale will affect the budget.

There are positives in the Year 6 data, for example PP, Greater Depth and Maths data are good.

An official analysis of the results will be available in November on RAISEonline and governors will be sent this.

The main area for improvement is writing for a number of reasons. A lot of time has been spent over the last years on redesigning the curriculum so, now this is in the place, the school will be able to focus more on writing.

Q: Is the school more confident that the children who are in Year 6 this year will achieve higher than last year?

The results will improve over time as the focus will be on writing and other core subjects.

The Year 6 targets for 2023/24 will be an agenda item for the next meeting.

SEND

This major part of school life continues to have a high profile. The number of children with SEND is currently 108. There are currently 34 children with an EHCP. The school has a higher than national average number of children with EHCPs, with the greatest number being in Year 1 (now Year 2) and Year 5 (now Year 6). This has implications for provision and staffing. Two children in the current Year 6 class have significant needs but do not have an EHCP. This is a challenging situation.

Q: Are provisions for these children being met?

The HT feels confident that the children's needs are being met in Year 1. It has proved difficult to find TAs with a good knowledge and experience of SEND and the ones sent from the agency who do have a greater knowledge and experience, cost more. The school is currently using one of these agency TAs. The highest amount allocated for a child with an EHCP is £10,000 but it is costing the school £24,000. Therefore, the school is using a considerable amount of money topping up. Last year, the school spent £159,000 propping up the EHCP budget.

Q: Does the number of children identified as having SEND increase as they go up the school?
There is more identification of SEN as the children go up through the school.

A governor commented on the number of SEND children in Reception. Some of these children would previously have attended specialist provision but there are no places.

Q: Are there any proposals from Manchester City Council to increase the number of specialist places?

No. There have been discussions around decreasing the number of specialist places.

A governor commented that schools are expected to provide for children with SEND but are not given the budget to do so.

Q: Would the parents of the SEND children prefer them to be in mainstream or specialist education?

Parents have expressed a mixture of preference, including some who think their child's needs would be best met in specialist provision.

Q: Are there any links between mainstream and specialist schools?

Bridgelea school have an outreach service but they cannot meet the needs of all schools. Some specialist schools provide training to mainstream schools.

Behaviour and Safety

A governor commented that the Behaviour and Safety report tables were very clear and useful.

Personal Development

Q: In the Wellbeing report on page 10, the Child Protection Online Management System (CPOMS) data shows that over half of the incidents linked to mental wellbeing were from Year 3. Is there a specific reason for this?

The HT will ask the Wellbeing Lead. It could possibly be due to a small number of pupils of children in Year 3 or a difference in the teacher's reporting of incidents. There is no significant difference between the year groups.

Q: Is there a threshold when this is taken further?

The DHT carries out a vulnerable child review and puts actions into place as a result. The DHT suggested linking the vulnerable children review with wellbeing. This will be considered with the Wellbeing Lead.

Q: Is the wellbeing data passed onto the relevant high schools?

No.

Q: Does the information disguise the issues that really matter?

No because of the vulnerable children review meetings. CPOMS is used for tracking purposes.

Q: Is all information monitored further?

Yes. At the vulnerable children review meetings, other information is taken into account in addition to the CPOMS information.

Leadership and Management

There were no questions or comments from this area of the HT report.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Discuss and approve 2023/24 Year 6 targets 	GB	10.1.24
A	<ul style="list-style-type: none"> Consider linking vulnerable children review with wellbeing 	HT/DHT/Wellbeing Lead	10.1.24

5 Chair and Vice Chair elections

The Clerk invited nominations for Chair and Vice Chair of the Governing Body.

Chair Election

Oliver Gibson was nominated and elected as Chair, unopposed, for a period of one year.

Vice Chair Election

The election of the Vice Chair was deferred until the next Governing Body meeting.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Oliver Gibson elected as Chair 	GB	One year
A	<ul style="list-style-type: none"> Vice Chair election 	GB	10.1.24

6 Governor appointments

The Chair proposed Ciaron Wilkinson as a Co-opted Governor. This was seconded and approved by the Governing Body.

The Chair thanked Ciaron for his decision to become a member and welcomed him to the Governing Body.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Ciaron Wilkinson elected as a Co-opted Governor 	GB	Four years

7 Minutes of last meeting (28.6.23) & 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.

Matters arising

Page 8, Item 5. Ofsted training for governors has been scheduled for the Governing Body meeting in January. A governor suggested that the training happen sooner. This was agreed and Tim Whitworth offered to set up a Doodle Poll and send it to governors to ascertain availability.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the last meeting approved 	Governing Body	
A	<ul style="list-style-type: none"> Organise a date for Ofsted training for governors 	HT/Tim Whitworth	Before the end of term

8	Governance matters
	<p>8.1 Terms of Reference All governors were asked to confirm the terms of reference on Governor Hub. The Clerk had previously sent out an e-mail with instructions on how to do this.</p> <p>8.2 Code of Conduct For confirmation on Governor Hub.</p> <p>8.3 Annual Declarations of Interest For completion on Governor Hub.</p> <p>8.4 Annual Confirmation of Eligibility For confirmation on Governor Hub.</p> <p>8.5 Governor Skills Audit The Skills Audit was completed by Governors at the end of the meeting. The Clerk will e-mail absent governors to ask them to complete the Audit and return it to the school.</p> <p>8.6 Instrument of Government Review No review is necessary.</p> <p>8.7 Committee memberships The Committee memberships were approved by the Governing Body as follows:</p> <p>Resources: HT Oliver Gibson Sami Khan Tom Johnson Neil Todd Ciaron Wilkinson</p> <p>Curriculum: HT Lorna Cook Laurence Moule Tim Whitworth Duncan Wilson Sarah Kilty</p> <p>Pay/HT Performance Management: HT Neil Todd Oliver Gibson</p>

Sami Khan

8.8 Link Governor roles

The HT presented the proposal for the Link Governor roles.

The Governing Body agreed these roles with the addition of Sarah Kilty as Safeguarding Governor and Ciaron Wilkinson as link governor for Arts, alongside Sami Khan.

8.9 Governors terms of office ending

There are no governor terms of office ending in this academic year.

Catherine Alnuamaani resigned her post as Co-opted Governor due to work commitments. The Chair thanked Catherine on behalf of the Governing Body for her hard work and contribution to the Governing Body.

8.10 Governor vacancies.

There is a vacancy for an LA Governor.

8.11 Governor appointments

See Item 6.

8.12 Governor training

The governors will receive Ofsted training before the end of the autumn term.

The HT encouraged governors to use the One Education training.

8.13 Governor feedback from governor's afternoon.

The Chair thanked the HT and the staff for welcoming the governors into the school for the governor's afternoon. The governors who attended the afternoon completed governor feedback which was uploaded onto Governor Hub.

The dates for the governors afternoons this academic year are Wednesday 22nd November and a date in March to be arranged.

8.14 Meeting Schedule 2023-24

The meeting schedule was approved at a previous meeting.

	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 Governor Skills Audit and send to the school 	All GB	End of Oct
D	<ul style="list-style-type: none"> Committee memberships approved 	GB	
D	<ul style="list-style-type: none"> Link governors agreed 	GB	

9 Pay Committee

The Pay Committee will meet at 5.00 p.m. before the Resources Committee meeting on 18 October 2023.

	Actions or decisions	Owner	Timescale
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10	Finance update				
The SBM presented the Finance update as follows:					
<u>5 year budget projections.</u>					
	2023-24	2024-25	2025-26	2026-27	2027-28
In Year	£ 52,897 deficit	£ 64,295 deficit	£166,185 deficit	£ 271,846 deficit	£ 374,090 deficit
Surplus / Deficit					
Surplus/Deficit brought Fwd	£ 67,177 surplus	£ 14,280	£ 50,015 deficit	£ 216,200 deficit	£488,046 deficit
Cumulative Surplus/Deficit c/f	£14,280 surplus	£50,015 deficit	£ 216,200 deficit	£ 488,046 deficit	£ 862,136 deficit
Revenue c/f as a % of Budget Share	£ 0	£ 2 deficit	£6 deficit	£ 15 deficit	£26 deficit
No issues were raised and the 5 year projection was approved. More detailed information will be presented at the Resources Committee meeting.					
<i>Q: Would a deficit in the budget have been forecast 5 years ago?</i>					
A deficit may have been predicted possibly in Years 4 or 5 but not in Year 2. Most schools are in the same position with their budget forecast.					
	Actions or decisions			Owner	Timescale
D	<ul style="list-style-type: none"> 5 year budget projections approved 			Governing Body	

11	Scheme of Financial Delegation				
The Scheme of Delegation will be discussed at the Finance Committee meeting on 18 October.					
	Actions or decisions			Owner	Timescale
A	<ul style="list-style-type: none"> Discuss Scheme of Financial Delegation 			Finance Committee	18.10.23

12	2022-23 Pupil Premium Strategy				
The school are waiting for the DfE to validate the achievement data so the Pupil Premium Strategy will be an agenda item on the Curriculum Committee meeting on 22 November.					
	Actions or decisions			Owner	Timescale
A	<ul style="list-style-type: none"> Discuss Pupil Premium Strategy 			Curriculum Committee	22.11.23

13	2022-23 P.E and Sports Grant Statement		
The HT presented the PE and Sports Grant Statement.			

Q: Is the funding continuing?

Yes.

The school now has an orienteering course where there are four different courses at different levels. The staff have received training for the course.

Q: How is the school ensuring that teachers do not become deskilled in PE when PE lessons are covered by sports coaches?

CPD delivered by the sports coaches took place last year according to the needs of the individual teachers. Most teachers take one PE lesson a week apart from in Year 4 where they have swimming.

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

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

14 Performance Management

The HT and staff pay and performance management will be at the Pay Committee meeting at 5.00 p.m., before the Resources Committee meeting on 18 October 2023.

	Actions or decisions	Owner	Timescale

15 Policies

15.1 Behaviour Policy

The DHT presented the Behaviour Policy. There are some minor changes to the Policy indicated by the highlighted sections. It is a Values-based Policy which began last year.

Q: Is this approach to behavior a key strength of the school?

The staff model the Behaviour Policy following the Values.

A governor commented on the noticeable, positive effect that the Values system has had on the behavior and ethos in the school.

This details of this Policy will be discussed further at the Curriculum meeting on 22 November.

The Behaviour Policy was approved by the Governing Body.

*** Sarah Kilty left the meeting.*

15.2 Safeguarding and Child Protection Policy

Small changes have been made to this Policy in line with the updates on the KCSiE update for 2023.

The DHT delivered staff training on Safeguarding.

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

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Behaviour Policy approved 	Governing Body	
A	<ul style="list-style-type: none"> Further discuss Behaviour Policy 	Curriculum Committee	22.11.23
D	<ul style="list-style-type: none"> Safeguarding and Child Protection Policy approved 	Governing Body	

12	AOB		
<p>The HT directed the governors to the One Education Governor Questions document which is available on Governor Hub in the meeting folder as a useful aide for governors.</p> <p>The HT encouraged the governors to send questions prior to the meetings if possible.</p>			
	Actions or decisions	Owner	Timescale

Date and time of next meeting:	Wednesday 10 January @ 5.30pm
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