

Governing Body Meeting Minutes

School: Cavendish Community Primary School

Quorum: 5 (met at this meeting)

Chair: Oliver Gibson

Clerk: Jan Haslam

Date of meeting: 15 January 2025

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
Kevin Foster	Staff	20/11/28	P
Sami Khan	Parent	09/12/25	Ap
Jade Ellis	LA	17/9/28	A

Others present

Name	Role
Jan Haslam	Clerk, One Education
*Jane Kennedy	HT of Barlow Hall School and EHT of the Link Learning Trust
*Liz Hardy	CEO of M20 Learning Trust

Agenda Items

1	Welcome and apologies		
Oliver Gibson welcomed everyone to the meeting, particularly Jane Kennedy and Liz Hardy. Introductions were made.			
Kevin Foster was welcomed as the new Staff Governor.			
Apologies were received and accepted from Sami Khan.			
The governors agreed to change the order of the agenda.			
	Actions or decisions	Owner	Timescale

--	--	--	--

2	Academies update
<p>Jane Kennedy, HT of Barlow Hall School and EHT of the Link Learning Trust and Liz Hardy, CEO of M20 Learning Academy Trust met with the HT and the Chair before the GB meeting, where the timings and logistics of academisation were discussed.</p> <p>The initial plan was to go to the board in April 2025 but this has been moved forward to February 2025, and it will become public knowledge on 6th February 2025. The staff and parents will be informed before this date. Jane Kennedy and Liz Hardy will support the school with this. The HT will attend a meeting with the HTs of the other school who are looking to join the Trust and all information from these schools will go out at the same time.</p> <p>All the schools are coming together at the same time to co-create the Connect Alliance Trust and this is not a take-over. There is a meeting at Beaver Road Primary School (junior school) on 29.1.25 and all governors are invited to attend if they are able. At this meeting, the governors will be able to meet the governors from Northenden Primary School and can have a tour of the school. There will be another meeting for governors the following term to share information. The governors are welcome to send any questions they may have to Jane Kennedy or Liz Hardy. A Frequently Asked Questions (FAQ) document will be produced for all stakeholders. A staff meeting will be held at all the schools on 3.2.25 to inform the staff and a letter will go out to the parents on 4.2.25, where they will be invited to consultation events in March. Cavendish are very likely to receive their notice of academisation by March. The Local Authority (LA) are very supportive of the formation of the new Trust as they see it as a very positive collaboration between Manchester schools.</p> <p>Liz Hardy stated that they are looking forward to working with Cavendish and that the partnership is a two-way, reciprocal process. The school will still have a governing body.</p> <p><i>Q: What kind of views are the schools looking for from the parents and staff at the consultation stage?</i></p> <p>The proposal will be shared with the parents and staff and they will be given an opportunity to feedback. A lot of questions and concerns will be addressed by the FAQ booklet but they are welcome to ask any further questions. The governors can contribute to the FAQ booklet. The most important thing to stress is that the school will not lose its identity.</p> <p><i>Q: What was the level of engagement from the parents at their schools who are already in a MAT?</i></p> <p>This varies according to the school. At one school, only 4 parents attended the meeting. However, this could be due to all the information that was provided before the meeting.</p> <p>A governor stated that they would expect more parents from Cavendish to attend.</p> <p>A governor expressed a concern that, although the governors know why the decision was made, the staff and parents may ask why the decision was made. They will need reassurance that they won't see any major changes, especially on a day-to-day basis.</p> <p>The SBM commented that the biggest effect will be on the business and finance management of the school.</p> <p>A governor noted that some parents may be worried about the word, 'academy' due to varying experiences of MATs and that they may be unhappy that this decision has been made without asking them.</p>	

Liz Hardy stressed that, until the decision is finally made, and the papers signed in July, the decision is not final.

Q: Why is the LA so enthusiastic about the formation of this Trust?

This is because the schools are all Manchester schools, supporting Manchester children. The LA can see the strength of these schools coming together. The LA has a Manchester Academy Strategy and would prefer this approach rather than schools joining a countrywide MAT.

The Chair thanked Jane Kennedy and Liz Hardy for their input.

*Jane Kennedy and Liz Hardy left the meeting.

	Actions or decisions	Owner	Timescale

3	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

4	Notification of confidential items or items for AOB		
	There were no notifications of confidential items or items of AOB.		
	Actions or decisions	Owner	Timescale

5	Minutes of last meeting (18.9.24) & 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 5. Item 7. Any governors who have not yet completed their confirmations and declarations on Governor Hub were asked to do so.		
	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"> Remaining governors to complete confirmations and declarations on Governor Hub 	Governors	

6	Governance matters		
6.1	Governor vacancies.		

There are currently no governor vacancies. However, it was noted that a number of governors terms of office are ending in 2025. The terms of office may renew when the school joins the Trust and the HT and Chair will investigate this.

6.2 Governor training

Kevin Foster will complete new governor training with One Education.

6.3 Get Information About Schools (GIAS) review

The HT explained what GIAS is. She regularly checks this and it is compliant.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Investigate governor terms of office renewal 	HT/Chair	23.4.25
A	<ul style="list-style-type: none"> Complete new governor training 	Kevin Foster	23.4.25

7 HT report

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

This report is from the autumn term 2024.

School context

A number of members of staff joined or re-joined the school and all new staff had a thorough induction process at the start of the year.

Q: What is the stability of the TAs at the school now?

The school is currently using 5/6 TAs from Tradewind, which is less than last year. A number of TAs who were previously with Tradewind have been employed with a contract by the school. Most of these had worked at the school for a year so the school already knew them.

At the end of the autumn term there were 628 pupils on roll.

196 children were entitled to free school meals, equating to 31.2% of the school population.

33.8% were eligible for pupil premium funding from R to Year 6.

39 languages were spoken besides English. 28.5% of pupils did not have English as their first language.

102 children were on the SEN register, of whom 28 had EHCPs.

Mobility: The school welcomed 93 new children during the Autumn Term, including 18 asylum seeker children.

31 children left the school in the Autumn Term, including 13 asylum seeker children.

Q: Does the school get additional funding for asylum seekers?

There is no additional funding. If the children arrive and leave between censuses, the school does not receive any funding for them.

Q: Does the school ask for donations of second-hand uniform to help the asylum seeker children?

The school uses good quality, lost-property clothing which is washed and given out as needed. The school has no storage for second-hand, donated uniform.

Assessment

The school are now using the assessment programme, Insight. This allows for, amongst other benefits, a much more efficient analysis of pupil attainment and progress. The HT showed an example from one class. Going forward, the governors will see all the year group information, including EYFS, on Insight.

Attendance

Attendance for the whole school, including nursery, to the end of the autumn term was 95%. Excluding nursery, the figure is 95.8%. This is very positive.

The HT pointed out an error in the attendance table on page 9. The figure for persistent absence should read 13.6%.

A governor drew attention to the attendance figures for children with SEND as they are very positive. These are 95.1% for children on SEND support and 94.3% for children with EHCPs.

SEND

The school are very proud of their SEND provision. The staff have received training in a number of aspects of SEND and this has raised expertise. The staff are now more flexible and adaptable in their approach to SEND. The new Behaviour Mentor is very good and has had a positive impact on the other staff.

Q: What does this flexibility and adaptability look like?

Some of the children attending the school would previously have been in specialist provision in the past but are now in mainstream school. The whole staff are more inclusive in their thinking and approach to teaching and learning. They are also more confident with SEND.

Q: On page 9 of the report, it states that, 'We have also sought the advice of free outreach advice from Ashgate Specialist School, Rodney House and The Grange to discuss specific challenges around toileting, emotional regulation and sensory needs.' Are the school obliged to only reach out to specific schools and are they happy with the support given?

The school can only reach out to these schools as this support role has been given to them by the LA and they receive funding to do this. The school are happy with the support given although capacity can sometimes be an issue. The support is usually in the form of training, for example, a specialist TA came into the school to provide TA training.

A governor commented that it would be interesting to see what SEND support looks like in the other schools who are joining the Trust.

The HT stated that it would be good to have a specialist provision in the Trust.

A governor noted that SEND support has been in the news on a number of occasions recently and asked whether the government are increasing funding for SEND.

There has been no additional funding for SEND, including for specialist provision but the government are undertaking a review into SEND. The government are focussed on inclusion.

The Chair noted that the number of children with SEND who are diagnosed lower down the school has increased compared to previous years.

This is because the children with more severe needs need an EHCP in order to be able to start school.

Q: Has the number of children being home-schooled risen?

There has been no significant increase of children leaving the school to be home-schooled. The LA have a duty to monitor home schooling.

Pupil numbers

The school has stopped taking children in Reception. The LA would still like there to be 90 children in this year group but also want the school to be frugal with their budget. There has been an agreement to restrict the numbers to 60 for the next few years while the numbers are low.

Q: Will there be 60 places in Nursery and Reception for this September?

The LA have said that they will look at the number of applicants and then decide based on this.

Q: How will this work for the mixed N/R class next year?

The school have looked at different options. Split classes are very difficult to manage in terms of the curriculum. Parents also do not like mixed age classes. The HT and SBM are discussing the more expensive option of keeping to 3-form entry in KS1 but reducing to 2-form entry when these classes reach KS2. This will be discussed further at the Resources Committee meeting on 22.1.25. The government want schools to focus more on early education so this could be a rationale to spend more in KS1.

A governor asked about the pre-school class in nursery.

From January, children over age 3 are in the pre-school class. The data shows that these children do better in EYFS.

A governor noted the positive responses to the parent questionnaire and asked for clarification on the wording of the question around bullying. The HT explained the question to the governors.

Q: Is this questionnaire open to parents all the time?

The school used the Ofsted questionnaire. The school asked the parents to complete it at parents evening but could consider having it open all year or asking the parents to complete the same questionnaire each year.

The Chair thanked the HT for her report.

	Actions or decisions	Owner	Timescale

8 Resources Committee meeting 16.10.24

In the absence of the Chair of the Resources Committee, a member of the committee went through the main points from the minutes of the meeting held on 16.10.24.

Staff attendance

The impact of the Service Level Agreement (SLA) with Fusion HR is starting to become embedded and is having a mostly positive impact on staff awareness surrounding their own attendance and the impact it has on school and colleagues.

Q: Has staff attendance improved?

Yes but there are still some staff with long term absence.

A discussion was held around pupil numbers.

Six-month budget monitoring

The proposed C/fwd 2025/26 at the time of this meeting was £79,382.00 surplus. The Resources Committee approved the six-month budget monitoring.

The six-month budget monitoring was ratified by the GB.

Budget changes

The budget changes were approved by the Resources Committee.

The budget changes were ratified by the GB.

SFVS

The SBM presented the SFVS at the Resources Committee meeting.

The SFVS is due to be submitted by 31 March 2025.

There are no changes.

The SFVS was ratified by the GB.

2025-26 budget

Income £4,458,423

Expenditure £4,502,599

In Year Surplus/Deficit £ 44,176 deficit

Balance B/Fwd 2023-24 £ 79,382 surplus

Cumulative C/fwd 2025/26 £ 35,206 surplus

This is based on this year's income so is difficult to predict accurately.

The 2025-26 budget was approved by the Resources Committee.

The 2025-26 budget was ratified by the GB.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Six-month budget monitoring ratified 	GB	
D	<ul style="list-style-type: none"> Budget changes ratified 	GB	
D	<ul style="list-style-type: none"> SFVS ratified 	GB	
D	<ul style="list-style-type: none"> 2025-6 budget ratified 	GB	

9	Finance update		
The SBM gave a brief finance update. This will be presented in more detail at the Resources Committee meeting on 22.1.25.			
The school currently has a carry forward of £74,000, which is better than the usual amount for this time of the year. This is due to higher numbers in nursery, more 30-hour codes and the allocated grants being higher than expected.			
	Actions or decisions	Owner	Timescale

--	--	--	--

***Tim Whitworth left the meeting*

9	Curriculum and Wellbeing Committee (20.11.24)		
The Chair of the Curriculum and Wellbeing Committee went through the main points from the minutes of the meeting held on 20.11.24.			
The Committee discussed the Inspection Data Summary Report (IDSR) and the Manchester Integrated Data Set. The Manchester report contains more useful data and information. These show that the results in writing are still not good enough. The context of last year's Year 6 class was discussed. Progress was made in Year 6 across the year but the pupils were not ready for the Year 6 curriculum at the start of the year, which affected the results. Writing in Year 3 and 4 is now more rigorous, which will have a knock-on effect. The Quality Assurance (QA) report was interesting in terms of noting the changes that are taking place to improve writing, including the introduction of Pathways to Writing and other actions.			
The Year 1 phonics check results were improved.			
(**Ciaron Wilkinson left the meeting)			
The EYFS data had also improved.			
The Staff Governor talked about improvements made to the curriculum, the mindset change of the staff and training that has taken place.			
The school is still grading the Quality of Education as 'Good' on the Self-Evaluation Form (SEF).			
	Actions or decisions	Owner	Timescale

10	SEF and School Development Plan (SDP)
<p>The HT asked that the governors all read and become familiar with the SEF and SDP.</p> <p>A governor commented that she thought the first paragraph about the school was very positive.</p> <p>A governor suggested including some examples of how the school is a Rights Respecting School. The HT will include this.</p> <p>The Chair suggested including academisation as one of the aims in the SDP, once it is made public knowledge.</p> <p>The Chair asked for clarification on the table including the KS2 attainment targets in the SDP. The HT explained this.</p> <p>The Chair said that it would be interesting to see how the 2024 targets compared with the results.</p>	

The HT explained that the targets set are always unrealistic as the school has to aim high. Children working at above the expected standard last year in reading was above the national average. This year's target for this is lower as there are less children working at this level.

The Chair emphasised that the diversity of the school is a strength.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Include examples of how the school is a Rights Respecting School 	HT	

11	AOB		
There were no items of AOB.			
	Actions or decisions	Owner	Timescale
		Governing Body	

Date and time of next meeting:	Wednesday 23 April @ 5.00pm
---------------------------------------	------------------------------------