### Governing Body Meeting Minutes

**School: Cavendish Community Primary School Governing Body Meeting**

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

**Chair: Oliver Gibson**

**Clerk: Joanne Douglas**

**Date of meeting: 24 September 2020**

**Venue: Cavendish Community Primary School and virtually (via Zoom)**

# Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Governor type** | **‘End of Term of Office’ date** | **Present (P) / apologies (Ap)/ absent (A)** |
| Jo Taylor | Headteacher (HT) | N/A | P |
| Oliver Gibson | Co-opted (Chair) | 01/07/23 | P |
| David Griffiths | Associate (DHT) | 05/12/21 | P |
| Catherine Alnuamaani | Co-opted | 19/05/24 | P |
| Sarah Hamilton | Co-opted | 23/09/24 | P |
| Kirsty Baird | Parent | 01/11/20 | P |
| Chris Byrne | Co-opted | 23/09/21 | P |
| Mike Tate | Co-opted | 12/07/24 | P |
| Suzannah Reeves | Co-opted (Vice Chair) | 01/07/23 | P |
| Vino Bromfield | Parent | 30/11/21 | P |
| Helen Boanas | Parent | 22/01/22 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
| Lorna Cook | Parent | 01/11/20 | P |
|  |  |  |  |
| Garry Bridges | LA | 20/03/22 | Ap |

**Others present**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Joanne Douglas | Clerk, One Education |
| Nicola Kennedy | School Business Manager (SBM) |

**Agenda Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Welcome and apologies** | | |
| All were welcomed to the meeting. Apologies were received and accepted from Garry Bridges. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **Declaration of pecuniary interests** | | |
| There were no pecuniary interests expressed regarding any of the agenda items. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **Chair and Vice Chair elections** | | |
| Chair Election  Oliver Gibson was elected as Chair, unopposed, for a period of one year.  Vice Chair Election  Suzannah Reeves was elected as Vice Chair, unopposed, for a period of one year. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Oliver Gibson elected as Chair * Suzannah Reeves elected as Vice Chair | GB  GB | One year  One year |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **Appointment of Governing Body Clerk** | | |
| Governors appointed One Education as clerk to the Governing Body for the next academic year. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Continuation of One Education Governing Body Clerk SLA approved | GB |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5** | **Notification of confidential items or items for AOUB** | | |
| An item regarding Special Educational Needs and Disabilities (SEND) was raised and will be discussed under Item 9.9 (Governor visits). | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **Minutes of last meeting (13.7.20) & Matters Arising** | | |
| The minutes of the last meeting were approved as an accurate record of the meeting, subject to the following amendments. A copy of the minutes was signed for retention on file.  Matters of Accuracy  Page 9 (Item 9) – Regarding the staff election, the minutes are to be amended to read ‘A random selection was made and Laurence Moule was successful. It is proposed that Mike Tate becomes a co-opted governor. No issues were raised and his appointment was confirmed. Laurence Moule was appointed as staff governor’.  Matters Arising  Page 8 (Item 9) – The schedule of meetings have been amended and the clerk will circulate to governors | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Minutes of the previous meeting approved * Circulate schedule of meetings | GB  Clerk |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **Headteacher’s Report** | | |
| Governors received and noted the following reports, which were circulated in advance of the meeting:   * Back to School Heads Report September 2020 * Appendix 1 Staffing Structure * Appendix 2 Heads Report Risk assessment for September re-opening Update 17th September 2020 * Appendix 3 Heads Report Wellbeing Survey Results Return to School   The following points were raised or highlighted in discussion.  There has been less change in staffing than in previous years, other than the Headteacher. Full details of the staffing structure is provided in Appendix 1.  Staffing  Staffing is proving to be challenging as a result of Covid-19, which is affecting attendance. There was a total of 51 staff working days lost in the first two weeks of the term.  *Q: Has this worsened since the report was submitted?*  This has abated, although it continues to be difficult. Hopefully this will improve over time. Other schools closing has had an impact on staffing, as some may need to be at home to take care of their child that has been sent home.  Staff are adapting, however, and taking on extra roles to ensure high levels of support.  Behaviour, Safety and Wellbeing  Staff and children returned to school in accordance with the agreed risk assessment (RA), which was shared with all members of the school community (Appendix 2).  The first few days were difficult regarding drop off and pick up arrangements; parents were a little confused with the flexible timings. Adjustments were made in an attempt to eliminate overcrowding, including opening up additional gates and creating holding areas. Parents were given further clarification and encouraged to make use of alternative entrances.  Parents are now using the staggered start and finish times much better and the process has improved considerably.  There are still issues with Nursery and Reception, however additional measures have been implemented, including a queuing system, which is working well.  The children have adapted well to the new rules and procedures and are delighted to be back. Generally, behaviour has been excellent.  A survey has been sent to parents by the Wellbeing Lead, to assess the children’s response to lockdown (Appendix 3). The results show a variety of family experiences and these have been shared with class teachers so they can consider any needs in the classroom.  *Q: Have parents been asked to wear masks when on site i.e. during drop off and pick up?*  This hasn’t been enforced as it was not in the Department for Education (DfE) guidance. This will be enforced if the guidance changes. Parents are encouraged to social distance.  *Q: With regard to the positive tests, what has been learnt and what changes have been made to the risk assessment?*  On reflection following having to close classrooms, it was felt that the contact children had with each other was minimal in the classrooms. The main contact risk was during break and lunch times. Therefore further bubble restrictions will be implemented; this will lead to disruption to learning, however, this outweighs the potential disruption in the long run. Changes made are included in the updated risk assessment.  The School Community  The following pupil data was noted:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **YEAR GROUP** | **ON ROLL** | **PLACES PENDING** | **VACANT PLACES** | **M/F** | **FT/PT** | **Pupil Premium** | | N | 71 | 2 | 17 | 34/37 |  | 18.3% | | R | 89 | 1 | 0 | 42/47 |  | 16.9% | | 1 | 89 | 1 | 0 | 43/46 |  | 20.2% | | 2 | 87 | 3 | 0 | 52/35 |  | 33.3% | | 3 | 90 | 0 | 0 | 48/42 |  | 33.3% | | 4 | 87 | 2 | 1 | 41/46 |  | 29.9% | | 5 | 89 | 1 | 0 | 44/45 |  | 32.6% | | 6 | 85 | 1 | 4 | 38/47 |  | 23.5% |   Pupil numbers have remained static.  *Q: Parents were asked to download the School Spider App. There is only one log in per family and the system favours the male parent. Why is this?*  The School Spider application can only specify one priority parent and the male was chosen. This was only discovered after the letter to parents was sent out and therefore, it was not included in the letter. All queries from parents are being dealt with by the office staff as and when they arise.  Attendance  Three year comparisons were included within the report for the same two week period (1st to 16th September).  Overall attendance is currently 93.7%, which is lower than previous years but higher than the Manchester average of 84% and the national average of 88%.  The attendance data is checked on a regular basis.  Update from Assistant Heads  An update from Assistant Heads was provided in the report. This provides an outline of learning and activities taking place in Early Years Foundation Stage (EYFS), Key Stage 1 (KS1), Lower Key Stage 2 (LKS2) and Upper Key Stage 2(UKS2).  The routines and lessons look different in how they are organised but they are working well. There is a lot of creative work happening and the children have responded well to this.  Governors agreed it was a nice addition to the Headteacher’s report, as it provides a sense that the children are still having a coherent and pleasurable day.  Safeguarding  An overview of Safeguarding was provided within the report.  There has not been a rise is disclosures; a rise in disclosures and unsettled behaviour was anticipated but this is not the case.  Statutory safeguarding training is scheduled to take place on the October 23rd INSET day and is for the whole staff. Governors are encouraged to attend this day, especially if they do not work in an education setting.  The up to date version of Keeping Children Safe in Education has been circulated to all staff. The DHT will forward a link to the document to governors for them to read parts 1 – 4.  Training  The schedule of training planned for the term ahead was detailed in the report.  *Q: As a new Headteacher, have you been able to establish relationships and convey the ethos?*  This has been a little problematic; there have been some bonuses and some challenges. Being present outside at the start and end of the day has been beneficial. Time has been spent with people who need additional support in relation to anxieties, which has been valuable.  Appendix 2 - Heads Report Risk assessment for September re-opening Update 17th September 2020  The risk assessment has been amended in respect of bubbles. Changes have been made to break and lunch time arrangements, which was a complicated exercise logistically.  The changes made ensure that bubbles operate as ‘class’ bubbles rather than ‘year’ bubbles.  The Headteacher spoke with the Local Authority’s risk assessment representative, who confirmed that they are encouraging primary settings to operate class bubbles.  *Q: What is the earliest time children are having lunch?*  The times have not changed. The main difference is that children are having 20 minutes outside and 20 minutes having lunch in their class room. Each 20 minutes session is in class bubbles.  The new arrangement will add another strain on staff. Break times are zoned off and teachers monitor their class bubble, therefore they will be on break duty more often. Staff are prepared to do this to try and mitigate further upheaval to the children and families.  *Q: Is there anything that governors can do in recognition of the additional workload on staff and to convey how grateful they are for their commitment?*  The general feeling is that staff feel passionate about the children, although there are still high levels of anxiety. Staff may reach a point where they are not able to carry out their jobs properly. The lost time and additional workload has been a strain. The Headteacher and the senior leadership team (SLT) have been very supportive, however governors need to be aware of the stresses and strains on staff. Making staff aware that governors recognise this is difficult.  The first month has been challenging for staff as a result of the Covid situation and a new Headteacher. However, this should naturally calm down and staff need reassurance of this.  *Q: A staff occasional day was introduced last year (in November). Will this be going ahead this year?*  This did not go ahead last year as it is prohibited. Although, due to the current staffing challenges, it would be difficult for this to take place. Giving staff more time is not currently possible. Consideration needs to be given on how to give staff breathing moments as and when possible. The Headteacher is conscious of not implementing more change at this time and will delay strategic changes, in order to keep a more settled environment.  *Q: Are the changes to class bubbles worth the effort?*  Yes. It is the overall belief of parents and staff that this is the best way forward. Hopefully, this will be able to change in the near future.  *Q: What was the involvement of Public Health England (PHE) regarding these decisions?*  The Headteacher met with the senior quality assurance representative of Greater Manchester who advised that if the school gets a positive case, then it is the school’s responsibility to make the decision, as it is likely PHE would not provide a response. The Local Authority and the DfE support the decision made. PHE have been chased regarding this particular case and as yet, no response has been received. It is believed that if PHE were concerned that the correct procedures had not been followed, they would have contacted the school. This validates that the right decision was made by the school.  Governors were encouraged and appreciated the way school reacted positively to the situation.  *Q: In respect of children with SEND, there is a gap in attainment and moving to class bubbles may impact on the support available to them. Is this being addressed?*  Children with Education, Health and Care Plans (EHCPs) are still receiving their statutory support in the class room.  *Q: Are children on the SEN register still receiving support?*  Teaching Assistants (TAs) are still supporting children. Work in small groups is not taking place and there is a focus to ensure teaching and differentiation in class is as good as it can be.  *Q: Between 40 and 50 children have a communication and interaction need and this is not necessarily being met at the moment.*  Teachers have a responsibility to meet the needs of all children in the classroom and support will be given to enable teachers to fulfil this responsibility. SENDCOs are looking at additional support and training requirements. It is recognised that there are certain elements not being provided that were previously, although this is preferable to students being at home. The previous offer of interventions is difficult to implement at present due to the additional pressures already on staff.  *Q: Is Google Classroom being used for homework?*  This is being used as much as possible. Teachers are committed to using it and the plan is for teachers to set homework on it and with Year 5 being out of school, lessons have been learnt and Year 5 teachers have provided useful feedback.  One Governor offered to send through a link to school for an Edtech demonstrator lead, who can offer additional support and share best practice with regard to Google. The offer was gratefully received.  Governors recognised the responsive and rapid turnaround in respect of work available online when the Year 5 class was closed. A remote check in was also carried out later in the week.  *Q: Communication with parents can sometimes be confusing; some messages are received via Class DoJo and others are Google Classroom. Are there plans to use only one platform?*  The Class DoJo messages go to the family and not all parents monitor this platform. Google Classroom messages are accessed via a student login. There is a danger of using too many platforms and a decision will be made in the summer to determine a consistent way of communicating with parents.  *Q: Do Year 6 use Class DoJo?*  They are not using this at the moment, however this will be implemented moving forward.  Appendix 3 - Heads Report Wellbeing Survey Results Return to School  The wellbeing survey results were circulated in advance of the meeting for information. It was noted it is important to evaluate children’s wellbeing.  Governors thanked the Headteacher for her excellent report. It is recognised that it is not easy being new and strategic in the current situation and reacting to this on a daily basis is challenging.  Governors asked the Headteacher to pass on their thanks to all staff for their continued commitment and hard work. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Forward link to Keeping Children Safe in Education to Governors * Send link for Edtech demonstrator lead | DHT  S Reeves |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **Committee reports** | | |
| Resources Committee 11.6.20  A number of items were approved by the committee and need to be ratified by the Governing Body. These are as follows:  2019-20 Budget Closedown  The 2019/20 budget closedown is as follows:  £  Income Revenue 3,743,339  Expenditure Revenue 3,804,106  In Year Balance 60,767 deficit  Balance Brought forward 2018-19 175,555  Total Carry forward 2019-20 114,788 surplus  An in year deficit was originally predicted of £130,350 and the final in year deficit was £60,767. The total carry forward at the end of the year was £114,788, which is healthy.  Governors ratified the 2019-20 budget closedown.  2020-21 Budget  The proposed 2020/21 budget was presented as follows:  £  Income Revenue 3,679,501  Expenditure Revenue 3,758,627  In Year Balance 79,126 deficit  Balance Brought forward 2018-19 114,788  Total Carry forward 2019-20 35,374 surplus  Since the budget was presented, it was determined that maternity cover had not been included at a cost of £10,000 and this additional deficit was agreed by the Chair of Governors and the Resources Committee Chair.  It is difficult to set a budget this year due to the current situation; a lot of changes will be seen throughout the year. Conservative predictions are made when setting the budget as funding cannot be predicted. All pupil numbers have now been confirmed.  At present, the budget stands at £107,000 surplus, which is healthy for this time of year. There has been a significant amount of lost income, however there has been less expenditure.  Three year predictions must be treated with caution and predict an increasing deficit, however, the pay grants and pension grants affected last year’s predictions.  Governors ratified the 2020-21 Budget  Service Level Agreements (SLAs) List 2020-21  Not many changes have been made, apart from the Educational Psychologist provision which is now through Catalyst and the Purple Mash SLA has been removed.  Governors ratified the SLAs for 2020-21.  Cashflow forecast  The Cash flow forecast to the end of March 2020 was reviewed. It was noted that all payments are positive, all income is positive and the school can financially meet its obligations.  Governors ratified the cashflow forecast.  Support Staff Pay Award  It was noted that it has been agreed that Support Staff will receive a pay award of 2.75% from the 1st April 2020. This will be paid, backdated to 1st April, in staff’s October pay and is reflected in the budget. The school’s Pay Policy is in line with the Local Authority.  Governors approved the Support Staff pay award. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * 2019-20 Budget Closedown ratified * 2020-21 Budget ratified * Service Level Agreements 2020-21 ratified * Cashflow forecast ratified * Support Staff pay award approved | GB  GB  GB  GB  GB |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | **Governor matters** | | |
| The Clerk presented a series of documents for annual review and the following points were raised in discussion:  9.1 Terms of Reference  The terms of reference for the Governing Body and Committees were reviewed and discussed. The structure of the Governing Body committees will remain the same as last year. It was agreed the constitution would remain the same.  Governors approved the terms of reference.  9.2 Code of Conduct  Governors reviewed and approved the Code of Conduct.  9.3 Annual declaration of pecuniary interest form  Governors are to complete the annual declaration of pecuniary interest form electronically and return to the Clerk for collation.  9.4 Annual confirmation of eligibility form  Governors are to complete the annual confirmation of eligibility form and return to the Clerk for collation.  9.5 Skills Audit form  A skills audit has been circulated recently. The Clerk will re-circulate the skills audit to those who have not yet returned this for completion.  9.6 Committees memberships  The Committee memberships were approved as follows:  *Resources Committee*  Vino Bromfield  Garry Bridges  Oliver Gibson  Chris Byrne  David Griffiths  Laurence Moule  Suzannah Reeves  *Curriculum & Standards Committee*  Sarah Hamilton  Mike Tate  Kirsty Baird  Catherine Alnuamaani  Neil Todd  Helen Boanas  Lorna Gordon  *Pay Committee*  Oliver Gibson  Sarah Hamilton  Helen Boanas  The Pay Committee meeting will be held on Wednesday 21st October 2020 at 5.30pm prior to the Resources Committee at 6.00pm.  The Headteacher’s Performance Management will be organised separately.  Committee Chairs will be elected at the first committee meeting.  9.7 Link governors  Link governors were agreed as follows:  SEND ­- Kirsty Baird  Pupil Premium - Lorna Gordon  Safeguarding /  Mental Health /PSHE - Catherine Alnuamaani  Arts - Sarah Hamilton  Maths - Vino Bromfield  Reading - Suzannah Reeves  PE - Garry Bridges  IT - Chris Byrne  Writing - Oliver Gibson  9.8 Governor vacancies  There is currently one parent governor vacancy and one co-opted governor vacancy. The following governors’ term of office expires in November.  Sarah Reeves  Chris Byrne  Lorna Gordon  Kirsty Baird  Sarah Hamilton was re-appointed as co-opted governor for a period of 4 years.  Chris Byrne was re-appointed as co-opted governor for a period of 1 year.  The Chair will discuss separately with Lorna Gordon and Kirsty Baird regarding renewal of their term of office. A parent governor election will need to be undertaken. The Clerk will forward guidance documents relating to parent governor elections to the HT and SBM for information.  9.9 Governor visits  The SEND link governor recently visited school to meet with the SENDCO and another meeting is planned for the 1st October 2020. A verbal update of the visit was provided as follows.  The EHCP assessments submitted prior to the end of last term are generally progressing well as the service from the Local Authority has improved. A teacher of the deaf, a speech and language therapist and an Educational Psychologist are visiting the school.  There is a new case worker for Manchester who is visiting the school shortly to meet with the SENDCO.  Currently there is no provision for children without EHCPs.  There is an impact on teachers, staff and students at the moment in respect of additional pressure and anxiety. SENDCOs are concerned about future submissions for EHCPs as they are not able to evidence support that has been put in place.  *Q: Is the counselling service taking place in school?*  This is not currently taking place, as counsellors are not comfortable with coming in to schools at the moment. The school has no control over outside agencies.  *Q: Could remote counselling be offered?*  If there becomes an urgent need, this could be considered.  9.10 Governor training  Governors are invited to take part in Safeguarding training at the school which will take place on the 23rd October. This will take place at the school in a socially distanced manner. The DHT will re-circulate timings of this event to governors. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Terms of reference approved * Code of conduct approved * Annual declaration of pecuniary interest forms to be completed electronically * Annual confirmation of eligibility forms to be completed electronically * Outstanding skills audit forms to be re-circulated and completed * Committee memberships agreed * Link governor roles agreed * Sarah Hamilton’s re-election as co-opted governor approved * Chris Byrne’s re-election as co-opted governor approved * Parent governor elections information to be forwarded to the school * Governor vacancy to be reviewed following the skills audit * The Pay Committee date and time was agreed * Re-circulate timings of Safeguarding training to governors | GB  GB  GB  GB  GB / Clerk  GB  GB  GB  GB  Clerk  GB  GB  DHT | 4 years  1 year |

|  |  |  |  |
| --- | --- | --- | --- |
| **10** | **Policies for review** | | |
| A schedule of policies for review and approval for 2020-21 was circulated in advance of the meeting for information.  The Cavendish Safeguarding & Child Protection Policy 2020 was circulated for review and approval.  This is a Local Authority model policy and all amendments are highlighted in red and the amended policy has been circulated to staff.  No issues were raised and governors approved the Cavendish Safeguarding & Child Protection Policy 2020. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  | * Cavendish Safeguarding & Child Protection Policy 2020 approved | GB |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **11** | **HT Performance management update** | | |
| This has been discussed under Item 9. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **12** | **Any Other Business** | | |
| No items were raised for discussion. | | | |
|  | Actions or decisions | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Date and time of next meeting:** | **13 January 2021 at 6.00pm** |