

COCKWOOD PRIMARY SCHOOL Governing Body

FINAL DRAFT

| Full Governing Body Meeting – Part I Minutes | | | | | | | |
|--|---------------------------------------|------------------------------|----------|------------------|-----------------|-------------------|----------|
| Date/Time | 19 th January 2017, 6pm | Location | | | Cockwood School | | |
| Attendees | Initials | Attendees | Initials | Attendees | Initials | Attendees | Initials |
| Nick Tallamy | NT | Chair, Co-opted Governor | | Tania Weeks | TW | Co-opted Governor | |
| Judith McGrath | JM | Vice-Chair Co-opted Governor | | Bob Foale | BF | Co-opted Governor | |
| Roger Hirst | RH | Co-opted Governor | | Richard Crompton | RC | Parent Governor | |
| Lorraine Curry | LC | Headteacher | | Lewis Harben | LH | Staff Governor | |
| Glynis Buckle | GB | Co-opted Governor | | | | | |

| Apologies | Initials | Reason (Category of Governor) |
|------------|----------|-------------------------------|
| Cliff Curd | CC | Resigned (LA Governor) |
| Lee White | LW | Unavailable (Parent Governor) |

| Absent without Apology | Initials |
|------------------------|----------|
| | |
| | |

| In Attendance | Initials | |
|------------------|----------|-------|
| Brigitte Hawkins | BH | Clerk |
| | | |
| | | |

| Minutes to |
|----------------|
| Attendees |
| Apologies |
| School Website |

| | Agenda | Led by |
|-------------------------|--|------------------|
| PROCEDURAL ITEMS | | |
| 1 | Welcome & Apologies | NT |
| 2 | Declaration of interest | NT |
| 3 | Confidentiality | NT |
| 4 | Minutes of Full Governing Body Meeting 5 th October 2016, incl Part 2 | NT |
| 5 | Actions of Full Governing Body Meeting 5 th October 2016 | Various |
| 6 | Minutes of Teaching & Learning Committee Meeting 24 th November 2016 | JM |
| 7 | Minutes of Resources Committee Meeting 8 th December 2016 | GB |
| STRATEGIC ITEMS | | |
| 8 | Leadership Update | LC/All Governors |
| 9 | DLP/Multi-Academy Trust | NT |
| 10 | September Intake | LC/NT |
| 13 | Expansion – some Part 2 | TW |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | |
|----------------------------------|--------------------------|---------------|
| 11 | Safeguarding | GB |
| 12 | School Improvement Plan | All Governors |
| OPERATIONAL ITEMS | | |
| 14 | Policies & Documents | Various |
| GOVERNING BODY MANAGEMENT | | |
| 15 | Spring Checklist | All |
| 16 | Clerk's Alert | All |
| 17 | Governing Body Vacancy | All |
| 18 | Governor Training | All |
| 19 | Governor Visit Days | All |
| 20 | Parent Consultation Days | All |

| Ref | Action or Decision | Owner/ Decision | Date Raised | Date Due |
|--|--|--------------------------|-------------|----------|
| 1 | Welcome & Apologies NT welcomed all governors present to the meeting. Apologies were received from LW and CC. Governors sanctioned both apologies. | Decision | | |
| 2 | Declaration of Interest NT read out the declaration of interest statement on the agenda. No declarations were made. | | | |
| 3 | Confidentiality NT drew the governors' attention to the confidentiality statement on the attendance sheet which was signed by all governors present. | | | |
| 4. Full Governing Body Meeting Minutes 5th October 2016 | | | | |
| 4.1 | Full Governing Body Meeting Minutes 5th October 2016 These minutes were reviewed, agreed and signed off by NT. | Decision | | |
| 4.2 | Part 2 Full Governing Body Meeting Minutes 5th October 2016 These minutes were reviewed, agreed and signed off by NT. | Decision | | |
| 5. Actions of Full Governing Body Meeting 5th October 2016 | | | | |
| 5.1 | 4.3 previous minutes - Terms of Reference - review and sign off Safeguarding Governor Terms of References Governors reviewed the Terms of References and agreed to sign them off. GB asked for the reference to the <i>Governance Handbook, December 2015</i> to be updated to the latest version. | Decision Action BH | 19.01.17 | 18.02.17 |
| 5.2 | 4.9 previous minutes and 12.1 Surveys - Publish Pupil and Parent Survey Results in October Newsletter - COMPLETE 12.2 previous minutes - Conduct New Parent Survey before October half-term - COMPLETE Conduct Staff Survey during Spring Term - results to be discussed during the Pay and Performance Meeting on 2nd March 2017. JM asked for feedback as to when it would be a good time for staff to | Complete Complete | | |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|---|---|----------------------|----------|----------|
| | <p>complete their survey and whether we should complete the survey electronically which would make analysis much easier. Following a brief discussion, governors agreed to run the survey prior to half-term electronically. LH will set up email addresses for any staff members who may not have one currently and provide JM with a list of all email addresses.</p> <p>Governors to supply JM with questions for pupil survey, relating to their particular responsibilities JM has condensed the survey from last year to more generic questions. Governors agreed to send questions for their particular areas to JM by half-term. Once a schedule for governors to meet with the school council has been put in place, governors will conduct pupil surveys, based on the submitted questions, during those meetings.</p> | Action LH/JM | 19.01.17 | 10.02.17 |
| | <p>JM has condensed the survey from last year to more generic questions. Governors agreed to send questions for their particular areas to JM by half-term. Once a schedule for governors to meet with the school council has been put in place, governors will conduct pupil surveys, based on the submitted questions, during those meetings.</p> | Action All Governors | 19.01.17 | 10.02.17 |
| 5.3 | <p>6.1 previous minutes - Governors to meet with the school council and come up with topics to be discussed - update on progress and way forward</p> <p>NT asked governors to come forward and let BH know to meet with the school council and get some feedback on their particular area. NT would like a governor to meet with the school council each half term, starting next half term.</p> | Action All Governors | 19.01.17 | 10.02.17 |
| 5.4 | <p>10 previous minutes - DLP/Multi Academy Trust - meeting held on 31st October 2016 with all staff to discuss current status and non-negotiables - NT to produce timeline</p> <p>NT has produced a timeline that governors will discuss in detail during point 9 of this agenda.</p> | Complete | | |
| 5.5 | <p>13 previous minutes - Governor Evidence to Challenge - update on progress</p> <p>JM has now completed the Governor Evidence to challenge document with support from LC. It is now available for governors to use as a tool when reviewing their particular areas and help them during governor visit days. JM believes that this will help us in identifying our strength and weaknesses and support us in becoming an outstanding school. JM has also amended the Governor Visit Form to reflect this document.</p> | Complete | | |
| 5.6 | <p>14 previous minutes - Significant Event Analysis - Document template completed</p> <p>Governors reviewed the document and found it fit for purpose. GB will write a brief description to support the form and in particular when and how it should be used.</p> | Action GB | 19.1.17 | 26.04.17 |
| 5.7 | <p>15.4 previous minutes - Equality Objectives - to be reviewed regularly at the Resources Committee meetings</p> <p>Governors agreed for the Equality Objectives to be reviewed regularly during the Resources Committee meetings.</p> | Decision | | |
| 5.8 | All other outstanding actions are included in the agenda below. | | | |
| 6. Minutes of Teaching & Learning Committee meeting 24th November 2016 | | | | |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|--|---|--|---|---|
| 6.1 | <p>Minutes of Teaching & Learning Committee meeting 24th November 2016</p> <p>The above minutes were reviewed, agreed and signed off by JM.</p> | Decision | | |
| 6.2 | <p>Update of Teaching & Learning Committee meeting 24th November 2016</p> <p>JM explained that we had a lengthy discussion during the last T&L meeting regarding how pupils were assessed and that we had been rather conservative, and therefore a smaller amount of pupils are showing as working at greater depth, which doesn't necessarily reflect the children's actual achievements. This is mainly due to the lack of information and guidance on assessment locally and nationally.</p> <p>BF added that although we do very well for our special needs children, this does not impact at all on the progress of all other children and the overall achievements of the school. LC added that the focus has to remain to get more children working at greater depths.</p> <p>We are also continuing to focus on both writing and maths.</p> <p>JM has sent a revised prospectus to senior leaders for review and needs some input from other governors. JM asked GB to review the Safeguarding section and for LC to proof read all other information. LC would like the prospectus to also show the school's expectations of parents supporting their children while at Cockwood School, such as attending E-Safety events, workshops, reading with children, parking sensibly etc. This should reflect the Home School Agreement and be listed towards the front of the prospectus. JM has agreed to review and add this. We will also add plenty of pictures and possibly children's drawings to make it more personal.</p> <p>GB asked if we could move the policies section under its own heading. LH will ask Jo Hussain to make this change to the website.</p> <p>LC informed governors that a TV crew came into school to make a short film about one of our pupils who is taking part in a programme called 'Child Genius'.</p> | <p>Action GB</p> <p>Action JM</p> <p>Action LH</p> | <p>19.01.17</p> <p>19.01.17</p> <p>19.01.17</p> | <p>18.02.17</p> <p>18.02.17</p> <p>18.02.17</p> |
| 7. Resources Committee Meeting Minutes 8th December 2016 | | | | |
| 7.1 | <p>Minutes of Resources Committee Meeting 8th December 2016, including Part 2</p> <p>These minutes, including the Part 2 minutes, were reviewed, agreed and signed off by GB.</p> | Decision | | |
| 7.2 | <p>Update of Resources Committee meeting 8th December 2016</p> <p>GB explained that the main discussion during the meeting revolved around possible changes to staffing later this year. GB, NT and LC are meeting at the beginning of February to discuss this further and review the cost benefit analysis to enable them to make an informed decision and review staffing levels going forward.</p> | Action GB,NT, LC | 19.01.17 | Spring Term |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|----------|---|--|--|--|
| 8 | <p>Leadership Update</p> <p>We currently have 94 pupils on role. We lost 1 pupil from Class 2 in December.</p> <p>Mei Winsor (MW), who is employed as an MTA, was temporarily working with a child in Class 3 on a daily basis. She has slowly reduced her hours over the last few weeks and won't be supporting this pupil from next week. LC has secured an emergency grant to cover some of the salary costs. The child has made good progress and will now be supported by the current members of the class 3 team. BF added that the staff have done a brilliant job with this child and have supported him in getting to where he is now. We are also working closely with the parents and we are still looking to secure more funding to support this.</p> <p>LC continued and explained that we currently have a student in Class 3 and another in Class 2. We also have Ben Watmore, an ex-pupil who works for Exeter City Football, looking at healthy lifestyles with Class 1. He also works in Class 3 on a Tuesday morning for PE, and runs a football after-school club.</p> <p>Regarding staffing, LC explained that Sue Cunliffe is retiring after 29 years of service as an MTA. She will leave once we have found a replacement, potentially by the end of this term. We have advertised the position and had some interest in the role. LC will keep the governors updated.</p> <p>LC also added that Sally Stoneman will be retiring in May and LC will need to liaise with Devon Norse on the recruitment of a replacement.</p> <p>Following a question from a governor LC also explained that Alison Roper has settled in well into Class 2 and that she will be supporting LH with the Year 6 SATs preparation.</p> <p>LC then explained that Gill Winston, our Babcock adviser, visited the school recently and conducted some observations. LC agrees with her assessment and said that we will be putting things in place to improve the areas she highlighted. She will be coming back later this term or early next term for a book scrutiny with middle leaders.</p> <p><i>LC left the meeting temporarily to meet a South West Water engineer.</i></p> <p>NT thanked everybody for submitting their reports which led to a successful completion of the Leadership Report.</p> | | | |
| 9 | <p>DLP/Multi Academy Trust</p> <p>NT explained that today's meeting will only focus on the Multi Academy Trust. We will not discuss the DLP at this stage.</p> <p>NT informed governors that another local primary school has registered an interest in becoming an academy and that they are looking to join the Teignmouth Multi-Academy Trust. It was always our intention if we joined the Teignmouth Multi-Academy Trust, to try and be one of the first schools to do so to play an active part in the growth of the trust. Therefore our timeline will now be much more specific at this stage than originally planned. From what we understand, the other primary school is looking to be up and running in a Multi-Academy by September 2017.</p> <p>NT reiterated that this should not mean we rush into anything because of what is happening with other schools, however, as a governing body we have talked about the possibilities with Teignmouth MAT and the time has</p> | | | |

COCKWOOD PRIMARY SCHOOL

Governing Body

FINAL DRAFT

| | | |
|--|--|--|
| <p>come for us to make a decision and pursue one of the options.</p> <p>NT outlined what the governing body needed to discuss/decide today:</p> <ul style="list-style-type: none"> • The governing body to agree to move ahead with becoming an academy with a view to joining the Teignmouth Multi-Academy Trust, subject to negotiations with Tony Gray and the MAT • Agree the final non-negotiables – to include headings at this stage and add the finer points once the negotiations start • Minute that the governing body agrees for Cockwood School to become an academy • Agree to complete the register of interest to become an academy – once we have registered we will be appointed a project lead by Devon County Council who will support us through the process <p>NT added that by registering our interest to become an academy we are not committing and limiting ourselves to a specific Multi-Academy Trust.</p> <p><u>The governing body to agree to become an academy with a view to joining the Teignmouth Academy Trust.</u></p> <p>NT reminded governors of all the meetings they have attended to discuss and explore becoming an academy and the fact that we are all aware that we have to become an academy in the future. He also said that we are facing a lot of challenges, in particular with the possible expansion, and need to focus on keeping our pupil numbers up, to ensure Cockwood remains viable as a small school. Governors believe that our school is not sustainable as the only stand-alone school within this area. NT added that everybody's view is important and that as a governing body we have to make the right decision which will impact this school not only today, but in 10 or 20 years to come.</p> <p>RC commented that he feels the direction of travel has in principal been agreed and as much as we would like choices, there don't appear any other suitable alternatives within this area. He asked the question as to what will happen if our non-negotiables become negotiable and also added that we should not be led by other schools' timeframes, but for all governors to make a commitment to drive this process forward at a suitable pace as we are moving into the next phase. NT reassured governors that once negotiations start and the MAT is unable to accommodate our non-negotiables, we can stop the negotiations and look for other Multi-Academy Trusts.</p> <p><i>LC returned to the meeting.</i></p> <p>BF said that we have had plenty of discussions and briefings and done our research to enable us to make a very informed decision and if the MAT is unable to accommodate our non-negotiables, we terminate the process. He said that his main concern was to not end up in a hub situation with a number of Dawlish Schools, but to be a part of the Teignmouth Multi Academy Trust as a whole. He also said that he agrees that it would be useful to join the Teignmouth MAT earlier, rather than later to give us an opportunity to be part of shaping the MAT. JM and TW both agree with BF. Governors in general agreed that we should move forward and try and complete the same timelines as other local schools. Furthermore BF added that we are also in a very strong position at the moment, looking at various league tables that have been published over the past few weeks.</p> <p>JM asked LC how she feels about joining the MAT at the same time as the other primary school. LC sees the move as a positive, because as they will want the best for their school. Also we have worked in a partnership with</p> | | |
|--|--|--|

COCKWOOD PRIMARY SCHOOL Governing Body

FINAL DRAFT

| | | | |
|---|--|---|---|
| <p>them before and know each other well. She added that her preference would be to join at the same time rather than at a later date.</p> <p><i>LC left the meeting to talk to a South West Water engineer.</i></p> <p><u>Agree the final non-negotiables</u> NT asked governors to review the list of non-negotiables and discuss and make changes within the next 5 days. RC asked if we should set priorities, or if all of them hold equal weight. Governors agreed that all non-negotiables hold equal weight. LH added that although they all hold equal weight, some may be of more importance to the school as a whole than others.</p> <p>JM asked governors to think about the key points that we want to retain as a school. BF said that points 1, 5, 6 and 12 should be high up on the list to retain as they are people related. And other points, such as the retaining control of our total budget may be unrealistic as it may be top-sliced, however we would want to keep control of our local budget.</p> <p>Governors also agreed to add to point 8 that we want equal representation on their board, not based on the size of the school. And possibly add to point 1 that we want to retain a local governing body, although this may be part of the overall structure of the MAT anyway.</p> <p>LH also said that from a teaching perspective we need to retain control of our curriculum and the tools we use to deliver it. Governors agreed that this will remain a non-negotiable.</p> <p>Any further comments need to be sent to NT, LC and BH by Tuesday 24th January 2017.</p> <p>A selection of governors will meet with staff on Tuesday 24th at their staff meeting to inform them of the decision the governing body has taken. They will also be given a formal letter stating our intention to register to become an academy. We will schedule further meetings with staff on a more informal basis in order for them to raise any questions and concerns.</p> <p>On Friday 27th January we will publish our intentions to the parents via the monthly newsletter.</p> <p>On Monday 6th February a selection of governors and LC will meet with Tony Gray to outline our non-negotiables.</p> <p>In the meantime we need to obtain a letter of consent from the Teignmouth MAT stating that they are happy for us to join their MAT.</p> <p>By February 24th NT and LC will have completed the online registration of interest. Shortly after that we will be appointed a project lead who will support us through this process.</p> <p>The governing body unanimously agreed to:</p> <ul style="list-style-type: none"> • register our interest to convert to an academy • to complete the registration of interest form by 24th February 2017 • to aim to complete the process of becoming an academy and | <p>Action All Governors</p> <p>Action LC/NT</p> <p>Action some governors</p> <p>Action LC/NT</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> | <p>19.01.17</p> <p>19.01.17</p> <p>19.01.17</p> <p>19.01.17</p> | <p>24.01.17</p> <p>27.01.17</p> <p>06.02.17</p> <p>24.02.17</p> |
|---|--|---|---|

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|----|--|--|--|----------------------------------|
| | <p>joining an Academy Trust by September 2017</p> <p>GB asked if this will impact on our budget. There is a grant available for 25k that we can use towards legal costs etc. Both NT and LC said that it is important we get the best value for money as always throughout this process. We need to keep a close eye on our budget up to September 2017 to ensure we have funds available once we join the MAT as their financial year runs from September to September.</p> <p>BF asked if we have completed an analysis of what we believe is a reasonable amount to pay as a management fee. In response, NT said that we haven't done this, but that we will analyse our current costs for services with the LA and Babcock and then compare this to the fees and services the MAT will provide. We would expect this to be a similar cost for similar services.</p> <p>LC asked BH to email the set of questions that we should ask a MAT prior to joining, which we discussed at our initial meeting regarding becoming an academy in November 2015 with Julie Stuchbery-Ullah from Babcock.</p> <p>NT asked governors to have a look at the gov.uk website regarding converting to an academy where a lot of information is available to explain the process of conversion. BH to send out the link to the website.</p> <p>Governors thanked NT for putting together the timeline, as well as all the research he has done to support us through this process.</p> | Action BH Action BH | 19.01.17 19.01.17 | Asap asap |
| 10 | <p>September Intake</p> <p>LC presented a document produced by NT which outlines our class sizes over the next few years up to 2023, assuming we take 14 new children in September 2017.</p> <p>The latest update from Admissions is that we have 16 children who put Cockwood as their first choice school and 14 as their second choice. LC asked governors to consider the number of children we can realistically take. Governors discussed the possibility of taking 16 foundation children to increase our income and the Class 3 size to 28, which will still be below the maximum of 30 children and also because 16 children are on our first choice list. However, all governors agreed that we need to look at the whole picture over the next few years and how increasing the pupil numbers by 2 will impact on the sizes of Class 2 and 1, which are already rather large. LC said that we also need to consider the children already at this school and how the increasing pupil numbers will impact on them. Some governors are concerned that if we don't take all our first choice children, the local authority may reduce our catchment area even more, however most of the children that our currently coming to Cockwood School are not from within the catchment area anyway, so this should not impact on our pupil numbers long term.</p> <p>Governors reviewed two maps that show the way the new catchment areas will look based on the changes the Local Authority are proposing. LC has objected to the fact that only half of the new Shutterton Estate is within our catchment and the other half will be in the Gatehouse catchment area and also the fact that Dawlish Warren will no longer be within our catchment area. Local Authority discussions are taking place and will take our views and preferences into account. Governors agreed that as a school fundamentally we should look to accommodate children who live closest to our school, which would be the new development, even though this may</p> | Decision | | |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|---------------------|--|--|---------------------------------|---------------------------------|
| | mean losing Dawlish Warren. The meeting moved to point 13. | | | |
| 13 | <p>Expansion</p> <p>NT emailed Sarah Radnitch (SR) to ask for a reply to TW's emailed responses on the concerns SR had raised in her email. However the response was very negative and included a comment referring to the fact that even though the new development falls under the Cockwood School catchment area, the LA had no obligation to fulfil this. The response also stated that there is no viable option to expand Cockwood School to accommodate all of the children within the new development. Governors disagree and believe that the option to build on land near the school that has been made available would accommodate that number of pupils.</p> <p>LC has arranged a meeting with Anne-Marie Morris MP on 10th February to discuss our frustrations and to find a way forward to look at the options we have available for expansion. TW suggested asking for a pre-application meeting with the planners to ask for advice and discuss the potential available land for expansion. The cost involved should not be more than £50.</p> <p>Governors are disappointed that other local schools, which are under-performing, are getting the opportunity to expand and feel that the Local Authority has a moral obligation to provide not just a place at a school, but that they have a responsibility to provide a place where a good education can be offered.</p> <p><i>The meeting moved into Part 2</i></p> <p><i>The meeting came out of Part 2</i></p> | | | |
| 11 | <p>Safeguarding</p> <p>GB said that there are no issues to report and that the annual audit had been completed successfully. She said that we need to demonstrate better what we do well.</p> <p>GB has asked for BH to send out Part 2 of the 'Keeping Children Safe in Education' document to all governors to read and discuss at the next Full Governing Body meeting, as Ofsted have voiced their concerns that Governing Bodies are not aware of their responsibilities when it comes to Safeguarding.</p> <p>BF asked if we are up to date with Safeguarding training and both LC and GB confirmed that it is all on track. GB also said that the Safeguarding Newsletter is very helpful in making sure we are fulfilling our statutory requirements.</p> | <p>Action BH</p> <p>Action All Governors</p> | <p>19.01.17</p> <p>19.01.17</p> | <p>12.04.17</p> <p>27.04.17</p> |
| 12 | <p>School Improvement Plan</p> <p>NT said that we have not received any questions on the SIP this time. Both NT and LC reiterated the importance of reviewing the SIP and for governors to raise questions on their areas to make sure we can show in our minutes that we regularly review the SIP and ask relevant and challenging questions about our performance.</p> | | | |
| 14. Policies | | | | |
| 14.1 | <p>Aims and Vision Statement</p> <p>JM made amendments to our current Aims and Vision Statement as part of</p> | | | |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|------------------------------|--|-----------------------|----------|---------------------------|
| | her review of the Prospectus. The revised statement was agreed and signed off by the governing body. | Decision | | |
| 14.2 | Supporting Students at School with Medical Conditions Policy This policy was agreed and signed off. GB asked if we had adequate insurance in place for staff administering medication. LC will check this. | Decision Action LC | 19.01.17 | asap |
| 15 | Spring Checklist The checklist has been shared with governors on google drive. No questions were raised. | | | |
| 16 | Clerks' Alerts No questions were raised on recent Clerks' Alerts. | | | |
| 17 | Governing Body Vacancy We have now completed the skills audit for all governors, which has helped us to recruit a replacement for Cliff Curd, who resigned as our Local Authority Governor. NT proposed Andy Lawrence for the vacancy which was seconded by JM. He is a parent of children in Class 2 and 3 and fulfils the skills we currently require. He is in the process of completing the application form to become an LA Governor. In view of upcoming changes, governors agreed to only fill our other vacancy with somebody who has the required skills. NT said that a possible candidate with a financial background has expressed an interest. Governors will discuss his suitability and our need further during the next meeting. | Decision | | |
| 18. Governor Training | | | | |
| 18.1 | Feedback Governors' Update 16th November 2016 Governors reviewed JM's Record of Learning and Impact form based on the recent Governors' Update she attended. No further questions were raised. | | | |
| 18.2 | Further Training Requirements RC is considering dates for the New Governor training and will either attend this term or in the Summer term. | Action RC | 19.01.17 | Spring/ Summer Term |
| 18.3 | Other training, incl. GEL training updates No other training has been completed since the last FGB meeting. | | | |
| 19 | Governor Visit Days JM will complete a maths visit this half term. | Action JM | 19.01.17 | 10.02.17 |
| 20 | Parent Consultation Days NT has asked governors to let BH know of their availability to support the parent consultation sessions. This was very successful last time in terms of welcoming parents to school and guiding them to the meeting rooms, as well as raising the governors' profiles. The dates are Tuesday 28 th March | Action All | 19.01.17 | asap |

COCKWOOD PRIMARY SCHOOL
Governing Body

FINAL DRAFT

| | | | | |
|--|--|-----------|--|--|
| | and Wednesday 29 th March, both days to be split into an afternoon and evening session. | Governors | | |
| | Meeting ended: 20:15 | | | |

| Detail of next meetings/Governor visit days | | | |
|--|---|----------|-----------------|
| Date/Time | Teaching & Learning Committee Meeting, Thu 9 th February 2017, 6pm | Location | Cockwood School |
| Date/Time | Pay and Performance Review Committee Meeting, Thu 2 nd March 2017, 6pm | Location | Cockwood School |
| Date/Time | Resources Committee Meeting, Wed 29 th March 2017, 6pm | Location | Cockwood School |
| Date/Time | 2x Governor Visit Days to be arranged this term | Location | Cockwood School |