

# COCKWOOD PRIMARY SCHOOL

## Governing Body

### Full Governing Body Meeting – Part I Minutes

Date/Time	5 <sup>th</sup> October 2016, 6pm	Location		Cockwood School			
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		Glynis Buckle	GB	Co-opted Governor	
Roger Hirst	RH	Co-opted Governor		Richard Crompton	RC	Parent Governor	
Lorraine Curry	LC	Headteacher		Lewis Harben	LH	Staff Governor	
Lee White	LW	Parent Governor					

Apologies	Initials	Reason (Category of Governor)
Cliff Curd	CC	Unavailable
Bob Foale	BF	Unavailable

Absent without Apology	Initials

In Attendance	Initials	
Brigitte Hawkins	BH	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	NT
2	Declaration of interest	NT
3	Confidentiality	NT
4	Housekeeping	NT
5	Minutes of Full Governing Body Meeting 21 <sup>st</sup> July 2016, incl Part 2	NT
6	Actions of Full Governing Body Meeting 27 <sup>th</sup> April 2016	Various
7	Pay and Performance Review Meeting Update	TW
<b>STRATEGIC ITEMS</b>		
8	HT Update – some Part 2	LC
9	School Improvement Plan	LC/All
10	DLP/Multi-Academy Trust	NT
11	Expansion – Part 2	TW
<b>OPERATIONAL ITEMS</b>		
12	Surveys	JM
13	Governor Evidence to Challenge	JM

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14	Significant Event Analysis	GB
15	Policies & Documents	Various
<b>GOVERNING BODY MANAGEMENT</b>		
16	Autumn Checklist	All
17	Clerk's Alert	All
18	Governing Body Vacancy	All
19	Governor Training	All
20	Governor Visit Days	All
21	Parent Consultation Days	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome &amp; Apologies</b> NT welcomed all governors present to a new school year and in particular LH as new staff governor and RC as new parent governor to their first full governing body meeting. Apologies were received from CC and BF and sanctioned by the governors present.	Decision		
2	<b>Declaration of Interest</b> NT read out the declaration of interest statement on the agenda. No declarations were made.			
3	<b>Confidentiality</b> NT drew the governors' attention to the confidentiality statement on the attendance sheet which was signed by all governors present.			
<b>4. Housekeeping</b>				
4.1	<b>Committee Structure 2016/2017</b> The new committee structure was discussed and it was agreed that TW will leave the Resources Committee but continue to serve on the Teaching & Learning Committee, as well as the Headteacher Appraisal Committee and the Pay and Performance Review Committee. NT said that GB will replace David Snape on the Pay and Performance Review Committee. JM was elected as Chair of the Pay and Performance Committee, nominated by NT, seconded by RH. RC will join the Resources Committee and will support RH in the Gifted & Talented, Pupil and Sports Premium areas. The governors' allocation to classes were also slightly amended and agreed. Two additional sections were added: JM as the governor responsible for facilitating and analysing pupil, parent and staff surveys, and NT as the governor responsible for ensuring all up-to-date statutory information is posted on our website.	Decision Decision Decision Decision Decision Decision		
4.2	<b>Election of Resources Committee Chair and Vice-chair</b> Election of Chair of Resources Committee – Mrs G Buckle Proposed by: Mr N Tallamy                      Seconded by: Mrs L Curry No other nominations were received. Mrs Buckle accepted the position of Chair of the Resources Committee for two years only. The Governors unanimously agreed with the proposal.	Decision		

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	Election of Vice-Chair of Resources Committee – Mr Lee White Proposed by: Mr N Tallamy                      Seconded by: Mrs J McGrath No other nominations were received. Mr White accepted the position of Vice-Chair for two years only. The Governors unanimously agreed with the proposal.	Decision		
<b>4.3</b>	<b>Terms of Reference</b> The following Terms of References were discussed and agreed: <ul style="list-style-type: none"> <li>● Resources Committee</li> <li>● Teaching &amp; Learning Committee</li> <li>● Pay and Performance Review Committee</li> <li>● First/Hearing Committee</li> <li>● Second/Appeals Committee</li> <li>● Headteacher Appraisal Committee</li> </ul> NT asked for each committee to review theirs in detail during their next meeting.  GB asked BH to investigate the availability of Terms of References for the Safeguarding Governor.	Decision  Action Committees  Action BH	05.10.16  05.10.16	Autumn Term  Autumn Term
<b>4.4</b>	<b>Delegated Functions</b> The Principles of Delegation were reviewed and agreed, as well as the Delegation to a Committee and the Delegation to the Headteacher.	Decision		
<b>4.5</b>	<b>Monitoring and Evaluation Structure</b> The Monitoring and Evaluation Structure was reviewed, discussed and agreed. LC is the current Literacy Subject Leader and RH will join TW and JM as Numeracy Governor. RC, as previously mentioned, will support RH with Gifted & Talented, Sports and Pupil Premium. Laura Buttrees (LB) was added as Arts Subject Leader.	Decision		
<b>4.6</b>	<b>Staff/Governor Split</b> The Staff/Governor Split was reviewed and agreed.	Decision		
<b>4.7</b>	<b>Governing Body Annual Cycle</b> The Governing Body Annual Cycle was reviewed and agreed.	Decision		
<b>4.8</b>	<b>Leadership Report Deadlines</b> The Leadership Report deadlines were all agreed. NT added that following the trial during the summer term, we will continue with the new way of compiling the Leadership Report and the deadline dates have been added to the meeting schedule for 2016/17. NT asked all governors to ensure that meetings with staff take place prior to these deadlines and the report is submitted to LC by the deadline.	Decision		
<b>4.9</b>	<b>Newsletter Contribution Cycle</b> The Newsletter Contributions were all agreed. In October, JM will publish the results of the parent and pupil surveys. LC asked that in future, we consider the timing of the pupil survey and not conduct it at the end of a term or school year when children are tired and usually very busy. Governors will continue to discuss this under item 12. Surveys.	Decision Action JM	05.10.16	20.10.16

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5. Full Governing Body Meeting Minutes 21 <sup>st</sup> July 2016				
5.1	<b>Full Governing Body Meeting Minutes 21<sup>st</sup> July 2016</b> These minutes were reviewed, agreed and signed off by NT.	Decision		
5.2	<b>Part 2 Full Governing Body Meeting Minutes 21<sup>st</sup> July 2016</b> These minutes were reviewed, agreed and signed off by NT.	Decision		
6. Actions of Full Governing Body Meeting 21 <sup>st</sup> July 2016				
6.1	<b>12. previous minutes – Safeguarding – Governors to meet with the School Council</b> JM has met with the School Council to review the Prospectus. They will review some sample prospectuses and meet again with JM next week to come up with some ideas for our own prospectus. JM felt that they were all very enthusiastic and engaged in this project. NT would like governors to look at other areas with the school council and meet with them once a month, possibly over lunch. GB added that this can also be in relation to Safeguarding and getting children involved in feeling safe at school. NT asked governors to email him and BH with ideas for meeting up with the school council.	Action All Governors	05.10.16	19.01.17
6.2	All other actions from the previous meeting are included as separate agenda items in this meeting.			
7	<b>Pay and Performance Review Committee</b> JM confirmed that the pay increases have now been confirmed and agreed. JM added that the committee discussed the way they could implement a report that could be used as evidence to justify LC's recommendations further.			
8	<b>HT Update</b> We have 95 children on roll. We are still getting significant numbers of phone calls from parents who want to join our school. We have lost a child over the summer term, but we are not in a position to fill this space. We have identified a child in class 3 with very high needs, requiring 1-2-1 support for a lot of the time. This is putting a strain on our budget, but is absolutely necessary to support the child and the class as a whole. Staff are all doing well and supporting each other through what is quite a busy and intense time already with a lot of training taking place. 3 members of staff are attending a maths intervention training course and LH has been busy identifying children through diagnostic tests who would benefit from these interventions. It has also been very busy with off-site events, such as the class 1 tennis coaching and the Harvest Festival. In terms of staffing in class 2, we will be interviewing on Monday. NT and LC reviewed the applications and said that having advertised 3 times, we have not received any high calibre applications. LC told the governors that this is mainly to do with having to teach a mixed-age class, which is very challenging. LC confirmed that they have shortlisted 3 candidates.  <i>The meeting moved into Part 2.</i>			

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	<p><i>The meeting came out of Part 2.</i></p> <p>Governors will form part of the interview panel in the afternoon. LC will produce a list of questions specific to each candidate, as well as ask a set of standardised questions that will be the same for all interviewees. The interview will be scored to make sure we have a fair and clear assessment of how the candidates perform during the interview.</p>			
9	<p><b>School Improvement Plan (SIP)</b></p> <p>NT thanked LC for completing this year's SIP, with contributions from LH on Maths, Gill Watts on Early Years and HH on SEN.</p> <p>We are continuing our focus on writing and we will review progress on this during the upcoming Teaching &amp; Learning meetings.</p> <p>Maths is another strong focus where even though we have made significant progress, we still have a number of pupils not achieving the now very high expectations.</p> <p>Our reading focus is aimed at pupils reading at home with parents. We are looking at ways of involving parents and making them aware of how important it is to read with their children.</p> <p>We have added science, which didn't feature last year but we feel is an area we can improve on.</p> <p>Other areas have remained the same, for example to improve teaching to consistently work at a higher level, to build on the enterprise project and possibly diverse a little. We also want to work on making our older pupils more independent to make the transition to year 7 easier for them. LC added that she is on the process of applying for a 10k grant that would link in with this area.</p> <p>In leadership and management we need to continue working on a lot of different areas. Our main focus has to be to expand our school. We have had to put a plan together for FIPS (Financial Intervention Panel, Schools) because we are showing a small deficit in year 3. We have to try and access as many funding streams as we possibly can. We have been informed that there are funding cuts happening in many areas, including the SEN funding which is going down by 20%.</p> <p>NT asked when we can apply for more funding to support a Class 3 child with higher needs. LC said that the application is in progress, but it could take months, even though the assessor today said that it is a potential Health &amp; Safety issue. NT added that we have to put something in place now and absorb it within our current budget, until we receive funding. LC also added that SEN funding has been capped at 2k, unless there are severe needs, which will impact on our funding. NT asked if LC had enough resources in place to support Class 3. She said they are trying to access anything they can, i.e. Occupational Therapy support etc., to relieve the situation, but essentially we are waiting for funding and have to look at using existing staff to support. JM asked if we were aware of this child's needs prior to them joining us. LC confirmed that we had no indication of the needs this child has and we have been in contact with the pre-school the child has come from.</p> <p>There is a very detailed early years' section and GW is trying to secure some funding to improve the early years outside area.</p> <p>The main challenge for SEND is that we continue to struggle with resources to provide the children and families with the support they need. And also with the amount of time the reporting is taking.</p> <p>At the back of the SIP, there is a 3-year plan which has largely remained the same but focuses on collaboration with other schools and MATs and increasing the teaching space.</p> <p>The report will be reviewed in more detail during the committee meetings,</p>			

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	split into the relevant sections.			
<b>10</b>	<p><b>DLP/Multi-Academy Trust</b></p> <p>LC said that we are accessing some resources through the DLP for training which was decided during a head teachers meeting recently.</p> <p>NT then updated governors on the visit from Tony Grey and Katie Quinn (KQ) last week following NT, BF and LC's visit to the Teignmouth Community School and the Mill Lane Primary school. They spent time in the class rooms here at Cockwood, spoke to teachers and pupils and got a good insight into how we do things. Overall they were very impressed. The visit was followed by an informal discussion about the way forward. NT believes that we need to actively look at how we move forward with this. We need to get advice on the costing, which NT believes is around 8k and also some legal advice as to the process of converting to an academy and joining a MAT. Aside from this, however, LC has made a good connection with KQ and they will start to work together and share ideas on a more informal basis.</p> <p>NT added that they made them aware of some of our non-negotiables, such as keeping a head teacher; keeping control of our budget etc. and they were accepting of these during this informal initial discussion.</p> <p>NT said that there don't appear to be many other options for joining local MATs and our choices are limited. There is a possibility that the local authority will form its own MAT, but again there is nothing concrete in place as yet.</p> <p>.</p> <p>LC added that prior to meeting with them she had spoken to some other head teachers of small schools and went into the meeting with a number of concerns, particularly in connection with working in partnership with a secondary school. During the visit LC had a very detailed conversation with KQ about some of her concerns and also about how much autonomy KQ has as a principal of the primary school. Having had these discussions, LC felt reassured that her concerns were largely unfounded and she feels very positive about this potential partnership at this stage. LC added that she would like us to put some timescales and milestones in place to move forward. We are in a strong position to negotiate having had a very positive Ofsted and being financially sound.</p> <p>Both NT and LC feel that we need to keep the momentum going and that we should now meet with staff and talk to them about our future and what we need to do to ensure our school is viable, and inform them of where we are as a governing body.</p> <p>All agreed to hold a MAT workshop at the next non-pupil day on 31<sup>st</sup> October 2016 with staff and governors to discuss where we are and talk about our non-negotiables.</p> <p>NT will put a timeline together before the next FGB meeting, based on us making a decision by April as to whether this is the right MAT for us to join or if we continue to explore other options.</p>			
		Action All Governors	05.10.16	31.10.16
		Action NT	05.10.16	19.01.16
<b>11</b>	<p><b>Expansion</b></p> <p><i>The meeting moved into part 2</i></p> <p><i>The meeting came out of part 2</i></p>			
<b>12. Surveys</b>				

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12.1	<p><b>Parent Survey Analysis</b></p> <p>JM said that the feedback from the Parent Survey was very positive. Most parents agreed that this is a very good school. There were only a few concerns and the main one was to do with behaviour and the impact on other children. JM added that there are some stunning comments in the survey that we can use in the school prospectus.</p> <p>Governors believe that the comments regarding behaviour were possibly influenced by us going through a rather challenging time at the end of last term with one particular pupil. And LC added that our children have very high standards as far as behaviour is concerned and might perceive low-level misbehaviour as rather more than it is.</p> <p>The Pupil Survey also had a few comments regarding behaviour and friendliness.</p> <p>One concern JM raised was that a few children mentioned that they had been bullied at some point or other. LC said it's very important that we make it clear as to what bullying is to those children, but it was nevertheless interesting that this is the perception that was picked up by the children.</p> <p>Another concern was the organisation of the library, which is a challenge to keep tidy and well organised. LC said that we know from the range of books that are left untidy as to whom the main culprits are and the class has been spoken to on numerous occasions. We have also looked into the way we store the books and furniture to make it easier to keep the library tidy.</p> <p>JM said that her main concern was that about 10 children (age 7 and above) put that they only felt 'mostly safe and happy' at break times. She was hoping that they all felt happy and safe. LC and governors believe that if the survey was completed again now, the picture would be different, as we are not having as many challenges during break times as we did at the end of last year.</p> <p>JM added that interestingly, following our earlier discussion regarding reading at home, most children said they read at home, however, 7 children said they mostly and 6 said they sometimes read at home and 3 don't read at home at all.</p> <p>There were some really nice comments and praise as far as staff are concerned. Two children said that the best thing about school is to have nice teachers and another said they feel supported by the teachers and look forward to seeing their friends. And 5 of them said that they love coming to school because they learn things.</p> <p>PE is by far the most popular subject with Geography being the least popular. JM was pleased to see that most children put that they complete extension work or challenges when they have finished their initial task.</p> <p>Overall they came up with some lovely ideas, mainly to do with more resources and the vast majority of children are really happy at our school.</p> <p>JM will publish the results and analysis in the October Newsletter.</p>			
		Action JM	05.10.16	20.10.16
12.2	<p><b>Annual Survey Cycle</b></p> <p>Governors reviewed the current survey cycle and agreed for the 'New Parent Survey' to be conducted before the October half term. This includes all parents of foundation children as the survey focuses on the induction period.</p> <p>This will be followed by the Staff Survey in January, which will be analysed during the Pay and Performance Review Committee meeting in the Spring term.</p>	Action JM/LC	05.10.16	October Half Term
		Action JM	05.10.16	Spring Term

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	<p>Governors discussed whether to conduct a Teaching &amp; Learning Pupil Survey in January or whether to hold another general pupil survey, focusing more on the issues that came up during the last pupil survey. Governors agreed for the number of questions to be reduced and for there to be bigger comment boxes to encourage children to express what they mean, i.e. the question about bullying – was it a one-off incident? when did it happen? is it ongoing? etc.</p> <p>Governors also feel that with some of the improvements we have made over recent months, such as the new playground, it would be interesting to see how this has impacted on the result of the survey.</p> <p>JM suggested that the School Council get involved in supporting the surveys for specific areas, such as bullying, playtime etc. LC also suggested that it would be great for every pupil to get an opportunity to be part of a focus group to give feedback at least once a year.</p> <p>Governors will look at their particular areas of responsibility and put questions together for more frequent pupil surveys with a specific focus.</p> <p>It was agreed that the Parents, Staff and Leavers surveys will remain as per the schedule and that we will implement a new way of conducting the pupil surveys over the next few months. The first survey will be based on Behaviour and Safeguarding.</p>	Action All Governors	05.10.16	ongoing
13	<p><b>Governor Evidence to Challenge</b></p> <p>LC has compiled a lot of the information required on the document which JM is going to review and then send to all governors. Governors will then need to make sure they are using this as a tool to identify sources of information for their particular areas of responsibility. The document will also help governors in conducting governor visit days when trying to identify what to look out for.</p>	Action JM	05.10.16	19.01.17
14	<p><b>Significant Event Analysis</b></p> <p>GB has sent out a simplified version of a Significant Event Analysis form that she has used previously. She feels that implementing this will support the evidence gathering for both successful and not so successful events. GB gave an example of an incident that was resolved using this method, and mentioned that often, it is the process that's failing, which can be identified and resolved using this analysis.</p> <p>Governors agreed that this is a great idea, reflecting on events and agreed to implement it. They also agreed for this to be discussed and analysed during committee meetings.</p> <p>GB will adapt a template that can be completed by whoever is involved in the event.</p>	Decision Action GB	05.10.16	19.01.17
<b>15. Policies &amp; Documents</b>				
15.1	<p><b>Whole School Model Safeguarding and Child Protection Policy and Procedures</b></p> <p>This policy was reviewed and signed off. GB thanked BH for reviewing and amending this policy at short notice.</p> <p><b>Social Media Participation Policy</b></p> <p>This policy was reviewed and signed off.</p>	Decision Decision		
15.2	<p><b>SEN Policy, Appendices and additional information</b></p> <p>This policy, the appendices and the additional information were all reviewed and signed off.</p>	Decision		



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15.3	<b>Statement of Behaviour Principles</b> This statement was reviewed and signed off.	Decision		
15.4	<b>Equality Objectives 2014-2017 – Annual update</b> NT and governors to contribute any evidence that we can use to update this document. The document will be reviewed again at the next Resources Committee meeting.	Action All Governors	05.10.16	08.12.16 (Res Mtg)
15.5	<b>Staff Pay Policy</b> This policy was reviewed and signed off.	Decision		
15.6	<b>Complaints Procedure</b> This policy was reviewed and signed off	Decision		
15.7	<b>Best Value Statement</b> This statement was reviewed and signed off with some changes.	Decision		
15.8	<b>Governor visit policy and forms</b> This policy was reviewed and signed off.	Decision		
15.9	<b>Governor Allowances and Expenses Policy</b> This policy was reviewed and signed off.	Decision		
16	<b>Autumn Checklist</b> No comments were made regarding the checklist.			
17	<b>Clerks' Alerts</b> GB reviewed the recent statistics published and asked at what point the summer born children (June/July/August) catch up with children born earlier in the year. LC believes that it levels out by the end of KS1, when the children born later in the year become learning ready and catch up.			
18	<b>Governing Body Vacancy</b> NT said that we still have a governor vacancy and that we are waiting for the outstanding Skills Analysis forms from a few governors to identify the skills we require within our governing body. Governors agreed that we should look for somebody with a legal background or with buildings and management skills who has a connection to the school. NT said that there are a couple of parents who are interested in joining the governing body in the future.	Action some governors	05.10.16	asap
<b>19. Governor Training</b>				
19.1	<b>Governors' Update 16<sup>th</sup> November 2016</b> JM has agreed to attend this update.	Decision		
19.2	<b>Further Training Requirements</b> BH to email RC with the training dates for New Governor training.	Action BH	05.10.16	04.11.16
19.3	<b>Other training, incl GEL training updates</b> RH completed the School Teacher Appraisal and Capability GEL training.			

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<b>20</b>	<b>Governor Visit Days</b> JM, RH, TW: Review Maths training intervention implementation during the last week in November. NT, RH – Report on Class 2 Residential to Bellever	Action JM, RH & TW Action NT,RH	05.10.16  05.10.16	30.11.16  24.11.16 (T&L Mtg)
<b>21</b>	<b>Parent Consultation Days</b> GB & NT will attend on 1 <sup>st</sup> November between 13:15 – 6.30pm JM & TW will attend on 7 <sup>th</sup> November between 13:15 – 6pm, TW will come in early and JM will cover the later shift.  ***** NT thanked Beck Tallamy and Jane Hirst for chairing the PFA and raising amazing amounts of money over the past few years which has benefited all the children at our school. He also said that he wishes Jodie and Emma Butler and Charlotte Wilkin the best of luck and thanked them for taking on the running of the PFA and said that the governing body will continue to support them as they have always done.	Decision		
	<b>Meeting ended: 20:00</b>			

Detail of next meetings/Governor visit days			
Date/Time	HT Appraisal Committee Meeting, Wc 10 <sup>th</sup> or 17 <sup>th</sup> October, date/time tbc	Location	Cockwood School
Date/Time	Teaching & Learning Committee Meeting, Thursday 24 <sup>th</sup> November 2016, 6pm	Location	Cockwood School
Date/Time	Resources Committee Meeting, Thursday 8 <sup>th</sup> December 2016, 6pm	Location	Cockwood School
Date/Time	Full Governing Body Meeting, Thursday 19 <sup>th</sup> January 2017, 6pm	Location	Cockwood School