

# COCKWOOD PRIMARY SCHOOL

## Governing Body

### Teaching & Learning Meeting – Part I Minutes

Date/Time	9 <sup>th</sup> February 2017, 5pm	Location	Cockwood Primary School				
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Chair, Co-opted Governor		Tania Weeks	TW	Co-opted Governor	
Roger Hirst	RH	Vice-Chair, Co-opted Governor		Lorraine Curry	LC	Headteacher	
Nick Tallamy	NT	Co-opted Governor		Lewis Harben	LH	Staff Governor	

Apologies	Initials	Reason (Category of Governor)
Bob Foale	BF	Unavailable (Co-opted Governor)

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	JM
2	Declaration of interest	JM
3	Confidentiality	JM
4	Minutes of previous meeting	JM
5	Matters arising from the previous T&L Meeting	Various
<b>STRATEGIC ITEMS</b>		
6	Leadership Update	LC
7	Autumn Term Data	All
8	School Improvement Plan	All
9	Benchmarking	JM
<b>MONITORING AND ACCOUNTABILITY</b>		
10	SEND	LC
11	Gifted & Talented	LC/RH
12	Educational Visits/Residential Visits	LC
13	Children with medical conditions	LC
14	Website	NT
15	Prospectus	JM
16	Community Cohesion/Collaboration & Enrichment	LC/All
17	Policies	JM

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GOVERNING BODY MANAGEMENT		
18	Governor Visit Day	All
19	Parent Consultations	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome and Apologies</b> JM welcomed everybody present to the meeting. An apology was received from BF, which was sanctioned by the governors present.	Decision		
2	<b>Declaration of Interest</b> JM read out the Declaration of Interest statement on the agenda. No declarations were made.			
3	<b>Confidentiality</b> JM read out the Confidentiality Statement which can also be found on the Attendance Sheet which was signed by all governors present.			
4	<b>Minutes of T&amp;L Meeting 24<sup>th</sup> November 2016 – for information only</b> These minutes were signed off at the Full Governing Body meeting on 19 <sup>th</sup> January 2017. No further comments were made regarding these minutes.			
<b>5 Matters arising from the previous T&amp;L Committee Meeting 24<sup>th</sup> November 2016</b>				
5.1	<b>14. previous minutes – BH to set up a Survey Folder on Google Drive and collate all survey information to date –</b> This folder has been set up on Google Drive and was shared with all governors.	Complete		
5.2	<b>14. previous minutes – JM to provide survey outcomes showing actions being taken and publish online</b> JM has produced a report to show all the survey outcomes and possible improvements based on the parent, pupil and staff surveys. Governors talked through the comments and collated the actions the school has taken and will be taking to make the improvements. These will be published on the website. Regarding the New Parent survey, governors discussed in more detail the information sent home for foundation parents and whether this needs reviewing. The general feeling is that we provide a lot of information and have an open-door policy inviting parents into school whenever it is convenient for them. We hold regular parent evenings and update parents through email, letters and monthly newsletters. JM will liaise with Gill Watts (GW) to find out what is given to foundation parents in their welcome pack. Regarding a comment re sports events, LH explained that he made sure that all of the children in our school were able to take part in sporting events and fixtures. Governors agreed that we are a very inclusive school and give the pupils as many opportunities as possible. ICT issues were raised in the staff survey and LH updated governors on recent ICT improvements. Governors also believe that it is important to promote a healthy work/life balance and LC added that she will always accommodate requests for time off if necessary. Governors discussed the pupil survey comments and a number of items	Action JM	09.02.17	Spring Term

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	have already been actioned, such as 'more computers', 'the noisy boat', 'change the writing area' etc. Following a comment regarding PE, LC explained that we provide more than the statutory required time for children in PE, and add events such as the swimming this week and sporting fixtures after school, as well as a number of sports after school clubs.			
5.3	<b>16. previous minutes – JM and BH to distribute Governor Update training information to all Governors</b> The Governor Update training information has been distributed to all governors and is also available on Google Drive.	Complete		
5.4	<b>16. previous minutes – JM to complete governor visit day based on the Maths training she attended in the autumn term. Visit date to be arranged.</b> JM and RH to come into school on 6 <sup>th</sup> March to complete a Governor Visit Day on Maths.	Action JM/RH	24.11.16	06.03.17
6	<b>Leadership Update</b> We currently have 94 pupils at our school. We continue to receive requests for spaces but governors agreed not to take on any other children at this stage, unless there is a family within the catchment area looking for a space. <b>JM asked how remaining at 94 pupils will impact our funding.</b> LC explained that it does affect funding, however when looking at the pros and cons of having one extra pupil the decision was made based on the impact on the children, the class and the workload of the teacher. Autumn term attendance was 97.7%, however we have had a lot of illness this term and it has reduced down to 95.9% this half term. LC has no concerns with any particular pupils. Overall our attendance is 97.2%. We are still receiving absence requests and parents are still taking their children out of school despite not having an absence authorised. LC explained that we have one family who has taken unauthorised absence every year. <b>JM asked how this was impacting on the child.</b> LC said that the impact is huge as the children receive a lot of support at school. She also added that she continues to make the parents aware of the negative impact this is having on their children's education. Staff absence has been high this term, due to illnesses. LC said that staff were great, covering each other and keeping going. Governors thanked staff for their efforts.			
7	<b>Autumn Term Data</b> LC asked governors to focus on reviewing the areas highlighted in pink, which are causing concerns, as they are showing pupils underperforming. LC explained that this is partially due to the introduction of the new curriculum, which has affected them, particularly in Year 5 and 6, but also due to the fact that both those cohorts are weaker than previous years. <b>Governors asked LC to expand further on actions being taken particularly in those areas where progress is not as expected and where pupils are not at or above expected at this time of year.</b> LC explained that in writing for Year 1s, we have put a huge amount of interventions in place which have had a big impact and we will see improvements in the results by the end of the spring term. <b>JM asked if we will achieve 100% in the phonics screening test,</b> but LC said no, as it is very hard to achieve and we have never had 100%. And usually, once they re-take it in Year 2, they pass the test. <b>NT asked if the high number of pupils in this cohort has had an impact on their performance.</b> LC said that the number of children has been a challenge, however, a lot of children within this cohort started school with very little or no phonics knowledge, which is unusual for us.			

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	<p>The other main concern is Year 2 in writing, particularly as they have their SATs coming up later this year. Alison Roper (AR) is working with this class and moving them on at a much faster pace. LC is expecting to see much better results by the end of the Spring Term, through working with the children who are struggling and supporting them as much as possible.</p> <p>LC asked governors to also consider when reviewing these results that the standard is so much higher than it has ever been, and that we have had 3 very successful years. She assured governors that both LH and AR are working closely together and supporting each other in working towards improving progress and attainment for all those pupils.</p> <p>LC also explained that we have had help from outside such as the Educational Psychologist to identify what is holding the children back and what their barriers are. Once we know what they are, we are able to support them in the right way.</p> <p>LH added that we should also bear in mind that the jump from year 1 to year 2 in the curriculum is huge, as well as moving into a new class and having a change in teacher.</p> <p>Writing is also an issue for Year 3 and in particular for Year 6, where only just over 58% of pupils are at expected or above. LC explained that AR is supporting Year 6 in grammar and LC is supporting maths in view of the SATs exams in the Summer Term. <b>JM asked if the data included the 2 SEN children in year 6,</b> and LC confirmed that they are not included as they are not working within the year 6 curriculum or within that year group.</p> <p>The constant changes in assessing writing are also very challenging, particularly when it comes to the children completing and reviewing their work independently. LH and the governors discussed the support that has been put in place for the children and some new ideas to enable them to write, check and edit their work independently without the support of an adult in class.</p> <p>LC also said that we make sure we include a lot of writing opportunities right across the curriculum, for example in history, geography, science etc. Staff are reviewing books regularly at staff meetings to see what works and where we need to continue to make improvements.</p> <p><b>JM asked if we could split out how many pupils are above expected and what we are doing to get more pupils into 'above expected'</b>, LC said that at this stage we only have a small number of children working at greater depths, however she is already looking at 'greater depths' standards with AR and they are both focusing on how we can increase the number of pupils working at 'above expected'. LC will amend the report to show this next term and is confident that the numbers will increase.</p> <p><b>NT asked if LC is concerned about writing in Year 3,</b> but LC responded that she has no concerns and that AR has already taken steps towards achieving expected standards and above.</p>	Action LC	09.02.17	25.05.17
<b>8</b>	<p><b>School Improvement Plan</b></p> <p>LC explained that staff have gone through the SIP this week and have highlighted all the actions that need to be completed over the next few weeks and months. There are currently gaps in the plan, but only because the SIP hasn't been updated, and not because we are not completing tasks and actions. LC confirmed that we are on top of all the actions required.</p> <p>Following a brief discussion about the Enterprise project, governors asked for the Enterprise tab to be updated on the website to reflect the events taking place this year.</p> <p><b>JM then asked for an update on how we are progressing with getting all parents involved in reading with their children at home.</b> LC confirmed that both GW and AR are holding reading workshops with parents to support</p>	Action LC	09.02.17	25.05.17

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	<p>this.</p> <p>JM also asked how we are ensuring that assessment across classes in the same year group is consistent. LC said that she is monitoring this through pupil tracker at the moment and will look at it in more detail through book scrutinies and discussions with staff next half term. LC has also made a link with a teaching school of similar intake and standard to us and will meet with them to find out how they are assessing their children. We need to focus further on the curriculum and identify the gaps. LH added that when staff attended a workshop recently with other local schools, they came away feeling much more confident that they are assessing the children as best they can considering the lack of guidance and information available.</p> <p>LC has also booked Gill Winston, Babcock Advisor, to come and work with middle leaders (GW, AR and LH) on assessment during her next visit, which will give us another view of how we are performing and where we can make improvements.</p>			
<b>9</b>	<p><b>Benchmarking</b></p> <p>LC presented the various reports that were sent out with the agenda to enable governors to gain a good understanding of how we are performing in comparison to other similar schools. The headlines are that we have had some very good years, working above local and national standards. LC said that the biggest successes are for our middle achieving children to reach 'above expected' and for our lower achieving children to reach 'expected'. The focus remains for us to get more children to work at greater depths, which is challenging with the new curriculum, and governors have discussed the reasons for this at a previous meeting. However governors agreed that overall progress has been great looking at the Primary Performance Data 2016.</p>			
<b>10</b>	<p><b>SEND</b></p> <p>JM thanked Holly Hilliard (HH) for putting together the SEND update for this meeting in BF's absence.</p> <p>JM asked LC to review a SEND reporting template that may make it easier for HH to report regularly on SEN activity, and will also give governors a better overview of SEND. LC will discuss this with HH and try it out for the next meeting.</p> <p>LC added that HH is doing a fantastic job for our SEN children, under difficult circumstances, trying to deliver the best support that she can for each child. Governors acknowledged this and thanked HH for her continued hard work and support.</p>	Action LC/HH	09.02.17	25.05.17
<b>11</b>	<p><b>Gifted &amp; Talented</b></p> <p>RH updated governors on events and interventions taking place for our G&amp;T pupils, such as AR working with pupils in Class 1, a Design &amp; Technology competition that we attended with other local schools and came in 2<sup>nd</sup> place. There have also been a number of sporting events that we have taken part in. We have also attended science and history events in connection with Exeter University which were very successful and inspiring for the children. Ideally we would like to attend a maths and a literacy event next term, however the cost of this to parents is £35, which they would have to fund. Historically we have part-funded such events, however with the current budget restraints and funding issues, we are no longer able to do this. We were fortunate that the workshops we attended this term were free, both at Exeter University and at Trinity School.</p>			

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12	<p><b>Educational Visits/Residential Visits</b></p> <p>We have had history visits recently for Class 1 and Class 2 which were linked to the curriculum and the children were able to build on the knowledge they gained in the class room during those interactive days. The workshops were based on the Vikings and World War 2.</p> <p>Class 1 went to the Christmas Market in Exeter in connection with the Enterprise project to gain a better understanding of running a market which will help them organise this year's Farmers Market. They also took part in a guided tour of the Cathedral and completed an extended piece of writing based on their visit.</p> <p>Class 3 went to Pennywell Farm and took part in a live-enactment of the nativity story. They also completed a piece of writing following their visit.</p> <p>The Class 2 Residential was also very successful with a focus for children to become more independent.</p>			
13	<p><b>Children with Medical Conditions</b></p> <p>LC confirmed that liability insurance covers staff giving medication to pupils.</p> <p>LC made some small amendment to the policy and confirmed that we are fulfilling our statutory duties.</p> <p>Governors reviewed the amended policy and signed it off.</p>	Decision		
14	<p><b>Website</b></p> <p>NT confirmed that the website is up to date with all statutory requirements. He also said that the letter regarding becoming an academy has been published as part of the consultation period. It will remain as the top news story until 24<sup>th</sup> February.</p> <p>LH added that the policy tab has now been moved as per the discussions at the last FGB meeting and governors agreed to also add an 'Academisation' tab, where any letters and documents that are shared with parents and the community will be stored throughout this process.</p>	Action BH	09.02.17	08.03.17
15	<p><b>Prospectus</b></p> <p>JM has sent out the draft prospectus for governors to review. Governors suggested that we remove the old prospectus from the website and for BH and LC to spend a day populating the new one next half term.</p>	Action LC/BH	09.02.17	31.03.17
16	<p><b>Community Cohesion/Collaboration &amp; Enrichment</b></p> <p>LC said that we are still continuing to work within our local learning community, but have also started to link with Mill Lane Primary School in Teignmouth.</p> <p>LC is also looking at a teaching school and potentially becoming part of a teaching school network. Governors had a brief discussion as to whether this is an option for us and agreed that currently we would not have the capacity for leaders to support other schools.</p>			
17	<p><b>Policies – Sex and Relationship Education Policy</b></p> <p>This policy will be reviewed at the next meeting.</p>	Action BH	09.02.17	25.05.17
18	<p><b>Governor Visit Days</b></p> <p>JM and RH will be completing a Maths Visit Day next half term.</p>	Action JM/RH	09.02.17	31.03.17
19	<p><b>Parent Consultations</b></p> <p>NT will represent the governing body at the parent consultation sessions on 29<sup>th</sup> March from 1pm – 4pm.</p>			

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	JM asked for governors to email BH their availability to cover the other sessions which are taking place on the 28 <sup>th</sup> March from 1pm – 6pm and on the 29 <sup>th</sup> March from 4pm – 6pm.	Action All Governors/ BH	09.02.17	17.03.17
	<b>The meeting closed at 19:30</b>			

Details of next meetings			
Date/Time	Thursday 2 <sup>nd</sup> March 2017, 6pm, Pay and Performance Review Committee Meeting	Location	Cockwood School
Date/Time	Wednesday 29 <sup>th</sup> March 2017, 6pm, Resources Committee Meeting (SFVS and draft budget sign off)	Location	Cockwood School
Date/Time	Wednesday 26 <sup>th</sup> April 2017, 6pm, Full Governing Body Meeting (Budget 2017/18 sign off)	Location	Cockwood School