

COCKWOOD PRIMARY SCHOOL

Governing Body

Full Governing Body Meeting – Part I Minutes

Date/Time	20 th July 2017, 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		Lee White	LW	Parent Governor
Lorraine Curry	LC	Headteacher		Richard Crompton	RC	Parent Governor
Glynis Buckle	GB	Co-opted Governor		Lewis Harben	LH	Staff Governor
Bob Foale	BF	Co-opted Governor		Andy Lawrence	AL	Newly elected LA Governor

Apologies	Initials	Reason (Category of Governor)
Roger Hirst	RH	Work Commitment Co-opted 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 and Confidentiality	NT
3	Minutes of Full Governing Body Meeting 27 th April 2017, incl Part 2	NT
4	Actions of Full Governing Body Meeting 27 th April 2017	Various
5	Minutes and update of Teaching & Learning Committee Meeting 25 th May 2017	JM
6	Minutes and update of Resources Committee Meeting 22 nd June 2017	GB
STRATEGIC ITEMS		
7	Governing Body Vacancy	NT
8	Leadership Update	LC/All Governors
9	School Improvement Plan	NT/LC/All Governors
10	Governing Body Impact	All Governors
11	Strategic Vision	NT
12	Safeguarding	GB
13	DLP/Multi-Academy Trust	NT/LC/All Governors
OPERATIONAL ITEMS		
14	Surveys	JM
15	Policies & Documents	Various
GOVERNING BODY MANAGEMENT		
16	Skills Audit	NT
17	Governors terms of office	NT

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18	Nominations for Chair/Vice-Chair of Governors and Committees	NT
19	Business Interest Register	All
20	Governor Visit Days	Various
21	Checklist/Devon Governor/Clerks' Alert	All
22	Governor Training	All
23	Meeting Dates 2017/2018	All

Ref	Action or Decision	Owner/ Decision/Action
1	<p>Welcome & Apologies</p> <p>NT welcomed all governors to the meeting. An apology was received from RH which was sanctioned by all governors present.</p> <p>The meeting was confirmed as quorate.</p>	<i>Decision Decision</i>
2	<p>Declaration of Interest and Confidentiality</p> <p>NT referred governors to the Declaration of Interest and the Confidentiality Statements which can be found on the Attendance Sheet signed by all governors present.</p>	Complete
3. Full Governing Body Meeting Minutes 27th April 2017 2017		
3.1	<p>Full Governing Body Meeting Minutes 27th April 2017</p> <p>These minutes were agreed as an accurate record of the meeting and signed off by the NT.</p>	<i>Decision</i>
3.2	<p>Part 2 Full Governing Body Meeting Minutes 27th April 2017</p> <p>A hardcopy of these minutes was circulated at the meeting. They were agreed as an accurate record of the meeting and signed off by NT.</p>	<i>Decision</i>
4. Actions of Full Governing Body Meeting 27th April 2017		
4.1	<p>5.2 previous minutes – Governors to attend school council meetings - update</p> <p>NT thanked GB for attending the school council meeting in June. Governors agreed to continue with these meetings in September.</p> <p><i>Action – BH to put a new rota on google drive for governors to populate depending on their availability and subject area.</i></p>	<i>BH/All Governors by 28th September 2017</i>
4.2	<p>5.4 previous minutes – Significant Event Analysis process document – for information only.</p> <p>This document was agreed and signed off at the Resources Committee meeting on 22nd June 2017.</p>	Complete
4.3	<p>5.5 previous minutes – Prospectus – Review finalised version</p> <p>Due to other, unforeseen, priorities, the prospectus has not been fully completed.</p> <p><i>Action – LC to complete the prospectus by the next Full Governing Body meeting. JM and NT to assist with the final review.</i></p>	<i>LC/JM/NT by 28th September 2017</i>
4.4	<p>12.1 previous minutes – Safeguarding leaflet for visitors</p> <p>NT presented a sample Safeguarding Calling Card which will be issued to all visitors and includes details of who to contact should any concerns arise.</p> <p>RC asked for a couple of bullet points to be added to explain safeguarding.</p> <p><i>Governors agreed to the calling card which will be printed ready for distribution from September.</i></p> <p><i>Action – JM also asked for posters on Safeguarding and on British Values to be produced and displayed in school.</i></p>	<i>Decision</i> <i>LC by 28th September 2017</i>
4.5	<p>12.1 previous minutes – Safeguarding Training</p> <p>GB and NT attended Safeguarding training on 5th June 2017.</p> <p><i>Action - All Governors to complete the online Safeguarding training by next FGB meeting.</i></p>	<i>All Governors by 12th October 2017</i>
4.6	<p>12.1 previous minutes – Safeguarding – Investigate availability of Safeguarding training for all governors and statutory requirement</p> <p>The statutory requirement is for the Safeguarding Lead/Deputy Governors to attend training. All others are voluntary as per the schools own requirements.</p> <p><i>Governors agreed to either complete the online Safeguarding training annually or attend the school's annual Safeguarding training.</i></p> <p>Governors signed that they have read and understood the following policies:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education – September 2016 • Whistleblowing Policy 2017 <p><i>Action – RH to sign</i></p>	<i>Decision</i> <i>Action RH by 12th October 2017</i>

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5. Minutes of Teaching & Learning Committee meeting 25th May 2017		
5.1	Minutes of Teaching & Learning Committee meeting 25th May 2017 The above minutes were agreed as an accurate record of the meeting and signed off by JM.	Decision
5.2	Update of Teaching & Learning Committee meeting 25th May 2017 JM went through the actions as per the minutes. <i>The following actions will be carried forward to the next FGB meeting:</i> <ul style="list-style-type: none"> • <i>Completion of Prospectus (see above) – LC/JM/NT</i> • <i>Final Split of pupil numbers and classes (as part of HT Update) - LC</i> • <i>SEND reporting template – JM to discuss with BF and Holly Hilliard</i> • <i>Completion of Annual Governor Report on SEN for publication on website – BF</i> • <i>Curriculum Policy and Teaching & Learning Policy review to be completed by 9th November for review by the next T&L meeting – LC/JM</i> JM will continue to review the induction process and welcome pack with Gill Watts (GW) for next year. Governors committed to improving the reporting of visits to school and will agree a schedule for learning walks in September based on the new school improvement plan.	All actions to be completed by 28 th September 2017 LC/JM by 9 th November 2017 Decision
6. Resources Committee Meeting Minutes 22nd June 2017		
6.1	Minutes of Resources Committee Meeting 22nd June 2017 These minutes were agreed as an accurate record of the meeting and signed off by GB.	Decision
6.2	Update of Resources Committee meeting 22nd June 2017 GB updated governors on the delay of the building survey report and LC added that a second visit took place recently due to the loss of data from the first visit. <i>Action - the completed report will be discussed at the next Resources meeting on 7th December.</i> GB explained that the budget was reviewed in detail and that there are no major changes to the budget forecast so far, but it is important that a close eye is kept on it all the time. Another point GB raised was the discussion held at the meeting regarding the Headteacher work/life balance. GB wants to ensure that governors understand the pressures LC and the teaching team are under. Further discussions with LC will be held at the HT appraisal meeting in October, including the possibility of adding a regular agenda item, such as 'Looking after your Head' to the FGB meetings.	GB/LC 23rd November 2017
7	Governing Body Vacancy Andy Lawrence (AL) was voted unanimously onto the Cockwood Governing Body following his successful application as a LA governor.	Decision
8. Leadership Update		
8.1	Leadership Report NT thanked governors for their contributions to the report. Due to the delays in the publication he asked governors to review the report in detail over the summer and raise any questions in the autumn term. LC commented that moving forward the report needs to be as strategic as possible, linking with the school improvement plan and basing it on the challenges governors are raising when meeting with the middle leaders. It has to be more of a reflection of our agreed targets within the SIP, rather than a termly diary. LC acknowledges that these questions/challenges may have been asked, but they are not evident within the report. <i>Action - LC and governors will discuss this further at the autumn term FGB meeting.</i>	LC/All Governors by 12th October 2017
8.2	Working Practice Agreement – Update LC confirmed that she has signed the Working Practice Agreement on behalf of our school. The purpose is for sharing information under this agreement to improve joint partnership working and communication between partners in the context of Early Help. More specifically this refers to sharing information that will help identify where an Early Help multi-agency support approach is required and thereafter sharing information with consent to help deliver that support in practice.	
8.3	Monitoring and Tracking Cycle 2017/18 LC presented the monitoring and tracking cycle she produced for 2017/18 to enable a more structured approach to monitoring across the school, including monitoring by middle leaders and subject leaders. Governors agreed that this can also be used as another tool for challenge when reviewing the schools performance during learning walks.	
9	School Improvement Plan LC presented the data for the Summer Term, including the SATs results. She highlighted the following: <ul style="list-style-type: none"> • KS2 cohort consisted of a high number of children with additional needs in learning and behaviour • The results were mixed with some pupils producing excellent results and others not 	

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	<p>achieving their expected target</p> <ul style="list-style-type: none"> • Achievements overall are lower than national, except for Reading • Writing has improved from last year, particularly the number of pupils working at greater depth • Some pupils missed expected level by 1 or 2 points only and following a review of the papers, LC has resubmitted a number of them for re-marking <p>Following a question from a governor LC confirmed that 8% represents 1 pupil in the report and can therefore have a big impact on the overall results.</p> <p>LC continued and explained that progress overall has been good for most children. Some children working below in KS1 have made excellent progress but unfortunately not enough to reach expected level at KS2.</p> <p>When reviewing the whole school data reports, governors asked why in Maths only 58% of girls are working at expected compared to 80% of boys. LC and LH explained that a high number of Year 6 girls were on the SEN register and despite a large number of interventions, and making good progress, they did not meet 'at least expected' standards.</p> <p>Governors continued their discussions and agreed that even though the results at first glance look disappointing, the distance travelled and the progress made by some children since KS1 has been very positive.</p> <p>When reviewing the KS1 and Early Years results, governors acknowledged that they were excellent and above Devon and National standards in almost all areas. However, even though 'exceeding at standard' has improved from last year, the results are still below Devon and National standards and further focus is required on improving working at greater depth.</p> <p>LC added that in order to improve in this area, teaching has been reviewed already to meet the needs of our children and plans are being put in place, particularly in Maths from September. We will be working with a teaching school and are getting involved in research programmes to support the improvements.</p> <p>Governors then reviewed the Progress of groups 2016/17 report and identified that the school continues to cater well for special needs children and that the Gifted & Talented children have all made accelerated progress.</p> <p>When compiling the new School Improvement Plan LC will base it on the current data and the discussions the governors have had at this meeting. The 2017/2018 SIP will be available for review at the next FGB meeting in October.</p> <p>Action – LC to produce the 2017/18 SIP</p>	<p style="text-align: right;">Action LC by 28th September 2017</p>
<p>10</p>	<p>Governing Body Impact</p> <p>When reviewing the report based on the skills analysis comments governors acknowledged that there are a variety of skills within our governing board and that most governors have a direct link to the school.</p> <p>NT added that the list of training courses attended by governors is significant and highlights the commitment to our own development which will enable us to continue to make an effective contribution to the leadership team.</p>	
<p>11</p>	<p>Strategic Vision</p> <p>NT presented a draft of the Strategic Vision - Autumn 2017 for governors to review and agree at the next FGB meeting in October. The priorities are based on discussions with governors at meetings and reflect the current strategic direction of our school. Once agreed, the priorities will be reviewed annually and amended if necessary.</p> <p>Action – BH to share the strategic vision with all governors</p> <p>NT also asked all governors to complete a pen portrait for publication on our website to show our skills and diversity and to increase our visibility to parents and the community.</p> <p>Action – BH to send out sample of pen portrait NT has produced to all governors.</p> <p>Action – All governors to send BH a pen portrait and photograph for publication of the website.</p>	<p style="text-align: right;">Action BH by 25th July 2017</p> <p style="text-align: right;">Action BH by 25th July 2017</p> <p style="text-align: right;">Action All Governors by 28th September 2017</p>
<p>12</p>	<p>Safeguarding</p> <p>GB explained that all recent safeguarding updates are covered within the Leadership Report for this term. In addition, she informed governors that it has been identified at the termly safeguarding review that we need to improve our chronological tracking of low level incidents in Class 2 and Class 1. Following a question from a governor GB explained that there is no indication that correct procedures are not followed but tracking has to be improved.</p> <p>GB also added that she is very impressed with the knowledge the staff have, as demonstrated in the recent safeguarding training session and is in no doubt that they would deal with incidents in the appropriate way.</p>	

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13	<p>DLP/Multi-Academy Trust</p> <p>NT briefly spoke about the recent meeting with the other schools interested in forming a MAT with the Teignmouth Learning Trust. The minutes of this meeting have been distributed to all governors. Governors commented on how challenging it will be to produce joint strategic priorities and looking at providing the best outcomes for children across the whole MAT, rather than just the individual schools. NT added that the application for the 25k funding to support our conversion to academy status has been submitted and the current date for completion and joining the MAT is 1st March 2018. LC updated governors on a recent DLP Headteachers' meeting she attended where she identified improvements that can be made to our PE provision, and looked at the possibility of an online parent pay system which would be more efficient and less labour intensive than the current cash system. LC also added how much she values these meetings with local Headteachers and the opportunity to discuss current issues and challenges as well as share best practice.</p>	
14	<p>Surveys</p> <p>JM handed out the parent survey analysis showing the trends over the past 3 years. Unfortunately the response rate has dropped from 64.2% last year to 42% and governors had a discussion around how this could be increased again. One option agreed was to send the survey with the invitation to the parent consultation appointments where the surveys could then be collected and a governor would be present for parents to discuss any issues or concerns. JM continued by reading out a number of comments parents have made which governors will respond to as part of the feedback through the website. Comments mainly referred to school lunches, clubs and homework. Overall the result is very positive and the majority of parents are very happy with the school.</p> <p><i>Action – JM to produce summary for website</i></p>	<p><i>Action JM by 28th September 2017</i></p>
15. Policies & Documents		
15.1	<p>PE Grant Information for publication on the website</p> <p>Due to RH's absence this report was not available at the meeting.</p> <p><i>Action – BH to liaise with RH and GW in order for the report to be published in September 2017.</i></p>	<p><i>Action BH by 30th September 2017</i></p>
15.2	<p>Governing Body Code of Conduct</p> <p>The code of conduct was reviewed agreed and signed by all governors present.</p> <p><i>Action – RH & GB to sign</i></p>	<p>Decision</p> <p><i>Action RH & GB by 12th October 2017</i></p>
15.3	<p>Safeguarding Statement</p> <p>This statement was reviewed, agreed and signed off by LC and NT.</p>	<p>Decision</p>
15.4	<p>Charging & Remission Policy</p> <p>This policy was reviewed, agreed and signed off.</p>	<p>Decision</p>
16	<p>Skills Audit</p> <p>Governors had a brief discussion about the outcome of the skills audit and agreed that the areas for development either through recruitment or training are those marked 3 or below:</p> <ul style="list-style-type: none"> • Previous experience of being a board member in another sector or a governor/trustee in another school • Experience of school sector risk management, including managing conflicts of interest/loyalty • Expertise in curriculum development, school assessment and progress/attainment • Experience of property and estate-management • Experience of school sector HR policy and processes • Experience of inspection and oversight in the school sector 	
17	<p>Governors terms of office</p> <p>There will be a Parent Governor vacancy in the autumn term as LW's term ends on 13th October 2017.</p> <p><i>Action – BH to organise recruitment of replacement Parent Governor</i></p>	<p><i>Action BH by 13th October 2017</i></p>
18	<p>Nominations for Chair/Vice-Chair of Governors and Committees</p> <p>Governors agreed to send nominations for the Chair and Vice-Chair of Governors positions and the Teaching & Learning Chair and Vice-Chair positions to BH in the Autumn Term.</p> <p><i>Action – all governors to send nominations to BH</i></p>	<p><i>Action all governors by 12th October 2017</i></p>
19	<p>Business Interest Register</p> <p>NT explained that governors with a child/grandchild at our school need to declare this on the Business Interest Register, unless they are a parent governor. Governors reviewed, amended if necessary and signed the Business Interest Form.</p> <p><i>Action – RH, BF, AL and JM to sign</i></p>	<p><i>Action RH, BF, AL & JM by 12th October 2017</i></p>
20	<p>Governor Visit Days</p> <p>Already discussed – see 5.2</p> <p><i>Action – NT/RH to provide Governor Visit Report on Safeguarding at the Class 1 Residential</i></p>	<p><i>Action NT/RH by 28th September 2017</i></p>
21	<p>Checklist/Devon Governor/Clerks' Alert</p> <p>NT pointed out a few items recently regarding finance and encouraged governors to read and review</p>	

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	the information provided.	
22. Governor Training		
22.1	<p>Training Feedback</p> <ul style="list-style-type: none"> • Finance for Maintained Schools 17th May 2017 – GB • Clerks' Update 29th June 2017 – BH <p>GB and BH provided copies of the Record of Learning Impact forms on the above training session. GB found the finance course useful particularly with regards to joining a MAT and was able to establish that as a school we deal with our finance processes as required.</p> <p><i>Action – BH/NT/LC to go through the Clerks' Update Record of Learning Impact form separately</i></p>	<p><i>Action BH/NT/LC by 12th October 2017</i></p>
22.2	<p>Discuss and book any further training if required</p> <p>Governors agreed to the following training sessions next term:</p> <ul style="list-style-type: none"> • Governance and School Improvement – 3rd October 2017 - JM • New Governor Training - 17th October – RC and possibly AL • Governor Update – 21st November – GB • Cyber Crime and General Data Protection Regulation – 21st September - SJ 	
22.3	<p>Other training, incl. GEL training update from governors</p> <p>NT reiterated the importance of governors completing the online Safeguarding training by the next FGB meeting – see 4.5.</p>	
23	<p>Meeting Dates 2017/2018</p> <p>Governors agreed the meeting dates for 2017/18. The July FGB meeting will now take place on 5th July 2018 with a provisional data meeting booked for 12th July 2018 if necessary.</p>	<p><i>Decision</i></p>
	NT and governors present thanked LH for his contribution over the past 12 months as a teacher and staff governor and wished him all the best in his new job.	
	Meeting ended: 20:10	

Detail of next meetings/Governor visit days			
Date/Time	Pay & Performance Review Meeting, Thursday 28 th September 2017, 6pm	Location	Cockwood School
Date/Time	HT Appraisal Committee Meeting, Monday 2 nd October 2017	Location	Cockwood School
Date/Time	Full Governing Body Meeting, Thursday 12 th October 2017, 6pm	Location	Cockwood School
Date/Time	Teaching & Learning Committee Meeting, 23 rd November 2017, 6pm	Location	Cockwood School
Date/Time	Resources Committee Meeting, Thursday 7 th December 2017, 6pm	Location	Cockwood School