

COCKWOOD PRIMARY SCHOOL

Governing Body

Full Governing Body Meeting – Part I Minutes

Date/Time	27 th April 2017, 6pm	Location		Cockwood School			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Co-opted Governor		Tania Weeks	TW	Co-opted Governor	
Judith McGrath <i>arrived 19:50</i>	JM	Vice-Chair Co-opted Governor		Lee White	LW	Parent 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)
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
PROCEDURAL ITEMS		
1	Welcome & Apologies	NT
2	Declaration of interest	NT
3	Confidentiality	NT
4	Minutes of Full Governing Body Meeting 19 th January 2017, incl Part 2	NT
5	Actions of Full Governing Body Meeting 19 th January 2017	Various
6	Minutes of Teaching & Learning Committee Meeting 9 th February 2017	JM
7	Minutes of Resources Committee Meeting 29 th March 2017, incl Part 2	GB
STRATEGIC ITEMS		
8	Governing Body Vacancy	BH
9	Leadership Update	LC/All Governors
10	Budget 2017/2018	GB/LC
11	School Improvement Plan	NT/LC All Governors
12	Safeguarding	GB
13	DLP/Multi-Academy Trust	NT/LC/All Governors

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14	Expansion – some Part 2	TW/NT
OPERATIONAL ITEMS		
15	Surveys	JM
16	Policies & Documents	GB
GOVERNING BODY MANAGEMENT		
17	Parent Consultation Days	NT/BF
18	Governor Visit Days	JM/RH/All Governors
19	Checklist/Devon Governor	All
20	Clerks' Alert	All
21	Governor Training	All

Ref	Action or Decision	Owner/ Decision/Action
1	Welcome & Apologies NT welcomed all governors present to the meeting. An apology was received from BF and sanctioned by governors.	Decision
2	Declaration of Interest NT read out the declaration of interest statement on the agenda. No declarations were made. BH to add declaration of interest statement to attendance sheet.	Action BH By 25.05.17
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 19th January 2017		
4.1	Full Governing Body Meeting Minutes 19th January 2017 These minutes were reviewed, agreed and signed off.	Decision
4.2	Part 2 Full Governing Body Meeting Minutes 19th January 2017 These minutes were reviewed, agreed and signed off.	Decision
5. Actions of Full Governing Body Meeting 19th January 2017		
5.1	5.1 previous minutes - Safeguarding Governor Terms of References - <u>amend Governance Handbook, December 2015 to January 2017</u>	Complete
5.2	5.2 previous minutes – Conduct Staff Survey – LH to provide staff email addresses to JM Governor/School Council Meetings – <u>Schedule to be put in place and governors to supply JM with questions for pupil survey, relating to their particular responsibilities</u> Following a brief discussion, NT agreed to attend the school council meeting on Thursday 4 th May 2017. Going forward governors will meet with the school council on a monthly basis. LC added that the school council are able to meet on other days if Thursday is not convenient for governors. BH to put a meeting date template on google drive for governors to complete.	Complete Action BH by 31.05.17
5.3	5.3 previous minutes – Governors to meet with School Council – <u>GB update on recent meeting with School Council</u> GB attended a very positive meeting with the school council focusing on 'feeling safe at School'. The children commented that they feel safe and part of a family because of their friends and teachers at the school. They know who to approach when they have an issue. GB added that the children named one adult, who they felt was particularly trustworthy. We need to ensure that this particular	

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	member of staff is fully aware of the processes and procedures around safeguarding. GB also said that it is important to keep the safeguarding questions in the pupil survey to enable analysis and triangulation of the feedback.	
5.4	5.6 previous minutes – Significant Event Analysis – <u>GB to write a document to support the form regarding when and how it should be used</u> This item will be moved to the next meeting.	Action BH/GB by 20.07.17
5.5	6.2 previous minutes – Prospectus <u>GB to review Safeguarding section</u> – GB has reviewed this section and has nothing further to add. <u>Prospectus to show the school's expectations of parents supporting their children based on the Home School Agreement</u> – JM to review and update prospectus <i>JM commented on this item via an email to NT, LC and BH on 27th April explaining that she has reviewed the prospectus again and will make the final amendments by the end of this half-term (26th May 2017). She is asking for support from the school council with photos and pupil comments and would also like to add a section about the Enterprise grant and its sustainability. Governors agreed to complete the revision of the school prospectus by the end of the summer term.</i> <u>Website – move policies section under its own heading</u>	Complete Action JM/LC by 20.07.17 Complete
5.6	11 previous minutes – Safeguarding – <u>BH to share Part 2 of 'Keeping Children Safe in Education' and all governors to review</u>	Complete
5.7	14.2 previous minutes – Supporting Students at School with medical conditions policy – <u>LC confirmed during T&L meeting on 9th February 2017 that insurance cover is sufficient for staff administering medication to pupils.</u>	Complete
5.8	All other outstanding actions are either included in the agenda below or were discussed during the T&L or Resources meeting in the Spring Term.	
6. Minutes of Teaching & Learning Committee meeting 9th February 2017		
6.1	Minutes of Teaching & Learning Committee meeting 9th February 2017 The above minutes were reviewed, agreed and signed off	Decision
6.2	Update of Teaching & Learning Committee meeting 9th February 2017 <i>JM commented on this item via an email she sent to LC, NT and BH on 27th April 2017:</i> <ol style="list-style-type: none"> School has been hit with sickness this term which has lowered both pupil and staff attendance. All staff have pulled together to support each other so formal thanks must go out to the whole team for keeping the school running so well. Section 7 – <u>have we had the results from the Educational Psychologist to identify what is holding children back and their barriers?</u> LC commented that the Ed Psych works with particular children and has been able to identify areas for us to work on which have had a positive impact on the children's learning and resulted in good levels of progress. She added that this kind of support is very expensive and that we have to make tough decision as to which children will benefit the most. <u>TW asked if academies have their own Ed Psychs.</u> Yes they might but it depends on the academy. We have sourced our own and are keen to continue this way. LC will give further feedback during the next T&L meeting. Consistency of teaching, learning and assessment across classes with same age group – governors will discuss this further during the next T&L meeting. 	
7. Resources Committee Meeting Minutes 29th March 2017		

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7.1	<p>Minutes of Resources Committee Meeting 29th March 2017, including Part 2 These minutes, including the Part 2 minutes, were reviewed, agreed and signed off.</p>	Decision
7.2	<p>Update of Resources Committee meeting 29th March 2017 GB updated governors and said that there was a discussion around the ongoing safety issues regarding parking and speeding near the school. NT/GB will write to individual parents to address these issues. Governors acknowledged that one of our parents commented recently on a group facebook page because she was concerned for the safety of her child and asked other parents to be more considerate. LC also added that Ofsted are focusing heavily on safety and that we need to do everything we can to ensure our pupils are safe in and around the school. She asked LW to continue looking at H&S issues during his termly walk-about. GB suggested moving the 'School' sign to the bottom of Cofton Hill. NT has looked at this previously without success; however GB will write to Devon Highways again. Governors also agreed that there should be another 'School' sign at the bottom of School Hill/Kenbury Crescent. NT added that some schools have made their own signs and put them up near their school. We are holding a Road Safety Day in June and have invited representatives from Teignbridge Council, the police as well as members of the local speed watch scheme. Other areas discussed at the Resources meeting were mainly to do with the budget and are covered later in this meeting. GB asked if we had had any feedback from parents regarding the increase in the cost of school meals and after-school clubs, but nothing has been received so far.</p>	
8	<p>Governing Body Vacancy Andy Lawrence has been accepted as LA Governor and is coming to an induction with BH on 12th May 2017. He will also attend the next T&L and Resources meetings and we will vote him onto our governing body at the next FGB meeting on 20th July 2017.</p>	Action BH By 20.07.17
9	<p>Leadership Update Pupil Numbers: 94 New Foundation children starting in September: 15 LC told governors that a member of the teaching team has resigned and will be leaving us at the end of this term. A teaching position has been advertised and we have had a reasonable response so far. LC and NT thanked governors for their support with the Leadership report. There were no further comments to add. Governors agreed to submit their Summer Term Leadership Report updates to BH by Friday 14th July (changed from 30th June) and to organise meetings with teachers in advance.</p>	Action All Governors By 14.07.17
10	<p>Budget 2017/2018 GB thanked LC and Sue Jago (SJ) for putting the budget together under very difficult circumstances. Members of the governing body have had long and reflective discussions and reviews, particularly around staffing. All expenditure has been reduced to the absolute minimum. GB asked what the impact on the budget will be when we appoint a new member of staff. LC confirmed and governors agreed that it will have an impact, but that we will recruit the best possible candidate. We have to be aware that this may affect other members of staff. We will continue to do the best for our children with the resources we have available. LC added that she would be keen to increase the amount we have in the budget for school improvement. RC asked if we have completed an impact assessment on the reduced supply and training spend. LC explained that over the last few years we have always overspent on training and we are unable to sustain this with the current funding available. Our focus for this budget was to keep experienced staff. In order to keep the costs low, LC will cover any supply teaching necessary. We will continue all statutory training and training on any new requirements. LC also confirmed following a question from GB that there is no minimum requirement for CPD for staff. And added that we will source other funding to support training that is not costed currently. Governors agreed the budget for 2017/18 unanimously.</p>	Decision

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11	<p>School Improvement Plan</p> <p>Governors agreed that they need to become more pro-active in reviewing the plan, challenging LC and asking for evidence.</p> <p>LC has recently attended a Local Area HUB Briefing and was informed that Ofsted are looking for governors to be aware of the weaknesses identified by looking at the data. They will focus on what we are doing about improving standards. Inspectors will ask for governors to produce evidence when asked.</p> <p>Governors agreed to have a detailed review of the SIP for 2017/18 In the autumn term to help identify their individual areas for review. We will also start recording governors' challenges and requested evidence in the SIP which can be cross-referenced to the minutes. The SIP will also be reviewed in more detail during committee meetings, with an overview of the findings presented at the FGB meeting.</p> <p>The T&L committee will focus their review on data and identify weaknesses, and the resources committee need to focus on safety and staffing, particularly safeguarding.</p>	<p>Action All Governors Autumn Term</p>
12. Safeguarding		
12.1	<p>Safeguarding Update</p> <p>GB explained that Safeguarding is a high priority currently. She has completed a termly review and confirmed that the Single Central Record (SCR) meets all known requirements at the time of her inspection on 23rd March 2017.</p> <p>NT has recently attended the Chairs' Update and added that governors need to be more aware of what is recorded in the SCR and has to include volunteers as well as members of staff. The SCR has to be checked termly by the Safeguarding Governor to identify gaps. All Governors have an entry regarding Keeping Children Safe.</p> <p>GB added that she can also confirm that we meet all the relevant requirements for storing this data as well as backing it up.</p> <p>NT added that another suggestion was for us to produce a safeguarding leaflet for visitors which can include our policy of mobile phones being handed in and locked away. NT and GB will look at producing this.</p> <p>LC invited governors to attend the Safeguarding group 2 training on 5th June from 1.30pm. If governors are unable to attend the training, they need to ensure that they at least complete the online governor training on Safeguarding.</p> <p>BH to investigate further regarding the requirements of Safeguarding training for all governors and the availability of such training.</p>	<p>Action NT/GB By 20.07.17</p> <p>Action All Governors by 05.06.17</p> <p>Action BH By 05.06.17</p>
12.2	<p>Safeguarding Policy</p> <p>This policy was reviewed and signed off by GB.</p> <p>Governors to sign confirmation that they have read and understood Part 2 and Annex A of Keeping Children Safe in Education 2016</p> <p>All governors present have signed to confirm the above.</p> <p>BF to confirm and sign asap.</p>	<p>Decision</p> <p>Complete</p> <p>Action BF By asap</p>
13	<p>DLP/Multi-Academy Trust</p> <p>LC said that the DLP Headteachers are still meeting regularly to make decisions on how to spend the small funds still available. The discussions generally revolve around MATs and the different partnerships schools are considering. Jo Hussain continues to do some admin and maintains the DLP website and supports some of the schools websites. Best practice continues to be shared.</p> <p>LC added that she has had further meetings with representatives from the Teignmouth MAT and</p>	

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	<p>with the Headteacher from Kenn and Kenton School Federation, who are also in the process of converting to academy status with a view to joining the Teignmouth MAT. We are looking to join at the same time. The timeline is for us to work with the Regional Schools Commissioner towards the end of the summer term or early autumn term and join the MAT in January.</p> <p>Governors agreed to continue looking at all other options available, as we have been contacted by another small school interested in forming a partnership with similar schools, as well as by the Dawlish Community College who are looking at joining with secondary schools in Newton Abbot, however, although we were asked to attend meetings, we have had no further information.</p> <p>Governors had a brief discussion around when to publish our intentions to join the Teignmouth MAT, but have agreed to wait until later this half term.</p>	Decision
14	<p>Expansion</p> <p>There have been no further updates since the resources meeting (see minutes 29th March 2017). We are still waiting for a response from Anne-Marie Morris, MP, who we met with last term. Governors feel disappointed that following a very positive meeting, we have had no contact since.</p> <p><i>The meeting moved into Part 2</i></p> <p><i>The meeting moved out of Part 2</i></p> <p>Governors expressed their concerns about the increase in pupils in the area and the potential shortage of school places.</p> <p>NT added that we have received confirmation of our new catchment area. We will be losing Dawlish Warren, but gaining the whole Redrow estate next to Sainsbury's in Dawlish. TW said that this may be a concern for siblings in Dawlish Warren who may not get a place at Cockwood going forward. However, we may be able to change the intake criteria once we are an academy and part of a MAT.</p>	
15	<p>Surveys</p> <p>Governors reviewed the parent survey questions and agreed with the format. The current format will allow us to start seeing trends.</p> <p>LC will send the survey with the newsletter next week for parents to complete by half-term.</p> <p>Governors had a brief discussion about conducting a pupil survey and agreed to complete this just after half-term.</p>	<p>Decision</p> <p>Action LC By 05.05.17</p> <p>Action JM By beginning of 2nd half of Summer Term</p>
16	<p>Policies – Finance Policy, incl Record of Individuals with Authority to Authorise Items resulting in Financial Commitments and Payments</p> <p>Both documents were reviewed, agreed and signed off.</p>	Decision
17	<p>Parent Consultation Days</p> <p>NT and BF attended the parent consultation days last term. Governors agree that this is a worthwhile exercise and supports the governors' intentions to become more visible to parents. This time they spoke to parents about the Ofsted Parent View and handed out leaflets to try and encourage parents to complete the survey.</p>	Decision
18. Governor Visit Days		
18.1	<p>Feedback from Spring Term Governor Visit Days - Maths</p> <p>See Governor visit forms submitted by JM and RH.</p> <p><i>19:50 JM arrived</i></p> <p>RH commented that the lesson he attended was very well organised and planned and the level of pupil engagement was extremely high. He asked LH to elaborate on a question raised by JM on the Governor visit form. LH said that the comment related to a pupil who has been seen by the</p>	

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	<p>Educational Psychologist who identified a number of barriers to learning which we have been addressing and have had some positive impact.</p> <p>JM added that all children were very keen in the class she observed, and their enthusiasm for maths was excellent. They used a number of resources to support their learning, including taking photographic evidence of children's work.</p>	
18.2	<p>Discuss and arrange Summer Term Governor Visit Days, incl focus and date/time</p> <p>Governors agreed to conduct the following Governor Visit Days by the end of the Summer Term:</p> <ul style="list-style-type: none"> • Provision for more able children – RC/JM • Writing – BF • Early Years – Forest School – TW • Safeguarding (during the Class 1 Residential) – NT/RH <p>LC will provide governors with information on what to look for when completing the visits.</p>	<p>Action RC, JM, BF, TW, NT, RH by 20.07.17</p>
19	<p>Checklist/Devon Governor</p> <p>The checklist was not published in time for review at this meeting.</p>	
20	<p>Clerks' Alert</p> <p>Governors agreed to review the new Charging and Remission policy in the Autumn Term as per the annual policy cycle.</p>	<p>Decision</p>
21. Governor Training		
21.1	<p>Feedback from various training sessions</p> <p>NT – Attendance Workshop 23/02/17</p> <p>NT said that the training focused on legislation on school attendance.</p> <p>It was reiterated that registration times have to be set by the governing body. NT confirmed with SJ that we follow the process correctly and that our attendance policy shows the relevant information.</p> <p>Persistent absenteeism is now set at 90%. LC will focus on any children falling below 90%, which could partly be due to the high sickness we have experienced recently. Governors are keen to complete an analysis of our pupils who are attending well and their progress and compare it to pupils who have had attendance issues and therefore may be underperforming.</p> <p>GB asked for the reasons for persistent absenteeism and LC explained that it is sometimes due to holidays and it appears to be the same families year on year. LC is still receiving a number of holiday requests which she is unable to authorise.</p> <p>LC has picked up on patterns in some children, particularly around sickness, and has had discussions with parents. LC has sought the support of the EWO for some families.</p> <p>NT added that at the training they also discussed the definition of exceptional circumstances which is a one-time occurrence that can't be moved.</p> <p>NT – Chairs' Update 23/03/17</p> <p>Further to the updates NT has already mentioned earlier in the meeting, he added that the new national funding formula will be introduced in 2018/19 with the budgets for 2019/20 based on the single national formula with funding coming from the DfE, rather than the local authority.</p> <p>As part of reviewing the competency framework, governors agreed to continue using the current NGA skills audit and update it with any training that has been attended to reflect our current level of expertise.</p> <p>BH – NCTL Clerks' Development Training 21/02/17</p> <p>BH gave governors an overview of the training and the first module she is currently working on. The main focus is on reviewing our minutes and the impact the governing body has on our children.</p>	
21.2	<p>Discuss and book any further training if required</p> <ul style="list-style-type: none"> • New Governor Training – BH to send Summer Term dates to RC. • Finance for Maintained Schools, 17th May 2017 – BH to book for GB. 	<p>Action BH By asap</p>
21.3	<p>Other training, incl. GEL training update from governors</p> <p>GB has used the new NGA online training tool and completed the 'Exclusion training' successfully.</p>	<p>Complete</p>

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Meeting ended: 20:20	
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Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Committee Meeting, Thu 25 th May 2017, 6pm	Location	Cockwood School
Date/Time	Resources Committee Meeting, Thursday 22 nd June 2017, 6pm	Location	Cockwood School
Date/Time	Full Governing Body Meeting, Thursday 20 th July 2017, 6pm	Location	Cockwood School
Date/Time	2x Governor Visit Days to be arranged this term	Location	Cockwood School

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