

COCKWOOD PRIMARY SCHOOL Governing Body

Final

Full Governing Body Meeting							
Date/Time	18 July 2018, 6pm	Location			Cockwood School		
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Co-opted Governor		Andy Lawrence	AL	L A Governor	
Judith McGrath	JM	Vice-Chair Co-opted Governor		Glynis Buckle	GB	Co-opted Governor	
Holly Hilliard	HH	Staff Governor		Richard Crompton	RC	Co-opted Governor	
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Tania Weeks	TW	Co-opted Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	NT
2	Declaration of interest & Confidentiality	NT
3	Minutes of Full Governing Body Meeting 25 April 2018 to be agreed and signed off	NT
4	Actions of Full Governing Body Meeting 25 April 2018	NT
5	Minutes of Teaching & Learning Committee Meeting 24 May 2018	JM
6	Minutes of Resources Committee Meeting 7 June 2018	GB
STRATEGIC ITEMS		
7	Leadership Update	LC/All Governors
8	School Improvement Plan	NT/LC/All Governors
9	School Visioning Process	NT
10	Safeguarding	GB
11	GDPR	LC
12	DLP /Multi-Academy Trust	NT/LC
13	Budget Position	LC
14	KCSiE Sept.18	LC/All Governors
OPERATIONAL ITEMS		

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15	Agree Annual Survey Cycle	JM
16	Data Protection Policy	LC
GOVERNING BODY MANAGEMENT		
17	Governor Recruitment Update	NT
18	Re-appointing Chair/Vice Chair	NT
19	Draft Meeting Schedule	NT
20	Annual Skills Audit	All Governors
21	Business Interests Register	All Governors
22	Governor Q Cards	LG
23	Parent Consultation Days	All
24	Governor Visit Days	All
25	Governor Training	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 TW. Governors sanctioned the apologies.	Decision		
2	Declaration of Interest & Confidentiality NT read out the declaration of interest, and confidentiality statement on the agenda. No declarations were made. Attendance sheet signed by all those present.	Complete		
3. Full Governing Body Meeting Minutes 25 April 2018				
	Full Governing Body Meeting Minutes 25 April 2018 These minutes were reviewed, agreed and signed off by NT.	Decision		
4. Actions of Full Governing Body Meeting 25 April 2018				
4.1	3.5 previous minutes Clerk (now LG) and RC to define 'responsibilities and tasks' as per ToR. ACTION RC.	Action RC to liaise with LG		11.10.18
4.2	6.2 JM has produced a document showing which policies go to which committees , and which Statutory Policies can be reviewed by Lead Governors. NT has just added amendments. Decision made that this is no longer required due to the impending MAT re-structure.	Decision		
	All other outstanding actions are included in the agenda below.			
5. Minutes of Teaching & Learning Committee meeting 24 May 2018				
5.1	Minutes of Teaching & Learning Committee meeting 24 May 2018 The above minutes were reviewed, an amendment to one set of initials was made and agreed and signed off by JM.	Decision		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
5.2	<p>Update of Teaching & Learning Committee meeting 24 May 2018</p> <p>JM reported to the meeting that the highlight was the improvement in maths, the whole school focus on this area, Daniel's leadership of this subject area, and the way he is driving this initiative through. Also how receptive Alison is to sharing with Daniel the knowledge that he has acquired through the investment in training.</p> <p>Ofsted looked at the new curriculum and were very happy with that, even though LC felt there was more that can be done to improve it still further. Also this year we were moderated, and the moderator took some ideas on writing back to her own school, which shows just how well staff are doing.</p> <p>On community cohesion collaboration and enrichment, this year we decided not to run the annual farmers market due to other activities going on. JM would like to look towards working with other schools within the MAT to work together on some projects. LC confirmed that this process had begun. JM informed the meeting that social action was to become increasingly important from an Ofsted perspective, which is community, volunteering etc. within the new framework. We will need to build in or reference this to areas of the curriculum also.</p>			
6. Resources Committee Meeting Minutes 7 June 2018				
6.1	<p>Minutes of Resources Committee Meeting 7 June 2018,</p> <p>The above minutes were reviewed, agreed and signed off by GB.</p>	Decision		
6.2	<p>Update of Resources Committee meeting 28 March 2018</p> <p>GB reported to the meeting that one of the key items that had come out of the meeting was the need to identify better ways in which to support the Parents, Friends Association (PFA). There was a desire to foster their good work in supporting the school, as the core group leading were in need of some additional active volunteers to help.</p> <p>In terms of the Budget, discussion was around the uplifts for the TA's and the possible impact. The conclusion was that we were still in a good position with our budgeted funding, and looking at a break even position in year 3.</p> <p>NT thanked LC and Sue Jago for all the work that they have done around the Budget.</p>			

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STRATEGIC ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
7	<p>Leadership Update</p> <p>LC reported that Staffing – Our yr6 Leavers number 13, our new intake is 14. We have a high needs child in Year 2, unfortunately despite a great deal of work having been put into attempts to access additional funding have been unsuccessful. HH has been experiencing difficulties in eliciting a response from the Community Interaction Team. LC explained that although we have a diagnosis, we need to pay for an assessment. We have a plan in place for September which involves an enhanced transition into Class 2. Parental support is in place alongside the new diagnosis.</p> <p>LC reported that there has been a number of changes in roles within the school. A number of changes around the provision of TA's, but unfortunately the member of staff who had received most of the Mental Health training is moving on to a new post. Laura is now the lead First Aider. Sue Jago is now doing a temporary role at Kenn and Kenton to cover the finance role there until Christmas, and Nicola is covering the remaining clerical tasks. This will be in the form of a Service Level Agreement, this has only been partially reflected within the Budget.</p> <p>Jo Hussein who currently carries out the role of Web maintenance, has technically finished due to funding charges. LC is trying to secure Jo to work for 2 hours per week with a focus on administering the school website.</p>			
8	Ref	Action or Decision	Owner/ Decision	Date Raised
9	<p>School Visioning Process</p> <p>The Visioning process is completed, with input from the pupils, and is now up on the website.</p>	Complete		
10	<p>Safeguarding(SG)</p> <p>GB has produced a report which has been circulated to governors, no questions were raised.</p>	Complete		
11	<p>GDPR</p> <p>NT reported that a situation had arisen on a Facebook group run by parents of pupils, but independently of the school. A parent had posted a video of a Class assembly, which is not permitted. LC was keen to say that she has clearly stated on many occasions to parents, that this is not allowed. GB also voiced concern around this issue, and added support to this message being re-stated again. LC has now issued a reminder to parents of the rules around GDPR and has received very positive feedback from them.</p> <p>Q- JM asked if the school ensure they establish parental consent for photography. LC confirmed that they did, and that now in line with GDPR this form has been extended.</p> <p>LC to email parents with a clear statement on this issue, explaining the alternative, also to email the parent responsible for monitoring the</p>			

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	<p>group to ask for the item to be removed, and to request that they moderate the group in line with school policy. Also to check that the school lottery application is compliant for GDPR in terms of publishing winners names. Action – LC.</p> <p>NT also reported another incident</p> <p>MOVE TO PART 2</p> <p>RETURN TO PART 1</p> <p>Q - JM asked about the actions outstanding from the ‘Readiness for GDPR’ audit carried out by Babcock. LC reported that a rolling programme of mobile devices being encrypted was well underway, with the most vulnerable having being done first. All other actions were being actively worked on. LC confirmed that all the appropriate consent forms would be in place for families to complete at the start of term.</p>	Action LC		PART 2
12	<p>DLP/Multi-Academy Trust-</p> <p>LC confirmed that there was no longer funding for the DLP but the parties were continuing to meet regularly. NT updated the meeting about progress from the MAT after a meeting last month of Chairs, Heads and Governors from all the schools, to discuss the financial reviews by the various legal firms representing each party. NT has those reports available should anyone wish to see them. There were no significant financial concerns. There was a discussion around the Scheme of Delegation, which was quite robust. The target date for our joining the MAT is still 1 October, but is likely to move again. Teignmouth Community School have appointed a HT but they aren't starting until 1st January. There are still outstanding issues over transfer of land at Kenton. The only outside issue would be if we went beyond 31 March, as we would be into a new financial year.</p> <p>NT will be releasing the Report on the Consultation has been delayed but will be released as part of the end of term newsletter. NT will send it to governors beforehand, NT would appreciate it if governors would read through it and comment if they wish, before it goes to print.</p> <p>Action NT/All Governors</p> <p>LC reported that there were regular meetings between HT's which is proving very positive. LC was involved in the interview process for the HT at Teignmouth CS, the applicants were all strong, so a good selection to select from.</p>	Action NT/All Governors		19.07.18
13	Budget Position – covered in Resources update.			
14	<p>Keeping Children Safe in Education - September 18</p> <p>The new updated version of the above document will be effective from 3 September 2018. Governors will be sent a copy Action LG Governors are requested to read the new guidelines and will be asked to sign to confirm that they have read the first section, at the Housekeeping FGB in the autumn. Action All Governors</p>	Action LG/All Governors		Autumn term

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OPERATIONAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
15	<p>Agree Annual Survey Cycle</p> <p>JM reported on slight changes to this year's cycle, due to Ofsted being in the middle. We decided not to survey staff as they had been surveyed. Also parents had also fed back via the Ofsted questionnaire, and high proportion replied. LC confirmed that the Leaver's Questionnaire has been sent out. As regards the rest of the children, JM has been in and spoken to the Council, and so has GB. LC suggested Governors come in and speak to a small random sample group, when they come in each term.</p> <p>JM to do new parent's survey in October, Leaver's will be at the end of the year. The parent survey will be start of the summer term. Staff survey to be in spring term so that any issues can be addressed.</p> <p>Action – JM to re-draft the Survey Cycle Planner</p>	Action JM		11.10.18
16	<p>Data Protection Policy</p> <p>Decision – Postpone the review until we have the new Trust wide version of this suite of policies around GDPR.</p>	Decision		
GOVERNING BODY MANAGEMENT				
17	<p>New Governor Recruitment- A parent has come forward to take on the role of Parent Governor. Liz Price-Holden. Action LG to arrange an induction, and to complete paperwork.</p> <p>NT asked for suggestions for Directors to look after Cockwood's interests within the Trust Board, the restriction being that they cannot serve on both a local and Trust Board. We do have Rev. Alan Smith, although not formally connected to Cockwood but has a good relationship with us. Action All Governors</p>	Action LG Action all Governors		Autumn meeting
18	<p>Re-Appointing Chair/Vice Chair – Nominations will be requested from Governors for these roles early in the autumn term, the term is usually 2 years. We need to be mindful that there are some Governors coming towards the end of their terms in December. Action LG</p>	Action LG		30 September
19	<p>Agree Draft Meeting Schedule 2018/19 – Decision- Due to the uncertainty regarding the reporting deadlines that will be required by the MAT Board, the schedule will remain as draft until early autumn. Action LC to review dates</p>	Action LC		30 September
20	<p>Annual Skills Audit</p> <p>LG has issued these to Governors and has received a couple back, the rest need to be completed and returned to LG early in the autumn term please. Action All Governors</p>	Action All Governors		30 September
21	<p>Business Interests Register</p> <p>LG has issued this to all Governors, 3 have been confirmed as accurate. Action All Governors</p>	Action All Governors		1 September
22	<p>Governor Q Cards</p>			

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	LG has distributed copies of a list of questions written by Babcock by lead governor area. The purpose is to prompt Governors to ask the pertinent questions on their area of responsibility. Only 3 areas are completed but they will be issuing more as time goes on. Action LG to send Q cards to relevant Governors.	Action LG		11.10.18
23	Parent Consultation Days – completed on 26-7 March	Completed		
24	Governor Visit Days – NT asked for Governors to let him know which dates they are nominating to come in. Action All Governors NT has completed a Governor visit form. Q- AL asked if his accompanying a class on a school trip would qualify, NT confirmed it would and to please complete a form.	Action All Governors Action AL		
25.1	Governor Training- Feedback/Impact LG Clerk's Annual Update – June 2018 Items have already been covered within the meeting. LG Effective Minute Taking – July 2018	Complete		
25.2	Further Governor Training- The new Parent Governor will be attending New Governor training. Action LG	Action LG		11.10.18
	Urgent item brought forward at the discretion of the Chairperson Part 2			
	Meeting ended: 19:55			

Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Meeting TBA	Location	Cockwood School
Date/Time	Full Governing Board TBA	Location	Cockwood School