

COCKWOOD PRIMARY SCHOOL Governing Body

Final

Full Governing Body Meeting – Part I Minutes

Date/Time	18 th January 2018, 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		Andy Lawrence	AL	L.A. Governor	
Holly Hilliard	HH	Staff Governor					
Lorraine Curry	LC	Headteacher					
Glynis Buckle	GB	Co-opted Governor					

Apologies	Initials	Reason (Category of Governor)
Judith McGrath	JM	Vice-Chair Co-opted Governor
Roger Hirst	RH	Co-Opted Governor
Richard Crompton	RC	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	NT
3	Minutes of Full Governing Body Meeting 8 November 2017 to be agreed and signed off- inc. Part 2 minutes	NT
4	Actions of Full Governing Body Meeting 8 November 2017	NT
5	Error in numbering sequence null item	
6	Minutes of Teaching & Learning Committee Meeting 23 November 2017	JM
7	Minutes of Resources Committee Meeting 7 December 2017	GB
STRATEGIC ITEMS		
8	Leadership Update	LC/All Governors
9	DLP/Multi-Academy Trust	NT/LC
10	September Intake	LC/All Governors
11	Safeguarding	GB

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12	School Improvement Plan	NT
13	Expansion	NT/LC
OPERATIONAL ITEMS		
14	Policies & Documents	NT
GOVERNING BODY MANAGEMENT		
15	Autumn Checklist	All
16	Clerk's Alert	All
17	Governing Body Vacancy	All
18	Governor Training	All
19	Governor Visit Days	All
20	Parent Consultation Days	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 RC, JM and RH. Governors sanctioned the apologies.	Decision		
2	Declaration of Interest & Confidentiality NT read out the declaration of interest statement on the agenda. No declarations were made. Attendance sheet signed by all those present.	Complete		
3. Full Governing Body Meeting Minutes 8 November 2017				
3.1	Full Governing Body Meeting Minutes 8 November 2017 These minutes were reviewed, agreed and signed off by NT.	Decision		
4. Actions of Full Governing Body Meeting 8 November 2017				
4.1	3.2. Clerk to arrange Safer Recruitment training for AL- Date offered by LG, accepted by AL. LG to book training for 25.4.18	Action LG		25 April 2018
4.2	3.3 All Chairs and Vice Chairs to produce Job Specifications for their roles. Carried over to T&L and Resources respectively. NT to complete and provide to LG. Clarification was sought from NT as to how much detail is required. NT explained that the purpose of the exercise is to ensure all Governors with defined roles re-engage with the tasks and responsibilities required for that role, by a process of defining that role in a Job specification. Not as much detail was required as if one were advertising a job, just a clear list of tasks and responsibilities.	Action All Chairs and Vice Chairs		1 March 2018
4.3	3.5 previous minutes Clerk (now LG) and RC to define 'responsibilities and tasks' as per ToR. Action from 4.2 required before this can be actioned.	Action RC to liaise with LG		
4.4	3.6 LG now confirmed Governor Visit forms have been amended to include SMSC section.	Complete		

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4.5	3.8 previous minutes- Review of the Governing Body Annual Cycle now complete.	Complete		
4.6	5.4 previous minutes- All Governors to complete their Safeguarding training. AL is booked on Safer Recruitment training 25.4.18. All attendees confirmed they have attended. LG to confirm those absent have completed theirs and report back.	Action LG AL		25 April 2018
4.7	5.5 previous minutes- SEN template to be completed by HH. Template has been agreed by HH and TW. and now needs to be put in final format, TW to give final look through. Action -This is to be done for next T&L meeting sent to the Clerk for circulation with agenda..	Action HH		1 March 2018
	All other outstanding actions are included in the agenda below.			
6. Minutes of Teaching & Learning Committee meeting 23 November 2017				
6.1	Minutes of Teaching & Learning Committee meeting 23 November 2017 The above minutes were reviewed, agreed and signed off by NT.	Decision		
6.2	<p>Update of Teaching & Learning Committee meeting 23th November 2017</p> <p>Due to her unavoidable absence JM submitted a paper in advance to Governors providing an full update. Nick read from the paper.</p> <p>A reminder to all members of T&L Committee need to look at why the school is not as successful when benchmarked against other schools in the areas of maths and reading.</p> <p>Action- for next T&L .</p> <p>School performance data, LC noted that when children who did well in a core combination of subjects were lower than expected when compared with national and Local Authority data. LC commented that there were a group of children that didn't do as well as expected, which must be addressed. JM advises that we continue to closely monitor the outcomes of the maths initiatives, to improve maths teaching within the school this will be done by the T&L committee. TW commented that it would be useful to have a copy of the report so that they can update their allocated areas. JM requested an updated copy from the then Clerk Caroline Wright, copy not yet received. Action- Clerk to circulate a copy</p> <p>LC has circulated to Governors a document 'School Key Priorities' detailing the key priorities in line with the SIP, to which governors are allocated. This allocation isn't fixed it can be negotiated if Governors wish to change their area.</p> <p>Action-Governors to check which SIP priorities they have been allocated to ensure they are able to monitor them.</p> <p>Curriculum policies JM would like all Chairs to ensure we are up to date, LC assured the Board that the school are up to date within their internal cycle. LC asked GB to note that curriculum policies are generally not required to be reviewed by the Board formally. LC suggested that when they review curriculum policies they are sent to the appropriate Govern-or for comment rather than come to Committee for approval. LC felt there is a need for Governors to re-visit whether they do wish to include some of the Non-Statutory policies in their Policy Review Cycle.</p> <p>Action- NT to speak to JM regarding which policies go to which committees, and which Non statutory policies can be reviewed by Lead Governors.</p> <p>Action-JM is to speak to school council led by Emily Morris on 1 February; she is to address the questions raised within the Parent Survey.</p> <p>JM has agreed with school for them to focus on quality of reasoning, and what the school is doing to help children to think in depth.</p> <p>Action- Can Governors address this on their visits as well as their specialised focus.</p> <p>Clarification was sought regarding maths, with the appointment of Daniel Fenton. The</p>	<p>Action All Governors</p> <p>Action Clerk</p> <p>Action All Governors</p> <p>Action NT</p> <p>Action JM</p> <p>Action All</p>		

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	<p>main reason for his particular appointment was due to his specialist area being maths, have we been able to make good use of his experience. LC confirmed that DF had attended extensive training in this area, in order to upskill him to a level where he can transfer those skills to other staff. There has been a great emphasis on maths development since September as there had been a perceived gap picked up on last year, this initiative is to eliminate any gap there may have been. Governors will be able to see the results of this initiative in assessment data, and on Governor visits feeding back to T&L.</p>	Governors		
7. Resources Committee Meeting Minutes 7 December 2017				
7.1	<p>Minutes of Resources Committee Meeting 7 December 2017, including Part 2 These minutes, including the Part 2 minutes, were reviewed, agreed and signed off by GB.</p>	Decision		
7.2	<p>Update of Resources Committee meeting 7 December 2017 GB reported on the implications of the Road closure to the school due to the planned bridge repairs. Letters have been sent to all parents warning of the closure in the interests of Health & Safety concern about parking congestion. LC informed the meeting that she had contacted the Police and was oping for four police officers to be in attendance to help with parking and speed awareness. Concerns have been raised regarding access for emergency services due to road closure and inconsiderate parking by parents when dropping pupils to school. The Police are supplying the school with a draft letter, LC to agree wording, letters will be issued to parents written jointly from Police and school on Police headed paper.</p> <p>Discussion of possible strategic changes to alleviate the parking issues around the school, various local options discussed. There maybe a new possibility for parking restrictions now that local feeling has changed on the issue. The signage from Highways Department should be put in place soon. LC has received support from an Environmental Agency officer, who is going to approach locals to explore possible parking options. An option to explore staggering the school day was felt to be too disruptive and involve permissions from DCC.</p> <p>Budget issues were discussed, one of the issues highlighted was a reduction in the uptake of school meals, this is due to a large number of children moving up to year 2 and no longer being entitled to universal free school meals. Others factors thought to be affecting uptake are changes to the menu, which will now be reviewed. The other budgetary issue is those families who are not paying for their school meals when they are payable. Today was census day and we had a suitably large uptake of school meals.</p> <p>Clarification was sought regarding PFA money remains with Cockwood when we move to a MAT. LC confirmed it would remain separate. The impending audit was discussed which has now taken place. Action- LC confirmed once the report had been read processed Governor actions would be identified and passed to NT..</p> <p>Resources looked a building maintenance and H&S, RC has done a H&S walk through and felt there were no issues of immediate concern.</p> <p>The pupil numbers were discussed we now have 92 pupils on roll after losing two families recently. There is a possibility of increasing the numbers in Class 3 but more discussion is needed.</p> <p>Spot check from the Fire service, confirmed that everything was in order. LC asked about a testing mechanism for the internal emergency lighting, the advice was to contact the contractor responsible.</p>	Action LC		

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	Drains contractor was called out due to pooling of water due to heavy rain. The conclusion is that it may have been caused by a local issue outside the school perimeter. There is a dispute over whether the school is liable for the cost of the last visit as extensive work was carried out to clear the drains in the summer.			
	STRATEGIC ITEMS			
8	<p>Leadership Update</p> <p>LC reported that the admissions had confirmed that 16 pupils had put Cockwood as their first choice for admissions in September, initial response was to accept 15. Noting that we will be losing 13 year 6 pupils this summer. LC needs a Governor decision on how many we are prepared to take. NT asked if we could agree this number formally. Pressure for the year following is thought to be more favourable due to the balance of numbers. Concerns were raised that new catchment areas may impact on numbers when it changes in September 2018 on the year following. NT confirmed that in September 14 places had been agreed upon, but there has been some pupil changes since that time. NT raised the concern that we stay below 99 pupils over the next 5 years. The dilemma is if we don't take the 16 we are vulnerable to sudden fluctuations in class numbers with the natural movements that happen, but this must be balanced against physical space within the setting. Decision-Governors decided to admit 15 children into reception this year.</p> <p>Staffing update- we have a TA Annie Maskell, who was previously an MTA but is now doing TA support. AM is a qualified teacher who is proving to be a real asset. AM is working in Class 2 with Emma who is doing some 'Thrive' assessments and mindfulness. Nicola is now free to come out of the class and do one to one interventions. This is resulting in better utilisation of resource, but has had a budgetary impact. We have also had some Clerking changes with Liz Groves now being appointed. There has also been a number of MTS appointments but we have since lost one. We have unfortunately lost our PE coach, who is currently off sick and has handed her notice in. We have temporary cover in already. A question was raised regarding Nathan who worked for Gatehouse based at Cullompton.</p> <p>General Data Protection Register (GDPR) comes into full effect from May replacing the DPA, and we then become liable to claims. We need to be aware of huge implications of email content ie. What is said to parents. We need to establish a rolling programme of weeding and destruction. A start has been made on the destruction of old records no longer required. Data security is a risk, keeping all identifiable paperwork to be kept in a locked secure place, all laptops should have PIN numbers on them and USB sticks should be encrypted. We need to be clear on what we keep and what we don't keep eg. DBS information used to be kept as evidence of identity, but under the GDPR this is no longer allowed. Concerns were raised regarding the retention of Governor meeting minutes. LC confirmed that the archive had been cleared out.</p> <p>Action- Governors need some sort of training on this new legislation, an in-house session to be arranged.</p> <p>Once we have become part of the MAT the responsibility for GDPR will fall to a designated officer.</p> <p>Action- To put GDPR on every committee agenda to ensure we have identified and addressed all outstanding issues.</p> <p>NT thanked LC for her Leadership Report.</p>	Decision		
9	<p>DLP/Multi Academy Trust</p> <p>NT informed the Board that the first consultation meeting with parents had been held today, not in large numbers but those that attended were very positive. NT thanked GB, AL and LC for attending. There were representatives from the other schools which gave a welcome alternative perspective.</p>			

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	<p>NT reported that the only email response to the consultation, was raising issues that were about Academies generally not related specifically to our proposed move towards a MAT. NT will respond in writing to the author. Now that the consultation is underway after the meeting next week NT to collate all the questions raised and send them out to parents, in an anonymised form with responses to each one.</p> <p>LC. Said we have received more parent engagement than Kenn and Kenton. The stakeholders were informed including the neighbours. The staff consultation will be taking place next week, with Union representatives in attendance.</p>			
10	<p>September Intake</p> <p>This item has already been covered within the Leadership Report.</p>			
11	<p>Safeguarding</p> <p>A safeguarding report has been circulated for anyone to ask questions on. The report to be more fully reviewed at committee meetings. Action-LG to load onto the Google drive. CAPS training is completed, and visit to School Council confirmed the messages had been retained by pupils.</p> <p>The Child Assault Prevention Team, the 'Safer Internet Day' is being planned for 6 February. A fresh approach is being looked at as we have used the same person for a few years now for a session with parents, children and staff.. NT suggested we use South West Grid. LC is following up a lead arising from some excellent feedback on someone who ran a session at Teignmouth Community School.</p>	Action LG		
12	<p>School Improvement Plan</p> <p>No questions have been raised since the last meeting. The Auditors raised a question asking for cost centres to be put against the SIP. The Auditor commented that as Governors there was not enough evidence in the minutes that we weren't challenging enough. LC feels that we have been in the past but have suffered recently from inconsistent Clerking last term. NT suggested we kept the emphasis on challenge to the committee meetings. LC reported that the Auditors identified that the minutes did not reflect a specific agreement by the Board to the SIP put forward by LC. The meeting voted to unanimously accept the SIP and the priorities within this.</p>			
13	<p>Expansion</p> <p>Detailed in Part 2 minutes</p>			
OPERATIONAL ITEMS				
14.1	<p>Aims and Vision Statement</p> <p>JM has drafted a new Vision Statement. During a morning session ideas and inspiration was gathered to help form the statement. There was a focus on mental health and wellbeing. The key words decided upon were 'Happiness, creativity, reflection , perseverance, respect and ambition to be adopted as our core values. The School Council will be consulted. The aims will broadly stay the same, the values are to be agreed. Action-GB to meet with School Council to finalise the children's values, produce a final draft for next Governing Board. Some of the agreed content will be used on the website in advance of the meeting.</p>	Action GB		
14.2	<p>Supporting Students at School with Medical Conditions Policy</p> <p>Some minor updates to staff names, and removal of references to a head injury sticker. Governors sought assurances on the use of a locked cupboard for medicines, this was given by LC. Decision- The policy was agreed with the minor amendments.</p> <p>Action- Amended copy to be produced and left for NT to sign.</p>	Action NT		

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GOVERNING BODY MANAGEMENT				
15	Autumn Checklist The checklist has been shared with governors on google drive. No questions were raised. Action- LG to circulate Spring Checklist when it is received.	Action LG		
16	Clerks' Alerts No questions were raised on recent Clerks' Alerts.			
17	Governing Body Vacancy We currently have 7 Governors, which is a bare minimum, we need to identify potential co-opted Governor. When we become a MAT we will need to agree for a Governor to join the MAT Board. This would mean they no longer have direct dealings with the the current Board who would become a Local Board. Bob Foale previously a Governor, is now a 'Member' and Rev.Alan Smith has agreed to be a Director(Foundation) representing the interests of Cockwood school. Discussion around possible avenues to pursue. Decision to actively recruit another Governor. Action- NT to put a request for expressions of interest in becoming a Governor into the Newsletter.	Decision Action NT		
18. Governor Training				
18.1	Governor Training Action- LG to book Heads Chairs and Clerks Training Day 27 March Gb gave a verbal update on Governors update training. Swimming is now a measurable Ofsted requirement, there was an emphasis on new monitoring for Pupil Premium Funding. Extensive monitoring occurs in the school already. TW has SEN(D) training booked for end of February. Action- GB to submit Record of Learning Impact to LG	Action LG Action GB		
18.2	Further Training Requirements None identified.			
18.3	Other training, incl. GEL training updates No other training has been completed since the last FGB meeting.			
19	Governor Visit Days Spring term visit days need to be identified by Governors, please give 7 days notice, and focus on your SIP priority areas. Please complete Governor Visit a form every time you visit. Action- All Governors to complete a visit by the end of term please.	Action All Governors		
20	Parent Consultation Days Monday 26, Tuesday 27 March from 1pm-6.30 a Governor needs to be present, any support from Governors will be welcome.	Action All Governors		
	NT took the opportunity to formally welcome Liz Groves to the team as the new Clerk.			
	Meeting ended: 20:15			

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Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Meeting Thursday 1 February 2018, 6pm	Location	Cockwood School
Date/Time	Pay & Performance Meeting Thursday 1 March 2018, 6pm	Location	Cockwood School
Date/Time	Resources Meeting Thursday 29 March 2018, 6pm	Location	Cockwood School