

COCKWOOD PRIMARY SCHOOL Governing Body

Final

Full Governing Body Meeting							
Date/Time	25 April 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		Glynis Buckle			
Holly Hilliard	HH	Staff Governor					
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	LA Governor
Richard Crompton	RC	Co-Opted Governor-work commitment

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 18 January 2018 to be agreed and signed off- inc. Part 2 minutes	NT
4	Actions of Full Governing Body Meeting 18 January 2018	NT
5	Minutes of Teaching & Learning Committee Meeting 1 February 2018	JM
6	Minutes of Resources Committee Meeting 28 March 2018	GB
STRATEGIC ITEMS		
7	Leadership Update	LC/All Governors
8	Ofsted	LC/NT
9	School Improvement Plan	NT
10	Budget 2018/19	LC
11	Admissions	LC
12	Safeguarding Report	GB
13	GDPR	LC
14	DLP /Multi-Academy Trust	NT/LC

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

15	Expansion	NT
OPERATIONAL ITEMS		
16	Surveys	JM
17	Policies & Documents	NT
GOVERNING BODY MANAGEMENT		
18	Governor Recruitment Update	All
19	Parent Consultation Days	All
20	Governor Visit Days	All
21	Checklist/Devon Governor	All
22	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 RC and RH. 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 18 January 2018				
	Full Governing Body Meeting Minutes 18 January 2018 These minutes were reviewed, agreed and signed off by NT.	Decision		
4. Actions of Full Governing Body Meeting 18 January 2018				
4.1	3.3 All Chairs and Vice Chairs to produce Job Specifications for their roles. Carried over to T&L and Resources respectively. JM and NT have completed their role descriptions GB is in the process of completing hers, and will send to LG. ACTION LG to circulate to all governors for information.	Action GB, LG		Complete
4.2	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		19.7.18
4.3	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. ACTION JM to add them to the document and send to LG.	Action JM		No longer required due to MAT restructure- JM

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

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4.5	Internet Safety Training- LC has a contact and would like to look at this in the autumn. Decision to defer until autumn term.	Decision		
4.6	14. The final version of the Vision Statement- Visioning Day was completed, and the output just required some input from the children, LC felt the images they had come up with needed re-visiting. Action LC to finalise and add to the website Holly Holt joined the meeting.	Action LC		Completed
	All other outstanding actions are included in the agenda below.			
5. Minutes of Teaching & Learning Committee meeting 1 February 2018				
5.1	Minutes of Teaching & Learning Committee meeting 1 February 2018 The above minutes were reviewed, an amendment to one set of initials was made and agreed and signed off by JM.	Decision		
5.2	Update of Teaching & Learning Committee meeting 1 February 2018 Discussion around the areas of focus held by each governor now that Roger Hirst has stepped down. GB confirmed she is focussing on literacy, JM is holding numeracy, TW and AL are early years. AL also holds science. RC is gifted & talented. GB sports Premium and Pupil Premium. Leadership and management to be between NT and JM. The T&L meeting focus was on maths and looking at the training, they decided that 2 terms would be needed for full evaluation of the impact of that training. The curriculum review that LC has initiated was evaluated, Alison has done some training. Ofsted were pleased with the curriculum, in the non-core subjects. LC told the meeting about a joint Schools staff meeting of all schools across the Trust. Ideas were exchanged and were stimulating and positive, more in terms of refining what we do rather than any sizeable changes. LC explained how the monitoring and tracking was working, it had been challenging due to Ofsted and Audit during the implementation stage, but wishes to remain with the plan and make a big push when the new year starts. The schedule helps to drive it, which is a challenge but is what we need to do. GB said she felt it was a good framework, JM agreed. The Ofsted Inspector was keen that each stage be evidenced, ie. 'How do you know what you know?' , LC found the input useful. The Governor Monitoring Cycle- JM has found that the emailing out bring forward to governors isn't working well enough. JM suggested linking it to governor meetings and Leadership Reports as it would work more effectively. LC was concerned we didn't overburden the agenda, but suggested they work the cycle in during the agenda planning meetings. Action LC/NT/LG agenda planning meeting. Discussion around the setting of the annual meeting cycle, it was noted that the cycle will be driven by the MAT Board meeting reporting cycle.	Decision Action LC/NT/LG		

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

	<p>Discussion around how governors gather evidence around the plan and formulate questions. JM explained that the emphasis was moving towards governors needing to satisfy themselves that what was in the HT Report was accurate. So that newer governors are able to learn to drive the information they require in the HT report to cover their area of responsibility. JM has circulated a framework to prompt governors to table questions in a structured way. Action LG to circulate in advance of meetings to governors to add their questions. Discussion around use of additional Sports Premium being used for a minibus has been referred to Resources Meeting. Action JM to visit Daniel to look at the numeracy after half term.</p> <p>Brief discussion about SATs, Action NT to conduct a governor visit during SATS to review the setup, and submit a governor visit form.</p>	<p>Action LG</p> <p>Action NT</p>		
6. Resources Committee Meeting Minutes 28 March 2018				
6.1	<p>Minutes of Resources Committee Meeting 28 March 2018, including Part 2</p> <p>These minutes, including the Part 2 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 on the meeting is mainly around the Budget performance, overall budget position is overall much better than anticipated, and it's more about maintaining a 'steady state' as we go through the next 3 years. This is mainly due to the under spend which is due to the prudent and active management by Sue and Lorraine and the team. GB would like to commend their efforts as there was concern at the beginning of the term which has now been turned around. The under spend has been flagged up to Tony Grey. Nt confirmed that he had received written assurances from Tony Grey, the consensus of opinion was that any overspend that Cockwood brought into the MAT with them would remain with them. NT suggested we reframe the under spend as budgeted funds. Q JM asked if the MAT would reduce Cockwood's budget to take account of this money. NT explained that the DfE allocates the budget to Cockwood and will pay that to the MAT to administer that money to be used at Cockwood.</p> <p>GB raised concerns about the provision of good school meals being essential balanced against what is seen as essential. The concern is that when the current KS1 move into KS2 if they follow the same trend as last year, how ill we manage the impact of that on our school meal provision. NT explained how hard they had had to work to keep the kitchen at the school, and we currently subsidise the meals budget, this may not be sustainable. LC informed the meeting that now there is a statutory obligation to provide meals and this meant that some schools were having to re-install kitchen facilities, or have meals service brought in. LC has been looking at what other schools within the MAT are doing and how they budget for catering. Options for catering were discussed with a year left on the contract with the current provider. Also discussion around changes in thresholds for receiving free school meals, and how that may impact.</p> <p>Implications of GDPR were discussed and any identified actions are being tackled, LC, and Sue have had training. There is awareness that the implementation date is 23 May so we need to be prepared.</p>			

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

STRATEGIC ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
7	<p>Leadership Update</p> <p>LC reported that the Spring Term Leadership Report was well underway and near completion. Pupil numbers still at 92, we agreed an intake for foundation of 14, turning down 2. We are losing 13 children from yr 6, but have gained a pupil in class 2, due to start in May. LC has discussed needs of the new intake with Holly. Holly is processing an EHCP for a pupil currently being supported within existing resources causing a strain. If the EHCP comes through by July this may affect the decisions made on how the classes are balanced, whilst being sensitively managed. The response time on EHCP and levels being turned down are both high, due to the changes in SEN funding, this is very challenging for children requiring SEN support and their families.</p> <p>Staffing- LC reported that the Ofsted Report was very positive about use of TA's. There is currently some changes in staffing levels to do with a request for extra hours, balanced against retaining the Sports Coach for another year. There are some changes in how the admin work across Kenn and Kenton, to share some coverage at a higher level.</p>			
8	<p>Ofsted Report</p> <p>NT congratulated LC and her team upon another 'Good' Report, also thanks to GB for stepping in as governor during the visit.</p> <p>Comments around the number and frequency of inspections , concentrating on those on the 3 year threshold. The Inspector was felt to be very good in that they showed capability and insight into our setting.</p>			
9	<p>School Improvement Plan</p> <p>NT stated that the item had been effectively covered during the T&L update.</p> <p>JM added for clarity that for the next meeting, we will have an updated SIP, possibly the new Leadership Report if due, the form to say there are the tabled questions and the governor visit form too. To package the 3 items together to link questions to the visit form if a visit is required. Action LG to add to advance meeting documents.</p>	Action LG		
10	Budget			
10.1	<p>Agree Budget 2018/19.</p> <p>The Resources Committee recommends the Budget for 2018/19 to the Board for approval. The Board approved the Budget for 2018/19</p>	Decision		
10.2	<p>Approve SVFS statement for submission by 31.03.18- the statement was approved. Action LG submit the SVFS statement</p>	Action LG		
11	<p>Admissions Arrangements- LA Admissions Arrangements were noted.</p> <p>Some discussion around the change in catchment with new housing being built.</p>	Decision		

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
12	<p>Safeguarding(SG)</p> <p>GB gave a verbal report, although LC and GB had not met this term they had touched base to ensure there were no situations that GB should be made aware of. GB was pleased with the Ofsted response to SG being very positive. GB highlighted an article recommending the recording of 2 emergency contacts for pupils. LC confirmed that this was current practice and would like 3 preferably. There were processes in place so that if a response is not received for a pupil absence within a day, the school go out and visit. GB also highlighted that we should ensure we identify any risks particular to our locality eg. If a prison were close by what is the procedure for when there is an escapee. GB also informed the meeting that the rules around the Single Central Record are different in a MAT.</p> <p>A safeguarding report to be circulated after the meeting.</p>	Action LG		
13	<p>GDPR</p> <p>LC reported that a meeting of the schools within the MAT had agreed to engage Babcock LPD to carry out a GDPR Audit of readiness, at a cost of £530 per school. This will give us an action plan to follow to complete in time for May. LC has put a GDPR statement on the school website. LC explained some of the duties when the school identify there has been a breach. LC feels that we are reasonably prepared based on the knowledge they currently have. HH identified there will be some potential changes needed in her arrangements for working from home. Tyler Gard will support HH in achieving the changes. Any data taken offsite must be on encrypted equipment and kept in a locked place. Action HH to call Tyler Guard.</p> <p>For governor awareness on GDPR there is a link on the school website or search on YouTube for DfE GDPR for an official video.</p>	Action HH		
14	<p>DLP/Multi-Academy Trust-</p> <p>NT informed the meeting that the Principal at Teignmouth Secondary School has resigned, and is now being led by the Assistant Principal with the support of Tony Grey. LC has been in discussion and together with NT have decided to defer the joining the MAT until September, partly due to the delay in release of funding for the land work. NT said the new date for joining is October, but this has not been circulated but will be shortly, via the school newsletter as part of the consultation roundup. LC reported on the financial due diligence area, due to the delay it has taken time to complete. CW have their own solicitors ensuring they are legally advised on the implications for us. Before the end of term we will be doing a presentation to all governors of all schools, as soon as a date is fixed. Action LC to notify governors when the meeting is to occur.</p> <p>LC Teignmouth CS, were inspected 3-4 weeks ago and retained a good report, but the indicators weren't as positive as would be hoped for, and will be inspected again within 2 years. Q JM asked if we would be inspected within 2 years, LC confirmed that we wouldn't be. Q JM asked if the other schools going into the MAT were due to be inspected, LC confirmed that Kenton had had their Ofsted but that Kenn were due to have theirs soon, also Mill Lane Primary had theirs last year.</p>	Action LC		
15	<p>Expansion-</p> <p>This is no longer a strategic priority, and is to be taken off the agenda, but will be re-prioritised once we are established in the MAT.</p>			

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

OPERATIONAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
16	Surveys			
16.1	Parent Survey- JM informed the Board that as Ofsted had completed a parent survey when they visited, it was agreed that this would be used as the annual parent survey.	Decision		
16.2	Annual Survey Cycle- JM to complete and send to LG for circulation. JM suggested we do the same for the Staff Survey, this was agreed. Pupil survey has been carried out throughout the year via visits to the school council by governors. LC suggested we used an online survey for the pupils. Action JM to do an online Leavers Survey. Action GB to come into school to carry out a focus group with the younger pupils as they aren't on the School Council	Action JM LG Action JM, GB		
17	Policy Reviews			
17.1	Finance Policy- the policy was agreed.	Decision		
17.2	Staff Discipline Policy- the new model policy was agreed.	Decision		
17.3	Staff Grievance Policy- the policy was agreed.	Decision		
17.4	Redundancy Policy- the policy was agreed.	Decision		
17.5	Teacher's Pay Policy- Audit requirement that we minute the Board's agreement of this policy.	Decision		
17.6	Child Protection & Safeguarding Policy- the policy was agreed.	Decision		
GOVERNING BODY MANAGEMENT				
18	New Governor Recruitment- NT highlighted the need to discuss succession planning. Action All governors. NT reported one response from a parent, Action JM to contact and meet with the parent to give further information.	Action All governors Action JM	Autumn meeting	
19	Parent Consultation Days – 26-7 March we didn't have as much support as we would've liked.			
20	Governor Visit Days- discussed earlier, as plan is agreed. Action NT to attend SATs review. Also School Council meetings, and GB focus day. Action RC to visit re Sports Premium. JM to suggest to AL to attend science club for a visit.	Action NT Action RC Action JM		
21	The checklist/governance alerts have been shared with governors on google drive. NT reminded governors that copies of Devon Governor are in governors pigeon hole. No questions were raised. Action- LG to circulate Summer Checklist when it is received.	Action LG		
22.	Governor Training- AI attended Safer Recruitment training, but is not present to report feedback. NT attended Chairs update session- mainly covering GDPR, with an emphasis on the services offered by Babcock LDP. NT fed back on Heads, Chairs and Clerks Day- plan is to have more formalised agenda planning. LC and LG agreed that it was a positive and productive day. TW reported on her SEN governor training at Buckfast Abbey, focus on the new SEN cost of practice and the Devon offering. Some discussion on how to do governor monitoring for SEN suggestions were made by LC and other governors.			

COCKWOOD PRIMARY SCHOOL
Governing Body

Final

22.2	Further Governor Training-		
	Meeting ended: 20:15		

Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Meeting Thursday 24 May 2018, 6pm	Location	Cockwood School
Date/Time	Resources Meeting Thursday 7 June 2018, 6pm	Location	Cockwood School