

COCKWOOD PRIMARY SCHOOL Governing Body

Final

Full Governing Body Meeting – Part I Minutes

Date/Time	8 th November 2017, 6pm	Location	Cockwood School
Attendees	Initials		
Nick Tallamy	NT	Chair, Co-opted Governor	Richard Crompton
Lorraine Curry	LC	Headteacher	Andy Lawrence
Glynis Buckle	GB	Co-opted Governor	Holly Hilliard
Tania Weeks	TW	Co-opted Governor	

Apologies	Initials	Reason (Category of Governor)
Roger Hirst	RH	Work Commitment Co-opted Governor
Judith McGrath	JM	Unwell Co-opted Governor

Absent without Apology	Initials

In Attendance	Initials	
Brigitte Hawkins	BH	Clerk
Caroline Wright	CW	Newly appointed clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	NT
2	Declaration of interest and Confidentiality	NT
3	Housekeeping	Various
4	Full Governing Body Meeting Minutes 20 th July 2017	NT
5	Actions of Full Governing Body Meeting 20 th July 2017	Various
6	Pay and Performance Review Committee Meeting 28.09.17	JM
STRATEGIC ITEMS		
7	HT Update	LC
8	SEF	LC/All Governors
9	School Improvement Plan	LC/All Governors
10	DLP/Multi-Academy Trust	NT
11	Expansion – Part 2	NT
OPERATIONAL ITEMS		
12	Surveys	JM
13	Policies & Documents	Various
GOVERNING BODY MANAGEMENT		
14	Autumn Checklist	All Governors
15	Clerks' Alerts	All Governors
16	Governing Body Vacancies	All Governors
17	Governor Training	All Governors
18	Governor Visit Days	All Governors
19	Parent Consultation Days	All Governors

Ref	Action or Decision	Owner/ Decision/Action
1	<p>Welcome & Apologies NT welcomed all governors to the meeting. Apologies were received from RH and JM which were sanctioned by all governors present. The meeting was confirmed as quorate. NT also updated governors on the current vacancies due to Lee Whites term ending and Bob Foale's resignation. He also added that BH was leaving at the end of this term and that CW had been appointed as the new clerk to governors.</p>	<i>Decision Decision</i>
2	<p>Declaration of Interest and Confidentiality 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>	
3. Housekeeping		
3.1	<p>Election of Chair and Vice-Chair of governors <i>Election of Chair of Governors – Mr N Tallamy</i> Proposed by: Mrs G Buckle Seconded by: Mr A Lawrence No other nominations were received. Mr Tallamy accepted the position of Chair of Governors for one year only. The Governors unanimously agreed with the proposal.</p> <p><i>Election of Vice-Chair of Governors – Mrs J McGrath</i> Proposed by: Mrs L Curry Seconded by: Mr N Tallamy No other nominations were received. Mrs McGrath confirmed her interest to remain as Vice-Chair of Governors to the clerk previously and it is therefore assumed that she will accept the position for one year only. The Governors unanimously agreed with the proposal.</p>	<i>Decision Decision</i>
3.2	<p>Committee Structure 2017/2018 to be agreed and signed off, incl Governor Class allocation and specific Governor areas. The following changes were agreed: HT Appraisal Committee – Glynis Buckle to join Safer Recruitment Governor – Andy Lawrence <i>Action – BH to arrange for Safer Recruitment training for AL</i> Health & Safety Governor – Richard Crompton Special Educational Needs Governor – Tania Weeks Early Years – Roger Hirst <i>The committee structure was updated, agreed and signed off.</i></p>	<i>Action BH Decision</i>
3.3	<p>Election of Resources Committee Vice-Chair <i>Election of Resources Committee Vice-Chair – Mr R Crompton</i> Proposed by: Mr N Tallamy Seconded by: Mrs T Weeks No other nominations were received. Mr Crompton accepted the position of Resources Committee Vice-Chair for one year only. The Governors unanimously agreed with the proposal.</p> <p>Election of Teaching & Learning Committee Chair & Vice-Chair <i>Election of Teaching & Learning Committee Chair – Mrs J McGrath</i> Proposed by: Mr N Tallamy Seconded by: Mrs T Weeks No other nominations were received. Mrs McGrath confirmed her interest to remain as Teaching & Learning Committee Chair to the clerk previously and it is therefore assumed that she will accept the position for one year only. The Governors unanimously agreed with the proposal.</p> <p><i>Election of Teaching & Learning Committee Vice-Chair – Mr R Hirst</i> Proposed by: Mr N Tallamy Seconded by: Mrs G Buckle No other nominations were received. Mr Hirst confirmed his interest to remain as Teaching & Learning Committee Vice-Chair to the Chair of Governors previously and it is therefore assumed that he will accept the position for one year only. The Governors unanimously agreed with the proposal.</p> <p><i>Action BH, NT, GB, JM, RH, RC – To create Job Specifications for the Chair and Vice-chair positions</i></p>	<i>Decision Decision Decision</i> <i>BH, NT, GB, JM, RH, RC by next FGB Mtg 18/01/18</i>

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3.4	<p>Terms of Reference for:</p> <ul style="list-style-type: none"> • Resources Committee • Teaching & Learning Committee • Pay and Performance Review Committee • First/Hearing Committee • Second/Appeals Committee • Headteacher Appraisal Committee • Safeguarding Governor <p><i>All Terms of References were reviewed, agreed and signed off.</i></p>	<i>Decision</i>
3.5	<p>Review and agree Delegated Functions:</p> <ul style="list-style-type: none"> • Principles of Delegation • Delegation to a Committee • Delegation to the Headteacher <p><i>All documents relating to delegation were reviewed, agreed and signed off.</i> <i>Action BH,RC – to define the wording ‘responsibilities’ and ‘tasks’, as referred to in the Principles of Delegation</i></p>	<i>Decision</i> <i>BH, RC by</i> <i>18/01/18</i>
3.6	<p>Review and agree Monitoring & Evaluation Structure</p> <p>The following changes were made: Literacy – added Alison Roper as subject leader and Glynis Buckle as a second governor Maths – added Daniel Fenton as subject leader Computing – remove Add G&T to SEN – added Tania Weeks as governor Pupil Premium – added Andy Lawrence, removed Roger Hirst Science – added Nick Tallamy Spiritual, Moral, Social, Cultural (SMSC) – added all governors <i>Action BH – to amend Governor Visit Form and include a comment section on SMSC</i> Early Years – added Roger Hirst Sports Premium – added PE and added Andy Lawrence Modern Foreign Languages – removed</p> <p><i>The Monitoring & Evaluation Structure was amended, agreed and signed off.</i></p>	<i>BH 10/11/17</i> <i>Decision</i>
3.7	<p>Review and agree Staff/Governor Split</p> <p><i>Governors discussed the Staff/Governor split and decided that this is no longer a requirement.</i></p>	<i>Decision</i>
3.8	<p>Review and agree Governing Body Annual Cycle – BH to review new Babcock template annual cycle published recently –</p> <p><i>Action –BH/CW to review and present for sign off at the next FGB meeting on 18th January 2017</i></p>	<i>BH/CW by</i> <i>18/01/17</i>
3.9	<p>Leadership Report Deadlines 2017/18 – also see agenda item 5.6</p> <p>This is for information only. The leadership report was discussed further under agenda item 5.6</p>	
3.10	<p>Newsletter Contribution Cycle 2017/18</p> <p><i>Governors agreed the monthly topics and contributors.</i></p>	<i>Decision</i>
4.	<p>Full Governing Body Meeting Minutes 20th July 2017</p> <p><i>These minutes were agreed as an accurate record of the meeting and signed off by the NT.</i></p>	<i>Decision</i>
5. Actions Full Governing Body Meeting 20th July 2017		
5.1	<p>4.1 previous minutes – Governors to attend school council meetings – publish new rota for 2017 2018 – complete</p> <p>GB will attend a school council meeting on 23rd November, talking about ‘Feeling safe at school’</p>	Complete
5.2	<p>4.3 previous minutes - LC to complete the prospectus by the next Full Governing Body meeting. JM and NT to assist with the final review – update</p> <p>The prospectus is almost complete and will be published following a final review - <i>complete</i></p>	Complete
5.3	<p>4.4 previous minutes – Safeguarding calling cards for visitors – update</p> <p>NT presented another draft of the Safeguarding calling card for all governors to review. It was suggested that the wording is changed slightly, but once reviewed by LC and NT, printing can go ahead. <i>Action NT/LC – review wording and arrange for cards to be printed</i></p> <p>Poster Displays on Safeguarding and British Values – update</p> <p>Both posters on Safeguarding and British Values are now being displayed around the school. - <i>Complete</i></p>	<i>NT/LC 18/01/18</i> Complete
5.4	<p>4.5 previous minutes – Safeguarding Training – all governors to complete online training</p> <p><i>Action BH – to email training link to GEL to all governors</i> <i>Action All Governors – to complete online Safeguarding training by next FGB meeting</i></p>	<i>BH 10/11/17</i> <i>All Governors</i> <i>18/01/18</i>

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5.5	<p>5.2 previous minutes - Update of Teaching & Learning Committee meeting 25th May 2017 The following actions were carried forward to this meeting:</p> <ul style="list-style-type: none"> • Completion of Prospectus (see 5.2) – LC/JM/NT • Final split of pupil numbers and classes (see 7. HT Update) - LC • SEND reporting template – JM to discuss with Holly Hilliard – LC and HH reviewed the template provided by JM and agree with the format. This will be completed at the beginning of the Spring Term with Autumn Term data. <p>Action HH – complete SEN template for next FGB meeting</p> <ul style="list-style-type: none"> • Completion of Annual Governor Report on SEN for publication on website – no longer required and not statutory <p>Decision – remove report from the appendices of the SEN Policy.</p> <ul style="list-style-type: none"> • Curriculum Policy and Teaching & Learning Policy review to be completed by 9th November for review at the next T&L meeting. <p>Action LC/JM – complete review of policies by next T&L meeting</p>	<p style="text-align: right;">HH 11.01.18</p> <p style="text-align: right;">Decision</p> <p style="text-align: right;">LC/JM 23.11.17</p>
5.6	<p>8.1 previous meeting - Leadership Report – further discussion on format and requirements The completion of the Summer Term Leadership Report presented a number of challenges which resulted in LC completing some parts this term. NT reminded governors of the importance of completing the report within the deadlines given to ensure LC has sufficient time to review the document prior to publication. Governors are keen to continue with the process. They agree that writing the report gives them an opportunity to gain a better understanding of the schools challenges and achievements over a term. Governors raised concerns about the format and the various styles used by individuals, as well as the need for a more strategic approach.</p> <p>Action BH - Check with Babcock regarding the statutory requirements for a leadership report and its content</p> <p>Action LC/NT – to agree a template, possibly based on the school improvement plan or the Ofsted priorities.</p> <p>Action All Governors – to complete the Leadership Report by 1st December 2017</p> <p>All sections follow the same format and will include bullet points and a summary.</p>	<p style="text-align: right;">BH by 10/11/17</p> <p style="text-align: right;">LC/NT by 15/11/17</p> <p style="text-align: right;">All Governors by 01/12/17</p> <p style="text-align: right;">Decision</p>
5.7	<p>9. previous meeting – School Improvement Plan – LC to publish 2017/18 plan - see agenda item 9 – complete</p>	<p style="text-align: right;">Complete</p>
5.8	<p>11. previous meeting - Strategic Vision – BH to share document with all governors - complete</p> <p>BH to send out template of governor bio Action BH - to send template of NT's bio for governors to complete Action All Governors – to complete pen portrait and send to BH with photograph for publication on website.</p>	<p style="text-align: right;">Complete</p> <p style="text-align: right;">BH by 10/11/17 All Governors by 17/11/17</p>
5.9	<p>14. previous minutes – Surveys – summary for website – update – see agenda item 12.</p>	
5.10	<p>15.1 PE Grant Information for publication on the website – complete</p>	<p style="text-align: right;">Complete</p>
5.11	<p>17. previous minutes - Governors terms of office – recruitment of parent governor – see agenda item 16.</p>	
5.12	<p>20. previous minutes - Governor Visit Days – NT/RH to submit Governor Visit Report on Safeguarding at the Class 1 Residential Action NT – to complete and submit report asap.</p>	<p style="text-align: right;">NT asap</p>
5.13	<p>22.1 previous minutes – BH/NT/LC to go through the Clerks' Update Record of Learning Impact form – update Action BH – resend RoLI form to NT for review and action if required</p>	<p style="text-align: right;">BH 10.11.17</p>
6.	<p>Pay and Performance Review Committee Meeting 28.09.17 In JMs absence, LC, GB and TW confirmed that the pay and performance review committee have met and reviewed all teaching staff salaries.</p>	<p style="text-align: right;">Complete</p>
7.	<p>HT Update Current Pupil Numbers: 92 – lost three children this term with one family moving away and one child moving to another local school. This child was moved on Census day without us having prior knowledge of</p>	

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	<p>their intentions. The loss of this child will affect our PP funding.</p> <p>Pupils per Class Class 1 = 34 Class 2 = 32 Class 3 = 26</p> <p>Governors asked how the balance between KS1 and KS2 pupils is affecting Class 2. LC explained that it is not ideal because of the eighteen year 2 pupils' vast differences in skills and knowledge. Additional TA support has been put in place on top of Nicola Rose and Emma Frewin. LC has arranged for Annie Mascall, the new MTA and former teachers, to work on interventions with individual children as well as the whole class on a casual basis.</p> <p>LC also confirmed that Caroline Wright was appointed as the new Clerk to Governors, and Holly Hilliard is the new Staff Governor.</p> <p>LC asked governors to be mindful of the current workload of staff at the school, caused by a number of reasons, such as the introduction of a new telephone system, the new online pay system, recruitment and parent meetings. Some of this pressure should ease off once we are part of the MAT and more able to share processes and resources.</p> <p>Governors asked how Daniel Fenton, the new Class 2 teacher is settling in. LC said that he has settled in very well, but as any new teacher to the school, needs a lot of support. Planning is very challenging in Class 2 because of the range of abilities. One of his focus areas is the preparation for the Year 2 SATs, as well as attending training and his involvement in a number of maths project. LC is meeting with him on a weekly basis.</p> <p>Attendance is at approximately 97%. LC informed governors that there are a large number of parents taking holidays which seems to be increasing. Penalty notices have been put in place for some of them to try and reduce the number of unauthorised absences going forward. These are now higher than the sickness and authorised absences. LC informs parents of the penalty notices and has in the past published information on the negative impact an absence during term-time has on a child's education.</p> <p>Governors agreed with the process LC has established and offered their support in dealing with this issues if required.</p>	
8.	<p>SEF</p> <p>LC shared the SEF summary and the Pupil Outcomes 2016/2017 with governors prior to this meeting for their review. No comments were made. LC reiterated that governors need to be familiar with this document in order to understand how we are performing as a school and recognising our strengths and weaknesses.</p>	
9.	<p>School Improvement Plan</p> <p>LC shared the summary of the Strategic Priorities and the School Development Plan for 2017/2018 prior to this meeting for governors to review. The document also includes the impact governors will see based on the key developments.</p> <p>Governors discussed the plan in more detail focusing on some key areas as per the plan. LC asked governors to familiarise themselves with the key priorities and use them when meeting with subject leaders to track the progress and the impact.</p> <p>A major focus for Leadership & Management is the transition to academy status and joining a MAT.</p>	
10.	<p>DLP /Multi-Academy Trust</p> <p>LC explained that a core group of DLP schools continue to meet regularly.</p> <p>NT explained that the application to convert to an academy was taken to the Headteachers Board yesterday (7.11.17) with a decision expected very soon. If the outcome is positive, we will convert to an academy and have access to the grant.</p> <p>The consultation process to join the Teignmouth MAT will last for eight weeks and start at the beginning of December, pending the HT Board decision. The consultation will involve meetings with staff, parents and the local community, conducted by NT and LC with involvement from other governors.</p> <p>The communication with governors from Kenn and Kenton, who are also going through this process, is very positive.</p> <p>NT met with the other schools' chairs of governors and Tony Gray (TG), CEO, and agreed on the following structure:</p> <p>Five Members – overall responsibility for the MAT succeeding and answerable to the DfE Eight Directors – two representatives from each school unit, TG and a chairs' representative Local Governing Bodies</p>	

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	<p>Executive Leadership Team - Headteachers and CEO Subject Leaders Ethos Group NT asked governors to consider putting Bob Foale (BF) forward to become a member, as three current members are stepping down, and the Diocese will put someone forward to represent Kenn & Kenton. All governors agreed unanimously and thanked BF for considering the role.</p> <p>Governors asked which responsibilities remained with the local governing body, and both NT and LC explained that apart from specific areas, for example Health & Safety, the overall responsibilities will stay the same, but instead of us being answerable to the Local Authority, we will be answerable to the Directors and ultimately the Members of the MAT.</p> <p>LC has also attended a number of meetings, and explained that in particular regarding the finances, she now has a much better understanding of the services available to buy into. It appears that the costs will initially remain very similar; however reductions will then be made once we are within the MAT.</p> <p>The headteachers of the schools also met and have established a good working relationship and are already sharing best practice, information and resources to benefit all schools.</p> <p>LC has also met with Jason Beardmore, Principal at TCS, who will be able to support us with resources we don't currently have, as well as us supporting them in their KS3 area, particularly in English.</p> <p>Governors asked if children from Cockwood would automatically gain a place at TCS once we are part of the MAT and LC confirmed that this will be part of the MAT's admission policy. This already proved to be the case last year with a number of pupils gaining places at TCS following appeals.</p> <p>Governors also asked if we were able to continue making decisions on purchases. LC is confident that we will continue in a similar fashion and doesn't foresee any big issues.</p>	Decision
11.	<p><i>The meeting moved into Part 2</i> Expansion</p>	
12.	<p><i>The meeting came out of Part 2</i> Surveys JM sent the following reports through to LC and BH prior to this meeting:</p> <ul style="list-style-type: none"> • FINAL Report on children's survey June 2017 • 2017 poster – Leavers <p>Action BH – save reports on google drive and share with all governors LC also confirmed that the 'New Parents' Survey has gone out this week.</p>	BH 10.11.17
13. Policies & Documents		
13.1	<p>Scheme of Delegation This document was reviewed, agreed and signed off. Action BH – update website</p>	Decision BH 10.11.17
13.2	<p>SEN Policy, Appendices and additional report This policy and all appendices were reviewed, agreed and signed off</p>	Decision
13.3	<p>Statement of Behaviour Principles This document was reviewed, agreed and signed off.</p>	Decision
13.4	<p>Staff Pay Policy This policy was reviewed, agreed and signed off.</p>	Decision
13.5	<p>Complaints Procedure This policy was reviewed, agreed and signed off.</p>	Decision
13.6	<p>Best Value Statement This document was reviewed, agreed and signed off.</p>	Decision
13.7	<p>Governance Allowances and Expenses Policy This policy was reviewed, agreed and signed off.</p>	Decision
14.	<p>Autumn Checklist No comments were made regarding the Autumn Checklist.</p>	
15.	<p>Clerks' Alert No comments were made regarding the recent Clerks'/Governance Alerts.</p>	

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16.	Governing Body Vacancy NT suggested waiting with further recruitment of governors because of the imminent transition to academy status and joining a MAT. Governors agreed and will discuss the vacancies further at the next meeting. Action CW – to keep on FGB agenda going forward	Decision CW 11.01.18
17. Governor Training		
17.1	Training Update RC attended the New Governor Training. Action BH – send RoLI to RC for completion Action RC – complete RoLI and feedback to governors	BH 10.11.17 RC 18.01.18
17.2	Discuss and book further training GB to attend Governors Update on 21 st November 2017. AL to attend New Governor Training on 21 st February 2018 TW to attend SEN training on 26 th February 2018 Action BH – book above training CW will attend the Induction for new Clerks training on 7 th February 2018. This is already booked and confirmed.	BH 10.11.17
17.3	Other training, incl GEL training update from governors Action BH – resent website details for online training	BH 10.11.17
18.	Governor Visit Day Action TW - to conduct a governor visit this term based on Early Years or Numeracy	TW 15.12.17
19.	Parent Consultation Days NT thanked governors for attending the parent consultation sessions. No further feedback was discussed.	
	Meeting ended: 20:25	

Detail of next meetings/Governor visit days

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
Date/Time	Full Governing Body Meeting, Thursday 18 th January 2017, 6pm	Location	Cockwood School