

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

Teaching & Learning Meeting							
Date/Time	24 May 2018	Location			Cockwood Primary School		
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Chair, Co-opted Governor		Holly Hilliard	HH	Staff Governor	
Tania Weeks	TW	Co-opted Governor		Lorraine Curry	LC	Headteacher	

Apologies	Initials	Reason (Category of Governor)
Nick Tallamy	NT	Chair of Governors-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	JM
2	Declaration of interest and Confidentiality	JM
3	Minutes of previous meeting	JM
4	Matters arising from the previous T&L Meeting	LC/JM
STRATEGIC ITEMS		
5	Leadership Update	LC
6	Spring Term Performance Data	LC
7	School Improvement Plan (SIP)	All Governors
8	National Curriculum	LC
9	Spring Term SEN Report	HH
10	Error in numbering	
11	Pupil Behaviour	LC
12	Sex Education & RE	LC
13	PSHE	JM
14	GDPR	LC
15	New Foundation Intake	LC
16	Website	NT/JM
17	Community Cohesion/Collaboration & Enrichment	LC/All
OPERATIONAL ITEMS		
18	Policies	JM
GOVERNING BODY MANAGEMENT		
19	Governor Visits	All

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20	Governor Training	All
21	Upcoming Meetings	All

Ref	Action or Decision	Action/ Decision
1	<p>Welcome and Apologies JM welcomed everybody present to the meeting. An apology was received from NT due to a prior work commitment, which was sanctioned by all Governors present. The meeting was confirmed as quorate.</p>	Decision
2	<p>Declaration of Interest and Confidentiality Statement Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point. Governors are reminded of the importance of maintaining confidentiality, where this is warranted. The confidentiality statement is on the Attendance Sheet signed by all attendees. The attendance sheet and confidentiality statements were signed by all present.</p>	Complete
3	<p>Minutes of T&L Meeting 1 February 2018 – for information only The previous minutes of the Teaching and Learning Committee held on 1 February 2018 were signed off at the Full Governing Body meeting on 25 April 2018. No further comments were made regarding these minutes.</p>	Complete
4 Matters arising from the previous T&L Committee Meeting 23 November 2017		
4.1	JM informed the meeting that the New Prospectus has been loaded onto the website, apart from a few pictures it is complete. JM congratulated the school on their excellent work.	Complete
4.2	LC will prioritise the T&L Assessment Policy for the next T&L. Action LC	Action LC
4.3	LC informed the meeting that traditional gymnastics would be added to the after-school offering. Q JM asked if they could have an afterschool schedule put on the website, LC to consider.	Complete
	All other actions were either discussed at the FGB meeting on 18 th January 2018 or are covered under the relevant agenda items below.	
5	Leadership Update	
5.1	<p>Verbal Report LC confirmed that the new foundation intake, we are oversubscribed, including an appeal, but not in catchment. LC reported that there are now 93 pupils on roll, with a new addition having just started. We have 14.</p>	
5.2	<p>Staffing .LC reported that as it stands we have a full staff complement as no leavers this year. So, in September. In discussion with TA's over changes in hours, we will look at any further flex in budget in September. There are some sharing of senior admin across Kenn and Kenton. We have advertised for MTA's.</p>	

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5.3	<p>Attendance Data- we are on just over 97.7% for last term, out target was 97%. Q JM asked about parents taking children out for holidays. LC said there are families who persist in doing this, but the school are working hard to ensure that DCC are following through on processing warnings.</p>	
6	<p>School Performance Data JM said how much she liked the new format for the data. LC talked the meeting through how the data cross-references each other. Q JM queried early years boys writing, LC explained boys were young for their years and boys and writing at that stage of development is expected, so less significant. JM said apart from Free School Meals the figures looked about where they need to be. Year 6 is as expected, which is an improvement. Q. JM asked about the 31% who are not as expected. LC said it is to do with general ability, and 2 children have had personal reasons for slight delay in progress this year. Q JM asked if all year 6 will be ready. LC said not all, but they are making very good progress. Maths- LC feels that maths has come along very well this year. Year 2 SATS are this week, generally there is a feeling they have done well. Years 4, 5, & 6 have made excellent progress in maths. Reading- Year 2 a large band people have exceeded their expected grade. LC spoke of the amount of support required for SEN students to improve levels.</p>	
7	<p>School Improvement The SIP has been covered within the Leadership Report under the new format. JM explained that the new format will be a template which will be shared on the drive, so that each governor can add their questions and see all the questions so that they don't duplicate each other, in advance of the meeting.</p>	Action JM
8	<p>National Curriculum Ofsted were happy that this was being adhered to well at the school. JM was pleased to see on the website how it was laid out. LC intends to do a staff review of this next year.</p>	
9	<p>SEND Report HH is now more comfortable with how the new format of the report is working. Q. JM asked if the format could be shown to show progress and follow up across the page. HH felt this was due to not having cycled through a year on the report, to remedy this HH will try and set up a continuum. JM felt the new format was very useful.</p>	
10	<p>Error in Numbering</p>	
11	<p>Pupil Behaviour LC feels that we have a very good and healthy ethos, we approached a situation that may have gone on to be bullying, but in general behaviour is very good. JM fed back that feedback externally about pupil behaviour was very good.</p>	
12	<p>Sex Education & RE LC informed the meeting that we follow Devon standard RE syllabus, we adapt it a little to ensure during their time at Primary they cover most of the world religions. Although they only have RE half the year and French the other, there are areas where RE comes into assemblies and PSHE topics etc. Sex Education- Sex and Relationships will sit within the PSHE curriculum. Gill and Laura have been looking into this and from September we will have objectives linked to each year group.</p>	
13	<p>PSHE curriculum LC informed the meeting that Laura and Gill are working on this area. Also, Ofsted did complement us on our PSHE work, having PSHE books is quite rare now at primary level. PSHE has improved markedly this year. Cultural curriculum links in with RE, and we are working on core British values and trying to create opportunities for the children to children to meet diversity, we had a visit to a school on our trip to London.</p>	
14	<p>GDPR Update LC reported that we had GDPR readiness audit from Babcock LDP, the report will arrive soon, and provide us with a list of actions to complete. Action LC. We have already loaded Privacy Notices onto the Website for</p>	Action LC

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	both staff and Pupils Parents. There is a rolling programme to encrypt staff computers starting with HH due to the sensitivity of the data. LG computer is in the schedule and has attended Babcock training today. LG updated the meeting on the training. Main issues were retention times for documents, and the recommendation for governors to have school email address. Discussion around the practicalities, Action LG to log call with DPO to seek advice.	Action LG
15	New Foundation Intake LC reported all children have a home visit, and we have 2 sessions to familiarise themselves. Gill and Laura have transition visits to the Pre-schools booked in.	
16	Website LC reported that SP is being updated and will only be completed at the end of the year. PP is already on the website. SEND is also up to date. Actions SP update LC.	Action LC
17	Community Cohesion/Collaboration & Enrichment LC reported that the Newsletters show what we are doing, we had a community event in the spring term which was very successful, good press coverage and local feedback. This term we have Exeter Chiefs coming into school and a Parent's Sports Day. Q. JM asked about the Farmer's Market, LC said we were too overstretched this year, and made the decision not to but may do it next year. JM queried that she may have seen it on the website, so will check. Q JM asked if as part of the MAT we could have a joint effort in running a community event each on a cycle or rotate them. JM said the feedback from the local community was very good indeed.	
OPERATIONAL ITEMS		
18	Policies	
18.1	Data Protection Policy Deferred until autumn due to GDPR changes	Decision
18.2	Freedom of Information Statement Deferred until autumn due to GDPR changes	Decision
Governing Body Management		
19	Governor Visits NT came in to the SATS administration. Planned- AL attended Class 3 trip. TW plans to meet HH on a SEN visit. JM plans for maths visit next term.	Action AL, TW & JM
20	Governor Training JM looked through the autumn training schedule. LC informed the meeting that a new Parent Governor has been found, Elizabeth Price-Holden. LG had left an initial starter pack, for her to complete. LC envisaged her starting properly in September. LG to book New Governor training for Liz. The new governor won't be able to make Thursday's and so we are hoping to move meetings to Wednesday's, if there is an issue we can have committees on different evenings. LC recommends RC does H&S training. Action LG to check with RC to see if he has completed H&S training and if not to book him on a course.	Action LG Action LG

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Details of next meetings			
Date/Time	Resources Committee, Wednesday 6 June 2018, 6pm	Location	Cockwood School
Date/Time	Full Governing Board, Wednesday 18 July 2018, 6pm	Location	Cockwood School

Meeting ended at 7:22pm