

COCKWOOD PRIMARY SCHOOL Governing Body

Final Agreed

Full Governing Body Meeting							
Date/Time	10 October 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	GB	Co-opted Governor	
Holly Hilliard	HH	Staff Governor		Liz Holden Price	LHP	Parent Governor	
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	L A Governor
Richard Crompton	RC	Parent 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	Housekeeping, elections, ToR,	
	3.1 Election of Chair & Vice Chair	LG
	3.2 Agree Committee Structure 2018-19	NT
	3.3 Elect Chair and Vice Chair for T&L and Resources Committees	NT
	3.4 Agree Terms of Reference for committees	NT
	3.5 Review & agree delegated functions	NT
	3.6 Review & agree monitoring & evaluation structure	NT
	3.7 Review & agree staff/governor split	NT
	3.8 Review & agree GB Annual Cycle	NT
	3.9 Agree Leadership Report deadlines- see agenda item 5.6	NT
	3.10 Agree newsletter contribution cycle	NT
4	Minutes of Full Governing Body Meeting 18 July 2018 to be agreed and signed off	NT
5	Actions of Full Governing Body Meeting 18 July 2018	JM
6	Pay & Performance Review Meeting 29.10.18	JM
STRATEGIC ITEMS		
7	Leadership Update – verbal	LC

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8	SEF	LC
9	School Improvement Plan(SIP)	LC
10	DLP /Multi-Academy Trust	NT/LC
11	Expansion	NT
OPERATIONAL ITEMS		
12	Survey Cycle Update	JM
13	Policies and Documents	LC
GOVERNING BODY MANAGEMENT		
14	Autumn Checklist	All Governors
15	Governance Alerts	All Governors
16	Governing Body Vacancies	NT
17	Governor Training	All Governors
18	Governor Visit Days	All
19	Parent Consultation Days	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
PROCEDURAL ITEMS				
1	Welcome & Apologies NT welcomed all governors present to the meeting. Apologies were received from AL. 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. Housekeeping				
3.1	LG asked for nominations for the role of Chairperson, LC proposed NT for Chair and JM seconded the proposal. There were no other nominations, the Board elected Nick Tallamy as Chairperson. NT requested it be for a term of one year only, in order to support the Board through the transition into the MAT. NT is happy to continue as a governor after that year but not as Chair. Nick thanked the Board for their support. NT then asked for nominations for Vice Chair, GB nominated Judith McGrath for the position, this was seconded by NT, Judith was happy to accept the position again for a 1 year term only. LG highlighted that there are 3 co-opted governors including Nick coming to the end of their term on 10 December, and that there is no FGB planned after this one before that date. The meeting agreed that they would hold an extra FGB with a single item agenda of the re-adoption of co-opted governors before their term expires. The meeting agreed to hold a meeting.	Decision Decision Action NT/LG	10.10.18	09.12.18

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3.2	The proposed Committee Structure was agreed by the meeting. NT suggested that LHP join the Teaching & Learning Committee (T&L), and that she be link governor for Class 2, with GB and NT. LHP was happy to accept. GB is happy to stay as Lead Governor for Safeguarding (SG). AL is to remain safer recruitment governor and has now completed his training. RC to remain as H&S governor, Action NT to discuss this with RC outside the meeting. TW to remain as SEND and EY governor.	Decision Action NT	10.10.18	13.12.18
3.3	Elections of T&L Chairperson, NT nominated Judith McGrath, LC seconded the nomination, Judith is happy to accept. For Chairperson of Resources Committee, NT nominated Glynis Buckle, LC seconded the proposal. GB was happy to accept. NT suggested we not have Vice Chair posts at this time due to limited number of governors on the Board, this was agreed. A discussion followed around the governor vacancies, LG reported she had placed an advert on Governors for Schools, just to evaluate the response and explore the effectiveness of each source. JM was keen that we try to source governors directly from the local community to help ensure a full understanding and appreciation of the local issues and commitment to the school if possible, this was echoed by NT. JM is hoping that a contact she has, may join the Board when their workload has lessened.	Decision Decision		
3.4	Terms of Reference for ; Resources Committee- agreed Teaching & Learning Committee - agreed Pay & Performance Review Committee - agreed First/Hearing Committee - agreed Second/Appeals Committee - agreed Headteacher Appraisal - agreed Safeguarding Governor - agreed.	Agreed		
3.5	The meeting reviewed and agreed the delegated functions as described in the following documents- Principals of Delegation Delegation to a Committee Delegation to the Headteacher	Agreed		
3.6	Review and agree the Monitoring and Evaluation Structure – NT requested that Computing and Modern Foreign Languages be removed as separate areas. The meeting agree that GB would now cover Literacy, LPH would now cover 'The Arts', TW would cover Early Years(EY) and AL would be responsible for Science.	Agreed		
3.7	Agree the Staff/Governor Split - update staff leavers and starters. NT and AL to take over group 3. Group 2 will be GB and LPH. The meeting agreed the changes.	Agreed		

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3.8	Review & agree the Governing Body Annual Cycle	Agreed		
3.9	Agree Leadership Report Deadlines - this is no longer required.	Agreed		
3.10	Agree the Newsletter Contribution Cycle – LC felt that this could be improved with better planning, there was some unavoidable disruption due to the MAT communications. GB will cover October with Safeguarding (SG), JM will cover November with feedback from the new parent and leavers surveys. December will be Academy Update from NT. January will be Pupil Premium (PP) and Sport Premium. February LC to use Safer Internet day to theme an article with Gill Watts on E-safety. March is an Early Years(EY) covered by TW, which maybe Forest School. LPH will produce an article on 'Becoming a Governor' for April. May H&S from RC, June TW HH to cover SEND, ending with NT an end of year round up. Action All Governors	Action All Governors	10.10.18	31.07.19
4	The meeting agree the minutes from FGB Meeting 18 July 2018	Agreed		
5	Actions from FGB 18.07.18			
5.1	(3.5) Remove this item as no longer relevant	Agreed		
5.2	(11) LC has added a paragraph to the school lottery application to cover GDPR	Complete		
5.3	(17) NT has not received any nominations – NT explained the importance of the school having strong representation, this was echoed by LC. There was discussion around possible options amongst past governors. Action All Governors	Action All Governors	18.07.18	01.01.19
5.4	(24) AL to complete a governor visit form for the school trip he attended. Action AL	Action AL	18.07.18	13.12.18
6	Pay & Performance Review Committee is scheduled for 29.10.18, so no update is yet available. Action JM	Action JM	10.10.18	13.12.18

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	STRATEGIC ITEMS			
7	<p>Leadership Update – LC reported to the meeting that we still had 94 children on roll, we are experiencing high demand for all year groups. Although this is very positive, but also difficult for local people moving into the area as there are no places, this has been an issue for a family in the village. We have issues of physical capacity across the whole school, and balancing the split classes, moving up through the school as not all year groups are not exactly the same.</p> <p>Attendance has been very good last year across the last 3 years we have averaged out at 97 % attendance. Currently we are at 97.6%, whereas across Devon attendance has dropped, the Education Welfare Officer was pleased that we had retained out 97%+ rate. Holiday requests are still coming through, a number of parents are now receiving penalty notices as the notifications filter through. There are instances of parents reporting children as sick and then going on holiday, which where there is sufficient evidence or reason to believe this is happening, is being challenged. On the other hand there is a strict policy where children have infectious illnesses, such as diarrhoea, or sickness, that children are sent home and not allowed to return for a prescribed period to reduce the spreading of infection.</p> <p>LC reported staff changes, Jo Tropman has started as a TA in Class 2 since September to replace Emma Frewin. There has been a trial of sharing admin staff in other schools across the MAT until Christmas. Nicola is now working for more hours in the office. One of the Meal Time Assistants (MTA) is leaving, we are having difficulty retaining MTA's, and are working on a solution.</p>			
8	SEF Summary 2017-18 A new updated version will be available in November once the data is available from the DfE. Action LC	Action LC	10.10.18	13.12.18
9	<p>School Improvement Plan (SIP) – After discussion prior to the meeting between LC and NT, they suggested that we not issue the full SIP for each meeting, but to use the Strategic Framework instead, and focus on the strategic priorities, and draw out the questions on this at committee meetings rather than at FGB, and only bring what is not addressed fully to the Board. A copy of the SIP will be on the shared drive and kept updated. Q JM requested that comparative figures for the region are supplied with data not just for Devon in future.</p> <p>Action LC. Discussion followed initiated by JM about how data can be interrogated to provide clarity for Governors posing advance questions.</p> <p>GB challenged how the school are preparing the current year 6 ready for their SATs this year. LC explained the challenges of this year are mainly around this cohort being the last year being assessed against KS2 SATs carried out under the old framework, but that extensive work was being done to meet this challenge.</p>	Action LC	10.10.18	Ongoing

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10	DLP/Multi Academy Trust – NT reported that there has not been any significant progress towards finalising the formation of the MAT. MOVE TO PART II RETURN TO PART I			
11	Expansion – NT contacted Redrow Housing regarding any other education provision, with a view to expanding the school onto a split site, but no response has been received as yet. Action carried forward NT	Action NT	18.07.18	January 2019
OPERATIONAL ITEMS				
12	Update on Survey Cycle – JM reported that new parents would be surveyed after half term to assess the effectiveness of the induction for reception pupils. A Pupils Survey will be done in small groups across the year. A Leaver’s survey was completed before the end of the summer term, which will be reported on at the next T&L. Parents will be surveyed around Easter.	Complete		
13	Review Policies & Documents for approval			
13.1	The Scheme of Delegation was agreed	Agreed		
13.2	SEN Policy, Appendices and Additional report – defer to next T&L meeting, as not quite complete. Action HH	Action HH	10.10.18	21.10.18
13.3	Statement of Behaviour Principals – this was agreed.	Agreed		
13.4	Staff Pay Policy – not yet issued by DCC defer to next FGB	Action LG	10.10.18	January 2019
13.5	Complaints Procedure agreed.	Agreed		
13.6	Best Value Statement – GB raised a query on the Catering, and suggested we add a section of ensuring we are mindful of environmental issues. Action GB agreed to put together a form of words on this. Agreed with this proviso.	Action GB Agreed		
13.7	Governor Allowances and Expenses Policy was agreed by the meeting.	Agreed		
13.8	Governor Code of Conduct – agreed, Governors to sign to say they have read and agreed the code.	Agreed		
13.9	Protocol for Attending a Meeting Virtually – This was agreed	Agreed		
13.10	Information & Guidelines for Volunteer Helpers – LC suggested that this be revisited to ensure compliance with GDPR. Action LC	Action LC	10.10.18	January 2019
13.11	Privacy Notice for all Governors to read, agree and sign. Action All Governors	Action All Governors	10.10.18	10.10.18
13.12	New Governor Consent to Use of Personal Data – All existing Governors are required to read agree and sign. Action All Governors	Action All Governors	10.10.18	10.10.18

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13.13	Keeping Children Safe in Education (KCSiE) – All Governors to sign to confirm that they have read at least Part 1 of the Guidelines. Action All Governors	Action All Governors	10.10.18	10.10.18
13.14	New Model Recruitment & Selection Policy – Agreed	Agreed		
13.15	Safeguarding Statement – Agreed	Agreed		
GOVERNING BODY MANAGEMENT				
14	Autumn Checklist – TW mentioned the rollout of Universal Credit and the possible impact on school meal provision.	Complete		
15	Governance Alerts – no issues raised	Complete		
16	Governing Body Vacancy – NT welcomed our new Parent Governor Liz Holden Price. This year's skills audit analysis is pending but we need to have all the returns from Governors please. Action RC AL	Action RC, AL.		
17	Governor Training – LPH needs to agree a training date for her Introduction to Governance course. Action – LG/LPH RC to attend a H&S course. Action – LG/RC	Action LPH, RC	10.10.18	
18	Governor Visit Days – please let NT and LC know if you have any visits planned.	Complete		
19	Parent Consultation Days – None planned as yet, deferred to next meeting.			
	Item brought forward at the discretion of the Chairperson.			
	Meeting ended: 19:55			

Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Meeting Wednesday 21 November 2018, 6pm	Location	Cockwood School
Date/Time	Resources Committee Thursday 13 December 2018, 6pm	Location	Cockwood School