

# COCKWOOD PRIMARY SCHOOL

## Governing Body

### Final - Agreed

Teaching & Learning Meeting							
Date/Time	21 November 2018	Location			Cockwood Primary School		
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Cttee. Chair, Co-opted Governor		Nick Tallamy	NT	Ch. Of Governors, Co-opted Governor	
Tania Weeks	TW	Co-opted Governor		Lorraine Curry	LC	Headteacher – Ex Officio Governor	

Apologies	Initials	Reason (Category of Governor)
Holly Hilliard	HH	Staff Governor
Liz Price-Holden	LPH	Parent Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

Ref.	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
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	JM
<b>STRATEGIC ITEMS</b>		
5	Review of the Committee Terms of Reference	JM
6	Leadership Update (Verbal)	LC
7	School Performance Data together with relevance updates	LC
8	Monitor Pupil Progress against the SIP	JM
9	Curriculum funding	JM
10	SEND update	LC on behalf of HH
<b>OPERATIONAL ITEMS</b>		
11	Policies	JM
12	Analyse New Parent Survey	JM
13	Community Cohesion/Collaboration Enrichment	JM
<b>GOVERNING BODY MANAGEMENT</b>		
14	Governor Visits	All
15	Governor Training	All
16	Upcoming Meetings	All

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<b>PROCEDURAL ITEMS</b>			
1	<p><b>Welcome and Apologies</b></p> <p>JM welcomed everybody present to the meeting. Apologies were received from HH and LPH, they were both sanctioned by all Governors present. The meeting was confirmed as quorate.</p>	Decision	
2	<p><b>Declaration of Interest and Confidentiality Statement</b></p> <p>JM reminded Governors that they 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.</p> <p>Governors are reminded of the importance of maintaining confidentiality, where this is warranted.</p> <p><b>The attendance sheet and confidentiality statements were signed by all present.</b></p>	Complete	
3	<p><b>Minutes of T&amp;L Meeting 24 May 2018 – for information only</b></p> <p>The previous minutes of the Teaching and Learning Committee held on 24 May 2018 were signed off at the Full Governing Body meeting on 10 October 2018. No further comments were made regarding these minutes.</p>	Complete	
	<p><b>No actions arising</b>, that have not been dealt with at the FGB on 18 July or the FGB on 10 October 2018, or are covered under the relevant agenda items below.</p>	Complete	
<b>STRATEGIC ITEMS</b>			
5	<p><b>Review of the Committee Terms of Reference (ToR)</b> – following the approval of the ToR at the Housekeeping Board meeting on 10 October 2018, the ToR were reviewed and agreed by the meeting.</p>	Decision	
6	<b>Leadership Update (Verbal)</b>		
6.1	<p><b>Pupil Numbers</b> - LC reported that there are currently 94 pupils on roll, the number has remained consistent for some time now. The school have received a number of applications, some of which are repeat applications, one has applied 3 times but the school remains full, and they were turned down.</p> <p>Pressure on places due to local housing development, has left Gatehouse Primary full in many year groups. Gatehouse Primary are expanding their site to try and meet the increased need for places, but this will take time to complete. TW informed the meeting that the eventual development is for a total of 800 houses, which would average out at 200 primary children in the medium to longer term. LC reported that some of the housing development is within our catchment area. For our next intake we currently have 15 places, the proportion of siblings is lower than in previous years.</p>	Complete	
6.2	<p><b>Attendance Data</b>- LC reported that we are on 97.5% attendance, which is quite good for the time of year. The school are still experiencing some families taking pupils out for family holidays in term time. The school are keeping the pressure up, with face to face discussions with parents where possible, and diligently referring cases to the Council where applicable, and checking that they are being processed efficiently.</p>	Complete	

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6.3	<p><b>Staffing</b> – LC reported that there has been some pressure within the admin team due to sickness, but plans are now in place for succession planning. This has had an impact on the staff pay budget.</p> <p>There are also challenges with lunchtime cover, due to losing an MTA and sickness recently. LC was grateful to governors who stepped in to help. NT suggested asking PFA to help, but LC was reluctant due to the amount of help already received from PFA.</p> <p><b>Q TW</b> asked about the extra funding that was announced by the Government, LC replied that it was coming from another budget, and it was not extra funding just a budget shift.</p> <p>Jo Tropman has become a TA and is settling into the team very well. Daniel is going on paternity leave imminently, contingency plans are in place, without knowing exactly when he will be going, to try ensure staff coverage and consistency for pupils during his absence.</p> <p>The Forest School contractor is being changed as it wasn't working well enough, and will be replaced from the beginning of next term. LC is confident that the replacement contractor will be a better fit, they are a bigger company. NT suggested Emily Morris, LC explained that unfortunately Emily doesn't have the requisite qualifications and experience to run a forest school.</p>	Complete	
7	<p><b>School Performance Data</b> – JM asked about the SAT's results, LC did a demonstration for the meeting of the Analyse School Performance (ASP) system, LC walked Governors through the data that is available on ASP. There is an easy visual traffic light system, as well as more sophisticated tools for analysis. There are easy visuals for 3 year average, and it is easy to see the year that the school invested very heavily in writing so our new emphasis has been on maths. The system shows the Devon average and the national average for comparison. LC explained that there will be direct but restricted access for Governors in time.</p> <p><b>Q – NT</b> asked if this is the last year that the yr6 will be judged on the old standards, LC confirmed that yes it was.</p> <p>The Family Fisher Trust is a different source of data, which we will look at more closely at the next T&amp;L meeting, also the ASP Inspection Dashboard. <b>Action LC</b></p>	Action LC	13.2.19
8	<p><b>Monitor Pupil Progress against the SIP - Q JM</b> posed some advance questions, but the codes are based on last year's SIP, LC identified that we needed to update the codes related to each Governor need to be matched up. <b>Action LC</b></p> <p>LC did say that she was keen to encourage questions from Governors on all areas, not just their designated areas. LC addressed the question posed by JM in terms of the particular groups that JM wished to understand how the school were addressing a particular group who appear to be underperforming, LC explained that there were specific reasons as to why, and reassured JM that specific interventions were being used to address this issue.</p> <p><b>Q JM</b> asked about how confident LC felt about pupil progress generally, LC felt that progress is being achieved consistently this term and is very pleased with what the staff and pupils have achieved.</p>	Action LC	13.2.19

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9	<p><b>Curriculum Funding</b> – JM informed the meeting that the Village Hall Committee had suggested that yr6 help them with putting together a H&amp;S Risk Assessment (RA). The purpose being to create a learning opportunity for the pupils, to complete a simple RA, on the waterborne diseases. <b>Action JM/LC</b></p> <p>JM also explained that Cofton were putting some stones down around the Village Green, but would like the school to contribute to some funding to support that and other sundry items eg. bridges. JM has passed on some ideas and resources on grant funding, and offered to complete the applications, if the school let her know what it is that they want. There is the Greggs Foundation the Honours Cook Trust and Nature Grants. TW pointed out that the lease on the Village Hall is near or over half way through and that this may affect how they view the application. NT suggested approaching Jayne Fletcher Peters from the Environmental Agency, as they may contribute by way of compensation for disruption during the harbour wall works. This has been done by other affected residents. There is also a scheme run by Education Endowment Foundation (EEF), on topics such as building evidence to narrow the gap for EYFS, also an option on SEND funding. LC explained that it may have greater impact if the application came from the MAT, rather than just from Cockwood as it is easier to demonstrate potential impact.</p> <p>TW did point out that the Village Hall has quite a large amount of reserves, but that they may not be keen to spend money on the village green which is a separate concern. TW also mentioned that Teignbridge has successfully obtained funding from developers, as they have an obligation under planning rules to develop and provide public open space, which there is not always scope to do So it may be worth considering this approach. JM to forward the information to LC. <b>Action JM/LC.</b> JM notified the meeting that the AGM for the Village Hall Committee is on 13 February, if anyone would like to attend.</p>	Action JM/LC	
10	<p><b>SEND Report – Q JM</b> asked if TW had spoken to HH about the difficulties in securing funding for some SEND pupils. TW reported that HH had been experiencing much frustration in trying to progress applications for funding and assessments with the 0-25 team at DCC.</p> <p><b>Q JM</b> asked if any parents had offered to subsidise, in order to help support their child's access to resources. LC said that parents had offered in the past, but LC felt that it was not appropriate. As some families may not be able to afford it, and LC isn't even sure there is a method of receiving the funds, or if it is even allowable. LC explained that for instance assessment for dyslexia was previously funded, but that funding has now been withdrawn, and now costs the school £300 per pupil referred. HH is having extreme difficulty even contacting the 0-25 team at DCC.</p> <p>LC explained that the vast majority of the investment in this area by the school has been in training on mental health and welfare, having lost our Thrive Practitioner. 'Timid to Tiger' is a parent programme that is aimed at supporting anxious children, LC is interested in sending a member of staff on this free training in order to cascade train staff and parents locally..</p>		
<b>OPERATIONAL ITEMS</b>			
11	<p><b>11.1 Policies – Review of the SEND Policy</b> – HH has completed this along with the appendices. The Committee agreed to recommend this to the Board for approval. <b>Action NT</b></p>	Action NT	16.1.19
12	<p><b>New Parent Survey</b> – This only went out very recently, and the submission deadline has not yet passed, this item will be carried forward to the next meeting. <b>Action JM</b></p>	Action JM	13.2.19

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13	<p><b>Community Cohesions/Collaboration Enrichment</b> – LC was able to report that the PFA have recruited some more parents and that they are now back up to strength. LC would like to do something, to more publicly recognise the invaluable role that they perform for the school. <b>Action LC</b></p> <p>NT reported that the school Christmas Fayre will be held at Golden Sands this year instead of St Mary's Hall. The Governor's agreed to run the mulled wine stall again, governors agreed that they would run the mulled wine stall but would do it on a contribution only basis, due to complexities and cost of licencing, A rota is to be circulated by NT. <b>Action NT</b></p> <p><b>Q TW</b> – asked if the school were planning to do a big event this coming year, such as the Farmer's Market. LC said they would be very keen to , but the effort involved was substantial for the return, the event was very popular with the villagers. Emma Frewin was a key person with local contacts who helped enormously with drumming up local traders, but is no longer working for us. LC feels that we would need to be sure that the preparations for the event didn't risk impacting negatively on the pupils in terms of support, or put too much burden on staff volunteering time.</p> <p>JM suggested that we did something locally that is around 'social action' for fundraising, as there is evidence to show that children who see this being modelled have a very positive impact on their development. <b>Action put on the agenda for the next meeting. LG</b></p>	Action LC	13.2.19
		Action NT	15.12.18
		Action LG	13.2.19
<b>GOVERNING BODY MANAGEMENT</b>			
14	<p><b>Governor Visits</b> JM will be doing a school visit on Numeracy in January.</p> <p>NT carried out a visit today and so will submit a Governor Visit Form. <b>Action NT</b></p>	Action JM	31.1.19
		Action NT	13.2.19
15	<p><b>Governor Training</b> JM looked through the autumn training schedule. LPH the new Parent Governor, has joined the T&amp;L Committee, she will be booking an Induction for Academy Governor's in the new year.</p> <p>LG reported back on the Devon Association of Governors (DAG) Conference, NT/LC requested that the slides be shared on the drive as it covered important information of the new Ofsted framework. <b>Action LG</b></p>	Action LG	31.3.19
		Action LG	1.12.19
16	<p><b>Meeting Dates</b> Discussion around meeting dates and alterations.</p>	Action LG	01.12.19

Details of next meetings			
Date/Time	Resources Committee, Thursday 13 December 2018, 6pm	Location	Cockwood School
Date/Time	Full Governing Board, Wednesday 16 January 2019, 6pm	Location	Cockwood School

**Meeting ended at 7:49pm**