

# COCKWOOD PRIMARY SCHOOL Governing Body

## Agreed

Full Governing Body Meeting							
Date/Time	16 January 2019, 6pm	Location	Cockwood School				
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Co-opted Governor		Judith McGrath	JM	Vice-Chair Co-opted Governor	
Lorraine Curry	LC	Headteacher		Glynis Buckle	GB	Co-opted Governor	
Liz Price-Holden	LPH	Parent Governor		Richard Crompton	RC	Parent Governor	
Andy Lawrence	AL	LA Governor		Tania Weeks	TW	Co-opted Governor	
Holly Hilliard	HH	Staff Governor					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	NT
2	Declaration of interest & Confidentiality	NT
3	Minutes of Full Governing Body Meeting 10 October, and extra FGB 13 December 2018 to be agreed and signed off	NT
4	Actions of Full Governing Body Meeting 10 October 2018	NT
5	Minutes of Teaching & Learning Committee Meeting 21 November 2018	JM
6	Minutes of Resources Committee Meeting 13 December 2018	GB
<b>STRATEGIC ITEMS</b>		
7	Leadership Update	LC/All Governors
8	Performance Analysis SEF	LC/All Governors
9	School Improvement Plan	NT/LC/All Governors
10	September Intake	LC
11	Safeguarding	GB
12	Multi-Academy Trust	NT/LC
<b>OPERATIONAL ITEMS</b>		
13	Early Help Update	HH
14	Term Dates	LC
15	Policy Reviews - Aims & Vision Statement	NT

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	SEND Policy	NT
	Pay Policy	NT
	Policy for Supporting Pupils with Medical Conditions	NT
<b>GOVERNING BODY MANAGEMENT</b>		
16	Governor Succession Planning	NT
17	Skills Audit	All Governors
18	Governance Self Evaluation Audit	All
19	Governor Visit Days	All
20	Governor Training	All
21	Spring Checklist	All
22	Item brought forward at the discretion of the Chair-meeting dates	NT

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
<b>1</b>	<b>Welcome &amp; Apologies</b> NT welcomed all governors present to the meeting; all members of the Board were present.	Decision		
<b>2</b>	<b>Declaration of Interest &amp; Confidentiality</b> NT read out the declaration of interest, and confidentiality statement on the agenda. No declarations were made. Attendance sheet signed by all those present, the meeting was agreed as quorate.	Complete		
<b>3. Full Governing Body Meeting Minutes 10 October &amp; 13 December 2018</b>				
3.1	Full Governing Body Meeting Minutes 10 October 2018. These minutes were reviewed, agreed and signed off by NT.	Decision		
3.2	Extra Full Governing Body Meeting 13 December 2018. These minutes were reviewed, agreed and signed off by NT	Decision		
<b>4. Actions of Full Governing Body Meeting 10 October and 13 December 2018</b>				
4.1	<b>(5.3) NT is awaiting nominations for the MAT Board</b> - outstanding from FGB 18.07.18 – Action all Governors. This item was deferred until the next meeting due to recent developments that will be reported under the appropriate item.	Action NT	18.07.18	11.10.18
4.2	<b>Outstanding skills audits</b> - now all submitted.	Complete		
	All other outstanding actions are included in the agenda below.			
<b>5. Minutes of Teaching &amp; Learning Committee meeting 21 November 2018</b>				
5.1	<b>Minutes of Teaching &amp; Learning Committee meeting 21 November 2018</b> The above minutes were reviewed, agreed and signed off by JM.	Decision		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
5.2	<p><b>Update of Teaching &amp; Learning Committee meeting 21 November 2018</b></p> <p>JM reported to the meeting that LC had demonstrated a new data comparison tool that is being used now, to compare data against both local and national statistics. JM requested direct governor access to the system. LC confirmed that she could have a look at how that could best be achieved, but the system is very secure, but there is a Governor Dashboard that may have been rolled out since the demonstration. <b>ACTION LC</b> set up governor access to the dashboard when available.</p> <p>JM was pleased to announce the Village Green Eco Project, to create and environmental pond dipping facility near the lake. Cofton Holidays are going to donate stones, and help, but there are options for match funding for a grant from the Environmental Agency. NT reported that he had spoken to Jane Fletcher Peters, Environmental Agency, and it was felt that we may be able to access funds on the back of the work on Cockwood Harbour. <b>ACTION JM</b> – contact Jane Fletcher Peters to follow up access to the funding.</p>	Action LC	16.01.19	Next FGB
<p><b>6. Resources Committee Meeting Minutes 13 December 2018</b></p>				
6.1	<p><b>Minutes of Resources Committee Meeting 13 December 2018,</b></p> <p>The above minutes were reviewed, agreed and signed off by GB.</p>	Decision		
6.2	<p><b>Update of Resources Committee meeting 13 December 2018</b></p> <p>GB reported to the meeting that financial health of the Budget situation, was very positive, and better than anticipated, it looks as though we are definitely going to come in on target, with a possible small underspend. There was an anomaly highlighted within the data of a £15k differential within the support staff from this year to next year, but it has now been fully explained by LC.</p> <p>There was a question raised over the costs of Catering, due to the changes in the Catering Manager, but reassurance has been given to governors, that this has now been resolved.</p> <p>Benchmarking illustrated that the pupil teacher ratios are good, but higher on admin costs. LC has explained that this is due to high calibre staff being costly for a small school, we don't have the economies of scale available to us, that a bigger school might.</p> <p>The Accident Log showed a marked increase in minor accident, but upon close inspection, this was due to very minor incidents and perhaps an element of over reporting by enthusiastic staff.</p>			

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STRATEGIC ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
7	<p><b>Leadership Update</b></p> <p>The Autumn Term Leadership Report has been circulated, LC urged governors to read it, to help them to focus their scrutiny. NT interjected with a request that we circulate the Governor Questions on the SIP just in advance of T&amp;L and not FGB, as it risks repeating meeting content.</p> <p>LC reported on TW question, % of pupils with SEND who didn't reach their targets in writing, and maths. LC stated that if we now examine progress of those children that they are already closing the gap during the autumn term. LC explained how last term had been particularly challenging due to staffing issues, around paternity leave, compassionate leave, and changes within TA hours etc. LC elaborated on the processes of assessment for pupils identified as having potential SEND issues, and how they aim to work with parents to manage that process.</p>			
8	<p><b>Performance Analysis – SEF</b> it was agreed that this would be discussed at Committee meetings. <b>ACTION GB JM</b></p>	Action GB JM	16.01.19	Next T&L and Resources mtg. respectively
9	<p><b>School Improvement Plan (SIP)</b> – the new SIP priorities allocated to each governor according to their area of responsibility will be typed up by admin <b>ACTION LC</b>.</p> <p>The meeting agreed that the review of progress on the SIP would be discussed at Committee level. <b>ACTION GB JM</b></p>	Action LC  Action GB JM	16.01.19	Next T&L and Resources mtg. respectively
10	<p><b>September Intake</b> – LC reported that the original intention was to take 14, but after analysis it is clear that this would be difficult to sustain with the impact on the overall size of the school in a few years' time, and the age profile of the pupils, would mean that we have more older children. LC has been notified that there has been long lists apply, but we don't yet know if we are 1<sup>st</sup> or 2<sup>nd</sup> choice, with just 3 siblings, so 10 extra spaces. Most of the interest is from Dawlish, on the side nearest the school. <b>ACTION LC</b> review at next T&amp;L when accurate figures have been released.</p> <p>NT raised the concern that Redrow, who are building the new estate are making it clear to people moving in that they are in our catchment area, but this is not a major concern.</p>	Action LC	16.01.19	Next T&L meeting
11	<p><b>Safeguarding – Report from the Lead Governor for Safeguarding</b></p> <p>The report has been circulated by GB via the meeting folder. GB reported that the issue around posting images of pupils on social media, the action taken by LC seems to have been effective. NT reported on the ongoing issue of parents ignoring the driving and parking unsafely around the school site, it was felt that Class 3 were particularly problematic, and could do with a direct message being sent.</p> <p>NT raised an issue around the Highways sign for a school, had been damaged and was no longer clearly visible. <b>ACTION LC</b> to take this up with the Highways Dept.</p>	Action LC	16.01.19	By next FGB

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12	<b>Multi-Academy Trust- Move to PART 2</b>			
<b>OPERATIONAL ITEMS</b>				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
13	<p><b>Return to PART 1 'Early Help' update</b> – HH reported from a guide to Early Help, currently the school has limited need to access the service, but it is important to have it in place. There are teams in Teignmouth and Dawlish, who are ready to meet and discuss in a Team Around the Family (TAF) then bring in agencies as and when interventions are required. Early Help is for vulnerable families, where they are perhaps, complex learning, or health needs, or social issues that can help the school support the child through a multi-agency approach, including social workers, Doctors, various therapists etc.</p> <p>LC re-iterated that it is a duty of the school to ensure that they find and access the support that the family needs.</p>			
14	<p><b>Term Dates</b> – LC explained that the dates for 2019-20 that were agreed last year, due to not having yet joined the MAT, that she felt the operational priority was better served by moving one of the dates from the 29.06.20 to the 01.06.20. The meeting agreed the change. <b>ACTION LG</b> to put the changed term dates through to DCC and update the website.</p>	Decision  Action LG	16.01.19	As soon as practical
15	<b>Policy reviews</b>			
15.1	<b>Statement of School Ethos</b> – Aims and Vision Statement, this was reviewed and agreed <b>ACTION LG –put on the website</b>	Decision Action LG	16.01.19	31.01.19
15.2	<b>SEND Policy</b> – this was reviewed and agreed. <b>ACTION LG – put on the website</b>	Decision Action LG	16.01.19	31.01.19
15.3	<b>Pay Policy</b> – this was reviewed and agreed. <b>ACTION LG – put on the website</b>	Decision Action LG	16.01.19	31.01.19
15.4	<b>Policy on Supporting Pupils with Medical Conditions &amp; Administration of Medicines</b> – this was reviewed, GB raised a request that 'student 'be replaced with 'pupil', this was agreed by the meeting. GB asked if LC could ensure that there were protocols covering allergies and use of epi pens, as the emphasis in the policy seemed to be mainly around asthma and use of inhalers - <b>ACTION LG – put on the website, LC to look into allergies and epi pens</b>	Decision Action LG & LC	16.01.19	31.01.19
<b>GOVERNING BODY MANAGEMENT</b>				
16	<b>Governor Succession Planning</b> – agree a plan to recruit a new Chair of Governors from September. This was deferred to the next GB. <b>ACTION NT</b>	Action NT	16.01.19	Next FGB
17	<b>Annual Skills Audit</b> – these are all now submitted, and the analysis shows that we need to ensure that we are properly reflecting the skills and experience. <b>ACTION NT</b> – to further examine the results	Action NT	16.01.19	Next FGB
18	<b>Governance Self Evaluation Summary</b> – NT will report on this at the next meeting <b>ACTION NT</b>	Action NT	16.01.19	Next FGB

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20	<b>Governor Training- Feedback/Impact</b> LG is joining The Professional Clerk Programme RC is attending the H&S Governor training AL expressed a wish to attend the finance training. <b>ACTION LG to supply dates</b>	Action LG	16.01.19	31.10.19
21	<b>Spring Checklist, Alerts etc.</b> no questions raised, NT urged governors to read the information sent through, as it makes interesting reading.	Complete		
	<b>Urgent item brought forward at the discretion of the Chairperson</b> (these must be agreed with the Chair strictly in advance of the meeting) JM informed the meeting that she had the preliminary results of the yr. 6 Leavers Survey; the results are now loaded onto the shared drive. HH asked if she could submit a question for inclusion in the parent's survey around mental health. <b>ACTION HH</b>	Action HH	16.01.19	Next T&L meeting
	<b>Meeting ended: 19:55</b>			

Detail of next meetings/Governor visit days			
<b>Date/Time</b>	Teaching & Learning Meeting Wednesday 13 February 2019, 6pm	<b>Location</b>	Cockwood School
<b>Date/Time</b>	Resources Committee, Thursday 28 March 2019, 6pm	<b>Location</b>	Cockwood School
<b>Date/Time</b>	Pay & Performance Review Committee, Thursday 28 February 2019, 2.30pm	<b>Location</b>	Cockwood School

CPD – Continuing Professional Development  
 DAG – Devon Association of Governance  
 FGB – Full Governing Board  
 HT – Headteacher  
 LDP – Learning Development Partnership  
 MAT – Multi Academy Trust  
 SEND – Special Educational Needs & Disability  
 SG – Safeguarding  
 SIP – School Improvement Plan  
 TAF – Team around the Child  
 T&L – Teaching and Learning Committee