

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Full Local Governing Body Meeting - CW							
Date/Time	18 September 2019, 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					
Holly Hilliard	HH	Staff Governor		Liz Holden Price	LHP	Parent Governor	
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	Trust Governor
Glynis Buckle	GB	Trust Governor
Charlotte Wilkin	CW	Trust Governor
Sarah Bentley	SB	Prospective Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Laura Charlesworth	LCW	Prospective Governor

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 2019-20	NT
	3.3 Elect Chair and Vice Chair for T&L & 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 Outline Part 2 protocol, agree if meetings are open/closed, agree guidelines for attending meetings virtually	NT
	3.10 Agree newsletter contribution cycle	NT
4	Minutes of Full Governing Body Meeting 17 July 2019 to be agreed and signed off, including Part 2 minutes	NT

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5	Actions of Full Governing Body Meeting 17 July 2019	JM
6	Pay & Performance Review Meeting date 20.11.19 at 4pm	JM
STRATEGIC ITEMS		
7	Leadership Update – verbal	LC
8	SEF - verbal	LC
9	School Improvement Plan(SIP) - verbal	LC
10	Osprey Learning Trust (OLT) update	NT/LC
11	Item removed from the agenda.	
OPERATIONAL ITEMS		
12	Survey Cycle Update	JM
13	Policies and Documents for review	LC/NT
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, and Laura Charlesworth a prospective governor. Apologies were received from GB, AL, CW and Sarah Bentley, prospective governor. 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, the meeting was agreed a quorate.	Decision		
3. Housekeeping				
3.1	LG (Clerk to Governors) 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 just two terms only, in order to support the Board through the transition into the MAT, but is very keen to encourage all Governors to seriously consider taking on the Chair or Vice Chair position. NT is happy to continue as a governor after that year but not as Chair. Nick thanked the Board for their support. LG then asked for nominations for Vice Chair, NT nominated Judith McGrath for the position, seconded by LC. Judith was happy to accept the position for a 1 year term.	Decision Decision		

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3.2	The proposed Committee Structure was agreed by the meeting. NT suggested that Laura Charlesworth would be well placed to join the Teaching & Learning Committee (T&L). LCW was happy to accept once her term commences, subject to Trust Board approval. The meeting agreed that NT would now only sit on the Finance & Resources Committee, due to his additional meeting commitments at TB level as Chair's Representative. JM is Chair of T&L and also Vice Chair of the LGB and so will cover NT's role on T&L. CW is now a member of Finance & Resources Committee and is temporarily covering H&S governor role, due to Richard Crompton stepping down as Governor. GB is to remain as Lead Governor for Safeguarding (SG). AL is to remain as Pupil Premium Governor, and TW as SEND Governor. LCW will shadow AL on Sports Premium Funding, with a view to her taking this on in the future. Action LG to confirm with CW and AL in writing. All other positions remain unchanged.	Decision Action LG	18.09.19	30.09.19
3.3	Elections of T&L Chairperson, NT nominated Judith McGrath, seconded by LC, Judith is happy to accept. For Chairperson of Resources Committee, NT nominated Glynis Buckle, seconded by LC. GB had indicated prior to the meeting that she was happy to accept. NT nominated Andy Lawrence for Vice Chair of Resources, LC seconded, AL had indicated prior to the meeting that he was happy to take on this role, NT nominated Liz Price-Holden for Vice Chair of T&L Committee, seconded by LC, LPH was happy to accept the position.	Decision Decision Decision Decision		
3.4	Terms of Reference for ; OLT Local Governing Board – accepted Resources Committee- accepted, but to be looked at in depth at Cttee. Teaching & Learning Committee - “ “ “ “ “ “ Pay & Performance Review Committee - accepted First/Hearing Committee – agreed and signed Second/Appeals Committee – agreed in principle, LC/NT to raise query Headteacher Appraisal - accepted Safeguarding Governor – accepted	Complete Action GB Action JM Complete Complete Action NT/LC Complete Complete		04.12.19 20.11.19 20.11.19 30.09.19
3.5	The meeting reviewed and agreed the delegated functions as described in the following documents- Principles of Delegation Delegation to a Committee Delegation to the Headteacher	Agreed		

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3.6	Review and agree the Monitoring and Evaluation Structure – this was agreed by the Board. NT asked for this to be reviewed at the next LGB, once new governors have been confirmed by the Trust Board (TB). Action LG to put on the agenda for next LGB/Finance & Res. Cttee	Agreed Action LG		04.12.19
3.7	Agree the Staff/Governor Split – this has now been re-named Staff/Governor Welfare Split 2019-20. With one or two minor changes in responsibilities, this was agreed by the meeting.	Agreed		
3.8	Review & agree the OLT Local Governing Body Annual Cycle. The new draft of the cycle has been circulated by the CEO, and is expected to be agreed at the next TB. Action LG to bring forward to the next meeting.	Action LG		04.12.19
3.9	NT took the meeting through the Part 2 protocol that is used in meetings. The Board agreed the document outlining the protocol for attend meetings virtually. The Cockwood Annual Meeting Schedule was agreed in line with the timeline for reporting to the TB, this may be subject to change as we evolve into the new reporting structure within the Trust.	Complete Agreed Agreed		
3.10	Agree the Newsletter Contribution Cycle – The 'Becoming a New Governor' article can be covered by CW and LPH together. Any other items Governors wish to be considered for inclusion into the newsletter or website, please contact LC. Action All Governors	Action All Governors		31.07.20
4	The meeting agree the minutes from FGB Meeting 17 July 2019	Agreed		
5	All actions from LGB 17.07.19 are either complete, or covered within the agenda	Complete		
6	Pay & Performance Review Committee is now scheduled for 20.11.19 to tie in with the Trust wide schedule of review of quality and consistency across all schools.	Complete		

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STRATEGIC ITEMS				
7	<p>Summer Term Leadership Report– this was completed at the end of last term, and circulated to Governors. LC reported to the meeting that there were 94 children on roll, only one more than last year, but seven new children across the school including the split year groups.</p> <p>LC is conscious of the very intense period of change as the new split year group system beds in, the new pupil dynamics, additional needs with new pupils, a tricky cohort in reception to settle in, and the strain this inevitably puts on staff, and possible impact on their wellbeing, together with the increased curriculum coverage. The challenge of having x3 different year groups within one class, and the diversity of workload that can bring. LC is hoping to bring in some support for one class teacher, who needs support.</p> <p>LC has made plans for Gill Watts to complete the SEND audit this year in anticipation of the current SENDCO's retirement in 2 years.</p> <p>New DfE guidelines have been published, which require significant changes to be made to this area of the curriculum, and must be implemented properly.</p> <p>Attendance rates have slipped, due to parents continuing to take children out of school in term time for unauthorised holidays, sometimes repeatedly. This is despite the school consistently reporting incidents, and requesting DCC to issue penalty notices. LC is hopeful that once parents start receiving fines, for the second offence, that this will have a positive effect. TW challenged as to what action is taken with persistent offenders. LC responded that the Education Welfare Officer is contacted and informed.</p> <p>LC informed the meeting that another area to be targeted is in Early Years (EY) with language, literacy and cultural understanding and development. This is response to a national problem with the lowering of standards of cultural awareness of children entering reception classes.</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		
9	School Improvement Plan (SIP) – LC reported that the SIP was being drawn up, in line with the directives agreed with the TB. The format of the SIP will change as the CEO has drafted a new format. The meeting agreed that the existing Governor 'Questions on the SIP' matrix would continue to be used this year, but areas would need to be updated once the SIP is issued and Governors responsible allocated. LC will circulate the SIP to Governors as soon as it is available. Action LC	Action LC		Ongoing

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10	<p>Osprey Learning Trust – NT visited the new version of the OLT Vision Document. A reminder of the Governor Training/Briefing Session on 16 October 2019, 6-8pm at Teignmouth Community School.</p> <p>NT asked all Governors to let him know of any items of concern or questions that they wish to be raised at the Director level. Kenn & Kenton (K&K) will be doing the same, this will be a standing item.</p>	Complete		
11	This item has been removed from the agenda.			
OPERATIONAL ITEMS				
12	<p>Update on Survey Cycle – JM reported that the agreed cycle was remaining broadly the same, There were additional questions added to the parent survey from HH on wellbeing and mental health. JM has issued trends analysis, and intends to draft a summary response, of findings and any actions arising to go in the newsletter. Action JM</p> <p>Quality of school lunches seems to be in question, but the new catering manager had not been in post very long when the questionnaire was issued, but will be looked at more closely Action LC. LPH challenged whether this view was accurate. NT offered to come in at lunchtime and do an informal spot poll of pupils. Action NT</p> <p>The vegetarian option was removed from the menu, due to wastage and cost, there is always baked potato on offer.</p> <p>JM reported that all other aspects of school life came out very positively.</p> <p>Action JM to look across the range of stakeholder surveys and compile a comparison document.</p>	<p>Action JM</p> <p>Action LC</p> <p>Action NT</p> <p>Action JM</p>		
13	Review Policies & Documents for approval			
13.1	The OLT Scheme of Delegation was accepted	Agreed		
13.2	SEN Policy, Appendices and Additional report – main policy has been updated and was agreed, but appx deferred to next T&L meeting, as not quite complete. Action HH . The Mental Health Strategy is on it's way. All the documents need to be loaded on to the website Action LG .	Action HH/LG		20.11.19
13.3	Statement of Behaviour Principals – this was deferred to the next T&L. Action LC .	Action LC		20.11.19
13.4	Staff Pay Policy – not yet issued by OLT deferred to next LGB. Action LG	Action LG		04.12.19
13.5	Behaviour Policy – deferred until next T&L Action LC	Action LC		20.11.19
13.6	Best Value Statement – agreed.	Agreed		04.12.19
13.7	Governor Allowances and Expenses Policy 2019-20, agreed by the meeting.	Agreed		

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13.8	OLT Governor Code of Conduct – agreed, Governors present signed to say they have read and agreed the new OLT code. Action LG to gather signatures from Governors not present.	Agreed Action LG		30.09.19
13.9	Privacy Notice for Governors – this was agreed by the meeting. Action LG to load onto the website.	Agreed Action LG		30.09.19
13.10	Keeping Children Safe in Education 2019 (KCSiE'19) – All Governors present signed to confirm that they have read at least Part 1 of the Guidelines. Action LG to gather signatures from Governors not present at the meeting	Action LG/AL/GB/CW		30.09.19
13.11	New Model Maternity & Adoption Support & Leave Policy – as the Trust policy on this area has not yet been published, the LGB agreed the policy, if and when an OLT policy covering this area is agreed, it will automatically supersede this policy.	Agreed		
13.12	Safeguarding Statement – LC noted that Alison Roper needed to be removed from the document, with that noted the document was agreed. Action LG	Agreed Action LG		30.09.19
13.13	OLT Proposed Admissions Arrangements – CW – this is the same as the DCC version, the main changes are around the levels of criteria around medical and social needs, and the children of staff. This was agreed by the Board. Action LC to notify DCC	Action LC		04.12.19
GOVERNING BODY MANAGEMENT				
14	Autumn Checklist for Academy Schools – This has been circulated to all Governors and is in the shared drive.	Complete		
15	Governance Alerts – no issues raised	Complete		
16	Governing Body Vacancy – NT welcomed the two new prospective governors, who have stepped forward from the parent body to help support the school. Laura Charlesworth has experience in teaching, and Sarah Bentley in health. The meeting agreed to nominate both candidates for adoption as Governors on the CW LGB, and to ask the TB to table the request for the next Directors meeting. Action NT/LG to contact the TB in line with the new protocol. Annual Governors skills Audit – only one response is still outstanding, after reminders from Clerk. Action NT to send a reminder.	Action NT/LG		
17	Governor Training			
17.1	Courses completed –this was reported at the July LGB.			

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17.2	<p>Courses planned – AL is booked on a Finance for Academy Governors</p> <p>GB is booked on Ofsted Preparation for SG Lead Governor</p> <p>NT is unable to attend the Chair's Update as the date has been changed. JM is probably unable to attend as Vice Chair. Action LG to ask for another governor to attend on behalf of the Chair.</p> <p>LPH is to complete her level 2 SG training with K&K in October.</p>	Action LG		
18	<p>Governor Visit Days – please let NT and LC know when you plan to do your termly governor visit, this can include attending a function, play or trip, please remember to complete a governor visit form after your visit and return to the Clerk, either scan and email it, or leave it in the Clerk/Governor pigeon hole. Action All Governors</p>	Action All Governors		
19	<p>Parent Consultation Days – Dates are 15-16 October, NT asked for Governors to attend if possible, either 1.30 to 3.30, or 3.30- 5.30pm. NB the OLT Governor training/briefing is also on the 16th October 6-8pm.</p>			
	Meeting ended: 19:45			

Next Meeting	Dates/ Times/Venue
OLT Training/Briefing for all Trust Governors	NEW DATE*** Wednesday 16 October*** 2019, 6-8pm at Teignmouth Community School, Exeter Road, TQ14 9HZ
Teaching & Learning Committee	Wednesday 20 November 2019, 6pm at Cockwood School
Pay & Performance Committee	Wednesday 20 November 2019, 4pm venue TBC.
Resources Committee	Wednesday 4 December 2019, 6pm at Cockwood School
Trust Board Meeting	To be notified