

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Teaching & Learning Meeting							
Date/Time	20 November 2019	Location			Cockwood Primary School		
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Cttee. Chair, Trust Governor		Nick Tallamy	NT	Ch. Of Governors, Trust Governor	
Tania Weeks	TW	Trust Governor		Lorraine Curry	LC	Headteacher – Ex Officio Governor	
Holly Hilliard	HH	Staff Governor		Laura Charlesworth	LCW	Parent Governor	

Apologies	Initials	Reason (Category of Governor)
Liz Price-Holden	LPH	Parent Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Glynis Buckle	GB	Trust Governor

Minutes to
Attendees
Apologies
School Website

Ref.	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	JM
STRATEGIC ITEMS		
5	Review of the Committee OLT 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	JM
10	New Ofsted Inspection Framework	LC
11	July Leavers	LC
12	Social Action	JM
OPERATIONAL ITEMS		
13	Policies	JM
14	Report on the New Survey Cycle	JM
15	Community Cohesion/Collaboration Enrichment	JM
GOVERNING BODY MANAGEMENT		
16	Governor Visits	All
17	Governor Training	All

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Ref	Action or Decision	Owner/ Decision	Date Due
PROCEDURAL ITEMS			
1	<p>Welcome and Apologies JM welcomed everybody present to the meeting. Apologies were received from LPH who is away in London; they were sanctioned by all Governors present. The meeting was confirmed as quorate.</p>	Decision	
2	<p>Declaration of Interest and Confidentiality Statement 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. Governors are reminded of the importance of maintaining confidentiality, where this is warranted. The attendance sheet and confidentiality statements were signed by all present.</p>	Complete	
3	<p>Minutes of T&L Meeting 5 June 2019 – for information only The previous minutes of the Teaching and Learning Committee held on 5 June 2019 were signed off at the Local Governing Body meeting on 17 July 2019. No further comments were made regarding these minutes.</p>	Complete	
	<p>No actions arising, that have not been addressed at the FGB on 17 July 2019 or the FGB on 18 September 2019, or is covered under the relevant agenda items below.</p>	Complete	
STRATEGIC ITEMS			
5	<p>Review of the OLT Committee Terms of Reference (ToR) – following the approval of the ToR at the Trust Board meeting in September, the ToR were reviewed to ensure that the committee was acting within their remit.</p>	Decision	
6	Leadership Update (Verbal)		
6.1	<p>Pupil Numbers - LC reported that pupil numbers are static at 94. Two open days were held as to trial a new format, they went well but for the investment in time it is not a model we are likely to adopt. There are still no clear indications of numbers for the intake in September, the Published Admissions Number (PAN) is 12, which together with intake for other classes are likely to reach 12 overall.</p>	Complete	
6.2	<p>Attendance Data- LC was pleased to say that attendance for the first half term was 98.4 which is higher than last year. and better than the Devon average. Unfortunately the holidays in term time have not decreased despite efforts to combat this with formal procedures by DCC. Q. LCW asked if this was to do with families working in the tourist industry. LC responded to confirm that families genuinely affected by working in the tourist industry are very few. The school are keeping the pressure up, with face to face discussions with parents where possible, and referring offenders to DCC for formal process.</p>	Complete	

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Ref	Action or Decision	Owner/ Decision	Date Due
6.3	Staffing – LC reported that there has been increased pressure on staff, partly attributable to Gill attending the SENDCO training, and LC having to teach in Class 2. Overall the staff body are all fairly stable and performing well.	Complete	
7	School Performance Data – LC walked the meeting through the performance data using the screen projector. Using KS2 as an example LC explained in depth the statistical picture for the group. KS2 is above the local average and consistently above the national average, bearing in mind that Devon is poorly funded in comparison to most. Over the 3 year trend KS2 shows consistently good results, but due to the small size of the cohorts, just one child not achieving in one area of reading, writing and maths it can dramatically affect the statistics resulting in an amber light on the system. Within a cohort we have had a child with significant health issues throughout the year, which in regular sized cohort over 3 years would be easily absorbed statistically, whereas in our very much reduced sizes has a very apparent effect statistically. Governors need to be mindful of the small cohort size when looking at the traffic light indicators for our data, and dig a little deeper. Despite this LC reassured the meeting that the school always exceeds national average. Q. LCW asked how the school compared to K&K for example. LC explained that each school is different and so a direct comparison is not always helpful, but compared to the local average we usually exceed this.		
8	<p>Monitor Pupil Progress against the SIP – LC informed the meeting that the data had not yet come through for this term, in looking at the SIP Governor Questions Framework. LC responded to a questions from Governors posed in the framework. There are some issues around lateness for 8-10 families which persists despite parents being challenged. There are absences due to medical appointments, which impacts of learning.</p> <p>Division of areas between Governors for the SIP were agreed as follows –</p> <p style="padding-left: 40px;">NT- Behaviour (LC) 2, Attendance (LC) & Leadership and Management – 4.1</p> <p style="padding-left: 40px;">JM - Numeracy (DF) 1.1, Leadership and Management – 4.1, 4.2, Wider curriculum on a rolling programme and Progression of Skills</p> <p style="padding-left: 40px;">GB - Safeguarding (LC) and sharing Literacy (LC) 1.1, 1.3, 1.4</p> <p style="padding-left: 40px;">TW - SEND (HH) 1.5, 2 and EYFS (GW) 1.2</p> <p style="padding-left: 40px;">AL - Pupil Premium (LC) 1.5 and Sports Premium(GW) LCW to shadow</p> <p style="padding-left: 40px;">LPH – Science, The Arts and Personal Development – 3</p> <p style="padding-left: 40px;">CW - Health and Safety and Personal Development – 3.</p> <p style="padding-left: 40px;">LCW - Literacy (LC) 1.1, 1.3, 1.4, Gifted and Talented (LC) and Shadow AL on Sport Premium</p>		
9	Curriculum – LC reported on the scope of the curriculum review, due to the changes in the new Ofsted Framework, and will report back regularly with progress. Action LC	Action LC	Next T&L meeting
10	New Ofsted Inspection Framework – LC explained that extensive work will need to be done on the curriculum, as detailed in the previous item. . LC reported that the feedback received locally from schools that had been inspected, bore out the changes that had been publicised. The fundamental change in culture is moving away from analysis of internal data, towards Inspectors oral examination of staff and talking to pupils. The emphasis being on creating a body of evidence of learning from the pupils in particular curriculum areas, which can be from any area	Complete	

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	that needs to be covered which is very broad.		
Ref	Action or Decision	Owner/ Decision	Date Due
OPERATIONAL ITEMS			
11	July Leavers – LC reported that pupils leaving after year 6 go to a wide variety of destinations including – Trinity, Torquay Grammar, Teignmouth, and Dawlish. The quality of transition varies, with Dawlish coming out top.		
12	Social Action – JM walked the meeting through the information circulated on The Pupil Passport, and the examples given. This will be added to the Governors shared drive Action LG . LC will be looking in detail as to how to best implement the Pupil Passport (PP), with the objective being for each pupil to record aspects of their journey through school. An exhibition of work done by pupils will be put on at the end of the year; this will show many aspect from many pupils this is designed to tie in with the PP.	Action LC/LC	Next T&L meeting
13.1	Sex & Relationships Policy – deferred until new curriculum review is completer Action LC	Action LC	Next T&L
13.2	Collective Worship – deferred until next T&L Action LC	Action LC	Next T&L
13.3	Curriculum Policies - deferred due to the major changes in the new Ofsted framework the policies will be reviewed in depth alongside the documentation around the curriculum. Action LC	Action LC	End of Spring Term
13.4	Behaviour Principles - to go to the next LGB Action LC	Action LC	Next T&L
13.5	Behaviour Policy – to got to the next LGB Action LC	Action LC	Next T&L
13.6	Anti-Bullying Policy – agreed by the meeting	Decision	
15	Community Cohesions/Collaboration Enrichment – JM reported back on the progress on the enhancement of the Village Green, this has been completed and is much improved.	Complete	
GOVERNING BODY MANAGEMENT			
16	Governor Visits -GB has completed her report on her Governor visit on Literacy. JM will be doing a school visit on Numeracy before the end of term. NT carried out a visit today and so will submit a Governor Visit Form. Action NT	Complete	
17	Governor Training – LCW will be attending the New Governor Training. GB will be attending Ofsted Preparation for SG Lead Governor.	Complete	

COCKWOOD PRIMARY SCHOOL
Local Governing Body

Agreed

Details of next meetings			
Date/Time	Finance & Resources Committee, Wednesday 4 December 2019, 6pm	Location	Cockwood School
Date/Time	Full Governing Board, Wednesday 22 January 2020, 6pm	Location	Cockwood School

Meeting ended at 8:05pm