

# COCKWOOD PRIMARY SCHOOL Local Governing Body

## Agreed

Full Governing Body Meeting							
Date/Time	5 May 2019, 6pm	Location		Cockwood School			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Co-opted Governor		Charlotte Wilkin	CW	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)
Judith McGrath	JM	Vice-Chair Co-opted 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 16 January 2019, & extra FGB 30 April 2019 to be agreed and signed off	NT
4	Actions of Full Governing Body Meeting 16 January 2019	NT
5	Minutes of Teaching & Learning Committee Meeting 13 February 2019	JM
6	Minutes of Resources Committee Meeting 28 March 2019	GB
<b>STRATEGIC ITEMS</b>		
7	Leadership Update	LC/All Governors
8	School Improvement Plan	NT/LC/All Governors
9	SFVS	NT
10	Proposed staffing structure	LC
11	Admissions Arrangements 2019-20	NT/LC
12	Safeguarding	GB
13	Multi Academy Trust	NT
14	Lead Governor Terms of Reference	NT
<b>OPERATIONAL ITEMS</b>		

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15	Review Annual Survey Cycle	JM
16	Business Interests Register	All Governors
17	Policy Reviews – Complaints Policy	NT
	Outdoor Education & Offsite Visits Policy	NT
	Governor Visit Policy & Form	NT
	Finance Policy	NT
<b>GOVERNING BODY MANAGEMENT</b>		
18	Governor Succession Planning	NT
19	Skills Audit	All Governors
20	Governor Visit Days	All
21	Governor Training	All
22	Spring Checklist	All
23	Item brought forward at the discretion of the Chair	NT

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome &amp; Apologies</b> NT welcomed all governors present to the meeting, apologies were received from JM. Charlotte Wilkin a parent at the school, was invited as a guest, and was nominated to be co-opted as a governor to join the Board by NT, this was seconded by LC, Charlotte was welcomed to the Board.	Decision		
2	<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 16 January &amp; 30 April 2019</b>				
3.1	Full Governing Body Meeting Minutes 16 January 2019. These minutes were reviewed, agreed and signed off by NT.	Decision		
3.2	Extra Full Governing Body Meeting 30 April 2019. These minutes were reviewed, agreed and signed off by NT	Decision		
<b>4. Actions of Full Governing Body Meeting 16 January 2019 and 30 April 2019</b>				
4.1	<b>(5.3) NT is awaiting nominations for the MAT Board</b> - outstanding from FGB 18.07.18 – Action all Governors. NT has received interest from Lauren Brewer. Bob Foale will be joining the Trust as a 'Member' a small group that sits above the Board. <b>Action NT</b> – to ask Vic Chair of the Trust Board, for more detail on the role of Trustee, NT will then discuss this with Lauren. Rev Alan Smith will be a Foundation Director on the Trust Board, and has a good connection with Cockwood. There will also be a Director chosen from the existing Chair's, to represent the three.	Action NT	08.05.19	31.05.19
4.2	<b>Governor Dashboard Facility – LC</b> LC explained that that the logging on process and setting up new users was not very easy. Also the data doesn't change continually. The meeting agreed that this could be put on hold, and perhaps just Chair of T&L may have access at a future point if needed.	Decision		

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4.3	(5.2) JM to contact Jane Fletcher Peters about grant funding for the Village Green eco project. LC reported that this had been done, a plan and design agreed, and is being done at the moment.	Complete		
4.4	(15.4) LC to look into protocols around use of epipens for allergies and diabetes. LC reported that due to recent experiences of situations, a need has emerged for a need to amend the Policy on Supporting Pupils with Medical Conditions. The amendments are to add detail to the area around administration of medication. The meeting agreed to delegate the approval of the agreed amendments to the Policy. <b>Action LG</b> to send a revised copy to GB for approval and re-issue.	Action LG/GB	08.05.19	05.06.19
4.5	Parent Survey – HH to submit questions to JM for inclusion on mental health. <b>Action HH action carried forward.</b> The meeting will be looking to do the staff survey next. <b>Action JM</b>	Action HH  Action JM	08.05.19  08.05.19	05.06.19  30.06.19
	All other outstanding actions are included in the agenda below.			
<b>5. Minutes of Teaching &amp; Learning Committee meeting 13 February 2019</b>				
5.1	<b>Minutes of Teaching &amp; Learning Committee meeting 13 February 2019</b> The above minutes could not be agreed as JM Chair of the Committee was absent, and NT Chair of Governors was not present at the meeting in question. The meeting agreed to defer this until the next T&L meeting <b>Action LG/JM</b>	Action	08.05.19	05.06.19
5.2	<b>Update of Teaching &amp; Learning Committee meeting 13 February 2019</b> JM was not in attendance and so this was deferred until the next meeting	Action JM		05.06.19
<b>6. Resources Committee Meeting Minutes 28 March 2019</b>				
6.1	<b>Minutes of Resources Committee Meeting 28 March 2019,</b> The above minutes were reviewed, agreed and signed off by GB.	Decision		
6.2	<b>Update of Resources Committee meeting 28 March 2019</b> GB gave the meeting a summary of the main topic of discussion around the Budget situation and the concerns that despite the hard work of LC and her team to accumulate a healthy planned carry forward, that the Budget situation was increasingly tight and causing concern. LC explained that the carry forward had ended up being better than they had feared but that the medium term outlook for funding was challenging. The Government have now announced that they will give a grant to help with the increased pension contributions, and increase in teaching salaries, but only until April 2020. LC explained that dedicated fundraising enabled purchasing of essential items were always of best value. RC will be meeting with LC to review the H&S Policy.	Action RC/LC	08.05.19	27.06.19

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<b>STRATEGIC ITEMS</b>				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
7	<p><b>Leadership Update</b></p> <p>LC reported that pupil numbers were of some concern, as the September intake number is currently only 9, the school had planned for 13. The school has 93 on roll, having lost a pupil from class 1. The impact of the low intake is primarily financial compounded with other financial impacts, means that we need to explore in detail how we can be more creative in balancing class sizes across the school. The school has waiting lists for other classes, there is scope for strategic change, to ensure that we maintain the staffing needed to ensure quality of teaching, but not put undue pressure on staff due to numbers.</p> <p>The initiative around advertising the vacancies will carry on as it has been effective.</p> <p><b>Action NT</b> – to email pupil number projections by year group, to LG to be added to the Governors drive.</p> <p>HH has circulated the termly report on SEND.</p> <p><b>GB Challenged</b> the data around attendance and the underlying reasons for the few long term absences. LC responded explaining the identified cases, of long term illnesses where medical evidence is sought, but there is still the holiday in term time factor, it improves, but with new cohorts coming through it dips again, but this area is actively being worked on, and is showing an improvement. The Education Welfare Officer is contacted when a situation causes concern.</p>	Action NT	08.05.19	17.07.19
8	<p><b>School Improvement Plan (SIP)</b> – The Board reviewed the overall progress on the SIP and any overarching factors that may potentially impact on achieving the SIP targets. The Board agreed that satisfactory progress was being made, and the school were on track overall.</p>	Complete		
9	<p><b>SFVS</b> – this was approved and submitted on 28.03.19 to DCC. The Board approved the submission.</p>	Complete		
10	<p><b>Proposed Staffing Structure for September 2019</b> – LC reported that no resignations have been received, and none were anticipated. The carry forward will enable us to maintain our position, no significant staff changes are anticipated.</p>			
11	<p><b>Admissions Arrangements 2019-20</b> – This was covered in the Leadership Report. The admissions arrangements as agreed by DCC are noted by the Board.</p>	Complete		
12	<p><b>Safeguarding – Report from the Lead Governor for Safeguarding</b></p> <p>GB reported that she had inspected the Single Central Record (SCR) and it was all in order. The report has been circulated by GB via the meeting folder, there were no questions on it.</p>	Complete		

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13	<p><b>Multi-Academy Trust-</b> NT reported that after the resignation of Tony Grey as CEO of the Teignmouth Trust, the successor has been appointed as Katy Quinn, who is HT of Teignmouth Primary. KQ will be CEO 2 days per week and retain her substantive role. CW Board were represented in the interview process, there were two candidates.</p> <p>The name of the MAT is going to be called The Osprey Learning Trust, as it nests here in the estuary. The school will be joining the Trust at the same time as Kenn &amp; Kenton on 1 June 2019, all the components are in place including the funding agreement. RC asked how information on the changes to the way the Board operates as a Local Board, will filter through. NT confirmed that the policies meeting had taken place, and that similar meeting will happen in due course. <b>Action LG</b> to contact Clerks at the other schools to arrange to meet, to work on annual cycle of meetings. LC/NT emphasised that there is an amount of work to be done during the process, mainly by the school. NT will be communicating the developments to parents via a newsletter.</p>	Action LG	08.05.19	17.07.19
14	<p><b>Lead Governor Terms of Reference (ToR)</b> – NT proposed that in addition to existing ToR for our SG Governor GB, we introduce ToR for the Pupil Premium Governor which will be Andy Lawrence, and for the Inclusion/SEND Governor TW. <b>Action LG</b> to send ToR to the respective Governors, and keep signed copies.</p>	Action LG	08.05.19	17.07.19
<b>OPERATIONAL ITEMS</b>				
15	<p><b>Review Annual Survey Cycle</b> – JM was absent and so this was deferred until the next meeting. <b>Action JM</b></p>	Action JM	16.01.19	05.06.19
16	Update Business Interests Register if necessary – All Governors present confirmed that their details were correct.	Complete		
17	<b>Policy reviews</b>			
17.1	<b>Complaints Policy</b> – this was reviewed and agreed <b>ACTION LG –put on the website</b>	Decision Action LG	08.05.19	05.06.19
17.2	<b>Outdoor Education &amp; Offsite Visits Policy</b> – this was reviewed and agreed. <b>ACTION LG – put on the website</b> The Board agreed to delegate the future reviews of this policy to the Resources Committee.	Decision Action LG	08.05.19	05.06.19
17.3	<b>Governor Visit Policy &amp; Form</b> – this was reviewed and agreed.	Decision		
17.4	<b>Finance Policy</b> - this was reviewed and agreed. <b>ACTION LG – put on the website</b>	Decision Action LG	08.05.19	05.06.19
<b>GOVERNING BODY MANAGEMENT</b>				
18	<p><b>Governor Succession Planning</b> – NT reported on the responses from the leads from Inspiring Governance, Governors for Schools. The leads were not felt suitable, they did not clearly demonstrate skills that we need. Charlotte has now joined the Board, and so numbers are sufficient, but NT encouraged the recruitment of another perhaps from the parent body. <b>ACTION All Governors.</b></p> <p>Governor term for GB is ending on 30.09.19, <b>Action LG</b> to add to the agenda for the July FGB.</p> <p>The succession of the Chair position is still open to serving Governors, please speak to NT outside the meeting.</p>	Action All Governors  Action LG	08.05.19	Next FGB

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
19	<b>Annual Skills Audit</b> – NT asked that all Governors complete this year's skills audit before the next FGB as a priority. NT will then analyse fresh submissions including new Governors CW and LPH in the light of the new governance structure under the MAT -. <b>Action All Governors</b>	Action All Governors	08.05.19	Next FGB
20	<b>Governor Visit Days</b> – LC warmly invited Governors especially newer Governors to contact her to arrange for a visit around their area of responsibility or any area. NT requested Governors to volunteer to cover the administration of the SAT's tests next week. NT will be part of that team, to ensure that the room is properly prepared for the testing environment, and see that the papers are still sealed just prior to the test. AL, LPH CW volunteered to help. GB is planning to come in after half term to carry out a focus group, with Early Years.	Action All Governors  Action GB	08.05.19  08.05.19	Next FGB  17.07.19
21	<b>Governor Training- Feedback/Impact</b> LG has now completed the The Professional Clerk Programme LPH attended New Academy Governor training, which she found very interesting, and now has a much clearer idea of the span of responsibility of the GB. LPH has a training session booked on the Primary Curriculum in June CW will be attending New Academy Governor training in July. LG is attending Clerking Formal Proceedings and the Clerk's Update in July. AL and RC hope to attend Governor Finance Training in the autumn term. <b>ACTION LG to supply dates when they are released.</b>	Action LG	08.05.19	05.09.19
22	Discuss any items arising from the Spring Checklist, Governance Alerts, DAG Newsletters or Governance Today Magazine Spring Checklist, Alerts etc. no questions raised.	Complete		
23	<b>Urgent items brought forward at the discretion of the Chairperson</b> – none raised			
	<b>Meeting ended: 19:49</b>			

Detail of next meetings/Governor visit days			
<b>Date/Time</b>	Teaching & Learning Meeting Wednesday 5 June 2019, 6pm	<b>Location</b>	Cockwood School
<b>Date/Time</b>	Resources Committee, Thursday 27 June 2019, 6pm	<b>Location</b>	Cockwood School
<b>Date/Time</b>	Full Governing Board Wednesday 17 July 2019, 6pm	<b>Location</b>	Cockwood School

CPD – Continuing Professional Development  
DAG – Devon Association of Governance

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FGB – Full Governing Board  
HT – Headteacher  
LDP – Learning Development Partnership  
MAT – Multi Academy Trust  
PP – Pupil Premium Funding  
SEND – Special Educational Needs & Disability  
SG – Safeguarding  
SIP – School Improvement Plan  
TAF – Team around the Family  
T&L – Teaching and Learning Committee  
ToR – Terms of Reference