

# COCKWOOD PRIMARY SCHOOL Local Governing Body

## Final

Full Governing Body Meeting							
Date/Time	17 July 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		Judith McGrath	JM	Vice-Chair 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)
Glynis Buckle	GB	Co-opted Governor
In Attendance	Initials	
Liz Groves	LG	Clerk

Absent without Apology	Initials

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 8 May 2019, to be agreed and signed off	NT
4	Actions of Full Governing Body Meeting 8 May 2019	NT
5	Minutes of Teaching & Learning Committee Meeting 5 June 2019	JM
6	Minutes of Resources Committee Meeting 27 June 2019	GB
<b>STRATEGIC ITEMS</b>		
7	Leadership Update	LC/All Governors
8	School Improvement Plan	NT/LC/All Governors
9	Visioning Process	NT
10	Safeguarding	GB
11	Multi Academy Trust	NT
12	Sport Premium Report	RC
13	New Ofsted Framework	NT/LC
<b>OPERATIONAL ITEMS</b>		
14	Stakeholder Survey Report	JM
15	Policy Review - Child Protection & Safeguarding Policy	NT

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16	Review Privacy Notices	LC
<b>GOVERNING BODY MANAGEMENT</b>		
17	Governor Succession Planning	NT
18	Agree Meeting Schedule 2019-20	All Governors
19	Annual Skills Audit	All
20	Governor Visit Days	All
21	Governor Training	All
22	Summer Checklist, Alerts etc	All
23	New Q Cards for Governors	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; apologies were received from Glynis Buckle, and accepted by the Board.	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 8 May 2019</b>				
3.1	Full Governing Body Meeting Minutes 8 May 2019. These minutes were reviewed, agreed and signed off by NT.	Decision		
<b>4. Actions of Full Governing Body Meeting 8 May 2019</b>				
4.1	<b>Parent Survey Questions on MH – HH</b> has now submitted the questions to JM for inclusion in the Parent Survey.	Complete		
	<b>All other items arising from the meeting of 8 May 2019, have been completed or are covered within the agenda.</b>			
<b>5. Minutes of Teaching &amp; Learning Committee meeting 5 June 2019</b>				
5.1	<b>Minutes of Teaching &amp; Learning Committee meeting 5 June 2019</b> The minutes were agreed and signed by JM	Decision		
5.2	<b>Update of Teaching &amp; Learning Committee meeting 5 June 2019</b> JM reported that the main topic was the new Ofsted framework, which will be covered later in the agenda. There was a discussion around the feasibility of introducing a DfE initiative called a Pupil Passport, which is a log kept throughout a child's school life, for them to record cultural or significant events or trips during their school life. <b>Action JM/LC T&amp;L</b>	Action JM/LC	17.07.19	Next T&L
<b>6. Resources Committee Meeting Minutes 27 June 2019</b>				
6.1	<b>Minutes of Resources Committee Meeting 27 June 2019,</b> The above minutes were reviewed, agreed and signed by the Chair of the Board in the absence of GB Chair of Committee, NT was present at the meeting.	Decision		

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6.2	<p><b>Update of Resources Committee meeting 27 June 2019</b></p> <p>In anticipation of her absence, GB submitted a report which has been circulated to Governors with the advance documentation. NT was present at the meeting and asked for any questions on the report, there were no questions.</p>	Complete		
	<b>STRATEGIC ITEMS</b>			
7	<p><b>Leadership Update</b></p> <p>LC reported, that they were expecting there to be 94 pupils on roll in September, x2 were taken on appeal. There should be 33 in cl.1 , 22 in cl.2 and 29 in cl.3. The foundation group had come on their moving up day, and they had been a lively group. Sadly the new parent meeting was poorly attended. Overall LC felt that the numbers were good, and that the spread had been accommodated. Staffing remains unchanged..</p>	Complete		
8	<p><b>School Improvement Plan (SIP) – LC is now a Regional Leader in Education, which will mean that she is supporting other schools x4 days per month, for which the school will be financially compensated.</b></p> <p>LC ran through the progress on pupil outcomes, LC is particularly pleased with outcome 1, as it is the trickiest cohort. The outcome 2 also has made expected. The area of some concern are those who are the last cohort to be operating under x2 different systems, so we are not comparing like with like on writing. The difficulty is the difficulty in securing exceeding, it is extremely difficult to achieve consistently.</p> <p>The results of the yr 6 SAT's results 91% met the expected standard in reading, which far exceeds national standard. 55% achieved exceeding standards, against 28% nationally and 29% in Devon. Writing 91% met the expected standard, 27% nationally, 76% in Devon. Maths exceeding national and Devon. Across all areas Devon 63% national 65% Cockwood scored 91%. Overall LC is very satisfied with the performance. <b>Action LC to share the data, LG to add it to the Governors drive.</b></p>	Action LC/LC	17.07.19	18.09.19
9	<p><b>Visioning Process – The vision for the Trust was not available to circulate, it is being agreed at the next Trust Board (TB) Meeting. Action – Defer to the next LGB</b></p>	Action	17.07.19	18.09.19
10	<p><b>Safeguarding – Report from the Lead Governor for Safeguarding</b></p> <p>In anticipation of her absence GB submitted a written report in advance. The report confirms that GB met with the HT and has 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> <p>NT briefed the meeting regarding a yr 1 one child starting at the school who has a serious peanut allergy. There is guidance already within documentation, LC reminded the meeting that all Primary Schools are peanut free as standard already. GB is looking a whether we need a policy or statement on the website. LG has sent examples from other primary schools, and links to a website that maybe useful. <b>Action GB</b></p>	Complete		
		Action GB	17.07.19	Next Resources Cttee.

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	to report back.  NT reminded Governors that the all needed to read the new KCSiE 19 document issued in September. Governors will all be required to sign to say that they have read and understood Part 1 of the document.	Action All Governors	17.07.19	18.09.19
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
11	<b>Multi-Academy Trust</b> – NT reported that LG had created a shared folder containing all the core documents around the formation of the Osprey Learning Trust, what Governors need to know about the operating of the Trust and the role and responsibilities of the Local Board within that structure. <b>Action LG – share the link to the drive with all Governors.</b> <b>MOVE TO PART 2</b>	Action LG	17.07.19	18.09.17
12	<b>MOVE BACK TO PART 1</b> <b>Sport Premium Report</b> – RC welcomed the report from Gill Watts, circulated in advance to the meeting. <b>Challenge RC</b> would like to see more financial analysis against the targets.			
13	<b>New Ofsted Framework</b> – LC explained that there will be far more emphasis on talking to staff and pupils, and far less on core data. The implications of this are that SLT will need to re-examine the curriculum in detail to ensure it will map to the new framework. JM reminded the meeting that there was a briefing paper available. <b>Action LG to share with all Governors</b>	Action LG	17.07.19	18.09.18
OPERATIONAL ITEMS				
14	<b>Review Annual Stakeholder Survey Cycle</b> – The proposed annual stakeholder survey cycle was approved., this may need to be adjusted to fit in with the OLT survey cycle, but that is not yet available.  JM reported that she had only just received the results of the Parent Survey. The feedback was very positive, the only negatives were a number on the standard and menu for school lunches, and one on the website. The Staff Survey only received 7 responses, after x2 attempts, but the responses were positive.	Decision		
15	<b>Policy review</b> – Child Protection & Safeguarding Policy – the policy was reviewed and agreed by the Board.	Decision		
16	<b>Privacy Notices</b> - these were reviewed and agreed. <b>ACTION LG – update the website</b>	Decision  Action LG	17.07.19	04.09.19
GOVERNING BODY MANAGEMENT				
17	<b>Governor Succession Planning</b> – NT reported that we have x2 prospective Governors Laura Charlesworth, who has a background in education, Sarah Bentley who is a GP. NT intends to stand for a 6 month period only, but wishes to see another Governor standing alongside him, whereby they will be mentored by NT. Then when NT steps down, a 3 <sup>rd</sup> Governor steps up alongside them to be mentored in turn. This way no one will be burdened with a 2 year term unless they opt for it. NT urged Governors to consider the position of Chair over the summer and to contact him to discuss and find out more about the role. <b>ACTION All Governors.</b>	Action All Governors	17.07.19	Next FGB

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
18	<b>Agree Meeting Dates for 2019 – 20</b> – the draft schedule based on the new reporting deadlines from OLT, was agreed in principal, but will be looked at in more detail when the dates of Trust Board meetings have been published.	Action LG/NT/LC	17.07.19	Housekeeping LGB
19	<b>Annual Skills Audit</b> – Skills Audit questionnaires have been circulated, but not all have been received back. 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.	Action All Governors	08.05.19	Next FGB
21	<b>Governor Training- Feedback/Impact</b> LPH has attended a training session on the Primary Curriculum in June CW has attended the New Academy Governor training in July. A number of Governors attended the Level 2 SG Training at school led by Babcock SG Lead LG has attended Clerking Formal Proceedings and the Clerk’s Update in July. AL is booked on a course on Finance for Academy Governors GB is booked on Ofsted Preparation for SG Lead NT will be attending the Chair’s Update in September LPH missed the SG training, LC mentioned that K&K may be doing the same training in the autumn. <b>Action LC to let LPH know the date.</b>	Action LC	17.07.19	September
22	Spring Checklist, Governance Alerts, DAG Newsletters or Governance Today Magazine - no questions raised.	Complete		
23	<b>Q – Cards</b> - new Q cards have been published by Babcock Governor Services on GDPR and Curriculum – Intent, Implementation & Impact.	Complete		
	NT ended the meeting with announcing that Richard Crompton will be stepping down from Parent Governor. NT thanked Richard for all his help and support for the Governing Board during his term as Governor. NT thanked Lorraine, the staff and Governors for all their hard work and commitment during the last school year.	Complete		
	<b>Meeting ended: 19:38</b>			

Detail of next meetings/Governor visit days			
Date/Time	Local Full Governing Board, Wednesday 18 September 2019, 6pm	Location	Cockwood School
Date/Time	Trust Workshop, evaluation of the Scheme of Delegation, Monday 23 September 2019, 6pm – 8pm		Teignmouth Community School, Exeter Road TQ14 9HZ

**COCKWOOD PRIMARY SCHOOL**  
**Local Governing Body**

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CPD – Continuing Professional Development  
DAG – Devon Association of Governance  
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