

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Full Governing Body Meeting							
Date/Time	6 May 2020, 5pm	Location		Cockwood School – Video Conference			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Co-opted Governor		Judith McGrath	JM	Vice-Chair Co-opted Governor	
Lorraine Curry	LC	Headteacher		Tania Weeks	TW	Co-opted Governor	
Glynis Buckle	GB	Co-opted Governor		Liz Price-Holden	LPH	Parent Governor	
Holly Hilliard	HH	Staff Governor		Charlotte Wilkin	CW	Co-opted Governor	
				Laura Charlesworth	LCW	Co-opted Governor	

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	Co-opted Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Neil Barnes	NB	Guest
Gareth		

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	NT
2	Declaration of interest & Confidentiality	NT
3	Minutes of Full Governing Body Meeting 22 January 2020	NT
4	Actions of Full Governing Body Meeting 22 January 2020	NT
5	Minutes of Teaching & Learning Committee Meeting 12 February 2020	JM
6	Minutes of Resources Committee Meeting 11 March 2020	GB
STRATEGIC ITEMS		
7	Situation Update	LC/All Governors
8	Staff Welfare	NT/LC
9	Safeguarding	GB
10	Pupil Support	LC
11	Disadvantaged Pupils	LC/AL

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12	CW Risk Register	NT
13	Receive Finance Report	NT
14	Agree Budget Submission	NT
OPERATIONAL ITEMS		
15	Policy Reviews – School Based	NT
	COVID-19 Policy – Cockwood School	NT
	Virtual Meeting Attendance Protocol – CW	NT
	Child Protection (Safeguarding) Policy	NT
GOVERNING BODY MANAGEMENT		
16	Governor Succession Planning	NT
17	Governor Training	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies NT welcomed all governors and guests to the meeting, apologies were received from AL. The Chair introduced guests Gareth Harris and Neil Barnes, parents at the school and prospective governors.	Complete		
2	Declaration of Interest & Confidentiality NT read out the declaration of interest, and confidentiality statement on the agenda. No declarations were made. Attendance was noted by the Clerk, the meeting was agreed as quorate.	Complete		
3	Full Governing Body Meeting Minutes 22 January 2020. The minutes will be signed at the next meeting that is held in person.	Action NT/LG		
4	Actions of Full Governing Body Meeting 22 January 2020 – item carried forward to the next meeting due to pandemic response	Action NT/LG		
5.1	Minutes of Teaching & Learning Committee meeting 12 February 2020 The minutes will be signed at the next meeting that is held in person.	Action NT/LG		
5.2	Update of Teaching & Learning Committee meeting 12 February 2020 This was deferred until the next meeting	Action JM		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due

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6.1	<p>Minutes of Resources Committee Meeting 11 March 2020 The minutes will be signed at the next meeting that is held in person</p>	Action NT/LG		
6.2	<p>Update of Resources Committee meeting 11 March 2020 This was deferred until a future meeting</p>	Action GB		
	STRATEGIC ITEMS			
7	<p>Situation Update – NT informed the meeting that although he is still Chair of the Cockwood (CW) Local Governing Board (LGB), he was now also Chairing the Trust Board during the COVID-19 pandemic, it is planned that he will step down and be replaced by a new Chairperson in November- December. Although this is an unconventional situation, it was felt that in the circumstances maintaining continuity was in the best interests of the pupils during this unprecedented situation.</p> <p>LC reported that currently, staff are formed into two teams on a rota of one week working in school, one week working from home supporting remote schooling. The school are using Google Classroom, teacher liaison, by learning and using newly acquired skills. Staff are recording assemblies to use in remote schooling. Staff are being mindful of families that are not accessing technology routinely, so alternative material is made available. Addressing the correspondence between parents/carers and staff has been quite time consuming to maintain.</p> <p>LC's described her own role, with the usual full time co-ordination of core business, but also Trust meetings around changes in working, the Devon Headteachers Forum which is important to gain insight into the response of schools in Devon for best practice in adapting to the current situation and for planning ahead for proposed and possible changes. There are daily notices arriving from the Department for Education (DfE) which are an important source of information.</p> <p>Holly Hilliard has been setting appropriate work for the SEND pupils to complete.</p> <p>This week had been particularly difficult as it is felt that many families have reached saturation with the demands of home schooling. Phased year group return is possible by early June, but no fixed guidance is yet available. LC stated that the main concerns are around H&S preparations, how exactly the planning can be managed.</p> <p>The school are having a curriculum audit by the Trust on Monday. ACTION LC to report back NT commended the Leadership and staff for their tremendous level of</p>	ACTION LC		

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	commitment in all pitching in to cover staff absence and support the work needed for the curriculum review. NT wished to LC to pass on the gratitude of the Board to the staff, this was echoed by a number of Governors present.			
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8	<p>Staff Welfare – NT stated that there was real concern from Governors about staff welfare, during this extraordinary time. There was acknowledgement that staff were having to, very quickly adapt to working remotely with pupils and each other. Designing and producing new material to teach in a new way whilst they themselves may have their own children at home and other family concerns.</p> <p>LC informed the meeting that there had been particular strain on staff due to unavoidable staff absence, x2 key members of staff have been off work, one shielding and the other long term sick. This will add even more strain when the children come back to school. Pupil numbers were high at first then dropped but are now increasing again and it is felt that they will carry on rising.</p> <p>GB wished to convey best wishes from Governors to the two staff. NT had been into school to express gratitude of Governors to the staff for their work.</p> <p>JM expressed concerns about the pupils whose families were not engaging with the remote learning and how these pupils will be brought up to speed once school resumes properly.</p> <p>LC explained that they will need to ascertain which pupils will need academic support when they return to school.</p> <p>Neil Barnes asked about availability of Personal Protective Equipment (PPE). LC assured Governors that PPE was in place for usual activities and for 1st aid incidents. NB offered to boost PPE supplies, LC was please to accept the offer.</p> <p>JM asked about LC's own welfare. LC stated that this had been a particularly challenging week in balancing work and family life.</p>	Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
9	<p>Safeguarding (SG) – Report from the Lead Governor for Safeguarding</p> <p>GB reported, that she had maintained close contact with LC during the pandemic response to ensure that what is in place is appropriate and resilient. Particular attention has been paid to those pupils not officially classed as 'vulnerable' but who are of concern for differing reasons.</p>	Complete		

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	LC informed the meeting that staff keep a log of all parental contacts even those over the school gate, to help ensure that nothing is missed in maintaining safety and welfare of pupils. Families of vulnerable pupils are contacted weekly.			
10	Pupil Support – LC stated that the staff are supporting pupils and their families very well during this very difficult time. However there have been x3 separate situations that could potentially impact on the school’s ability to maintain their resilience in this area.	Complete		
11	Disadvantaged Pupils – LC stated that the Free School Meals (FSM) voucher system has been particularly difficult and time consuming to access. The voucher is for £15 per week, per child and has to be requested weekly by the school. The number of families qualifying for FSM is rising every week, indicating that signs of food poverty are something that staff need to be looking for. Staff will now need to complete a food hygiene course as we will need to provide food as the kitchen staff are currently furloughed, as are the staff employed by Norse. LC reported that the school have refunded all the trip money even where it has not all been recouped. The school are currently pursuing a refund from one last provider. ACTION LC	ACTION LC		
12	Review Cockwood Risk Register – GB Chai of the Resources Committee has examined the updated report closely and is satisfied that it is accurate and does not require any actions from the LGB at this time.	Complete		
13	Receive Finance Report – LC informed the meeting that there are additional costs involved in the response to the pandemic. There will also need to be an exercise to identify implications of the potential loss of income streams due to COVID-19	Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
14	Agree Budget Submission – this item was deferred until the next meeting.	Deferred		
OPERATIONAL ITEMS				
15	School Based Policy reviews			
15.1	COVID-19 Policy Cockwood School – the policy was reviewed and agreed ACTION LG –put on the website	Agreed Action LG		
15.2	Virtual Meeting Attendance Protocol – this was reviewed and agreed by the meeting	Agreed		

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15.3	Child Protection (Safeguarding Policy) – this policy was reviewed and agreed, but will be updated when the KCSiE 2020 Update is released in autumn. ACTION LG – add to the website	Agreed		
GOVERNING BODY MANAGEMENT				
16	Governor Succession Planning – the meeting welcomed Gareth and Neil as parents at the school and prospective Governors. Further discussion around succession planning to be carried forward to the next meeting			
17	Governor Training – GB attended the Ofsted Preparation for SG Governor			
	Meeting ended: 18:20pm			

Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Meeting 3 June 2020, 5pm	Location	Cockwood School
Date/Time	Resources Committee, Wednesday 24 June 2020, 5pm	Location	Cockwood School
Date/Time	Local Governing Board Wednesday 15 July 2020, 5pm	Location	Cockwood School