

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Full Local Governing Body Meeting - CW							
Date/Time	23 September 2020, 5pm	Location		Video Conference			
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		Glynis Buckle	GB	Trust Governor	
Holly Hilliard	HH	Staff Governor		Liz Holden Price	LHP	Parent Governor	
Lorraine Curry	LC	Headteacher		Andy Lawrence	AL	Trust Governor	
Charlotte Wilkin	CW	Trust Governor					

Apologies	Initials	Reason (Category of Governor)
Gareth Harris	GH	Trust Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

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 2020-21	NT
	3.3 Elect Chair and Vice Chair for T&L, P&R & F&R Committees	NT
	3.4 Note Terms of Reference for committees	NT
	3.5 Note delegated functions	NT
	3.6 Review & agree monitoring & evaluation structure	NT
	3.7 Review & agree Staff/Governor Welfare Matrix	NT
	3.8 Note the OLT 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 15 July 2020 to be agreed and minuted, including any Part 2 minutes	NT
5	Actions of Full Governing Body Meeting 15 July 2020	JM
STRATEGIC ITEMS		
6	Headteacher Update – verbal	LC

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

7	Staff Welfare	LC
8	Safeguarding – KCSiE 2020	GB
9	Health & Safety	CW
10	SEF Summary 2019-2020	LC
11	Osprey Learning Trust (OLT) update	NT/LC
12	Review School Risk Register.	NT
13	Review proposed admissions arrangements 2021-2022	LC
OPERATIONAL ITEMS		
14	Survey Cycle Update	JM
15	Policies and Documents for review	LC/NT
GOVERNING BODY MANAGEMENT		
16	Autumn Checklist and Alerts	All Governors
17	Governing Body Size and Structure	NT
18	Governor Training	All Governors
19	Governor Visit Days	All
20	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, apologies were received from GH.	Complete		
2	Declaration of Interest & Confidentiality NT read out the declaration of interest, and confidentiality statement on the agenda. NT declared that he was currently Chair of the Trust Board, but that this was a temporary situation, until a suitable successor was appointed. No other declarations were made. Attendance was minuted by the Clerk, 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 asked for nominations for Vice Chair, no nominations were forthcoming. NT wished to encourage all Governors to seriously consider taking on leadership roles within the LGB. NB expressed an interest in the role of Vice Chair, NT to speak with NB following the meeting.	Decision Action	NT	30.09.2020
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
3.2	The proposed Committee Structure was agreed by the meeting. Changes being that NB has joined the F&R Committee.			

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	GB has stepped down from the P&R Committee, being replaced by GH. GH has joined the T&L Committee. CW will shadow GB as SG Governor. GH will shadow AL for Pupil Premium and Sports Funding.	Decision		
3.3	Elections of T&L Chairperson, NT nominated Judith McGrath, seconded by LC, Judith is happy to accept. For Chairperson of Finance & Resources Committee. NT nominated Glynis Buckle, for Chair of the Teaching & Learning Committee, seconded by LC. GB had indicated prior to the meeting that she was happy to accept. NT nominated Neil Barnes for Vice Chair of F&R Committee, LC seconded, this role. NB has indicated that he was happy to accept the role prior to the nomination. NT nominated Tania Weeks for Vice Chair of T&L Committee, seconded by LC, TW was happy to accept the position.	Decision Decision Decision Decision		
3.4	Terms of Reference for ; OLT Local Governing Board – agreed at the OLT TB, accepted by the LGB Resources Committee- agreed, but to be looked at in depth at Cttee. Teaching & Learning Committee - “ “ “ “ “ “ Pay & Performance Review Committee - accepted First/Hearing Committee – agreed Second/Appeals Committee – agreed Headteacher Appraisal - accepted Safeguarding Governor – accepted	Complete Action GB Action JM Complete Complete Complete Complete Complete		25.11.2020 11.11.2020
3.5	The meeting noted the delegated functions as previously agreed by the OLT TB, described in the following documents- Principles of Delegation Delegation to a Committee Delegation to the Headteacher	Complete Complete Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
3.6	Review and agree the Monitoring and Evaluation Structure	Agreed		
3.7	Agree the Staff/Governor Welfare Split 2020-21. With one or two minor changes in responsibilities, this was agreed by the meeting.	Agreed		

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

3.8	Review & agree the OLT Local Governing Body Annual Cycle.	Agreed		
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 Trust Board.	Complete Agreed Agreed		
3.10	The Newsletter Contribution Cycle was agreed. NT invited any other items Governors wish to be considered for inclusion into the newsletter or website, please contact LC. Action All Governors	Action All Governors		31.07.21
4	The meeting agree the minutes from FGB Meeting 15 July 2020	Agreed		
5	All actions from LGB 15.07.20 were either complete, or covered later in the meeting	Complete		
STRATEGIC ITEMS				
6	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 90 children on roll and they had turned away applicants . A teacher who had been on extended sick leave was now back on a reduced timetable, another teacher had picked up the remaining duties. A teacher was on a half day release for SENDCo training, which has added strain in the new bubbled structure of the school. DEapite the situation LC was please to inform the meeting that attendance was 96.7%, well above the national average at 80-85%. .			
7	Staff Welfare – LC expressed concern for the resilience of staff under prolonged and extreme pressure. Staff were currently only able to take a 15 minute break a day, as they are within their bubble, lunchtimes were particularly challenging. Some families are in need of high levels of support, which is draining fro staff. LC is putting emphasis on self care and for staff to care for each other during this difficult period.			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
8	Safeguarding – GB reported that she had met with LC by phone and was satisfied with what was in place in the current situation. LC had explained that there had been regular phone contact maintained with families during the lockdown, vulnerable children were of course in school during that time. The main focus was to support the children and their families in their well being.			
9	Health & Safety – CW informed the meeting that she had reviewed the updated Risk Assessments, and was satisfied that they were comprehensive. LC reported that Academy schools were being spot checked by the			

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	H&S Executive, and that needed to ensure that all documentation was easily accessible. LC reported that a fire drill is planned for later in the term.			
10	SEF Summary 2019-2020 – LC walked the meeting through the summary of last year.	Complete		
11	Osprey Learning Trust – NT was pleased to report that, after looking into some concerns that had been raised, that the Education & Skills Funding Agency (ESFA) were unconcerned. In the interests of transparency and good practice, NT as Chair of the TB, has instigated a Governance Review. The review will include the LGB of TCS this time, but will rotate between the LGB's of each school on a 3 yearly cycle. NT has asked, all Governors to let him know of any items of concern or questions that they wish to be raised at Director level, for him to take forward on behalf of CW. Kenn & Kenton (K&K) will be doing the same, this will be a standing item. Following the Governance Review, to promote clear channels of communication in both directions, there will be a TB communications document formally disseminating information to the LGB's or responding directly to issues raised by the LGB	Complete		
12	Review of the School Risk Register – no new risks had been identified, of changed significantly.	Complete		
13	Review proposed Admissions Arrangements for 2021-2022 – following a brief discussion about catchment boundaries on the new build estates and if prospective young families were aware that they were in the catchment for CW, the Admissions Arrangements were agreed.			
OPERATIONAL ITEMS				
14	Update on Survey Cycle – JM informed the meeting that no changes were being made to the cycle, but if the Trust were to devise a stakeholder survey strategy, that CW would revisit the cycle to feed in any process required.			
15	Review Policies & Documents for approval			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
15.1	The Child Protection & Safeguarding Policy 2020	Agreed		
15.2	SEN Policy, Appendices and Additional report	Agreed		
15.3	Best Value Statement – this was deferred to the next T&L. Action LC.	Action LC		11.11.20
15.4	Governor Allowances and Expenses Policy 2019-20, agreed by the meeting.	Agreed		
15.5	Governor Code of Conduct	Agreed		
15.6	Best Value Statement – agreed.	Agreed		

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

15.7	Keeping Children Safe in Education 2020 (KCSiE20) – All Governors present at the meeting confirmed that they had read had read Part One of the document. GH will be asked to email confirmation following the meeting.	Action LG/GH		30.09.2020
GOVERNING BODY MANAGEMENT				
16	Autumn Checklist for Academy Schools/Governance Alerts – these have been circulated to all Governors and are in the shared drive. No issued were raised.	Complete		
17	Governing Body Size and Structure – NT reported that with NB and GH joining the LGB and existing Governors taking on new areas of responsibility eg H&S and Pupil Premium, the LGB was in a good position moving forward.	Complete		
18	Governor Training – NT has suggested that OLT join the National Governance Association in order that we may access high quality online training, as Babcock LDP seemed to slow to develop this in response to the current COVID restraints.			
18.1	Courses completed –this was reported at the July LGB.			
18.2	Courses planned – GH and NB will need Governor training, once this is available GB is booked on Ofsted Preparation for SG Lead Governor 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. LPH is to complete her level 2 SG training with K&K in October.	Action LG		
19	Governor Visit Days – there was discussion around what constituted a Governor visit, it was agreed that volunteering to support staff eg lunchtime duty did qualify in the current situation, also telephone or virtual meetings would be counted. Action All Governors	Action All Governors		
20	Parent Consultation Days – this is currently under review due to COVID restrictions			
	Meeting ended: 18.40pm			

Next Meeting	Dates/ Times/Venue
Teaching & Learning Committee	Wednesday 11 November 2020, 5pm, Video Conference
Pay & Performance Committee	Wednesday 11 November 2020, 3.30pm, Video Conference
Finance & Resources Committee	Wednesday 25 November 2020, 5pm, Video Conference