

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Final

Teaching & Learning Meeting							
Date/Time	24 th February 2021	Location	Cockwood Primary School				
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Cttee. Chair, Trust Governor		Gareth Harris	GH	Trust Governor	
Tania Weeks	TW	Trust Governor		Lorraine Curry	LC	Headteacher – Ex Officio Governor	
Holly Hilliard	HH	Staff Governor		Liz Price-Holden	LPH	Parent Governor	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Nicola Rose	NR	Co-Clerk

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	Minutes of previous meeting & matters arising from the previous T&L	JM
STRATEGIC ITEMS		
5	Leadership Update	LC
6	School Performance Data together with relevance updates	LC
7	Monitor Pupil Progress against the SIP	JM
8	Curriculum Monitoring	JM
9	Self-evaluation Plans	TW
11	Educational Visits – item deferred until next meeting	LC
OPERATIONAL ITEMS		
12	Policies for Review	
13	Website Review	LC and LG on behalf of NT
14	Stakeholder Survey	JM
15	Community Cohesion/Collaboration/Enrichment	JM
GOVERNING BODY MANAGEMENT		
16	Governor Visits	JM
17	Governor Training	All Governors

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Ref	Action or Decision	Owner/ Decision	Date Due
PROCEDURAL ITEMS			
1	<p>Welcome and Apologies JM welcomed Governors to the meeting. No apologies were received. 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 of interest 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. Attendance was recorded by the Clerk.</p>	Complete	
3	<p>Minutes of T&L Meeting 11 November 2020– for information only The previous minutes of the Teaching and Learning Committee held on 11 November 2020 were agreed and signed. No further comments were made regarding these minutes.</p>	Complete	
4	<p>No actions arising</p>	Complete	
STRATEGIC ITEMS			
5	<p>Leadership Update (Verbal) - LC reported that there are still spaces available in EYFS, 10 pupil applications so far. 12 to 15 pupils would be preferable for September 2021.</p> <p>The school has a total of 94 on roll, 1 pupil is leaving due to personal circumstances. However, space will be filled from the waiting list.</p> <p>LC stated that the school currently has 43%-46% of pupils attending at some point during the school week.</p> <p>Staffing has been consistent with one member of staff shielding since January and will be shielding until the end of March, at least.</p> <p>LC informed the meeting that very small numbers of staff have received the vaccination to date. Staffing has been consistent with low staff absence, giving the pupils a consistent provision.</p> <p>A member of non-teaching staff is expecting a baby but LC confirmed that her absence will be covered in house.</p>	Complete	

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	<p>School Performance Data together with relevant updates – LC explained that it was important to note that the data reflected the Lockdown absences and was difficult to track. Engagement has been Rag Rated – Class 3 is less engaged but measures are in place to encourage engagement. Class 1 are more engaged this is due to their ability to be more independent. Across the board support from parents has been really good for remote learning.</p> <p>LC reported that data shows that children are well below where they should be academically for their age due to Lockdown but progress for the Autumn term was very good. Alison Roper is leading on a catch-up program for writing, which is hoped will have a significant impact. Lauren is also continuing with targeted interventions, which is working very well.</p> <p>LC explained that that pupil premium numbers have increased from 8 to 17 but the additional funding will not be received until September at the earliest but support to those pupils is being given already. The school has to provide the support that the PP children need, even though there is a lag in the funding being available, the increase in numbers of PP children adds to this pressure.</p> <p>Q - JM asked a question regarding gifted and talented pupils. LC responded that the school had looked beyond going 'out of school' for enrichment to inspire the G&T pupils and gave examples. An application has been made for the Arks Mark Award having received the gold award previously. LC offered examples to illustrate including; virtual workshops with the BBC Concert Orchestra for Class 1, Royal Opera House to provide high quality CPD for staff in dance to then support working with the children who will take part in a national performance in the next academic year (only 20 schools signed up in the whole of Devon) and ukulele lessons taught by the class 2 teacher with instruments lent to children to use as home.</p> <p>LC reported that Forest School is booked again for the Summer term.</p>	Complete	
7	<p>Monitor Pupil Progress against the SIP – deferred due to focus being on catch up programme.</p>	Deferred to Summer Term	Next T&L Mttg.
8	<p>Curriculum Monitoring – LC reported that following an external audit of all schools in the Trust last March the HMI will be visiting the school in an advisory capacity to again focus on curriculum. She will be returning and will continue where she left off having given the school lots of positive feedback initially to build on.</p> <p>LC explained that the school is focusing on in-house & external CPD and Subject Leader roles for upskilling other staff.</p> <p>Q – JM asked if LC agreed with the improvements that the HMI recommended. LC responded that yes she did.</p>	Complete	

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Local Governing Body
Final

OPERATIONAL ITEMS			
Ref	Action or Decision	Owner/ Decision	Date Due
9	Self-Evaluation Plans – LC highlighted the Subject Action Plans where subject leaders have looked at how to improve the provision in their subject and suggested that governors may wish to view these plans in the future.	Action	
10	SEND – TW has met virtually with HH to discuss data and support for SEND children.	Complete	
11	Educational Visits –no Educational Visits to discuss due to COVID restrictions no visits are permitted.	Agreed	
12	Policies for Review		
12.1	Behaviour Principles – 2020-21 - LC requested more time to review policy.	Action LC	Next T&L Mttg.
12.2	Freedom of Information Publication Scheme 2021 – Reviewed and agreed. LG is waiting for a response from the trust to learn if this is to be a trust policy. Copies of schemes from other schools in the Trust have been requested from Scott and Gaby. Action Clerk to chase response from COO & TGO.	Decision Action NR	Next T&L Mttg.
12.3	Policies are being re-written in conjunction with the curriculum review, which has been partially completed and the next visit is due soon but no fixed date as yet. Policies will filter through as they are finalised, for Committee approval.	Action LC	Next T&L and ongoing
13	Website Review – LC reported that the development of the new website had progressed well and from a statutory requirement it was compliant.	Complete	
14	Stakeholder Survey – JM reported a positive response this year and thanked LB & GW in particular, for welcoming the new children into the school.	Complete	
15	Community Cohesion/Collaboration/Enrichment – LC is looking into a collaborative art competition for the Summer term. LC asked for the wonderful response from Cockwood village and local groups to be minuted following their responses and donations to the school during this period.	Complete	
GOVERNING BODY MANAGEMENT			
16	Governor Visits – due to COVID restrictions LC reported that this has not been possible.	Complete	
17	Governor Training – LG reported that no training had taken place for this committee.	Complete	

Details of next meetings			
Date/Time	Local Governing Board, Wednesday 19 May 2021, 5pm	Location	Video Conference
Date/Time	Teaching & Learning Committee, Wednesday 16 June 2021, 5pm	Location	Video Conference

Meeting ended at 6pm