

# COCKWOOD PRIMARY SCHOOL Local Governing Board

## Final

Full Governing Body Meeting							
Date/Time	27 January 2021, 5pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor		Judith McGrath	JM	Trust Governor	
Lorraine Curry	LC	Headteacher		Glynis Buckle	GB	Trust Governor	
Liz Price-Holden	LPH	Parent Governor		Charlotte Wilkin	CW	Trust Governor	
Gareth Harris	GH	Trust Governor		Tania Weeks	TW	Trust Governor	
Holly Hilliard	HH	Staff Governor		Neil Barnes	NB	Vice Chair, Trust Governor	

Apologies	Initials	Reason (Category of Governor)

In Attendance	Initials	
Liz Groves	LG	Clerk
Nicola Rose	NR	Observer (Staff)

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 Local Governing Board Meeting 23 September 2020, agreed and signed off	NT
4	Actions of Local Governing Board Meeting 23 September 2020	NT
5	Minutes of T&L Committee Meeting 11 November 2020	JM
6	Minutes of Resources Committee Meeting 25 November 2020	GB
<b>STRATEGIC ITEMS</b>		
7	Leadership Report & SEND	LC
8	Safeguarding	GB
9	OLT Update	NT
10	Risk Register	NT
<b>OPERATIONAL ITEMS</b>		
11	Trust Board Approved Policy Reviews	LC
12	Cockwood Policy Reviews	LC
<b>GOVERNING BODY MANAGEMENT</b>		
13	Annual Skills Audit	All Governors
14	Governor Visit Days	All
15	Governor/Clerk Training and Development	All
16	Spring Checklist	All

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

PROCEDURAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1.1	<p><b>Welcome &amp; Apologies</b></p> <p>NT welcomed all governors present to the meeting; particularly Nicola Rose who is present as staff observer, as Nicola will be shadowing LG as Clerk. Formally acknowledge the resignation of Andy Lawrence, NT expressed his thanks for the valuable contribution that Andy made to the Board as Pupil Premium and Sports Premium Governors and school life during his time as Governor. All members of the Board were present.</p>	Complete		
1.2	<p><b>Election for Vice Chair to the Local Governing Board – nominations received in advance from Neil Barnes.</b></p> <p>NT nominated Neil Barnes for the position of Vice Chair of the LGB, JM seconded that, a show of hands was unanimous, NB was confirmed as VC. NT thanked Judith McGrath for her unwavering support over a number of years as VC.</p>	Decision		
2	<p><b>Declaration of Interest &amp; Confidentiality</b></p> <p>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.</p>	Complete		
<b>3. Full Governing Body Meeting Minutes 23 September 2020</b>				
3.1	<p>Full Governing Body Meeting Minutes 23 September 2020. These minutes were reviewed, agreed and signed off by NT.</p>	Decision		
<b>4. Actions of Full Governing Body Meeting 23 September 2020</b>				
	All outstanding actions are included in the agenda below.			
<b>5. Minutes of Teaching &amp; Learning Committee meeting 11 November 2020</b>				
5.1	<p><b>Minutes of Teaching &amp; Learning Committee meeting 11 November 2020</b></p> <p>The above minutes were reviewed, agreed and signed off by JM.</p>	Decision		
5.2	<p><b>Update of Teaching &amp; Learning Committee meeting 11 November 2020</b></p> <p>JM reported to the meeting that there were 15 new pupils, making a total of 93 on roll, with more applicants being turned away. The school has now held a successful virtual parents evening and hold regular productive staff meetings. The initial preliminary work of the curriculum review that has been done yielded positive results, in confirming that the school had good curriculum coverage in the classes with mixed year groups.</p>			
<b>6. Finance &amp; Resources Committee Meeting Minutes 25 November 2020</b>				

# COCKWOOD PRIMARY SCHOOL Local Governing Board

## Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
6.1	<p><b>Minutes of Finance &amp; Resources Committee Meeting 25 November 2020,</b> The above minutes were reviewed, agreed and signed off by GB</p>	Decision		
6.2	<p><b>Update of Resources Committee meeting 25 November 2020</b> Jon Newman (JN) CFO attended the meeting to report to Governors the current Trust financial position and Cockwood's budgetary position within the Trust context. JN confirmed the list of services supplied/paid for by the Trust, for the school under the charge paid by the school to the Trust. JN was pleased to report that the budgetary carry forward had not been significantly impacted on by the pandemic and the capital money is intact. The school had installed CCTV for added security following a small incident. The Chief Operations Officer is hopeful of securing funding bid to modernise the school heating system.</p>			
<b>STRATEGIC ITEMS</b>				
7	<p><b>Leadership Update</b> The Autumn Term Leadership Report has been circulated, LC urged governors to read it, to help them to focus their scrutiny. NT commented that it was clear from the report just how much good work was going on in the school, during such a demanding period of time with children and staff under so much pressure. LC explained that key staff were involved in contributing to the Leadership Report. LC was concerned that due to the disruption, some pupils were falling further behind. Of the families in the school 63% of parents are keyworkers, of which 43% were attending school. The challenge for staff is in supporting the families in school, whilst maintaining the online schooling and welfare of families who are at home. LC said that they have found that younger pupils are more affected by home learning than the older children. Progress measures across the school had been good up until the recent lockdown. Next week will be Mental Health Week; there were plans to mark this within the school. Lauren had been picking up the pupil interventions and this was working very well. SEND children are beginning to be heavily impacted by the lockdown. There has been a significant rise in eligibility for Free School Meals (FSM), which results in Pupil Premium, but unfortunately there is a long lag in payments, but the provision still has to be paid for now. CW has had a significant increase in children in need, which is something new for the school to deal with.</p> <p>Attendance is at 97.5% of those who are scheduled to be in school, boys attendance is slightly lower than girls, 1-2 pupils are working with the Education Welfare Officer. The school is now working to a distance learning policy which is being presented to the Board for approval later in the meeting. LC conveyed to the meeting that supporting staff is a big challenge as they are supporting families in crisis. The relentless raft of daily changes coming through from Government, LA etc. requiring actions and responses is quite exhausting. NT thanked LC and asked her to thank the staff for all that they have done and continue to do to keep the pupils safe and well whilst learning.</p> <p>HH reported on the SEND report, there was little to add, except to reiterate that their focus remains with the high needs pupils, who are still struggling having lost so much time at school. HH invited questions</p>			

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

	on the report, Governors were satisfied that their questions had been answered within the report.			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
8	<b>Safeguarding – report from the SG Governor GB</b> GB informed the meeting of the huge task being undertaken by staff to carry out the updates for the SG audit this year. LC added that their high priority was due to pupils not being in school and families having been under so much pressure.			
9	<b>Osprey Learning Trust Update</b> NT reported to the meeting that Jackie Jackson, a retired HT who lives in the local area, will be joining the Trust Board. Jackie will be leading on Safeguarding. Following the Governance Review, the revised Scheme of Delegation has been agreed, a number of new committees has been identified including a Progress Committee. There will be a formal communications channel, between the Trust Board and Local Boards, with regular written updates going between parties. There has been an EGM of the TB to appoint a new Chair, Tony Smith, VC is Paul Lilley, who was previously a Board member of South Devon Health Care. NT has now formally stepped down as Trustee, after stepping in, to help support the TB for a limited period. NT is pleased to be able to focus on Cockwood School. Alongside a review of the TB, there was a review of TCS; other schools will be looked at, at the next review on a cyclical basis. There were x5 items that were required to be actioned immediately, which are now in progress.			
10	<b>Review of the Risk Register</b> The meeting looked at the section of the register covering CW, pages 7-10. No new risks or changes in the level of risk were identified. This will be looked at in more detail at the F&R Committee.			
OPERATIONAL ITEMS				
11	<b>Trust Board Approved Policies for Implementation</b>	Complete		
11.1	<b>Charging &amp; Remission Policy</b>	Complete		
11.2	<b>Gifts &amp; Hospitality Register</b>	Complete		
11.3	<b>Governors &amp; Trustees Expenses Policy</b>	Complete		
11.4	<b>Health &amp; Safety and Wellbeing Policy</b>	Complete		
12	<b>Cockwood School Policies</b>			
12.1	CORONA VIRUS school closure arrangements for Safeguarding and Child Protection at Cockwood Primary School Appendix 3	Agreed		
12.2	CW Policy for Supporting Pupils with Medical Conditions & the Administration of Medicines 2021. NB explained about the Government indemnity for some medicines also covering some categories of illness. Implications of this will be discussed more fully at the next F&R Committee	Agreed Action GB/NB		Next F&R Meeting
12.3	Safeguarding Statement 2021	Agreed		

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
<b>GOVERNING BODY MANAGEMENT</b>				
13	<b>Annual Skills Audit</b> – NT thanked Governors and confirmed all submissions had been received, the analysis shows that we need to ensure that we are properly reflecting the skills and experience needed within the LGB.	Complete		
14	<b>Governor Visit Days</b> NT encouraged Governors to document all significant interactions with the school, as due to the current restrictions no formal visits could take place.	Ongoing		
15	<b>Governor Training &amp; Development</b> NT attended the webinar on Exclusions, which he found very useful, as Governors could be called upon to volunteer to be part of an exclusion proceeding across the Trust schools. LPH had attended a session on furthering your Governor Skills, which she found helpful. LPH will be attending a Mental Health First Aid Course through her personal business, she will report back on it. NB confirmed that he had completed a similar course and found it very useful.	Action LPH		
16	<b>Spring Checklist, Alerts etc.</b> no questions raised, NT urged governors to read the information sent through, as it makes interesting reading.	Complete		
	<b>Meeting ended: 19:55</b>			

<b>Detail of next meetings</b>			
<b>Date/Time</b>	Teaching & Learning Meeting Wednesday 24 February 2021, 5pm	Location	Video Conference
<b>Date/Time</b>	Resources Committee, Wednesday 10 March 2021, 5pm	Location	Video Conference
<b>Date/Time</b>	Pay & Performance Review Committee, Wednesday 10 February 2021, 5pm	Location	Video Conference