

# COCKWOOD PRIMARY SCHOOL Local Governing Body

## Final

Full Governing Body Meeting							
Date/Time	15 July 2020, 5pm	Location		Video Conference			
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		Glynis Buckle	GB	Co-opted Governor	
Andy Lawrence	AL	Co-opted Governor		Tania Weeks	TW	Co-opted Governor	
Holly Hilliard	HH	Staff Governor		Gareth Harris	GH	Co-opted Governor	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Mark McCarthy	MM	Trust Governor

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 LGB Meeting 6 May 2020, to be agreed and signed off	NT
4	Actions of LGB Meeting 6 May 2020	NT
5	Record of the Teaching & Learning Committee Meeting by correspondence week ending 12 June 2020	JM
6	Minutes of Finance & Resources Committee Meeting 24 June 2020	GB
<b>STRATEGIC ITEMS</b>		
7	Leadership Update	LC
8	Staff Welfare	LC
9	Safeguarding	GB
10	CW Risk Register	NT/GB
11	Sport Premium Report	LCW/LC
<b>OPERATIONAL ITEMS</b>		
12	Stakeholder Survey Report	JM
13	Policy Reviews	NT
<b>GOVERNING BODY MANAGEMENT</b>		
14	Governor Succession Planning	NT
15	Agree Meeting Schedule 2020-21	All Governors
16	Governor Training	All

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome &amp; Apologies</b> NT welcomed all governors present to the meeting; all governors were present, NT welcomed the guest Mark McCarthy a Governor on the LGB at TCS. NT was sorry to inform the meeting that Laura Charlesworth, has resigned as Governor, the Board wish to minute their thanks, for the time and commitment that Laura brought to her role as Governor, the Board wish Laura and her family well for the future.	Decision		
2	<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 was recorded by the Clerk, the meeting was agreed as quorate.	Complete		
<b>3. Full Governing Body Meeting Minutes 6 May 2020</b>				
3.1	Full Governing Body Meeting Minutes 6 May 2020. These minutes were reviewed, agreed and will be signed by NT.	Decision		
<b>4. Actions of Full Governing Body Meeting 6 May 2020</b>				
	<b>All other items arising from the meeting of 6 May 2020, have been completed or are covered within the agenda.</b>			
<b>5. Record of Teaching &amp; Learning Committee meeting by correspondence, week ending 12 June 2020</b>				
5.1	<b>Record of Teaching &amp; Learning Committee meeting by correspondence, week ending 12 June 2020</b> The record of the meeting was agreed and will be signed by JM	Decision		
5.2	<b>Update of Teaching &amp; Learning Committee meeting 12 June 2020</b> The meeting was by correspondence, the document has been circulated.			
<b>6. Resources Committee Meeting Minutes 24 June 2020</b>				
6.1	<b>Minutes of Resources Committee Meeting 24 June 2020,</b> The above minutes were reviewed, agreed and will be signed by GB.	Decision		
6.2	<b>Update of Resources Committee meeting 24 June 2020</b> – GB reported that Jon Newman Chief Finance Officer for the Trust was in attendance and presented the updated financial position to the committee. The financial situation with staff costs to cover sickness, costs of PPE and other COVID associated costs. Additional funding from Central Government is yet to be confirmed. Increasing number of families qualify for free school meals and pupil premium, but the payments lag behind, which puts pressure on the financial situation.	Complete		
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	STRATEGIC ITEMS			
7	<p><b>Leadership Report – Summer Term</b></p> <p>LC reported that the online learning had been very successful, in that the pupils had engaged very well with it, there are still pupils handing in work with only a few days of term remaining. The virtual Sports Day was also a success, although quite an effort for families, the children engaged with it very well.</p> <p>The data is not available in the usual way due to the pandemic restrictions on school attendance. The data is a snapshot not whole year's data. From the data that is available reading is looking good overall for the school, there has been a good level of engagement from a number of pupils with accelerated learning online, in various ways including word quizzes etc. Writing is an area that we will need to work hard on due to the time lost in the classroom, also working online and not writing, this will be the same for all schools.</p> <p>In September our focus will not be on data, but will be ensuring that pupil's wellbeing is the priority and central to decisions on activities. The school wishes to ensure that the pupil's sense of self-worth is nurtured, so that the school is a happy relaxed environment for them, after the very difficult year.</p> <p>HH added that in terms of the SEN children, direct communications for the families was maintained with phone calls throughout.</p> <p>LC reported that attendance numbers have been changeable, due to obvious reasons, it was not a time when families could be chased in the usual way. From September the school will be pushing to ensure that they engage with parents who are worried about risks associated with school in terms of infection.</p> <p>SG has been focussed around COVID factors, using the new risk assessment framework. Communications with vulnerable families has been maintained throughout.</p> <p>NT thanked LC for the report, and the staff for the work that they have done in producing it. The reasons behind the data are self-evident given the circumstances. NT was particularly impressed by the figures for the engagement of pupils with online learning at 85%. NT wishes LC to pass on the gratitude of the Board for all the extraordinary work that went into creating the online resources and home learning packs at such short notice and under such difficult circumstances...</p>	Complete		
8	<p><b>Staff Welfare</b></p> <p>LC was very sorry to report that there had been a serious instance of a parent posting very negative and personal attack on the school and staff on social media. This has had a very detrimental effect on staff morale. The staff were already exhausted by the extreme difficulties that they have worked so hard to overcome this year, it has been a huge blow to them to have this happen right at the end of the school year.</p> <p>The issue that triggered the incident was the annual report. Staff had put enormous effort into producing meaningful reports, which not all schools have done. The report format was heavily criticized by a parent, as well as the staff, with personal attacks. LC is very keen that we not end the year on such a negative note, we need to ensure that staff are supported in building resilience to enable them to support families in turn.</p>			

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	<p>NT informed the meeting that he had been closely involved in supporting LC through the situation, he expressed regret at the very difficult situation and the distress caused to staff.</p> <p>LC confirmed that communication had been sent to parents and the review of the School Handbook had had some late changes made to reflect updated expectations of parental conduct on social media etc.</p>			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
9	<p><b>Safeguarding – Report from the Lead Governor for Safeguarding</b></p> <p>GB informed the meeting that the consultation on the KCSiE 2020 had been suspended due to the pressures of the pandemic. The indications are that there will be very few changes to take account of in September update. NT reminded Governors that the all needed to read the new KCSiE 2020 draft document issued, in time for September. Governors will all be required to sign to say that they have read and understood Part 1 of the document at the September meeting.</p>	Complete		
10	<p><b>Risk Register</b> – NT has referred to the Risk Register and can report that there are no COVID specific items to consider. LC asked the Board to consider devising a contingency plan for staff in the event that LC is off work for any reason. NT agreed that a plan was needed and will be addressed in September. <b>ACTION LC/NT</b></p>	Action LC/NT		Next LGB
11	<p><b>Sport Premium Report</b> – LC reported that Gill Watts has completed the report. The focus of expenditure would have been on forest school, which will be carried forward to September. The funding used for additional swimming lessons for those children who were non swimmers, has enabled them to all reach the point where they are confident swimmers.</p> <p>NT asked LC to thank Gill for the work in writing the report.</p>			
OPERATIONAL ITEMS				
12	<p><b>Review Annual Stakeholder Survey Cycle</b> – The proposed annual stakeholder survey cycle was approved. In light of recent events, JM would like to adjust the timing and regularity or format of the staff survey, so that Governors can be aware of how staff are feeling and put things in place to support them in a timely way.</p> <p>The OLT survey cycle is still not available, so there is no requirement for the school to fit in with it.</p>	Decision		
13	<p><b>Policy review</b> – NT reported that the TB now have a Policies Committee, who will be looking at the process of policy review for Trust policies.</p>	Decision		
	<p><b>The Home School Agreement</b> – this was agreed for the meeting.</p>	Agreed		
	<p><b>Trust Policies</b> - The recently agreed Trust Policies were noted by Governors</p>	Complete		
GOVERNING BODY MANAGEMENT				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
14	<p><b>Governor Succession Planning</b> – NT walked the Board through how the nominations system works for roles for September. Nominations for roles were warmly invited. There is a vacancy for Vice Chair as Judith is stepping down as Vice Chair but is happy to carry on as Chair of T&amp;L Committee. <b>ACTION All Governors.</b></p>	Action All Governors		

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15	<b>Agree Meeting Dates for 2020-21</b> – the draft schedule based on the new reporting deadlines from OLT, was agreed.	Decision		
16	<b>Governor Training- Feedback/Impact</b> - Neil and Gareth will need to complete their new governor training. LG attended the Clerks Update	Action GH/NB/LG		Next LGB
	<b>The Chair of Governors on behalf of the Board, wished to convey the gratitude for the extraordinary work done this year by Lorraine and her dedicated team. HH wished to add that Lauren had stepped up and been invaluable in the contribution that she has made to the staff team.</b>	Complete		
	<b>Meeting ended: 18:25</b>			

Detail of next meetings/Governor visit days			
<b>Date/Time</b>	Local Governing Board, Wednesday 23 September 2020, 5pm	Location	Video Conference
<b>Date/Time</b>	Teaching & Learning Committee, Wednesday 11 November 2020, 5pm		Video Conference
<b>Date/Time</b>	Finance & Resources Committee Meeting, Wednesday 25 November 2020, 5pm		Video Conference