

COCKWOOD PRIMARY SCHOOL Local Governing Body

Final

Full Governing Body Meeting – Part 1 Minutes							
Date/Time	19 May 2021, 5pm	Location		Cockwood School – Video Conference			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor		Charlotte Wilkin	CW	Trust Governor	
Lorraine Curry	LC	Headteacher		Gareth Harris	GH	Trust Governor	
Glynis Buckle	GB	Trust Governor		Neil Barnes	NB	Vice Chair, Trust Governor	
Holly Hilliard	HH	Staff Governor					
Tania Weeks	TW	Trust Governor					

Apologies	Initials	Reason (Category of Governor)
Judith McGrath	JM	Trust Governor
Liz Price-Holden	LPH	Parent Governor

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk

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 27 January 2021	NT
4	Actions of Full Governing Body Meeting 27 January 2021	NT
5	Minutes of Teaching & Learning Committee Meeting 24 February 2021	JM
6	Minutes of Finance & Resources Committee Meeting 10 March 2021	GB
7	Face 2 Face/Virtual Meetings	NT
STRATEGIC ITEMS		
8	Situation Update	LC/NT
9	Leadership Report	LC/HH
10	Staff Welfare	LC

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11	Wellbeing Governor	NT
12	Safeguarding	GB/LC
13	Pupil Support	LC
14	Proposed Staff Structure September 21 – item moved to end of meeting – Part 2	LC
15	Disadvantaged Pupils	LC/GH
16	Risk Register	NT/GB
17	Receive Finance Report	NT
18	Agree Budget Submission	NT
OPERATIONAL ITEMS		
19	Policy Reviews – School Based	
	19.1 COVID-19 Policy – Cockwood School	LC
	19.2 Child Protection - Safeguarding	LC
	19.3 Late/Non Collection of Pupils	LC
GOVERNING BODY MANAGEMENT		
20	Governor Succession Planning	NT
21	Governor Training	NT/TW/NB

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies NT welcomed all governors to the meeting	Complete		
2	Declaration of Interest & Confidentiality NT read out the Declaration of Interest, and confidentiality statement on the agenda. No declarations were made. NT reminded governors of confidentiality and the importance of not being overheard whilst virtual meeting in progress. Attendance was noted by the Clerk, the meeting was agreed as quorate.	Complete		
3	Full Governing Body Meeting Minutes 22 January 2020. These minutes were agreed and signed off virtually by NT.	Complete		
4	Actions of Full Governing Body Meeting 22 January 2020 Mental Health First Aid course has been attended by two governors LPH & NB, positive feedback received.	Complete		
5	Minutes of Teaching & Learning Committee Meeting 12 February 2020 The minutes were agreed but in the absence of JM the minutes will be signed off by JM in the next T&L meeting 16/6/21	Action - JM/NR		16/6/21
6	Minutes of Finance & Resources Committee Meeting 10 March 2021			

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	These minutes were agreed and signed off virtually by GB	Complete		
7	<p>Face 2 Face/Virtual Meetings</p> <p>NT reported that guidance had been sought from Babcock but the information received advised that the decision lies with the LGB – options are to continue virtually, return to face2face meetings or a combination of both. NT suggested the meetings could be held in Class 1 with the option for governors to join the meeting virtually using the projector/whiteboard to facilitate this if governors are uncomfortable attending in person. NT proposed that the next LGB in July be held at Cockwood School and asked the T&L and F&R Chairs to decide for their meetings. CW join the meeting at 5.15pm</p>	Action - JM & GB to advise NR location of next committee meeting Cockwood School or Virtual		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	STRATEGIC ITEMS			
8	<p>Situation Update –</p> <p>LC informed the meeting that she was continually updating the Covid Risk Assessment document. Pressures on staff remain the same. She reported that staggered drop-off times have ceased and each class has return to their normal times. Pick-up times however remain staggered for the foreseeable future. The staff have had a busy time with parent consultations/mindfulness training and other meetings and are working incredibly hard. LC has carried out monitoring to assess priorities in each class and is very pleased with standard of teaching. She stated that some children are noticeably tired or passive and teachers are also working hard to engage and make progress with these children. LC reported that Class 1 were benefiting from saxophone lessons and Forest School sessions.</p> <p>During the Spring term staff completed lots of CPD and training. Laura Buttree has completed a computing course during her 'lunch breaks' which has enabled the school to access a bursary. Laura is also presenting at South West Peninsular Music Education Conference about how she includes music throughout the whole school.</p> <p>3 children from Class 3 are moving to Class 2 after the half term holiday, LC reported that the parents of these children were 'delighted'.</p> <p>Pupil numbers are due to drop in September. 12 year 6 pupils will leave, 10 new reception children will start. Additionally, the school has</p>			

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	<p>lost 3 children recently. The reasons were discussed and accepted. Parents have been contacted to see if there is a demand for a Breakfast Club.</p> <p>During the Spring term Cockwood was the only school in the Trust to have an external Curriculum Audit and a Safeguarding Audit – both audits went very well. The other schools in the Trust had their Curriculum Audit in the Spring term, they will have their Safeguarding Audit in the Summer term.</p> <p>LC is planning to offer a transition for new starters. The plan is to invite new starters into school, move the other children out of Class 3 and ensure the classroom is thoroughly cleaned afterwards. Home visits will be carried out, outdoors.</p> <p>Plans for the year 6 transition was discussed at a Dawlish Heads meeting but not finalised. LC is unsure as to what Teignmouth Community School are offering, most of the year 6 children will transition to Dawlish College.</p> <p>Q from a governor – Do we have a waiting list for other year groups? LC replied that yes there is a waiting list. However, she is not rushing to fill spaces and is waiting for final new starter numbers and possible additional year 1's and will defer other places until September. She added that the top of the school is under pressure to get, particularly year 6, up to speed for transition to secondary.</p> <p>NT asked for the thanks and gratitude from the governors to be passed to the staff and offered help from the governing body.</p> <p>LC thanked NT and replied that she would send any requests for help with supporting activities to him.</p>			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
9	<p>Leadership Report–</p> <p>NT thanked LC and HH for the Leadership and SEN report and noted that he could see a trend of improvement. LC replied that she is concerned for the younger, SEN and FSM children. Children are not understanding, despite overlearning, as vital teaching has been missed during Lockdown. Again, NT offered the support of the governors. LC replied that staff feel very supported by the governors.</p>			

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10	Staff Welfare- Covered in previous agenda items 8 & 9.			
11	Wellbeing Governor – NT informed the meeting that some schools have appointed a Wellbeing Governor and will send information regarding this role to NR. NR will forward to all governors for consideration.	Action - NT to forward information to NR. NR to circulate to all governors		
12	Safeguarding – NT thanked GB for the report. GB discussed the ongoing issue of parking around the school. NT suggested that he holds a meeting at the Village Hall for parents to explain/discuss the reasons for not driving to/parking at school. GH offered to support NT at this proposed event. GB explained that the local councillor, Martin Wrigley, is very supportive of this issue and is keen to put measures in place to help. LC stated that the Police are also being supportive and have offered to visit the school and carry out a Speedwatch activity with some children. NB joined the meeting at 6pm.			
13	Pupil Support – This item was mainly covered previous agenda item 9. LC also highlighted the following trips/enrichment activities planned for the children; Tennis for Foundation Virgin Enterprise for Class 1 Farmers Market Music opportunities New Chromebooks Funfit PHSE Swimming Daily skipping for all year groups Y6/Staff show at TCS Continuation of the PE coach and dance teacher Individual funding for future PP child to receive drum lessons Additionally the school has funded a Speech and Language therapist to support 2 children with specific S&L needs.			
14	Proposed Staffing Structure September 2021 Item moved to last item on the agenda			

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15	Disadvantaged Pupils – Covered in previous agenda items.			
16	Review Cockwood Risk Register – The latest version has not yet been released. Deferred to next meeting	Action – Item deferred to LGB meeting 14 th July 2021		
17	Receive Finance Report – LC reported that at the start of the year the school was in deficit. Since then with a restricted spend due to Lockdown and pockets of money added for example Catch-up funding, the school is in a better position than planned. Q – from a governor regarding the delay in Pupil Premium money. LC replied that due to the Government using an earlier Census Day (October rather than January) to calculate PP numbers, this has delayed the funding. However, funding is coming from the school budget to ensure disadvantaged pupils have the best educational experience.			
18	Agree Budget Submission – To be discussed at the next Finance & Resources meeting.	Action – discuss at F&R meeting. Jon Newman to be invited. GB/NR		30/6/21
OPERATIONAL ITEMS				
19	School Based Policy reviews			
19.1	COVID-19 Policy Cockwood School	Agreed		
19.2	Child Protection Safeguarding- Governors reminded of Safeguarding Training Thursday 16 th June 2021 at school 4pm-6pm.	Action – all governors to attend training 16/6/21		
19.3	Late/Non Collection of Pupils	Agreed		
GOVERNING BODY MANAGEMENT				

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20	<p>Governor Succession Planning – NT highlighted that the LGB currently has 1 vacancy. Recruitment will take place towards the end of the Summer term/September. The governors are planning a ‘Meet the Governors’ event to encourage parents to join the governing body. This vacancy could be filled by a parent or member of the wider community.</p>	Action – NT to speak individually to all Governors and prepare a Succession Plan		LGB 14/7/21
21	<p>Governor Training – NT & TW attended Understanding School Performance Data at TCS. NT encouraged all governors to read the training notes in the folder. NB also attending a training session on Zoom-Transferrable Strategies for Closing the Disadvantage Gap</p>			
22 Extra Item	<p>Osprey Learning Trust Update – NT reported that Annabel Thomas has been appointed Headteacher (full time) at TSC Mill Lane. Katy Quinn remains CEO of the Trust but wef from September 21 will increase her role to 5 days. He confirmed that there will be no additional cost to the school. The Trust are holding a training session at TCS on the Portal 9th June 4.30pm-5.30pm and Ofsted training on Zoom 16th June 4.30pm-5.30pm.</p>			
14	<p>Proposed Staffing Structure September 2021 – Part 2 HH and GB left the meeting at 6.35pm. The meeting moved into Part 2.</p>			
	<p>Meeting ended: 6.45pm</p>			

Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Committee 16 June 2021, 5pm	Location	Virtual Meeting
Date/Time	Safeguarding Training All Governors Thursday 17 th June 2021 4pm to 6pm	Location	Cockwood School
Date/Time	Finance & Resources Committee, Wednesday 30 June 2021, 5pm	Location	Virtual Meeting

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Date/Time	Full Local Governing Board Wednesday 14 July 2021, 5pm	Location	Cockwood School
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