

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Teaching & Learning Meeting							
Date/Time	12 February 2020	Location			Cockwood Primary School		
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Cttee. Chair, Co-opted Governor		Holly Hilliard	HH	Staff Governor	
Tania Weeks	TW	Co-opted Governor		Lorraine Curry	LC	Headteacher – Ex Officio Governor	
Liz Price-Holden	LPH	Parent Governor		Laura Charlesworth	LCW	Parent Governor	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Glynis Buckle	GB	Co-opted Governor

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	Matters arising from the previous T&L Meeting	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	LC
10	SEND update	TW
11	Educational Visits	LC
12	Social Action	JM
OPERATIONAL ITEMS		
13	Policies for review	JM
14	Website review	NT
15	Stakeholder survey cycle	JM
16	Community Cohesion/Collaboration Enrichment	JM
GOVERNING BODY MANAGEMENT		
17	Governor Visits	All
18	Governor Training	All

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Ref	Action or Decision	Owner/ Decision	Date Due
PROCEDURAL ITEMS			
1	<p>Welcome and Apologies</p> <p>JM welcomed everybody present to the meeting, all governors were present, with GB in attendance.</p>	Complete	
2	<p>Declaration of Interest and Confidentiality Statement</p> <p>JM reminded Governors that they must declare any conflicts and leave the meeting when the appropriate item is dealt with. Governors are reminded of the importance of maintaining confidentiality, where this is warranted.</p> <p>The attendance sheet and confidentiality statements were signed by all present, the meeting was agreed as quorate.</p>	Decision	
3	<p>Minutes of T&L Meeting 20 November 2019 – for information only</p> <p>The previous minutes of the Teaching and Learning Committee held on 22 November 2018, were signed off at the Full Governing Body meeting on 22 January 2020. No further comments were made regarding these minutes.</p>	Complete	
4	<p>Matters arising - All actions arising, were either discussed at the FGB on 22 January 2020, or are covered under the relevant agenda item below</p>		
STRATEGIC ITEMS			
5	<p>Leadership Update – LC reported to the meeting that the school has 94 pupils on roll. The applications for the September intake has 18 giving Cockwood as first choice, the school can only realistically take 15, resulting in a net gain of 3, but with the possibility of x1 child leaving, but there have been plenty of in year requests. The difficulty ahead is that there are two large cohorts at the top of the school, they will over time move on from the school, which the school will need to adjust to absorb the change when it happens.</p> <p>In terms of staffing the role that Lauren now performs has proved an invaluable addition to the team.</p>	Complete	
6	<p>School Performance Data – LC informed the meeting that they are feeling the benefit of the new Target Tracker Data System. Staff are now able to drill down into the data to get to names, so that interventions and support can be better targeted. The data illustrates that from their entry point all pupils have progressed by at least x2 points. ACTION LC to arrange a demo of the Target Tracker System.</p>	Action LC	Next T&L Meeting
7	<p>Monitor Pupil Progress against the SIP – Governor questions from the advanced question matrix were addressed by LC, the questions and answers have been inserted from the document that accompanied the agenda item 7.</p> <ul style="list-style-type: none"> - Behaviour (LC) 2. - Attendance (LC) - Leadership and Management – 4.1 <p>No questions on Behaviour. I attended the review with Pupils and was impressed with the maturity shown in distinguishing between minor and major incidents and applying the appropriate penalties.</p> <p>2. Attendance for SEND pupils is impressively high for the Autumn Term (compared to last year).</p>	Complete	

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	<p>Do we expect a drop due to unauthorised absences in the Spring/Summer Terms? Were SEND pupils taken out of school more than non-SEND pupils last year? Pupils with no SEN also high - 98% for Autumn Term. I expect to see a drop but not necessarily for SEN pupils.</p>	Complete	
	<p>There has been a nasty bug that has affected Class 2 and 3 in particular this term, which is affecting overall attendance. As to 6.2.2020 SEN pupils are still attending better than pupils with no SEN. 1 parent - formal letter sent re attendance and participation in PE.</p>		
	<p>4.1 With the use of the new Target Tracker software, have we scheduled sufficient training for all staff to be confident in its use?</p> <p>Training has taken place during staff meetings X2 in the Autumn Term. LC has attended two external sessions provided by Target Tracker. Further training planned. Staff can input data and use the system to aid planning but we still have a long way to go before we are confident in using all of the system. LC will focus on time saving features for staff to ensure workload is being monitored</p>	Complete	
	<p>SEND (HH) 1.5, 2 For EYFS</p> <p>Are there any actions or other changes being implemented in the EYFS to help improve the gender gap in the children's' levels of GLD in view of the boy heavy cohort this year.</p> <p>For SEND</p>		
	<p>Please can you advise that staffing and resources will be made available as far as possible to ensure that all planned interventions are delivered to assist the SEND children to increase their age related expectation and rate of progress.</p> <p>In reply to Tania's question shall I say that some planned interventions have not been delivered consistently this term due to a number of extracurricular planned activities e.g. swimming and local partnership events which have needed extra staffing. The HT and Senco have discussed some of these difficulties with staff involved and new measures will be put in place for after half term to ensure (as far as possible), that planned interventions take place consistently.</p>	Complete	
	<p>- EYFS (GW) 1.2</p>		
	<p>- Literacy (LC) 1.1, 1.3, 1.4 - Gifted & Talented (LC) - Sport Premium (GW) transitioning from AL</p> <p>1) Have there been links made with Exeter City or Rugby clubs as per 2019 target? No. We haven't received any educational support from them this year so far. GW will contact them to see if they still run educational programmes. 2) Has the tennis grant been allocated for the summer term? We have requested some dates for the Summer Term and are awaiting confirmation.</p>	Complete	
		Complete	

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	<p>3) What is the progress for the targeted groups in Step up and Dance? Targeted group (LA and MA) are in the Summer Term. At the moment the children are receiving dance sessions in classes (mixed ability). Pupils fitness and coordination are improving across the board.</p> <p>Staff are assessing progress termly against the dance outcomes on Target Tracker and we will have progress measures at the end of the Summer Term.</p> <p>4) Any help forthcoming from Active Devon re. Minibus/help with transport for sports activities? LC applies to Active Health. We have also applied for 2 grants for minibuses. We have been turned down - grants. Haven't heard from Active Health. The community bus is under pressure so this is</p> <p>1) What is the feedback from the Gifted and Talented visits (Geography and DT) this term? TBGS Sustainability. Very positive feedback. LC attended with the pupils. Extended understanding around renewable energy and the science links were excellent. Pupils discussed findings back in school. AR has the resources to use with the rest of the class. Digital Leaders have been meeting with TG (ICT technician) weekly to extend their knowledge of ICT. This will continue after half term. TG is also going to be running an ICT club for pupils next half term.</p> <p>Rotary Club Technical Challenge - Cockwood pupils came 2nd in the competition. Task - design and build a bridge/structure to hold heavy weights. Swimming - more able pupils have specific teaching - progress well, as swimming runs daily for 1 week with extended time.</p> <p>2) What further provisions for G and T are coming up? Maths challenge for Year 5 pupils at TCS. Exeter Uni courses for selected pupils in upper Key Stage 2. Gym event - Year's 3 to 6.</p> <p>Further question for general Teaching and learning. 1) Are there educational trips or workshops planned for Class 3 in the Spring or summer terms? Paignton Zoo March Dawlish Warren Nature Reserve - Summer Term</p>		
Ref	Action or Decision	Owner/ Decision	Date Due
8	Curriculum Monitoring – LC illustrated		
9	Self-evaluation Plans – LC informed the meeting that staff had written their mini improvement plans and are used to monitor their progress, they are also linked to their appraisals. All subject leaders have at least 3 areas that they are trying to manage, mainly writing and maths.	Complete	
10	SEND Report – TW SEND Governor reported that she had met with HH SENDCO. HH aims to meet with each family individually to help to target support. TW was pleased to see all the different ways in which pupils were being supported with their various needs.		
11	Educational Visits – LC reported that forest school has been carrying on most weeks. There are x2 Residentials being organised for this year.		

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

Ref	Action or Decision	Owner/ Decision	Date Due
12	Social Action – JM updated the meeting on the implementation of the Pupil Passport. LC had devised resources to enable this to happen and would report back to the meeting on progress. ACTION LC	Action LC	Next T&L Meeting
OPERATIONAL ITEMS			
13	Policy Reviews		
13.1	Sex & Relationships (Sex Education) Policy – the meeting decided that this review would be deferred until the new DfE guidance had been issued. There was discussion around the delicate nature of this issue and how any changes would be introduced, also discussion around parent consent.	Action LC	
13.2	Collective Worship Policy - this policy was agreed by the meeting	Complete	
14	Website review – LG highlighted how we reflect the school vision and the Trust vision on the website. Discussion followed around the pending review of the Trust Vision, due involving all Trust Governors and how the Trust and school vision will sit together. There are minutes from very old PFA minutes and adding any new minutes. The prospectus will need updating when the curriculum review is complete. LC informed the Governors that the school would be having a new website, the new site will be more in line with the updated feel of the Trust website.		
15	Stakeholder Survey – JM reported that the staff survey is due to go out after half term. JM looked at the feasibility of online surveys but there was a cost involved, so an alternative method would be sought. ACTION JM	Action JM	Next T&L meeting
16	Community Cohesion/Collaboration/Enrichment – this was discussed under a previous item. JM suggested that this standing item could now be dropped as the school is now part of the Trust.		
GOVERNING BODY MANAGEMENT			
17	Governor Visits – JM reported that NT had submitted a visit form, LCW will be doing a reading visit. TW said that she would be submitting a visit form.	Complete	
18	Governor Training LCW has completed the Induction to Governing in an Academy. AL was unable to attend the Academy Finance Training, this will be rearranged for later in the year.	Complete	
	Meeting Ended at 19:02pm		

Details of next meetings			
Date/Time	Pay & Performance Review Committee, Wednesday 26 February 2020, 2pm	Location	TBA
Date/Time	OLT All Trust Governors Meeting, Tuesday 25 February 2020, 6-8pm	Location	The Kenn Centre
Date/Time	Resources Committee Meeting, Wednesday 11 March 2020, TBC	Location	Cockwood School

COCKWOOD PRIMARY SCHOOL
Local Governing Body

Agreed

Date/Time	Local Governing Board, Wednesday 6 May 2020, TBC	Location	Cockwood School
Date/Time	Teaching & Learning Committee, Wednesday 3 June 2020, 5pm *New Time	Location	Cockwood School

Meeting ended at 7:49pm