

COCKWOOD PRIMARY SCHOOL Local Governing Body

Final

Local Governing Body Meeting Part 1 Minutes							
Date/Time	14 July 2021, 5pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor		Charlotte Wilkin	CW	Trust Governor	
Lorraine Curry	LC	Headteacher		Judith McGrath	JM	Trust Governor	
Liz Price-Holden	LPH	Parent Governor		Tania Weeks	TW	Trust Governor	
Glynis Buckle	GB	Trust Governor					
Holly Hilliard	HH	Staff Governor					

Apologies	Initials	Reason (Category of Governor)
Gareth Harris	GH	Trust Governor
Neil Barnes	NB	Vice Chair, Trust Governor

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk
Katy Quinn	KQ	CEO Osprey Learning Trust
Jon Newman	JN	CFO Osprey Learning Trust

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 19 May 2021	NT
4	Actions of Full Governing Body Meeting 19 May 2021	NT
5	Minutes of Teaching & Learning Committee Meeting 16 June 2021	JM
6	Minutes of Resources Committee Meeting 30 June 2021	GB
STRATEGIC ITEMS		
7	Trust Update	KQ
8	Leadership Report & SEND Report	LC/HH
9	Staff Welfare	LC
10	Safeguarding	GB
11	CW Risk Register	NT/GB
12	Sport Premium Report	LC
OPERATIONAL ITEMS		
13	Stakeholder Survey Report	JM
14	Policy Review – OLT Freedom of Information Publication Scheme 2021	NT

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	Anti-Bullying Policy 2021	LC
	Behaviour Policy 2021	LC
	Statement of Behaviour Principles	LC
GOVERNING BODY MANAGEMENT		
15	Governor Succession Planning	NT
16	Agree Meeting Schedule 2021-21	NT/All Governors
17	Governor Training	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies NT welcomed all governors present to the meeting along with Katy Quinn CEO and Jon Newman CFO; Apologies received from NB and GH. Attendance was noted by the clerk.	Decision		
2	Declaration of Interest & Confidentiality NT asked for any declarations of interests and acknowledged that GB may have a possible conflict due to staffing discussions but noted the meeting would nevertheless welcome her input into the discussions. The meeting was agreed as quorate.	Complete		
3. Full Governing Body Meeting Minutes 19 May 2021				
3.1	Full Governing Body Meeting Minutes 19 May 2021. These minutes were reviewed, agreed and signed off virtually by NT.	Decision		
4. Actions of Full Governing Body Meeting 19 May 2021				
4.1	Wellbeing Governor- NT shared that LPH had agreed to take up this role and would be linking with the Safeguarding Governors GB and CW. Training courses would be sought in September. NT expressed his thanks to LPH.	Action NT/NR/LPH		
4.2	Risk Register- See agenda item 11.			
4.3	Succession Planning – Ongoing – to be completed by the end of term with a plan in place for September's LGB meeting.	Action Sept 2021		
5. Minutes of Teaching & Learning Committee meeting 16 June 2021				
5.1	Minutes of Teaching & Learning Committee meeting 16 June 2021 The minutes were agreed and signed virtually by JM	Decision		
5.2	Update of Teaching & Learning Committee meeting 16 June 2021 JM reported that LB was leading a music training session across Devon and suggested that Cockwood looks at carrying out 'Deep Dives' on each other's subjects. JM referred to the Ofsted expectations for the T&L Committee and suggested these were concentrated on in September and a specific Ofsted point added to all meetings.	Action		

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	<p>Q – a governor asked if there was any specific feedback from the Ofsted training attended by NT. NT replied that Ofsted would be looking at where the Covid Catch-up money was being used, the online provision and attendance.</p> <p>JM continued by thanking HH for her detailed SEN reports over the year, NT agreed.</p>	NR to added Ofsted agenda item to each meeting		
6. Finance & Resources Committee Meeting Minutes 30 June 2021				
6.1	Minutes of Finance & Resources Committee Meeting 30 June 2021, The above minutes were reviewed, agreed and signed virtually by GB	Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
6.2	Update of Resources Committee meeting 30 June 2021 GB commented that it had been very useful to have JN attend the meeting and would describe Cockwood finances as steady, no deficit but no 'wriggle room'	Complete		
STRATEGIC ITEMS				
7	The meeting moved to Part 2			

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8	<p>The meeting moved out of part 2 LC and HH joined the meeting</p> <p>Leadership Report – Summer Term/SEND Report Year to Date NT thanked LC and HH for their report. LC reported pockets of good progress in the Summer and Autumn term but overall yearly progress not as good as the school would like. However, it was a good starting point for September.</p> <p>The report gives a sense of where Cockwood is going next year including; Year 1 and 5 will continue with focus groups, The Trust has invested in a S&L therapist, Awaiting a decision on the Oracy grant application</p> <p>LC discussed what Ofsted will be looking at e.g. progression of vulnerable groups, Pupil Premium, SEND and Free School Meal pupils.</p> <p>LC stressed how hard the staff are working to get the children where they need to be and how important it was to recognise this.</p> <p>NT thanked LC and L Brewer for the excellent Covid Catch-up document. LC advised the meeting that any left-over money may be carried forward.</p> <p>SEND Report – HH reported that she had held a meeting with TW to review the report and TW was up to speed. HH re-iterated LC's comments regarding progress. HH will complete a thorough handover to GW.</p>			
9	<p>Staff Welfare – LC acknowledge that this time of year was particularly hard, and staff were feeling 'worn out'. Their jobs have become harder, and staff are having to be more reactive. LC explained how supportive, to her, the staff were following a positive Covid case over the weekend.</p>	Complete		
10	<p>Safeguarding – A governor noted that as parents have staff email address how should staff be supported LC discussed sending an email to parents advising them to use the admin email address to contact teachers instead of using their personal staff emails. NT suggested staff remove their Cockwood email from their phones and use a laptop only. This would avoid staff knowingly being contacted by parents, late at night or very early in the morning and would remove the desire to check emails. NT commented that having parent/school contacts on a phone may be seen as a breach and suggested SD (COO) be contacted to check. CW commented that off the back of her recent Ofsted training Safeguarding will be the main focus outside of 'school business'. LC requested a copy of the updated KCSiE 2021 be circulated to governors before September.</p>	Action NR to circulate KCSiE 2021 to all governors		
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11	CW Risk Register – NT reported that there was no update from the Trust Board.	Complete		
12	Sport Premium Report – The governors thanked GW for the reported and noted it was excellent. LC was pleased to share that the majority of pupils were meeting expectations and she noted that daily skipping had had a big impact on fitness. LC explained that from next term Forest School sessions will have a new teacher, new site and the K&K minibus will be used.	Complete		
OPERATIONAL ITEMS				
13	Stakeholder Survey Report – JM fed back to the meeting that only three responses had been received which was disappointing. However, the three responses agreed or agreed strongly with each statement. One response stated 'A tough year but we made it through together' GB left the meeting at 6.29pm	Complete		
14	Policy reviews			
	Anti-Bullying Policy 2021	Accepted		NR to add to website by 23/6/21
	Behaviour Policy 2021	Accepted		NR to add to website by 23/6/21
	Statement of Behaviour Principles Updated	Accepted		NR to add to website by 23/6/21
GOVERNING BODY MANAGEMENT				
15	Governor Succession Planning NT recognised that there had been no progress since the last meeting. NT and GH held a parents open meeting to discuss parking at school at the Village Hall. Unfortunately, no parents attended. However, Val Jeffreys called in to advise NT that yellow lines were to be painted from the Old Vicarage to the top of the hill. NT concluded that face2face meetings with parents would be preferable, but he would add a piece to the newsletter to promote the LGB.	Action NT to contribute to the school newsletter		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
16	Agree Meeting Dates for 2021-22 – the draft schedule was partially agreed. JM to advise NR of an alternative T&L date for one meeting next year.	ongoing		
17	Governor Training – Governors to advise NR if they wish to complete specific training. TW requested Early Years training, a meeting with GW and LB will be arranged by TW in the new academic year.	Complete		
	Meeting ended: 6.39pm			

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Detail of next meetings/Governor visit days			
Date/Time	Local Governing Board, Wednesday 22 nd September 2021 5pm	Location	tbc

DRAFT