

# COCKWOOD PRIMARY SCHOOL

## Local Governing Body

### Final

Full Local Governing Body Meeting - CW							
Date/Time	23 September 2021, 5.15pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor		Tania Weeks	TW	Trust Governor	
Judith McGrath	JM	Trust Governor					
Holly Hilliard	HH	Staff Governor					
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Liz Price-Holden	LPH	Parent Governor
Neil Barnes	NB	Vice Chair Trust Governor
Charlotte Wilkins	CW	Trust Governor
Glynis Buckle	GB	Trust Governor

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk
Carla Custons-Cole	CCC	Guest

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	NT
2	Declaration of interest & Confidentiality	NT
3	Housekeeping	
	3.1 Election of Chair & Vice Chair	NR
	3.2 Agree Committee Structure 2021-22	NT
	3.3 Elect Chair and Vice Chair for T&L, P&R & F&R Committees	NT
	3.4 Note Terms of Reference for committees	NT
	3.5 Note delegated functions	NT
	3.6 Review & agree monitoring & evaluation structure	NT
	3.7 Review & agree Staff/Governor Split	NT
	3.8 Note the OLT Annual Cycle 2020-21	NT
	3.9 Outline Part 2 protocol, agree if meetings are open/closed, agree guidelines for attending meetings virtually	NT
	3.10 Agree newsletter contribution cycle 2021/2022	NT

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4	Minutes of Full Governing Body Meeting 14 July 2021 to be agreed and signed off virtually	NT
5	Actions of Full Governing Body Meeting 14 July 2021	NT
<b>STRATEGIC ITEMS</b>		
6	Headteacher Update – verbal	LC
7	Staff Welfare	LC
8	Safeguarding – KCSiE 2021	?????
9	Health & Safety	CW
10	SEF Summary	LC
11	Osprey Learning Trust (OLT) update	NT/LC
12	Review School Risk Register.	NT
13	Review proposed admissions arrangements 2023-24	LC
14	Ofsted	NT
<b>OPERATIONAL ITEMS</b>		
15	Survey Cycle Update	JM
16	Policies and Documents	LC/NT
<b>GOVERNING BODY MANAGEMENT</b>		
17	Autumn Checklist and Alerts	All Governors
18	Governing Body Size and Structure	NT
19	Governor Training	All Governors
20	Governor Visit Days	All
21	Parent Consultation Days	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
<b>PROCEDURAL ITEMS</b>				
1	<b>Welcome &amp; Apologies</b> NT welcomed all governors present to the meeting, apologies were received from NB, LPH, GB & CW. NT also introduced and welcomed prospective new governor CCC to the meeting and informed the meeting that GH has resigned from the LGB due to work commitments.	Complete		
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 minuted by the Clerk, the meeting was agreed a quorate. Signed forms to be returned to the clerk	Declaration of Interest Forms to be returned to NR		
<b>3. Housekeeping</b>				
3.1	NR (Clerk to Governors) asked for nominations for the role of Chairperson, LC proposed NT for Chair and JM seconded the proposal. There were no other nominations, the Board elected Nick Tallamy as Chairperson. NT asked for nominations for Vice Chair, NT proposed NB and LC seconded the proposal. NB had indicated prior to the meeting that he was happy to accept.	Decision  Decision		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
3.2	The proposed Committee Structure was agreed by the meeting.	Decision		
3.3	<p>Elections of Teaching &amp; Learning Chairperson, NT nominated Judith McGrath, seconded by HH, JM is happy to accept.</p> <p>NT nominated Tania Weeks for Vice Chair of the Teaching &amp; Learning Committee, seconded by LC, TW was happy to accept the position.</p> <p>For Chairperson of Finance &amp; Resources Committee. NT nominated Glynis Buckle, seconded by TW. GB had indicated prior to the meeting that she was happy to accept.</p> <p>There were no nominations for Vice Chair of Finance and Resources Committee</p> <p>For the Pay &amp; Performance Committee NT nominated JM for Chair with plans for NB to take over as chair from Christmas. This was seconded by LC.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Deferred to next F&amp;R Meeting</p> <p>Decision</p>		
3.4	<p>Terms of Reference for.</p> <p>OLT Local Governing Board - agreed Finance &amp; Resources Committee - agreed Teaching &amp; Learning Committee - agreed Pay &amp; Performance Review Committee -agreed First/Hearing Committee – agreed Second/Appeals Committee – agreed Headteacher Appraisal - agreed Safeguarding Governor – agreed</p>	Complete		
3.5	<p>The Scheme of Delegation was provided by OLT</p> <p>Principles of Delegation Delegation to a Committee Delegation to the Headteacher</p>	<p>Agreed</p> <p>Complete Complete</p>		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
		Complete		
3.6	Review and agree the Monitoring and Evaluation Structure	Agreed		
3.7	Agree the Staff/Governor Welfare Split 2020-21.	Agreed		
3.8	Review & agree the current OLT Local Governing Body Annual Cycle.	Agreed		
3.9	NT took the meeting through the Part 2 protocol that is used in meetings. The Board agreed the document outlining the protocol for attend meetings virtually. The Cockwood Annual Meeting Schedule was agreed in line with the timeline for reporting to the Trust Board.	Complete Agreed Agreed		
3.10	The Newsletter Contribution Cycle 2021/22 was agreed. NT suggested it was used as a basis but adjusted as necessary.	Agreed		
4	The meeting agreed the minutes from LGB Meeting 14 July 2021	Agreed		
5	All actions from LGB 14 July 2021 were either complete, or covered later in the meeting 5.1 Ongoing succession planning will be adjusted when more governors in place. Letter to be sent/circulated to parents and villagers asking for interested parties to consider joining the LGB. 5.2 Ofsted agenda item added to each agenda (see item 14)	Complete Action		
<b>STRATEGIC ITEMS</b>				
6	<b>Summer Term Leadership Report–</b> LC reported that the staff have already had a very busy start to the term. Catch up interventions commenced in week one and the school has already received a visit from the Educational Phycologist and Speech and Language professional is due. The school currently has 88 children on role - requests for places have been refused as requests have been for Class 1 and 2. LC wishes to prioritise the children already in these classes. Children have settled well including the 10 new children in Class 3. Attendance is good for both children and staff – no Covid cases so far this term. A student will start in Class 1, LC is still looking into an apprentice option. LC continued to report that the SEF summary confirms progress is good overall although attainment targets were not met due to Covid. The			

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	'catch up' funding has been spent wisely and is showing to have a good impact on pupil's outcomes. Progress will continue to be tracked diligently but data targets for attainment will not be set. Focus will be on Oracy, writing, mental health and wellbeing, pupil voice, upskilling subject leaders and identifying gaps.			
7	<p><b>Staff Welfare</b></p> <p>LC reported the member of staff previously on maternity leave has returned.</p> <p>LC noted that due to staff being stretched and tired already there were no volunteers to run clubs this term. However, so far this term a Class 2 trip has been booked, Forest School is starting, Bikeability has taken place and a residential is being booked. LC shared that following a conversation with an educational consultant it was normal for staff to feel tired this quickly post Covid.</p> <p>LC concluded that the balance of teaching across the school was good but would benefit from more TAs, but budget currently does not allow this.</p>			
<b>Ref</b>	<b>Action or Decision</b>	<b>Owner/ Decision</b>	<b>Date Raised</b>	<b>Date Due</b>
8	<p><b>Safeguarding –</b></p> <p>KCSiE Sept 2021 and form to sign confirming that this document has been read, previously circulated by the clerk. Please return any outstanding forms.</p>	Action All Governors/NR		
9	<p><b>Health &amp; Safety –</b></p> <p>Apologies were received from CW. No incidents were reported, confirmation was given that the Return to School Risk Assessment was in place. A discussion around Covid in schools followed.</p> <p>LC reported an incident where a driver had driven into the parking post and was identified on the school CCTV. The incident has been handed to the Trust to deal with the situation.</p>			
10	<p><b>SEF Summary -</b></p> <p>LC had nothing to add but shared with the meeting that she has tried to budget in plenty of non-contact time for subject leaders.</p>	Complete		
11	<p><b>Osprey Learning Trust –</b></p> <p>NT confirmed that the Risk Register had changed slightly – the LGB are now only looking at this document from a Cockwood school perspective and not the Trust. NT shared that he is attending a Chairs meeting on the 12<sup>th</sup> of October which replaces the need to complete a Comms sheet.</p>	Complete		
12	<p><b>Review of the School Risk Register –</b></p> <p>NT has read this document and requested that all governors view it. Any queries/changes are to be emailed to NT ahead of the Board Meeting on October 12<sup>th</sup>.</p>	Action Governors		
13	<p><b>Review proposed Admissions Arrangements for 2023/24</b></p> <p>It was pointed out by a governor that the incorrect map (Kenn and Kenton's) was added to this document. The Trust are to be advised</p>	Action NR		

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OPERATIONAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
14	<b>Ofsted –</b> NT offered to prepare a pack for governors containing questions that Ofsted are likely to ask. LC enquired if NT/TW had anything new to report from the Ofsted training. NT reported no new information.			
15	Surveys – A discussion followed. It was decided to carry out the New Parent Survey after the half term break, the Staff Survey after Christmas and the children in small groups, possibly virtually. JM to amend schedule. All governors to be involved.	Action		
16.1	SEN Policy, Appendices and Additional report	Agreed		
16.2	Best Value Statement – this was deferred to the next meeting.	Action		
16.3	Governor Allowances and Expenses Policy – this was deferred to the next meeting	Action		
16.4	Cockwood Policies for review this term. The following policies are allocated to the following governors for review. NR to provide current policies for the following -  Attendance (NT review) CW Education of Children in Care (TW review) Accessibility Plan – (CW review) Pupil Premium Strategy (tbc) Online Safety Policy (tbc review)	Action individual Governors /NR		
16.5	Governor Code of Conduct	Agreed		
16.6	Privacy Notice for Governors - this was deferred to the next meeting	Action		
16.7	Keeping Children Safe in Education 2021 (KCSiE21) – See agenda item 8	Action all Governors		
GOVERNING BODY MANAGEMENT				
17	<b>Autumn Checklist for Academy Schools/Governance Alerts –</b> Courses available from Babcock were discussed. .	Complete		
18	<b>Governing Body Size and Structure –</b> Covered in agenda item 5. Ongoing	Ongoing Action		
19	<b>Governor Training –</b> Virtual training to be booked for Ofsted: What the board should expect and how to prepare? Thursday 7th October 18.00 - 19.00. Governors to advise NR if able to attend. NT noted that training would be required for LPH (Wellbeing Governor) but current courses very costly so will wait for a Babcock course to become available.	Action		
20	<b>Governor Visit Days –</b> Following discussion NT suggested that virtual visits were the way forward and will be arranged. LC added that Deb Wring will carry out another curriculum audit, on site, on 18 <sup>th</sup> October			

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	with the CEO of South Dartmoor. She requested that visits be agreed with her after half term.			
21	<b>Parent Consultation Days</b> – These will be carried out remotely before half term in October. NT offered to make himself available if any parent wishes to talk to a governor virtually. Dates are Monday 11 <sup>th</sup> October and Wednesday 13 <sup>th</sup> October 3.45pm-6.30pm. NT asked for governor volunteers to contact NR. A governor option will be added to the parent booking form.	Action all governors		
	<b>Meeting ended: 18.45pm</b>			

Next Meeting	Dates/ Times/Venue
Pay & Performance Committee	Thursday 4 <sup>th</sup> November 2021 5pm location tbc
Teaching & Learning Committee	Wednesday 10 <sup>th</sup> November 2021 5pm location tbc
Finance & Resources Committee	Thursday 25 <sup>th</sup> November 2021 5pm, location tbc