

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Final

Teaching & Learning Meeting							
Date/Time	10 November 2021, 5pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Cttee. Chair, Trust Governor		Carla Custons-Cole	CCC	Trust Governor	
Tania Weeks	TW	Trust Governor		Lorraine Curry	LC	Headteacher – Ex Officio Governor	
Holly Hilliard	HH	Staff Governor		Liz Price-Holden	LPH	Parent Governor	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk

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 & matters arising from the previous T&L	JM
STRATEGIC ITEMS		
4	Review of the Committee OLT Terms of Reference	JM
5	Headteacher Update (Verbal)	LC
6	School Performance Data together with relevance updates	LC
7	Monitor Pupil Progress against the SIP Autumn 2021	LC
8	Curriculum	JM
9	July Leavers	LC
10	Social Action	JM
OPERATIONAL ITEMS		
11	Policies	JM
12	Community Cohesion/Collaboration Enrichment	JM/LC
GOVERNING BODY MANAGEMENT		
13	Governor Training relevant to T&L	All

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PROCEDURAL ITEMS			
1	<p>Welcome and Apologies</p> <p>JM welcomed Governors and newly co-opted Governor Carla Custons-Cole, to the meeting.</p> <p>No apologies were received.</p> <p>The meeting was confirmed as quorate.</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. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point.</p> <p>Governors are reminded of the importance of maintaining confidentiality, where this is warranted.</p> <p>Attendance was recorded by the Clerk.</p>	Complete	
3	<p>Minutes of T&L Meeting 16 June 2021</p> <p>These were agreed by the committee. JM signed off verbally.</p>	Complete	
	<p>3.1 Progress on Self-Evaluation Plans – all governors to read relevant parts ahead of meetings with the subject leaders to inform discussion/questions,</p> <p>It was discussed and agreed for all governors to review, before meeting with subject leaders to be more challenging and rigorous. Results to be reported by <u>all</u> governors to the T&L Committee.</p> <p>Individual subjects to be reviewed and allocated to individual governors including new governor CCC.</p> <p>Governors to ‘touch base’ virtually with subject leaders in the absence of governor visits to the school.</p> <p>.</p> <p>3.2 Freedom on Information Publication Scheme 2021 – awaiting copy from the Trust to review</p> <p>All other matters arising covered in previous LGB meeting</p>	Complete	
		Action LC/NR	
		All governors	
		Action	
STRATEGIC ITEMS			
4	<p>Review of the OLT Committee Terms of Reference (ToR) – The ToR were reviewed to ensure that the committee was acting within their remit.</p>	Complete	
5	<p>Headteacher Update (Verbal) –</p> <p>LC reported 88 children on role which was felt to be a good number. The children have settled well and have benefitted positively from the ‘lifting’ of restrictions; Assemblies, mixing at playtime and lunchtimes, collecting lunch from the hatch etc.</p> <p>Attendance was reported not to be as high due to positive Covid 19 cases being</p>	Complete	

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	<p>classed as an absence mark. Absence is currently over 94%, usually around 97% but this is a national trend.</p> <p>Staffing LC shared that attendance is still good but noted that 4 staff had been absent with Covid 19. However, the school managed well, and the children had consistency with familiar staff so there were no issues.</p> <p>Welfare Mindfulness sessions have been received well by the team and staff have benefitted from the well facilitated sessions. Another session has been booked to be delivered before Christmas.</p> <p>Good CPD discussions have taken place and positive appraisals. LC noted that having more 'normal' days and the children being happy has had a positive impact on the staff.</p>		
6	<p>School Performance Data (SIP)– LC explained that the SIP has been informed from data although with Covid 19 recognised that data has not been as prominent as it previously was. Progress has been great thought the year, even with lockdown. LC continued to report that the Catch-Up funding was well spent – L Brewer was a successful tutor, targeting children throughout the year.</p> <p>Focus will be on maths, writing, Oracy and understanding language. LC felt from a governor point of view, looking at the SIP, governors should be thinking about vulnerable children and know how they are doing in maths/writing/language/Oracy and subject leaders being upskilled to enhance Oracy across all areas of their practice. LC advised the meeting that data targets have been removed this year and noted that this SIP will last for a couple of years as there are big areas to look at.</p> <p>Q – A governor asked about Free School Meals (FSM) and Pupil Premium (PP) numbers LC replied that the school has 8 funded children but have 17 vulnerable children who will in time become funded but recognised that there is a lag in the time for the funding to be paid. However, these children are vulnerable and need support now.</p> <p>CCC will take on the role of Pupil Premium Governor and will meet regularly with LC.</p> <p>Q from a governor to LC – Are you worried about any specific groups? LC replied that there is concern for reception/year 1 and 2 children who have been affected more than other year groups, by lockdown. They have missed concrete building blocks such as teacher lead phonics and maths. Older years have been able to independently access the learning but there are high levels of SEND in Year 6 so the school is making sure that ahead of these children moving to secondary education they need to be in a position where they have achieved their best. LC continued to refer to the SIP and talked through the figures.</p> <p>Q from a governor – Did lockdown effect single children? LC shared that some children had thrived, especially children who are self-motivated or don't mix well. Older children fared better than the younger children who relied on parents especially those parents</p>	Complete	

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	<p>who did not engage well.</p> <p>Q from a governor – how did the ‘conversations’ go with parents at parents’ evenings for those who did not engage? LC replied that those parents did not engage with parent consultations either, so these parents have been contacted regularly by staff. This is common across the Trust. Virtual parent evenings work for some but not all so Cockwood will offer face2face and virtual for all as soon as the school is able.</p>		
Ref	Action or Decision	Owner/ Decision	Date Due
7	<p>Monitor Pupil Progress against the SIP –</p> <p>Q from a governor – How do you know the Catch-Up funding is working? LC referred to the Catch-Up Premium summary which was shared with the committee ahead of the meeting which was worked on by Lauren Brewer. Autumn term children made really good progress in the Autumn term but noted that the Summer term children made the most progress. A similar termly basis report will continue to be available.</p> <p>Q from a governor – Did you get some more Government funding for this academic year? LC replied that the school had received a small amount and noted that some catch up funding was being carried forward together with a pot of school lead funding. GW’s experience is being used to target children and this is being rewarded with good results. Cockwood rotates the staff team within the class so all children work with TA’s and class teachers.</p>	Complete	
8	<p>Curriculum -</p> <p>LC reported that Oracy will be a ‘golden thread’ running through all subjects and this will have a positive impact on learning across the curriculum. Following a curriculum review last year the school has re-scheduled another for January 2022 with the same consultant to maintain continuity.</p> <p>Subject leaders will continue upskilling to benefit the children.</p> <p>HH shared that she is working as a TA in Class 2 for the Autumn Term and is continuing to support GW in her SEND role during the transition which has been very successful.</p> <p>The Curriculum Intent Statements for all subjects are available on the website and will be reviewed and refined. Oracy is a priority which runs through the statements. LC wishes to have a general intent statement and requested that all governors see and understand the statements.</p>	Complete	
OPERATIONAL ITEMS			
9	<p>July Leavers –</p> <p>LC informed the meeting that most leavers went to Dawlish College (DC), 1 to Trinity, 2 to TGGS/TBGS and 1 to Teignmouth Community School (TCS) which has been the trend for the last 2 years. Dawlish College is the local school and has a good reputation.</p>	Complete	

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	She reported that transition was not offered by all schools – DC not at all, TCS in bubbles, a summer school provision and specific children were identified as needing a transition and those children were offered this. The planning for 2022 was deferred to the next meeting.	Deferred Action	
10	Social Action – LC informed the meeting that this has been started and was going very well, children and parents engaged with this. After Christmas LC is intending to focus on this again, now restrictions have been somewhat lifted and continue in the Spring Term. The forest school site was referred to by LC and HH and both reported its success.	Ongoing	
11	Policies – none for review this meeting	Agreed	
12	Community Cohesions/Collaboration Enrichment – LC reported that the local councillor Martin Wrigley had visited the school. Contact had been made by Rosie Dawson who talked to the children about climate change and presented them with a new bench for the playground. The first parent assembly in 18 months had taken place for Class 1 and many music visitors had also visited. An Armistice Day assembly was planned on the Village Green, the older children would be participating. LC added that the following selection events/activities were either taking place or scheduled. Forrest School sessions, after school clubs, fencing club, a music festival at Exeter Cathedral, a musical performance across the Trust, Christmas performance at the Langstone Cliff Hotel, visit from Rev Tim and a craft club run by Glynis Buckle. JM asked LC to pass on thanks to the team.	Complete	

GOVERNING BODY MANAGEMENT

Ref	Action or Decision	Owner/ Decision	Date Due
13	Governor Training – A governor asked LC for any suggestion/opportunities for T&L governors aside from Babcock courses. LC replied that the Trust were keen to bring trainers in to offer in house courses. She suggested that governors look at Oracy – Cockwood are leading an Oracy project/training for other teachers in the Trust on Tuesday 23 rd November at 4pm – 5pm and extended the invitation to governors.	NR to circulate date	

Details of next meetings

Date/Time	Finance & Resources Committee Meeting, Thursday 25 th November 2021, 5pm	Location	Virtual
Date/Time	Local Governing Board, Wednesday 26 January 2022, 5pm	Location	tbc

Meeting ended at 6:20pm