

# COCKWOOD PRIMARY SCHOOL Local Governing Board

## Final

Full Governing Body Meeting – Part 1 Minutes							
Date/Time	26 January 2022, 5pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor		Judith McGrath	JM	Trust Governor	
Lorraine Curry	LC	Executive Headteacher		Glynis Buckle	GB	Trust Governor	
Liz Price-Holden	LPH	Parent Governor		Charlotte Wilkin	CW	Trust Governor	
Carla Custons-Cole	CCC	Trust Governor		Tania Weeks	TW	Trust Governor	
Holly Hilliard	HH	Staff Governor					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk
Tracey Roberts	TR	Observer
Fran Parr	FR	Observer

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	NT
2	Declaration of interest & Confidentiality	NT
3	Minutes of Local Governing Board Meeting 23 September 2021	NT
4	Actions of Local Governing Board Meeting 23 September 2021	NT
5	Minutes of T&L Committee Meeting 10 November 2021	JM
6	Minutes of Resources Committee Meeting 25 November 2021	GB
<b>STRATEGIC ITEMS</b>		
7	Leadership Report & SEND	LC
8	Safeguarding	GB
9	OLT Update	NT
10	Ofsted	
11	Risk Register	NT
<b>OPERATIONAL ITEMS</b>		
12	Trust Board Approved Policy Reviews	LC
13	Cockwood Policy Reviews	LC
<b>GOVERNING BODY MANAGEMENT</b>		
14	Annual Skills Audit	All Governors
15	Governor Visit Days	All
16	Governor/Clerk Training and Development	All

**COCKWOOD PRIMARY SCHOOL  
Local Governing Board**

**Final**

17	Spring Checklist	All
----	------------------	-----

<b>PROCEDURAL ITEMS</b>				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1.1	<p><b>Welcome &amp; Apologies</b> NT welcomed all governors present to the meeting together with Tracey Roberts and Fran Parr, potential new governors looking to join the LGB. NT also welcomed AR in her role as Head of School. He explained AR's previous roles as parent governor and staff governor.</p>	Complete		
2	<p><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 noted by the Clerk, the meeting was agreed as quorate.</p>	Complete		
<b>3. Full Governing Body Meeting Minutes 23 September 2021</b>				
3.1	<p>Full Governing Body Meeting Minutes 23 September 2021. These minutes were reviewed, agreed and signed off virtually by NT.</p>	Complete		
<b>4. Actions of Full Governing Body Meeting 23 September 2021</b>				
	<p><i>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.</i></p> <p>It was agreed to keep this item on the agenda for future meetings.</p> <p><b>12. Review of the School Risk Register –</b> <i>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></i></p> <p>This was agreed.</p> <p><i>16.6 Privacy Notice for Governors - this was deferred to the next meeting</i></p> <p>This was agreed</p> <p><i>19.0 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.</i></p> <p>A suitable course is yet to be identified. LPH/NT/NR will continue to look.</p> <p><i>21.0 Parent Consultation Days– 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</i></p>	<p>Action</p> <p>Complete</p> <p>Complete</p> <p>Action LPH/NR/NT</p>		

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

	<p><i>governor volunteers to contact NR. A governor option will be added to the parent booking form</i></p> <p>No appointments were requested by parents. NT hopes governors will be able to become more visible again as Covid restrictions are eased.</p>	Complete		
<b>5. Minutes of Teaching &amp; Learning Committee meeting 10 November 2021</b>				
5.1	<p><b>Minutes of Teaching &amp; Learning Committee meeting 10 November 2021</b></p> <p>The above minutes were reviewed, agreed and virtually signed off by JM.</p>	Complete		
5.2	<p><b>Update of Teaching &amp; Learning Committee meeting 10 November 2021</b></p> <p>JM highlighted that all governors are responsible for a subject and requested that all findings be reported to the T&amp;L committee prior to T&amp;L meetings.</p>	Action		
<b>6. Finance &amp; Resources Committee Meeting Minutes 25 November 2021</b>				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
6.1	<p><b>Minutes of Finance &amp; Resources Committee Meeting 25 November 2021,</b></p> <p>The above minutes were reviewed, agreed and signed off virtually by GB</p>	Complete		
6.2	<p><b>Update of Resources Committee meeting 25 November 2021</b></p> <p>GB reported a positive meeting and shared that she is preparing questions to ask Jon Newman at the next meeting. Rising fuel costs are a concern.</p>	Complete		
<b>STRATEGIC ITEMS</b>				
7	<p><b>Leadership Update</b></p> <p>LC reported that the change in structure has gone smoothly for Cockwood and shared that she felt AR is doing very well and staff are positive regarding the changes.</p> <p>Collaboration has been found to be very useful so far especially with the rising Covid cases. Supply cover has become an issue for some schools however this is currently not an issue at Cockwood but may become more of a concern.</p> <p>Progress is good with children settled. Attainment is lower, especially in maths, but this was expected, with Year 2's being affected mostly. Gill Watts continues in her role as an experienced SENDCO. LC reported that behaviour is good. The maths audit deep dive went well.</p> <p>Numbers for September 2022 are good, (the PAN is 12) and there are 16 1<sup>st</sup> place applications for the school. There will be 10 Year 1's in September.</p>	Complete		

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

	<p>LC touched on the potential extension to the school building with architects currently involved and working on drawings.</p> <p>Q from a governor – Where is the extension proposed? LC replied that the options include – removing the staircase in Class 2, building a mezzanine over the Sunny Room, extending the library and creating 2 teaching spaces/a nurture and wellbeing area.</p> <p>NT added that the advantages to these options are that there will be no impact to the footprint and confirmed that a pot of money for this project is available to the school.</p> <p>LC continued to report that the SEND is going well and feedback from parents is positive. Meetings between parents and the SENDCO are successfully taking place.</p> <p>LC recognised that the current challenge for staff is to 'do the things they want' to do but are still restricted by Covid. If Covid cases rise teaching pressures may come from staff absence, especially for the Leadership team.</p> <p>NT added that he wanted to thank AR and CW for their Covid Risk Assessment document.</p> <p>AR shared that, from her point of view, things have felt quite normal over the past 2 weeks and feels things are going very well. She has felt well supported by the staff team.</p> <p>Q – from a governor – Is AR having regular contact with the other 2 Heads of School?</p> <p>AR replied that contact is made at least twice a week and relationships are building. She continued to report that the team are looking at maths as a whole school. Thursdays will focus on 'maths fluency' and 'maths facts'. This will become a focus of a deep dive with Deb Wring.</p> <p>NT added that Deb Wring is carrying out self-reviews for Cockwood and as an Ofsted inspector is a good person to have on board.</p> <p>Daniel Fenton will spend a morning as a TA in class 1 and 3 to observe what maths looks like across the school.</p>			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
8	<p><b>Safeguarding – report from the SG Governor GB</b></p> <p>NT thanked GB for her report and asked the meeting for any questions. None were asked. CW continues to shadow GB ahead of a July handover.</p>	Complete		

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

	GB added that she has collaborated with other safeguarding governors in the Trust.  The meeting moved to Part 2			
9	<b>Osprey Learning Trust Update PART 2</b> The meeting moved out of Part 2			
10	<b>Ofsted</b> Ofsted training, offered by the Trust on the 17 <sup>th</sup> January, was attended by NT CCC and CW. CW reported that the training was good and had taken away the fact that Ofsted will not be concentrating on data but will look at what is going on in the school. CCC agreed and added that pupil voice was high profile.  NT observed that inspectors will be talking more to the children rather than staff. Governors should be encouraged when visiting to talk to the children to encourage adult/child interaction.  LC said that subject leaders would be having to talk in depth about their subject, including progression and subject leadership across the school.			
11	<b>Risk Register</b> Reviewed and agreed	Complete		
<b>OPERATIONAL ITEMS</b>				
12	<b>Trust Board Approved Policies for Implementation</b>	Complete		
12.1	<b>Data Protection Policy</b>	Complete		
12.2	<b>Records Management</b>	Complete		
12.3	<b>Subject Access Policy</b>	Complete		
12.4	<b>Subject Access Forms</b>	Complete		
12.5	<b>Privacy Notice – Applicants</b>	Complete		
12.6	<b>Privacy Notice – Covid-19 (Testing)</b>	Complete		
12.7	<b>Privacy Notice – Pupils and Parents</b>	Complete		
12.8	<b>Privacy Notice – Trustees and Governors</b>	Complete		
12.9	<b>Privacy Notice – Governors</b>	Complete		
12.10	<b>Privacy Notice – Workforce</b>	Complete		
12.11	<b>Freedom on Information Policy (remains unchanged)</b>	Complete		
13	<b>Cockwood School Policies</b>			

# COCKWOOD PRIMARY SCHOOL

## Local Governing Board

### Final

13.1	CORONA VIRUS school closure arrangements for Safeguarding and Child Protection at Cockwood Primary School (School Risk Assessment)	Agreed		
13.2	CW Policy for Supporting Pupils with Medical Conditions & the Administration of Medicines 2022.  It was agreed to add 'out of the reach of children'	Action and Agreed		
13.3	Safeguarding Statement 2022  It was agreed to change Nick Tallamy to Charlotte Wilkin	Action and Agreed		
13.4	Remote Education Provision	Agreed		
<b>Ref</b>	<b>Action or Decision</b>	<b>Owner/ Decision</b>	<b>Date Raised</b>	<b>Date Due</b>
<b>GOVERNING BODY MANAGEMENT</b>				
14	<b>Annual Skills Audit</b> NR was asked to send the forms to TR and FP in due course.	Postponed to next meeting  Action NR		
15	<b>Governor Visit Days</b> GB offered an after-school craft club and will submit a form to the clerk. CW has carried out a positive Covid monitoring visit and has completed a form.	Complete		
16	<b>Governor/Clerk Training &amp; Development</b> NT, CCC and CW attended a OLT Ofsted training session (previously discussed). NR attended the Spring Clerks Briefing session. CCC is due to attend a Governor Induction on the 27 <sup>th</sup> .	Complete		
17	<b>Spring Checklist</b> <b>A Heads, Chairs and Clerks course is available on Wednesday 9<sup>th</sup> March. LC/NT to advise NR.</b>	Action		
	<b>Meeting ended: 6.32pm</b>			

Detail of next meetings			
<b>Date/Time</b>	Teaching & Learning Meeting 16 February 2022, 5pm	<b>Location</b>	Video Conference
<b>Date/Time</b>	Finance & Resources Committee, 9 March 2022, 5pm	<b>Location</b>	Video Conference