

# COCKWOOD PRIMARY SCHOOL

## Local Governing Body

### Final

| Teaching & Learning Meeting |                                |                              |  |                   |                         |   |  |
|-----------------------------|--------------------------------|------------------------------|--|-------------------|-------------------------|---|--|
| Date/Time                   | 16 <sup>th</sup> February 2022 | Location                     |  |                   | Cockwood Primary School |   |  |
| Attendees                   | Initials                       |                              |  | Attendees         | Initials                |   |  |
| Judith McGrath              | JM                             | Cttee. Chair, Trust Governor |  | Alison Roper      | AR                      | Head of School                              |  |
| Tania Weeks                 | TW                             | Trust Governor               |  | Lorraine Curry    | LC                      | Executive Headteacher – Ex Officio Governor |  |
| Carla Custons-Cole          | CCC                            | Trust Governor               |  | Liz Price- Holden | LPH                     | Parent Governor                             |  |
| Holly Hilliard              | HH                             | Staff 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 |
|----------------------------------|---|--------|
| <b>PROCEDURAL ITEMS</b>          |   |        |
| 1                                | Welcome & Apologies   | JM     |
| 2                                | Declaration of Interest and Confidentiality                         | JM     |
| 3                                | Minutes of previous meeting   | JM     |
| 4                                | Minutes of previous meeting & matters arising from the previous T&L | JM     |
| <b>STRATEGIC ITEMS</b>           |   |        |
| 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   | TW     |
| 11                               | Educational Visits  | LC     |
| <b>OPERATIONAL ITEMS</b>         |   |        |
| 12                               | Policies for Review   |        |
| 13                               | Website Review  | LC     |
| 14                               | Stakeholder Survey  | JM     |
| 15                               | Community Cohesion/Collaboration/Enrichment                         | JM     |
| <b>GOVERNING BODY MANAGEMENT</b> |   |        |
| 16                               | Governor Visits   | JM     |

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|    |                   |               |
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| 17 | Governor Training | All Governors |
|----|-------------------|---------------|

| Ref                     | Action or Decision  | Owner/ Decision | Date Due |
|-------------------------|---|-----------------|----------|
| <b>PROCEDURAL ITEMS</b> |   |                 |          |
| 1                       | <p><b>Welcome and Apologies</b><br/>JM welcomed Governors to the meeting, no apologies were received. The meeting was confirmed as quorate by the clerk.</p>  | Complete        |          |
| 2                       | <p><b>Declaration of Interest and Confidentiality Statement</b><br/>JM reminded Governors that they must declare any conflicts of interest and the importance of maintaining confidentiality, where this is warranted.<br/><b>Attendance was recorded by the Clerk.</b></p>   | Complete        |          |
| 3                       | <p><b>Minutes of T&amp;L Meeting 10 November 2021– for information only</b><br/>The previous minutes of the Teaching and Learning Committee held on 10 November 2021 were agreed and virtually signed at the LGB meeting 26<sup>th</sup> January 2022. No further comments were made regarding these minutes.</p>   | Complete        |          |
| 4                       | <p><b>No actions outstanding</b></p>  | Complete        |          |
| <b>STRATEGIC ITEMS</b>  |   |                 |          |
| 5                       | <p><b>Leadership Update –</b><br/>LC informed the meeting that 16 new pupils were due to start in September 2022. Cockwood has a published admission number (PAN) of 12. She explained that other schools were not meeting PAN in September and shared examples. It was very positive that Cockwood numbers have increased where other schools are dropping.</p> <p>Attendance for the Autumn term was 93.6% across the school, 92.3% for the Spring term and 93.3% Sept to date.</p> <p>LC continued to report that this term has been tricky, staff and pupils have been out of school due to Covid. The effects of Covid are now being talked about as an adverse childhood experience and likened to other traumatic experiences such as drug abuse/violence. LC stated that families need to be supported to attend school.</p> <p>Staffing is stable at Cockwood. A student teacher is working in a TA role, but the school has lost HH to Kenton.</p> <p>AR will be tracking low attendance in children and the reasons behind it.</p> | Complete        |          |

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|     | <p>Q – from a governor – How is it going in Class 1?</p> <p>AR replied that during this period of transition the children have settled well and shared that was positive to have a student teacher who could step into Class 1 or Class 2.</p>   |                    |             |
|-----|--|--------------------|-------------|
| Ref | Action or Decision   | Owner/<br>Decision | Date<br>Due |
| 6   | <p><b>School Performance Data together with relevant updates –</b></p> <p>LC highlighted that progress is good at the school but made the meeting aware that there were pockets of concern. Attainment was not so good but noted that children could not be expected to catch up at speed. Anxiety, confidence, and retention of information all influence attainment. GW is focusing on catch-up especially the younger children.</p> <p>Reading, writing and maths progress was overall good, LC stated that she is waiting for the end of term progress reports.</p> <p>AR explained that the Year 1's has 12 out of 15 pupils on Star Reader/Star Maths and all 12 are above where they need to be. The Year 2's are a smaller group and need to be tracked as they have bigger gaps to fill.</p> <p>Q – from a governor – Is Catch-up Funding still there and who is delivering it?</p> <p>LC responded that GW is picking this up as she is working another full day at school and focusing on Pupil Premium children and children in the lower school. The children rotate and may have other additional interventions.</p> | Complete           |             |
| 7   | <p><b>Monitor Pupil Progress against the SIP –</b></p> <p>JM highlighted, from the SIP, the year 2's in their reading, writing and maths. LC recognised that some of those children are also sitting on the SEND register, so this is a mixed cohort.</p> <p>Cockwood is not only looking at Year 2 but the whole school in Speech and Language, Oracy and Voice 21 training (AR&amp;LB) which will have a really positive impact to support speech and language development across all aspects of the curriculum.</p> <p>AR reported that she has applied and been successful, to take part in national research by Voice 21 over a 2-year period. EYFS and Year 5 have been selected to be base line assessed to go to a national database for other schools to use.</p>   |                    |             |

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| <b>8</b> | <p><b>Curriculum Monitoring –</b><br/> Q – from a governor – How are you ensuring that the curriculum is meeting everyone’s needs?<br/> LC informed the meeting that this was a work in progress - it is all about subjects and subject leaders taking more of an approach to monitoring and improving standards in their subject. DF has talked to JM regarding the deep dive in maths. From this there were lots of positives as it was assessed by an external professional. DF will be working on his subject leadership role for maths across the school and is on a NPQ training schedule for the next 18 months.</p> <p>LC shared that she is confident that the curriculum is good at Cockwood.</p> <p>JM explained that she had talked to DF about what was happening in the other classes. AR replied that she had arranged for DF to be a teaching assistant for a morning in Class 1 and 3 and this was found to be a useful exercise.</p> <p>JM explained that she has also asked DF how maths was being integrated into the other subjects e.g., science. AR responded by giving examples of this and further explained that each Thursday, across the school, number facts, times tables and maths fluency lessons were taking place.</p> <p>LC highlighted, following the review, that it had been recognised that SEND and complex needs children were being well catered for.</p> <p>LC added that it needed to be recognised that an Ofsted inspection is likely by February 2023 and is working across her 3 schools, with the Heads of School to prepare.</p> <p>JM thanked all staff for their ‘amazing’ efforts.</p> <p>AR added that during staff meetings, staff are looking at ‘getting better’ at teaching and their own pedagogy.</p> | Complete |  |
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**OPERATIONAL ITEMS**

| Ref | Action or Decision   | Owner/<br>Decision | Date<br>Due |
|-----|--|--------------------|-------------|
| 9   | <p><b>Self-Evaluation Plans –</b><br/> This item is deferred</p>   | Deferred           |             |
| 10  | <p><b>SEND –</b><br/> TW observed that progress in reading and writing is in line with targets. Speech and language therapy is in place when needed together with the option of more support from other agencies. Attendance is on par with the whole school. TW has arranged a meeting with GW for next half term and acknowledged that interventions are still being undertaken despite challenges in staffing.</p> <p>LC reported that feedback from parents is very positive with GW making efforts to get</p> |                    |             |

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|           | <p>to know parents and have met individually with them.</p> <p>Q – from a governor – Are there parents who are not engaging and does this have an impact on their children?</p> <p>LC responded that she has observed a willingness from some parents who have previously struggled, and AR added that GW has had 100% meeting attendance from every family.</p>  |                 |  |
| <b>11</b> | <p><b>Educational Visits –</b><br/> AR reported the following<br/> 2x sports trips for Year 1 and Year 6<br/> Visit from the dentist as part of the National Survey<br/> Class 2 Shaldon Zoo visit followed by a musical performance<br/> Forest School<br/> Class 1 and 2 residentials<br/> Devon Youth Parliament elections</p> <p>LPH informed the meeting that she has a colleague who is working alongside DCC Small Steps Big Vision at empowering girls at school and asked if Cockwood would like to be involved, if there is an opportunity.</p> <p>LC replied that this would be a good idea.</p>   |                 |  |
| <b>12</b> | <p><b>Policies for Review –</b><br/> No policies for review</p>   |                 |  |
| <b>13</b> | <p><b>Website Review –</b><br/> This is being updated by staff and NR regularly. LC/AR will be looking at adding more curriculum information/planning to the website. Additionally, the staff are looking at further developing a blog.</p>   |                 |  |
| <b>14</b> | <p><b>Stakeholder Survey –</b><br/> JM reported that one survey, new parents, has taken place so far with very positive results. Survey results were shared with the meeting.<br/> A parent and children survey will take place in the next half term. A discussion around questions to be asked followed. CCC offered to help as she is very familiar with surveys on a professional level. Existing survey examples to be sent to CCC.</p>  | Action<br>JM/NR |  |
| <b>15</b> | <p><b>Community Cohesion/Collaboration/Enrichment –</b><br/> Links with Kenn and Kenton are growing within the new structure and also with other schools. Two sports events at Dawlish College were recently attended.<br/> The proposed merger of Estuaries Trust and OLT is moving forward.<br/> AR has linked with RAM to be involved with a Lego project/display. The school is also involved with producing a flag for the Queen's Jubilee, AR has arranged for professional help with this. An event at Powderham is planned for all schools within the Trust with an Under the Sea theme for Cockwood. Governors offered to arrange expertise help from within the community, if needed at any time.</p> |                 |  |

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| <b>GOVERNING BODY MANAGEMENT</b> |   |           |  |
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| <b>16</b>                        | <b>Governor Visits –</b><br>JM met with DF (Maths)<br>GB/CW met with GW/AR (Safeguarding)<br>CCC met with LC (Pupil Premium)<br>Reports to be sent to NR for uploading and sharing with the LGB as appropriate ahead of meetings. | Action NR |  |
| <b>17</b>                        | <b>Governor Training –</b><br>CCC attended a Governor Induction Babcock course.<br>Safer Recruitment training planned for 15 March 9.15-3.15 at Exeter Road. Spaces available for governors.                                      |           |  |

| <b>Details of next meetings</b> |                                       |          |                  |
|---------------------------------|---------------------------------------|----------|------------------|
| Date/Time                       | Finance & Resources 9 March 2022, 5pm | Location | Video Conference |
| Date/Time                       |                                       | Location |                  |

**Meeting ended at 6.25pm**