

# COCKWOOD, KENN C of E and KENTON PRIMARY SCHOOLS

## Local Governing Body

### Final

Local Governing Body Meeting Minutes							
Date/Time	12 July 2022, 6pm	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor					
Lorraine Curry	LC	Headteacher		Judith McGrath	JM	Trust Governor	
Will Dale (Remotely)	WD	Trust Governor		Tania Weeks	TW	Trust Governor	
Glynis Buckle	GB	Trust Governor		John Williams	JM	Foundation Governor	
Michelle Addyman	MA	Staff Governor					

Apologies	Initials	Reason (Category of Governor)
Carla Custons-Cole	CCC	Illness

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk

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 Full Governing Body Meeting 3 May 2022	NT
4	Actions of Full Governing Body Meeting 3 May 2022	NT
5	Minutes of K&K LGB 1 Feb 2022	NT
6	Minutes of Teaching & Learning Committee Meeting 24 May 2022	JM
7	Minutes of Finance & Resources Committee Meeting 30 June 2022	WD
<b>STRATEGIC ITEMS</b>		
8	Trust Update	NT
9	Leadership Report & SEND Report	LC
10	Staff Welfare	LC
11	Safeguarding	GB
12	Risk Registers	NT
13	Sport Premium Reports	LC

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<b>OPERATIONAL ITEMS</b>		
14	Stakeholder Survey Report	JM/CCC
15	Policy Reviews	
	Cockwood Collective Worship	LC
	RE Kenn and Kenton	LC
	Equality Objectives	LC
	Cockwood Remote Learning Acceptable Use Policy	LC
<b>GOVERNING BODY MANAGEMENT</b>		
16	Governor Succession Planning	NT
17	Agree Meeting Schedule 2021-21	NT/All Governors
18	Governor Training	All

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
<b>1</b>	<b>Welcome &amp; Apologies</b> NT welcomed all governors present to the meeting and Will Dale remotely. Apologies were received by Carla Custons-Cole due to illness. The clerk noted attendance.	Complete		
<b>2</b>	<b>Declaration of Interest &amp; Confidentiality</b> NT asked for any declarations of interests, none were declared. The meeting was agreed as quorate.	Complete		
<b>3. Full Governing Body Meeting Minutes 3 May 2022</b>				
3.1	Full Governing Body Meeting Minutes 3 May 2022. These minutes were reviewed, agreed, and signed off by NT.	Complete		
<b>4. Actions of Full Governing Body Meeting 3 May 2022</b>				
4.1	Annual Skills Audit NT asked for this item to remain on the agenda for completion in September and noted that the LGB requires additional governors.	Action		
4.2	Governor Recruitment and Succession Planning NT confirmed that a letter will be sent to all parents in September explaining the new structure of the combined LGB.	Action		
<b>5. Minutes of K&amp;K LGB meeting 1 Feb 2022</b> These minutes were reviewed, agreed, and signed off by NT.				
<b>6.0</b>	<b>Minutes of Teaching &amp; Learning Committee meeting 24 May 2022</b> The minutes were reviewed, agreed, and signed by JM	Complete		
<b>6.2</b>	<b>Update of Teaching &amp; Learning Committee meeting 24 May 2022</b> JM confirmed that moderation meetings for maths have taken place at Kenton. A list of subjects has been shared with the governors – subject allocation will take place in September			

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<b>7. Finance &amp; Resources Committee Meeting Minutes 30 June 2022</b>				
Minutes unavailable for this meeting – deferred to LGB September 2022				
7.1	<b>Minutes of Finance &amp; Resources Committee Meeting 30 June 2022</b> Minutes unavailable for this meeting – deferred to LGB September 2022	Deferre d		
7.2	<b>Update of Finance &amp; Resources meeting 30 June 2022</b> Minutes unavailable for this meeting – deferred to LGB September 2022			
<b>Ref</b>	<b>Action or Decision</b>	<b>Owner/ Decisi on</b>	<b>Date Raised</b>	<b>Date Due</b>
	<b>STRATEGIC ITEMS</b>			
<b>8</b>	<p><b>Trust Update</b></p> <p>NT reported the appointment of a new Head to Teignmouth Community School. Rachel Wickham of Dawlish College will take up her new position from the Autumn term.</p> <p>A Chairs meeting will take place next week that NT will attend. He will inform the meeting that support staff are required across the three schools. NT strongly believes that LC should be permitted to use the carry forward to appoint support staff as she sees fit and as staff are required immediately the schools should not have to wait for Trust approval. This point was re-inforced and supported by WD, chair of F&amp;R.</p> <p>LC replied that she is meeting with Katy Quinn, CEO of the Trust to discuss this issue and commented that support staff are very difficult to recruit, particularly Cockwood and Kenton. Kenn has been fortunate in the appointment of two T.A's. She has observed that pupils are suffering due to lack of support staff. At Kenton, an experienced T.A. has submitted her resignation which will be a great loss to the school and the children who need extra support.</p> <p>A governor commented that these factors feed into the viability of the school and felt that unless money is put in now the schools will lose more staff. LC replied that Kenton has not got the bodies on the ground to manage the school and support is needed quickly.</p> <p>LC stated that the HOS at Kenton requires more non-teaching time.</p>			
<b>9</b>	<p><b>Leadership Report</b></p> <p>The leadership and SEND report were made available and circulated to the LGB prior to the meeting.</p> <p>LC highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Kenn will lose 13 years 6's – 7 new reception children will start in September.</li> </ul>			

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<ul style="list-style-type: none"> <li>• Kenton will lose 10 year 6's – 3 new reception children will start in September</li> <li>• Cockwood will 18 year 6's – 16 new reception children will start in September</li> <li>• Kenn have 16 year 1's going into year 2.</li> <li>• The school budgets are separating</li> <li>• Attendance across the 3 schools is good at 95%</li> </ul> <p>LC continued with a discussion around the absent teacher at Cockwood. This teacher will not return until January. Firm arrangement had been made for a supply teacher to step in for the Autumn term however disappointingly this person had let the school down at the last minute as she has been offered and accepted a contract at her existing school. As a result, OG will remain in Class 2 until Christmas and has a contract with the school.</p> <p>As mentioned previously Kenton have issues around support staff, the school ideally requires up to 2 full time members of staff at grade C. However, LC shared that a HLTA appointment to cover teaching staff in an emergency would be prudent as the cost of supply teachers is high. The appointment would be of benefit to the school.</p> <p>LC noted that apprentices have been approved but the school needs good quality staff to work with the most vulnerable children.</p> <p><b>Performance Data</b></p> <p>LC stated that results are disappointing, although better at Kenn. Only 30% of the cohort at Kenton met expected standards in Reading and Writing and only 20% in Maths at Year 6. Just 5/10 pupils have attended the school for their whole school life. LC has requested the HOS make summaries of each child detailing their progress at the point of joining the school.</p> <p>The national picture is higher than expected but there has been a drop on previous results.</p> <p>LC noted that from the Year 2 group at Cockwood 4 of the 8 children are on the SEND register. Of the Year 6 those borderline children tipped the 'wrong' way and did not perform as well on the day.</p> <p>The skills of AR in writing have been utilised across the 3 schools.</p> <p>LC added that good teaching at Kenn for the Year 5 and 6 cohort are keeping the standards high.</p> <p>A governor noted that at Kenton the existing Year 4 and 5 are a strong group of children.</p> <p>NT stated that governors should be aware of the context of the results. Many of the Year 6 pupils at Kenton and Cockwood were not meeting the expected standard in Year 2.</p> <p>Maths at Kenn and Kenton is delivered in a different way to Cockwood. The schools are looking to pull year groups from class to make it easier to manage maths teaching. Cockwood will teach Years 4 and 5 in Class 1, AR will separately teach Year 6 next year, Kenton will separate the Year 2's for 4 days a week – day 5 will offer a carousel of maths activities.</p> <p>LC shared that EYFS is good, reception pupils doing very well at Kenton. Phonic results are good at Kenn but not so at Kenton. In 2019 the pass rate for Phonics was 82%.</p>				
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	<p>A governor suggested that a huge number of good things were happening across the schools. LC agreed but added that these must be mirrored across the 3 schools, using the Youth Parliament and the Singing Event as examples.</p>			
<b>10</b>	<p><b>Staff Welfare –</b> Staff welfare varies across Cockwood, Kenn and Kenton. LC informed the meeting that the results of the staff surveys will be interesting given the amount of change.</p> <p>At Cockwood LC felt morale was good, as usual but has concerns over the welfare of each of the HOS and stressed that the retention of these 3 staff is crucial.</p> <p>Q Is there anything governors can do to take some pressure away from the Leadership Team? LC replied that it was helpful to have governor support at the Kenton Parent's meeting but felt the need for a cultural change at Kenton. NT praised LC and GS for the way in which they dealt with the parents at the meeting and asked for governors to be aware of the strain and stress on the staff at the schools.</p> <p>Q It was mentioned that GS may reduce her teaching days, does this apply to JB and AR? LC replied that some terms may require more leadership time. At Kenton this is essential as pupils have in some cases been more challenging in terms of need and vulnerability.</p> <p>A governor requested his thanks to be passed to staff in the 3 locations and the Chair asked governors to show support by visiting the schools.</p> <p>Q Money has previously been lent to Exeter Road. Has this been repaid? NT confirmed this sum had been paid back in full.</p> <p>LC added that the Trust has released £5000 for premises.</p> <p>WD, parent of pupil at Kenton, stressed that the flood damage at Kenton had made a significant impact on the school and that it has not always been that way. He hoped that the period of instability would soon be over and was optimistic for the future. He suggested that the correct channels that parents need to follow when approaching staff might be mentioned in a newsletter?</p> <p>A governor also suggested that promoting governors as a point of contact at events could be a positive move.</p>	Complete		
<b>11</b>	<p><b>Safeguarding –</b> A report from GB, Safeguarding Governor, was circulated prior to the meeting. A governor noted that guidance from the Trust was quite prescriptive. The chair replied that he would raise this at the Chairs meeting.</p> <p>WD informed the meeting that he would be stepping down from the safeguarding role at Kenn and Kenton at some point in the future. Action for NT/NR to canvas existing and prospective new governors with a view to taking over this role.</p> <p>NT asked the group for further questions, none were received.</p>	Action NT/NR		

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	LC reported that she has arranged for Simon Snell to attend three sessions, one in each school and requested governors to encourage attendance.			
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12	<b>CW K&amp;K Risk Register –</b> NT suggested that the Risk Registers for Cockwood, Kenn and Kenton are combined, with appendices for individual schools. This will require Trust approval which he will seek for September.	Complete		
13	<b>Sport Premium Report –</b> These reports were shared before the meeting, and it was noted that these were good reports. Gill Watts and Chelsea Burrows were thanked.	Complete		
OPERATIONAL ITEMS				
14	<b>Stakeholder Survey Report –</b> In the absence of CCC this item was differed to September's meeting.	Deferred		
15	<b>Policy reviews</b>			
15.1	<b>Cockwood Collective Worship</b>	Accepted		NR to add to website by 23/6/21
15.2	<b>RE Kenn and Kenton</b>	Accepted		NR to add to website by 23/6/21
15.3	<b>Equality Objectives</b>	Accepted		NR to add to website by 23/6/21
15.4	<b>Cockwood Remote Learning Acceptable Use Policy</b> Draft Accepted to be reviewed alongside the Online Safety Policy	Draft		
GOVERNING BODY MANAGEMENT				
16	<b>Governor Succession Planning</b> NT commented that as governor's roles are for a 12 month period, this needs to remain a priority. Additional governors are needed for all 3 schools, The Scheme of Delegation will be amended to reflect the new structure			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due

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17	<b>Agree Meeting Dates for 2022-23 –</b> The dates were agreed. NR to allocate venues and times	Action		
18	<b>Governor Training – Training opportunities were discussed.</b> Governors to advise NR if they wish to complete specific training. NR to book on behalf of governors. NT/NR & HOS to attend Heads, Chairs and Clerks training 2 <sup>nd</sup> Nov 2022. NR to book. A suggestion was made that an experienced governor could act as a mentor for new governors joining in the future. Governors asked NR to look at venues and dates for a Christmas meal.	Action  Action  Action		
	<b>Meeting ended:</b> 7.40pm			

Detail of next meetings/Governor visit days			
Date/Time	Local Governing Board,	Location	tbc

DRAFT