

COCKWOOD, KENN C of E and KENTON PRIMARY SCHOOLS

Local Governing Body

Final

Teaching & Learning Meeting							
Date/Time	24 th May 2022	Location	Kenn C of E 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		Joe Baxter	JB	Head of School	
Michelle Addyman	MA	Staff Governor		James Moffat	JMO	Trust Governor	
Gemma Sandercock	GS	Head of School					

Apologies	Initials	Reason (Category of Governor)
Holly Hilliard	HH	Staff Governor
Liz Price-Holden	LPH	Parent Governor

Absent without Apology	Initials
John Williams	JWI

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 Cockwood	JM
4	Matters arising from the previous T&L Cockwood	JM
5	Minutes of previous meeting Kenn and Kenton	JM
6	Matters arising from the previous T&L meeting Kenn and Kenton	JM
STRATEGIC ITEMS		
7	Leadership – School Update	JM/HOS
8	Pupil Progress	JM/HOS
9	Curriculum	JM/HOS
10	SEND	TW
11	S&R and RE Curriculum to include SIAMS (Kenn)	JM/HOS
12	Equality (item moved to July's Strategic Governing Board meeting)	-

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OPERATIONAL ITEMS		
	None	
GOVERNING BODY MANAGEMENT		
13	Governor Visits	JM
14	Governor Training	All Governors

Ref	Action or Decision	Owner/ Decision	Date Due
PROCEDURAL ITEMS			
1	Welcome and Apologies JM welcomed Governors to the meeting, apologies were received from Holly Hilliard and Liz Price-Holden. The meeting was confirmed as quorate by the clerk.	Complete	
2	Declaration of Interest and Confidentiality Statement JM reminded Governors that they must declare any conflicts of interest and the importance of maintaining confidentiality, where this is warranted. Attendance was recorded by the Clerk.	Complete	
3	Minutes of T&L Meeting Cockwood 16 February 2022– for information only The previous minutes of the Teaching and Learning Committee Cockwood held on 16 February 2022 were agreed signed at the LGB meeting 3 May 2022. No further comments were made regarding these minutes.	Complete	
4	Matters arising - No actions outstanding	Complete	
5	Minutes of T&L Meeting Kenn and Kenton Agreed		
6	Matter arising of T&L Meeting Kenn and Kenton 3.4.1 Action: GS important to plan moderation meetings in Summer Term more regularly to get the key stage teachers together for comparison across the 3 schools. 3.4.4 LC trying to ensure from the Trust that schools receive funds that is surplus to the in-year spend when needed. The Trust like to have certain amount of carry forward and school needs to ensure get best people when reappointing. Managed since January to find pockets of money for things, funding read-write-inc programme from School Led		

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	<p>Tutoring funds. GS already stating that there has been a positive impact from Read Write Inc. LC meeting with the CEO of the Trust this week. Massive shortfall in the budget for next year was not expected. Have to carry some expensive staff at Kenton with very small class in Reception due to low numbers coming in. Working hard at the moment to bring additional children into the schools. Highlighted this risk to governors. Action: To communicate this at full governors.</p> <p>3.6.1 PP and PE Grant Reviews: PE grant to be viewed as ringfenced money. Next term the impact of what has been spent will be reviewed. LC will be working with all HOS. The Pupil Premium template has changed and has been shared with JB and GS. Time will be allocated to look at how this money is being spent. Action: To come back to this after work has been done, with new template justifying what the money has been spent on.</p> <p>Governor monitoring: It was discussed that governors should be starting to build visits to talk to staff, children and to observe what is going on. JM asked if JW and MA are comfortable to go in and do class observation. It was agreed. Action: to be organised across the 2 schools MA and JW to follow up with GS and JB.</p>	Action	
		Action	

STRATEGIC ITEMS

7	<p>Leadership - School Updates –</p> <p>The Leadership Report and Data Reports were shared with Governors prior to the meeting.</p> <p>Kenn JB shared that pupil numbers stand at 99 with some year groups bigger than others. Behaviour incidents were slightly skewed due to the school's use of CPOMS, and more incidents being recorded this way. JB gave examples of the types of incidents recorded to demonstrate this.</p> <p>Q – Are you concerned about anything in particular? JB replied no, however Year 6 boys are a focus currently in respect of behaviour. Additionally, a KS1 child has behaviour needs so is requiring constant attention from the T.A. There are no concerns around Safeguarding other than several families on watch. Attendance has dipped at the moment. It was noted that there is some anxiety amongst staff mainly due to staff wanting to get pupils to where they need to be. Pupils</p>		
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<p>have been hugely affected by Covid and some are less ready to learn and are less resilient. LC agreed with this comment. JB noted that girls, in particular, are particularly anxious. JB and the Kenn team are working with parents as much as they can but noted that outside agencies are very busy. The staff team are looking forward to a more settled period as they have been through huge changes in staffing, change to classes, governing body etc. LC added that this has been the same at Kenton but noted that Cockwood have been less affected by change,</p> <p>Q – Are the staff back to a full complement? JB replied not fully but improving. All 3 schools are being moderated so a great deal of preparation is required so staff are being pulled out of class for various things and noted that supply cover is hard to arrange.</p> <p>There have been changes to the Behaviour Policy. LC shared that the Always Club and house points have had a very positive impact at the school and has been embraced by all.</p> <p>Q – What challenges are you facing? JB highlighted the challenge of getting supply teachers and noted that some children are resistant to learn possibly due to being over excited about being in school rather than not wanting to be there.</p> <p>Kenton GS informed the meeting that Kenton has 88 children on roll. Due to low numbers of new reception children in September the school will be reducing the number of classes to 3 instead of 4. A Ukrainian child has joined Class 2 and 3 former pupils have re-joined the school following a period of time in Spain. Parent consent is currently being sought to set up a school Facebook page. The preschool will have 6 children in September, GS is looking into the possibility of offering more wraparound care for the preschool. With regards to behaviour there has been a total of 7 ½ days of exclusion for one younger child. Support is being sought from outside agencies – as yet the needs of this child are undiagnosed.</p> <p>LC added that this pupil is not funded but is having 1:1 support with the same scenario for a child at Kenn – staff are being stretched by having to provide this 1:1 in this way.</p> <p>Kenton staff have been reorganised since September, but it was discussed that basically there is insufficient staffing at Kenton at the moment to cover the needs of all pupils sufficiently. LC has met with JN to look at funding to assess whether we can increase the number of support staff.</p> <p>From September the Kenn and Kenton budgets were split so the 2 schools cannot support each other with staffing costs. Emergency funding £2000 for Kenton has been provided for this excluded pupil.</p> <p>LC shared with governors that the HOS were all doing so well with the constant issues that are arising in their schools.</p> <p>GS advised that she is dealing with outside issues that have been brought into school</p>	
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<p>e.g., bringing mobile phones into school especially Years 5 and 6.</p> <p>Q- Does the house point system work? GS replies yes, it does. The children are appreciative of the system, but it needs to be used consistently by some teachers in a positive way.</p> <p>JB added that, as he knows the school, the current Year 5 do have a lot of parent support, more that the current Year 6.</p> <p>One family has been taken off 'Child in Need' and has been moved to down to 'Early Help'. This family is extremely vulnerable and are receiving SEND 100 support and have been referred back to 'Early Help' to get support for 'team around the family'.</p> <p>Attendance is better than last term, having been affected by Covid, D&V and Chicken Pox. GS has sent out attendance letters to parents but noted that there have been many holiday requests made but these have all been unauthorised.</p> <p>Q – Are penalties sent out by County or the school? GS replied that the school sends details to County where the decision is made to issue penalty, if appropriate.</p> <p>As with Kenn lots of positive praise is being given to pupils. GS has asked children what is concerning/worrying them. The children have written down ideas that GS will be looking at. 'Star of the Week', house points celebration assemblies have boosted self-esteem at Kenton. The Behaviour Policy has had a very positive impact on the school. Praise is given for polite behaviour e.g., opening doors for each other. Consequences are working at school and other children are learning from observing these consequences.</p> <p>James Moffat joined the meeting at 6.35pm.</p> <p>Cockwood Pupil numbers have increased to 90 following the addition of 2 Ukrainian pupils AR shared that ¾ of the behaviour incidents last half term related to just one child. This term a total of 20 incidents have been logged and the school is putting in appropriate levels of support and sanctions for this pupil.</p> <p>The Cockwood SENDCo is currently working with and monitoring one family where there is a slight safeguarding concern.</p> <p>Attendance is good and has improved since Covid. AR has also received several holiday requests that again have been unauthorised.</p> <p>The staff are very busy with the Jubilee event and the London Residential. The main issue concerning staff and pupil wellbeing is the absence of DF, Class 2 teacher and maths lead who has been unwell for some time. AR is planning for September to cover this absence. A meeting with DF took place last week. The T.A. in Class 2 has stepped up to teach the class, but this has of course had reduced T.A. capacity in the school. LC advised governors that money has been requested from the Trust to appoint an</p>	
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	<p>additional T.A.</p> <p>There are challenges at the school, the Ukrainian children need help settling-in. Their English language is good, they have attended an international school. The Year 6 pupil took SATS, and it was observed that the sibling might have additional needs. However, the main issue in Class 1 is the disruptive pupil, previously discussed.</p> <p>Q – When do you get to the point where you exclude? AR explained that she has looked through the Exclusion Policy with the child and shared that it is very unusual to have this issue at Cockwood.</p>		
Ref	Action or Decision	Owner/ Decision	Date Due
8	<p>Pupil Progress –</p> <p>JB reported that the priorities have been reading, writing, maths and phonics. Learning walks have taken place. Read Write Inc was implemented in phonics in January. Staff are delivering it well and are incredibly positive about the scheme. GS has been mentoring and answering any questions raised as she has experienced with this programme. Accreditation training is booked soon in July.</p> <p>Q – Has Read Write Inc had an impact, so far? GS replied yes, at Kenton since February 58% in Reception are working above expectations, 42% are behind where they should be. Speech and Language needs need to be taken into consideration. In Year 1, 85% are working above expectations – 2 SEND children working below. Assessments take place every 6 weeks so clear progress can be made. At Kenn the Reception Class is doing very well as are Year 1, which is a positive picture.</p> <p>Gill Watts, SENDCo at Cockwood, joined the learning walks.</p> <p>JB reported in maths curriculum Stephanie Burke, Maths Lead Devon, has given lots of advice and a clear plan has been made. This was just for Kenn and Kenton as Cockwood uses another ‘system’ as there are mixed years here.</p> <p>LC advised that maths results will provide data for the end of the year to see how this is working.</p> <p>Maths leadership has changed at Kenn and Kenton, the maths lead has left, the deputy maths lead has reduced her hours. GS has stepped up to support maths at Kenton/Ruth Slater for Kenn. LC is looking at a teacher to deliver maths for year 2 next year at Kenton.</p> <p>GS has found the maths learning walks useful.</p> <p>Q – How are you threading maths through curriculum and aligning it? LC replied that that they were not there yet, but it was enlightening to do the learning walk. GS shared she had taken ideas from the learning work to share and gave</p>		

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	<p>examples.</p> <p>AR shared that Deb Wring has visited Cockwood, The T.A. is a maths specialist so has settled in. AR keeps abreast of data highlighting who has not made progress and shares information with teachers.</p> <p>Sentence Stems are displayed in class and are being used. Star Maths assessment has been used; Year 5 girls have attended an event at Maynards. A plan for September will be made. Gill Watts has delivered top-up tuition.</p> <p>Q – Do you have anything you would like to discuss? JB answered that Pupil Premium has been used for Read Write Inc at Kenn.</p> <p>LC said that she did not know if or when the schools would be receiving the Sports Premium next year, worth £8500 per school.</p>		
<p>9</p>	<p>Curriculum –</p> <p>This has been covered in the previous discussion. LC is looking at planning for September across the 3 schools focusing on key subjects and is reviewing governors across all 3 schools to ensure there is subject specific governors. Currently at Cockwood governors have individual subjects that are allocated to governors who meet with subject leads then report back finding at meetings.</p> <p>Action NR to email governors and will plan subject allocation this for September.</p>	<p>Action</p>	
<p>10</p>	<p>SEND –</p> <p>TW has met with Gill Watts. Gill produced a chart for TW to show how much time is allocated for the SEND children and other supported groups. Cockwood targets for SEND are aspirational. AR added that a summary is good for all staff to see and share with other schools. TW is contacting Lorraine Bestwick, SENDCo at Kenn and Kenton to arranging a meeting. The revised SEND report was well received. The website for 3 schools will be reviewed for statutory information.</p> <p>AR is offering a writing and reading programme for year 3 children in DF's absence.</p>		

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11	<p>S&R and RE Curriculum/SIAMS –</p> <p>JB advised the meeting that SCARF is used at Kenn with the PSHE teacher used to deliver this. The big focus has been on the SIAMS improvement plan in collective worship and how RE is taught. Kenn is working on a collective prayer space for the children. There have been a few changes to the syllabus.</p> <p>Q- How do you monitor how it is being taught? JB replied that the monitoring will consist of talking to the children and staff, looking at books and reviewing if children are getting all they need for the RE lessons and assemblies. The SIAMS inspections take place usually every 3 years and generally coincide with Ofsted inspections.</p> <p>GS explained at Kenton the SCARF programme will cover Reception to Year 6 and will be implemented in the Summer term.</p> <p>At Cockwood AR reported that a letter is sent to parents. One Decision is used at Cockwood and is a good, current programme. This has been taught separately in Years 4,5 and 6 this half term. The feedback has been very positive.</p> <p>LC is planning how this is to be taught at Kenton. The Cockwood RE policy is under review by Lauren Brewer. An appropriate visitor has visited each class this term e.g., Dallas at the Easter assembly. RE is led by Angie Lunn at Kenton. LC suggested a possible collaboration between Cockwood and Kenton with Lauren looking at both schools. A further discussion around this followed.</p>		
12	<p>Equality- Item moved to July's Strategic Governing Board meeting</p>		
OPERATIONAL ITEMS			
	None		
Ref	Action or Decision	Owner/ Decision	Date Due
GOVERNING BODY MANAGEMENT			
13	<p>Governor Visits – Governor Finding Forms and Governor Visit Forms are used at Cockwood and have received positive feedback from governors and LC. A list of core subjects to be circulated by NR to all governors to choose a subject. In preparation for September NR/LC to allocate subjects and feedback expectations of how often a visit/meeting is required. Forms to be shared following this.</p>	Action NR/LC	
14	<p>Governor Training – Induction training currently being undertaken by Tracey Roberts (F&R Committee) TW to look at attending free Ofsted training meeting.</p>		

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Details of next meetings

Date/Time	Finance & Resources 30 June 2022, 6pm	Location	tbc
Date/Time	Strategic Governing Board 5 July 2022, 6pm	Location	tbc

Meeting ended at 7.45pm