

PART 1 MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 9 March 2023 at 6pm at Kenton Primary School

Present:		
Name	Title/Role	Initials
Nick Tallamy	Chair of Governors	NT
Judith McGrath	Co-opted Governor	JM
Will Dale	Co-opted Governor	WD
Glynis Buckle	Co-opted Governor	GB
Tania Weeks	Co-opted Governor	TW
Michelle Addyman	Staff Governor Kenn,	MA
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
Mark Gilchrist	Parent Governor	MG
Tracey Roberts	Co-opted Governor	TR
Charlotte Wilkin	Co-opted Governor	CW
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Sandercock	HOS	GS
Joe Baxter	HOS	JB
Nicola Rose	Local Governance Officer	LGO
Apologies:		
Liz Price-Holden	Parent Governor	LPH
John Williams	Foundation Governor	JW
Absent without apologies:		
None		

Key to acronyms

T&L	Teaching and Learning	EHCP	Education Health and Care Plan
FAR	Finance and Resources		
SEND	Special Educational Needs and Disabilities		
HOS	Head of School		
LGO	Local Governance Officer		
SEF	Self Evaluation Plan		
SIP	School Improvement Plan		

Item	Content	Action
Year/meeting number/agenda item 23/1/1	Welcome and Apologies: NT welcomed all present to the first meeting of the new Circular Governance structure. Apologies received for LPH and JW.	Complete
23/1/2	Declaration of Interest None were declared. NT reiterated the need for confidentiality.	Complete
23/1/3	Budget JN shared that the Trust were waiting for January and February figures from the auditors for the Trust Board, but would be available soon. He noted that due to year end adjustments the figures should be slightly better than they appeared in December.	

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	<p>Each school has an overspend, Cockwood £18,000 Kenn £39,000 Kenton £50,000</p> <p>The Trust also have an overspend.</p> <p>Q – Was this overspend due to staff costs or total overspend on the budget? JN replied yes, but overall a combination of all costs. He shared that the Trust have a reserve of around £400,000 which will be needed.</p> <p>LC and JN will be meeting to discuss figures once they are available.</p> <p>JN was confident that the staff forecast in the system is accurate and gives a good line of sight post September. Another pay award is pending.</p> <p>Q – It appears to be around £100,000 across the 3 schools? JN replied that there were small surpluses last year so these will be taken out. February monitoring is a good month to benchmark.</p> <p>JN shared that moving forward the Trust had no control over pay awards or income, however this has increased. Where pupil numbers are stable budget will be set.</p> <p>In terms of the pay award support staff have been offered another flat rate increase of £1925 from April 2023. This may or not be accepted. The support staff pensions will receive another 1%.</p> <p>The two trusts, Osprey and Estuaries are now aligned for example for holiday pay.</p> <p>Next year's budgets will be balanced for Cockwood and Kenn.</p> <p>Pupil Premium has increased, and a new Maintained Grant has been introduced. The challenge for the Board will be pupil numbers which are low in Kenton.</p> <p>Teachers pay increase is still unknown. JN has modelled 5% but knows that teachers' pensions are not increasing.</p> <p>LC remarked that one of the difficulties is around staff leaving and the schools not being permitted to recruit replacements and noted the schools were significantly down on T.A's. JN acknowledged this and remarked that the challenge is keeping the existing staff motivated.</p> <p>Q – Are you expecting any surprises in the budget next week? JN replied no as the settlement is fixed now.</p> <p>The risk is putting in too high or too low percentages then having to make cuts.</p> <p>JN commented that there is a positive trend from 2020 onwards and predicted by 2024 the Trust will be back to 2010 levels.</p> <p>Governors remarked the financial reports were easier to read.</p> <p>Q – Have there been any great economies of scale? JN replied that it was a case of taking all opportunities, for example the bulk buying of paper. This has saved over 50% of previous costs.</p> <p>JN shared that tenders for the Cockwood build had been received but had come in at £60,000 more but Devon had agreed to fund the additional cost. As a result, the Trust will now have to cover the cost of the move to Hope Church.</p>	

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23/1/4	<p>Minutes of Previous Meeting</p> <p>LGB 26 January 2023 - agreed. T&L 9 February 2023 - agreed.</p>	Complete
23/1/5	<p>Matters Arising LGB 26 January 2023 NT reported that during that previous LGB the new Circular Governance structure was unanimously agreed. Following this NT has emailed individual governors with suggested roles. He thanked those governors who had responded and noted that some responses/decisions were outstanding. NT suggested a meeting to finalise the roles. A roles spreadsheet has been created and shared with NR.</p> <p>NT asked for any outstanding NGA Governor Skill Audits to be completed and sent to NR. Action NR to chase 3 outstanding responses.</p> <p>He reminded governors to continue to try and recruit new governors to the LGB. Action all LGB.</p> <p>T&L 9 February 2023 5.2.1 The Grenville House residential for K&K will take place in June. Following an earlier request for help BB has volunteered to help with the trip. His offer has been gratefully accepted. NT also offered his help. NT asked GS and JB to email NR if more assistance is needed.</p> <p>5.2.2 & 5.2.3 Agreed.</p> <p>LC suggested the use of Q cards for future meetings and requested the Equality Q card be shared for the next meeting in April.</p>	<p>Action NT</p> <p>Action NR</p> <p>Action NR</p> <p>Action GS & JB</p> <p>Action NR</p>
23/1/6	<p>IET – Update NT shared that building works to Cockwood had been approved. AR reported that a letter has been sent to all parents and she had received positive feedback from parents so far. Two meetings will take place with parents on Monday 13th March followed by a tour of the Hope Church building on Thursday 16th March. NT requested that governors attend if possible. A Hope Church representative has met with residents to share the news and discuss parking and noise from the building once Cockwood take up residence.</p> <p>Q – What about the Cockwood residents? AR noted that the Cockwood residents will be approached, and the children will be making cards. LC added that the contractors have seen the constraints of the site. NT added that questions from the residents will be addressed as and when they arise.</p> <p>NT attended a Chairs meeting where surveys were the topic for discussion. He remarked that the Trust have been very impressed with CCC surveys. Currently the Trust do not have a survey schedule but took on board NT's concerns that surveys could be overdone.</p> <p>The LGB Terms of Reference need reviewing as the delegation to committees no longer apply.</p> <p>A Governance Action Plan is needed – Ofsted will view this. NT will complete the Trust template and share on GovernorHub.</p> <p>NT reported that attendance will be a major focus for the Trust.</p> <p>The Trust are looking at standardisation especially around administration e.g., purchasing.</p> <p>Governance Event – May 23rd 5pm-7pm at the Passage House Hotel. Topics will include Governor Skills Audit, Safeguarding, SEND, Finance.</p>	<p>Action NT/NR Action NT</p>

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	<p>Deficit budgets were discussed and would be accepted if plans are in place to recoup the deficit.</p> <p>Numbers on roll – the Trust is mindful that numbers are low. NT encouraged governors to promote schools, especially Kenton, to attempt to increase numbers.</p> <p>Nick Hill, Premises Manager, previously discussed with chairs the aim to be carbon zero by 2030. Suggestions were made regarding PIR lighting and LED lighting to be installed when current fluorescent tube lights expire.</p> <p>The Trust focus next term include early reading, SEND, attendance, inclusion/exclusion.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>JB joined the meeting at 6.55pm</p>	
23/1/7	<p>Risk Register</p> <p>NT confirmed that 3 registers remain.</p>	
23/1/8	<p>Additional Funding</p> <p>NT thanked CCC for her reports and asked HOS to report on how Pupil Premium funding is being used.</p> <p>AR reported for Cockwood.</p> <ul style="list-style-type: none"> • The Forest School lead has carried out additional sessions in January to support individual children and continuous provision. Extra sessions have been secured at the Methley Meadows, Newton Abbot site for Early Years during the time they are at Hope Church. They will benefit from full day sessions after Easter. • Laura Loft – mindfulness through music – visited Class 3 to lead a session. Parents have given positive feedback following the session. • Open Minds sessions are booked. <p>JB reported for Kenn.</p> <ul style="list-style-type: none"> • Pupil Premium continues to contribute towards sports clubs and Breakfast Club for Pupil Premium children. • Music therapy on a Friday • A £1000 grant application for Pupil Premium children to do extracurricular activities has been successful. This will be used towards the Grenville House Residential and will reduce the cost by half for those families. JB will share grant details with other HOS. <p>GS reported for Kenton.</p> <ul style="list-style-type: none"> • Pupil Premium has supported the phonic programme, results are positive, 6 out of 8 pupils are expected to pass. • Literacy Lead training for Early Reading has taken place for staff. • Read Write Inc decodable books, NESSY and Trugs have been purchased. • Daily interventions take place. • Devon Educational Services have provided bespoke consultants for maths/planning resources. <p>LC requested that Pupil Premium templates should include the level of impact from this spend.</p> <p>The following highlights were shared by the HOS for Sports Premium spend.</p>	<p>Action JB</p> <p>Action</p>

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	<p>AR reported for Cockwood.</p> <ul style="list-style-type: none"> • Extra sessions have taken place with Katie Murray, Step up and Dance. Some children are taking part in the Let's Dance 2023 Festival. Costumes have also been purchased. • Nathan Keast, Primary Sports, will carry out Playleader training. • Transport for Class 1 and 2 swimming. • Exeter City Women's football match <p>JB reported for Kenn.</p> <ul style="list-style-type: none"> • Andy Tyrell Sports. • Forest School Sessions providing a positive impact. • Restocking equipment. • Dance after Easter with Katie Murray, Step up and Dance. <p>GS reported for Kenton. Katie Murray carried out 6 weeks of dance – videos are available on the website and has been very popular. Andy Tyrell is provided CPD sports sessions for teachers. Forest School sessions Swimming for Year 2 to Year 6</p>	
23/1/9	<p>Staff Wellbeing and Sickness</p> <p>AR noted a challenging term. A Connect Academy Trust SI lead has visited Cockwood focusing on maths, phonics, and history. A temporary increase in one teacher's hours will not continue.</p> <p>JB reported zero Covid in school, just viruses and shared that wellbeing was mainly good.</p> <p>GS shared that one member of staff had completed jury service. One striking teacher but the school had remained opened. Staff were tired and 'run down'.</p> <p>NT offered governor support and clarified that as part of the new structure each HOS has an assigned link governor.</p> <p>Joe Baxter – Bob Baker Alison Roper – Liz Price-Holden Gemma Sandercock – Nick Tallamy</p> <p>LC added that staff are working with less resources and pressures on staff and families are huge but reiterated that all staff are pulling together in challenging times.</p> <p>Again, NT offers governor support.</p> <p>Q – Do you get time in school to celebrate success? LC replied that the Trust had used an Inset Day as a Wellbeing Day and was very successful and appreciated by staff.</p> <p>In was observed that GB had sent comments/questions ahead of the meeting, the following information was provided. Lorraine Bestwick is the Senior Mental Health Lead for Kenton. Rachel Garner for Kenn and Gill Watts for Cockwood.</p> <p>Q – Does the Trust have a Mental Health/Wellbeing person? NT will check if such a role exists.</p>	<p style="text-align: right;">Action NT</p>
23/1/10	Health & Safety	

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	<p>Fire drills and lockdown practices have either taken place or are scheduled. This is a termly requirement and is good practice.</p> <p>A fire evacuation plan is scheduled for Hope Church</p> <p>LC is looking at Legionella and is Level 3 qualified. Risk assessment have taken place for all 3 school sites.</p> <p>Site Safety – Improvements have been made to Kenn’s main door and fence improvements. Kenton’s fence has been repaired.</p> <p>Moving forward CW and MG, link governors, will be covering Health and Safety for the 3 sites.</p>	
23/1/11	<p>Safeguarding For future meetings each school’s Safeguarding link governor will report back.</p> <p>AR shared that Cockwood is one of six schools in Devon taking part in an Asthma survey and if criteria is met will become an accredited school in a few months. Each child will have an action plan supplied by an Asthma nurse which will be held on file.</p> <p>Q – Does Cockwood have many Asthmatic pupils? AR replied that there are several, but they don’t currently have a plan. Data will be recorded on a template, then sent home for review.</p> <p>Q – Is there an Asthma check? AR noted that it had been suggested that inhalers were prescribed too freely by the NHS.</p> <p>Q – Does any other medication get recorded? Yes, the government is supportive of this survey and suggests usage should trigger review.</p> <p>JB has completed Level 3 Safeguarding Training. He confirmed a new lock had been fitted to the main door at Kenn. The staff have received strategies from Social Services which have helped and were working. LC added that CPOMS has been successful and is used Trust wide. An additional feature is available to record concerns around staff.</p> <p>GS remarked that the Devon audit was successful, and no red areas had been identified, only considerations.</p>	
23/1/12	Policies	
12.1	Admission Policies Cockwood, Kenn and Kenton	Complete
12.2	Emergency Management Plan Cockwood Kenn Kenton	Accepted
12.3	Late/Non-Collection Cockwood Kenn Kenton	Deferred to next meeting
12.4	Outdoor Education Policies Cockwood Kenn Kenton	Deferred to next meeting
12.5	Lockdown Procedures	Complete

The meeting ended at 7.55pm