

COCKWOOD, KENN C of E and KENTON PRIMARY SCHOOLS

LOCAL Governing Body

Final

Full Governing Body Meeting – Minutes							
Date/Time	3 May 2022, 6pm	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Nick Tallamy	NT	Chair, Trust Governor		Will Dale	WD	Trust Governor	
Lorraine Curry	LC	Executive Headteacher		Carla Custons - Cole	CCC	Trust Governor	
Glynis Buckle	GB	Trust Governor		Michelle Addyman	MA	Staff Governor	
Judith McGrath	JM	Trust Governor		John Williams	JA	Trust Governor	joined the meeting at 6.30pm
Tania Weeks	TW	Trust Governor					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk
Jon Newman	JN	CFO

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	NT
2	Declaration of Interest & Confidentiality	NT
3	Minutes of Full Governing Body Meeting 26 January 2022	NT
4	Actions of Full Governing Body Meeting 26 January 2022	NT
5	Minutes of Teaching & Learning Committee Meeting 16 February 2022	JM
6	Minutes of Finance & Resources Committee Meeting 9 March 2022	GB
STRATEGIC ITEMS		
7	Leadership Report	LC

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8	Staff Welfare/Absences	NT/LC
9	Safeguarding	GB/LC
10	Ofsted	NT/LC
11	Disadvantaged Pupils	LC
12	Potential Risk	LC
13	Receive Finance Report	JN
OPERATIONAL ITEMS		
14	Policy Reviews – School Based	
	Cockwood School Written Statement of Behaviour Principles	LC
	Cockwood School Behaviour Policy	LC
	Cockwood School Anti-Bullying Policy	LC
	Cockwood School Exclusion Policy	LC
GOVERNING BODY MANAGEMENT		
20	Governor Recruitment and Succession Planning	NT
21	Governor Training	NT

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies NT welcomed all governors to the meeting	Complete		
2	Declaration of Interest & Confidentiality 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.	Complete		
3	Cockwood (CW) Full Governing Body Meeting Minutes 26 January 2022. The Minutes were agreed and signed by NT Kenn & Kenton (K&K) Full Governing Body Minutes 1 February 2022 Not available prior to the meeting. Defer to next meeting to agree and sign off	Complete Action NR/NT		
4	CW Actions of Full Governing Body Meeting 26 January 2022 Matters arising – <i>5.1 Ongoing succession planning</i> <i>It was agreed to keep this item on the agenda for future meetings.</i> Completed for the next 12 months due to the restructure	Complete		

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	<p><i>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 but item to be removed from future agendas.</p> <p><i>Annual Skills Audit</i> Item carried forward to future meetings</p> <p>K&K Actions of Full Governing Body Meeting 1 February 2022 These were not available to governors prior to the meeting but were read to governors by NT – all items complete. See attached appendix 1.</p> <p>Note Draft minutes not available prior to the meeting. Defer to next meeting to agree and sign off but note that actions have been completed. (See above ref point 3)</p>	<p>Complete</p> <p>Action NT/NR</p>		
5	<p>Minutes of Teaching & Learning Committee Meeting 16 February 2022 The minutes were agreed and signed by JM</p> <p>Q – from a governor – How are we leading maths across the school at Cockwood in the absence of the Maths Lead?</p> <p>LC replied that the Head of School (HOS) is keeping a close eye on what is being taught, especially in Class 2. The supply teacher is recognised as doing a good job in this class.</p> <p>Stephanie Burke, maths advisor is due work with maths leads at K&K, LC, GS, JB and AR (Heads of School).</p> <p>JM explained that she needs to look at the outcomes of the Deep Dive and how to handle those.</p> <p>LC is looking at September and planning for the possibility of the continued absence of the CW Class 2 teacher.</p>	Complete		

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	JM discussed the surveys with the meeting and shared that CCC is working on the future surveys, LC requested that the survey plan be shared with K&K in order that the 3 schools are aligned.			
6	Minutes of Finance & Resources Committee Meeting 9 March 2022 The minutes were agreed and signed by GB	Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	STRATEGIC ITEMS			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
7	<p>Leadership Report–</p> <p>NT asked LC to thank the HOS for their contribution to the report. The new style report met with positive feedback from the meeting.</p> <p>Moving forward in respect of the SEND report both CW and K&K SENDCO's report will initially feed into the T&L meetings, then to the Strategic Governing Board meetings.</p> <p>The following questions were received from 2 governors prior to the meeting for consideration:</p> <p>Pupil Achievement Question - Cockwood year 4 class teacher left at February half term. Is this statement correct or should it be amended to say the teacher is currently off work on long-term sick leave?</p> <p>LC replied that this had already been covered in a previous discussion</p> <p>Pupil Premium Question - No mention of weekly/1:1 support for PP pupils at Cockwood, is this provided in an alternative way? Interesting to note different approaches across the three schools.</p> <p>LC replied that yes there is 1:1 support for children and in groups at CW and gave examples of how it differs slightly to K&K. The Strategy</p>	<p>Action NR to liaise with SENDCO at CW & K&K</p> <p>Complete</p> <p>Complete</p>		

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	<p>Document needs to be reviewed to produce a summary at the end of the year.</p> <p>Behaviour and Safety Question - Can you clarify what the use of CPOMS is as a means to track behaviour incidents? Should this be included in the relevant policy/policies?</p> <p>LC clarified the use of CPOMS and confirmed its inclusion in the relevant policies.</p> <p>Question - In your summary you report very good progress at Kenn, however this does not seem to be reflected in the Year 1 data especially for writing and maths. I could not see any specific comment relating to this within your additional notes as is the case for other schools/years where the progress data is lower. Could you clarify why the progress may be lower for writing and maths in year 1 at Kenn and also if any further support is being offered to these children?</p> <p>Out of interest how do the End of Key Stage predictions reflect against previous years with the impact of Covid obviously still a factor for this year?</p> <p>LC replied that all data will be looked at more closely at the T&L meeting. A new tracking system has been introduced at K&K and this report shows an amalgamation of two terms. She confirmed that year 1 are making progress but Year 1 and Year 2 have had the biggest impact from Covid. She continued to refer to the report for Kenn and Kenton and discussed the data.</p> <p>The governors were satisfied with the responses given by LC.</p> <p>LC shared with the meeting that CW had successfully entered a competition to design a flag to celebrate the Jubilee. Their flag will be displayed all summer in The Mall.</p>	Complete		
8	<p>Staff Welfare/Absence</p> <p>This was partly discussed in a previous item.</p> <p>NT talked through the Analysis Report, that was available in the meeting folder and asked for absence to be reported in the same way</p>			

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	<p>across the 3 schools. New systems have been put into place for K&K already, but LC explained that a new management system called Arbor is replacing the existing system. That may make reporting easier.</p> <p>LC noted that this period has been very difficult for staff welfare. The HOS's are under huge pressure going into the most difficult term, workload wise.</p> <p>In respect of recruitment LC observed that newly appointed TA's are fully qualified teachers who no longer want to teach.</p> <p>NT asked if governors could support in any way? LC asked that governors continue to recognise how hard the staff are working.</p> <p>LC shared that a Kenn teacher has been training as a mental health specialist for pupils and staff.</p>			
9	<p>Safeguarding</p> <p>The Cockwood report was available in the meeting folder. LC referred to the question asked by a governor, prior to the meeting and reported on an incident highlighted in the Safeguarding report. LC confirmed appropriate actions have been taken e.g., CPOMS, parents informed.</p> <p>A discussion around the Single Central Record and the governors' access to personal files took place. NT has asked Scott Deeming for clarity surrounding this.</p>			
10	<p>Ofsted</p> <p>LC would like a working party of governors, as in previous years at Cockwood, to prepare for future inspections.</p>			
11	<p>Disadvantaged Pupils –</p> <p>LC reported that at K&K there are a high number of PP children who have been affected by Covid. Families in all 3 schools need help - outside agencies are supporting but there is a long wait. LC continues to fact find at K&K to gain more knowledge of what is needed,</p> <p>Q- Do we know if any of the new intake pupils are disadvantaged? LC confirmed that this is not something that schools would know prior to September.</p>			

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12	<p>Potential Risk Covered in a previous item.</p>			
13	<p>Receive Finance Report – The current Management Accounts were shared prior to the meeting. JN firstly reported on the figures for Kenn and Kenton Kenn and Kenton The predicted income was £648000, currently around £7000 over that so income largely to budget. The nursery income is slightly under budget. A prediction was carried out when the nursery had just started but pupil numbers are low. The knock on will be low numbers of children moving to reception. Breakfast Club is largely to budget. The support staff pay award was agreed in March 2022 so this is now in the budget. The staffing picture overall is slightly under budget, the leadership side also on budget.</p> <p>Q - from a governor - Does this have the additional pension contributions included. JN replied that yes it does for teachers.</p> <p>Q – from a governor - Are the non-contact time ratios the same as originally envisaged? LC responded - yes they were.</p> <p>LC noted that there has been a huge cost in supply due to sickness and asked if there was likely to be any government support? JN replied that no, the government expects schools to look at their reserves first.</p> <p>Q – from a governor – Is this not covered with insurance? LC confirmed that yes, some money will come back for teachers and TA's.</p> <p>JN informed the meeting that the meals at K&K are made in house so in future the free school meals will be on a different line in the budget and was optimistic that the year end will be close to budget.</p> <p>Cockwood The income is just under £300000, and is a positive picture. Similarly, staffing at Cockwood is close to budget so no concerns regarding this.</p> <p>Q – What is the impact on having a reasonable carry-over? JN replied that the Government expect a sizeable reserve but are not specific on the amount.</p>			

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	<p>LC asked - Can the governors see the carry forward separately for CW, K&K? She alluded to the cost to the schools taking the refugee children.</p> <p>Following a discussion it was summarised that if the schools were in desperate need of money for staffing, it could be called on.</p> <p>LC had previously requested that the Kenn and Kenton budgets were split so Jon confirmed that this had been done but it had been more difficult to balance Kenton. JN is confident that all budgets will balance.</p> <p>JN added that the Trust has put in 3% for the teachers pay which is the biggest uncertainty, and the same for support staff from this April. He added that income is fixed so whatever the pay award is, it will have to be found.</p> <p>In respect of the proposed merger for Estuaries Trust and Osprey Learning Trust the pay will have to be aligned, within a year, or maybe sooner.</p> <p>LC asked to see the budgets before they go to the Trust board, NT supported this. JN agreed to do this.</p> <p>NT thanked JN for his attendance, JN left the meeting at this point</p>			
OPERATIONAL ITEMS				
14	School Based Policy reviews			
14.1	Cockwood School Written Statement of Behaviour Principles	Agreed		
14.2	Cockwood School Behaviour Policy	Agreed		
14.3	Cockwood School Anti-Bullying Policy	Agreed		
14.4	Cockwood School Exclusion Policy	Agreed subject to minor amendment to be made by the clerk		
GOVERNING BODY MANAGEMENT				
15	Governor Recruitment and Succession Planning – NT will send a letter to K&K parents explaining the new governance structure.	Action NT		
16	Governor Training –			

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	NT reported a successful Heads, Chairs and Clerks course attended by AR, NT and NR			
	Meeting ended: 7.55pm			

Detail of next meetings/Governor visit days			
Date/Time	Teaching & Learning Committee 14 June 2022, 6pm	Location	tbc
Date/Time	Finance & Resources Committee, 30 June 2022, 6pm	Location	tbc
Date/Time	Strategic Governing Board Meeting 5 July 2022 6pm	Location	tbc

DRAFT