

MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 22 September 2022 at 6pm at Kenton Primary School

Present:		
Name	Title/Role	Initials
Nick Tallamy	Chair of Governors	NT
Judith	Co-opted Governor, Chair of T&L	JM
Will Dale	Co-opted Governor, Chair of FAR, SEND Governor Kenn and Kenton	WD
Glynis Buckle	Co-opted Governor, Safeguarding Governor	GB
Tania Weeks	Co-opted Governor, SEND Governor	TW
Lorraine Curry	Executive Headteacher	LC
Michelle Addyman	Staff Governor Kenn, Early Year Governor	MA
Carla Custons-Cole	Co-opted Governor, Early Years Governor	CCC
John Williams	Foundation Governor	JW
Nicola Rose	Local Governance Officer	NR
Apologies:		
None		
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 22/1/1	Welcome and Apologies: NT welcomed all governors present to the meeting and requested that his thanks to the 3 HOS and LC be put on record for the way in which the Queen's death was managed, both sensitively and as a learning experience for the pupils. NT informed the meeting that Holly Hilliard has resigned as Staff Governor. An election process will follow to fill this vacancy. Attendance Registers signed by all present and recorded by the LGO.	
22/1/2	Declarations of Interest in relation to items on agenda: NT read the declaration of interest, and confidentiality statement on the agenda. No declarations were made. Attendance was recorded by the LGO, the meeting was agreed as quorate. Register of Business Interest forms were signed by all present and returned to NR.	
22/1/3.1	Election of Chair NR asked for nominations for the role of Chairperson, WD proposed NT for Chair and JM seconded the proposal. There were no other nominations, the Board elected Nick Tallamy as Chairperson. NT accepted the position but added that this would be his last year as Chair as per National Governance Guidance on the length of term governors may serve as Chair. He suggested that as no nominations were received for Vice-Chair as it is a key role, this position needs to be filled with the view to that person/s (possible Co-Vice-Chairs) stepping up to the Chair's role next year. He asked that the Chairs of the committees talk to governors for their consideration.	

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	<p>Q What if there is a duplication of governors, as in theory the LGB meeting would increase in numbers by 2? NT agreed that the LGB meeting attendance would grow by 2 but suggested that those governors would not attend either T&L or FAR meetings and those committees would reduce in number by 2.</p> <p>Election of Vice Chair Position not filled as per above.</p>	
22/1/3.2	<p>Committee Structure This was agreed as per draft document circulated prior to and at the meeting.</p>	
22/1/3.3	<p>Elections of</p> <p>Teaching & Learning Chairperson for 1 term, NT nominated Judith McGrath, seconded by LC, Judith McGrath was happy to accept for 1 term.</p> <p>NT nominated Tania Weeks for Vice Chair of the Teaching & Learning Committee, seconded by JM, TW was happy to accept the position for the academic year.</p> <p>Chairperson of Finance & Resources Committee. NT nominated WD, seconded by LC. Will Dale accepted.</p> <p>WD nominated Bob Baker for Vice Chair of the Finance and Resources, seconded NT. BB indicated prior to the meeting that he would accept.</p> <p>For the Pay & Performance Committee NT nominated JM for Chair for 1 term, seconded by WD. Agreed full committee to be deferred pending further discussion.</p> <p>NT to contact governors separately to discuss further.</p>	
22/1/3.4	<p>Terms of Reference These were agreed however NR to query wording with the Trust over the duplication of the following within FAR Terms of Reference.</p> <ul style="list-style-type: none"> • To ensure that staffing procedures (including safer recruitment procedures) follow Trust policies. • To recommend to the governing body staff selection procedures, ensuring that they conform to the Trust safer recruitment practice. <p>Terms of Reference of the Safeguarding Lead to be provided by NR, GB to review.</p>	<p>Action NR to clarify</p> <p>Action NR</p>
22/1/3.5	<p>Delegated Functions Circulated prior to the meeting. NT to look further at the wording of HOS and Executive Headteacher. NT will clarify at Chairs meeting and report back.</p>	Action NT
22/1/3.6	<p>Monitoring and Evaluation Structure NT observed that the Governor Literacy position has not been filled and requested that all governors consider taking the governor lead in this subject. JM and WD requested this item be added to the next T&L and FAR agenda.</p>	
22/1/3.7	<p>Staff, Governor Split Previously at Cockwood specific governors were assigned to specific staff. In view of the merger of the governors in all 3 schools this will not be possible owing to numbers. It was suggested that governors need to make staff aware of who they are and whom staff can go to. With this in mind NT encouraged governors to attend events such as staff meetings.</p>	

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22/1/3.8	<p>Ivy Education Trust LGB Annual Cycle 22-23 Reviewed and accepted.</p>	
22/1/3.9	<p>Governor Meeting Schedule/Protocol for attending meetings virtually Reviewed and accepted.</p>	
22/1/3.10	<p>Newsletter Contribution Cycle 22-23 NT discussed that in previous years governors at Cockwood were part of a rota to add a piece to the school newsletter. As we move forward, he suggested that pieces appear in each of the 3 schools ensuring everyone receives the same information and ensures a united front. NR to consult with each HOS to obtain topics to share with governors.</p> <p>Q This time of year a contribution from the Safeguarding Governor is usually scheduled, should this continue? NT replied yes, GB to consult with CW and TR concerning this.</p> <p>JM/CCC will link this to the Survey Cycle.</p>	Action GB
22/1/4	<p>LGB Meeting Minutes 12.7.22 These were agreed.</p>	
22/1/5	<p>Actions of LGB Meeting Minutes 12.7.22</p>	
22/1/5.1	<p>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.</p>	Action NR to email to governors Responses to be returned asap.
22/1/5.2	<p>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.</p>	Action NT by 30/9/22
22/1/5.3	<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 - NT/NR to canvas existing and prospective new governors with a view to taking over this role.</p> <p>NT stressed that a governor is needed to come forward to collaborate with the Safeguarding Team and asked the role to be promoted at both T&L and FAR committee meetings. GB reiterated as part of the role the team will give guidance.</p>	Action JM, WD. Item to be added to agendas by NR
22/1/6	<p>Finance & Resources Meeting Minutes 30 June 2022 Agreed.</p>	
22/1/7	<p>Actions of Finance & Resources Meeting 30 June 2022</p> <p>Due to work commitments WD asked if his safeguarding role for both Kenn and Kenton might be shared out.</p> <p>See agenda item 22/1/5.3</p>	

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22/1/8	<p>Executive HT Update</p> <p>NT thanked LC for the report and the format. LC replied that it was a challenge to condense information to a manageable level for the 3 schools. She is currently working on the SIP and the priorities for each school and intends to highlight these priorities in note/poster form for ease of sharing with staff. LC continued by sharing the following information from the Leadership report:</p> <ul style="list-style-type: none"> • Pupil numbers for Kenton are lower - 3 classes – 70 on roll - 4 preschool children, compared with 88 on roll at Cockwood, in 3 classes. • The PAN for Kenton and Kenn is 15 • Cockwood have 15 pupils in reception including 1 child in care soon to be joined by another which will increase reception to 16 pupils. • She noted that the SEND numbers are growing rapidly across the 3 schools, which presents a challenge. • LC observed the challenge at Kenton having 1 class with preschool, Reception and Year 1. • Kenton Year 2 is taught maths separately, at a financial cost, by 2 experienced teachers. <p>Work on the Kenton premises took place during the summer. Unfortunately, the school has experienced a number of snagging issues, to the plumbing/painting in particular. LC shared with the meeting that moving forward with other projects, she is looking for more premises support from the Trust.</p> <p>LC toured the premises at Kenn with Devon Fire Security and is currently looking at both Kenn and Kenton to familiarise herself with the building.</p> <p>LC continued to inform the meeting that currently the HOS at Kenton is not teaching and would like to continue in this way – the other HOS teach 2 days a week. Discussions with the Trust will take place concerning this.</p> <p>Negotiations are also taking place to secure further funding to support EHCP children at Kenton with more TA support.</p> <p>The Trust are implementing a system where a portal will be used by the schools, to request funding. These requests will be put to a panel that meets regularly to make those decisions.</p> <p>Q Are we confident that the money is coming into the schools correctly? LC replied that yes, she is.</p> <p>A discussion followed concerning the waiting times around EHCP and the delays with the decision from County. LC shared that she has met with the Trust for funding support for children who will certainly have an EHCP in the future but require funding immediately.</p> <p>LC concluded that each school is currently full with teachers and the new appointments have been successful. The HOS are working well and developing in their roles. Staff wellbeing, however, is still a concern in view of the changes. Lots of training has taken place in maths which in proving to be very beneficial.</p>	
22/1/9	<p>Safeguarding</p> <p>NT thanked GB for her report which was shared by the LGO ahead of the meeting. It was reported that the SENDCO in each of the 3 schools is also the Safeguarding lead (DSL). LC shared that she holds meetings with the DSLs every 2 weeks and having 3 leads is greatly beneficial.</p> <p>NT informed the meeting that Online Safety Sessions are being offered in each location, Cockwood, Kenn and Kenton. Parents are currently being informed of these sessions. He continued by asking that all parents are encouraged to either attend or view recordings of these useful sessions.</p>	
22/1/10	<p>Health & Safety</p> <p>CW has written a report for Cockwood which governors have previously viewed. MG will be asked at the FAR meeting by WD to inspect and report on the premises at Kenn. LC wishes for Nick Hill (Trust premises Manager) to visit Kenn and work with the catering company to obtain a grant to install an extractor fan and carry out work to the ceiling tiles. LC has asked all HOS to complete a Senior Manager Premises Overview training to be better informed in this area.</p>	<p>Action WD to ask MG to conduct report for Kenn</p>

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22/1/11	<p>SEF A SEF summary from LC was shared prior to the meeting. LC gave specific examples from the report and will be sharing the strengths and highlighting what needs to be worked on.</p>	
22/1/12	<p>Trust Update The Trust is encouraging all governors to use the Governor Portal, instructions/guidance for this has been made available, NR to be contacted for further guidance if necessary.</p>	
22/1/13	<p>School Risk Register The Trust has approved a combined Risk Register, each school is to have their own appendices.</p>	Action NT to amalgamate 3 registers
22/1/14	<p>Admission Arrangement 2024-25 Errors have been made at Devon County level. LC will work with NR to provide Andrew Brent with an accurate document. Kenn and Kenton documents have many errors, Cockwood appears to be accurate. WD asked for consistency with the front covers to capture the essence of each school on the front page.</p>	Action LC/NR
22/1/15	<p>Ofsted NT informed the meeting that he has looked thoroughly at recent Ofsted reports. In summary the main focus is inspectors talking to children. He requested that as governors they should be encouraging children to talk positively to visiting adults about their school. NT will be building packs for governors. LC noted and shared that the biggest issue across the 3 schools is Curriculum. This needs to be in a place where it is progressive. Deep dives are planned for Kenton. NT asked for as many governors as possible to be available to Ofsted when the inspections are taking place.</p>	
22/1/16	<p>Surveys CCC reported that she has visited Kenn, and Kenton and carried out facilitated discussions with the children and gave examples of questions asked and showed their results in the form of pictures produced by the children – these will be kept and used as part of the data obtained to produce a report. CCC has prepared electronic surveys, which were carried out at the end of last term, including staff and leavers. Due to the timings limited replies were received so these surveys will be re-launched.</p> <p>Q Is it worth another push? CCC replied that yes, plans are in place to include the survey link in the governor’s letter. NT added that the Ofsted survey link will also be promoted.</p>	
22/1/17	<p>Policies and Documents</p>	
22/1/17.1	<p>SEND Policy Agreed for Cockwood, Kenn and Kenton.</p>	
22/1/17.2	<p>Policies for review this term</p> <p>NT Allocated the following policies</p> <p>CW & K&K Attendance NICK TALLAMY CW Relationship & Sex Education GLYNIS BUCKLE CW Online Safety Policy (create policy for K&K) NICK TALLAMY K&K Preventing Radicalisation WILL DALE K&K Teaching and Learning (NOTE on annual schedule for review but no policy on website) JUDITH MCGRATH</p> <p>CW & K&K Pupil Premium Strategy 2022-23 CARLA CUSTONS-COLE WITH LORRAINE CURRY</p>	Action individual governors

Item	Content	Action
22/1/18	<p>Autumn Checklist Reviewed</p>	
22/1/19	<p>Governing Body Size and Structure This was covered previously in the meeting but was noted that more governors are needed. NT attended a new parent meeting at Cockwood and several new parents expressed an interest which will be followed up. He suggested that this might be an event which could take place at the other schools.</p>	
22/1/20	<p>Governor Training NT reiterated that good quality NGA training is available to all governors and is particularly good. He recommended the Keeping Children Safe in Education session for all and asked governors to let NR know when the training has been completed.</p>	
22/1/21	<p>Governor Visit Days This was discussed at length earlier in the meeting. NT encouraged all governors to arrange visits to the schools to be visible to staff and speak to the children. LC encourages attendance at events such as Harvest Festival celebrations.</p>	
22/1/21	<p>Parent Consultation Days NT reported that at previous parent consultation days at Cockwood governors are present at the gate and hand the children's books to their parents before each appointment. This has proven to be a wonderful opportunity to meet and talk with parents. He concluded by encouraging governors to attend.</p>	

The meeting ended at 7.55pm