

**PART 1 MINUTES**  
**of the meeting of the Local Governing Body of**  
**Cockwood, Kenn C of E and Kenton Primary Schools**  
**held on 26 September 2023 at 5.45pm, Kenn C of E Primary School**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Nick Tallamy	Chair of Governors	NT
Judith McGrath	Co-opted Governor, Chair of T&L	JM
Glynis Buckle	Co-opted Governor, Safeguarding Governor	GB
Tania Weeks	Co-opted Governor, SEND Governor	TW
Lorraine Curry	Executive Headteacher	LC
Carla Custons-Cole	Co-opted Governor, Early Years Governor	CCC
Nicola Rose	Local Governance Officer	NR
Bob Baker	Co-opted Governor, Vice-Chair FAR	BB
<b>Apologies:</b>		
Michelle Addyman	Staff Governor Kenn, Early Year Governor	MA
John Williams	Foundation Governor	JW
Will Dale	Co-opted Governor, Chair of FAR	WD
<b>Absent without apologies:</b>		
None		

**Key to acronyms**

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

<b>Item</b>	<b>Content</b>	<b>Action</b>
Year/meeting number /agenda item 23/2/1	<b>Welcome and Apologies:</b> NT welcomed all governors present to the meeting. Attendance Register signed by all present and recorded by the LGO. Apologies made by John Williams, Michelle Addyman, and Will Dale. Bob Baker present in the place of the FAR chair WD	
23/2/2	<b>Declarations of Interest in relation to items on agenda:</b> 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. NT shared that James Moffat had submitted his resignation as a governor, NT thanked James for his help and support. . For the minutes, the LGB confirmed the Pay & Performance review has taken place and the process was followed in line with Trust policies.	
23/2/3	<b>Minutes of LGB 22.9.22</b> Agreed .	<b>Complete</b>
23/2/4	<b>Actions of LGB 22.9.22</b> <b>Delegated Functions - c/f action for NT.</b> <b>Governor Annual Skills Audit – 3 outstanding – action NR to chase missing responses.</b>	<b>Actions</b>

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23/2/5.1 & 5.2	<p><b>Minutes of T&amp;L 15.11.22 and Update</b></p> <p>JM summarised the following: Kenton's performance and results were looked at in view of its place in the bottom 25% of schools. A Deep Dive had taken place, results were not overly positive although NT, who was in attendance, observed good feedback. Cockwood results were not as good as usual but changes had been made, staff/governors are beginning to see the positive impact following these changes. She noted that DF has returned to school.</p> <p>JM requested that, the Leadership Report, instead of being so descriptive HOS should be looking at 'SO WHAT IS THE IMPACT'. Since then, LC has adapted the report to reflect this.</p>	
23/2/6.1 & 6.2	<p><b>Minutes of FAR 25.11.22 and Update</b></p> <p>BB summarised the minutes for those present. Full minutes were circulated to all governors prior to the meeting.</p> <p>Following this LC shared that cleaning quotes received by the Trust were exceptionally high and as cleaning is still an ongoing issue, she is currently investigating options available.</p> <p>NT and LC had met separately with Jon Newman, Chief Finance Operator and Katy Quinn, CEO, to discuss budgets which are stretched. LC added that Kenton's budget looks better owing to some imperfections in the budgeting. LC will be meeting with HOS and admin teams to look at school budgets. It was noted that there are concerns over the low Foundation intake for 2023/24.</p> <p><b>Q – What have the Marketing Team done?</b> <b>LC responded, social media, banners, a rented space on the advertising board at Sainsburys Dawlish. She added that, apart from Kenn, all schools will be below PAN.</b></p> <p>NT encouraged governors to promote and talk about the schools, especially Kenton, positively to parents and staff.</p> <p><b>Q – How can surveys help?</b> <b>NT replied that the focus must be on positivity using newsletters/posters etc and to use the Marketing Team to work for the schools.</b></p> <p>CCC will be reporting on planned surveys at the T&amp;L meeting in February.</p> <p>NT observed that a 3-to-5 year plan is needed. LC plans to meet with the CEO, Katy Quinn, soon.</p> <p>TW reported that the 'new builds' locally are predicted to bring up to around 100 primary age children to the area.</p>	
23/2/7	<p><b>Leadership Report and SEND Summary</b></p> <p>NT thanked LC for the report which had been shared prior to the meeting.</p> <p>JM requested that the reports are made clearer and show the governors the headlines of each school. LC acknowledged that the report needs improving and be made more manageable and concise for HOS.</p>	

Item	Content	Action
	<p>In respect of quality of education LC shared that Kenton is on an upward trajectory although there are some issues in maths. A Devon advisor has visited the school and will be visiting both Kenn and Cockwood.</p> <p>LC noted the review at Kenn was very positive and mirrored an Ofsted Deep Dive. This was carried out by a School Improvement Professional. Positives included Early Reading, maths. History not so good with leaders having to put together in-depth documents to support. Cockwood will be due this review in February.</p> <p>The Trust will be creating a set of criteria which schools will be judged against.</p> <p><b>End of Year Predictions</b></p> <p>LC shared, ahead of the meeting, this document that she has also shared with the Trust. This document shows where the schools are at the moment. Kenton has significantly improved, an expected 71% pass rate in reading, 43% in writing, 79% in maths. Year 2 is significantly better with a thorough tracking system. Read Write Inc is used. The Trust Board are also looking at Kenton in respect of improvement.</p> <p><b>Q – Can the SEND reports be amended to use bullet points for easier interpretation?</b>  <b>JM congratulated Cockwood on the SEND report format and requested that bullets points are included for ease of interpreting data for the other 2 schools.</b>  <b>LC agreed that this could be changed.</b></p> <p><b>Q – What was the impact from the Phonics Workshops, run by the SENDCO and HOS?</b>  <b>LC confirmed that the HOS will report back on the impact on the children of sessions, such as the upcoming Safer Internet Day.</b></p> <p><b>Q – What is Open Minds and why use this?</b>  <b>NT advised that this question has been answered in the SEND report, Kenton section.</b></p> <p><b>Q - If the workshops were not well attended should the staff be running them?</b>  <b>LC responded that these sessions need to be offered. Likewise, the Online Safety workshops were very poorly attended but these also need to be available to parents.</b></p> <p>A governor asked these questions to reinforce why the HOS should be using the SO WHAT/THEN WHAT approach when writing their reports.</p> <p><b>Q - (After reading the section on career opportunities for Year 5 and 6 in the Leadership Report) A Governor asked - Should a governor lead on careers?</b>  <b>LC agreed this was a good idea, one that could also include parents. Governors could link visits to career and curriculum.</b></p>	
23/2/8	<p><b>Safeguarding</b></p> <p>NT thanked GB for the report. GB updated the meeting that she had met with JB, HOS Kenn to look around the school and familiarise herself with the setting. She will meet with GS and MA on 2<sup>nd</sup> Feb to discuss safeguarding and the School Council.</p> <p>GB explained that she reads and researches articles around safeguarding and noted that a frequent question is 'What is the Impact of the Equalities Act' and questioned if governors were asked this question would they be able to answer it?</p>	
23/2/9	<p><b>IET Update</b></p> <p><b>The meeting moved to Part 2</b></p> <p>.</p>	

Item	Content	Action
	<b>The meeting moved out of Part 2</b>	
23/2/10	<b>Ofsted</b> LC requested a small group of governors sit with her to discuss Kenton's strengths and weakness etc to be Ofsted ready.	
23/2/11	<b>The meeting moved to Part 2</b>  <b>The meeting moved out of Part 2</b>	
23/2/12	<b>Risk Register</b> NT informed the meeting that Cockwood, Kenn and Kenton must retain individual Risk Registers.	<b>Complete</b>
23/2/13	<b>IET LGB Handbook 2022-23</b> Deferred	<b>Deferred</b>
23/2/14	<b>IET Policies</b>  <b>NONE TO REVIEW</b>	<b>Complete</b>
23/2/15	<b>Policies for review this term.</b> CW K&K Remote Education Provision CW K&K Supporting Pupils with Medical Conditions CW Uniform Policy CW & K&K Attendance Policies CW K&K Relationship & Sex Education CW K&K Online Safety Policies  CCC left the meeting at 7.40pm	<b>Reviewed and Accepted Complete</b>
23/2/16	<b>Annual Skills Audit</b>  Covered in previous agenda item – Action NR to chase missing responses.	<b>Action</b>
23/2/17	<b>Governor Visit Days</b> NT reported he attended the Christmas events/shows for Cockwood, Kenn and Kenton. Events which he thoroughly enjoyed.	<b>Complete</b>
23/2/18	<b>Governor/LGO Training</b> NT/CCC/MA attended Visiting your School – Online course.	<b>Complete</b>
23/2/19	<b>Spring Checklist</b>  Opportunities for training from Devon Education Services and NGA were discussed.	<b>Complete</b>

Item	Content	Action

The meeting ended at 7.45pm