

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

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

Key to acronyms

SEND	Special Educational Needs and Disabilities	GHub	Governor Hub
HOS	Head of School	EHCP	Education Health and Care Plan
LGO	Local Governance Officer		
SEF	Self-Evaluation Plan		
SIP	School Improvement Plan		

Item	Content	Action
Year/meeting number/agenda item 23/2/1	Welcome and Apologies: NT welcomed all present to Hope Church. Apologies received from MA, GB, and TR.	Complete
23/2/2	Declaration of Interest The chair asked for any Declarations of Interest either at the start of or during the meeting to be made known. The LGO recorded attendance. The meeting was quorate.	Complete
23/2/2.1	AOB Several governors' terms expire on 23/6/23. The Trust Board will be requested to re-appoint co-opted governors NT, CW, GB, JM, and TW. LPH's term also expires on 23/6/23. LPH is a parent governor therefore all parents at Cockwood, Kenn and Kenton will be notified and advised of the position. A letter will be sent to parents inviting interested parties to apply for the Parent Governor role. However, LPH is happy to continue for	Action LGO

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	<p>another term as a governor in either a parent or co-opted capacity. The LGB currently has vacancies in each position. NT made governors aware that although a further term would be for 4 years, if any individual has a change in circumstances, it would be acceptable for them to step down.</p> <p>WDs term also ends in June. WD offered his resignation and will be leaving the LGB at this time. NT thanked WD for his long service, in particular his role in the merger of CW, K&K governing bodies.</p>	
23/2/3	<p>Minutes of Previous Meeting</p> <p>LGB 9 March 2023 - agreed.</p>	Complete
23/2/4	<p>Matters arising – LGB 9 March 2023</p> <ol style="list-style-type: none"> 1. The LGB Terms of Reference need reviewing as the delegation to committees no longer apply. (NT/LGO) NT/LGO have reviewed draft ToR. These will upload to GovernorHub (GHub) and formally accepted. 2. A Governance Action Plan is needed – Ofsted will view this. NT will complete the Trust template and share on GovernorHub. (NT) Action Plan will be completed by NT and shared on GHub. The plan will list priorities and record what has been actioned to date. 3. 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. (JB) 4. LC requested that Pupil Premium templates should include the level of impact from this spend. 5. Q – Does the Trust have a Mental Health/Wellbeing person? (NT) NT reported that a conversation had taken place with the Trust CEO. She advised NT that each school should have their own – LPH is the link governor for CW, K&K. NT will enquire if the Trust will be appointing a Mental Health/Wellbeing person at the Trust Chairs meeting. 	<p>Action LGO</p> <p>Action NT</p> <p>Complete</p> <p>Complete</p> <p>Action NT</p>

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	<p>Leadership Report</p> <p>The report was circulated and read by all governors prior to the meeting. NT asked HOS if anyone had any further information to share.</p> <p>AR replied that the move to Hope Church had been successful with the curriculum fully up and running. She shared that Class 1 (4,5 and Year 6) had increased in size as a result of all Year 4 being taught in this class. A further safeguarding review had taken place at the Church by a Devon Education Service professional who was impressed.</p> <p>Hope Church have made the school feel very welcome.</p> <p>A fire drill has taken place, observed by a governor – this was planned and well managed.</p> <p>AR informed the meeting that one member of staff is currently absent due to an operation.</p> <p>GS noted that Kenton has a high number of CPOMs recorded, but asked governors to be mindful that logs were being thoroughly recorded.</p> <p>Q – How is the budget? LC replied that next year’s budget had been planned but the current year’s figures were not available for review.</p> <p>JB reported that Kenton has a maternity position to fill from Sept 23 but in the interim the position is to be covered by a student teacher currently working at Kenn.</p>	<p>Complete</p>
23/2/6	<p>Staff Welfare/Absence</p> <p>A wellbeing/mental health staff meeting, arranged by L Bestwick and R Garner has taken place. The invitation to attend was extended to all 3 schools.</p> <p>Forest School sessions for staff are currently being discussed.</p>	<p>Complete</p>
23/2/7	<p>Safeguarding</p> <p>Successful Safeguarding audits took place at Cockwood and again at Hope Church. Minutes from the meeting are currently in draft form. Following the meeting NT and CW will be conducting a governor walk around.</p> <p>NT asked MG to arrange a walk around visit at Kenton and complete the appropriate report.</p> <p>LC shared that safeguarding amendments have been made by the Trust to the Child Protection Policy. Each school will now have their own policy.</p> <p>Andrew Webber from Mill Lane Primary at Teignmouth has worked with the Senior Administrator in each school.</p> <p>The Safeguarding audit at Kenton went very well.</p> <p>Kenton is currently funding alternative placements with no commitment from County for financial support that is having a detrimental effect on budgets. LC noted that both herself and the Trust are responsible for the budget but are not able to meet or manage this cost. LC shared that the Trust have been incredibly supportive in respect of this spend.</p> <p>NT thanked WD for his time as a Safeguarding Governor and informed the meeting that MA will be the Safeguarding Governor for Kenn and TR for Kenton.</p>	<p>Action MG</p>

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	<p>The schools have been advised that best practice would be to re-DBS all current governors following the merger of Cockwood, Kenn and Kenton governors. LGO will arrange this process.</p>	<p>Action LGO</p>
23/2/8	<p>Ofsted</p> <p>Following the Ofsted inspection at Kenn NT thanked the staff and governors for their contribution. GB, TW, and CW were involved along with NT.</p> <p>The report is due to be published soon.</p> <p>During this agenda item JB gave governors a debrief.</p> <p>NT encouraged all governors to attend the Ofsted inspections at Cockwood and Kenton when they occur.</p>	<p>Complete</p>
23/2/9	<p>Meeting Equality Objectives Across the School</p> <p>LC informed the meeting that she felt Equality Objectives were strong in each school.</p> <p>This agenda item was deferred to the next meeting.</p> <p>Action for all governors – advise LGO of their questions for the HOS, referring to the Q Card ahead of the next meeting.</p>	<p>Action all governors</p>
23/2/10	<p>Disadvantaged Pupils</p> <p>LC referred to discussions earlier in the meeting and is concerned that the support for disadvantaged pupils from outside agencies is not working well.</p> <p>NT invited comments from the HOS.</p> <p>AR reported that 1 EHCP application had been made – a 1:1 should be in place for September. She shared that funding is not yet confirmed for this and will not cover the cost. She noted that Ofsted 'like' children with SEND in class learning alongside their peers.</p> <p>Q – Will the funding cover the cost of Speech and Language? LC replied that the school and Trust meet this cost to support the children.</p> <p>JB commented that a TA at Kenn was initially solely funded by the school, funding has since come through but is not enough to cover this staff cost.</p>	<p>Complete</p>
23/2/11	<p>Potential Risk</p> <p>Kenton GS reported numbers are low for the new intake in September with only 4 places filled. The preschool will close with children offered a place at Starcross Preschool. At Kenton 3 full time teachers will teach in 3 classes. The Trust Marketing Team is working with the school.</p> <p>It was noted that being under Published Admissions Number (PAN) is a local problem.</p> <p>NT offered the HOS governor support at various meeting due to take place at the school.</p>	

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	<p>Thursday 8th June – Meet the new Headteacher event at Kenton will take place at 4pm and 5pm. Governors to attend where possible.</p> <p>CCC shared that surveys are due this term, detail to follow and she will be visiting Kenton on the 17th of May.</p> <p>Finance BB commented that budget reports have not been available to governors for 4.5 months. NT will raise this at the Chairs meeting. Jon Newman will be invited to attend the LGB in June to present figures.</p>	<p>Action all governors</p> <p>Action CCC</p> <p>Action NT/LGO</p>
23/2/12	Policies – School Based	
12.1	Outdoor Education, Visits and Off-site Activities Cockwood, Kenn and Kenton	Accepted
12.2	Late/Non-Collection Procedure Cockwood Kenn Kenton	Accepted
12.3	Equality Objectives Cockwood Kenn Kenton	Accepted
12.4	Violent or Abusive Visitors Cockwood Kenn Kenton	Not Accepted - Wording to be adjusted. c/f to LGB 26 June 2023
23/2/13	<p>Governor Recruitment and Succession Planning</p> <p>NT encouraged all governor to talk to candidates and to keep this item on the agenda. NT/LGO will liaise to discuss governor recruitment sites as a way forward long term.</p> <p>NT will be stepping down as Chair in September 2023.</p>	
23/2/14	<p>Governor Training</p> <p>LGO has booked various online courses for governors and will update the training log on GHub once completed. Governors to advised LGO on completion.</p> <p>TRUSTWIDE EVENT – Please book though LGO.</p> <p>Trust-wide Governors' Event - 23 May 2023 - 5-7 pm Venue: Passage House Hotel, Kingsteignton, Newton Abbot Arrival and Refreshments: 4.30 pm</p>	<p>Action all governors</p> <p>Action all governors</p>

The meeting ended at 7.30pm