

**PART 1 MINUTES**  
**of the meeting of the Local Governing Body of**  
**Cockwood, Kenn C of E and Kenton Primary Schools**  
**held on 4 July 2023 at 5pm at Kenton Primary School**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Nick Tallamy	Chair of Governors	NT
Glynis Buckle	Co-opted Governor	GB
Tania Weeks	Co-opted Governor	TW
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
John Williams	Foundation Governor	JW
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
<b>Apologies:</b>		
Judith McGrath	Co-opted Governor	JM
Michelle Addyman	Staff Governor	MA
Tracey Roberts	Co-opted Governor	TR
Mark Gilchrist	Parent Governor	MG
<b>Absent without apologies:</b>		
None		

**Key to acronyms**

T&L	Teaching and Learning	EHCP	Education Health and Care Plan
FAR	Finance and Resources	S&L	Speech and Language
SEND	Special Educational Needs and Disabilities	SIAMS	Statutory Inspection of Anglican and Methodist Schools
HOS	Head of School	RWI	Read Write Inc Programme
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 present. Apologies received for JM, MA, TR, and MG. Attendance was recorded by the LGO.	<b>Complete</b>
23/2/2	<b>Declaration of Interest</b> None were declared. NT reiterated the need for confidentiality.	<b>Complete</b>
23/2/3	<b>Minutes of Previous Meeting</b>  <b>LGB 9 May 2023 - agreed.</b>	<b>Complete</b>

Item	Content	Action
23/2/4	<p><b>Actions of LGB 9 May 2023</b></p> <p>23/2/2.1 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.</p> <p>23/2/4 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.</p> <p>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.</p> <p>5. Q –Does the Trust have a Mental Health/Wellbeing person? (NT) NT will enquire if the Trust will be appointing a Mental Health/Wellbeing person at the Trust Chairs meeting.</p> <p><b>NT reported that the Trust has not appointed a person to take responsibility for children or staff. Each school is responsible for their own team. Following a discussion NT will request the Trust consider appointing a Trust Mental Health/Wellbeing person.</b></p> <p>23/2/7 NT asked MG to arrange a walk around visit at Kenton and complete the appropriate report.</p> <p>23/2/8 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><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Action</b></p> <p><b>Action c/f to September</b></p> <p><b>Ongoing process. Action c/f to September</b></p>
23/2/5	<p><b>Finance Update</b></p> <p>LC reported that a meeting with Jon Newman had taken place to set budgets for 23-24. Moving forward LC will spend time in each school with the HOS and Senior Administrators reviewing budgets.</p> <p><b>Q – Are plans in place for any deficit budgets? LC replied that it was hopeful that savings would be made as the year progressed.</b></p> <p><b>Q – Will the deficit be continuous? LC responded that yes and shared that projections for Devon Schools showed that pupil numbers are on a sharp decline. Schools are having to restructure and reduce classes. Locally, several schools are restructuring, including some schools in the Trust.</b></p> <p>A meeting with Finance Link Governor BB and Jon Newman has taken place. BB reported back to the meeting concerning the budgets for three schools.</p> <p>NT noted that a meeting between the two had worked and asked BB to continue this on a half termly basis.</p>	<p><b>Action LC</b></p> <p><b>Action BB</b></p> <p><b>Action NT</b></p>

Item	Content	Action
	<p>NT will raise how data is shared with the governors at the Chairs' meeting. It was suggested that graphs along with a summary would be helpful.</p> <p>NT asked BB to identify specific questions to ask Jon Newman and to share this with the LGB, on the Hub before the next meeting.</p> <p>NT asked HOS to also provide questions for Jon Newman and to forward to LGO/BB.</p>	<p><b>Action BB</b></p> <p><b>Action HOS</b></p>
23/2/6	<p><b>Trust/Ofsted Update</b></p> <p>NT will attend a Chairs' meeting next week and update Governors and HOS, via the Hub, with any new information/relevant changes.</p> <p>Katy Quinn and Paul Cornish are visiting schools to discuss Ofsted visits and conducting some aspects of a mock inspection to upskill leaders, which coincides with visiting professional partners from another Trust.</p> <p><b>Q – Are there changes due in Ofsted inspections? LC replied not of any significance and the content will be similar to Kenn's inspection.</b></p> <p>NT advised governors that Scott Deeming left the Trust at the end of April 2023. HR is currently being led by Georgina Hodgkinson. Scott's role may or may not be replaced and will be reviewed.</p>	<b>Complete</b>
23/2/7	<p><b>Leadership Update Summer Term</b></p> <p>NT thanked the HOS for their report, invited questions, and asked them to highlight any points.</p> <p><b>Q – for Kenton –Regarding the Year 2 Phonics Screening retake where 4 out of 7 passed, can these children take it again? GS replied No. Q – What happens next with these children? GS replied that 1 child attends an alternative provision and 2 have EHCPs. Interventions are in place for these children – Read, Write Inc etc and this will continue.</b></p> <p>GS shared that the Early Years cohort consists of just 3 children therefore considering their needs, it explains the data.</p> <p>She was pleased with the results for the multiplication check and Phonics – a result of the Read Write Inc programme. Predictions for KS2 have been exceeded, writing at 79% with a good level of greater depth.</p> <p>AR reported that Cockwood was externally KS1 moderated. Phonics screening had a 98% pass rate. KS2 writing results were as expected. The multiplication check results however were not so good. Discussions have taken place around the reasons.</p> <p>JB reported for Kenn that overall, the school was pleased with their results. KS1 writing had improved. Phonics results were the fruits of the Read Write Inc programme. JB thanked JW for attending a Christian distinctiveness ethos group, The school is focusing on SIAMS.</p> <p>LC added that the focus moving forward will be with KS1 pupils. The schools have S&amp;L issues but have access to a S&amp;L therapist. She advised that the Leadership Reports will be re-formatted.</p> <p>NT asked the HOS to pass on thanks to the staff.</p> <p><b>Q – What about volunteers? Could they be used in schools more? LC replied yes certainly with reading but not so with interventions.</b></p>	<b>Complete</b>

Item	Content	Action
	<p>NT suggested a volunteers' training programme.</p>	
23/2/8	<p><b>Staff Structure/Welfare</b></p> <p><b>Kenn</b> Currently recruiting a TA for 3 days a week on a temporary contract and a catering assistant for 2 days a week. A member of staff is also retiring after a long period of service.</p> <p><b>Cockwood</b> Class 2 teacher has resigned, Laura Buttrees will be taking over Class 2 and the Maths Lead role. An experienced Early Years teacher has been recruited. A further 2 temporary contracts have been extended.</p> <p><b>Kenton</b> New HOS in September. 2 experienced teachers are retiring, as a result the school will start September with 3 full-time teachers. A TA's temporary contract has been extended.</p>	<b>Complete</b>
23/2/9	<p><b>Q Cards</b></p> <p>The following questions were put to the HOS, by governors, prior to the meeting.</p> <p><b>Equality:</b></p> <p>What measures are in place to tackle negative gender stereotyping in sports, career guidance and other areas?</p> <p>What evidence could you provide that your school is complying with the Equalities Act?</p> <p><b>SEND:</b></p> <p>How does the school involve parents/carers and pupils in the decisions which are made? How do pupils and families contribute their views? Are there opportunities for regular contact about things that have happened in school and to share progress information?</p> <p>What SEND training has taken place this academic year that has been for all school staff?</p> <p>Responses were as follows.</p> <p><b>AR – Equality</b></p> <ul style="list-style-type: none"> <li>• Careers week at Cockwood – well attended with a mix of roles and gender split.</li> <li>• Children rotate for sports events but importantly all given opportunities to take part with over 80% attending an event. The remaining 20% did not want to take part.</li> <li>• Parents meetings, coffee mornings, workshops, parent, and pupil survey had taken place. The Mayor of Dawlish had met with pupils (Pupil Voice). Gill Watts meets every 2 weeks with Early Help families.</li> <li>• Behaviour policies have been worked on in class.</li> <li>• Parent view is promoted. NT suggested pop ups on the websites and asked HOS to think about dates to promote.</li> </ul>	<b>Complete</b>

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	<p>BB joined the meeting at 5.50pm.</p> <p>GS - Equality</p> <ul style="list-style-type: none"> <li>• Kenton have been looking at 'author of the month'.</li> <li>• All children were involved with events.</li> <li>• A range of SEND children invited and took part in a SEND event.</li> <li>• SEND children families receiving financial help with trips/music lessons etc.</li> <li>• A Tiny Travels workshop, with a focus on Windrush, took place.</li> </ul> <p>GS – SEND</p> <ul style="list-style-type: none"> <li>• SEND 100 training.</li> <li>• Adaptive teaching</li> <li>• Autism training</li> <li>• S&amp;L training at Starcross</li> <li>• RWI training to support SEND.</li> <li>• Extensive SEND training e.g., task management board in class to support.</li> </ul> <p>JB – Equality</p> <ul style="list-style-type: none"> <li>• Whole curriculum adapted to include all children.</li> <li>• Diversity week. A physically challenged visitor attended an assembly.</li> <li>• An assembly with a guest from the Gypsy, Roma, Travellers, and Showman Society</li> <li>• Tiny Travels workshop</li> <li>• SEND training.</li> <li>• Parent forum group</li> <li>• SENDCO run coffee mornings for SEND parents.</li> </ul> <p>NT thanked HOS for their answers. LC added that answering question such as these were important for Ofsted preparation.</p>	
23/2/10	<p><b>Safeguarding</b></p> <p>NT thanks GB for her report and the link to 'Stranger Danger.' No questions were asked. GB mentioned that during her visit Cockwood pupils were feeling less cocooned at the Church and were looking forward to returning to school.</p>	<b>Complete</b>
23/2/11	<p><b>Sports Premium Report</b></p> <p>LC reported that the Sports Premium spend had not changed over the years and included Forest School sessions, swimming, sports coaches, and subscription to South Dartmoor Sports Partnership. A discussion followed around South Dartmoor Sports Partnership and the advantages of children having the opportunity to compete in events at different schools and locations.</p>	<b>Complete</b>
23/2/12	<p><b>Stakeholder Survey Report</b></p> <p>The summary of CCC's facilitated sessions were shared prior to the meeting. CCC commented that the children engaged well and provided positive feedback.</p>	

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	<p>The Parent and Carers survey has been sent to all parents; a reminder is due to be sent to encourage completion before the end of term. It was suggested the use of the Newsletters to summarise finding and give feedback. The set structure will be reviewed regularly by CCC.</p> <p>NT thanked CCC for organising this.</p> <p>LC suggest that the Ofsted criteria be used to tailor future survey questions.</p>	<p><b>Action CCC</b></p>
23/2/13	<p><b>Policies</b></p>	
13.1	<p><b>Violent or Abusive Visitors Policies Cockwood, Kenn and Kenton</b></p> <p>Accepted with an amendment to wording. LGO to change Headteacher to Executive Headteacher.</p>	<p><b>Action LGO/ Complete</b></p>
13.2	<p><b>Antibullying, Behaviour and Statement of Behaviour</b> Cockwood Kenn Kenton</p>	<p><b>Complete</b></p>
23/2/14	<p><b>Meeting Dates 2023/24</b></p> <p>Date of meeting for 2023/24 agreed.</p>	<p><b>Complete</b></p>
23/2/15	<p><b>Governor Training</b></p> <p>Governors to book training through LGO and identify training opportunities for others.</p>	
	<p><b>AOB</b></p> <p>NT spoke to the LGB around the potential to Co-Chair and asked for governors to consider this model. Nominations can be made prior to September's Housekeeping meeting.</p> <p>As this was Gemma's last LGB NT thanked her for all she has done for Kenton and expressed the LGB's best wishes in her new role</p>	<p><b>Complete</b></p>

**The meeting ended at 6.40pm**