

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 5pm at Kenn C of E Primary School

Present:		
Name	Title/Role	Initials
Nick Tallamy	Chair of Governors	NT
Tania Weeks	Co-opted Governor	TW
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
John Williams	Foundation Governor	JW
Liz Price-Holder	Parent Governor	LPH
Judith McGrath	Co-opted Governor	JM
Michelle Addyman	Staff Governor	MA
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Pattison	HOS	GS
Joe Baxter	HOS	JB
Nicola Rose	Local Governance Officer	LGO
Jem Squires	Observer	JS
Jon Lasker	Trust Director of Operations	JL
Apologies:		
Charlotte Wilkin	Co-opted Governor	CW
Tracey Roberts	Co-opted Governor	TR
Mark Gilchrist	Parent Governor	MG
Glynis Buckle	Co-opted Governor	GB
Absent without apologies:		
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	SODA	Scheme of Delegation Authority
SEF	Self Evaluation Plan	TGO	Trust Governance Officer
SIP	School Improvement Plan		

Item	Content	Action
Year/meeting number/agenda item 23/1/1	Welcome and Apologies: NT welcomed all governors present together with Jon Lasker, Director of Operations and Jem Squires (incoming co-opted governor). Apologies received for GB, CW, TR, and MG. Attendance was recorded by the LGO. NT informed the meeting that with immediate effect Tracey Roberts had resigned from her position as governor and thanked her for her contributions during the last 12 months.	Complete
23/1/2	Declaration of Interest None were declared. NT reiterated the need for confidentiality and asked governors to make it known at the start of the item if this arose. Individual Business Interest Declaration forms were circulated, updated, and signed by all governors present.	Complete

Item	Content	Action
23/1/3	<p>Representative from the Trust Team – Jon Lasker JL reported on behalf of the Trust team and shared the following. Cockwood, Kenn and Kenton’s budget had balanced. Teachers Pay Award – Jon Newman had put in a 5% uplift, unfunded from the department. It came in at 6.5%, the department funded 3%, the result was a small net gain/benefit. 2024-2025 looks more challenging for Kenton due to pupil numbers. At the year end, 31/8, Cockwood almost on budget, Kenn approximately £10,000 over, Kenton above budget by £60,000. The Trust are satisfied at year end. The support staff pay award is still uncertain, once finalised pay will be backdated to April 2023. The new reporting system has completed its first full year and has been successful. Paul Cornish, Director of Education is working on the roll out of the 5 Pillars, a main driver for this year.</p> <p>Q – Is there an update to Kenton’s current situation?</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2.</p>	
23/1/4	<p>Housekeeping Part 1</p> <p>4.1 ToR agreed, LGO to add to Governor Handbook for CW K&K 4.2 SODA – NT commented that the TRUST SODA will be reviewed by the Trust at the December meeting. 4.3 Annual Cycle to be received. 4.4 NT refreshed the meeting on Part 2 protocol and agreed the LGB meeting Schedule 2023-2024. He noted that venues of future meeting will be reviewed.</p>	Accepted
23/1/5	<p>Minutes of Previous Meeting</p> <p>LGB 4 July 2023 - agreed.</p>	Complete
23/1/6	<p>Actions of LGB 4 July 2023</p> <p>6.1 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.</p> <p>NT explained that the Trust had appointed two Trust Designated Safeguarding Leads, one for primary, the other for secondary. Both will be responsible for mental health/wellbeing.</p> <p>6.2 NT asked MG to arrange a walk around visit at Kenton and complete the appropriate report.</p> <p>6.3 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>LGO reported that this was almost complete.</p> <p>6.4 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>6.5 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. NT noted that a meeting between the two had worked and asked BB to continue this on a half termly basis.</p>	<p>Complete</p> <p>Action c/f</p> <p>Action c/f</p> <p>Action c/f</p>

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	<p>Up to date data was shared prior to the meeting. All three schools received successful results. LC highlighted Kenton's success as their results the previous year were poor.</p> <p>LC discussed areas from the data.</p> <p>At the next meeting results will be linked to the School Improvement Plans and specific areas being worked on.</p>	
23/1/11	<p>5 Pillars</p> <p>Presentation slides were available to governors ahead of the meeting. NT will 'slot' governors into the relevant headings and share his proposals on GovernorHub.</p>	Complete
23/1/12	<p>Admission Arrangements 2025-2026</p> <p>Information on each school will be re-worded before sending to the TGO by 2nd October. LC will share with HOS.</p>	Action
23/1/13	<p>Ofsted</p> <p>NT commented that Kenton's inspection will be deferred.</p>	Complete
23/1/14	<p>Survey</p> <p>Results were shared with governors in the meeting folder for review.</p> <p>CCC reported that good responses were received from both Kenn and Cockwood, an improvement on last year. No responses were received from Kenton, however.</p> <p>CCC suggested looking at the feedback mechanism to maintain interest.</p> <p>New Parent Surveys will be the next surveys due.</p> <p>A discussion followed regarding how HOS will share results in their own schools.</p> <p>A suggestion was made to create a survey for pupils to share their experiences at Hope Church and the positives following their return to Cockwood.</p> <p>Q Are there other 'communication' methods within the websites? HOS responded with examples of Twitter/Tapestry/SeeSaw.</p> <p>LC noted that parents prefer online surveys. GP asked if CCC might arrange further surveys for Kenton before Christmas. CCC to arrange.</p> <p>Cockwood will add an Ofsted survey link to their website.</p>	<p>Action</p> <p>Action</p>
23/1/15	<p>Policies</p>	
	<p>SEND policies to be uploaded to the websites.</p>	Complete
	<p>Exclusion Policy – not received by the Trust to date</p>	Deferred
23/1/16	<p>Autumn Checklist</p> <p>Shared by LGO prior to the meeting.</p>	Complete
23/1/17	<p>Governor Training</p> <p>Governors to book training through LGO. New governor training to be arranged in due course.</p>	Action
23/1/18	<p>Housekeeping Part 2</p>	

Item	Content	Action
	<p>NT explained that following a meeting with the Trust and the pending review of the SODA existing governors who have exceeded their two-terms, dating back to their original appointment to the Cockwood School LGB, will be able to remain for the whole school year, 2023-2024. This applies to NT, TW, GW, and JM.</p> <p>No Chair was elected, however unanimous approval was given to the proposal that NT be appointed to the Trust board in October and installed as temporary Chair to the LGB, until the Summer Term 2024.</p> <p>No Vice-Chair was elected. This will be re-visited once the Chair position is confirmed.</p> <p>No Chair of Pay & Performance elected, however a nomination received after the meeting will be put to governors via the Governor Hub and if/when elected will be submitted to the Trust board for approval.</p>	<p style="text-align: right;">Action</p>

The meeting ended at 6.35pm