

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Cockwood, Kenn C of E and Kenton Primary Schools**  
**held on 21 November 2023 at 5pm at Cockwood Primary School**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Glynis Buckle	Co-opted Governor – Chairing meeting	GB
Tania Weeks	Co-opted Governor	TW
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
Mark Gilchrist	Parent Governor	MG
Judith McGrath	Co-opted Governor	JM
Michelle Addyman	Staff Governor	MA
Jem Squires	Co-opted Governor	JS
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Pattison	HOS	GP
Joe Baxter	HOS	JB
Nicola Rose	Local Governance Officer	LGO
<b>Apologies:</b>		
Nick Tallamy	Trustee, Acting Chair of Governor	NT
Liz Price-Holder	Parent Governor	LPH
John Williams	Foundation Governor	JW
<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	SODA	Scheme of Delegation Authority
SEF	Self Evaluation Plan	TGO	Trust Governance Officer
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> GB welcomed all governors and staff present. Apologies received for NT, LPH and JW. Attendance was recorded by the LGO and the meeting declared quorate.	<b>Complete</b>
23/2/2	<b>Declaration of Interest</b> None were declared. GB reiterated the need for confidentiality and asked governors to make it known if there is any conflict of interest at the start of the item under discussion.	<b>Complete</b>
23/2/3	<b>Minutes of Previous Meeting</b>  LGB 26 September 2023 - agreed.	<b>Complete</b>
23/2/4	Matters arising – 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.	<b>Action</b> <b>LGO</b>

Item	Content	Action
	<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>Leadership Update, LC noted that the report will be changed to include the 5 Pillars.</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>No Chair of Pay &amp; 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><b>Action LC</b></p> <p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Action Cockwood</b></p> <p><b>Complete</b></p>
23/2/5	<p><b>Leadership Update</b></p> <p>This report was shared prior to the meeting.</p> <p>GB invited HOS for their comments referencing the five foundation pillars.</p> <p><b>ATTENDANCE</b></p> <p><b>Kenn</b> JB noted positive attendance figures of 96.6%. He reacts and acts once figures are reviewed; no action needed so far.</p> <p><b>Cockwood</b> AR explained the high percentage of authorised absence, high due to exceptional circumstances resulting from a part-time timetable and a safeguarding incident. Advice has been sought from Justine Williams, Attendance Officer which has been very useful.</p> <p><b>Kenton</b> GP shared that she had reviewed data pre and post flood. The impact of the flood has caused a dip in attendance. Attendance has also been affected by 2 part time timetables (SEND/Pupil Premium) although progress has been made, 1 pupil has returned full time. Much work has been done supporting attendance with the involvement of other professionals. Ongoing meetings and follow ups have been put in place for persistent absentees.</p> <p>JS joined the meeting at 5.10pm at which point he was welcomed, all present introduced themselves and their roles. This was Jem's first meeting as a newly appointed governor.</p> <p><b>BEHAVIOUR</b></p> <p><b>Kenn</b> JB reported that 2 events at the school were dealt with positively and noted the support from the parents of those involved. The incident out of school had the involved the local police community support officer.</p> <p><b>Cockwood</b> Alison reported the part-time timetable pupil had undergone their 2<sup>nd</sup> suspension. Ongoing support is being received from the Inclusion Team and the Head of the SEMH team. On their return from Hope Church the whole school re-visited behaviour and site safety.</p> <p><b>Kenton</b> Owing to a new staff team Kenton also reviewed the Behaviour Policy at the start of term including rewards/consequences. Following the relocation to Hope Church this review was repeated. Although tight on behaviour the site is challenging for some children and the lack of outdoor space has been noticeable. Support has been given by the SENDco, GP reported behaviour has improved this week.</p>	<p><b>Complete</b></p>

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	<p><b>CURRICULUM</b></p> <p><b>Kenn</b>            JB explained that regular standardised maths assessment is taking place. The standardised assessment has also been introduced for English. Guided reading has a consistent approach across the school. Spellings are reviewed with useful resources.</p> <p><b>Cockwood</b>            One of the focuses for this year is a yearlong project ‘transforming your school reading culture’ where children want to read rather than be encouraged to read. A whole school reading audit has taken place, and a staff and pupil survey has been completed. Ofsted comments for reading were good. The focus will be maths using White Rose consistently together with Number Sense,</p> <p><b>Kenton</b>            Maths is a focus for Kenton, a new maths lead is in place and has worked with Cockwood’s maths lead. Since then, she has attended Ofsted training and is using White Rose also. She has carried out a deep dive in maths. As a result of this the need for discreet teaching in Willow Class has been identified. Retrieval has been a focus. Complete Comprehension has been purchased for Guided Reading. The school has started a book club. Formative assessment documents are used and added to live. Design and Technology improvement is now supported by Kapow.</p> <p><b>DELIVERY</b></p> <p><b>Kenn</b>            JB is concentrating the themes of CPD and coaching; Steps Labs has been introduced to teachers and is in the early stages of planning. Tom Sherrington ‘walk throughs’ was referenced. JB mentioned inclusivity of teaching to ensure all children are included in classroom learning including SEND pupils.</p> <p><b>Cockwood</b>            The focus is maths this term. White Rose and Number Sense has been embedded. All staff had CPD on White Rose. All staff received training on Number Sense also to ensure a consistent approach.</p> <p><b>Kenton</b>            GP explained she had looked at incremental coaching weekly. New staff have been trained on RWI. Further training will be provided by a staff member from Kenn. A TA attended Attachment Training. Maths training has also taken place.</p> <p><b>ENRICHMENT</b></p> <p><b>Kenn</b>            Work on Vision and Values ahead of the SIAMS inspection is taking place. A quiet outdoor space is being developed including a spiritual garden, pupils are working on the surfacing. Positive feedback from Mel Stride MP was received following their visit.</p> <p><b>Cockwood</b>            AR and LB were invited to speak at the National Great Oracy Exhibition in Manchester. They spoke about Votes for School. As a result, Votes for Schools have invited 2 Year 6’s as their Youth Ambassadors representing Devon. Several trips have taken place, an opera in Plymouth, The Box in Plymouth, and Kents Cavern.</p> <p><b>Kenton</b>            The focus has been on pupil leadership, new roles have been developed e.g., sports leaders. The lunchtime provision is enhanced. At Hope Church many pupils lead clubs which run though lunch. All pupils have visited Plymouth Aquarium which was very successful. Tiny Travels visited the school.</p> <p>GB thanked the HOS for the new formatted report. All agreed it was successful.</p>	

Item	Content	Action
23/2/6	<p><b>Staff Welfare/Absences</b></p> <p>The meeting moved to Part 2</p> <p>A discussion around staff sickness followed.</p> <p>The meeting moved out of Part 2</p> <p>Q – How is morale at Kenton? GP replied that staff number are low at Hope Church. Extra hours have been put into the school.</p> <p>Q – Were any staff affected directly by the flood at Kenton? LC replied no, not directly but some families in the school were.</p> <p>LC commented that extra time has been given to all staff to deal with the pressures. Governors acknowledged that space is an issue for staff and pupils. LC replied that the team is doing well but being tested by extreme behaviours. Governors also acknowledged the challenges for HOS and their staff teams currently.</p> <p>Q – How does this impact the learning of other children? LC responded that the needs of some pupils can't impact learning for other children. HOS are constantly reviewing this.</p> <p>Q – What do children on a part-time timetable do when not in school? AR replied that work is set.</p> <p>Q – Does the work get done? AR responded no, not always.</p> <p>Q – Is this behaviour everywhere? Is this Covid/Lockdown related? LC remarked that some parents are not coping as well as before due to a variety of reasons. Permanent exclusions are a massive problem in the secondary schools.</p> <p>Q – Are the behaviours consistent? LC replied, mostly Social, Emotional and Mental Health (SEMH) needs/violent behaviour. Some from vulnerable families also.</p> <p>Q – Is there help available outside of schools? LC and AR both agreed that some parents have completed courses related to this.</p> <p>GB thanked HOS for this section.</p>	<b>Complete</b>
23/2/7	<p><b>Finance</b></p> <p>Period 1 figures from the Trust were shared in the meeting folder. BB highlighted salaries and the technology spend. He noted that Period 2 figures were not available. He would like to review the year end figures to 31/8/23.</p> <p>LC will meet with Jon Newman (CFO) this week and seek clarification.</p>	<b>Action LC</b>
23/2/8	<p><b>Safeguarding</b></p> <p>GB invited further comments regarding Safeguarding following earlier discussions.</p> <p>Kenn</p>	<b>Complete</b>

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	<p>JB added that outdoor play equipment had been audited. Result shows the equipment is in a poor state of repair and will need replacing. LC suggested JB looks at grants available.</p> <p>Cockwood AR shared that the school has been on high alert and a Lockdown had taken place following a safeguarding incident.</p> <p>Kenton GP reported that improvements to the security of the site at Hope Church were being considered especially fire exits. JB suggested a system, similar to the one at Kenn, could be investigated and will share details.</p> <p>GB in her capacity as Safeguarding Governor asked for HOS to address families at the Christmas performance regarding the sharing of images on social media and ensure risk assessments are in place for PFA/PTA events.</p>	
23/2/9	<p><b>Ofsted and Kenton Preparation</b></p> <p>LC acknowledged the hard work the team at Cockwood put in ahead of the recent Ofsted inspection. She shared that the children were excellent, and AR performed well and is proud of were Cockwood sits. Moving forward the wider curriculum will be a target for the team. LC noted the inspection at Cockwood was very different to Kenn, focus was on attendance and behaviour and supporting pupils not attending well, how was the school supporting high needs children and how pupils are being affected by the behaviour of others. The inspector required a large amount of information.</p> <p>LC asked governors to focus on Kenton and suggested a small focus group to work alongside the school. Documents for Kenton were shared ahead of the meeting e.g., SIP.</p> <p>LC has contacted Ofsted to inform them of Kenton's situation and would be looking to defer if notified of an inspection.</p> <p>Governors' thanked the team at Cockwood.</p>	<b>Complete</b>
23/2/10	<p><b>Disadvantaged Pupils</b></p> <p><b>Covered in previous agenda item.</b></p>	<b>Complete</b>
23/2/11	<p><b>Potential Risk</b></p> <p>LC, GP, and Jon Lasker held a parent meeting at Kenton. Parents were informed that the school would not be returning to Kenton before September 2024. LC is continuing to review the long-term provision at the church.</p> <p>Q – Have all pupils relocated to Hope Church? LC replied yes all have and the school has gained 4 new pupils.</p> <p>LC continued to share that pupil numbers are a priority in both Kenton and Cockwood,</p> <p>TW commented that low class numbers may be attractive to prospective parents.</p>	<b>Complete</b>
23/2/13	<p><b>Health &amp; Safety</b></p> <p>Cockwood A fire drill has taken place with a new meeting point due to the gate being shut at the Old Vicarage (owners have a new dog). AR to investigate alternative meeting places. The recent Lockdown was successful.</p>	<b>Complete</b>

Item	Content	Action
	<p>Kenn Kenn are due for a fire drill and Lockdown drill.</p> <p>Kenton A walk through and actual fire drill have taken place. The location of the meeting point to be considered. A Lockdown drill has taken place but with the lack of blinds at the church some staff will relocate to other rooms during a drill/incident.</p>	
23/2/14	<p><b>Premises</b></p> <p>Cockwood AR has located a supplier for finger guards for all doors. The kitchen and outside requires painting. The kitchen is a priority.</p> <p>Kenton As previously mentioned, exits are a concern.</p> <p>LC has completed a compliance check at Cockwood with Paul Wickens, Estate and Facilities Manager. Other schools will also be checked.</p> <p>JS has been approached to take on the role of Health and Safety Governor for all 3 school. Support was offered by CW and MG.</p>	<b>Complete</b>
23/2/15	<b>Policies</b>	
	<b>Exclusion Policy</b>	<b>Accepted</b>
23/2/16	<p><b>Governor Recruitment and Succession Planning</b> Differed to January's meeting.</p>	<b>Complete</b>
23/2/17	<p><b>Governor Training</b></p> <p>Governors to book training through LGO. New governor training to be arranged in due course.</p>	<b>Action</b>

The meeting ended at 6.40pm