

PART 1 MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 26 March 2024 at 5pm at Kenn C of E Primary School

Present:		
Name	Title/Role	Initials
Nick Tallamy	Trustee, Acting Chair of Governors	NT
Glynis Buckle	Co-opted Governor	GB
Tania Weeks	Co-opted Governor	TW
Michelle Addyman	Staff Governor Kenn,	MA
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
Charlotte Wilkin	Co-opted Governor	CW
Liz Price-Holden	Parent Governor	LPH
Jem Squires	Co-opted Governor	JS
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Sandercock	HOS	GS
Wayne Westacott	Trust Attendance Officer	WW
Nicola Rose	Local Governance Officer	LGO
Apologies:		
Joe Baxter	HOS	JB
Judith McGrath	Co-opted Governor	JM
John Williams	Foundation Governor	JW
Absent without apologies:		
None		

Key to acronyms

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

Item	Content	Action
Year/meeting number/agenda item 24/4/1	Welcome and Apologies: NT welcomed all present and thanked all for their attendance. Apologies received for JB, JM, and JW. NT shared that John Williams is due to retire on April 14 th so will be stepping down as the LGB's Foundation Governor. NT thanked John Williams for his time and contributions as a governor	Complete
24/4/2	Declaration of Interest None were declared. NT reiterated the need for confidentiality and asked for any declarations to be made at the appropriate time during the meeting.	Complete
24/4/3	Attendance NT welcomed Wayne Westacott, Trust Attendance Officer, to the meeting. WW introduced himself to the group and explained his role as lead for Attendance and Engagement. Post Covid attendance is high priority. His focus will be on how to get children into school – Prevention, Policy, and Process. WW will use data to identify patterns and shared that early identification is key to improving attendance especially in secondary schools.	

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	<p>WW shared that new statutory guidance has been released with some changes to coding absence from September. The guidance also focuses on supporting and how we work with families.</p> <p>NT confirmed his role as Attendance Link Governor for the LGB.</p> <p>WW explained that GovernorHub will be used to share communication with governors and requested that governors look at the data and keep attendance a high priority.</p> <p>LPH commented that looking behind numbers is key.</p> <p>LC thanked WW for producing and sharing data with HOS and their teams and noted that in small schools absentees are identified quickly and good relationships with families facilitate good conversations.</p> <p>NT thanked WW for his contribution to the meeting.</p> <p>WW left the meeting at 5.30pm</p>	
	<p>ADDITIONAL ITEM</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p>	
23/4/4	<p>Minutes of Previous Meeting</p> <p>LGB 23 January 2024 - agreed.</p>	Complete
24/4/5	<p>Matter Arising</p> <p>Following this agenda item NT ask BB to request an up-to-date set of accounts and post a short summary of this information to Governor Hub</p> <p>Q – Is there still a requirement for the Safeguarding Governor to check the SCR in the 3 schools? NT replied that governors have a responsibility to check it's being done, however the Trust DSL takes responsibility. NT will clarify this and feedback to GB.</p> <p>RESPONSE – NT confirmed that the Trust DSL will carry out secondary checks, but the responsibility lies with the Safeguarding Governor.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>NT added that at Kenton, following a discussion, the children reported that they felt too exposed when playing outside and did not enjoy being overlooked. NT to request the Trust Board consider netting for the Heras fence to cover the panels,</p> <p>RESPONSE – NT shared that John Lasker is looking into opaque fencing fabric to obscure the playground.</p> <p>NT asked for questions from the meeting for the Trust Board, via the Comm Sheet.</p> <p>Q – What is happening regarding Kenton from September 2024? Q – Can final accounts/draft accounts from last year be shared with Bob Baker. To date only period 1 and 2 have been available. Q – Does the Trust have a schedule of surveys.</p>	<p>Complete</p> <p>Complete</p>

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	<p>RESPONSE – Comms Sheet not available from the Trust.</p> <p>LC added that a parent meeting is scheduled for 2nd May at 6pm to discuss Kenton. A risk assessment has taken place by an external company to inform the way forward and determine if Kenton can return to school.</p> <p>Q – Can governors have Kenton specific preparation? NT suggested a meeting outside the LGB with GP to focus on the strengths etc. LC will provide a summary document to be added to the Governor Hub in the interim. A date to be agreed for this meeting to take place after half term. All governors are welcome.</p> <p>RESPONSE – Documents are available on the hub and will include up to date documents.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p>	<p>C/F</p> <p>Complete</p>
24/4/6	<p>Leadership Report and Feedback from Kenton’s External Review</p> <p>The report was shared with governors ahead of the meeting.</p> <p>AR reporting for Cockwood AR reported high levels of sickness for both staff and children.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>Justine Williams, attendance officer, will visit the school in May.</p> <p>GP reporting for Kenton</p> <p>GP reported attendance at Kenton has gone down since the last report, Wayne Westacott and Justine Williams have been involved with pupils with a 50% absence rate (2 pupils). These pupils are SEND and Pupil Premium children. Action plans are in place and GP meets with parent regularly.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>In terms of Behaviour GP is looking at specifics, ahead of the inspection. Curriculum - The school has been looking at long term memory, retrieval tasks, to recap. Delivery continues to focus on coaching for individual teachers.</p> <p>External Review An external review took place; a good experience but the KS1 teacher and supply teacher were both ill. A different supply teacher was used, as a result GP and LC have moved around staff earlier than the planned movement in September. Strengths were in maths leadership, maths teaching good in places. History, work to do as the school has a new subject leader. Early Reading was a strength - as was reading.</p>	

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	<p>NT commented that the external reviewer usually reviews subject which will be come up in the inspection. GP added that the reviewer was supportive with an element of coaching. She commented on the positive environment for the children.</p>	
24/4/7	<p>IET – Update</p> <p>NT explained, as a Trustee, he is a part of the Peoples & Value Committee. As part of this committee an ethos group is set up to look at Christian values at Kenn School. There has been nothing but praise for Joe and how he is doing this. The People and Values Committee wishes to thank Joe.</p> <p>NT is looking at governor responsibilities and has emailed all governors, with a view to sharing the link roles between the LGB. The resulting grid will be shared on the GovernorHub.</p> <p>There are concerns for September as currently no governors are in place for Literacy, Arts & Science, Church Relations. NT reiterated that recruitment is a shared responsibility.</p> <p>GP has provided some possible candidates to be approached regarding a governor role – he asked AR and Kenn to do the same.</p> <p>NT thanked BB for his finance review which made it easier to view data. BB spent time with Jon Newman.</p> <p>In September a Vice-Chair is required to support Carla for a 12-month period.</p>	
24/4/8	<p>Staff Wellbeing and Sickness</p> <p>AR remarked that the Spring term has been tricky. A fixed term appointment is in place to cover maternity leave. The Early Years class has had 2 TA's absent, on long-term sickness, as a temporary measure a zero-hour contract TA is in place until May. She has been a great addition to the team.</p> <p>The Kitchen Manager will start her maternity leave in September.</p> <p>GP added a verbal amendment to the Kenton figures, shared prior to the meeting. LC added the same applied to Kenn. Both sets of figures were slightly higher than originally reported.</p> <p>Q -How are staff? Cockwood - AR replied staff are very tired, the half term has been very busy but no specific concerns. Kenton - GP responded that staff were looking forward to the end of term. The decision to move teacher classes early even with a good transition plan is a big ask – all are aware that an Ofsted visit might take place within the first few days of taking on a new class. Since the Ofsted call the transition has started early. There is significant anxiety within the team. Kenn – LC reported some wellbeing issues – occupational health referrals have taken place.</p> <p>LC encouraged HOSs to look after themselves.</p>	
24/4/9	<p>Health & Safety</p> <p>External H&S audits for Kenn and Kenton are complete, the audit at Cockwood is scheduled for the 27th of April.</p> <p>These are carried out by Devon County Council.</p>	

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	<p>Kenn successfully achieved 97% with 1 target, which LC contests, regarding the external checking of Asbestos.</p> <p>Kenton achieved 100%.</p> <p>LC aiming for a high percentage at the Cockwood audit.</p> <p>Site Safety</p> <p>At Cockwood several jobs are outstanding. The caretaker Paul has been absent from work.</p> <p>LC noted Paul is stretched and may have to look at arranging alternative Trust staff to complete.</p> <p>GP commented that Kenton's fence is the most significant concern. LC confirmed the covering will help.</p> <p>The fence surrounding the playing fields at Kenton is also a concern, John Lasker is looking into this.</p>	
24/4/10	<p>Safeguarding</p> <p>AR reported that 4 staff have completed St Johns first aid training, and 5 staff members have complete PIPS (Positive Handling Training).</p> <p>GP reported training on Safeguarding curriculum, viewing 1-minute guides, and reviewing during staff meetings. The staff continue to talk to children about safeguarding and have made a poster showing how the school keeps children safe. The Safeguarding audit is re-scheduled to April.</p> <p>CW met with Gill Watts DSL (Designated Safeguarding Lead), Cockwood.</p> <p>A Trust safeguarding meeting with all DSL has taken place which all found beneficial.</p> <p>LC noted a significant number of families need help across the 3 schools.</p>	
24/3/11	<p>Policies</p>	
	<p>Admission Policy Kenn</p> <p>Policy circulated prior to the meeting. The following change was noted.</p> <p>As part of the consultation for the 2025-2026 admissions policies, the Diocese advised that they cannot support any over subscription criteria that is above local children other than Looked After Children and Exceptional Social and Medical needs.</p> <p>Wishing to take seriously the views of the Diocese due to the nature of Kenn CofE Primary School as a church school, and in the interests of the ongoing relationship between the trust, the school, and the Diocese, it has been decided at trust level to move the criteria regarding children of staff to below any criteria prioritising local children (those living within the catchment area).</p>	
School Policies	<p>Remote Education Provision Relationship & Sex Education Attendance Administering Medicine</p>	Complete

Item	Content	Action
	Intimate Care	

The meeting ended at 6.55pm