

PART 1 MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 2 July 2024 at 5pm at Cockwood Primary

Present:		
Name	Title/Role	Initials
Nick Tallamy	Trustee, Acting Chair of Governors	NT
Tania Weeks	Co-opted Governor	TW
Michelle Addyman	Teaching Staff Governor (remotely)	MA
Glynis Buckle	Co-opted Governor	GB
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
Charlotte Wilkin	Co-opted Governor	CW
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Pattison	HOS	GP
Nicola Rose	Local Governance Officer	LGO
Apologies:		
Judith McGrath	Co-opted Governor	JM
Liz Price-Holden	Co-opted Governor	LPH
Jem Squires	Co-opted Governors	JS
Absent without apologies:		
None		

Key to acronyms

SEND	Special Educational Needs and Disabilities	EHCP	Education Health and Care Plan
HOS	Head of School	ESFA	Education and Skills Funding Agency
LGO	Local Governance Officer	IET	Ivy Education Trust
SEF	Self Evaluation Plan	EYFS	Early Years Foundation Stage
SIP	School Improvement Plan	SIAMS	Statutory Inspection of Anglican and Methodist Schools

Item	Content	Action
Year/meeting number/agenda item 24/6/1	Welcome and Apologies: NT welcomed governors and thanked all for their attendance. Apologies received for Judith McGrath, Liz Price Holden, and Jem Squires.	Complete
24/6/2	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
23/6/3	Minutes of Previous Meeting LGB 11 June 2024 - agreed.	Complete
24/6/4	Matter Arising- None	Complete
24/6/5	Finance Update BB commented that the most recent set of accounts shared by the Trust were from April 2024. Moving forward BB requested that accounts be shared in excel. NT will raise this at Trust level. LC shared that she had met with Jon Newman, next year she will be checking the accounts on a half termly basis.	Action

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	<p>Budgets were discussed and it was noted that the overspend in the 3 schools was due to staffing.</p> <p>Q – When are the accounts available to the LGBs? BB replied monthly, but they are seen at the Trust FAR committee before they are released. This process must be followed.</p> <p>NT re-iterated that the governor's objective is to ensure money is spent correctly.</p> <p>LC informed the meeting that there is a halt on spending for the remainder of this academic year.</p> <p>NT thanked BB.</p>	
24/6/6	<p>Trust/Ofsted Update</p> <p>For future meetings this item will be renamed Trust/SIAMS Update.</p> <p>NT reported both he and BB have completed SIAMS training.</p> <p>Following discussions outside the meeting BB has agreed to transfer roles from a Co-opted Governor to Foundation Governor until such time the diocese fills the vacancy at the church. This will be subject to Trust approval.</p> <p>NT, CCC and CW attended the annual governor's event. During the event each LGB presented 'what the LGB was most proud of'. NT shared that they spoke about the 3 Ofsted inspections, Cockwood's build and the move back to school and Kenton's story.</p> <p>LC thanked NT, CCC and CW for attending the event.</p> <p>A meeting will take place on the 9th of July to determine the location for Kenton School from September 2024. It is hoped that the DfE will reach a decision by this date.</p>	Action
24/6/7	<p>Leadership Report</p> <p>This report was shared with governors prior to the meeting. HOS were invited to share highlights from the report.</p> <p>AR reported for Cockwood.</p> <p>AR noted that Attendance was at 96.1% and shared that she is working with the Attendance Officer to improve persistent absentees. However, data has improved.</p> <p>The pupil on a part-time timetable will continue in September,</p> <p>There are 11 Foundation pupils and a new Year 3 pupil in September.</p> <p>Pupil numbers will drop to 82 in September, but AR is hopeful that children will transfer in from other settings.</p> <p>Classes are larger at the top of the school.</p> <p>The school received positive feedback following the external monitoring for writing. Judgements were accurate.</p> <p>KS1 achieved 90% in reading and 100% in maths.</p> <p>Times table results was better than last year, Number Sense has transformed the teaching of maths.</p>	Complete

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	<p>SATS results will be released on Tuesday 9th July.</p> <p>NT thanked AR.</p> <p>GP reported for Kenton</p> <p>GP shared Attendance was at 93.25%. A pupil is leaving to be home schooled which will result in improved attendance. Attendance for Year 6 was at 96.8%, Persistent Absentees has also improved to 98%. EHCP data stands at 63.6%.</p> <p>Behaviour – GP commented that not knowing where the school will be in September is stressful for all.</p> <p>Coaching – This has been successful for 2 teachers and is working well. Targets have improved.</p> <p>Parent feedback is strong.</p> <p>New families have joined Kenton School recently, parents have given much positive feedback.</p> <p>2 new pupils will join the school on the 4th of July.</p> <p>Curriculum – GP is looking at the School Improvement Plan with a focus on history and geography.</p> <p>EYFS curriculum has been re-written therefore lots of curriculum ready for next year.</p> <p>Phonics coaching was a strength, the school have moved to the graduate program.</p> <p>LC reported for Kenn. She shared that Lorraine Bestwick, acting HOS, was unable to attend the meeting and remarked that Lorraine Bestwick is working incredibly in the SENDCO role also. She is also driving school improvement at Kenn.</p> <p>Clear action points came from the recent review, staff responded well to comments.</p> <p>Attendance is good with some challenging behaviours, but this is managed well. The school has 1:1's with high needs.</p> <p>LC remarked that the staff wellbeing survey is currently available and was hopeful that feedback will be positive.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>LC shared the Kenn kitchen is out of action for 3 weeks. This kitchen also feeds Kenton pupils so both schools will have food brought in from Teignmouth.</p>	
24/6/8	<p>Staff Structure/Welfare</p> <p>AR shared at Cockwood, from September Miss Buttree will teach Class 1, Mrs Brewer Class 2 and Mrs Watts/Mrs Ward Class 3.</p> <p>Miss Brown has been appointed at Starcross.</p> <p>Cockwood staff have experienced sickness, hospital appointments and bereavement, which has been challenging.</p>	Complete

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	<p>NT thanked AR and staff.</p> <p>GP shared no staff will be changed in September, changes were made pre Ofsted.</p> <p>NT thanked GP and staff.</p> <p>LC shared Kenn is restructuring with a change to classes. Reception and Year 1, Year 1 and 2.</p> <p>NT thanked Lorraine Bestwick and the staff team.</p>	
24/6/9	<p>Safeguarding</p> <p>GB explained that a meeting is scheduled with Lorraine Bestwick at Kenn before the end of term.</p> <p>GB will be handing over to CW from September.</p>	Complete
24/6/10	<p>Sports Premium Report</p> <p>The reports will be on the website by 31st of July</p>	Action
24/6/11	<p>Stakeholder Survey Report</p> <p>CCC visited the 3 schools and asked for HOS to promote surveys by the end of term, Year 6 leavers, Parent and Carer, Kenn Pupils Survey.</p> <p>CCC will present survey results in September and will share links with HOS.</p>	Complete
24/6/12.1	<p>Equality Objectives</p> <p>Policy for each school.</p>	Complete
24/6/12.2	<p>School Policies</p> <p>Anti-bullying Behaviour and Statement of Behaviour</p>	Carried/forward
24/6/13 School Policies	<p>Meeting Dates</p> <p>Agreed</p>	Agreed
24/6/14	<p>Training</p> <p>To be booked through NR</p>	Complete
24/6/15	<p>Housekeeping</p> <p>NT handed over the election for Chair and thanked all for their support. He confirmed, moving forward, he will remain as the link trustee for Cockwood, Kenn and Kenton.</p> <p>NR asked for nomination for Chair.</p> <p>Charlotte Wilkin nominated Carla Custons-Cole. Carla Custons-Cole nominated herself.</p>	

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	<p>The LGB agreed – Carla Custons-Cole accepted the role of Chair, subject to Trust approval.</p> <p>Carla Custons-Cole asked for nominations for Vice-Chair</p> <p>Carla Custons-Cole nominated Bob Baker Charlotte Wilkin seconded the nomination</p> <p>Bob Baker accepted the role of Vice-Chair, subject to Trust approval.</p> <p>Application for Non-Teaching Staff Governor received from Fran Moorhouse – LGB accepted subject to Trust approval.</p> <p>LC thanked outgoing governors for their support and commitment to the schools</p>	

The meeting ended at 6.00 pm