

**PART 1 MINUTES**  
**of the meeting of the Local Governing Body of**  
**Cockwood, Kenn C of E and Kenton Primary Schools**  
**held on 17 September 2024 at 5pm at Cockwood Primary School**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Carla Custons-Cole	Co-opted Governor (Chair)	CC
Liz Price-Holden	Parent Governor	LPH
Charlotte Wilkin	Co-opted Governor	CW
Fran Moorhouse	Non-Teaching Staff Governor	FM
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Pattison	HOS	GP
Nicola Rose	Local Governance Officer	LGO
Gaby Willis	Trust Governance Officer and Company Secretary	GW
<b>Apologies:</b>		
Michelle Addyman	Teaching Staff Governor	MA
Bob Baker	Co-opted Governor	BB
Jem Squires	Co-opted Governors	JS
Joe Baxter	HOS Kenn	JB
<b>Absent without apologies:</b>		
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

<b>Item</b>	<b>Content</b>	<b>Action</b>
Year/meeting number/agenda item 24/1/1	<b>Welcome and Apologies:</b>  CC welcomed governors and Gaby Willis, Trust Governance Officer and Company Secretary and thanked all for their attendance. Apologies received for Bob Baker, Michelle Addyman and Jem Squires.	<b>Complete</b>
24/1/2	<b>Declaration of Interest</b>  Register of Business Interest declaration sheets were circulated, new declarations recorded. CC reiterated the need for confidentiality and asked for any declarations to be made at the appropriate time during the meeting.	<b>Complete</b>
24/1/3	<b>Representation from the Trust Representative</b>  GW introduced herself to governors and began by reading a memo from Katy Quinn, IET CEO and explained that for future meetings either a Trust representative would attend, or written communication would be shared. GW explained that her purpose at the meeting was to observe and start the Governance Health Check process, which will result in a rag-rated report. CC and LC thanked GW for her explanation. A School Health Check, for the 3 schools, is due to take place on the 25 September. CC and LC will attend.	<b>Complete</b>

Item	Content	Action
24/1/4	<p><b>Housekeeping</b></p> <p>A new governor application has been received and shared prior to the meeting. Governors unanimously supported the application and have recommended their appointment at the Trust Board meeting on the 8 October.</p> <p>The changes to Pay and Performance were discussed. The meeting was advised that it may be necessary to appoint a Pay and Performance Committee for this academic year. It was noted that due to the reduction in the number of CW K&amp;K governors Trust assistance may be sought. It was proposed, if necessary, BB will chair this committee and be joined by LPH and CW. With regards to Head Teacher appraisal BB, LPH will complete the online training in due course. The LGB will await further information for the Trust.</p>	<p><b>Action</b> <b>LGO to Liaise with Trust and BB</b></p>
24/1/5	<p><b>Minutes of Previous Meeting</b></p> <p>LGB 2 July 2024 - agreed.</p>	<p><b>Complete</b></p>
24/1/6	<p><b>Matter Arising</b></p> <p>It was noted that the LGB may appoint 2 Foundation Governors</p>	<p><b>Complete</b></p>
24/1/7	<p><b>Safeguarding</b></p> <p>CW, Safeguarding Governor, will meet with AR (Designated Safeguarding Lead) at Cockwood. A lengthy risk assessment has been prepared for Kenton owing to their relocation at Powderham Castle. GS commented that the new location for the school was working well.</p> <p><b>Q – What does the playground area look like from a safeguarding perspective?</b> <b>GS replied that the area was vast but surrounded by low fencing. Staff are positioned in a triangulation at break/lunch times to monitor the area. Signs are in place to inform the public of the school’s presence. An audit is scheduled to talk to the children to ascertain how safe they feel.</b></p> <p><b>Q – What are the parking arrangements?</b> <b>GS responded that the parent/carers walk to the gate, this area is also monitored by staff.</b></p> <p>LC remarked that the castle feels calm and safe as the space is more contained.</p> <p>Kenton is due a fire drill.</p>	<p><b>Action</b></p>
24/1/8	<p><b>Health and Safety</b></p> <p>Partly covered in item 7.</p> <p>Additionally, a new fire door is needed for Cockwood (Class 1). Door to be ordered and fitted asap. A fire-resistant hatch for Cockwood's kitchen is in the process of being arranged.</p> <p>Extra fire alarms, following a review from the Fire Service, will be arranged.</p> <p>The Trust have invested in the schools from the Capital Fund, for example, a new £25000 playground and kitchen refurbishment at Kenn.</p> <p>Teignmouth are currently providing the school meals for Cockwood, Kenn and Kenton. LC noted that at the moment staff absence is the main factor for this.</p> <p>Once the Kenn kitchen is finished the proposal is for Kenn to cook the meals for Cockwood, Kenn and Kenton until such time the Cockwood Kitchen Manager returns from her maternity leave.</p>	<p><b>Complete</b></p>

Item	Content	Action
24/1/9	<p><b>Performance Data</b></p> <p>Data was share with governors ahead of the meeting, showing trends and National data.</p> <p>LC highlighted that the shared data did not show progress, this will be available for the meeting in November.</p> <p>Early Years is the focus for Cockwood, Kenn and Kenton following a downward trend in outcomes for children who join. A baseline assessment takes place on entry, children are assessed during the year and again at the end of the year. The aim is for each child to achieve a good level of development.</p> <p>On entry data is lower than in previous years, partly due to Covid.</p> <p>Cockwood have a new Early Years lead, the continuous provision area has been overhauled with new equipment purchased during the summer. The team have planning time and the TA's hours have been extended. It is predicted that there will be a big improvement in the 2024-25 cohort's results.</p> <p>Kenton's Early Years was rigorously tested during the Ofsted inspection. The disrupted year the children experienced was acknowledged along with the absence of the Early Years teacher.</p> <p>GS shared she was pleased with the 67% results.</p> <p>LC remarked that data drive staff to re-evaluate their practice and how children are supported when they join.</p> <p>Phonics data shows a dip in the 3 schools but there is good practice in each of those schools.</p> <p>Key Stage 2 results were generally good. Kenn's focus is maths and writing across the 3 schools. Cockwood's results were exceptional.</p> <p>LC showed a rag-rated Health Check example to demonstrate how the schools are assessed.</p> <p>Action for the next meeting to include progress data, SIPs for the 3 schools along with their SIP summaries.</p>	Action
24/1/10	<p><b>Admission Arrangements 2026-2027</b></p> <p>LC to advise GW of amendments where appropriate.</p>	Action
24/1/11	<p><b>Trust/SIAMS update</b></p> <p>LC shared that Kenn will be SIAMS inspected in the next couple of years. An ethos group including Joe Baxter and Paul Cornish has been set up.</p> <p>There are now 2 Executive Heads within the Trust – LC and Annabelle Thomas (Starcross and Teignmouth Primary)</p> <p>An Operations Manager, part of John Lasker's team, is being recruited. This will be of benefit especially to Kenton.</p> <p>Trust Safeguarding training was well attended – a recording will be available to those who missed the session.</p> <p>Kenton will move to Kenton playing fields at half-term.</p> <p>An historic planning application for a new school in Kenton was discovered which should shorten the planning process this time.</p>	Complete
24/1/12	<p><b>Surveys</b></p> <p>This item to be carried forward to November.</p> <p><b>Governor Lead Vacancies</b></p> <p>Vacancies exist for Literacy, Arts and Science, Church Relations and SEND.</p> <p>LGO will send a list of current link roles and vacancies for consideration by all governors.</p>	Action  Action

Item	Content	Action
	It was noted that Q cards are available to all to assist with questions when carrying out link roles.	
24/1/13	<b>Policies</b> <b>Anti-Bullying, Behaviour and Statement of Behaviour</b> <b>Exclusion Policy c/f</b>	<b>Complete</b> <b>Action</b>
24/1/14	<b>Autumn Checklist</b> <b>Share prior to meeting</b>  CC suggested an annual event planner for events where either governor help, or governor presence would be welcomed for governors to plan ahead. HOS asked to share know events and dates with LGO. LGO will produce a calendar for governors.	
24/1/15	<b>Governor Training</b> Training opportunities for Autumn term shared previously FM to complete an induction.	

The meeting ended at 6.40pm