

PART 1 MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 19 November 2024 at 5pm at Kenton Primary School

Present:		
Name	Title/Role	Initials
Carla Custons-Cole	Co-opted Governor (Chair)	CC
Bob Baker	Co-opted Governor (Vice-Chair)	BB
Charlotte Wilkin	Co-opted Governor	CW
Fran Moorhouse	Non-Teaching Staff Governor	FM
Ron Morten	Co-opted Governor	RM
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Pattison	HOS	GP
Nicola Rose	Local Governance Officer	NR
Apologies:		
Michelle Addyman	Teaching Staff Governor	MA
Liz Price-Holden	Parent Governor	BB
Jem Squires	Co-opted Governors	JS
Joe Baxter	HOS Kenn	JB
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
EHT	Executive Headteacher	IQM	Inclusion Quality Mark

Item	Content	Action
Year/meeting number/agenda item 24/2/1	Welcome and Apologies: CC welcomed governors and guest Mike Hocking and thanked all for their attendance. Ron Morton was introduced as the LGB's recently appointed co-opted governor. Apologies received for Liz Price-Holden. Resignations received from Michelle Addyman and Jem Squires.	Complete
24/2/2	Declaration of Interest CC reiterated the need for confidentiality and asked for any declarations to be made at the appropriate time during the meeting.	Complete
24/2/3	Minutes of Previous Meeting LGB 17 September 2024 - agreed.	Complete
24/2/4	Matters Arising <ul style="list-style-type: none"> • CW, Safeguarding Governor, will meet with AR (Designated Safeguarding Lead) at Cockwood. ACTION MEETING RESCHEDULED • Action for the next meeting to include progress data, SIPs for the 3 schools along with their SIP summaries. COMPLETE – PROVIDED FOR THE MEETING 	Action/ Complete



Item	Content	Action
	<ul style="list-style-type: none"> • Admission Arrangements 2026-2027 LC to advise GW of amendments where appropriate. COMPLETE • Governor Lead Vacancies COMPLETE LGO will send a list of current link roles and vacancies for consideration by all governors 	
24/2/5	<p>Trust Representative or Communication</p> <p>LC explained that the school's vision and values are revisited each year. The Trust also has their own and shared a selection of slides with the meeting so that governors have a good understanding. She explained that senior leaders had met to discuss moving IET forward. She directed governors to the annual report, previously circulated, and the 5 Pillars of Excellence which underpin what 'we should do for each IET child' along with the four C's – Courage, Collaboration, Compassion and Commitment. The four Cs are the values of each school in the Trust.</p> <p>In June senior leaders met with the CEO of another Trust and agreed new principles and what IET should stand for. Basic principles were agreed during the day and summarised below</p> <ul style="list-style-type: none"> • Be the provider of choice • Empower children to flourish • Place our schools in the heart of our communities and the communities in the heart of our schools • Provide all IET children with ambitious enriched experiences and opportunities • Thrive financially <p>These are not finalised yet, but it was recognised that the Trust is on a journey.</p> <p>GP added that groups took a point each and came together to create a cohesive vision.</p> <p>LC remarked that primaries and secondaries are brought together to support each other's schools.</p> <p>GP highlighted that collaboration had already improved especially teaching and therefore pupil provision in each school.</p> <p>LC referred again to the 5 Pillars of Excellence which underpins everything – Attendance, Behaviour, Curriculum, Delivery and Enrichment. The school's improvement planning (SIP) sits within these key pillars.</p> <p>Q – Is this a result of the merger and growth of the Trust? LC replied historically each school had their own vision and values. Since the Trusts (Osprey and Estuaries) merged and improved more collaboration and support has been provided. Expertise has therefore increased over time and has evolved.</p> <p>Q – Is the scale helping? AR replied yes, it gives the schools a shared language to make comparisons across the schools. LC gave examples of Attendance and HR where good, knowledgeable support is available.</p> <p>Health Check feedback for the 3 schools was delivered by LC. She explained what a Health Check entails. Schools present 'where the school is' on 2 occasions during the year, to the senior Trust team and agree a RAG rating. Examples were discussed for Cockwood, Kenn and Kenton. Post presentation the senior team either agree or not, if Red is highlighted available Trust resources are steered toward the areas identified as RED.</p> <p>5.1 LGB Health Check The report and action plan were shared prior to the meeting. Good progress has been made to date. It was discussed and agreed for governors to approve any updates required to the policies highlighted outside the meeting.</p>	Complete

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	<p>5.2 Devon Education Services Slide – Operational/Strategic</p> <p>CC, LC and NR recently attended a Heads, Chairs and Clerks meeting. CC talked through the slides, stressed the importance of governors monitoring strategically, gaining evidence to evaluate. She reminded governors that the role is not to be involved operationally. LC added that governors also provide a supportive role to the Headteacher.</p>	
24/2/6	<p>Leadership Report</p> <p>CC asked HOS for 3 highlights.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>AR also highlighted Behaviour and Curriculum with a focus on Voice 21's Oracy journey. AR and Laura Buttree have led Trust training. Going forward Cockwood aim to be a centre of excellence.</p> <p>Q – What about SEND pupils? AR replied all children are 'taught' how to talk so the principals are accessible to everyone, this was supported with examples.</p> <p>GP congratulated AR on leading the training session.</p> <p>GP reported for Kenton. Attendance is a win for Kenton; 1 pupil moving from a part-time timetable, support from SEND 100 team, inhouse coaching for teachers and TAs, more pupil access to an outside space and 2 persistently absent children are no longer with the school</p> <p>GP also highlighted the work around the Inclusion Quality Mark, an external qualification/award, examples were given. The school is also introducing No Outsiders, a curriculum based around the protected characteristics.</p> <p>The Kenton team have worked hard to put the new school together. The school is focusing on maths and the new Devon RE curriculum.</p> <p>LC reported for Kenn and shared that the HOS is currently absent. Highlights are EYFS, zones of learning more defined, interaction between adults and children improved. Staff are looking at other provisions to gain ideas. LC has noted an improvement in relational practice.</p>	Complete
24/2/7	<p>Staff Welfare/Absences</p> <p>LC shared information regarding the HOS at Kenn's absence She acknowledged that Lorraine Bestwick has been a fantastic stand-in for Joe.</p> <p>At Kenton a maternity absence is imminent, a full-time teacher has been appointed to cover this leave.</p> <p>LC acknowledged the staffing and budget challenges in schools.</p>	Complete
24/2/8	<p>Finance Update</p> <p>CC asked BB for highlights from the recent report provided by the Trust. He commented that the format is tricky to interpret. At month 2 he remarked that there was limited information to share.</p>	

Item	Content	Action
	<p>He noted that only certain savings could be made, utilities and rates are non-negotiables.</p> <p>LC responded that frequent finance meetings take place with herself and the whole senior team.</p> <p>Funding is based on the number of pupils in the school. Devon is clawing money back from pupils in alternative provisions which is a challenge for schools. She is concerned for next year's budget.</p> <p>LC attended a conference with government representation.</p> <p>She attended a meeting around what can be done to save money – pupil numbers are static or going down, examples were given relating to Kenn and Kenton. Priority needs to be given to building relationships with the community to keep pupil numbers up.</p> <p>LC remarked that Kenn nursery numbers are affected by the new school, Matford Brook. Going forward this school will back fill year groups as they currently are just admitting Reception pupils.</p> <p>Q – What does the Marketing Team do? AR replied that there is no longer a Marketing Team, this is now outsourced.</p> <p>CW has an intense marketing plan. All 3 schools use social media.</p>	
24/2/9	<p>Safeguarding</p> <p>AR attending Level 3 Safeguarding, no issues at Cockwood.</p> <p>Kenton has an ongoing risk assessment of the site; a snagging meeting has taken place. The fencing and gate access is to be improved.</p>	Complete
24/2/10	<p>Risk Registers</p> <p>LC is due to meet the Director of Operations, Jon Lasker.</p> <p>Q- Is there an owner or does the HOS take accountability? LC responded that this sits with the EHT/HOS and Governors.</p> <p>This agenda item is carried forward to the next meeting.</p>	Action
24/2/11	<p>Health & Safety</p> <p>AR reported that Cockwood is currently cladding the gate for the safety of pupils.</p> <p>This agenda item is carried forward to the next meeting, Accident Logs not available.</p>	Action
24/2/12	<p>Premises</p> <p>The flat roof at Cockwood has been repaired.</p> <p>Neither school has a caretaker, cover is being provided by the Trust,</p> <p>Jonathon Lasker, Director of Operations is to review.</p>	Complete
24/2/13	<p>Inclusion Quality Mark</p>	

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	<p>LC has visited IQM schools. She shared the report for completion. She commented that having this mark leads to excellent inclusive practice. The aim is for completion by December 2025. An assessor will determine if the standard is met. Areas have been shared between LC, Lorraine Bestwick and GP.</p> <p>Q – What do you get at the end? LC replied, it will be used to ensure learning and improvement and question ‘what else can be done.’ Thinking about inclusion and values continually.</p> <p>Q – So a tool to deliver the Trust’s values? LC responded yes, and the schools. It is a driver for our school and focuses learning, and the impact the school has on the community.</p>	
24/2/14	<p>LGB Link Roles (5 Pillars)</p> <p>Link roles agreed prior to the meeting. Following a governor resignation a vacancy exists for Curriculum. Governors asked to consider taking on this role.</p> <p>Q cards re-introduced and shared with the meeting. Link governors given specific Q card for their particular responsibility, relating to the 5 Pillars of Excellence.</p> <p>Visits to schools were discussed their frequency and the resulting visit form requiring completion.</p>	Action
24/2/15	<p>Surveys</p> <p>Results from workshops at Cockwood, Kenn and Kenton, shared beforehand, were also available to view at the meeting. The survey schedule was discussed. CC invited HOS to re-share the surveys if required, particularly if the response was low.</p>	Complete
24/2/16	<p>Governor Recruitment and Succession Planning</p> <p>CC highlighted the recruitment of RM and FM to the LGB. CC has already met with Mike Hocking and is due to contact another prospective governor.</p> <p>AR offered the newsletter as a tool for recruitment. NR will circulate the Parent Governor and Teaching Staff information in January. NR to check the ratio for Staff Governor to Co-opted.</p>	Action
24/2/17	<p>Governor Training and Events</p> <p>FM due to complete the Governor Induction in January. This was also offered to RM. The event schedule was discussed where governor support would be welcomed. CC asked for governors to complete the visit form, after the event, and send to NR</p>	Action
24/2/18	<p>Reflection – Impact of the meeting</p> <p>Lots of improvement such as Inclusion Quality Mark accreditation at Kenton and Oracy focused development at Cockwood. Strategic way of working and collaboratively. Questions and challenges within the meeting, positive to capture an increased volume of these. Preparing for the future means embracing the values of IET, huge challenges for education in general.</p>	

The meeting ended at 6.55pm