

**PART 1 MINUTES**  
**of the meeting of the Local Governing Body of**  
**Cockwood, Kenn C of E and Kenton Primary Schools**  
**held on 4 February 2025 at 5pm at Kenton Primary School**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Carla Custons-Cole	Co-opted Governor (Chair)	CC
Bob Baker	Co-opted Governor (Vice-Chair)	BB
Liz Price-Holden	Parent Governor	LPH
Fran Moorhouse	Non-Teaching Staff Governor	FM
Ron Morten	Co-opted Governor	RM
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS Cockwood	AR
Gemma Pattison	HOS Kenton	GP
Joe Baxter	HOS Kenn	JB
Nicola Rose	Local Governance Officer	NR
Mike Hocking	Observer – Prospective Governor	MH
Gill Watts	SENDCo Cockwood	GW
Lorraine Bestwick	SENDCo Kenn & Kenton	LB
<b>Apologies:</b>		
Charlotte Wilkin	Co-opted Governor	CW
<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
EHT	Executive Headteacher	IQM	Inclusion Quality Mark

<b>Item</b>	<b>Content</b>	<b>Action</b>
Year/meeting number/agenda item 25/3/1	<b>Welcome and Apologies:</b>  CC welcomed governors and prospective governor Mike Hocking and thanked all for their attendance. Apologies received for Charlotte Wilkin.	<b>Complete</b>
25/3/2	<b>Declaration of Interest</b>  CC reiterated the need for confidentiality and asked for any declarations to be made at the appropriate time during the meeting.	<b>Complete</b>
25/3/3	<b>SEND Review</b>  LC introduced Gill Watts (GW), SENDCo at Cockwood and Lorraine Bestwick (LB), SENDCo for Kenn & Kenton. She shared that SENDCo's are the first port of call for families and are accountable for supporting SEND pupils. It was stated by LC that real challenges exist across the three schools regarding the financial imbalance and predicted this will become wider as time goes on. It was noted that pupils with SEND provide challenges but are the most vulnerable as many are also Pupil Premium. The funding delay was noted with Education Health Care Plans taking up to a year to come through	

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	<p>with the resulting amount not reflecting the amount of work required to prepare a case. Help from external sources for support, is also difficult to get as services are being cut.</p> <p>LB spoke of successes for Kenn and Kenton and gave examples of extracurricular activities, the London trip and the residential. These pupil success stories were a result of many years of increasing participation in such opportunities.</p> <p>LC agreed and stressed the importance of recognising the favourable outcome of SEND in the Ofsted inspections.</p> <p>GW observed when staff are directed to SEND children, this then takes them away from other pupils. LC agreed but noted in many schools, TA's only support SEND children.</p> <p>A discussion followed around children joining reception classes and their greater needs. GW commented Speech and Language is a huge issue, toileting also in some schools.</p> <p><b>Q – Is this a Covid issue?</b>  <b>GW replies yes, and technology – children and parents using iPads and phones,</b></p> <p><b>Q – You mentioned the importance of SEND children who have greater needs and the impact on the rest of the children. What is being done about this?</b>  <b>LC replied staff react daily depending on how the pupil is, with teachers accessing the situation. A plan is then formed to manage the day and deploy support staff to the right area, but the needs of all children must be met.</b></p> <p><b>Q – What is the funding used for?</b>  <b>AR offered the example Eco Therapy for Cockwood but only being able to afford this for a short period of time.</b></p> <p><b>Q – Are Devon ‘clawing back’ funding for pupils, on a part time arrangement?</b>  <b>LC replied that this was the case, it has affected Kenton.</b></p> <p><b>Q – What would happen if the percentage of SEND is more that then percentage of other pupils in the group?</b>  <b>LC replied that ‘SEND’ is not working nationally or in Devon, with an increased number of SEND pupils and a slimmed down number of professionals able to help. There are an increased number of EHCP pupils legally entitled to funding but only a small amount of funding available. It can range from as little as around £1800 which is not enough to support.</b></p> <p>GP praised the strategic work of the Trust and the evaluation of the SEND offer where data is being shared across the Trust. Kenton is working on the Inclusion Quality Mark, having worked lots on inclusion, for example, belonging and the way people speak.</p> <p><b>Q When the funding is awarded, how is it spent?</b>  <b>LC replied funding goes into the budget share to pay towards support staff but does not cover this expense.</b></p> <p>LPH to visit schools this month in her capacity as SEND link governor.</p> <p>LC thanked GW and LB for their attendance. Both left the meeting.</p>	
25/3/4	<p><b>Minutes of Previous Meeting</b></p> <p>LGB 19 November 2024 - agreed.</p>	<b>Complete</b>

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24/3/5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Risk Registers - COMPLETED</li> <li>• Health &amp; Safety – Accident Logs (item 15 for this meeting) - COMPLETED</li> <li>• Curriculum Governor – Vacancy ACTION – VACANCY TO BE CARRIED FORWARD</li> <li>• FM and RM to complete the governor induction – COMPLETED</li> </ul>	<b>Action</b>
25/3/6	<p><b>Governor Admin</b></p> <p>It was unanimously agreed to recommend BB to serve another 4-year term, as a co-opted governor. Mike Hocking be appointed as Foundation Governor and Eliza Pierce be appointed as another co-opted governor.</p>	<b>Complete</b>
25/3/7	<p><b>Trust Representative or Communication</b></p> <p>CC attended the Trust review day where SEND was discussed at length. Dawlish College and Newton Abbot leaders presented on collaboration across the schools and celebrating partnerships. Wayne Westacott presented on attendance. CC interacted with other LGB chairs and IET trustees.</p> <p>LC noted the number of completed Ofsted inspections, Newton Abbot College, Dawlish College, Teignmouth Community School and Starcross, and recognised the pressure on the senior trust team. She was pleased to report that all schools with published reports, had done well.</p>	<b>Complete</b>
25/3/8	<p><b>Headteacher Update</b></p> <p>Reports were shared ahead of the meeting.</p> <p>LC reported on the rigorous Health Checks which have taken place and explained the process each school undertakes, from Rag Rating to meeting with the Senior Executive Team to agrees outcomes. HOS, EHT, Trust Senior Team and a governor representative are involved. It was agreed this was a very useful and supportive process.</p> <p>RM apologised for his unavoidable non-attendance on this occasion.</p> <p>A new 'colour', purple has been added to the existing red, amber, green to represent exceptional practice.</p> <p>Cockwood received two purple ratings, Personal Development and Leadership and Management.</p> <p>This document is used to inform other conversations.</p>	<b>Complete</b>
25/3/9	<p><b>Outdoor/Educational Visits</b></p> <p>Following on from the discussion with the SENDco representatives, each school reported:</p> <p>Cockwood A register is kept recording which children attend events, residentials, sporting activities, trips, after school clubs to ensure SEND and disadvantaged pupils are given the same opportunities. The PFA support disadvantaged pupils.</p> <p>Kenn JB reported the same register as Cockwood, a suggestion from last year's Health Check. Children had experienced the SEND festival, a Roman Day and have welcomed visitors to the school. JB highlighted the range of activities available.</p>	<b>Complete</b>

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	<p>Kenton Kenton record in the same way as Cockwood and Kenn. GP remarked Kenton's register was used for their Ofsted inspection which was very helpful.</p> <p>It was noted that the register also records those pupils 'offered' an experience but choose not to participate. LC highlighted the next step would be to find out what these children really want to do.</p> <p>In some cases, parents will accompany their child or pick up early to ensure that SEND/Disadvantaged pupils can be included and participate,</p>	
25/3/10	<p><b>School Improvement Plan</b></p> <p>Information was added to the folder ahead of the meeting. CC invited each HOS to share their action points/Highlights from the Health Checks</p> <p>JB reported for Kenn</p> <ul style="list-style-type: none"> <li>• Quality of phonics and consistency of all adult/teachers.</li> <li>• EYFS particularly the environment, making choices attractive and learning linked to activities</li> <li>• SEND – ensuring pupils with challenging behaviours are provided with what they need to learn without impacting on others.</li> </ul> <p>AR reported for Cockwood</p> <ul style="list-style-type: none"> <li>• A language rich outside environment.</li> <li>• Cockwood will benefit from the Tesco token scheme and the funds donated will be used to improve the outdoor EYFS area.</li> <li>• Assessing the curriculum before and after each unit.</li> <li>• Coaching – this has started.</li> <li>• Oracy – working towards becoming a Centre of Excellence which would make the school the only one in Devon.</li> </ul> <p>GP reported for Kenton</p> <ul style="list-style-type: none"> <li>• Upskilling the whole team in EYFS.</li> <li>• Refining maths especially task design, adaption of White Rose for consistency.</li> <li>• Staff absence – how this is managed.</li> <li>• Writing, good training.</li> <li>• Training twilights for staff.</li> </ul>	Complete
25/3/11	<p><b>Governor Improvement Plan</b></p> <p>This has been completed, The LGO was thanked.</p>	Complete
25/3/12	<p><b>Finance Update</b></p> <p>BB, Finance link governor, provided details from the December set of Management accounts shared prior to the meeting. He noted the front loading of the budgets results in each showing a deficit budget. A discussion around variables and non-variables followed.</p> <p>LC confirmed she attends regular budget meetings; January figures will be available soon.</p>	

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	<p>The Trust finance team are using a new approval system where LC approves spending once the budget has been checked, this then shows as a commitment. It was noted money can be moved from 'pot to pot' to address over and under spending.</p> <p>Each school shared that spending is only happening for the essentials and all schools are struggling with their budget. LC added that schools are being creative, streamlining and looking at making savings where they can.</p>	
25/3/13	<p><b>Safeguarding</b></p> <p>Light touch Safeguarding audits from the Devon Safeguarding Team have taken place at Kenn and Kenton. Staff felt this was a very supportive exercise. Cockwood is due an audit before half term.</p> <p>Children at Kenton shared they felt safe at their new site and communicated this to the auditor.</p> <p>The Trust Designated Safeguarding Lead also supports and works across the schools.</p>	<b>Complete</b>
25/3/14	<p><b>Risk Register</b></p> <p>LC presented the new style electronic risk register which is held on the Every site, and drilled down into area to demonstrate the process of how each school is assessed. This electronic document goes to the Trust Board – Finance and Resources committee.</p> <p><b>Q – Is this a school specific document?</b>  <b>LC responded that each school has their own.</b></p> <p><b>Q – Is there a risk that Kenton will not get a builder?</b>  <b>LC acknowledged the risk on the register but is confident of the build.</b></p> <p>In addition to the discussions, it was noted that pupil numbers for the intake in September 2025 will be confirmed in April.</p>	<b>Complete</b>
25/3/15	<p><b>Health &amp; Safety</b></p> <p>Accident data was added to the folder ahead of the meeting. JB commented that this exercise was very useful in identifying trends and acting on the results.</p>	<b>Complete</b>
25/3/16	<p><b>LGB Link Roles (5 Pillars)</b></p> <p>Roles and frequency of monitoring visits agreed, the Curriculum vacancy noted. The addition of two new governors will enable the workload to be shared further, this will be revisited at the next meeting in April.</p>	<b>Complete</b>
25/3/17	<p><b>Policies</b></p> <p>Policies approved – E Safety Strategy, Remote Education Provision and Administering Medicine.</p>	<b>Complete</b>
25/3/18	<p><b>Governor Training and Events</b></p> <p>The event schedule was referred to, where governor attendance will be welcome. Kenton and Kenn administrators to share the newsletter with the LGO to circulate to governors.</p> <p>FM and RM attended an 'Introduction to Governors' online course as part of their induction. LPH to complete 'Securing great outcomes for your disadvantaged children'</p>	<b>Action</b>

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	BB completed 'Pupil Premium' webinar	
25/3/19	<p><b>Reflection – Impact of the meeting</b></p> <p>The following reflections were made</p> <p>A welcomed opportunity to look in detail at SEND and listen to the school SENCo and the successes and challenges of each school.</p> <p>Staff felt it was good for governors to understand the additional work that takes place behind the scenes such as the Health Checks.</p> <p>LC reminded governors that for future meetings, after viewing the meeting folder, specific questions can be asked ahead of time.</p>	<b>Complete</b>

**The meeting ended at 6.50pm**