

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

Present:		
Name	Title/Role	Initials
Carla Custons-Cole	Co-opted Governor (Chair)	CC
Bob Baker	Co-opted Governor (Vice-Chair)	BB
Fran Moorhouse	Non-Teaching Staff Governor	FM
Liz Price Holden	Co-opted Governor	LPH
Eliza Pierce	Co-opted Governor	EP
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS Cockwood	AR
Gaby Willis	IET Trust Governance Officer	GW
Nicola Rose	Local Governance Officer	NR
Apologies:		
Gemma Patterson	Kenton HOS	GP
Joe Baxter	Kenn HOS	JB
Mike Hocking	Co-opted Governor	MH
Absent without apologies:		
Ron Morten	Co-opted Governor	RM

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 25/5/1	Welcome and Apologies: CC welcomed governors to the meeting along with Gaby Willis, Trust TGO.	Complete
25/5/2	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
25/5/3	Trust Representation GW explained that her attendance was part of the Governance Health Check, a light touch to finish off the year. The Comms Sheet from the previous Board meeting was shared prior to the meeting, GW confirmed she had nothing further to add.	Complete
25/5/4	Minutes of Previous Meeting LGB 29 April 2025 - agreed.	Complete

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24/5/5	Matters Arising CC reported link roles were confirmed. CC reinforced the need for governor visits and suggested visits be agreed between the HOS and Link Governors at the start of the academic year and referred to the previously circulated information pack regarding frequency of visits. It was confirmed that visits may be in person or on occasions via Teams. Visit schedule/appointments to be agreed in September Governor support was provided for SATS week. 'We are Ivy Week' will take place week commencing 7th July. NR to obtain schedule from Jennifer Sweet and share with governors	Action
25/5/6	Headteacher Update LC informed the meeting of GPs new appointment as Headteacher and shared that she will leave Kenton/IET at the end of term. Kenton families have been advised. An interim Headteacher will take up the post from next term, for a fixed period. Mr Ed Finch (EF) brings considerable headship experience. He will visit Kenton on several occasions this term in addition to a video presentation uploaded to Kenton's website. Q – Have prospective parents been informed of this change? LC confirmed a letter was prepared to share with new families. LC discussed the challenging few months for the SLT including issues at Kenton/consistency of the teaching team but confirmed the school will retain a 3-class structure. A full-time experienced teacher has been appointed from September. GP will work with EF, moving forward, looking at structure. The preschool continues to work well. Chris Provins, temporary Class 2 teacher, leaves Cockwood at the end of term and will be replaced by an experienced, newly appointed teacher. Kenton will also benefit from a very experienced, newly appointed teacher, each morning with experienced members of staff moved around to strengthen the team. The afternoons will operate on a 3.5 class basis. Q – What does the future look like for the HOS position at Kenton? LC stated that this position is unknown, however she confirmed she will continue as HOS at Kenn. Governors were keen to understand LC's current workload and following a discussion around this, governors invited LC to share what support had been offered by the Trust. LC responded that several meetings had taken place to address this. LC hoped that the appointment of EF will help with workload. Governors offered their support. Leadership Report Attendance Cockwood attendance has dropped – due to Chicken Pox and a sickness bug. AR concluded 94.8% is poor for her school. LC added Kenn pupils suffered from these illnesses as well and acknowledged that attendance was affected by the travelling community although attendance overall has improved. She added	Complete

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	Kenn's systems with regards to daily phone calls need improving with certain families. Penalty notices also need improving. Behaviour LC observed behaviour is excellent at Kenn, challenging behaviour is on the upturn, this improvement was noted by their professional partner following review. Curriculum Kenn is focusing on Delivery, coaching needs to be a constant focus next year. Enrichment Lots of enrichment is taking place across the schools. SEND It was noted SEND is a challenge. Part-time timetables exist but specialist provision is needed. Q – Do EHCPs come with funding attached? LC replied that a training session on SEND, and the law had been attended where strategies had been offered to provide routes to improve outcomes for EHCP applications. Further knowledge and clarity in how to secure funding has been shared. AR was delighted to report Cockwood success in securing their status as Voice 21/Oracy Centre of Excellence. This award will last for 3 years and Cockwood are likely to be asked to support schools outside IET. Recently Ted Wragg have bought into Voice 21. LC congratulated AR on this success, as did governors. CC invited further questions, none were forthcoming.	
25/5/7	Risk Registers Deferred to September. LC and CC will meet to work on the Risk Registers ahead of this meeting.	Action
25/5/8	Finance Update Removal of the Finance Link Governor GW was invited to address the meeting. GW explained over the years the Trust has held the finance for many of the LGBs within the Trust. Moving forward 5 central briefings per year will be held via Teams, each LGB will have their own slot. A LGB governor representative will attend each meeting, GW will take minutes and feedback to the Finance and Resources Committee. Managements accounts will continue to be shared. The Board wishes for governors to focus on the 5 Pillars of Excellence where they have scope to make a difference and look at the impact spending has on the outcomes for pupils. CC thanked BB for his commitment as the Finance Link Governor.	Complete
25/5/9	Sports Premium Report Deferred, when available CC will sign the reports prior to publishing.	Action

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25/5/10	Safeguarding Meetings have taken place with Cockwood and Kenton. No new challenges were reported; overall CW reported a good picture. Following the Safeguarding audit, carried out by Devon, Kenn received the most actions that LC will address.	Action
25/5/11	Staffing This item was covered earlier in the meeting. Additionally, on this occasion data for staff absence was not shared. It was noted that GP is consistently teaching at Kenton to cover staff absences.	Complete
25/5/12	Stakeholder Survey Report CC and BB attended a recent Chairs meeting where current results from the newly procured Trust-wide Edurio Survey system were presented by Emma Wood, Director of People, IET. Hard copies of the information were shared with governors as 'part 2' and retrieved at the end of the meeting. In summary: • Edurio is the new comprehensive survey system • The session with the Trust covered results from the schools within IET • The Trust reported around 600 responses in total, equating to an approximate 18% response rate • It was agreed that individual result would be shared with the respective LGB's for review • The system is benchmarked against other schools Nationwide • The results shared were collated from the parent's survey. LC commented that all parents should be encouraged to complete surveys, for positive feedback to be received as well as any negative comments. Note: following the meeting an email was circulated to the Chairs to clarify actions required, as follows: 'Katy has asked the Chairs to use their summer meetings (and into the first meeting of the autumn term) to work with heads on a jointly agreed action plan. Katy has advised a focus on addressing the top three areas of feedback please'. CC confirmed the usual Year 6 leavers survey would still take place and asked HOS to share the links with pupils so they could complete via iPads/PCs before the end of term. Results would be shared after the summer break.	Action Action
25/5/13	Governor Succession CC reiterated her decision to step down as Chair. NR explained the process, and confirmed nominations for Chair and Vice-Chair will be sought at the start of the new academic year with a view to voting in a new Chair and Vice-Chair at the September meeting.	Action

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	Q – What happens if no-one stands? GW replied that other chairs within the Trust may be available to cover the LGB, otherwise a different Chair may be elected for each meeting until a permanent replacement is appointed.	
25/5/14	Agree Meeting Dates Proposed LGB dates for 2025-2026 were shared via Governor Hub and were agreed.	Complete
25/5/15	Policies Policies for governor approval – Approved.	Complete
25/5/16	Governor Training NR explained alongside Devon Education Services; governors have access to the NGA Learning Link and Governor Hub. NR encouraged all to investigate the opportunities available, in particular with Learning Link. Governors to contact NR if assistance is required. GW highlighted the Annual Trust wide Governor event. This will take place in the Autumn term, date to be confirmed.	Action
25/5/17	Reflection It was agreed that the time spent on surveys was useful. AR valued the Safeguarding visit which took place in person with CW at Cockwood.	Complete

The meeting ended at 6.30pm