

PART 1 MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 23rd September 2025 at 5pm at Kenn C of E 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
Mike Hocking	Co-opted Governor	MH
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS Cockwood	AR
Ed Finch	Headteacher Kenton	EF
Nicola Rose	Local Governance Officer	NR
Apologies:		
Charlotte Wilkin	Co-opted Governor	CW
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 25/1/1	Welcome and Apologies: CC welcomed governors to the meeting. Apologies received from CW	Complete
25/1/2	Declaration of Interest CC reiterated the need for confidentiality and asked for any declarations to be made at the appropriate time during the meeting. Individual Register of Business Interests updated by all present.	Complete
25/1/3	Trust Representation No representation at this meeting	Complete
25/1/4	Minutes of Previous Meeting LGB 1 July 2025 - agreed.	Complete
24/1/5	Matters Arising	

Item	Content	Action
	Risk Registers – LC will meet with AR/EF and report back at November meeting All other actions either complete or listed as an agenda item for discussion.	Action Complete
25/1/6	Headteacher Verbal Update Kenn and Kenton currently have limited admin support. Admin staff have left and not been replaced. The roles are currently being covered by the respective Headteachers/Trust Executive Team/ Trust staff. A discussion around the administrator's role followed. Recruitment is currently taking place. SIPS for Cockwood, Kenn and Kenton were shared ahead of the meeting. Kenn LC reported for Kenn. • Attendance will sit in all SIPS across the 3 schools. At Kenn, in particular, vulnerable groups/travelling community/SEND are a focus. • New maths scheme will be introduced – White Rose Maths will be embedded. The school has a new maths lead. • EYFS/KS1 - the focus will be on how these pupils are making progress and their achievements lower down the school. • Top end KS2 pupils were above national average, especially in reading. • Phonics is a focus. • Coaching is a main focus. Cockwood AR reported for Cockwood • Focusing on developing consistent and effective learning principles across the school and a sustainable plan for StepLab. • Continue to develop EYFS outdoor learning opportunities • Revisiting progression documents and support subject leads. • New Early Years lead. • Re-applying for ArtsMark. • Continue to look at whole school approach for Voice 21. As part of a Voice 21 Centre of Excellence AR is writing a program of CPD and resources. • Good KS2 outcomes. Working on a 3-year plan for greater depth in math. Kenton EF reported for Kenton • Priorities are attendance for specific children. • Quality of phonics and EY provision. • End of KS2 is stronger than at the other end of the school. • Focus on conduct of a particular class • Communication to parents Q – Do you have any specific concerns? LC replied - budgets have impacted the running of the schools. Staffing is an issue at Kenton where teachers are covering lunch duty consistently. A discussion followed around Kenton and examples given. LPH gave an example of a school with a 'SWAT' team of parents providing lunch cover. This idea was discussed but will not be pursued at this time.	Complete
25/1/7	Risk Registers Deferred to November meeting	Action

Item	Content	Action
	LC/AR/EF will meet to work on the Risk Registers	
25/1/8	Finance Dates for the forthcoming finance briefings were shared prior to the meeting. Unfortunately, the LGB was unable to send a representative to the first briefing. It was noted that Mondays are a tricky day for some governors. NR commented that governors do not need to have finance knowledge, it is intended for information shared by Jon Newman to be reported back to the LGB by the representative. Any governor is welcome to attend these briefings. CC will contact the Trust regarding dates	Action
25/1/9	Safeguarding No updates received. CW is in the process of booking Safeguarding meetings with Headteachers.	Action
25/1/10	Reports from Link Governors CC asked Link Governors to schedule their visits with Heads of School/Executive Headteacher for the next 3 terms, then complete the appropriate paperwork and send to LGO. NR to re-share email detailing frequency of visits along and further information e.g. Q cards. CC thanked FM for her Oracy report. EP has allocated time to complete the Curriculum visits, Currently Link Roles are: Attendance – CC Behaviour – CC Curriculum – EP Delivery – RM Enrichment – MH Oracy – FM Safeguarding – CW SEND – LPH The Trust Governance Officer is currently developing link role descriptions and duties check lists to support link visits, monitoring and reporting. This will give clarity and understanding moving forward. NR will also reach out to other LGOs to request sample questions used by other Link Governors for Delivery and Enrichment.	Action Action
25/1/11	Stakeholder Survey Report The annual cycle for the trust-wide Edurio surveys will run as follows: Autumn Term – Pupils Spring Term – Staff (following the Trust Development Day) Summer Term - Parents It was agreed that all surveys will be covered by the Trust, there will be no separate LGB surveys moving forward to ensure there are no overlaps.	

Item	Content	Action
	At the last meeting the Edurio system was discussed and reviewed. Chairs were subsequently requested by the CEO to identify the bottom 3 areas for each school and to prioritise how governors can focus on making a difference. CC gave examples for Cockwood (CC attended the Cockwood Health Check) CC will produce a summary for the 3 schools documenting the bottom 3 areas and explain what actions will be taken.	Action
25/1/12	Admission Arrangements 2027-2028 Checked by EHT	Complete
25/1/13	Policies No update required, policies for information only. Note - Exclusion Policy – the Trust Governance Officer advised no updates required, amendment table shows this information. Next review September 2026. Attendance Policy – Paul Cornish (DoE) confirmed to Trust Governance Officer that there were no changes to the trust-wide attendance policy. .	Complete
25/1/14	Governor Skills Audit NGA Skills Audit link will be shared by LGO. Governors were asked to complete this document before 31/10/25. A summary of LGB skills will then be shared with the Trust upon request.	Action
25/1/15	Governor Training and Events This year's annual governors' event will be held at 5pm on Thursday 20th November at Newton Abbot Racecourse, all governors are invited to attend. The trust's strategic vision for the next 3 years, 'our Game Plan', will be shared. NR shared that all Devon Education Services courses are now free as part of the annual subscription,	Action
25/1/16	2025-2026 Meeting dates Dates were agreed and shared at the July meeting. Governors to note – November's meeting is changed to Tuesday 11th November. Other dates remain unchanged.	Action
25/1/17	Housekeeping Election of Chair FM nominated Bob Baker for Chair Seconded by LPH. LGB accepted subject to Trust approval	

Item	Content	Action
	There were no nominations for Vice-Chair or Pay and Performance committee. Governor Code of Conducts signed by those present LGO reminded all governors to review and confirm via Governor Hub, KCSiE September updates asap. Governors and EHT thanked CC.	
25/5/17	Reflection Enrichment - BB reflected on a very successful IET choir performance and Cockwood's Year 6 leavers show.	Complete

The meeting ended at 6.30pm