

PART 1 MINUTES
of the meeting of the Local Governing Body of
Cockwood, Kenn C of E and Kenton Primary Schools
held on 11th November 2025 at 5pm at Cockwood Primary School

Present:		
Name	Title/Role	Initials
Bob Baker	Co-opted Governor (Chair)	BB
Fran Moorhouse	Non-Teaching Staff Governor	FM
Charlotte Wilkin	Co-opted Governor	CW
Liz Price Holden	Co-opted Governor	LPH
Mike Hocking	Co-opted Governor	MH
Lorraine Curry	Executive Headteacher	LC
Ed Finch	Headteacher Kenton	EF
Nicola Rose	Local Governance Officer	LGO
Gaby Willis	Trust Governance Officer and Company Secretary	TGO
Apologies:		
Eliza Pierce	Co-opted Governor	EP
Alison Roper	HOS Cockwood	AR
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 25/2/1	Welcome and Apologies: BB welcomed governors to the meeting. Apologies received from EP and AR. Apologies not received from RM.	Complete
25/2/2	Declaration of Interest BB 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.	Complete
25/2/3	Minutes of Previous Meeting LGB 23 September 2025 - agreed.	Complete
25/2/4	Matters arising – <ul style="list-style-type: none"> • Risk Registers – LC will meet with AR/EF and report back at November meeting. • Finance - CC to contact IET regarding Finance Briefing dates. • Reports from Link Governors – CC asked Link governors to schedule visits with LC/AR/EF for the year. 	Complete

Item	Content	Action
	<ul style="list-style-type: none"> Trust Governance Office developing link role descriptions and duties to support visits, monitoring, and reporting. CC to produce a summary from Edurio, listing the bottom 3 areas and explains actions. Governor Skills Audit to complete by 31/10 	
25/2/5	<p>Trust Representation GW reported on behalf of the Trust.</p> <p>TGO reported that the Trust has purchased two packages of AI software. These tools are intended to enhance administrative efficiency and support governance processes. A subscriber service has been engaged to take minutes during meetings. This service will produce:</p> <ul style="list-style-type: none"> A full set of minutes A complete transcript A concise summary <p>This approach will function as a quality assurance mechanism and help ensure consistency across meetings. However, Local Governance Officers will still be required for each Local Governing Body. A bundle has been acquired to support the above services.</p> <p>A second package Robin, working in collaboration with GovernorHub, will be responsible for:</p> <ul style="list-style-type: none"> Verifying that school websites meet statutory requirements Reviewing and checking policies for compliance <p>The service will operate six times per year; TGO will receive full reports from the service and will disseminate relevant information to Headteachers and LGOs.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p>	Complete
25/2/6	<p>Leadership Report</p> <p>Due to the meeting being brought forward, the Leadership Report was not available at the time of the meeting. The Local Governance Officer will circulate the report once it is received. Governors will be invited to submit any questions, and responses will be provided by LC, AR, and EF, which will then be recorded accordingly.</p> <p>LC reported that Wayne Westacott, the Trust Attendance Officer, is currently not working. In his absence, she is reviewing key attendance letters for the three schools. Andrew Webber, Business Manager at Teignmouth Primary, will provide support during this period.</p> <p>LC informed the group that the Devon County Council representative for the Travelling Community has left her post. This was noted as a loss, as she had been a valuable mediator. Kenn School currently has several families from the Travelling Community.</p> <p>Attendance Overall attendance across the three schools is currently at or above the national average.</p> <p>Behaviour It was noted that, despite some challenges with individual pupils, overall behaviour across the three schools remains positive.</p> <p>Coaching Progress with coaching has been slower than anticipated; however, this is moving forward.</p> <p>Enrichment A wide range of enrichment opportunities are currently taking place across Cockwood, Kenn, and Kenton.</p> <p>The schools are generally running well, despite challenges.</p>	

Item	Content	Action
	<p>Kenton</p> <p>EF reported that he anticipates receiving the keys to the additional buildings at Kenton by the 24th November. The new facilities will include:</p> <ul style="list-style-type: none"> • An outdoor PE store • A large kitchen • A library • A hall <p>The nursery will also benefit from a shower, toilet, sink, and space for a changing station.</p> <p>EF confirmed that the development of the new school remains a long-term project. Meetings are ongoing with the Department for Education.</p> <p>Governors provided positive feedback, noting that the school feels 'fully safe.'</p> <p>Kenton is exploring the possibility of expanding its nursery provision. EF is currently canvassing existing parents to assess demand. It was noted that the school may be missing out on families who require full-time nursery places.</p> <p>EF reported that pupil numbers at Kenton will increase to 62 as of 12th November.</p> <p>Q - Does the Trust have a marketing budget? LC replied - There is a marketing firm contracted to promote the Trust schools. All schools have been advertised but LC will chase the regularity of Kenn in particular, as this has not been showing lately.</p> <p>FM remarked that the current generation is more likely to engage with online content than traditional printed materials such as flyers. Governors agreed.</p> <p>BB asked for an update on the progress of the new school at Kenton. LGO to invite Jonathan Lasker, Operations, to the LGB in February 2026.</p>	<p>Action</p>
25/2/7	<p>Staff Welfare/Absences</p> <p>Data for each school was shared prior to the meeting. It was observed that staff absence is currently low, but governors acknowledged the short period of reporting.</p>	
25/2/8	<p>Finance</p> <p>Next briefing will take place on 24th November, no governor available to attend so LGO will attend on Teams at 4pm. Remaining dates to be reshared by LGO.</p>	<p>Action</p>
25/2/9	<p>Safeguarding</p> <p>Moving forward this link role will be covered by CW (Cockwood) MH (Kenn and Kenton). Both governors will attend the safeguarding visit at Kenn on Monday 17th November and Wednesday 3rd December at Kenton</p> <p>LGO to share Safeguarding training opportunities with MH.</p>	<p>Action</p>
25/2/10	<p>Risk Register</p> <p>LC referred to the meeting when Risk Assessments were looked at in detail. AR/EF and LC met as a group to look at the Risk Register. they will revisit amber and green areas.</p>	<p>Action</p>

Item	Content	Action
	<p>Q How often do Headteachers look at the Risk Register? LC replied that this is a relatively new system on Every. The risk registers are accessed periodically; nether school is high risk but is a good exercise to carry out regularly.</p> <p>A brief discussion followed around budgets, EF commented that wise choices must be made when deciding what items are necessary to purchase.</p>	
25/2/11	<p>LGB Link Roles (5 Pillars)</p> <p>Revised Link Governor roles agreed.</p> <p>LGO reminded governors to book their visits with the schools, complete paperwork, and share with LGO.</p> <p>FM will visit Kenn next week to look at Oracy.</p> <p>LGO suggested the school administrators share monthly newsletters, via the LGO, with governors to highlight events or opportunities for visits to the schools.</p>	Action
25/2/12	<p>NGA Skills Audit</p> <p>A summary of responses received to date was shared ahead of the meeting, just 2 replies remain outstanding.</p> <p>The purpose of the audit is to show the strengths and weaknesses of each LGB. Training to improve knowledge around lower scoring areas can be highlighted, this document will be shared with the Trust board to ascertain skills across the Trust.</p> <p>Results to be brought to the February meeting for discussion.</p>	Action
25/2/13	<p>Policies</p> <p>Agreed.</p>	Complete
25/2/14	<p>Governor Recruitment</p> <p>LGO has been contacted by a member of staff from the Dioses, who was approached by a member of the community in Starcross interested in joining the LGB. LGO explained the recruitment process and confirmed an application had been emailed.</p> <p>Parent Governor vacancy has been advertised, closing date 2nd December.</p>	Complete
25/2/15	<p>Governor Training and Events</p> <p>LGO, FM and MH will attend the Trust governor event on Thursday 20th November. No other governors available to attend.</p> <p>Dates for Christmas events at the schools were circulated prior to the meeting. LGO to share with TGO for circulation among the trustees.</p>	Action
25/2/17	<p>Reflection</p> <p>BB observed the need for new governors to join the LGB.</p> <p>The meeting moved to Part 2</p> <p>The meeting moved out of Part 2</p> <p>BB thanked all for their attendance.</p>	

The meeting ended at 6.30pm