

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Cockwood, Kenn C of E and Kenton Primary Schools**  
**held on 23 January 2024 at 5pm at Hope Church**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Nick Tallamy	Trustee, Acting Chair of Governors	NT
Glynis Buckle	Co-opted Governor	GB
Tania Weeks	Co-opted Governor	TW
Carla Custons-Cole	Co-opted Governor	CCC
Bob Baker	Co-opted Governor	BB
John Williams	Foundation Governor	JW
Charlotte Wilkin	Co-opted Governor	CW
Lorraine Curry	Executive Headteacher	LC
Alison Roper	HOS	AR
Gemma Pattison	HOS	GP
Joe Baxter	HOS	JB
Nicola Rose	Local Governance Officer	LGO
<b>Apologies:</b>		
Judith McGrath	Co-opted Governor	JM
Jem Squires	Co-opted Governor	JS
Liz Price-Holden	Parent Governor	LPH
Michelle Addyman	Staff Governor	MA
<b>Absent without apologies:</b>		
None		

**Key to acronyms**

T&L	Teaching and Learning	EHCP	Education Health and Care Plan
FAR	Finance and Resources	S&L	Speech and Language
SEND	Special Educational Needs and Disabilities	SIAMS	Statutory Inspection of Anglican and Methodist Schools
HOS	Head of School	RWI	Read Write Inc Programme
LGO	Local Governance Officer	SODA	Scheme of Delegation Authority
SEF	Self Evaluation Plan	TGO	Trust Governance Officer
SIP	School Improvement Plan	IET	Ivy Education Trust
EYFS	Early Years Foundation Stage		

<b>Item</b>	<b>Content</b>	<b>Action</b>
Year/meeting number/agenda item 24/3/1	<b>Welcome and Apologies:</b> NT welcomed all governors and staff present. Apologies received for JS, MA, LPH and JM. Attendance was recorded by the LGO and the meeting declared quorate. NT shared that Mark Gilchrist had reached the end of his term as a parent governor and thanked him for the previous 4 years. NT asked for governors to be aware of the vacancy particularly for Kenn and Kenton parents. NT will contact a prospective Kenn parent who has previously shown an interest in joining the LGB.	<b>Complete</b>        <b>Action NT</b>
24/3/2	<b>Declaration of Interest</b> None were declared. NT reiterated the need for confidentiality and asked governors to make it known if there is any conflict of interest at the start of the item under discussion.	<b>Complete</b>
24/3/3	<b>Minutes of Previous Meeting</b> LGB -21 November 2023 agreed.	<b>Complete</b>

Item	Content	Action
24/3/4	<p>Matters arising – The schools have been advised that best practice would be to re-DBS all current governors following the merger of Cockwood, Kenn and Kenton governors. LGO will arrange this process.</p> <p>LC reported that a meeting with Jon Newman had taken place to set budgets for 23-24. Moving forward LC will spend time in each school with the HOS and Senior Administrators reviewing budgets.</p> <p>Cockwood will add an Ofsted survey link to their website.</p> <p>LC will meet with Jon Newman (CFO)</p> <p>Governors to book training through LGO. New governor training to be arranged in due course.</p> <p>Following this agenda item NT ask BB to request an up-to-date set of accounts and post a short summary of this information to Governor Hub</p>	<p><b>Complete</b></p> <p><b>Action BB</b></p>
24/3/5	<p><b>School Health Check</b></p> <p>NT attended a HOS Health Check at the Trust Office and recommended governors read the reports. NT thanked AR, GP, JB and LC for a highly successful and enjoyable experience. He commented on the positive information that came from these meetings.</p> <p>LC commented that the Health Check was a new focus for the Trust to have a bigger understanding of the schools. LC met with HOS prior to the Health Check to ensure all documents were in place. The HOS prepared slides to showcase the positives, celebrate successes explained priorities and challenges facing them. The conversations around RAG rating and school improvement were a good process.</p> <p>Succession planning within the Trust is important to retain talent in the organisation.</p> <p>LC praised HOS and concurred with NT that the HOS's did an excellent job. The trust team were impressed - targeted support was not necessary. This meeting will take place bi-annually, as a result LC will no longer meet with the Trustees to discuss performance.</p> <p>Governors noted the documents, shared prior to the meeting, were easy to read and understand.</p> <p><b>Q – Will this replace the SEF?</b></p> <p><b>NT replied that no it will not, this will be for HOS to pass information to the Trustees.</b></p> <p>The Heads of School felt this meeting was an extremely useful opportunity and supportive experience in an open and honest forum. LC remarked that challenge is good and good to have time to think strategically.</p>	
24/3/6	<p><b>Safeguarding</b></p> <p>NT thanked GB for the report shared previously with governors. GB reported the visit with Kenton School Council was a positive experience. Kindness was a thread that ran through the visit.</p> <p><b>Q – Is there still a requirement for the Safeguarding Governor to check the SCR in the 3 schools?</b></p> <p><b>NT replied that governors have a responsibility to check it's being done, however the Trust DSL takes responsibility. NT will clarify this and feedback to GB.</b></p> <p>CW joined the meeting at 5.25pm.</p>	<p><b>Action NT</b></p>

Item	Content	Action
	<p>NT added that at Kenton, following a discussion, the children reported that they felt too exposed when playing outside and did not enjoy being overlooked.</p> <p>NT to request the Trust Board consider netting for the Heras fence to cover the panels,</p>	<p><b>Action NT</b></p>
24/3/7	<p><b>IET Update</b></p> <p>NT, in his capacity as Trustee, shared that attendance is the focus for the 8 schools. A document, including questions for governors, has been uploaded by NR to GovernorHub. NT recommended all governors read this information.</p> <p>Wayne Westcott, Trust Attendance Officer, has been invited to the next LGB. LC requested for particular focus on Kenton at this meeting.</p> <p>NT asked for questions from the meeting for the Trust Board, via the Comm Sheet.</p> <p><b>Q – What is happening regarding Kenton from September 2024?</b>  <b>Q – Can final accounts/draft accounts from last year be shared with Bob Baker. To date only period 1 and 2 have been available.</b>  <b>Q – Does the Trust have a schedule of surveys.</b></p>	<p><b>Action NR</b></p>
24/3/8	<p><b>Ofsted Kenton</b></p> <p>LC informed the meeting that Ofsted have been notified of Kenton’s current circumstances. A discussion followed whether the school may request to defer the inspection. LC commented that timing is key and schools can only defer an inspection once.</p> <p>EYFS is still not where the team would like it to be. At this time, the church has now organised a fenced off area, and continuous provision activities have been set up to support EYFS entitlement, but there is still some way to go as this is a work in progress.</p> <p>Both GP and LC felt that as community bookings at Hope Church are frequent the building is busier with the general public. Running a school in a public building is challenging. LC and GP will meet with Katy Quinn, CEO, soon to plan for the future.</p> <p><b>Q – Is the Trust able to or prepared to put more resources into the school?</b>  <b>LC replied that cost is an issue, and much depends on how much the insurers will pay out.</b></p> <p>NT summarised and made governors aware that the preference for an inspection would be whilst the school is based at Hope Church in the Summer term.</p>	<p><b>Complete</b></p>
24/3/9	<p><b>Surveys</b></p> <p>CCC shared a plan for upcoming surveys. CCC raised a question for the Trust Board to enquire if a Trust staff survey will take place.</p> <p>During the Spring/Summer CCC suggested she meet with the school council from each school. She will prepare an activity to gauge feedback and capture ideas. HOS agreed.</p> <p>GP added that as they hold parent voice meetings, based around developing ideas for the school, could this group’s work be fed into the surveys?</p> <p>CCC replied that yes, either she could attend or use the information from the meeting.</p> <p>JB suggested that the school council could in fact collect information from other children and feed that back to CCC. She agreed that this would be an excellent way forward and encourage talking to their peers.</p> <p>She asked for any specific questions to be emailed to her for inclusion in the surveys.</p>	<p><b>Action NR</b></p>

Item	Content	Action
24/3/10	<p><b>School Based Policies for Review Spring Term 2024</b></p> <p>Admission Policies 2025-26 for Cockwood and Kenton</p> <p>Policies for review this term will be added to Governor Hub. Governors to review.</p> <p>Remote Education Provision Relationship &amp; Sex Education Attendance Administering Medicine Intimate Care</p>	<b>Agreed</b>
24/3/11	<p><b>Governor Visit Days</b></p> <p>NT in his role as Safeguarding Trustee visited Kenton with GB. He reported on his attendance at the Christmas events at the 3 schools which he thoroughly enjoyed.</p>	<b>Complete</b>
24/2312	<p><b>Governor Training</b></p> <p>Spring term training dates were shared prior to the meeting. Training courses to be booked through LGO.</p> <p>NT recommended the upcoming webinar on Ofsted preparation.</p> <p><b>Q – Can governors have Kenton specific preparation? NT suggested a meeting outside the LGB with GP to focus on the strengths etc. LC will provide a summary document to be added to the Governor Hub in the interim. A date to be agreed for this meeting to take place after half term. All governors are welcome.</b></p> <p>GB suggested staff also be invited in order for governors to meet and get to know the staff in this forum.</p> <p><b>Chair Succession</b></p> <p>NT shared that he had met with CCC to discuss succession. CCC has agreed to shadow NT for the remainder of this academic year with a view to taking on the Chair from September 2024. CCC will be copied into appropriate emails to NT, for her information.</p> <p>A Vice Chair from September will also be need with the intention of taking on the Chair position from September 2025.</p> <p>NT re-iterated that TW, JM, and GB along with himself will be stepping away at the end of the Summer term.</p>	<b>Action</b>

**The meeting ended at 6pm**