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| **Minutes of the Full Governing Board**  **Tuesday 20th June 2017 @ 6pm** |

**TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL**

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| **CHAIRED BY:** Caroline Down | CD | **CLERKED BY:** Kirsten Wake | KW |
| **PRESENT:** Andrew Wing (AW), Caroline Down (CD), Chloe Matthews (CM), Craig Holt (CH), Darren Newland (DN), Fiona Arundel (FA), Helen Summers (HS), Kate Sparshatt (KS), Kirsten Wake (KW), Laura Handel (LH), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG) | | | |
| **APOLOGIES:** Helen Leaver (HL), Liam Cottrell (LCO), Louise Clements (LCL) | | | |
| **NIL HEARD FROM:** Emma Taynton-Young (ETY) | | | |

| **Item Ref.** | | **Minutes** | | **Action** | |
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| FG16/17\_48 | | **Apologies for Absence**  Apologies received from Helen Leaver (HL), Liam Cottrell (LCO) and Louise Clements (LCL).  Nil heard from Emma Taynton-Young (ETY). | |  | |
| FG16/17\_49 | | **Attendance & Governors Business/Pecuniary Interest Register**  Nil declared. | |  | |
| FG16/17\_50 | | **Minutes of Last Meeting**  Governors unanimously approved. CD signed and passed to KW for filing. | | **DECISION** | |
| FG16/17\_51 | | **Matters Arising**  FG16/17\_31 - Governor membership – Governors asked KW to draft a letter to ETY, thanking her for her support of the school and to tell her that Governors will contact her if they feel there is a specific project that she might be able to help with in the future.  FG16/17\_37 - Review New Governors Induction Pack – Governors agreed that the pack should include an information sheet, a letter and a checklist. The pack will be ready for the Autumn term.  FG16/17\_39 - Presentation of Self Evaluation Summary Report – Governors agreed to use the current format for the report and to make no alterations at present.  FG16/17\_39 - Volunteers for one to one reading – Governors agreed to c/f this matter to the Autumn term.  FG16/17\_47 – Governor Services Training Availability – Governors agreed to discuss this item under the agenda item FG16/17\_62 Governor Training Update.  FG16/17\_47 - Governors Safeguarding Training – It was confirmed that whilst some Governors had completed the training, there were still some outstanding. It was agreed that KW would circulate the online training information to all Governors, reminding them that they can email a copy of their existing certificates if they have completed the training elsewhere. | | **DECISION**  **DECISION**  **DECISION**  **C/F Autumn Term**  **DECISION**  **ACTION KW / ALL GOVERNORS** | |
| FG16/17\_52 | | **Governor Vacancies**  Governors reviewed the status of the membership. Governor terms coming to an end on 31/8/17 include PD, HS, and FA. PD, HS and FA confirmed they would stand again. KS, HL and ETY’s membership ends today. Current vacancies therefore include 2 Parent Governors and 2 Co-opted Governors. Governors agreed to run a parent governor election and to review the vacancies after the election.  The Chair thanked KS, HL and ETY for all their support. | | **DECISION** | |
| FG16/17\_53 | | **Budget 2016/17**  Governors unanimously approved the following amendments to the budget:  H&S £2,500  Curriculum £4,000  SEN/TA £10,150 | | **DECISION** | |
| FG16/17\_54 | | **Curriculum & Data Committee**  RE Policy – Governors unanimously approved.  A letter from the Chair, introducing the Governors, has been produced to be included in the new parents pack. PD to attend the new parents meeting. KW to ask LCL to also attend.  Summer Fair – Governors were asked to make donations of childrens books. Governors agreed that if all the books have been handed out by 7pm then the stall can be closed. CH suggested checking with Jill Kingham, who recently cleared out the library books, to see whether there might be any that can be donated to the stall.  LS reported that the Governors, as per their SSIP action plan, are running a photo competition, where children are asked to send in photos of them reading in unusual places. There is a dedicated email address to send the photos to: [photos@tavistock-pri.devon.sch.uk](mailto:photos@tavistock-pri.devon.sch.uk) LS to add the deadline date to the newsletter: 30th June. CM and CD to judge photos. | | **DECISION**  **ACTION KW**  **ACTION LS** | |
| FG16/17\_55 | | **Finance, Personnel & Premises**  Governors unanimously approved the policies. | | **DECISION** | |
| FG16/17\_56 | | **Policies**  School Prospectus – This policy was renewed in detail last year. The new one will include an introduction from Governors, but no further changes.  Child Protection – This was updated in April by the LA and needs to be adopted. All staff are required to have a copy. Governors agreed that the policy would be emailed to all staff and a copy would be placed on the staff noticeboard. LS will ask staff to sign to say they have read the policy.  Governors unanimously approved the policies. | | **ACTION LS**  **DECISION** | |
| FG16/17\_57 | | **Questions on the Headteacher’s Report**  **Educational Visits**   1. 2 successful residential visits have taken place this year: Dartmoor (Y4) attendance 54/60 90%, London attendance 39/58 67% (Y5).   Porthpean takes place next week, attendance 44/58 76% (Y6).  With the low attendance of the London trip (67%) will you still run this trip next year?  *Governors discussed the possibility that parents made the decision about sending their children on the London trip after the London Bridge incident and this could have been a factor in lower numbers. However, it was noted that in previous years the numbers have been similar.*  *Governors asked what the children who don’t attend do during that time. It was confirmed that they undertake a project at school.*  *Governors who have been on residential trips felt that the trips were extremely valuable to children and should continue to be offered. Governors discussed the difficulties arising from LS attending the trip. It was decided that LS should attend as this gives confidence to parents when they are deciding whether to allow their children to participate. It was agreed that for the next trip it might be possible to release a senior member of staff to support LH when LS is away.*   1. Looking at the educational visits and focusing on the children who don't attend, are the actual reasons a child doesn't go looked into / discussed privately with the parents or carer?   I would just like clarification that both the children and their families are supported in making that decision.  *Governors asked whether there is any help available for parents who can’t afford to send their children on the visits. It was confirmed that children who have been on free school meals are able to get a 50% reduction. It was agreed that SG would look into establishing a community savings bank to help parents save for the cost of the visit.*  *Governors also agreed that educating parents about the trips might encourage them to participate. It was agreed that the trips would be mentioned in the October parents evenings. Photos of previous trips will also be shown in the hall during parents evening.*  **SSIP Day**   1. Are there any whole-school strategies emerging from the session led by Kim Dorian Kemp?   **Progress and Standards and in respect of the % of pupils At Expected Standard**  4)  Particularly in respect of writing, it seems that the % are driven down by the PPP in every year group, with a worrying trend with such a low score in Year 6.  Is there a targeted plan to improve these figures, either developed within the school or put in place by DCC or through the curriculum?  If there is no such plan in place, is this possible or required?  5)    There is a dip in Year 4 for pupils making progress from the previous Key Stage in writing, are there particular pupils identified who are falling further behind? Are there any tailored measures in place to bring those pupils back up in years 5 and 6?  Yes. One area identified – handwriting and resources to help parents support children at home. LS asked Governor to take on reviewing the website regularly- LS thanked DN for his input into the Writing Plan.  6)  On a separate matter, at what level are new pupils arriving from other schools, do they suggest that our standards are higher?  *Questions 3-6 were discussed together.*  *LS gave an overview of the outcomes of Dorian Kemp’s visit on SIP Day.*  *‘Diminishing the difference’ is the new terminology which replaces ‘closing the gap’. Kemp runs an outstanding school, which is scoring double the results of other schools in the area, despite having a higher ratio of disadvantaged children. Our KS2 teachers visited Highview school this week and lots of ideas and questions were generated from the visit. In particular, the reduction of workbooks to 4 books and enabling teachers to take PPA together. A Staff SIP has been drafted. The Staff SIP will need to be presented to Governors during the first or second week of September. The SIP will prioritise disadvantaged pupils.*    *Pupil Premium Plan – LS confirmed that the SSIP will include Pupil Premium.*  *Individual children are now discussed, regarding their writing progress. DN submitted data analysis to the meeting.*  *Local authority moderation – LS reported that the school passed with glowing colours. Comments regarding the moderation of Year 6 writing included secure, aspirational, well taught and good progress. However, attainment figures will still be low because they are a low ability year group but progress figures should be at least in line with national.*  *It was noted that the only KS2 cohort assessed against the hew curriculum are Year 3.*  *CM asked whether children who have made progress will be monitored to make sure their results don’t slip. LS confirmed that current methods allow senior staff to be able to identify any slip within 6 weeks.* | | **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **DECISION**  **DECISION**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE** | |
| FG16/17\_58 | | **School Strategy**  CD gave an overview in LCL’s absence. Governors discussed the idea of converting the garages into space for use by parents, community and school. SG reported that some funding will be available from Debo Sellis for the project. SG has completed a proposal, supported by Debo Sellis, to raise funds. | |  | |
| FG16/17\_59 | | **Governor SSIP**  Governors agreed to hold a meeting in September to evaluate the Governor SSIP and prepare the new SSIP for 2017/18. | | **DECISION** | |
| FG16/17\_60 | | **Writing Action Plan**  LS agreed to put the evaluated writing action plan onto eschools. | | **DECISION** | |
| FG16/17\_61 | | **TCLT Review**  LS reported that there is no news regarding the Trust. We are hoping to have information regarding the disbanding of the Trust at the next TCLT meeting. TCPS will remain a Foundation School, whatever the outcome. | |  | |
| FG16/17\_62 | | **Governor Training Update**  CD summarised the response from Karen Powell, regarding training opportunities. It was agreed that KW will look into the cost of buying into individual courses for individual Governors. | | **DECISION** | |
|  | | **Meeting closed 19.32** | |  | |

**DATE OF NEXT MEETING:**

**SSIP Meeting on Tuesday 12th September 2017, at 6pm**

**Business Meeting on Tuesday 19th September, 6pm**

**These minutes are agreed**

\*Without amendment / with the following amendments (\*please delete as appropriate):

Signed: Dated: