



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Lead Governors Meeting

Tuesday 20th October 2020 @ 6pm

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAired BY: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Liz Beckett (LB), Tim Bonney (TB), Ben Chilcott (BC), Liam Cottrell (LC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Lynnette Selbie (LS), Kirsten Wake (KW)			
APOLOGIES: None			
NIL HEARD FROM: Mike Smith (MS)			

Item Ref.	Minutes	Action
LG20/21_01	<u>Apologies for Absence</u> There were no apologies for absence.	
LG20/21_02	<u>Attendance & Governors Business/Pecuniary Interest Register</u> <u>Interests declared</u> – All staff declared an interest in agenda items related to Teachers Pay and Pay Policy.	
LG20/21_03	<u>Vision – Where are we now?</u> <u>Matters arising from the meeting – 3rd March 2020</u> Online Safety Policy to be added to the policy list and reviewed at the next FGB. All other actions completed. <u>Minutes of the last meeting – 3rd March 2020</u> Approved and will be signed by the Chair electronically.	ACTION KW DECISION
LG20/21_04	<u>Governance – What still needs to be done?</u> <u>Lead Governor Terms of Reference</u> Governors agreed to move to monthly FGB meetings, alternating the focus of the agenda to cover FGB business and a review of monitoring activities. The Lead Governor terms of reference is therefore no longer required, as all meetings will be held by the FGB.	DECISION

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LG20/21_05	<p><u>Lead Governor Monitoring Work</u></p> <p>LS asked governors to discuss the following monitoring considerations:</p> <p>Tracker sheet – This is an opportunity for lead governors to challenge the areas they are monitoring. All governors questions must be added to the sheet in order for governors to effectively challenge.</p> <p>Visiting the school – Governors discussed the concerns and risks surrounding visiting school. They discussed the need to visit school for particular monitoring activities, acknowledging that some of the monitoring can be carried out by telephone or zoom meeting. Governors agreed that they may visit school if needed. Risk assessment circulated and to be adhered to.</p> <p>LC offered support to governors in carrying out their monitoring activities.</p> <p>LC to email examples of completed tracker sheets to KW for circulation to governors, to support their monitoring activities.</p>	<p>DECISION</p> <p>ACTION LC/KW</p>
LG20/21_06	<p><u>Policies</u></p> <p><u>Policy Monitoring</u> Governors agreed that KW will send reminders to staff and governors, when the policy they are responsible for reviewing has an approaching review date. KW to email a Policy Approval list to BC.</p> <p><u>Pay Policy 2020</u> SG reported that the policy is a DCC policy.</p> <p>Q1. Have we got any minimum laid down levels of qualifications / skills / experience required for each post in the school alongside their expected pay point, plus the potential for development outside the main roles? And should these be linked across to this document including potentially notes about capping the number of specific payments to staff (or are we not permitted to do this)? I acknowledge that this is done to a degree in the notes linking the HT and DHT to certain pay points in the respective tables, as well as certain allowances for specific roles? (NN) A1. SG confirmed that teachers have to have qualified teacher status; support staff are not required to have specific qualifications, although we would expect teaching assistant to hold or have started an NVQ2 in Teaching & Learning. When appointing staff to children with additional needs, more consideration is given to an applicant's skills and attributes rather than qualifications.</p> <p>Q2. For Upper Pay Range Teachers, is the normal consideration for progression of one reference point considered after 2 successful appraisals, followed by the requirement for only 1 successful annual appraisal for the next reference point progression, OR, is there the requirement for another 2 successful appraisals for a subsequent progression? (para 4.4) A2. Pay scale 6 and UPS points – teachers are expected to stay at each point for 2 years before recommendation for progression.</p> <p>Q3. Should elements of Part 5 of "The Document" be replicated within the procedure, to provide guidance on Safeguarded payments and allowances? (para 6.1) (NN) A3. Safeguarded payments and allowances are rarely used and normally only after a full restructure consultation.</p> <p>Q4. Part 4 of "The Document" determines post holders who qualify for a TLR1 or TLR2 payment; but how is the scaling of the payment arrived at? (para 6.2) (NN) A4. The leadership roles are set out in our staffing structure. Payments have been</p>	<p>ACTION KW</p> <p>ACTION KW</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<p>set at the lowest point within the banding for TLR2 and SEN allowance payments.</p> <p>Q5. Is there any guidance on the level of acceptable Additional Payments? (para 6.6) (NN) A5. Again these are rare and only given in exceptional circumstances for a required additional piece of project work.</p> <p>Q6. Is there a table / appendix for the wages of Support Staff; recognising that it is linked to DCC's Job Evaluation procedure? (para 11) A6. Yes, we follow the NJC pay scale for support staff, I can provide a copy or it is available via the DCC website.</p> <p>Governors approved the Pay Policy 2020. Proposed by LC, seconded by NN.</p> <p>NQT Induction Policy – Governors agreed that the Personnel group will review. c/f to the next meeting.</p> <p>Statement of Behaviour Principles – c/f to the next meeting.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>c/f FGB</p> <p>c/f FGB</p>
LG20/21_07	<p><u>Pay Committee</u></p> <p>LC summarised the discussions of the Pay Committee. The Pay Committee agreed that the process for approving Teachers Pay Progression needed to be reviewed, and a more robust process adopted.</p> <p>LS welcomed the proposal to take advice from Iain Grafton, the National Governance Association (NGA) and The Key, as regards best practice. LC agreed to seek advice from these sources, and feedback to governors.</p> <p>Governors voted on approving the Teachers Pay Progression. Staff governors did not vote. All other governors were in favour of approving the current Teachers Pay Progression and carrying out a full review of the process.</p> <p>Q7. Is there likely to be another significant pay rise next year, for teachers? (NN) A7. SG confirmed that she is expecting the government to announce another significant uplift in teachers pay next year as they work towards the minimum salary of £30,000 for a NQT teacher, I am not expecting this pay rise to be funded by Government.</p>	<p>DECISION</p> <p>ACTION LC</p> <p>DECISION</p> <p>CHALLENGE</p>
LG20/21_08	<p><u>Governance Handbook 2020</u></p> <p>LC highlighted the key areas addressed by the updated handbook, being remote learning; recruiting governors to represent the local community; health and safety (including COVID).</p> <p>Q8. Do we have a policy in place for managing security?(LC) A8. SG confirmed that the school does have a policy in place, as part of the Health & Safety policy.</p>	<p>CHALLENGE</p>
	Meeting closed 19.03	

DATE OF NEXT MEETING: Tuesday 10th November 2020, 6pm, Zoom

These minutes are agreed

Drafted: 20/10/20
E-schools: 20/10/20

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

Signed:

Dated: