

Tuesday 19th July 2022, 6pm, Tavistock Primary and Nursery School



TAVISTOCK PRIMARY & NURSERY SCHOOL

CHAired BY: Darren Newland	DN	CLERKED BY: Tim Bonney	TB
PRESENT: Heather Alexander (HA), Tim Bonney (TB), Ben Chilcott (BC), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Karen Wright (KWR)			
APOLOGIES: Liz Beckett (LB), Kirsten Wake (KW)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG21/22_73	<p><u>Apologies for absence</u> Apologies for absence accepted from LB (personal commitment) and KW (personal commitment).</p>	DECISION
FG21/22_74	<p><u>Business/Pecuniary Interest Register</u> None declared</p>	
FG21/22_75	<p><u>Vision – Where are we now?</u> Minutes of the last meeting Minutes of FGB meeting on 21st June 2022 – Approved and signed. BC apologies for absence. Nothing raised all signed. <u>Actions from previous meetings:</u> <u>Tuesday 11th January 2022</u> <u>FG21/22_34</u> ECT policy – c/f LH - will be completed in preparation for the new school year <u>Tuesday 15th March 2022</u> <u>FG21/22_49</u> Emergency Management Plan – to be reviewed. Governors agreed that KWR will complete during the summer holidays. No updates. <u>Tuesday 26th April 2022</u> <u>Headteacher's Report</u> LH to investigate reason for increase in red cards and report at next meeting. (LH) – LH was unable to establish the reason and wondered if it was her own error ion accessing the data on CPOMS, as the data looked very different this term. <u>Policies and Statements</u> KW to allocate to governors to review policies and statements on an ongoing basis. Send out over summer for governors Monitoring</p>	<p>DECISION</p> <p>c/f LH</p> <p>c/f KWR</p> <p>c/f LH</p> <p>c/f KW</p>

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	<p>LH summarised the data for governors.</p> <p>BC - have we set ambition for target? LH- talked through the assess, plan, review cycle and how this constantly adjusts ambitious targets to support progress for all groups.</p> <p>BC - is this target ambitious enough? LH – discussed the nature of setting targets matched to individual need and cohort targets based on the baseline from KS1 data.</p> <p>MS – asked where the evidence for target setting was recorded? LH. Class Progress Meeting and pupil attainment records.</p> <p>MS - how do we compare to other local schools? LH – This data is not available this year.</p> <p>MS - happy that gap between PP and non PP is narrow. LH replied that there is still room for improvement.</p> <p>LH discussed the data for gender gaps in attainment. No clear trends and any gaps are specific to cohorts.</p> <p>Phonics data: MS - government target is 90%. How is our SSP and early reading programme working in comparison to schools that have an off the shelf solution? LH – There is no comparative data available MS – raised concern that we need to be close to the DFE 90% target.</p> <p>SJ - question on early years data and the importance of learning from data challenges. LH discussed the systems in place to ensure this happens and children are consistently supported and challenged to make good progress from their starting points.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG21/22_77	<p>School Business Manager Update KWR advised that as previously discussed at the last meeting that Governors needed to ratify their acceptance of the budget that was revised due to staffing factors. DCC Finance were aware that a revised budget would be submitted. Budget does include all new staffing. Governors reminded that the budget is not set in stone and the monitor reflects any changes to the initial budget.</p> <p>DN - are we keeping focus on supply? KWR – Yes.</p> <p>SJ - How do we monitor this? KWR – There have been significant absence and therefore claims mainly due to COVID. We have been creative with how we have covered absent staff and will need to continue to do this. There is not always a need to cover an absent member of staff, sometimes this can be covered in-house by using existing staff. As we have purchased a different level of the mutual fund this year we can now claim for absence after 5 FTE days.</p> <p>Governors discussed benefits of insurance.</p> <p>The Budget Monitor for May was discussed. BC asked if the information could be presented in a different way. KWR advised that the software sets how you can report.</p> <p>The Budget Monitor software will be shown to the new Finance Committee and then shared with all Governors.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION KWR</p>

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	<p>DN – Agreed that it would be helpful.</p> <p>KW gave brief explanation of challenges with software.</p> <p>Discussion on EHCP's and time frames.</p> <p>Matt - how many are over 20 weeks and can we use money coming?</p> <p>LH - money is not backdated.</p> <p>KWR - we have been advised that an average of the different levels would be paid at 20 weeks until the EHCP has been finalised. An explanation of the application process was given, noting that the additional income is never sufficient to cover the additional expenditure for staffing.</p> <p>DN and BC - if there is a shortfall will we claim back before September?</p> <p>KWR - We can ensure that we receive the income for all EHCP's that have been agreed and that we receive an average of those not yet agreed but exceeding 20 weeks.</p> <p>KWR explained we have to submit a deficit recovery plan before October 2022 as we are in deficit for the second year of the three year plan. This is the same situation that the school was in when submitting the budget in April 2021.</p> <p>Mike - can we add a simple figure to show if we are over or under budget and any changes. Ben agreed to this approach.</p> <p>KWR advised that the predicted outcome for end of year was already on the summary. SJ agreed</p> <p>KWR – ACTION to ensure that the forecast outturn position is more prominent.</p> <p>Governors unanimously approved the budget.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION KWR</p> <p>DECISION</p>
FG21/22_78	<p><u>Safeguarding</u></p> <p>None raised.</p>	
FG21/22_79	<p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Section A – This will be the first section to be looked at by all governors at the next meeting</p> <p>DN - Governors Financial Skills Audit to be completed by September</p>	<p>ACTION DN</p> <p>ACTION KW</p>
FG21/22_80	<p><u>September Business Meeting</u></p> <p>Governors agreed to hold the September Business Meeting on Tuesday 13th September at 6pm.</p>	<p>DECISION</p>
FG21/22_81	<p><u>OTHER BUSINESS</u></p> <p>SJ – Complaints - We have received several in the last few weeks. Governors and parents need clarification on the complaints procedure.</p> <p>LH - can we produce a flow chart of complaints procedure to make things clear?</p> <p>MS - need to be clear that concern and complaint is not the same thing. LH agreed.</p> <p>TB to look at making up flow chart.</p> <p>Mike - are we sending out a parent survey?</p> <p>LH yes and a pupil survey.</p> <p>Mike – Asked if we could ask parents as part of the survey any concerns that they may have around communication.</p> <p>All governors agreed that a survey to parents and to pupils would be conducted in the Autumn Term.</p> <p>MEETING CLOSED</p>	<p>CHALLENGE</p> <p>ACTION TB</p> <p>CHALLENGE</p> <p>ACTION LH/KWR</p>

DATE OF NEXT MEETING: Tuesday 13th September 2022, 6pm, Tavistock Primary and Nursery School

These minutes are agreed

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

Signed:

Dated:

A list of acronyms can be found at <https://www.nga.org.uk/Glossary.aspx>