Minutes of the Full Governing Board (FGB) Meeting

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

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.

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	Apologies for absence Apologies for absence accepted from LB (personal commitment) and KW (personal commitment).	DECISION
FG21/22_74	Business/Pecuniary Interest Register None declared	
FG21/22_75	Vision – Where are we now? Minutes of the last meeting Minutes of FGB meeting on 21 st June 2022 – Approved and signed. BC apologies for absence. Nothing raised all signed. Actions from previous meetings:	DECISION
	Tuesday 11 th January 2022 FG21/22_34 ECT policy – c/f LH - will be completed in preparation for the new school year Tuesday 15 th March 2022 FG21/22_49	c/f LH
	Emergency Management Plan – to be reviewed. Governors agreed that KWR will complete during the summer holidays. No updates. <u>Tuesday 26th April 2022</u>	c/f KWR
	Headteacher's Report 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.	c/f LH
	Policies and Statements KW to allocate to governors to review policies and statements on an ongoing basis. Send out over summer for governors	c/f KW
	Monitoring	

Item Ref.	Minutes	Action
	DN to amend monitoring visit form and circulate. – completed	COMPLETED
	Tuesday 21 st June 2022 FG21/22 68 KWR to investigate the 'Academic Mentor' scheme discussed by PD at the meeting. KWR advised that currently School Led Tutoring was being followed, but would investigate further into the Academic Mentor model.	ACTION KWR
	FG21/22_70 Monitoring form to be amended and circulated to governors. Pat raised concerns about completing the equality part. It was agreed to complete when possible. ACTION - governors to ask person they are monitoring what the effect on diversity is.	ACTION GOVS
	FG21/22_71 Governors agreed that a notice should be added to the noticeboard, asking visitors to lock the padlock. Sign to be added to explain that this is for safeguarding reasons.	ACTION KWR
	FG21/22_72 SFVS - Section A – DN advised as previously agreed, Governors will look through a section at each meeting starting with Section A at the next meeting.	ACTION DN/SJ
FG21/22_76	Headteacher Report	
	Questions from DN: In different year groups there are gaps and wondered how we would close these gaps and evidence in the SSIP, Senior Leadership Meetings and Key Stage Meetings:	CHALLENGE
	The difference between disadvantaged and advantaged children?	CHALLENGE
	The Gender Gap?	CHALLENGE
	Raising overall attainment?	CHALLENGE
	I also wondered if we had children moving up a year but were still quite a way behind where they should be what 'Connections' could we share from lower age groups that could be transferred to higher age groups when we know these systems work?	CHALLENGE
	Given the recent report by Ofsted and the CQC on Devon LA's SEND offer, how can we work as a School Team to ensure our SEND children get the very best we can offer when external support seems inconsistent and patchy at the moment?	CHALLENGE
	DN asked if governors had read the recent ofsted report for Devon's 0 – 25 SEND team and recommended all governors familiarised themselves with the issues raised. LH highlighted the numbers of children at Early help support, where the school is acting as lead professional, or is the only agency supporting the family. She highlighted the unsustainable workload this incurred for all senior leaders, but the	
	SENDCO in particular. DN - Asked if funding allocated once an EHCP is awarded is back dated? KWR responded that it is not. KWR will prepare a statement for PHIPs to request additional funding for SEND, due to the increase in need for FS and KS1 children, where EHCP applications are in progress.	CHALLENGE ACTION KWR
	DN raised the need for a separate finance committee identified as good practice in the SFVS and due to the budget being in deficit in year 2 for the second year, This was approved and a date set for September 2022 for the first meeting. Members: LH, KWR, DN, BC, SJ.	CHALLENGE ACTION DN

Item Ref.	Minutes	Action
	LH summarised the data for governors. BC - have we set ambition for target? LH- talked through the assess, plan, review cycle and how this constantly adjusts ambitious torgets to support progress for all groups.	CHALLENGE
	ambitious targets to support progress for all groups. 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.	CHALLENGE
	MS – asked where the evidence for target setting was recorded? LH. Class Progress Meeting and pupil attainment records.	CHALLENGE
	MS - how do we compare to other local schools? LH – This data is not available this year.	CHALLENGE
	MS - happy that gap between PP and non PP is narrow. LH replied that there is still room for improvement.	
	LH discussed the data for gender gaps in attainment. No clear trends and any gaps are specific to cohorts.	
	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.	CHALLENGE
	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.	CHALLENGE
FG21/22_77	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.	
	DN - are we keeping focus on supply? KWR – Yes.	CHALLENGE
	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.	CHALLENGE
	Governors discussed benefits of insurance.	
	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.	CHALLENGE
	The Budget Monitor software will be shown to the new Finance Committee and then shared with all Governors.	ACTION KWR

Item Ref.	Minutes	Action
	DN – Agreed that it would be helpful.	
	KW gave brief explanation of challenges with software.	
	Discussion on EHCP's and time frames. Matt - how many are over 20 weeks and can we use money coming? LH - money is not backdated. 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.	CHALLENGE
	DN and BC - if there is a shortfall will we claim back before September? 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. 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.	CHALLENGE
	Mike - can we add a simple figure to show if we are over or under budget and any changes. Ben agreed to this approach. KWR advised that the predicted outcome for end of year was already on the summary. SJ agreed	CHALLENGE
	KWR – ACTION to ensure that the forecast outturn position is more prominent.	ACTION KWR
	Governors unanimously approved the budget.	DECISION
FG21/22_78	Safeguarding None raised.	
FG21/22_79	Schools Financial Value Standard (SFVS)	
1	Section A – This will be the first section to be looked at by all governors at the next	ACTION DN
	Section A – This will be the first section to be looked at by all governors at the next meeting DN - Governors Financial Skills Audit to be completed by September	ACTION DN ACTION KW
FG21/22_80	meeting	
FG21/22_80	meeting DN - Governors Financial Skills Audit to be completed by September	
FG21/22_80 FG21/22_81	meeting DN - Governors Financial Skills Audit to be completed by September September Business Meeting Governors agreed to hold the September Business Meeting on Tuesday 13 th	ACTION KW
	meeting DN - Governors Financial Skills Audit to be completed by September September Business Meeting Governors agreed to hold the September Business Meeting on Tuesday 13 th September at 6pm. OTHER BUSINESS SJ - Complaints - We have received several in the last few weeks. Governors and parents need clarification on the complaints procedure. LH - can we produce a flow chart of complaints procedure to make things clear? MS - need to be clear that concern and complaint is not the same thing. LH agreed.	ACTION KW DECISION CHALLENGE
	meeting DN - Governors Financial Skills Audit to be completed by September September Business Meeting Governors agreed to hold the September Business Meeting on Tuesday 13 th September at 6pm. OTHER BUSINESS SJ - Complaints - We have received several in the last few weeks. Governors and parents need clarification on the complaints procedure. LH - can we produce a flow chart of complaints procedure to make things clear? MS - need to be clear that concern and complaint is not the same thing. LH agreed. TB to look at making up flow chart.	ACTION KW DECISION CHALLENGE ACTION TB
	meeting DN - Governors Financial Skills Audit to be completed by September September Business Meeting Governors agreed to hold the September Business Meeting on Tuesday 13 th September at 6pm. OTHER BUSINESS SJ - Complaints - We have received several in the last few weeks. Governors and parents need clarification on the complaints procedure. LH - can we produce a flow chart of complaints procedure to make things clear? MS - need to be clear that concern and complaint is not the same thing. LH agreed.	ACTION KW DECISION CHALLENGE

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