



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 22nd June 2021 @ 6pm, via Zoom

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

Item Ref.	Minutes	Action
FG20/21_59	<p>Apologies Apologies accepted from MM (work commitment) and NN (personal commitment).</p> <p>LC has resigned as LEA governor and Chair. There are now 2 co-opted governor vacancies and 1 LEA vacancy. KW has registered the vacancies with SGOSS. 2 enquiries have been received and interested parties are awaiting tour and chat, usually carried out by the Chair. DN agreed to contact the parties. KW to forward their details.</p> <p>Governors agreed to consider changing meeting dates to Thursdays. To be discussed at the next meeting.</p> <p>Governors unanimously agreed that DN would step up as Chair until the September Business Meeting.</p>	<p>DECISION</p> <p>ACTION DN/KW</p> <p>ACTION FGB</p> <p>DECISION</p>
FG20/21_60	<p>Governors Business/Pecuniary Interest Register Staff declared an interest in the agenda.</p>	
FG20/21_61	<p>Vision – Where are we now? Minutes of FGB meeting on 25th May 2021 were approved. Minutes will be signed by the Chair digitally and emailed to KW for filing.</p> <p><u>Actions of FGB Meeting 25th May 2021:</u></p> <ul style="list-style-type: none"> • KW to contact SGOSS for support to recruit governors. • Governor induction pack. • Monitoring – SEND. – Governors agreed that as a report was recently carried out, it could be left until September, when we agree governor roles. • Safeguarding Audit. TB carried out visit and checked all the paperwork. All ok, no further queries. 	<p>DECISION ACTION DN</p> <p>Completed Ongoing C/F Sept Bus Mtg Completed</p>

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FG20/21_62	<p>SBM Report</p> <p>SG asked governors to approve the additional budget lines which sit outside main budget – detailed on report.</p> <p>Q1. Net cost of reducing SBM hours and increasing hours of other roles. (DN)</p> <p>A1. Saving of £850 per year. (SG)</p> <p>MS has volunteered to interview for marketing role.</p> <p>Governors approved the creation of the new jobs proposed. DN proposed. MS seconded.</p> <p>Additional budget lines were approved. DN proposed. TB seconded.</p> <p>Questions were emailed to SG prior to the meeting, as follows:</p> <p>Q2. Was the £105,592.87 G120 brought forward balance from 2020/21 reduced from the estimated £110,436 (in April's report) because of the £5K loss due to parents not paying for the additional nursery sessions (over and above their free entitlement) they were allocated but didn't use? Or is there another reason? (NN)</p> <p>A2. The reduction is generally due to some expected income not being received by year end. This has been included within the 2021/22 budget. £3605 Plymouth City Council (PP Income) & £1,280 Baytek refund (Photocopying) (SG)</p> <p>Q3. When is the Daily Mile Track work planned to commence? (NN)</p> <p>A3. 1st week of August 2021 (SG)</p> <p>Q4. Looking at the B&AS Clubs income and costs, we appear to require a 7%+ increase in income to break even. What are we doing to bridge the gap? (NN)</p> <p>A4. I have not yet completed my review of this service. Part of the reason for a drop in income is the temporary change in closing time from 6.00p to 5.00pm. (SG)</p> <p>Q5. Has the KS2 entrance contract now been left for next Easter? (NN)</p> <p>A5. Yes, due to short notice for summer holidays (SG)</p> <p>Q6. I believe the Nursery Admissions Policy para 6.6 needs updating to £4.50 to reflect the hourly cost increase for buying additional hours. (NN)</p> <p>A6. This change in charging rate still needs governor approval (SG)</p> <p>Q7. On what basis are the staff whose individual contracts are ending but will remain, continue to be employed? Permanent or new time-based contracts? (NN)</p> <p>A7. Many staff have multiple contracts, there are no changes planned to their other contracts within the school. (SG)</p> <p>Q8. When did we decide that we needed a Marketing & Comms Officer? And for what duration? Once we are at capacity with our pupil numbers, will there still be a requirement for this post or will it just be a luxury? Will the post include refreshing the website? Or at a future date in the not too distant future are we going to be asked to fund an external service to undertake this? (NN)</p> <p>A8. In affect this is still a proposal. The closing date for the adverts was deliberately set for after the next FGB meeting so that I had a chance to discuss further. There will always be a requirement for this post. They will be undertaking some of my current workload but with hopefully more expertise. Tasks will include website, social media, ongoing communications and information to parents, networking with local nurseries, completing work for the school's involvement in community work and if they time maybe a bit of creative grant and bid writing. (SG)</p> <p>Q9. Would you be able to provide the Predicted Forecast Balances for the next 5 years, alongside the forecast pupil numbers and the pupil numbers which would be required for us to break even? Assuming the current teaching structure remains as is (which I'm not sure has been discussed yet?), so that the main cost variable will</p>	<p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</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>

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	<p>primarily be pupil numbers. This could even form the basis of targets / stretch targets for the Marketing & Comms employee. (NN)</p> <p>A9. The budget dashboard sheet which I sent out included known pupil numbers for the next few years. To balance we need to increase numbers as follows: by Oct 2021 = 15, by Oct 22 = 28. by Oct 23 = 21 and by Oct 24 =19. (These figures presume that the previous years target has been met) Currently each pupil attracts a minimum amount of £4180 although this may increase in the future. (SG)</p> <p>Q10. Year end position of £40k how has this changed (improved/deteriorated) vs the last time we reviewed it? (MS)</p> <p>A10. Improvement, see areas highlighted in green on the budget monitor</p> <p>Q11. Is the proposed price increase for out of hours school services included in the revenue line for next year? (MS)</p> <p>A11. Extended Services are not included within the revenue budget they have their own fund code which I will report on when I have completed the analysis.</p> <p>Q12. What impact do the resignations make on our budget next year and is this included? (MS)</p> <p>A12. All resignations and proposed appointments have been included in the budget</p> <p>Q13. I will happily interview the marketing and communications officer and the other role with you? Let's agree date when we catch up and you have your shortlist? (MS)</p> <p>A13. Thank you, interviews will be held during w/b 5th July</p> <p>Q14. How much are you cutting your hours by? (MS)</p> <p>A14. 8.5 hours per week, Alice is increasing her hours by 6 hours per week and the newly appointed M&C Officer will work 10 hours a week, increasing admin capacity without increasing overall costs.</p> <p>Q15. Price increase for out of hours care. (MS)</p> <p>A15. Extended services does not sit in main budget. Price increase is not yet included as SG is waiting for confirmed funding from DCC. (SG)</p> <p>SG to consult with parents regarding requirement for extending service to the 5pm to 6pm slot.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION SG</p>
FG20/21_63	<p><u>Governor vacancies</u></p> <p>2 x co-opted governors and 1 LEA governor vacancies available. Governors discussed the possibility of co-opting SG as a governor. The 2 other roles could be filled by the new interested parties. EB has offered to return as a governor. Governors discussed EB and MM sharing a governor role. KW to check the rules regarding these proposals.</p> <p><u>Academy</u></p> <p>DN asked governors for an update on the academisation discussion at the last meeting.</p> <p>Governors discussed the opportunities of becoming an academy, concluding that staff and governors all agreed that they did not wish to academise at present but were open to considering the possibility in the future. Unanimous agreement.</p> <p><u>Strategy development</u></p> <p>DN, MS, LH, SG, TB to meet and prepare a proposal for governors. Wednesday 7th July 4pm.</p> <p>Debbie Clackshaw, Babcock, has offered her services to provide a governor review. Governors agreed to take up her offer in Autumn 2021.</p>	<p>ACTION KW</p> <p>DECISION</p> <p>ACTION DN</p> <p>DECISION c/f Sept FGB</p>

Item Ref.	Minutes	Action
FG20/21_64	<u>Policies</u> <ul style="list-style-type: none"> Nursery admissions policy update, including the toddler group sessions. Increase of nursery fees. Governors approved amendments. Staff capability policy moved to September Children in care policy - LS to review Staff leave policy - MP 	DECISION c/f September ACTION LS ACTION MP
	Governors agreed that the next FGB meeting should be held face to face, adhering to social distancing guidance. Virtual meeting policy to be reviewed at September Business Meeting.	DECISION

DATE OF NEXT MEETING: Thursday 22nd July 2021, Full Governing Board Meeting, 6pm, Hall, Tavistock Primary and Nursery School

These minutes are agreed

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

Signed:

Dated: