



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board (FGB) Meeting Tuesday 10<sup>th</sup> June 2025, 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.

<b>CHAired BY:</b> Sue James	SJ	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Sarah Jones (SJ), Chrissie Owen (CO), Matt Page (MP), Josie Spooner (JS), Nicole Statton (NS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Nicky Collett (NC)			
<b>NIL HEARD FROM:</b> None			

FG24/25_66	<b>Welcome</b> <b>Apologies for absence</b> Apologies approved for NC.	<b>DECISION</b>
FG24/25_67	<b>Music Subject Leader Report</b> Sarah Jones gave a verbal report of the Music curriculum. No questions raised.	
FG24/25_68	<b>Business/Pecuniary Interest Register</b> None declared.	
FG24/25_69	<b>Vision – Where are we now?</b> <b>Minutes from the last meeting 13<sup>th</sup> May 2025</b> Minutes were approved and signed by the Chair. Proposed by MP, seconded by PE.  <b>Actions from the last meeting 13<sup>th</sup> May 2025</b> Zoe Briant-Evans, Governance Adviser, Devon Education Services, offered to join the next meeting to discuss co-chair models. KW to invite her to the next meeting for a 20 minute slot.  <b>Headteacher Recruitment</b> Nothing further to report.  <b>Governor Vacancies</b> SJ confirmed that the vacancies can be discussed at the next meeting and suggested that recruitment be discussed with the new Headteacher.	<b>ACTION KW</b>
FG24/25_70	<b>School Business Manager's Report</b> KWR gave a verbal update to Governors, based on the report submitted. KWR recommended that Governors may like to chase up the EHCP funding which, as yet, has not been received.  Q1. Extended services, regarding the new provision of free services. Governors note that the deficit is double previous figures. How will Government policy affect that? (PE) A1. It is likely to be too expensive to operate, due to staffing costs. However, if we had 2 new children who attended Extended Services provision registering to attend our school, then the gain would cover the deficit. (KWR)  LH reported that there are six children, with EHCPs, leaving for Year 7. Therefore, there are a number of one to one staff who are at risk of being made redundant at	<b>CHALLENGE</b>



	<p>the end of this academic year.</p> <p>Interviews will take place to cover the 80 hours that will be required next year.</p> <p>The meeting moved to <b>PART TWO</b>.</p> <p>The meeting returned to Part One.</p>	
FG24/25_71	<p><b><u>Summer Term Monitoring</u></b></p> <p>Q2. Please clarify the process through which questions to the Headteacher are answered, when submitted on the monitoring report. (JS)</p> <p>A2. LH recommended that Governors send their Headteacher monitoring reports to the Headteacher, copied to the Clerk, and the Headteacher will respond to the questions during the FGB meeting. (LH)</p>	<b>CHALLENGE</b>
FG24/25_72	<p><b><u>Safeguarding</u></b></p> <p>One Minute Guides – Governors confirmed they have read One Minute Guides No 18 and No 19.</p>	
FG24/25_73	<p><b><u>SSIP Review and RAG rating</u></b></p> <p>LH reported on outstanding items:</p> <p><b>Amber areas:</b></p> <p>Action plan – ongoing.</p> <p>Behaviour – Due to attendance, which has not reached 96% target.</p> <p>Surveys - Have not been completed.</p> <p>Early Years provision – Buying equipment postponed until the action plan has been developed for the early years area.</p> <p>All other areas all green.</p> <p>KW to replace RAG rated SSIP in the meeting folder.</p> <p>Q3. How was the letter to parents received, in terms of mixed classes for next year? (SJ)</p> <p>A3. One family meeting held to discuss Y2 and Y3 mixed classes. One parent made an appointment and then cancelled. No other comments. LH confirmed that she asked parents to contact her direct to meet personally if there were any concerns. A couple of requests in the YR and Y1 classes for their children to be moved classes due to friendship interests were made and approved. (LH)</p>	<b>ACTION KW CHALLENGE</b>
FG24/25_74	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>Supporting children with medical needs Policy - TB confirmed he has read and recommends for approval. TB proposed, SJ seconded.</li> <li>Disciplinary Policy - SJ confirmed she has read and recommends for approval. SJ proposed, MP</li> <li>Resolution Policy and Procedure - SJ confirmed she has read and recommends for approval.</li> <li>Redployment Policy – DCC policy. PE seconded, PD seconded.</li> </ul>	<p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG24/25_75	<p><b><u>Any Other Business</u></b></p> <p>JS noted that Governors profile has been raised by recent letters to parents, from</p>	



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	<p>the Chair, regarding the appointment of the new Headteacher. She suggested that this would be a suitable time to raise awareness of Governor roles.</p> <p>Governors discussed and agreed to attend the photo day at school in September to have photos taken, which will be displayed on the staff roles board in the foyer.</p> <p>Governors agreed they would invite Emma Byrom to the July meeting, in order to meet the Full Governing Board prior to the September Business meeting.</p>	<b>ACTION ALL</b>  <b>ACTION KW</b>

**DATE OF NEXT FGB MEETING: Tuesday 15<sup>th</sup> July 2025, 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>