



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board (FGB) Meeting Tuesday 3<sup>rd</sup> March 2026, 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> Tim Bonney	TB	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> <b>Governors:</b> Tim Bonney (TB), Emma Byrom (EB), Nicky Collett (NC), Pete Easton (PE), Karen Wright (KWR), Helen Payne (HP), Claire Pilsbury (CP), Chrissie Owen (CO) <b>Visitors:</b> Liam Cottrell (LC) <b>Clerk:</b> Kirsten Wake (KW)			
<b>APOLOGIES:</b> Katy Kelly (KK), Nicole Statton (NS)			
<b>NIL HEARD FROM:</b> Richard Edlmann (RE)			

FG25/26_25	<b><u>Welcome and Introductions</u></b>  <b><u>Apologies for absence</u></b> Apologies received and approved from NS – childcare and KK - meeting. Nil heard from RE.	<b>DECISION</b>
FG25/26_26	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	
FG25/26_27	<b><u>Phonics Lead Report</u></b> Sarah Jones, Phonics and Early Reading Lead, gave Governors an update on the new phonics scheme, Little Wandle Letters and Sounds.  SJ confirmed that the school is receiving support from Little Wandle, reviewing the implementation of the new scheme.  Q1. What does success look like? (LC) A1. Improving reading and writing overall. No child leaves school not being able to read and write. Plugging gaps in learning. (SJ)  Q2. How does the school monitor the progress? (LC) A2. Assessment tools identify progress being made. (SJ) Mock phonics screenings are also being carried out. (EB)  Q3. Are the catch up sessions working? (TB) A3. Positive feedback from teachers. (SJ) Year on year, we expect to reduce the gap for those children who have fallen behind. (EB)  Q4. How do we assess quality of delivery? (TB) A4. Lesson observations, followed by coaching, alongside advice to staff. (SJ) Little Wandle hub support will be there for 2 years (NC).  Q5. Please can we have a link to the Little Wandle website? (LC) A5. KW to send link to governors.  Q6. How can governors best monitor progress? (LC) A6. By using the data available on Little Wandle. (SJ)  Q7. Can the data distinguish between SEND, gender results, etc? (LC)	<b>CHALLENGE</b>  <b>CHALLENGE</b>  <b>CHALLENGE</b>  <b>CHALLENGE</b>  <b>CHALLENGE ACTION KW</b>  <b>CHALLENGE</b>  <b>CHALLENGE ACTION SJ</b>



	A7. SJ to investigate. EB and SJ confirm that the data should be available for governors, via reports submitted to governors following the phonics screening.	
FG25/26_28	<p><b><u>Vision – Where are we now?</u></b></p> <ul style="list-style-type: none"> <li>Minutes of the last meeting 20th January 2026 Minutes of the last meeting. Approved with no amendments.</li> <li>Actions from the last meeting 20th January 2026</li> </ul> <p>FG25/26_19 SEND report to be circulated. KW to remind. It was agreed that TB and JS will chase the SALT. BROMCOM continues to be problematic. Report from BROMCOM can be viewed by governors with SBM.</p> <p>FG25/26_12 – Raising the profile of governors Update: TB and JS to write examples and then KW to circulate to governors for completion.</p> <p>KW to contact Governor Services to ask about Federation options. TB updated Governors. TB, PE and EB to initially meet with Devon Education Services on 11<sup>th</sup> March.</p> <p>They will feedback at the next meeting on Tuesday 11<sup>th</sup> March. Working group to discuss priorities with EB. Trust information gathering – Connect and An Daras have offered to come and present to governors. Governors can look at the document on OneDrive ‘Tavistock - example of Federation or MAT questions’.</p> <p>Q8. How many Trusts will we look at? (CO) A8. Previous working party, narrowed options down to about 4 Trusts. KWR to extract list from previous working party emails.</p> <p>Zoe will attend the next Governor’s meeting. TB to circulate a summary of the interim meeting to governors, in preparation for the May FGB meeting.</p> <p>Q9. Could we talk to governors in another school to find out a bit more about the process? (CP) A9. Governors agreed to discuss with another school’s governing board as part of the information seeking gathering. (TB)</p> <p>TB, PE and KWR to meet to discuss budget. Completed. Devon Finance representative attended the meeting. End of year surplus £35,000. As previously reported, the school has lost a significant number of children, which has affected the numbers for the budget. KWR ran through the finances.</p> <p>Q10. Are there any other reasons, other than low birth numbers, for the reduction in children? (CP) A10. We are awaiting a report regarding national statistics. (EB)</p> <p>FG25/26_21 <b><u>Autumn Term Monitoring</u></b> Monitoring schedule to be RAG rated.</p> <p><b><u>Spring Term Monitoring</u></b> Spring Term monitoring to be completed by EB, to correspond with the SSIP. Governors discussed monitoring techniques, with an emphasis on consistency. TB and EB to circulate Spring Monitoring Timetable when complete.</p> <p>Governors to communicate by email to organise DBS to be completed before governors attend school for monitoring.</p>	<p><b>DECISION</b></p> <p><b>COMPLETE COMPLETE COMPLETE</b></p> <p>c/f</p> <p><b>COMPLETE ACTION TB, PE, EB</b></p> <p><b>MTG 11.03.26</b></p> <p><b>CHALLENGE ACTION KWR</b></p> <p><b>ACTION FGB MAY MTG</b></p> <p><b>CHALLENGE</b></p> <p><b>ONGOING</b></p> <p><b>COMPLETE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION EB/TB</b></p> <p><b>ACTION EB</b></p> <p><b>ACTION EB/TB</b></p>



	<p>KW to chase RL for documents.</p> <p>FG25/26_22</p> <p>SSIP will be circulated to governors.</p> <p>EB confirmed that SSIP is under development and being linked to governor monitoring, in consultation with NC and TB.</p> <p>Monitoring form to be updated, with particular consideration to OFSTED requirements.</p> <ul style="list-style-type: none"> <li>• Governor Vacancies 2025/26</li> </ul> <p>Josie Spooner has resigned from the governing board. Governors thanked her for her commitment and hard work.</p> <p>Parent governor vacancy to be advertised.</p> <p>Liam Cottrell has submitted LEA application. Confirmation has been received of application. Once the application has been approved, Liam can be appointed at the following Governors meeting.</p>	<p><b>ACTION ALL</b></p> <p><b>ACTION KW</b></p> <p><b>C/F EB/NC/TB</b></p> <p><b>ACTION NS/TB</b></p> <p><b>ACTION KWR</b></p> <p><b>COMPLETE</b></p>
<p>FG25/26_29</p>	<p><b><u>Headteacher Report</u></b></p> <p>EB summarised her report to governors.</p> <p>Q11. Have patterns of non-attendance been identified? (TB) A11. Affected by SEND and those on a reduced timetable. (EB)</p> <p>Q12. Are you receiving support to discuss the absence concerns? (LC) A12. No support available from Devon County Council. An appointment is due to be made, but nothing available until that has been completed. (EB)</p> <p>EB confirmed that Alice MacShane is looking at the school's outstanding cases of EHCP applications.</p> <p>Q13. When were the new schemes introduced? (CP) A13. Literacy tree and White Rose maths have been introduced since half term. (EB)</p> <p>Q14. Are the TAs trained to deliver the schemes? (TB) A14. Training is available. Limited by cost. (KWR)</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
<p>FG25/26_30</p>	<p><b><u>School Business Manager's Report</u></b></p> <p>KWR asked Governors whether there were any questions on the report.</p> <p>She confirmed we are looking at moving to a single entry school for future, according to birth rate and discussions with DMAT.</p> <p>EB and KWR have spoken with the schools support panel. Deficit for year 1 - £115,000 currently forecast. The budget will need to be reviewed and ratified, ready for submission to Devon before the next Governors meeting. Governors will have to apply for deficit.</p> <p>KWR to complete school budget next week, then provide to LA. TB, PE, EB and KWR to meet and approve. TB to report back to governors at next meeting.</p>	<p><b>ACTION TB</b></p>



# TAVISTOCK PRIMARY & NURSERY SCHOOL

	Q15. When do you have to plan deficit recovery? (CP) A15. SBM confirmed that governors will need to look at the school staffing structure, to plan for deficit recovery.	<b>CHALLENGE</b>
FG25/26_31	<b><u>Safeguarding</u></b>  Governors confirmed they have read the OMGs. No matters raised.	
FG25/26_32	<b><u>Policies</u></b> <ul style="list-style-type: none"><li>• Lettings policy</li><li>• Admissions policy – DCC</li></ul> Both policies were unanimously approved. Proposed by TB, seconded by PE.	<b>DECISION</b>

**DATE OF NEXT FGB MEETING: Tuesday 5<sup>th</sup> May 2026, 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>