



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board (FGB) Meeting Tuesday 25<sup>th</sup> March 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), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Chrissie Owen (CO), Matt Page (MP), Josie Spooner (JS), Nicole Statton (NS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> None			
<b>NIL HEARD FROM:</b> None			

FG24/25_45	<b>Welcome</b> <b>Apologies for absence</b> None.	
FG24/25_46	<b>Art Subject Leader Report</b>  Ali Bullock gave a verbal update of the Art Curriculum, content and achievements at school. Details of the curriculum are published on the website.  Q1. Could extra curricular activities include gallery visits? (TB) A1. Y6 went on a gallery visit. Visits are not an expectation until KS2 on the curriculum map, however they could be incorporated. (AB)  Q2. How do we challenge and support the most able students? (JS) A2. Provide them a free reign to achieve their own unique outcome; showcase individual styles; helping their peers by sharing their understanding, which helps them consolidate their own skills; encouraging pupils to enter competitions. (AB)  Q3. Do you mix art with different subjects? (MP) A3. Yes, we do, across the school. Garden day often incorporates artwork. (AB)  <i>Next subject leader report - History</i>	<b>CHALLENGE</b>   <b>CHALLENGE</b>   <b>CHALLENGE</b>
FG24/25_47	<b>Business/Pecuniary Interest Register</b> None declared.	
FG24/25_48	<b>Vision – Where are we now?</b> <b>Minutes from the last meeting 25<sup>th</sup> February 2025</b> Minutes were approved and signed by the Chair. Proposed by MP, seconded by PD.  Part Two Minutes were approved and signed by the Chair. Proposed by CO, seconded by PD.  <b>Actions from the last meeting 25<sup>th</sup> February 2025</b> <b>SENDCO Report</b> CL to send slides to KW. NS to meet with CL. UPDATE 250225: c/f UPDATE 250325: Slides now available on OneDrive. Completed. Meeting between NS and CL, postponed until new SENDCO is in place.  <b>Actions from previous meetings:</b>	<b>DECISION</b>   <b>DECISION</b>   <b>ACTION CL/KW</b> <b>ACTION NS/CL</b> <b>C/F</b> <b>COMPLETED</b> <b>C/F</b>



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	<p><b><u>Tuesday 17<sup>th</sup> September 2024</u></b>  <b><u>Review and approval of FGB documents</u></b>  Governors were reminded to complete the following forms either online or using the paper copy in the office.</p> <ul style="list-style-type: none"> <li>- Register of Business Interests</li> <li>- General Skills Audit</li> <li>- Financial Skills Audit</li> </ul> <p>UPDATE 151024: Ongoing.  UPDATE 210125: KW to email reminder to governors who have not completed their forms.  UPDATE 250225: 2 sets left to complete.  UPDATE 250325: All completed.</p>	<p><b>ACTION KW</b></p> <p><b>COMPLETED</b></p>
FG24/25_49	<p><b><u>School Business Manager's Budget Report</u></b></p> <p>KWR summarised key points:  NI grant has come through. £38,000, although not expected to cover costs.  Year 3 not looked at in detail.  No charge for SENDCO in Summer Term, as it's unlikely that post will be filled until September.  15% increase in water bill.  Increase in teachers pay costs.  Net loss of 19 pupils between Year 6 pupils going out and Reception pupils coming in. Also, some loss of pupils leaving during the year.  Purchasing the same services from Devon. Renewals have been checked and no changes required.  EHCP funds are still outstanding.  School support panel have requested submission of the budget by tomorrow.</p> <p>Governors were requested to review and approve the budget.</p> <p>Q4. What are the other options for insurance of long term staff absence? (TB)  A4. Summary of options were given. No changes required. (KWR)</p> <p>Q5. Is the deficit in Year 2, just down to pupil numbers? (MP)  A5. Yes. The number might change. For example, we have had 7 new pupils join recently, which cannot be predicted. (KWR)</p> <p>Governors unanimously approved the budget for submission to the School Support Panel.  Proposed by PE, seconded by TB.</p> <p><b><u>Schools Financial Value Standard (SFVS)</u></b></p> <p>SJ confirmed that she had been through the document with KWR. The document needs to be submitted by the FGB. Governors were asked whether they had any questions. No questions.</p> <p>Governors approved the SFVS. Proposed by SJ, Seconded by NS.</p> <p>SJ thanked KWR for all the hard work she has put into the budget.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG24/25_50	<p><b><u>Headteacher Recruitment</u></b></p> <p><b>The Meeting moved to PART TWO – CONFIDENTIAL</b></p> <p><b>THE MEETING MOVED BACK TO PART ONE.</b></p>	



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FG24/25_51	<b><u>Summer Term Monitoring</u></b> Draft monitoring timetable to be sent by LH. Governors were asked whether they wanted to be linked with Key Stage Leaders.  Governors agreed that links to KS leaders will be postponed for discussion in September 2025.	<b>ACTION LH</b>
FG24/25_52	<b><u>Safeguarding</u></b> <ul style="list-style-type: none"> <li>One Minute Guides – One Minute Guides No 4 and No 6</li> </ul>	
FG24/25_53	<b><u>Policies</u></b> <ul style="list-style-type: none"> <li>Climate Action Plan – Information seminar is on 2<sup>nd</sup> April 6pm, 'by September 2025 all education settings will have nominated a sustainability lead and put in place a climate action plan.'</li> </ul> <p>Governors were asked to consider whether they would be interested in monitoring and helping to develop the Climate Action Plan.</p> <p>KW to email the training opportunity to Governors.</p>	<b>ACTION KW</b>
FG24/25_54	<b><u>Any Other Business</u></b> Q6. If we don't recruit a SENDCO for the Summer Term, how will the school manage that? (TB) A6. CL is trying to complete all the statutory reports prior to leaving. LH has the experience, and has been a SENDCO previously, so responsibility will be undertaken by LH.  JS agreed to join the interview panel for the SENDCO post.	<b>CHALLENGE</b>  <b>DECISION</b>  <b>DECISION</b>
	<b><u>Meeting Closed 19:18</u></b>	

**DATE OF NEXT FGB MEETING: Tuesday 29<sup>th</sup> April 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>