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| **Minutes of the Full Governing Board Meeting**  **21st November 2017 @ 6pm**  **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 COMMUNITY PRIMARY & NURSERY SCHOOL**

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| **CHAIRED BY:** Caroline Down | CD | **CLERKED BY:** Kirsten Wake | KW |
| **PRESENT:** Andrew Wing (AW), Caroline Down (CD), Craig Holt (CH), Cristel Worth (CW), Darren Newland (DN), Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Lisa Piper (LP), Louise Clements (LCl), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG), | | | |
| **APOLOGIES:** Emma Spettigue (ES), Jolene Taylor (JT), Liam Cottrell (LCo) | | | |
| **NIL HEARD FROM:** None | | | |

| **Item Ref.** | **Minutes** | **Action** |
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| FG17/18\_30 | **Apologies for Absence**  Apologies were accepted from Emma Spettigue (ES) – hospital appointment, Jolene Taylor (JT) – work commitment and Liam Cottrell (LCo) – work commitment.  Governors thanked Chloe Matthews for her support during her term as governor. | **DECISION** |
| FG17/18\_31 | **Attendance & Governors Business/Pecuniary Interest Register**  Governors present signed the Attendance Sheet.  Interests declared  LS, LH and CH declared an interest in the Teacher Appraisal and Capability Policy and the Staff Discipline Policy.  SG and KW declared an interest in the Support Staff Appraisal Policy. |  |
| FG17/18\_32 | **Vision – Where are we now?**  Matters arising from the meeting  Monitoring timetable to be emailed to the Clerk, for circulation to the Governors.  Governors agreed to complete the monitoring timetable, listing their intended activities, by Friday 15th December.  Lead Governors to email their amendments for their Terms of Reference to the Clerk, by Friday 15th December.  Review action list from last meeting  LP reported that she has approached Lynn Roberts regarding the governor vacancies and she has said that she will consider whether she would be interested.  LH reported that the windows outside the balcony entrance are not lockable. SG has arranged for a company to come in and secure the windows.  The Pay Policy has been updated.  Minutes from last meeting of FP&P  Governors approved the minutes.  Minutes from last meeting of C&D  Governors approved the minutes.  Governors agreed that any actions arising from those meetings should be carried forward to the next FGB meeting.  SG reported that the project to replace the doors and windows on the front elevation of the school had not been carried out over the summer as the quote had been double the estimated amount provided by NPS. DCC have since been informed that the windows need replacing as they are unsafe. DCC have agreed to fund the replacement of the windows. The budget will now be used to fund the replacement front door and new KS1 entrance doors. | **ACTION LS**  **ACTION Lead Govs**  **ACTION Lead Govs**  **DECISION**  **DECISION**  **ACTION KW** |
| FG17/18\_33 | **Governance – What still needs to be done?**  Visit Report – Alison Miller, Education Officer  LS reported that the ‘Securing Good Seminar’ was cancelled for this term and she is awaiting a new date. CD and DN also agreed to attend the seminar with LS.  Governors asked for an update on the behaviour issues discussed in the visit report. LS reported that the actions which the school have implemented have resulted in improvements. LS agreed to report the positive impact to Alison Miller at their next meeting on 30th November. | **DECISION**  **DECISION** |
| FG17/18\_34 | **Leadership**  Headteacher Report  LS confirmed to Governors that this is the last time the HT Report will be presented in this format. In future, the report will be led by questions from Governors.  LS drew Governors attention to the ethos and vision section. CH confirmed that despite an initial low morale amongst staff, they now feel that they have come together as a team and that there is real motivation to demonstrate the good work at the school.  Governors agreed to send a letter of support to staff.  Lisa Base sent her thanks to the Governors from the Senior Leadership Team, for the governing board’s support during the OFSTED inspection.  Staff have requested that a list of Lead Governors be displayed on the staff notice board.  LP asked for confirmation of the process for staff to put forward issues/concerns. LS confirmed that there is a staff voice box in the staff room. More usually, matters are raised with team leaders and occasionally direct with LH or LS. The Meal Time Assistants also have a lead Meal Time Assistant to report any concerns to. Teaching Assistants can take concerns to their class teacher or team leader.  Consulting and Reporting to Parents - LS reported that team leaders have made contact with those parents who did not attend a parents evening or meet with their child’s class teacher.  CPD – LS reported that increased whole staff training was now taking place. CH confirmed that the approach has supported staff in building on good practice sharing between key stages.  Pupil Premium Data – LCO will review the data on Monday 27th November with LS.  Safeguarding – Best practise recommends that, in addition to annual training, staff members are regularly refreshed and reminded of procedures. This is being actioned through 10 min and 1 min training updates on safeguarding at team meetings.  Child Protection Online Monitoring System (CPOMS) – This is a new system used for record keeping of safeguarding concerns.  HR reported that when she had visited the school to monitor data, she had witnessed a behavioural incident. She reported that she felt the matter had been dealt with calmly and swiftly.  Mobility/Admissions – Governors discussed the loss of pupils, in particular where 3 parents preferred another local school.  Pupil Roll – Governors discussed admission numbers. SG reported that a low birth rate has contributed to a reduced number of children in nursery. LH confirmed that all our 2 year old spaces have been filled. SG confirmed we are not operating at a loss in our nursery, despite SEND funding being decreased. The number of children has decreased but the income hasn’t decreased as those present are doing more hours.  SG confirmed that we don’t provide holiday provision in nursery, which is a known barrier to increasing numbers.  Governors discussed strategies for increasing admissions in future years.  Governors agreed that an editorial should be placed in Moor Links to promote school places.  Governors agreed to conduct a leaflet drop around Tavistock. LP reported that the cost would be in the region of £30 per thousand for delivery. She advised delivering on a Sunday.  Governors agreed that, in light of the permanent exclusion, a monitoring visit should be undertaken to look at behaviour, before the end of term. It was agreed that PD would carry out the monitoring visit and would also attend the parent maths workshop next week. | **ACTION CD**  **ACTION KW**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **ACTION SG**  **ACTION SG**  **ACTION PD** |
| FG17/18\_35 | **Policies**  Review of policy schedule  Governors asked the Clerk to circulate a policy schedule, including a column stating which policies each Lead Governor is responsible for.   * SEND * Handwriting * Teaching and Learning * Flexible Working * Freedom of Information * Support Staff Appraisal * Teacher Appraisal & Capability * Security * Volunteers Working in School * Admissions * Accessibility Plan * Administration of Medication in schools * Managing Sickness/Absence * Nursery Admissions * Governors Expense Policy * Governors Visit Policy * Staff Discipline, Conduct & Grievance   Governors agreed to approve the list of policies, pending any amendments which governors will raise at the next Lead Governor meeting. Approval of the policies proposed by CD, seconded by HR. | **ACTION KW** |
|  | **Meeting closed 7.25pm** |  |

**DATE OF NEXT MEETING: Lead Governors, on Tuesday 9th January 2018, at 6pm**

**These minutes are agreed**

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

Signed: Dated: