



# **TAVISTOCK PRIMARY & NURSERY SCHOOL**

## **Minutes of the Lead Governors Meeting**

**Tuesday 9<sup>th</sup> July 2019 @ 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.**

<b>CHAired BY:</b> Caroline Down	CD	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Caroline Down (CD), Darren Newland (DN), Kirsten Wake (KW), Liz Beckett (LB), Lynnette Selbie (LS), Matt Morgan (MM), Matt Page (MP), Pat Dickinson (PD), Sue Gawman (SG)			
<b>APOLOGIES:</b> Harriett Roberts (HR), Laura Handel (LH), Liam Cottrell (LC)			
<b>NIL HEARD FROM:</b> Tim Bonney (TB)			

<b>Item Ref.</b>	<b>Minutes</b>	<b>Action</b>
LG18/19_14	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were accepted from Harriet Roberts – work commitment, Liam Cottrell – work commitment and Laura Handel – house move.</p>	<b>DECISION</b>
LG18/19_15	<p><b><u>Attendance &amp; Governors Business/Pecuniary Interest Register</u></b></p> <p>Governors present signed the Attendance Sheet.</p> <p><u>Interests declared</u> – No interests declared.</p>	
LG18/19_16	<p><b><u>Vision – Where are we now?</u></b></p> <p><u>Matters arising from the meeting</u>            LG18/19 – LC, LH, CD and LS met to discuss a vision statement. LS reported that they followed the formats that governors had previously looked at, and had created and published a new vision statement. This statement is to be used in the short term, to ensure compliance. LS confirmed that the long term approach is to consult with parents and pupils, to inform a revised statement in the Autumn Term. Vision Statement will be added to the FGB Agenda.</p> <p>LG18/19_12 – LS confirmed that TAs are deployed by teachers, in the classroom, to work with different pupil groups and there is not a focus for TAs to work with SEN children.</p> <p><u>Minutes of the last meeting – 30<sup>th</sup> April</u>            Approved and signed by the Chair.</p>	<p><b>c/f FGB</b></p> <p><b>DECISION</b></p>

Item Ref.	Minutes	Action
LG18/19_17	<p><b><u>Governance – What still needs to be done?</u></b></p> <p><u>Recovery Plan</u> No updates have been made to the recovery plan. Amber areas are still being worked on.</p> <p><u>Lead Governor Roles – Review</u> Governors agreed to remove Able, Gifted and Talented. This area is now covered under More Able.</p> <p>Governors agreed to review the governor role structure in the next academic year. To be included in the agenda for the FGB September Business Meeting.</p>	<p>Ongoing</p> <p>DECISION</p> <p>c/f FGB Sept Bus Meeting</p>
LG18/19_18	<p><b><u>Lead Governors</u></b></p> <p><b><u>Reports</u></b></p> <ul style="list-style-type: none"> <li><u>Leadership and Management – Caroline Down (CD)</u> CD gave a summary of her report, which is available on eschools.</li> </ul> <p>Parent questionnaire – 120 responses.</p> <p>Q1. Will OFSTED require parents to complete an OFSTED questionnaire? (CD) A. LS confirmed that the parent questions would need to be reviewed in the next academic year.</p> <p>Parent responses to be shared with parents. A summary to be published on the website. Governors reviewed the responses and discussed possible amendments to the questionnaire for the next academic year.</p> <p>Staff questionnaires – low response received. Governors discussed possible reasons for the response rate and explored how they might encourage a higher response rate next academic year.</p> <p>The nursery teacher vacancy will be filled by Sarah Jones, currently employed as a teaching assistant</p> <p>Year 1/2 mixed classes – Positive feedback has been received, except for one negative comment on the parent questionnaire.</p> <p>SG highlighted that we have received applications for places for Year 1/2. Governors were asked to be aware that if further applications are received over the summer then a 4 class structure may be required.</p> <ul style="list-style-type: none"> <li><u>School Improvement Overview – Darren Newland (DN)</u> DN reported that the SSIP has worked successfully to enable governors to focus on effective monitoring. He noted that some areas remain amber, but this is because they are ongoing activities.</li> <li><u>Finance – Tim Bonney (TB)</u> c/f to next meeting.</li> <li><u>Personnel – Caroline Down (CD)</u> No monitoring to report.</li> <li><u>HSA – Caroline Down (CD)</u> LS reported that the school may need to play a role in the HSA to help with the</li> </ul>	<p>CHALLENGE</p> <p>ACTION SG</p>

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	<p>organisation of the group.</p> <ul style="list-style-type: none"> <li><u>Safeguarding/Children in Care – Caroline Down (CD)</u> CD gave a summary of her monitoring report, which is available on eschools. c/f interviews with SEN children, alongside Caroline Smith.</li> <li><u>Headteacher Performance – Caroline Down (CD) and Darren Newland (DN)</u> March review has been completed and reported. The next meeting will be September.</li> <li><u>Staff Voice and Pupil Voice – Vacancy</u> To be discussed under the lead governor role review at the September Business Meeting.</li> <li><u>SEND – Caroline Down (CD) and Harriet Roberts (HR)</u> CD gave a summary of her report, which is available on eschools. CD introduced the Attachment Based Mentoring system that will be adopted to follow on from THRIVE.</li> <li><u>Governor Training/CPD – Darren Newland (DN)</u> Governors noted that the skills matrix should be used when they review the governor roles.</li> <li><u>Quality of Teaching and Learning – Harriet Roberts (HR)</u> Reported that new information is available about how OFSTED will use lesson observations and book scrutinies. Governors noted that this will have an impact on governor monitoring.</li> <li><u>PE Funding – Matt Morgan (MM)</u> Reported that a review of the 18/19 plan has been completed, to check what has been done.</li> </ul> <p>Noted variants to the plan: Tannoy system – not been purchased. Buying in a wider range of after school clubs. Governors noted that those clubs that use external providers are part funded from the PE funding. Employment of a huff and puff leader – leader has left and has not yet been replaced so we do need to nominate an MTA for September.</p> <p>Website review planned for the end of July.</p> <p>Scheme of work for how PE is delivered includes observing lessons. Notice has been given this term to staff. MM and Simon Beatty will observe the lessons. LS suggested that MM should look at parent and pupil feedback given regarding PE.</p> <p>SG reported that OSTED will be grading us on our healthy eating.</p> <ul style="list-style-type: none"> <li><u>Health &amp; Safety/Premises – Liam Cottrell (LCO)</u> LC to provide his report to KW when complete. It will be posted on eschools.</li> <li><u>Pupil Premium - Liam Cottrell (LCO)</u> LC to provide his report to KW when complete. It will be posted on eschools.</li> </ul> <p>SG reported that not everyone eligible applies. MP suggested giving a different colour sheet to parents who are known to be eligible. LS reported that known parents are targeted individually.</p> <ul style="list-style-type: none"> <li><u>Parentview – Vacancy</u> To be discussed under the lead governor role review at the September Business Meeting.</li> </ul>	<p>c/f FGB Sept Bus Meeting</p> <p><b>ACTION MM</b></p> <p><b>ACTION LC</b></p> <p><b>ACTION LC</b></p> <p>c/f FGB Sept Bus Meeting</p>

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	<ul style="list-style-type: none"> <li><u>Attendance – Caroline Down (CD)</u> CD gave a summary of her report, which is available on eschools. LS suggested that for next term, the impact of the praise letters could be reviewed.</li> <li><u>Curriculum and Behaviour – Pat Dickinson (PD)</u> PD gave an overview of her monitoring for May, June and July, which is available on eschools. PD noted that class rules were not always known by pupils and that a review of class rules could take place during the year. PD met with the music subject leader. Discussed how to show evidence of learning. Lead will look at adding photos to the pupils books. ICT lead also commented that they would work towards adding photos to show evidence of learning. LS reported that DfE have released a new document regarding e-safety. PD suggested that French teaching does not have a high profile in school and suggested that a notice board might be used to raise the profile. PD offered to come to school as a French lesson visitor and help with a French lesson. PD summarised that she had seen evidence of progression in deployment of curriculum.</li> <li><u>More Able – Liz Beckett (LB)</u> At present, there is no planning in the 2019/20 SSIP for More Able.  Caroline Smith asked LB to ask governors whether there was a need to include anything. Governors discussed and concluded that the reporting is carried out through CPM meetings at present. LS reported that signposting is used to help children learn outside of school. Governors agreed that the system is robust and that More Able does not need including in the SSIP.</li> </ul>	<b>DECISION</b>
LG18/19_19	<u>Results</u> LS circulated pupil outcomes report to governors. She confirmed that the full results will be prepared for the Autumn Term. Governors discussed the results.  Q2. Is there a reason for the drop in writing results in KS1? (SG) A. LS confirmed that there were 2 children who were one question away from expected.  LS reported that feedback on the moderation was very good.	<b>CHALLENGE</b>
	<b>Meeting closed 20.05</b>	

**DATE OF NEXT MEETING: TBC**

**These minutes are agreed**

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

Signed:

Dated: