



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting Tuesday 5th May 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.

CHAired BY: Tim Bonney	TB	CLERKED BY: Kirsten Wake	KW
PRESENT: Governors: Tim Bonney (TB), James Buchanan (JB), Emma Byrom (EB), Nicky Collett (NC), Liam Cottrell (LC), Pete Easton (PE), Claire Pilsbury (CP), Chrissie Owen (CO) Visitors: Emily Smith (ES), Zoe Briant-Evans (ZBE) Clerk: Kirsten Wake (KW)			
APOLOGIES: Katy Kelly (KK)			
NIL HEARD FROM: Richard Edlmann (RE)			

FG25/26_33	<p><u>Welcome and Introductions</u></p> <p><u>Apologies for absence</u> Apologies received and approved for KK - meeting.</p> <p>Nil heard from RE.</p>	DECISION
FG25/26_34	<p><u>Business/Pecuniary Interest Register</u> None declared.</p>	
FG25/26_35	<p><u>Maths Lead Report</u></p> <p>EB introduced Emily Smith, C3 teacher, Maths Lead and KS1 Lead, to Governors.</p> <p>ES provided with Governors with a summary of the Maths Curriculum and its implementation.</p> <p>Following key points were noted:</p> <ul style="list-style-type: none"> • Year 3-4 are following a mixed curriculum, to improve consistency and ownership for teachers. • Currently looking at the curriculum for next year, including a Year 1-2 mixed curriculum. • Inclusion has been a focus, to ensure that children with SEND are learning in the classrooms. • Next steps – looking at the working walls in classrooms to ensure consistency across the school. • Worksheets – White Rose provides worksheets, but a more tailored approach has been started in most classes and will be used across the school. White Rose worksheets can be adapted depending on the needs of the child. <p>Q1. Will different questions be available for children who require challenge? (PE) A1. Yes, will include different worksheets for children who need 'stretch and challenge'. (ES)</p> <p>Q2. What will the expectation of the staff members be and are staff clear about them? (JB) A2. Policy is being reviewed at the moment. (ES)</p> <p>Q3. Where will live marking fit in, given its value? (JB)</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>



	<p>A3. Currently working on how that will fit. (ES)</p> <p>Q4. In terms of forthcoming OFSTED inspection, it is important for staff to be clear about the terminology and language used to describe adaptations made to learning. (JB)</p> <p>A4. Adaptations are being used where the majority of a class are working on the same learning, with either a teacher or a teaching assistant. We have some children working out of class with TAs and they are accessing different learning to the rest of the class. (ES)</p> <p>ES clarified that assessment was carried out through an end of unit quiz for each section of learning.</p> <p>The focus next week is to look at pupils books and good examples of book work.</p> <p>Governors thanked ES for her time and the information provided. ES left the meeting.</p>	<p>CHALLENGE</p>
<p>FG25/26_36</p>	<p><u>Vision – Where are we now?</u></p> <ul style="list-style-type: none"> Minutes of the last meeting 3rd March 2026 Minutes of the last meeting. Approved with no amendments. Actions from the last meeting 3rd March 2026 <p><u>FG25/26 27</u> Little Wandle link has been sent. KW to send to new Governors. EB to ask SJ for Little Wandle reports detailing data for SEND and by gender.</p> <p><u>FG25/26 28</u> Send governor profile document to LC and JB.</p> <p>Liam Cottrell was appointed as Co-chair. Proposed by TB and seconded by PE.</p> <p>EB to advertise the 2 parent governor vacancies via the school's social media pages.</p> <p><u>FG25/26 30</u> Governors discussed the end of year financial reporting. The main challenge was acknowledged as a falling roll. EB confirmed that the data she had received regarding West Devon admissions data had reported that 4 schools were either up to, or just over, capacity. That is 4 schools out of 11, being Horrabridge, Mary Tavy, Whitchurch and Lydford.</p> <p>LC confirmed that his understanding of the financial report is that the schools budget is not sustainable over the next few years.</p> <p>Q5. Has there been a working party to look into this? (LC) A5. No. (EB)</p> <p>Q6. Who is managing the business manager's role at the moment? (JB) A6. EB confirmed she has taken on a lot of the responsibility, alongside buying into support from Devon for finance tasks; allocating tasks amongst office staff. EB reported that Horrabridge school have a senior administrative manager role and buy in a lot of services from Devon. EB confirmed that is a model which we can replicate. (EB)</p> <p>Q7. How many applicants for the SBM's post did we receive? (PE) A7. We received 5 applicants and we interviewed 3, none of whom had suitable level of experience. (EB)</p>	<p>DECISION</p> <p>ACTION KW ACTION EB</p> <p>ACTION KW</p> <p>DECISION</p> <p>ACTION EB</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>



	<p>Q8. Was there anyone who applied who would be suitable for a senior role? (PE) A8. Yes, but they would be seeking a higher salary than would be available. (EB)</p> <p>Q9. Where does Health and Safety fit into that and do the office staff have the skills to manage that? (LC) A9. Alison in the office has taken that on. EB confirmed she has contacted An Darras and asked them to complete a compliance audit. (EB)</p> <p>Q10. Are you aware of any jobs which had been identified which we are not compliant with? (LC) A10. No. (EB)</p> <p>Q11. The report notes that numbers have reduced for our extended services provision. (PE) A11. EB confirmed that she is waiting for support from Devon finance regarding incoming and outgoing finances. (EB)</p> <p>Q12. Are we going to look into extending the hours for our nursery provision? (CP) A12. A specialist is coming in next week to discuss. (EB)</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG25/26_37	<p><u>Monitoring</u></p> <p><u>Spring Term Monitoring Update</u></p> <p>Governors were asked to look at the monitoring timetable. Please look and see what you are allocated. Ring or talk to TB if you need any support with monitoring.</p> <p>LC's DBS has come through so he is now able to carry out monitoring visits.</p> <p>Q13. Is there an appointed safeguarding lead? (LC) A13. TB is the appointed safeguarding lead. (TB)</p> <p>Q14. Have the school had a safeguarding review? (LC) A14. No. JB confirmed that he could provide support to complete a safeguarding review. (JB)</p> <p>JB to look at safeguarding once his DBS has been complete. Alison to complete DBS for JB.</p> <p>LC confirmed he would be willing to take on the lead governor role for health and safety. He confirmed that he would provide voluntary assistance operationally for areas which need support. LC was appointed as Lead Governor for Health and Safety.</p>	<p>ACTION ALL GOVS</p> <p>DECISION</p> <p>CHALLENGE</p> <p>CHALLENGE ACTION JB/EB</p> <p>ACTION JB/AS</p> <p>DECISION</p>
FG25/26_38	<p><u>SSIP</u></p> <p>LC and TB to rag rate the SSIP with EB.</p> <p>EB to add SSIP to one drive for Governors, once completed.</p>	<p>ACTION LC/TB/EB ACTION EB</p>
FG25/26_39	<p><u>Partnership Discussion</u></p> <p><u>The meeting moved to PART TWO.</u></p> <p><u>The meeting returned to PART ONE.</u></p>	
FG25/26_40	<p><u>Safeguarding</u></p> <p>Governors confirmed they have read the OMGs.</p>	



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FG25/26_41	<u>Policies</u> <ul style="list-style-type: none">• School Complaints Policy• Staff Leave and Absence Policy• SEND Policy• SEND Information Report All policies were unanimously approved. Proposed by TB, seconded by LC.	DECISION
FG25/26_42	<u>AOB</u> LC thanked TB for all his hard work.	

DATE OF NEXT FGB MEETING: Tuesday 16th June 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>