



## Minutes of the Full Governing Board (FGB) Meeting

Tuesday 6<sup>th</sup> December 2022, 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> Darren Newland	DN	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Ben Chilcott (BC), Nicky Collett (NC), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Rebecca Fuggle (RF) Guest; Rebecca Sargent (RS); Mike Smith (MS) Late arrival			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
FG22/23_30	<b><u>Apologies for absence</u></b> Apologies for absence received and approved from Rebecca Fuggle (RF) – guest, personal commitments; Mike Smith (MS) – arriving 30 mins late and Rebecca Sargent (RS).	<b>DECISION</b>
FG22/23_31	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	
FG22/23_32	<b><u>Actions from previous meetings:</u></b>  <b><u>Tuesday 19<sup>th</sup> July 2022</u></b> <u>FG21/22_79</u> SFVS - DN to complete a monitoring visit form.  Skills audits to be completed by all governors.  BC to sit with KWR for update on skills, then will submit.  <u>FG21/22_81</u> All governors agreed that a survey to parents and to pupils would be conducted in the Autumn Term.  Survey will go out once the SSIP has been completed. Questions need to be linked to the SSIP.  <b><u>Tuesday 13<sup>th</sup> September 2022</u></b> <u>FG22/23_08</u> Action: Delegation Planner – Governors asked KW to investigate an alternative layout for this document. Update: Governors have received the document. Review of document c/f.  Register of business interests – KW to email form to those who have not yet completed their forms.  <u>FG22/23_10</u> Annual Safeguarding Level 2 Training – Governors agreed to undertake training on Tuesday 6 <sup>th</sup> December 2022. This would be provided at the end of the meeting, so that those who have already completed safeguarding training would not have to	<b>C/F</b> <b>ONGOING</b> <b>COMPLETED</b>  <b>C/F SPRING</b>  <b>C/F SPRING</b>   <b>C/F JAN</b>  <b>ONGOING</b>  <b>COMPLETED</b>



Item Ref.	Minutes	Action
	<p>repeat.</p> <p><b><u>Tuesday 4<sup>th</sup> October 2022</u></b>  <u>FG22/23_16</u>            Action: MS completed review. MS asked for Collective Worship subject lead to confirm statutory requirements have been met by the policy. KW to contact subject lead. KW to recommend approval and amendments to be considered for the next review.            Update: Governors agreed to approve the current document and any amendments could be submitted to governors as required.</p> <p><u>FG22/23_17</u>            SFVS monitoring visit to be arranged by DN.</p> <p><b><u>Tuesday 8<sup>th</sup> November 2022</u></b>  <u>FG22/23_24</u>            Governors agreed that a monitoring form would be added to One Drive, along with the Headteacher's Report. Governors questions on the Headteachers Report shall be submitted on this form.</p> <p>Action: Governors requested that the Headteachers Report include 'hard to reach' parent figures and figures for all parent meetings held, not just meetings attended on the given 'parent evening' dates.            Update: LH confirmed that the final figures had been presented in the Headteachers Report.</p> <p><u>FG22/23_25</u>            KWR and BC to meet to prepare FIPS paperwork.</p> <p><u>FG22/23_26</u>            Benchmarking. SJ suggested that governors have a refresher on how governors can access data dashboard. To be included on the agenda for the next meeting.</p>	<p>C/F</p> <p><b>COMPLETED</b></p> <p>C/F</p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>ACTION KW</b></p>
<p>FG22/23_33</p>	<p><b><u>Policies</u></b></p> <p>Governors agreed that KW should publish updated policies on One Drive.</p> <p>Governors agreed a procedure for reviewing policies. KW to send policies due for review to staff, one month prior to review due date. Staff member will review the policy, then pass the document to the appropriate governor for their review. The document will then be submitted to the FGB for approval/adoption.</p>	<p><b>ONGOING ACTION KW</b></p> <p><b>ONGOING ACTION ALL</b></p>
<p>FG22/23_34</p>	<p><b><u>Training</u></b></p> <p>Governors received safeguarding training. Delivered by LH.            KWR, NC and KW left the meeting, as they have already attended the training.</p>	

**DATE OF NEXT FGB MEETING: Tuesday 10<sup>th</sup> January 2023, 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>