



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting Tuesday 23rd September 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.

CHAired BY: Tim Bonney	TB	CLERKED BY: Kirsten Wake	KW
PRESENT: Tim Bonney (TB), Emma Byrom (EB), Nicky Collett (NC), Pete Easton (PE), Chrissie Owen (CO), Nicole Statton (NS), Kirsten Wake (KW), Karen Wright (KWR)			
APOLOGIES: Josie Spooner (JS)			
NIL HEARD FROM: None			

FG25/26_01	<p>Welcome <u>Apologies for absence</u> Apologies received and approved from JS.</p>	DECISION
FG25/26_02	<p><u>Business/Pecuniary Interest Register</u> None declared.</p>	
FG25/26_03	<p><u>Discussion of Role of Chair</u> Governors discussed the co-chair model. Governors were unanimously in favour of a co-chair model for this academic year. Tim Bonney agreed to take on one of the co-chair roles. In the absence of Josie Spooner, it was agreed to leave the election of the second chair until the next meeting.</p> <p><u>Election of Chair</u> TB to be elected as Chair. Proposed by PE. Seconded by NS.</p>	<p>DECISION C/F Nov 25 DECISION</p>
FG25/26_04	<p><u>Election of Vice Chair</u> PE to be elected as Vice Chair. Proposed by TB. Seconded by CO.</p>	DECISION
FG25/26_05	<p><u>Vision – Where are we now?</u> <u>Minutes from the last meeting 15th July 2025</u> NC noted that the attendees on the Minutes and Part Two Minutes were inconsistent. KW to check both sets of minutes and correct. Minutes were unanimously approved, subject to the above correction.</p> <p><u>Part Two Minutes from the last meeting 15th July 2025</u> As above.</p> <p><u>Actions from the last meeting 15th July 2025</u> <u>Governor Vacancies</u> TB confirmed that he has shown one of the interested candidates around the school. TB confirmed that the candidate has a background in accountancy, as well as holding other voluntary roles within the community. Governors agreed that the candidate's skills fulfil those required within the governing board and TB was asked to invite him to the next meeting. Another candidate is being shown around the school by TB in a couple of weeks. All other actions completed.</p> <p><u>Meeting Dates 2025-26</u> Meeting dates for 2025-26 were agreed.</p> <p><u>School Term Dates 2026/27</u> KWR to email term dates to governors when they are ready. Governors agreed to</p>	<p>DECISION DECISION DECISION DECISION</p>



	<p>approve dates, by return of email.</p> <p><u>Financial Reporting Suite (FRS)</u> The FRS is due for submission in October. Governors agreed that it could be submitted, subject to the SBM raising any concerns with Chair prior to submission. The full document will be approved at the November meeting.</p> <p><u>Clerking Arrangements</u> Governors were asked to bring any requests for alterations to the clerking process to the Clerk, or raise them at future meetings. No matters were raised at the meeting.</p> <p>KWR noted that the school is now signed up to Governor Services, which is a useful resource for the Governing Board.</p>	<p>C/F</p> <p>DECISION C/F Nov 25</p>
<p>FG25/26_06</p>	<p><u>Governing Board Structure</u></p> <p><u>Lead Governor Roles and Responsibilities</u> Updated.</p> <p><u>Monitoring Timetable Autumn Term</u> Governors discussed the draft timetable. KW to check the new version, discussed and amended at the meeting. New version to be circulated to Governors once complete.</p> <p><u>Governor Vacancies</u> KWR to send the governor vacancy poster previously used, to EB, for publication on the school facebook page.</p>	<p>ACTION KW</p> <p>ACTION KWR</p>
<p>FG25/26_07</p>	<p><u>Review and Approval of FGB Documents</u></p> <ul style="list-style-type: none"> - Instrument of Government - Code of Conduct for the Governing Board - Terms of Reference for FGB - Terms of Reference for First Committee - Terms of Reference for Second Committee - Terms of Reference for Pay Committee <p>Above documents were approved unanimously. It was noted there are no changes to the previous year.</p> <ul style="list-style-type: none"> - Delegation Planner – KW to check delegation of policies is correct. - Register of Business Interests – Governors to complete - General Skills Audit – Governors to complete. - Financial Skills Audit – Governors to complete. 	<p>DECISION</p> <p>ACTION KW ACTION ALL ACTION ALL ACTION ALL</p>
<p>FG25/26_08</p>	<p><u>Safeguarding</u></p> <p>One Minute Guides – Governors confirmed they have read One Minute Guides No 7 and No 29. Governors reported that the links are not working. KW to download OMGs to the One Drive for each meeting.</p> <p>KW to circulate the sign sheet for Governors to confirm that they have read Keeping Children Safe in Education.</p> <p>Annual Level 2 Safeguarding Training – Governors to complete online training. KW to check with governor services whether we need certificate as proof of completing training.</p>	<p>ACTION KW</p> <p>ACTION KW</p> <p>ACTION KW</p>



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FG25/26_08	<p>Headteacher Performance Management Governors agreed that TB and PE will join the HT PM. 3.15pm on Tuesday 7th October 2025.</p>	<p>DECISION ACTION TB / PE</p>
FG25/26_09	<p>Other Business Raised</p> <p>Meet the Governors Governors agreed they would like to hold ‘Meet the governor’ sessions with parents in the playground. It was noted that Governors should be mindful of discussing strategic matters, and signposting parents to the correct contact to discuss operational matters. KW to send the ‘Raising a query’ flowchart, to EB.</p> <p>Pay Committee The following Governors agreed to form the next Pay Committee: TB, PE, NS and EB. Pay Committee meeting to be held by Teams at 5.30pm on Thursday 23rd October 2025.</p> <p>Governors Whatsapp Group Governors agreed to share telephone numbers, to set up a WhatsApp group. The group would be used to send reminders and arrange meetings. Governors noted that no confidential matters should be discussed via the group.</p>	<p>ACTION KW</p> <p>ACTION PAY COMMITTEE</p> <p>DECISION</p>

DATE OF NEXT FGB MEETING: Tuesday 11th November 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>