



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 25th May 2021 @ 6pm, via Zoom

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: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Tim Bonney (TB), Ben Chilcott (BC), Liam Cottrell (LC), Pat Dickinson (PD), , Laura Handel (LH), Nick Nottley (NN), Darren Newland (DN), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: Sue Gawman (SG), Matt Morgan (MM)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_54	<p>Apologies Apologies accepted from SG (unwell) and MM (work commitments).</p> <p>LB has resigned as a co-opted governor. There are now 2 co-opted governor vacancies. KW to contact SGOSS to see whether they have any candidates. The governors discussed recruitment possibilities.</p>	<p>DECISION</p> <p>ACTION KW</p>
FG20/21_55	<p><u>Governors Business/Pecuniary Interest Register</u> Staff declared an interest in the agenda.</p>	
FG20/21_56	<p><u>Vision – Where are we now?</u> Minutes of FGB meeting on 20th April 2021 were approved. Minutes will be signed by the Chair digitally and emailed to KW for filing.</p> <p><u>Actions of FGB Meeting 20th April 2021:</u></p> <ul style="list-style-type: none"> - Q5. What is the justification for 'even -ing out' the Nursery fees for Sept 2021, so that the proposed fee for 3-4year olds is more than the DCC fee (ie £4.50 not £4.20), but less than DCC for 2 year olds (ie £4.50 not £5.04) Is it not more expensive to cater for the 2 year olds? (PD) – SG to reply by email. <p>SG replied: “The nursery fees which we set are only applied when parents are buying additional sessions over and above the 15/30 free entitlement. Yes, it is more expensive to care for two year olds due to the lower ratio of children to adults. The reasons for 'levelling up' - a flat fee has always been applied, this makes it easier for parents to understand and for admin to process. £4.50 is a competitive rate and brings our nursery in line with other settings.”</p> <p><u>Actions of FGB Meeting 23rd March 2021:</u></p> <ul style="list-style-type: none"> - Policies – Children with Health Needs – see Policy section below. <p><u>Actions of FGB Meeting 23rd February 2021:</u></p>	<p>DECISION ACTION LC</p> <p>Completed</p> <p>Completed</p>

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	<ul style="list-style-type: none"> - LS will check for additional safeguarding training courses for governors and send details to TB. – LS to pass details to TB. <p><u>Actions of FGB meeting 8th December 2020:</u></p> <ul style="list-style-type: none"> - MS and BC to send profiles/photos to KW. Governors confirmed they were happy for the profiles to go on the website, excluding BC's, until it is received. <p><u>Actions of Lead Governors meeting 20th October 2020:</u></p> <ul style="list-style-type: none"> - Monitoring tracker sheet examples – c/f. Monitoring sheets and schedule to be circulated, prior to next monitoring meeting. – LS to email governors with proposal. <p>Q1. Are we allowed to come into school to carry out monitoring? (NN) A1. It is our decision. LS will include provision in the next risk assessment update, but it will be an individual decision for governors.</p> <p><u>Actions of September Business Meeting 30th September 2020:</u></p> <ul style="list-style-type: none"> - Strategic plan to be developed - c/f March 2021 – LC to circulate plan to governors for comment. LC will send out a timetable to governors, following his conversation with Karen Powell. - Governor induction pack review – c/f – will be dealt with in next couple of months. LC and LS to meet to discuss and will then bring ideas pack to the governing board. 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>CHALLENGE</p> <p>Completed</p> <p>Ongoing NN</p>
FG20/21_57	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> • Safeguarding TB provided verbal summary of the monitoring undertaken. Monitoring visit form available on eschools. Q2. Did the children report they feel safe at school? (LC) A2. One concern was raised, as reported. • Curriculum PD provided a verbal summary of the monitoring undertaken. Governors discussed the report from Kath Powell. • Attendance MM submitted a monitoring report, which is now available on eschools. • SEND c/f to July meeting. • Risk Assessment/Health and Safety Standing agenda item. No reporting due this period. • PP Strategy/Catch Up Strategy NN provided a verbal summary of the monitoring undertaken on the catch up strategy. PP to be reviewed and reported in June/July. • Finance BC provided a verbal summary of the monitoring undertaken. BC and MS conducted monitoring jointly. Governors discussed the requirement to increase pupil numbers. SG is going to investigate marketing opportunities. • Personnel MP provided a verbal summary of the monitoring undertaken. • Remote Learning Governors agreed to end this area of monitoring, as there is no requirement for remote learning at present. 	<p>CHALLENGE</p> <p>C/F</p> <p>DECISION</p>

Item Ref.	Minutes	Action
FG20/21_58	<u>Policies</u> <ul style="list-style-type: none"> • Children with Health Needs - Approved • PSHCE – no change to that curriculum. Minor changes have been made. RSE – statutory from Summer Term 2021. Parent consultation has been undertaken. Approved. • Safeguarding Audit – Single Central Record – TB to review on Friday. 	DECISION DECISION C/F TB
Additional Business	<p>Governors recruitment – LS reported that the Tavistock Times will include an article this week inviting interested parties to contact the school.</p> <p>Q3. Inset Day – 7th June – Governors usually attend, should governors attend this year? (PD)</p> <p>A3. Governors are welcome. There will be 2 consultation sessions, held with support staff and teachers. The format of the day will be different to previous years. PD agreed to attend from 9am.</p>	Completed CHALLENGE

DATE OF NEXT MEETING: Tuesday 22nd June 2021, Full Governing Board Meeting, 6pm, ZOOM

These minutes are agreed

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

Signed:

Dated: