



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

**Tuesday 13<sup>th</sup> September 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> 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> Tim Bonney (TB)			
<b>NIL HEARD FROM:</b> None			

<b>Item Ref.</b>	<b>Minutes</b>	<b>Action</b>
FG22/23_01	<p><b><u>Appointments</u></b> Governors unanimously approved the appointment of Nicola Collett (Deputy Headteacher) as an Associate Governor and Darren Newland as a Partnership Governor.</p> <p>Governors discussed the remaining vacancies, being one staff governor, one partnership governor and one LEA governor. It was agreed that Rebecca Sargent would be appointed at the next FGB meeting as a Partnership governor. KW to prepare staff governor vacancy notice, for circulation by LH. Governors agreed that an editorial in the local newspaper could be used to advertise governor vacancies.</p>	<p><b>DECISION</b></p> <p><b>DECISION ACTION KW</b></p>
FG22/23_02	<p><b><u>Apologies for absence</u></b> Apologies for absence accepted from TB.</p>	<b>DECISION</b>
FG22/23_03	<p><b><u>Business/Pecuniary Interest Register</u></b> None declared.</p>	
FG22/23_04	<p><b><u>Election of Chair</u></b> Darren Newland was elected as Chair. Proposed by MS, seconded by LH. Elected unanimously.</p>	<b>DECISION</b>
FG22/23_05	<p><b><u>Election of Vice Chair</u></b> Sue James was elected as Vice Chair. Proposed by MS, seconded by LH. Elected unanimously.</p>	<b>DECISION</b>
FG22/23_06	<p><b><u>Vision – Where are we now?</u></b></p> <p><u>Minutes of the last meeting</u> Minutes of the FGB meeting on 19<sup>th</sup> July 2022 were approved and signed by the Chair, with no amendments.</p> <p><b><u>Actions from previous meetings:</u></b></p> <p><u>Tuesday 11<sup>th</sup> January 2022</u> <u>FG22/23_34</u> ECT policy – c/f LH – Draft of the policy has been completed. To be circulated by LH for the next meeting.</p> <p>LH requested an extension of the Key membership for teachers. Governors</p>	<p><b>DECISION</b></p> <p><b>c/f LH</b></p> <p><b>DECISION</b></p>



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	<p>unanimously approved.</p> <p><u>Tuesday 15<sup>th</sup> March 2022</u>  <u>FG22/23 49</u>                      Emergency Management Plan – KWR has reviewed. There are no updates. The policy will be submitted for approval at the next FGB.</p> <p><u>Tuesday 26<sup>th</sup> April 2022</u>  <u>Headteacher’s Report</u>                      LH to investigate reason for increase in red cards and report at next meeting. (LH) – A reason for the discrepancy has not been found. The card system is no longer in use, so no further investigations will take place.</p> <p><u>Policies and Statements</u>                      KW to allocate to governors to review policies and statements on an ongoing basis. Completed. The policies requiring review/approval will be added to the agenda for the next meeting.</p> <p><u>Monitoring</u>                      DN to amend monitoring visit form and circulate. – Completed.</p> <p><u>Tuesday 21<sup>st</sup> June 2022</u>  <u>FG22/23 68</u>                      KWR to investigate the ‘Academic Mentor’ scheme discussed by PD at the meeting. KWR advised that schools can use one of the three funded routes. Our school is using the school led tutoring route.</p> <p><u>FG22/23 70</u>                      Monitoring form to be amended and circulated to governors. Pat raised concerns about completing the equality part. It was agreed to complete when possible. ACTION - governors to ask person they are monitoring what the effect on diversity is. Completed/Ongoing.</p> <p><u>FG22/23 71</u>                      Governors agreed that a notice should be added to the noticeboard, asking visitors to lock the padlock. Sign to be added to explain that this is for safeguarding reasons. Completed.</p> <p><u>FG22/23 72</u>                      SFVS - Section A – DN advised as previously agreed, Governors will look through a section at each meeting starting with Section A at the next meeting. To be covered later in meeting.</p> <p><u>Tuesday 19<sup>th</sup> July 2022</u>  <u>FG21/22 76</u>                      KWR will prepare a statement for PHIPs to request additional funding for SEND. Ongoing. Discussed as part of the finance monitoring visit.</p> <p>Governors agreed a separate finance meeting would be held with LH, KWR, DN, BC and SJ.                      Finance monitoring visit took place. Governors agreed to use this format for investigating finance matters, rather than setting up a separate finance committee. Finance monitoring visits will take place at least once a term and when required. All finance matters will be brought before the FGB. DN to complete monitoring visit form, which will be shared with governors.</p> <p><u>FG21/22 77</u>                      The Budget Monitor software will be shown to the new Finance Committee and then</p>	<p><b>c/f KW</b></p> <p><b>COMPLETED</b></p> <p><b>c/f KW</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED/ONGOING</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>ONGOING</b></p> <p><b>COMPLETED</b></p> <p><b>ACTION DN</b></p> <p><b>COMPLETED</b></p>



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	<p>shared with all Governors. Completed. Any governor wishing to learn about the software in more detail is invited to meet with KWR.</p> <p>To ensure that the forecast outturn position is more prominent. Completed.</p> <p><u>FG21/22_79</u> Section A – This will be the first section to be looked at by all governors at the next meeting. Governors reviewed the SFVS, section A. Comments: 3. Governors requested that KWR submits a report to governors every 2 months. DN to complete a monitoring visit form.</p> <p>Skills audits to be completed by all governors. Governors who have not yet completed the forms should leave completed forms at the main office. KW to amend the final column heading to ‘Governor’.</p> <p><u>FG21/22_81</u> Prepare a flowchart explaining the complaints procedure for the school website. Governors agreed that NC shall display a summary of the complaints procedure in the newsletter, as a reminder to parents.</p> <p>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. SJ suggested there could be an inclusion in the newsletter ‘parent’s survey coming soon’.</p> <p><u>Meeting dates 2022-23</u> 08.02.23 amended to 07.02.23, due to typo. LH to allocate ‘subject lead’ to specific teachers. Governors approved meeting dates, subject to those amendments discussed.</p> <p><u>Clerking arrangements</u> A clerk@ email address has been created, to be added to the website. No other arrangements.</p>	<p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>DECISION</b></p> <p><b>ACTION DN</b></p> <p><b>ACTION ALL</b> <b>ACTION KW</b></p> <p><b>ACTION NC</b></p> <p><b>DECISION</b> <b>ACTION LH</b></p> <p><b>ACTION SF</b></p> <p><b>ACTION LH</b></p> <p><b>ACTION KW</b></p>
FG22/23_07	<p><b><u>Governing Board Structure</u></b></p> <p>Roles 2022-23 – Governors reviewed the document submitted. Governors agreed LH will update to make the form more easily readable. LH to circulate revised version.</p> <p>Governor Vacancies – Previously discussed at FG22/23_01.</p>	<p><b>ACTION LH</b></p>
FG22/23_08	<p><b><u>Review and Approval of FGB Documents</u></b></p> <p>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 The above documents were unanimously approved by governors and signed by the Chair. Delegation Planner – Governors asked KW to investigate an alternative layout for this document. Register of Business Interests Skills Audits – General and Financial</p>	<p><b>DECISION</b> <b>DECISION</b> <b>DECISION</b> <b>DECISION</b> <b>DECISION</b></p> <p><b>ACTION KW</b></p> <p><b>ACTION ALL</b> <b>ACTION ALL</b></p>



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FG22/23_09	<p><b><u>Governance – What needs to be done?</u></b></p> <p><u>SSIP Action Plan</u> Under development. Will be circulated on completion.</p> <p><u>Monitoring Schedule for 2022/23</u> Will be sent out following completion of SSIP.</p> <p><u>Vision and Strategic Plan</u> MS to monitor Vision and Strategic Plan – will be part of monitoring schedule.</p> <p><u>Visit Form and Monitoring Tracker Sheet</u> Unanimously approved, with no amendments.</p> <p>Governors agreed that the policy list should be colour coded so that it is easier to distinguish between DCC policies and school policies.</p>	<p><b>c/f LH</b></p> <p><b>c/f LH</b></p> <p><b>ONGOING MS</b></p> <p><b>DECISION</b></p> <p><b>ACTION KW</b></p>
FG22/23_10	<p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>- KCSIE – Governors present signed the sign sheet to confirm they have read the document.</li> <li>- Annual Safeguarding Level 2 Training – KWR confirmed it should be completed every 3 years. Governors agreed that a L3 trained safeguarding officer will deliver in-house training at the end of a governors meeting.</li> <li>- Child Protection and Safeguarding Policy 2022 – TB has reviewed. LH has amended. Proposed by DN, seconded by MS. Governors unanimously approved.</li> </ul>	<p><b>COMPLETED</b></p> <p><b>ACTION LH</b></p> <p><b>DECISION</b></p>

**DATE OF NEXT MEETING: Tuesday 4<sup>th</sup> October 2022, 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>