



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board (FGB) Meeting Tuesday 19<sup>th</sup> November 2024, 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> Sue James	SJ	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Chrissie Owens (CO), Matt Page (MP), Josie Spooner (JS), Nicole Statton (NS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Nicky Collett (NC), Pat Dickinson (PD)			
<b>NIL HEARD FROM:</b> Nil			

FG24/25_20	<p><b><u>Welcome and Introductions</u></b> Governors welcomed Josie Spooner, new Parent Governor, to the Governing Board.</p> <p><b><u>Apologies for absence</u></b> Apologies received and accepted from NC – illness and PD – holiday.</p>	<b>DECISION</b>
FG24/25_21	<p><b><u>Business/Pecuniary Interest Register</u></b> None declared.</p>	<b>DECISION</b>
FG24/25_22	<p><b><u>Vision – Where are we now?</u></b> <b><u>Minutes from the last meeting</u></b> Minutes were approved and signed by the Chair. Proposed by PE, seconded by NS.</p> <p><b><u>Actions from the last meeting:</u></b></p> <p><b><u>FG24/25 17 Headteacher’s Report</u></b> LH to add log of classroom evacuations to the Headteacher report. UPDATE 191124: In hand. Ongoing.</p> <p><b><u>Actions from previous meetings:</u></b></p> <p><b><u>Tuesday 17<sup>th</sup> September 2024</u></b> <b><u>FG24/25 07 Review and approval of FGB documents</u></b> Governors were reminded to complete the following forms either online or using the paper copy in the office.</p> <ul style="list-style-type: none"> <li>• Register of Business Interests</li> <li>• General Skills Audit</li> <li>• Financial Skills Audit</li> </ul> <p>UPDATE 151024: Ongoing UPDATE 191124: Governors were reminded to update and sign sheets.</p> <p><b><u>FG24/25 08 Safeguarding</u></b> KW to bring a sign sheet to the next meeting, for Governors to confirm they have read KCISE. UPDATE 151024: One absence. KW to bring to next meeting. UPDATE 191124: TB signed.</p> <p><b><u>Tuesday 11<sup>th</sup> June 2024</u></b> <b><u>FG23/24 66 Summer Term Monitoring</u></b> MP and MS will submit final monitoring forms. UPDATE 151024: MS is no longer a governor. MP to submit as soon as possible. UPDATE 191124: MP has submitted his monitoring.</p> <p><b><u>Tuesday 20<sup>th</sup> February 2024</u></b> <b><u>FG 23/24 43 Vacancies – Staff, Parent, Partnership</u></b> Parent governor vacancy to be highlighted at new parent meeting on 16<sup>th</sup> July. MS talked to new parents. Two parents were interested. UPDATE 151024: KWR to publish vacancy to parents.</p>	<p><b>DECISION</b></p> <p><b>COMPLETED</b></p> <p><b>ALL GOVS</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>



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	<p>UPDATE 191124: Parent appointed. KW to give teachers poster advertising parent governor vacancy for parents evening. JH has resigned as governor. Vacancies now include 2 x partnership and 1 x parent governor positions. KW to add partnership vacancies to the link on the latest DAG newsletter. UPDATE 191124: Vacancies have been added. Service has confirmed that without 'premium' membership it is unlikely that vacancy will be filled.</p> <p>Partnership governor vacancy. UPDATE 151024: Poster to be designed.</p>	<p><b>COMPLETED</b></p> <p><b>C/F</b></p>
FG24/25_23	<p><b>SSIP 2024-25</b> LH provided Governors with an overview of the elements of the SSIP.</p> <p>Governors had no questions.</p>	
FG24/25_24	<p><b>Autumn Term Monitoring</b> Governors were asked to complete their monitoring reports by the January meeting, so that the next meeting can focus on the Spring Term monitoring.</p>	<p><b>ACTION ALL GOVS</b></p>
FG24/25_25	<p><b>School Business Manager's Report</b> SJ reported that the finance monitoring group have met with LH and KWR and undertaken a "line by line" look at the budget and discussed. The monitoring group reported that they were satisfied with the report.</p> <p>KWR summarised the School Business Manager's Report for Governors.</p> <p>Q1. Is there a pattern to staff sickness? (TB) A1. No pattern has been identified. (LH)</p> <p>Q2. Has the school continued with regular handwashing policy, since COVID? (TB) A2. The school continues to encourage regular handwashing. (LH)</p> <p>SJ thanked the Senior Leadership Team for their hard work on reducing the deficit.</p> <p>SJ congratulated the School Business Manager on the results of internal audit report.</p>	<p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG24/25_26	<p><b>Term Dates 2025/26</b> Term Dates for 2025/26 were approved by Governors. Proposed by MP, seconded by CO.</p>	<p><b>DECISION</b></p>
FG24/25_27	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Keeping Children Safe in Education</li> <li>One Minute Guides – Governors confirmed that they have read the OMGs.</li> </ul>	<p><b>COMPLETED COMPLETED</b></p>
FG24/25_28	<p><b>Level 2 Safeguarding Training</b> Staff who had already received Level 2 Safeguarding training left the meeting. Remaining governors received training from LH.</p>	<p><b>COMPLETED</b></p>
	<p><b>Meeting Closed 18:35</b></p>	

**DATE OF NEXT FGB MEETING: Tuesday 21<sup>st</sup> January 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>