



# **TAVISTOCK PRIMARY & NURSERY SCHOOL**

## **Minutes of the Lead Governors Meeting**

**Tuesday 7<sup>th</sup> January 2020 @ 6pm**

**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> Liam Cottrell	LC	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Darren Newland (DN), Kirsten Wake (KW), Liam Cottrell (LC), Liz Beckett (LB), Lynnette Selbie (LS), Matt Morgan (MM), Nick Nottley (NN), Pat Dickinson (PD), Sky Scott (SS), Sue Gawman (SG), Tim Bonney (TB)			
<b>APOLOGIES:</b> Caroline Down (CD), Harriett Roberts (HR), Laura Handel (LH), Matt Page (MP)			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
LG19/20_06	<b><u>Apologies for Absence</u></b>  Apologies were accepted from Caroline Down (CD) – work commitment, Harriett Roberts (HR) – work commitment, Laura Handel (LH) – ill child, Matt Page (MP) - illness.	<b>DECISION</b>
LG19/20_07	<b><u>Attendance &amp; Governors Business/Pecuniary Interest Register</u></b>  Governors present signed the Attendance Sheet.  <u>Interests declared</u> – No interests declared.	
LG19/20_08	<b><u>Vision – Where are we now?</u></b>  <u>Matters arising from the meeting</u> LG18/19_18 Parent questionnaire responses have been published on the website. Huff and puff leader has been appointed. Health and Safety report will be discussed later in the agenda. Pupil Premium report will be discussed later in the agenda.  <u>Minutes of the last meeting – 30<sup>th</sup> April</u> Approved and signed by the Chair.	<b>COMPLETED COMPLETED COMPLETED COMPLETED  DECISION</b>

Item Ref.	Minutes	Action
LG19/20_09	<p><b><u>Governance – What still needs to be done?</u></b></p> <p><u>Inspection Data Summary Report</u> LS briefed governors on the findings of the report, which is available on eschools. LS reported that OFSTED did ask questions based on the report, with regard to absence and exclusions. Inspectors were satisfied with the response.</p> <p><u>Development Plan</u> No updates have been made to the development plan.</p> <p><u>Governor Roles</u> LC and LS presented suggested role placement for governors. Governors discussed where their skill sets were best placed. LS made amendments as agreed. The new allocated roles will be made available on eschools.</p> <p><u>Monitoring Timetable for Spring Term</u> Governors were presented with the timetable for the spring term.</p>	<b>DECISION ACTION LS/KW</b>
LG19/20_10	<p><b><u>Lead Governors</u></b></p> <p><b><u>Reports</u></b></p> <ul style="list-style-type: none"> <li><u>Quality of Education</u> LC shared his monitoring work for October and November with governors. Monitoring sheet is available on eschools. LC reported on his monitoring in September, when he interviewed groups of children. LS confirmed that OFSTED used the same methodology during their inspection. Governors were encouraged to use this technique during their monitoring visits and to contact LS first to arrange. LS reported that the Self Evaluation Summary, dated Autumn 2019, is the latest version and is available on eschools.</li> </ul> <p>Curriculum intent – MM discussed his monitoring report, which is available on eschools.</p> <ul style="list-style-type: none"> <li><u>Behaviour and Attitude</u> TB reported on his monitoring work, which is available on eschools. TB reported that he interviewed children and mealtime assistants. Feedback from children on all areas discussed was positive. The only exception was that they felt, on occasion, that bad behaviour wasn't adequately punished. Reported that he interviewed the attendance officer. Q1. What follow up occurs if a child is reported absent over a significant period, are the family visited? (TB) A. LS reported that home visits by staff, education welfare officer or the police, might occur in that case.</li> <li><u>Personal Development</u> EB reported on her monitoring of British Values, which is available on eschools. She interviewed the children to find out what they knew regarding the subject.</li> <li><u>Leadership and Management</u> LC confirmed that he would like to meet with all governors individually, to discuss their views on how the governing board might improve. LS reported that the Head teacher appraisal was completed last term. Tracker sheets – LC asked governors to feedback any ideas or concerns that arise, whilst using the sheets.</li> </ul>	<b>CHALLENGE</b>

Item Ref.	Minutes	Action
	<ul style="list-style-type: none"> <li><u>Early Years</u> PD reported on her monitoring since September, which is available on eschools.</li> <li><u>Health &amp; Safety</u> LC reported that he will meet with SG prior to the audit. SG reported that a fence has been installed on the KS2 building to stop people trying to climb onto the roof.</li> <li><u>Finance</u> No matters to report. LS confirmed that the current priority is to avoid any further redundancies.</li> </ul> <p>Q2. With the new residential properties being built locally, what is the likely impact on numbers? (NN) A. SG confirmed that a proposal for a new school being built is expected, and will be developed in consultation with existing local schools.</p> <p>Q3. Could we have a breakdown of the numbers of staff? (TB) A. LS confirmed that she will provide a breakdown.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE ACTION LS</b></p>
LG19/20_11	<p><b><u>Policies</u></b></p> <p>DCC policies. No changes, but they need to be adopted by governors prior to the Health &amp; Safety audit. Proposed by LC. Seconded by DN. Governors unanimously agreed to adopt the policies.</p>	<b>DECISION</b>
	<b>Meeting closed 7.15pm</b>	

**DATE OF NEXT LEAD GOVERNORS MEETING: Tuesday 3<sup>rd</sup> March 2020**

**These minutes are agreed**

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

Signed:

Dated: