



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board Meeting

Tuesday 3<sup>rd</sup> December 2019 @ 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> Caroline Down	CD	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Caroline Down (CD), Darren Newland (DN), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LC), Matt Morgan (MM), Matt Page (MP), Nick Nottley (NN), Pat Dickinson (PD), Sky Scott (SS), Sue Gawman (SG), Tim Bonney (TB)			
<b>APOLOGIES:</b> Harriett Roberts (HR), Liz Beckett (LB), Lynnette Selbie (LS)			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
FG19/20_23	<b>Apologies for Absence</b> Apologies were accepted from HR – work commitment; LB – family commitment; LS – illness.	<b>DECISION</b>
FG19/20_24	<b>Governor Vacancies/Appointments</b> <ul style="list-style-type: none"> <li>- Parent governor – Governors appointed Sky Scott.</li> <li>- Partnership governor – Governors appointed Nick Nottley.</li> <li>- Chair – CD resigned as Chair. Governors expressed their thanks for the hard work and commitment she has given in this role. Governors appointed LC as Chair. Proposed CD, seconded DN.</li> </ul>	<b>DECISION</b> <b>DECISION</b> <b>DECISION</b>
FG19/20_25	<b>Attendance &amp; Governors Business/Pecuniary Interest Register</b> Governors present introduced themselves. Those present signed the Attendance Sheet. <u>Interests declared</u> Staff present declared an interest in the Pay Policy.	
FG19/20_26	<b>Vision – Where are we now?</b> <u>Minutes of the last meeting</u> <ul style="list-style-type: none"> <li>- Approved and signed by the Chair.</li> </ul> <u>Actions from the meeting</u> FG19/20_14 – No longer required. FG19/20_16 <ul style="list-style-type: none"> <li>- Terms of Reference</li> <li>- Vision statement</li> </ul>	<b>DECISION</b>  <b>COMPLETED</b>  <b>c/f LG</b> <b>c/f JAN</b>

Item Ref.	Minutes	Action
	<p>- KW to liaise with governors who need to sign their forms.</p> <p>FG19/20_17</p> <ul style="list-style-type: none"> <li>- Schedule – Action complete. The Spring Term schedule will be emailed to governors once complete.</li> <li>- Best practise folder</li> <li>- Monitoring Tracker Sheet – Action complete. Governors reported that the new visit form was easier to complete.</li> </ul> <p>FG19/20_18 - HT actions to be discussed during HT Report item, below.</p> <p>FG19/20_19 – Sustainability FG19/20_20 - Training FG19/20_21</p> <ul style="list-style-type: none"> <li>- Statement of procedures</li> <li>- Admissions policy – to be discussed during policy item, below.</li> <li>- Equality policy</li> <li>- First aid - 3 deputies have been appointed across each key stage.</li> <li>- Curriculum overviews</li> <li>- Pupil Premium strategy has been added to the website.</li> </ul> <p>FG19/20_22 - HR to sign the Keeping Children Safe In Education document. SS and NN to be sent the document and once read, to sign the form in the office.</p>	<p><b>ONGOING</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b> <b>COMPLETED</b></p> <p><b>See FG19/20_28</b></p> <p><b>c/f JAN</b> <b>COMPLETED</b></p> <p><b>c/f LG</b> <b>See FG19/20_31</b> <b>COMPLETED</b> <b>COMPLETED</b> <b>c/f JAN</b> <b>COMPLETED</b></p> <p><b>ACTION HR</b> <b>ACTION</b> <b>KW/SS/NN</b></p>
FG19/20_27	<p><b><u>Governance – What still needs to be done?</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>OFSTED feedback</u></b> CD read out the feedback on governance and thanked DN, LC and PD for their support in meeting with inspectors. CD read out an email from Iain Grafton offering his congratulations. SG confirmed there should be an announcement in the Tavistock Times this week.</li> <li>• <b><u>Strategic School Improvement Plan (SSIP) Action Plan update</u></b> LH confirmed that a Red Amber Green(RAG) rated SSIP will be available in the Spring Term. Taking into account the OFSTED report, the SSIP will be updated. KS2 reading will need to be included.</li> <li>• <b><u>Monitoring Schedule 2019/20</u></b> To be circulated to the governors ready for Spring Term.</li> </ul> <p>Q1. Will there be an emphasis on reading in class progress meetings (CPM)? (PD) A. LH confirmed that reading is always discussed at CPMs, but there will be a greater emphasis.</p> <ul style="list-style-type: none"> <li>• <b><u>Development Plan 2019/20</u></b></li> <li>• <b><u>Best practice folder review</u></b> Governors fed back that the folder was very useful during the inspection. Governors agreed that it should remain a standing agenda item.</li> </ul> <p>Term Dates 2020/21 – Governors approved the term dates for the next academic year, with no amendments. Proposed CD, Seconded LC.</p> <ul style="list-style-type: none"> <li>• <b><u>Pay Committee</u></b> Governors were asked to approve the inclusion of allowances for teaching and learning responsibilities, including key stage leaders and SEN allowances for those who work directly with SEN children. The allowances do not cover mileage. Governors approved the amendment. Proposed LC. Seconded PD.</li> </ul>	<p><b>c/f JAN</b></p> <p><b>ACTION LS</b></p> <p><b>ACTION LS</b></p> <p><b>CHALLENGE</b></p> <p><b>c/f FGB</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>

Item Ref.	Minutes	Action
	<p>Governors were made aware that the Pay Committee must meet separately to the FGB to approve pay. The FGB will approve appraisals first and then the Pay Committee will meet once those decision have been made. Governors agreed that the Pay Committee will meet prior to the governors November meeting, in future.</p>	<b>DECISION</b>
FG19/20_28	<p><b><u>Leadership</u></b></p> <p>CD passed on feedback from LS, that she felt the quality of the questions on the monitoring forms were very good and helped to inform the Head Teacher report.</p> <p>Action LG19/20_18 regarding gender statistics and PP children to be discussed with LS at the next meeting.</p> <p>OFSTED survey to parents reported that 9% wouldn't recommend the school to other parents. Governors discussed the result. Governors agreed to add a section to the summer term parent survey to ask for comments about why they would not recommend the school.</p> <p>Governors agreed that there was good understanding of the green card scheme by pupils, but not necessarily by parents.</p>	<p><b>c/f LG</b></p> <p><b>ACTION LS</b></p>
FG19/20_29	<p><b><u>School Business Managers Report</u></b></p> <p><b><u>Finance</u></b></p> <p>SG presented her SBM report, noting the following:</p> <p>41 applications (first, second and third) received for school places from N2 children.</p> <p>Q2. Are we showing new parents around the new building? (CD)</p> <p>A. LH confirmed that she is showing them the building from the outside and explaining the new layout, as it is not accessible at the moment.</p> <p>Staffing costs – Currently being managed, but if spend exceeds 75% of total expenditure, then this impacts on spending for pupil resources and buildings. Governors need to monitor that situation.</p> <p>Income is not expected to rise significantly for the next academic year.</p> <p>Governors thanked SG for appealing to the Financial Imbalance Panel for Schools (FIPS), which resulted in a significant cost saving on redundancy pay.</p> <p>Pay Committee – Governors approved the teacher appraisal pay recommendations.</p> <p>H&amp;S audit team will be in on 22<sup>nd</sup> January. Governors agreed that policies may be ratified at the next Lead Governors meeting, so that they are ready for the audit.</p> <p>SG reported an issue with the designers of the new nursery building. They did not consult the school on the colour of doors before installing them. SG is currently in discussions to resolve the matter.</p>	<p><b>CHALLENGE</b></p> <p><b>c/f FGB</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG19/20_30	<p><b><u>Training</u></b></p> <p>TB reported on the induction training for new governors, which he attended.</p> <p>Safer Recruitment training – TB and LC agreed to undertake this training.</p> <p>CD reported that she has booked her Level 3 Safeguarding training.</p>	<b>ACTION TB/LC</b>

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FG19/20_31	<p><b><u>Statutory Policies</u></b></p> <p><b><u>Finance Policy</u></b> DCC have changed to a new payroll system, iTrent. No staff training has been given by DCC. The new system involves a change in the authorisation process. Governors approved SG to authorise payments on iTrent. Proposed DN. Seconded TB. SG confirmed that LS will receive notifications of authorisations made, so although she will not be required to authorise on the system, she will be able to review the decisions made.</p> <p><b><u>Non-statutory Policies and Statements</u></b></p> <ul style="list-style-type: none"> <li>- Admissions Policy – Nursery to be added at point 5.</li> </ul> <p>Pupil admission numbers - SG reported that she had asked DCC whether we could amend the number, but was advised not to, as the new building should attract additional admissions. Agreed with DCC to leave the number at 60.</p> <ul style="list-style-type: none"> <li>- Pay policy – Includes the same allowances that we agreed last year.</li> <li>- Statement of procedures when dealing with allegations against staff</li> <li>- Lettings Policy – Following a recommendation by OFSTED, H&amp;S should be added to the policy.</li> </ul> <p>Governors approved the amendments to all the policies, with the exception of the Statement of procedures, which has been carried forward to the next FGB meeting.</p>	<p><b>DECISION</b></p> <p><b>c/f FGB</b></p> <p><b>DECISION</b></p>
FG19/20_32	<p><b><u>Safeguarding</u></b></p> <p>No matters were raised.</p>	
	<p><b>Meeting closed 7.16pm</b></p>	

**DATE OF NEXT MEETING: Full Governors Meeting, Tuesday 3<sup>rd</sup> February 2020, 6pm**

**These minutes are agreed**

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

Signed:

Dated: