



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Business Meeting

Tuesday 10th September 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.

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

Item Ref.	Minutes	Action
FG19/20_01	<u>Apologies for Absence</u> Apologies were accepted from Harriett Roberts (HR) - work commitment, Liam Cottrell (LC) – family commitment, Liz Beckett (LB) – family commitment, Pat Dickinson (PD) – holiday.	DECISION
FG19/20_02	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> None.	
FG19/20_03	<u>Election of Chair</u> Caroline Down (CD) was re-elected as Chair. DN proposed. LH seconded.	DECISION
FG19/20_04	<u>Election of Vice Chair</u> Darren Newland (DN) was re-elected as Vice Chair. LS proposed. CD seconded.	DECISION
FG19/20_05	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting</u> <ul style="list-style-type: none"> Approved and signed by the Chair. <u>Actions from the meeting</u> FG18/19_51: <ul style="list-style-type: none"> Parent vacancy advert – Completed. KW to ask HR about advertisement for partnership vacancy. Governor list is up to date on the website. FG18/19_53:	DECISION ACTION KW

Item Ref.	Minutes	Action
	<ul style="list-style-type: none"> • FG18/19_07 – To be discussed later in meeting. • FG18/19_29 – SG awaiting second quote for SALIX lighting. • FG18/19_41 – Completed at FGB meeting. • FG18/19_41 – Completed at LG meeting. • FG18/19_45 – SG confirmed the information on the website is adequate. • FG18/19_48 – No appeals committee required. Complete. <p>FG18/19_54:</p> <ul style="list-style-type: none"> • Data review complete. <p>FG18/19_55:</p> <ul style="list-style-type: none"> • Q3 – Part Two Actions • Leaflets for the new housing developments are ready to collect. Complete. • Q7 – Completed at LG meeting. • Q10 – Completed at LG meeting. <p>FG18/19_56:</p> <ul style="list-style-type: none"> • Vision statement complete. • Addressed later in the meeting. <p>FG18/19_58:</p> <ul style="list-style-type: none"> • Completed and reported at LG. 	<p>c/f SG</p>
<p>FG19/20_06</p>	<p><u>Governing Board Structure</u></p> <p>Governors agreed to restructure the areas of responsibility. See Governor Roles 2019/20 document.</p> <p>Governors agreed that all governors would be responsible for finance, health and safety and personnel. These areas will be standing agenda items at FGB meetings. Monitoring will take place during the meetings.</p> <p>Terms of reference for each area to be drafted by KW.</p> <p>Governors were allocated areas of responsibility. To be discussed further at the next FGB meeting.</p>	<p>DECISION</p> <p>DECISION</p> <p>ACTION KW</p> <p>c/f FGB</p>
<p>FG19/20_07</p>	<p><u>Review and Approval of FGB Documents</u></p> <ul style="list-style-type: none"> • Code of Conduct – approved and signed by CD. • Vision Statement – CD and LC to discuss a revised vision statement draft. • FGB Terms of Reference – approved subject to the removal of the word ‘community’ from the school name. • First and Second Committee Terms of Reference approved subject to the following amendments: Removal of the word ‘community’ from the school name and changing the membership number to 3. • The delegation planner will need to be cross referenced with the new terms of reference for the lead governor roles. • The FGB Cyclical Plan of Business was approved. The other areas of the plan will be included in the monitoring timetable. • Register of Business Interests, General Skills Audit and Financial Skills Audit forms were reviewed and signed by those present. KW to bring the forms to the next meeting for remaining governors to sign. 	<p>DECISION</p> <p>ACTION CD/LC</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION SG</p> <p>DECISION</p> <p>ACTION KW</p>

Item Ref.	Minutes	Action
FG19/20_08	<p><u>Governance – What still needs to be done?</u></p> <ul style="list-style-type: none"> As the focus of the recovery plan has changed, Governors agreed to rename it 'Development Plan'. An updated version will be available at the next FGB meeting. SSIP Action Plan – LS confirmed she will publish the self evaluation summary (SES) on eschools. Governors will be informed when it is available. The SSIP is being finalised this week and will also be circulated to governors on completion. Monitoring Schedule 2019/20 – To be circulated to governors for discussion at the next FGB meeting. 	<p>DECISION ACTION CD</p> <p>ACTION LS</p> <p>ACTION LS</p>
FG19/20_09	<p><u>Clerk</u></p> <p>Governors were asked to consider, throughout the year, any changing or new requirements they have of the Clerk.</p>	
FG19/20_10	<p><u>Statutory Policies</u></p> <p>The policy list was reviewed. No changes noted.</p>	
FG19/20_11	<p><u>Dates of Meetings for 2019/20</u></p> <p>Dates were confirmed. A list of meeting dates will be circulated to all governors and will be available on eschools.</p>	DECISION
FG19/20_12	<p><u>Safeguarding</u></p> <p>CD reported that she has completed level 2 safeguarding training and has booked level 3.</p> <p>Governors were asked to sign that they have read the Keeping Children Safe In Education document. Those who were not present will be asked to sign at the next FGB meeting.</p>	c/f FGB
	Meeting closed 7.19pm	

DATE OF NEXT MEETING: Full Governors Meeting, Tuesday 1st October 2019, 6pm

These minutes are agreed

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

Signed:

Dated: