



# **TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL**

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

**Tuesday 5<sup>th</sup> February 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)	CD	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Caroline Down (CD), Darren Newland (DN), Kirsten Wake (KW), Louise Clements (LCL), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG)			
<b>APOLOGIES:</b> Harriett Roberts (HR), Laura Handel (LH), Liam Cottrell (LCO), Teresa Roberts (TR)			
<b>NIL HEARD FROM:</b> NONE			

<b>Item Ref.</b>	<b>Minutes</b>	<b>Action</b>
LG18/19_01	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were accepted from Harriett Roberts (HR) – childcare issues, Laura Handel (LH) – sickness, Liam Cottrell (LCO) – sickness, Teresa Roberts (TR) – sickness.</p>	<b>DECISION</b>
LG18/19_02	<p><b><u>Attendance &amp; Governors Business/Pecuniary Interest Register</u></b></p> <p>Governors present signed the Attendance Sheet.</p> <p><u>Interests declared</u> – No interests declared.</p>	
LG18/19_03	<p><b><u>Vision – Where are we now?</u></b></p> <p><u>Matters arising from the meeting</u></p> <p>LG17/18_10 - Best practise folder. Governors discussed ideas for documents which will form the best practice folder. It was agreed that there would be a set of minutes, monitoring tracker sheet, first and latest versions of the recovery plan, Iain Grafton's feedback, LA Evaluation and the monitoring schedule. KW to create the folder, which Governors agreed will be updated as required.</p> <p>Governors discussed the ofsted awareness sheet circulated to governors. They agreed that governors should complete the form and email to KW. Gaps in knowledge can then be identified and covered in future meetings.</p> <p>LG17/18_17 – Red cards. PD reported that she has reviewed red cards issued since the last meeting. LS also confirmed that she reported the information in the latest headteacher report.</p>	<p><b>ACTION KW</b></p> <p><b>DECISION</b></p> <p><b>ACTION ALL</b></p> <p><b>Completed</b></p>

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	<p>KW to ask JT for a copy of her monitoring visit form from the summer term, for the file.</p> <p>Email accounts – DN confirmed that he was not able to access his school email account. SG to help DN set up his email account.</p> <p><u>Minutes of the last meeting</u> Approved and signed by the Chair. KW to send copy of latest LG minutes and FGB minutes to SG for the website.</p>	<p><b>ACTION KW</b></p> <p><b>ACTION SG</b></p> <p><b>DECISION</b> <b>ACTION KW/SG</b></p>
LG18/19_04	<p><b><u>Governance – What still needs to be done?</u></b></p> <p><u>Recovery Plan</u> Governors reviewed the updated recovery plan. SG to issue new governor induction pack to LB and MM.</p> <p><u>Governor Training</u> LB and MM to attend new governor induction training on 26<sup>th</sup> March. KW to book. KW to ask HR and LCO whether they would like to go on governors masterclass training, as it specifically covers strategic vision. It was agreed that LCO and HR should set a date for the strategic vision working party, as they are the governors who will be participating.</p>	<p><b>ACTION SG</b></p> <p><b>ACTION KW</b> <b>ACTION KW</b> <b>ACTION LCO/HR</b></p>
LG18/19_05	<p><b><u>Lead Governors</u></b></p> <p><b><u>Reports</u></b></p> <ul style="list-style-type: none"> <li><u>Leadership and Management – Caroline Down (CD)</u> c/f to next lead governor meeting.</li> <li><u>School Improvement Overview – Darren Newland (DN)</u> DN gave an overview of his monitoring visits for November, December and January.</li> <li><u>Finance – Louise Clements (LCL)</u> LCL raised concerns regarding future budget deficits. Governors discussed the funding concerns, including ideas for promoting the school and improving media coverage.  Governors acknowledged that the schools key financial objective is to achieve full uptake of school places.  LCL asked governors to consider who will take on the financial lead governor role when she leaves. No volunteers were received at the meeting.  Governors agreed that the budget would be discussed in further detail at the next FGB Meeting.</li> <li><u>Personnel – Louise Clements (LCL)</u> No actions have been taken.</li> <li><u>HSA – Teresa Roberts (TR)</u> Postponed until next LG meeting.</li> <li><u>Safeguarding/Children in Care/Able, Gifted &amp; Talented – Caroline Down (CD)</u> CD gave an overview of her monitoring for November, December and January. She confirmed that safeguarding has been added to all monitoring sheets. Governors should record their safeguarding observations during monitoring visits.</li> </ul> <p>Able, Gifted &amp; Talented is now known as More Able. Liz Beckett was appointed as</p>	<p><b>c/f LG 30/04/19</b></p> <p><b>DECISION</b></p> <p><b>c/f LG 30/04/19</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>

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	<p>the new lead governor for More Able.</p> <ul style="list-style-type: none"> <li><u>Headteacher Performance – Caroline Down (CD) and Darren Newland (DN)</u> CD gave an overview of her monitoring for November, December and January.</li> <li><u>Staff Voice and Pupil Voice – Teresa Roberts (TR)</u> Postpone until next LG meeting.</li> <li><u>SEND – Caroline Down (CD) and Harriet Roberts (HR)</u> CD gave an overview of her monitoring for November, December and January.</li> <li><u>Governor Training/CPD – Darren Newland (DN)</u> Governors have not attended any training since the last meeting.</li> <li><u>Quality of Teaching and Learning – Harriet Roberts (HR)</u> HR has sent a monitoring tracker sheet dated 2<sup>nd</sup> December which is available on eschools.</li> <li><u>PE Funding – Jo Taylor (JT)</u> Governors noted that the last PE Funding monitoring visit was completed in the last summer term. KW to ask JT whether she has a monitoring tracker sheet which she could submit for the records.</li> </ul> <p>Matt Morgan was appointed as the new lead governor for PE Funding.</p> <p>It was reported that specialist sport services are planned. Governors noted that they would like to see pupil achievements in sport celebrated regularly. MM confirmed he has reviewed the PE funding plan for 18/19. LS reported that there is also an impact report available on the website.</p> <ul style="list-style-type: none"> <li><u>Health &amp; Safety/Premises – Liam Cottrell (LCO)</u> Postponed until the next LG meeting, due to LCO's absence.</li> <li><u>Pupil Premium - Liam Cottrell (LCO)</u> Postponed until the next LG meeting, due to LCO's absence.</li> <li><u>Parentview – Louise Clements (LCL)</u> Postponed until the next LG meeting. LS confirmed Parentview is likely to be replaced, from September. Governors agreed not to use resources to improve participation in Parentview questionnaires, but to use the strategy working party consultation to ask parents 3 questions which will allow them to feedback their comments on the schools performance.</li> <li><u>Attendance – Louise Clements (LCL)</u> LCL reported that letters have been sent to parents of children who have improved their attendance. Graphs are now used to illustrate the attendance figures, which has improved the monitoring method.</li> <li><u>Curriculum and Behaviour – Pat Dickinson (PD)</u> PD gave an overview of her monitoring for November, December and January. LS confirmed she would answer PD's questions in the next HT's report.</li> <li><u>More Able – Liz Beckett (LB)</u> LB confirmed that she has researched other schools policies for More Able children. Q1 – Do we have a policy?</li> </ul>	<p>c/f LG 30/04/19</p> <p><b>DECISION</b></p> <p>c/f LG 30/04/19</p> <p>c/f LG 30/04/19</p> <p><b>DECISION</b></p> <p>c/f HT Report</p> <p><b>CHALLENGE</b></p>

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	<p>A - SG confirmed that we do not have a separate policy.</p> <p>It was agreed that LB would discuss further with LH.</p> <p>LS commented that she felt there is room for improving coverage of More Able within the SSIP.</p>	<b>DECISION</b>
LG18/19_06	<p><u>Early Help</u> c/f FGB 26/03/19, in LH's absence</p>	<b>c/f FGB 26/03/19</b>
LG18/19_07	<p><u>Meeting Dates</u> Governors agreed to combine the FGB meeting and the budget meeting. The meeting will be held on Tuesday 26<sup>th</sup> March, 6pm.</p> <p>LS asked for Governors to consider moving the LG meeting date on 2<sup>nd</sup> July to another date, as she is not able to attend on that date. It was agreed a new meeting date should be set at the next LG meeting.</p>	<p><b>DECISION</b></p> <p><b>DECISION</b></p>
	<b>Meeting closed 19.50</b>	

**DATE OF NEXT MEETING: Lead Governors Meeting, on Tuesday 30<sup>th</sup> April 2019, at 6pm**

**These minutes are agreed**

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

Signed:

Dated: