



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 8th December 2020 @ 6pm, via Zoom

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: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Liz Beckett (LB), Tim Bonney (TB), Liam Cottrell (LC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Nick Nottley (NN), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: Ben Chilcott (BC), Matt Morgan (MM), Darren Newland (DN)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_24	Apologies Apologies accepted from BC (work commitments), MM (work commitments), DN (work commitments).	DECISION
FG20/21_25	Governors Business/Pecuniary Interest Register Teachers and parents declared an interest in the agenda.	
FG20/21_26	Vision – Where are we now? Minutes of FGB meeting on 10 th November 2020 approved. Minutes will be signed by the Chair digitally and emailed to KW for filing. Actions of Lead Governors meeting on 20 th October 2020: <ul style="list-style-type: none"> - Online Safety Policy. Policy is on eschools. - Monitoring tracker sheet examples – c/f January 2021. - KW to signpost governors to papers for the meeting. Governors agreed that KW should email meeting papers with the agenda, as well as adding to eschools. - Statement of Behaviour Principles. - LS circulated the report on best practice for Pay Committees to governors. Actions of September Business Meeting 30 th September 2020: <ul style="list-style-type: none"> - Safeguarding training. - Strategic plan to be developed - c/f January 2021 - Governor induction pack review – c/f January 2021 - Recruitment to be added to agenda for the December meeting – to be discussed later in the meeting. - KCSIE – governors to confirm they have read – KW to remind BC. - Governor vacancies - KW to send governor vacancy details to SGOSS. 	DECISION ACTION LC Completed ACTION LC DECISION Completed Completed Completed ACTION LC ACTION NN Completed ACTION KW Completed

Item Ref.	Minutes	Action
	<p>Actions of FGB meeting on 10th November 2020:</p> <ul style="list-style-type: none"> - SEND document reviewed - Website update - Skills audit – business links, legal – to be used in recruitment. Review completed. KW to circulate the review. - Vision statement – to be discussed later in the meeting. - Health and safety policies to be signed. - Finance monitoring to be carried out. - Collective Worship – MS has reviewed and recommended for approval. Governors unanimously approved. - Attendance Register – reviewed by MM. - Single Central Record – EB to review later in agenda. - Admission register – TB to review this week. 	<p>Completed Completed ACTION KW</p> <p>Completed c/f LC c/f BN Completed</p> <p>Completed Completed c/f TB</p>
FG20/21_27	<p><u>Governance – What still needs to be done?</u></p> <p>Virtual meeting policy - Proposed by MS. Seconded by NN. Unanimously approved.</p> <p>Timescale of meeting papers - Governors agreed that papers should be received no later than 7 days prior to a meeting.</p> <p>Governance update – DCC Education Forum have an update on their website, which might be of interest to governors.</p> <p>Vision statement – LC confirmed that governors would work towards a January timetable within which to establish a strategic direction. Governors discussed ideas and asked MS to identify the unique selling points. TB suggested that a message about staff should be added. MS has some frameworks to help facilitate how the information is set out. It was agreed that LS, MS and NN will meet in January to draft a visions statement.</p> <p>Recruiting new governors – LC asked governors to brainstorm ideas. Governors discussed the need to have a representative from the parents in the playground, as this group is under represented on the governing board. Governors agreed that new parents could be targeted. Ways this may be achieved could be including an article in the newsletter, sending a text to parents and LS/LH talking to new parents in the playground.</p> <p>Pay Committee – LS had circulated the report to the Pay Committee. Governors discussed the Terms of Reference and agreed that items 3 and 4 should be removed. Governors approved the Terms of Reference, subject to those amendments. LS to prepare a document explaining the process, for the Pay Committee.</p> <p>Term dates 2021-22 – Governors approved. LS confirmed they are aligned with Tavistock College term dates.</p> <p>Governors Induction Pack – c/f</p> <p>Governor Profiles – governors agreed that the document could be published on the website. KW to remind governors whose profiles have not yet been completed.</p>	<p>DECISION</p> <p>DECISION</p> <p>ACTION LS, NN, MS</p> <p>ACTION KW DECISION ACTION LS</p> <p>DECISION</p> <p>c/f NN</p> <p>ACTION SG ACTION KW</p>

Item Ref.	Minutes	Action
FG20/21_28	<p><u>Headteachers Report</u></p> <p>LS gave a summary of her report.</p> <p>Recruitment is improving and it is believed that this is due to an improved in the school's reputation locally.</p> <p>Attendance record does not take into account the number of children who are not attending due to COVID policy. LS will report this number at the next meeting.</p> <p>Remote learning policy has not been tested, because a whole bubble has not yet had to self isolate.</p> <p>LS reported that exclusions are up this term. This includes 4 children with recurring incidents. Support has been sought for these children. LS confirmed that the exclusions will be picked up by OFSTED when they next visit, because they are all SEN boys. Evidence for exclusions has been recorded, to support the decisions. LH reported that the situation is exacerbated due to the COVID situation, as all the referrals are experiencing long delays.</p> <p>Early Help caseload has increased. It is a time consuming process which does not always result in improved support from outside organisations. Family Health Practitioner started yesterday. She is shared with 16 schools. Inclusion Officer/SENCO to start in January 2021. It is hoped that this will help with the workload and support for SEN children.</p> <p>Year 6 work is due to be moderated in writing.</p> <p>Outcomes so far, baseline development is low this year.</p> <p>There are significant toileting issues in the Foundation Stage. Q1. Is this nation wide problem? (EB) A1. It is believed to be nation wide. (LH)</p> <p>Governors discussed the issues surrounding toileting, speech and language concerns, and the impact of that as those children progress throughout school.</p> <p>Year 2 phonics screen has taken place, for children who did not take it in Year 1. 80% pass rate.</p> <p>Governors agreed that they were satisfied with the responses to their questions and no further questions arised.</p>	<p>ACTION LS</p> <p>CHALLENGE</p> <p>DECISION</p>
FG20/21_29	<p><u>Business Management</u></p> <p>- SBM Report (financial recovery plan)</p> <p>SG presented a verbal summary of the reports submitted to governors.</p> <p>SG reported that COVID expenses have been repaid, resulting in an improved c/f figure for the next financial year.</p> <p>SG confirmed that the Devon County Council finance team report that they are confident that there will be additional budget in April, from the DfE.</p> <p>Governors were asked to consider the following proposals. It was noted that these were only measures which governors were approving in a worst case scenario. 1. To mix two year groups for a couple of years; 2. Not to replace staff who leave; 3. Reduce expenditure on business maintenance, CPD and training. Teacher pay increases will be retained.</p>	

Item Ref.	Minutes	Action
	<p>Q2. How many mixed year classes will be re-introduced in Sept '21, (Yrs 2&3 and 4&5) and is it expected that the reduction in the number of teachers will be achieved by natural wastage? (NN)</p> <p>A2. 4 year groups, so a reduction from 8 classes to 6, 3 classes across each pair of year groups. Two new teachers were appointed in Sept 2021 so their contracts could be ended.</p>	CHALLENGE
	<p>Q3. Why is it proposed to increase the number of classes again in Sept '23, which will only help drive the budget into deficit? The pupil numbers don't appear to be expanding that much at this point?</p> <p>A3. This is because in Sept 23 children from Years 4&5 above will have left and I have hoped that pupil numbers will increase sufficiently within the Years 2&3 above that it won't be possible to mix.</p>	CHALLENGE
	<p>Q4. When a senior teacher leaves in Aug 2022, is it assumed that they won't be replaced?</p> <p>A4. Yes, but with a member of staff at a much lower grade.</p>	CHALLENGE
	<p>Q5. What are the initial thoughts on how we can increase the number of pupils up to our breakeven point?</p> <p>A5. We are marketing as much as possible, I have visited all the building sites and handed out fliers etc, I am hoping that Mike Smith will be able to help with this too.</p>	CHALLENGE
	<p>Q6. Do you believe the forecast budget errs on the cautious side, thereby painting an ever increasing deficit: which is unacceptable however to the LEA as a forecast budget?</p> <p>A6. The budget forecast errs on the side of caution as I do not inflate expected pupil numbers, income or unachievable staff changes, in reality I do not think we will need to mix classes in Sept 2021, or definitely not two sets.</p>	CHALLENGE
	<p>Q7. I notice on the Cavanagh Homes board on the Launceston Road, that they are claiming to have contributed £369K towards provision of phase one of a new single form entry primary school in Tavistock. I don't imagine for a minute that there is an opportunity to try and obtain some of that windfall in any way?</p> <p>A7. All housing builds have to contributed Section 106 funds for infrastructure, a new primary school has been discussed for years, all schools would be consulted with prior to any building work starting.</p>	CHALLENGE
	<p><u>Budget dashboard</u></p> <p>SG presented a verbal report of the documents submitted to governors.</p> <p>Balance is close to being achieved for 2023/24.</p> <p>The pupil/teacher ratios are high because we have a non-teaching Deputy Headteacher. Also, Nursery Plus and Family Health Practitioner figures are included, even though they are not working wholly for our school. Nursery also has high ratios of staff, in comparison to other primary schools.</p>	
	<p>Q8. Are extended services currently self funded? (LC)</p> <p>A8. Breakfast and After School clubs must be self funding, despite the crucial role they provide to parents. SG confirmed that she may have to increase costs because of the increased staff costs involved in having an increased number of bubbles for BC and ASC.</p> <p>Free school meals – SG confirmed the financial importance of encouraging eligible parents to sign up for free school meals.</p>	CHALLENGE
	<p>Q9. Does the budget take into account extra pupils starting in January? (MS)</p> <p>A9. SG confirmed that the budget includes 8 new children who have confirmed</p>	CHALLENGE

Item Ref.	Minutes	Action
	<p>places. SG confirmed that she anticipates the new housing estate will provide an increase in new pupils.</p> <p>Nursery setting is nearly at capacity. Governors were asked whether they approve the appointment of an apprentice from January 2021? The government apprentice scheme for 16-18 year olds, provides a grant for the school to help with employment costs. Governors challenged the extra spend but agreed that the staff need in nursery had to be met, and the cost must be compensated through other areas of the budget.</p> <p>Q10. Who provides the training for apprentices? (NN) A10. An external body. (SG)</p> <p>Building maintenance Q11. What areas have you selected for reductions? (LC) A11. Historically, the budget has been set at £10,000. Capital funding which hasn't been used this year can be c/f to next year. (SG)</p> <p>Q12. Can we meet health and safety obligations if we reduce our expenditure? (LC) A12. All the issues on the schools conditions survey have been addressed as priority. (SG)</p> <p>CPD reduction Q13. Are you satisfied that there won't be significant impact on the school, if teachers training is reduced? A13. This is a possibility. However, due to COVID restrictions, training is online and the quality of online learning isn't great, so quality learning is not being achieved anyway. We have a good balance in the school, of teachers with expertise in a wide range of areas. LH, as CPD lead, confirmed that the most cost effective way of training is to do it in house and we have skilled practitioners to utilise, so staff will continue to receive training. (SG/LH)</p> <p>Q14. Can we send teachers out to other schools to train with other teachers? (LC) A14. In the past, it has been our teachers who have been deliverers of training to local schools. LH confirmed that this type of training has been stopped at the moment, due to COVID restrictions. We are currently participating in a research project, called NELI. The project assesses all reception children in their language skills. Staff in foundation stage will be delivered free online training. 2 of our teaching assistants will receive a 10 hour training course in January 2021. LS confirmed that she is confident that CPD across the school will be as good quality as usual.</p> <p>Q15. In context of balancing the budget, if we are struggling with our cost base can we afford to spend an extra £10,000 on resources? (MS) A15. SG confirmed that the budget is for essential resources, such as pens, glue sticks etc.</p> <p>Food budget increase – this is due to inflation of food prices. The budget this year has not been spent, because we weren't at school. Next year's budget is set for a full year of the school being fully open.</p> <p>Governors unanimously agree to the proposal to recruit an apprentice for nursery.</p> <p>Governors agree that they are prepared to take the proposed actions, in order to submit a balanced budget to DCC. Unanimously agreed.</p> <p>Governors were asked to consider whether they would be interested in extending the provision within nursery to include under 2 year olds. This extension would help to support the recruitment of new pupils to the school. There are two empty classrooms, which could be used to increase the capacity in nursery. Would</p>	<p>CHALLENGE DECISION</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</p>

Item Ref.	Minutes	Action
	<p>governors like SG to prepare a proposal for DCC?</p> <p>Q16. Would facilities need upgrading? (NN) A16. Paint, carpet and setting up a nappy changing area would be required inside the building. Also, security fencing to divide the outside area and provide a separate parents entrance. (SG)</p> <p>Q17. Will the proposal be put to governors before it is sent to DCC? A17. Yes. (SG)</p> <p>Governors unanimously agreed that SG should prepare a proposal for governors to consider.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p>
FG20/21_30	<p><u>Safeguarding</u></p> <p>EB gave a verbal report. She met with SG to review the single central record. Recorded details on the monitoring visit form, which is available on eschools.</p> <p>SG reported that the school is not currently compliant in safeguarding training. It is a mixture of MTA, TA and cleaners which are non-compliant. Governors discussed how we can ensure compliance. LS confirmed that staff have been emailed to say they may have disciplinary action if they do not comply. Staff are paid for the time it takes to complete the safeguarding training.</p>	

DATE OF NEXT MEETING: Tuesday 12th January 2021, Full Governing Board Meeting, 6pm, ZOOM

These minutes are agreed

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

Signed:

Dated: