



## Minutes of the Full Governing Board (FGB) Meeting

**Tuesday 25<sup>th</sup> April 2023, 6pm, Tavistock Primary and Nursery School**

**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> Darren Newland	DN	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Ben Chilcott (BC), Nicky Collett (NC), Pat Dickinson (PD), Laura Handel (LH), Craig Holt (CH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Georgina Povey (GP), Rebecca Sargent (RS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Mike Smith (MS)			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
FG22/23_48	<b><u>Apologies for absence</u></b> Apologies for absence received and approved from Mike Smith (MS) work commitment.	<b>DECISION</b>
FG22/23_49	<b><u>Business/Pecuniary Interest Register</u></b> Staff present declared an interest in the budget.	
FG22/23_50	<b><u>Subject Leader Report – Phonics and Early Reading</u></b> GP presented a verbal report on phonics and early reading teaching, presenting the scheme which the school have adopted.  Q1. How long has the scheme been in place? A1. Since September 2021.  Q2. Have you checked to see how the scheme is working? A2. GP reported on her subject leader visit around the rest of the school. Consistency was demonstrated throughout the school.  Q3. Regarding children coming in at a lower level, how will we show that our learning is improving? A3. LH reported that we shall be able to look at the baseline and analyse the progress.  Q4. Will the scheme be used in Nursery? A4. GP confirmed that government advice is to start phonics at Reception level.  Q5. Could we, as a school, recommend books for parents? A5. Governors agreed that this would be useful.  Governors thanked GP for the updated information and agreed that they were in support of the new scheme.	<b>CHALLENGE</b>   <b>CHALLENGE</b>   <b>CHALLENGE</b>   <b>CHALLENGE</b>   <b>CHALLENGE ACTION GP</b>



Item Ref.	Minutes	Action
FG22/23_51	<p><b><u>Minutes from the last meeting:</u></b> Approved and signed by the Chair with no amendments.</p> <p><b><u>Actions from previous meetings:</u></b> <b><u>Tuesday 19<sup>th</sup> July 2022</u></b> Skills audits to be completed by all governors. FG21/22_81 All governors agreed that a survey to parents and to pupils would be conducted in the Summer Term. Survey will go out once the SSIP has been completed. Questions need to be linked to the SSIP. NC to ask Alice to send to parents.</p> <p><b><u>Tuesday 13<sup>th</sup> September 2022</u></b> FG22/23_08 Action: Delegation Planner – Governors asked KW to investigate an alternative layout for this document. – KW to submit alternative planner idea to governors. Update 310123: Governors have received the document. Governors agreed that KW should submit a revised planner for approval. Update 250423: DN suggested that a safeguarding section should be included. Also, the areas should be listed in alphabetical order. Revised version to be submitted to governors. Last item – add the word healthy.</p> <p>Register of business interests – KW to email form to those who have not yet completed their forms.</p> <p><b><u>Tuesday 8<sup>th</sup> November 2022</u></b> FG22/23_26 <b><u>Governor Vacancies</u></b> Governors discussed the current and upcoming vacancies. Governors agreed to change the category of MP's governor role to LEA governor. Proposed by DN; Seconded by KWR. The Parent governor role, which will be vacant on 26<sup>th</sup> March 2023, will be advertised in the next newsletter. Update 250423: Category change for MP ongoing. Update 250423: Pete Easton has agreed to take the role of Parent Governor.</p> <p><b><u>Tuesday 7<sup>th</sup> March 2023</u></b> FG22/23_46 <b><u>Blue Badge</u></b> Requests have been received from Blue Badge holders to park in the school car park. Governors considered the circumstance around two specific requests and concluded that they were not exceptional enough to be authorised. KWR to advise the two parent/carers unless they can provide further exceptional information, passes would not be issued, but could be reconsidered at any time if circumstances changed.</p> <p>FG22/23_47 Actions as included in Part Two Minutes.</p>	<p><b>COMPLETED</b></p> <p><b>ACTION NC</b></p> <p><b>ACTION KW</b></p> <p><b>ACTION KW</b></p> <p><b>ACTION KW COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>C/F</b></p>
FG22/23_52	<p><b><u>Deputy Headteacher's Report</u></b> NC updated governors on the tasks included within her role, including; a focus on pupil attainment and the actions currently being taken across the school to assist learning and the development of Early Career Teachers (ECT).</p> <p>Q6. Are they in substantive posts? (BC) A6. No.</p> <p>Q7. What is the impact of the SEN children for ECTs? (MP) A7. The management of SEN children is part of the development of the ECT.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>



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	<p>NC reported on the Strategic School Improvement Plan (SSIP). Curriculum leadership – subject leader action plans are linked to the SSIP and are RAG rated, in preparation for developing the next SSIP. Intent statements are currently under development for publishing on the website, in the form of, 'this is what science looks like at Tavistock Primary and Nursery School'.</p> <p>Q8. MP reported that he had observed that release time is not always at the best time for teachers to see the impact of the subject leader information they circulate. (MP)</p> <p>A8. NC confirmed that subject leaders are now doing a bit of both, observing lessons and reviewing the pupils books to look at the impact.</p> <p>Books – Two teachers are attending a regional fluency project. Reading is a standing agenda item at team meetings. School have moved to Devon Library Services, which are providing a better quality of text than the Plymouth Library Service.</p> <p>Maths – National Centre for Excellent in Teaching Maths (NCETM). Training being provided to some teachers to support implementation. Subject leader has also run some PDM's for teachers.</p> <p>Behaviour – NC and LH updating the behaviour policy. Training currently being provided to support staff to help to implement the behaviour policy. NC provided governors with an overview of the behaviour strategy.</p>	<b>CHALLENGE</b>
FG22/23_53	<p><b><u>Budget 2023-24</u></b></p> <p>KWR reported that she asked for confirmation on whether governors can ratify the deficit budget. Response was that technically governors can set a deficit. The 3 year plan indicates deficit. It was acknowledged that one of the key roles of governors is to make sure the budget is recoverable and to ensure the school has an adequate recovery plan.</p> <p>SEND audit tomorrow. Financed by FIPS.</p> <p>Nearly 90% budget for staffing. The Key suggests 75% should be the target. Target for special schools is 85-90%.</p> <p>Q9. Is there a set of criteria that puts you into a special needs school?</p> <p>A9. No. You have to apply and would be a different type of school.</p> <p>Deficit currently stands at £20,000.</p> <p>Governors ratified the Budget at £103,000, including the £83,000 deficit carried forward. DN proposed, RS seconded.</p> <p>Governors agreed that a finance meeting date should be set.</p> <p>Governors discussed the extended services provision.</p> <p>Q10. Could there be an improved system for bookings and payments for after school club?</p> <p>A10. KWR is looking into options which do not impact the price to parents significantly.</p> <p>Recovery Plan. Action for finance meeting to discuss and recommend a recovery plan to the Full Governing Board.</p> <p><b><u>Minutes moved to Part Two.</u></b></p>	<p><b>CHALLENGE</b></p> <p><b>ACTION DN</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION FINANCE MTG</b></p>
FG22/23_54	<p><b><u>Schools Financial Value Standard (SFVS)</u></b></p> <p><a href="https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs">https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs</a></p> <p>Completed. Governors agreed that all governor paperwork should be signed at the</p>	<b>DECISION</b>



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	September Business Meeting 2023, in order to speed up the process of completing the SFVS.	
FG22/23_55	<b><u>Safeguarding</u></b> RS has reviewed the action plan. No concerns.	
FG22/23_56	<b><u>Policies</u></b> <ul style="list-style-type: none"> <li>Nursery Admissions</li> <li>Statement of principles for dealing with allegations against staff</li> </ul> <p>SJ noted that the consistency of wording should be checked, as there is a mixture of statement of principles and statement of procedures.</p> <ul style="list-style-type: none"> <li>Delegation Planner</li> <li>Capability - DCC</li> <li>Staff Leave and Absence – DCC</li> </ul> <p>Governors asked staff to ensure that practice reflects policy.</p> <ul style="list-style-type: none"> <li>Staff Redundancy - DCC</li> <li>Managing Sickness Absence – DCC</li> <li>Flexibility Working Requests – DCC</li> <li>Whistleblowing – DCC</li> </ul> <p>KWR reported that we have now bought into governor services so that we can access their policies.</p> <p>Governors were asked to ratify all the above policies. SJ proposed. TB seconded. Policies approved, subject to the checks noted.</p>	<p><b>ACTION KW</b></p> <p><b>DECISION</b></p>

**DATE OF NEXT FGB MEETING: Tuesday 23<sup>rd</sup> May 2023, 6pm, Tavistock Primary and Nursery School**

**These minutes are agreed**

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

Signed:

Dated:

A list of acronyms can be found at <https://www.nga.org.uk/Glossary.aspx>