



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting

Tuesday 15th March 2022, 6pm, Microsoft Teams

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: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Heather Alexander (HA), Liz Beckett (LB), Tim Bonney (TB), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KW _r)			
APOLOGIES: Ben Chilcott (BC)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG21/22_42	<u>Apologies for absence</u> Apologies for absence accepted from BC.	DECISION
FG21/22_43	<u>Business/Pecuniary Interest Register</u> Staff declared an interest in policies and budget.	
FG21/22_44	<u>English Lead Verbal Report</u> Due to poor internet connection report was postponed until the next meeting.	C/F FGB April
FG21/22_45	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting</u> Minutes of FGB meeting on 11 th January 2022 – No amendments. Minutes of FGB meeting on 8 th February 2022 – Amendments received from NN to be sent to DN for signing. No other amendments. Approved by FGB and will be signed by Chair. <u>Actions of the last meetings:</u> <u>19th October 2021</u> <u>FG21/22_18</u> Safeguarding training. Updated policies will be available on OneDrive for governors and electronic and hard copies are available for staff. <u>16th November 2021</u> <u>FG21/22_25</u> Superceded by other actions taken. <u>Tuesday 11th January 2022</u> <u>FG21/22_31</u> Minutes signed by Chair.	DECISION ACTION KW/DN DECISION COMPLETED COMPLETED COMPLETED COMPLETED

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	<p><u>FG21/22_33</u> <u>Safeguarding</u> Governors agreed to continue with current number of safeguarding officers.</p> <p><u>FG21/22_34</u> <u>Policies</u> KWr to meet with James Bowles, Sarah Fuller and KW. SEND policy – c/f CL ECT policy – c/f LH</p> <p><u>FG21/22_35</u> DN emailed staff. Turn-around plan to be discussed at the end of the meeting with non-staff governors. Recovery plan to be discussed later in the agenda.</p> <p><u>Tuesday 8th February 2022</u> <u>FG21/22_37</u> Amendments were made to the staff leave and absence policy. Policy approved and adopted by governors.</p> <p><u>FG21/22_39</u> KWr to present costings later in agenda. Governors agreed to support school requirement for additional EHCP funding on a case by case basis. SLT to ask for governors support as required.</p> <p><u>FG21/22_42</u> Investigation of insurance options is in hand and will be integrated into the budget plan, to be discussed at the FGB meeting in April.</p>	<p>DECISION</p> <p>c/f KWr/KW CL LH</p> <p>COMPLETED</p> <p>DECISION</p> <p>COMPLETED COMPLETED</p> <p>ACTION KWr</p>
FG21/22_46	<p><u>School Business Manager (SBM) Report</u> Benchmarking – Governors had been unable to access the data. Governors agreed that benchmarking data could be presented and discussed at the next FGB meeting.</p> <p>KWr requested that governors consider the employment of an additional office staff member. MS recommended that a proposal is submitted to governors for consideration.</p> <p>KWr presented the budget monitoring to governors.</p> <p>Q1. Recruitment – are we getting feedback from staff that wages are too low? (MS) A1. That feedback has been received. One of the issues is that the pay grade differences have been eroded due to inflation of minimum wages within the lower pay grade. (KWr)</p> <p>Q2. Does this impact on retention? (MS) A2. Good retention at Tavistock Primary School. (KWr)</p>	<p>c/f FGB April</p> <p>ACTION KWr</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG21/22_47	<p><u>Monitoring</u> Unresolved/follow-up questions from Governors monitoring. No follow ups reported.</p>	
FG21/22_48	<p><u>SEND Pupils</u> - Support and budget LH submitted a report this morning to governors and presented it at the meeting. LH reported the total expected EHCPs are 32, which is three times the national average. LH reported it has been difficult to recruit suitable members of staff. PD confirmed that from the monitoring she has undertaken that recruitment of</p>	

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	<p>additional staff in Reception is required to support the needs of the children. LH has spoken to LA officer and agreed that 2 of the children will attend school on a part time basis. LH confirmed that we do have to make allowances for the needs of parents when considering reduced timetables.</p> <p>Q2. Builds on monitoring that MS and TB have completed. How are we managing the needs of children who may be reliant on their one to one TAs? (MS) A2. LH confirmed that we are not moving the staff for those children. (LH)</p> <p>Q3. Is the communication with parents who are awaiting support for their children effective? (MP) A3. LH confirmed that there is a lot of work to do prior to an EHCP application being made, which involves thorough discussions.</p> <p>Q4. From a parents perspective the wait for support is long and how can we manage that? (MS) A4. LH reported that the delay is sometimes due to parents' willingness to accept that their child has a high level of need and often they do not support the initial recommendation of the school for an EHCP. There is often a big mix of influences on the EHCP application process, which can impact the speed of the process. (LH)</p> <p>Q5. Is there anyone we can write to, in order to improve the speed of application processing? (DN) A5. We have already notified DCC of issues and have received some financial compensation where the applications have been delayed. (LH)</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG21/22_49	<p><u>Safeguarding</u></p> <p>LH reported a 'near miss incident'. A child left the building through the KS2 entrance and went out through the gate. A Nursery Plus teacher saw the child and alerted LH. They both retrieved the child.</p> <p>LH and Health and Safety Officer walked the perimeter of the school to check for security issues. The only area he identified was the main gate, which requires a lock. One quote currently received. 3 different companies have been to quote. LH and KWr will meet with Safeguarding officer to discuss an application for funding the cost of the lock.</p> <p>LH reported that Tavistock College have expressed a willingness to help fund a fence between the 2 grounds.</p> <p>Governors discussed the requirement for a policy on school closures due to poor weather. KWr reported that this would be part of the Emergency Management Plan, which is due for review, and will be included in the next set of policy reviews.</p>	<p>ACTION LH/KWr</p> <p>ACTION KW</p>
FG21/22_50	<p><u>Policies and Statements</u></p> <p>SFVS – DN, LH and KWr reviewed SFVS. KWr recommends that governors look at a couple of items within the SFVS at each meeting and that it should be a toolkit for governors. It needs to be signed by the Chair and submitted by 31 March each year.</p> <p>Governors approved and DN signed the SFVS. KW to add as a standing agenda item.</p> <p>HR policies</p> <ol style="list-style-type: none"> 1. Staff Leave and Absence 2. Flexible Working Requests Policy for School 3. Disciplinary Policy and Procedure 4. Capability Policy and Procedure 5. Managing Sickness Absence Policy and Procedure <p>KWr to make recommendations for Delegated Responsibilities elements at the next</p>	<p>DECISION</p> <p>ACTION KW</p> <p>ACTION KWr</p>

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	meeting.	
FG21/22_51	<p><u>Meeting Date – April 2022</u> Budget needs to be approved by 1st May. Governors agreed to meet on Tuesday 5th April. SJ to Chair. Business Lead Governors – BC and DN – to meet on 29th March to discuss in preparation for FGB meeting on Tuesday 5th April.</p>	<p>DECISION ACTION DN/BC</p>

DATE OF NEXT MEETING: Tuesday 5th April 2022, Full Governing Board (FGB) Meeting, 6pm, Tavistock Primary School

These minutes are agreed

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

Signed:

Dated: