



Minutes of the Full Governing Board (FGB) Meeting

Tuesday 19th September 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.

CHAired BY: Sue James	SJ	CLERKED BY: Kirsten Wake	KW
PRESENT: Tim Bonney (TB), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
APOLOGIES: Ben Chilcott (BC), Darren Newland (DN), Matt Page (MP)			
NIL HEARD FROM: Rebecca Sargent (RS)			

Item Ref.	Minutes	Action
FG23/24_01	<u>Partnership Working Discussion</u> Presentation given by Zoe Briant-Evans and Kath Powell. Governors discussed the options available with the presenters. Governors agreed to meet at a later date to consider suitability of the options for the school.	DECISION
FG23/24_02	<u>Welcome and appointments</u> Tim Bonney was re-appointed as a co-opted Governor. Matt Page was appointed as a Local Education Authority Governor, since confirmation of approval has been received for his appointment. Proposed by SJ propose. Seconded by PD.	DECISION DECISION
FG23/24_03	<u>Apologies for absence</u> Apologies were approved from Darren Newland - work commitment, Ben Chilcott - work commitment and Matt Page – family commitment. Nil heard from Rebecca Sargent.	DECISION
FG23/24_04	<u>Business/Pecuniary Interest Register</u> None declared.	
FG23/24_05	<u>Resignation of Outgoing Chair</u> Darren Newland has resigned as Chair and as a Governor. <u>Election of Incoming Chair</u> Sue James was unanimously elected as Chair.	DECISION
FG23/24_06	<u>Election of Vice Chair</u> Mike Smith was unanimously elected as Vice Chair. Governors agreed this would be a temporary appointment until the next meeting, to allow Governors time to consider whether they would like to take on the role for this academic year. It was recognised by Governors that it is essential that the role is filled.	DECISION
FG23/24_07	<u>Minutes from the last meeting:</u> Approved and signed by the Chair with no amendments. Part Two minutes approved and signed by the Chair with no amendments. <u>Actions from previous meetings:</u>	DECISION DECISION



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	<p><u>Tuesday 8th November 2022</u></p> <p>FG23/24 26</p> <p><u>Governor Vacancies</u></p> <p>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. Update 250423: Category change for MP ongoing. Update 230523: MP has completed application form. KW to send to Babcock. Update 190923: Completed, as above.</p>	COMPLETED
	<p><u>Tuesday 23rd May 2023</u></p> <p>FG23/24 62</p> <p><u>Policies</u></p> <p>KWR confirmed that now we have access to Governor Services. She will meet with KW to go through our policies and ensure all our policies are updated DCC policies. Update 040723: Ongoing</p> <p>Update 19/09/23: Updated policies have been uploaded to OneDrive and will be circulated to Governors as they come up for renewal.</p> <p>Charging and remissions - KWR presented proposed changes to the governors. Governors discussed the proposals and the likely affect on the opportunities for pupils. KW to circulate updated policy to governors, for approval by email.</p> <p>Equality Policy – Governors agreed that a SSIP action regarding schools equality policy should be added for next year. Update 040723: Ongoing</p> <p>Update 190923: Will be discussed at the next meeting.</p>	COMPLETED
	<p>FG23/24 63</p> <p><u>SEND Review</u></p> <p>KWR confirmed that they had been advised, during the review, that funding could be backdated to recover funds already spent. Despite this, no funds have been recovered. KWR confirmed that she will follow this up. Update 040723: Ongoing. Update 190923: Ongoing.</p>	C/F FGB MTG
	<p><u>Tuesday 4th July 2023</u></p> <p>FG22/23 66</p> <p><u>Headteacher's Report</u></p> <p>Feedback from parents survey to be sent to parents. 190923: Completed</p>	COMPLETED
	<p>FG22/23 67</p> <p><u>School Business Manager's Report</u></p> <p>What's App group to be set up for Governors. Governors agree not to establish a Whats App group. KW to add governor contact details to OneDrive for all governors to access.</p>	DECISION ACTION KW
	<p>FG22/23 69</p> <p><u>Safeguarding</u></p> <p>Link to be included on the agenda to the Devon site to access all One Minute Guides. 190923: Completed</p>	COMPLETED
	<p><u>Meeting dates:</u></p> <p>LH to send to KW, who will circulate to governors.</p>	ACTION LH/KW



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	<p><u>Clerking Arrangements:</u> No changes.</p>	DECISION
FG23/24_08	<p><u>Governing Board Structure</u></p> <p><u>Lead governor roles</u> Governors reviewed document with LH. LH to send new document to KW for circulation to governors.</p> <p><u>Governor vacancies</u> 1 x Partnership Governor 1 x Staff Vacancy</p>	ACTION LH/KW
FG23/24_09	<p><u>Review and approval of FGB documents</u></p> <ul style="list-style-type: none"> - Code of Conduct for the Governing Board - Terms of Reference for FGB - Terms of Reference for First Committee - Terms of Reference for Second Committee - Terms of Reference for Pay Committee - Delegation Planner <p>No changes were made to these documents. Governors unanimously approved. Proposed by PE. Seconded by TB.</p> <ul style="list-style-type: none"> - Register of Business Interests - Skills Audits – General and Financial <p>Governors were reminded to sign and date their forms.</p> <p>Governors discussed the monitoring schedule and their monitoring strategy for the next academic year. Governors agreed that LH and SJ will meet to draft a schedule, which will be reviewed at the next FGB meeting.</p>	<p>DECISION</p> <p>ACTION GOVS</p> <p>ACTION LH/SJ</p>
FG23/24_10	<p><u>Safeguarding</u> Governors agreed that the minimum reading requirement would be that governors should read Part 1, Part 2 and Annex B.</p> <p>Pete Easton requires Safeguarding training. KW to organise.</p> <p>Governors safeguarding training, as a whole group, delivered internally, will be scheduled for December 2024.</p>	<p>DECISION ACTION GOVS</p> <p>ACTION KW/PE</p> <p>C/F</p>
FG23/24_11	<p><u>Policies</u></p> <p><u>Online Safety Policy</u> TB recommended some text changes and advised that the flowchart needs to be checked. Safeguarding leads need to be updated. Technical manager details need to be updated. Governors approved the policy, subject to the updates being implemented. Proposed by TB. Seconded by PE.</p> <p><u>Behaviour Policy</u> Governors reviewed the behaviour policy during the meeting. Searching pupils – governors asked for clarification that products such as paracetamol could also be removed from children. Governors discussed the wording of the behaviour policy and how it would be communicated to parents.</p> <p>Governors unanimously adopted the Behaviour Policy. Proposed by MS. Seconded by PD.</p>	<p>DECISION</p> <p>DECISION</p>



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	<p><u>Anti-bullying Policy</u> Governors discussed and amendments were made during the meeting. Governors unanimously adopted the Anti-bullying Policy.</p> <p><u>Child Protection Policy – (DCC)</u> Governors unanimously adopted the DCC Child Protection Policy.</p>	<p>DECISION</p> <p>DECISION</p>
FG23/24_12	<p><u>Finance</u> <u>Capital spend for the year</u> £35,000 capital - £17,500 one off pot from DFE to help with cost of energy. KWR summarised the proposed roof project. KWR asked governors to review the options available and approve an option. KWR to send to KW for circulation to governors. Governors to approve by return email.</p> <p>The current Emergency Management Plan includes use of the telephone system in the event of lockdown. KWR presented a proposal to add speakers to the system, to be used as a tannoy in the event of a lockdown or partial lockdown. Total one-off cost being £1,500, with £200-£300 annual running costs. Governors to consider and approve by return email.</p>	<p>ACTION KWR/KW/GOVS</p> <p>ACTION KWR/KW/GOVS</p>

DATE OF NEXT FGB MEETING: Tuesday 17th October 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>