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| **Minutes of the Full Governing Board Meeting**  **Tuesday 17th April 2018 @ 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.** |

**TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL**

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| **CHAIRED BY:** Caroline Down | CD | **CLERKED BY:** Kirsten Wake | KW |
| **PRESENT:** Caroline Down (CD), Craig Holt (CH), Cristel Worth (CW), Darren Newland (DN), Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Louise Clements (LCl), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG) | | | |
| **APOLOGIES:** Andrew Wing (AW), Emma Spettigue (ES), Jolene Taylor (JT), Liam Cottrell (LCo) | | | |
| **NIL HEARD FROM:** None | | | |

| **Item Ref.** | **Minutes** | **Action** |
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| FG17/18\_49 | **Apologies for Absence**  Apologies were accepted from Andrew Wing (AW) – resigned today, Emma Spettigue (ES) – unable to get child care, Jolene Taylor (JT) – work commitment and Liam Cottrell (LCo) – work commitment. | **DECISION** |
| FG17/18\_50 | **Attendance & Governors Business/Pecuniary Interest Register**  Governors present signed the Attendance Sheet.  Interests declared  None declared. |  |
| FG17/18\_51 | **Vision – Where are we now?**  Minutes of the last meeting  Minutes of the meetings held on 6th February, 12th September and 19th September were unanimously approved. Minutes of the FGB Budget Meeting on 27th March were carried forward.  Governors agreed that KW should check that all filed Part Two minutes have been signed. | **DECISION**  **C/F**  **ACTION KW** |
| FG17/18\_52 | **Governance – What still needs to be done?**  Recovery Plan  Governors discussed the revised recovery plan.  Feedback from Iain Grafton  IG has been invited back to the final FGB meeting.  Summer Term Audit  Outstanding forms are in hand. Majority have been completed. KW to collect the outstanding forms.  Summer Term Monitoring Timetable  LS explained an independent consultant, Janet Ross, is visiting once a month for the next three months. LS will discuss with her how Governors might review first hand evidence. She will also ask for clarification on Governors handling of strategic versus operational expectations.  LS suggested Governors should add their learning walks to the monitoring timetable. Governors agreed to report observations made on learning walks and noted that Govs should record what they see or hear as ‘first hand evidence’.  DN suggested having a Governors checklist for use on learning walks. Governors agreed that would help to support their visits.  Governors agreed to await feedback from the independent consultant, after which they will decide on a process for visits.  The Monitoring Timetable for the Summer Term needs to be amended. Remove the ‘review of SFVS’, which should only be in the Timetable for the Spring Term. | **ACTION KW**  **ACTION LS**  **ACTION LEAD GOVS**  **C/F**  **ACTION KW** |
| FG17/18\_53 | **Leadership**  Headteacher Report  CD asked for confirmation of the roll numbers for next year. SG confirmed the roll as 38. Additionally, there are 2 children in nursery whose parents have indicated that they will apply for a place at TCPNS, but have not completed the paperwork. The anticipated roll is therefore 40. SG confirmed that other local schools also have low roll numbers for next year.  PD asked why there is a difference in pupil premium (PP) and non-pupil premium attainment. LS reported that the difference is particularly noticeable in Year 5, where 43% of the cohort are PP pupils. LS reported that the improved teaching and learning has meant that all children have progressed and therefore the gap has not narrowed. Many of the PP pupils have vocabulary issues that are identified in reception and although the gap narrows in KS1, the gap widens again in KS2. LH reported that the school had offered a course for parents of children aged 3-5 to help them support their childrens learning. Unfortunately there were not enough attendees to run the course.  HR asked whether the school has a strategy in place to look at PP in the next academic year. LS confirmed that a strategy has been in place this year and that no PP child has slowed in progress. LS confirmed that there are additional adults in place in Foundation, who have speech and language training.  LCL asked how the school provides regular cultural experiences. LS confirmed that a variety of experiences have been provided, including whole school theatre, new library spend, library visits, implementation of the Pie Corbett programme (echoed reading and a vocabulary introduction at the beginning of every lesson) and volunteers in school reading to PP pupils.  CH noted that the Pie Corbett and Forest Schools programmes support PP children in learning to take risks in the classroom.  LS confirmed that Helen Eversett has offered to review PP on 23rd May.  DN confirmed that he had found that Year 5 and 6 interventions for reading have impacted the attainment significantly.  School Business Managers Report  CD asked for the absence triggers to be explained. SG confirmed that Trigger 1 is 3 or more absences in 3 months, Trigger 2 is 6 or more absences in 6 months and Trigger 3 is 8 or more absences in 12 months. The absences refer to a period of absence, not day absences.  SG confirmed DCC carried out an inspection of the nursery building. They confirmed it has a reduced life span due to its condition and recommended that an annual structural survey be carried out. SG confirmed the school is waiting to hear whether DCC will fund a new build. CD asked who covers the costs of a structural survey. SG confirmed that DCC will fund the cost.  HR asked for an update on the data reported for Year 6 pupils. Governors discussed changing the timings of the data drop. LH confirmed that SLT have previously discussed not carrying out the data drop in December, but moving to a February data drop. Governors discussed the impact of changing the data drop and agreed that all years will move to a February data drop in future.  HR recommends that the parent questionnaires circulated at the end of assemblies should be worded differently. LS confirmed the purpose of the questionnaires were to facilitate a conversation between the parent and child, rather than to provide feedback on the assembly to teachers. LS agreed to alter the language for the next term. HR will review the amended questionnaire before it goes out to the class.  CD asked for the abbreviation FIP to be explained. SG confirmed it is the Financial Intervention Panel.  LCL asked how Governors intend to review the recommendations made in the Evaluation Visit Report. Governors agreed that they will review the actions taken through the SSIP and the Monitoring Timetable. It was noted that there will be another evaluation visit to review progress made, but a date has not yet been confirmed.  HR asked for an update on the implementation of the General Data Protection Regulation (GDPR). SG confirmed she is working through an implementation plan and expects to be compliant at the time of audit.  SG presented the Governors with some amendments to last year’s budget and asked them to approve the amendments. The amendments include increasing the pupil premium (PP) budget by £5,000; increasing the expenditure on educational visits by £5,000; change the distribution of capital spend funding for the doors between last year and the current year’s budget. Governors unanimously approved the amendments.  SG updated Governors on the redundancy process. There is now only one hearing panel required. Governors agreed to holding the hearings panel meeting on 18th May and cancelling the meeting scheduled for 3rd May. The appeal panel meeting date will stand, until we know whether there will be any appeals. KW to inform those who were going to attend 3rd May that they will not be needed.  LS read out a draft statement from the school for the local newspaper, regarding the redundancy process. Governors suggested some amendments to the text. LS to amend text accordingly and to invite the Editor of the Tavistock Times to visit the school.  Governors agreed to issue a press release and photos regarding the recent Marjon trip for Gifted and Talented Children, to the Tavistock Times. CD to ask FA to send information by Friday morning. | **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **DECISION**  **ACTION LS/HR**  **CHALLENGE**  **ACTION LS/HR**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **DECISION**  **DECISION**  **ACTION KW**  **ACTION LS**  **ACTION CD** |
| FG17/18\_54 | **Policies**  Non DCC Policies  Lead Governors provided feedback on the policies which they had reviewed and recommended them for approval.  Attendance – Reviewed and recommended for approval.  PSHCE and SRE – Reviewed and recommended for approval.  Healthy Eating – Reviewed and recommended for approval.  Intimate Care – Reviewed and recommended for approval.  Supporting Children with Medical Needs – Reviewed and recommended for approval.  Charging & Remissions - Reviewed and recommended for approval.  Preventing Radicalisation – Governors agreed this would be a bi-annual review and CD will take responsibility in future, as Lead Governor for Safeguarding.  Lockdown Procedures - Reviewed and recommended for approval.  Road Safety – Reviewed and recommended for approval subject to the removal of the text ‘your back’.  Statement of procedures when dealing with allegations against staff – Governors agreed the statement should be added to September Business Meeting. Governors should approve a statement that the school will follow the complaints policy.  School Records Management Policy – Postponed until available.  Emergency Management Plan – Reviewed and recommended for approval.  Lettings – Governors discussed increasing our lettings charges. SG confirmed that lettings don’t generate much income. Governors agreed that SG should review charges. Reviewed and recommended for approval.  Confidentiality – Amend ‘body’ to ‘board’ and change pupil numbers. Reviewed and recommended for approval.  Control Risk Self Assessment – Remove Helen Leaver’s name. Governors agreed that CD would be the Safer Recruitment replacement, as she has an up to date certificate. CD flagged this policy as useful for Governors to focus on areas they might review. Reviewed and recommended for approval.  Finance – Amend ‘body’ to ‘board’. Governors questioned why outstanding debtors were not reported. SG confirmed that she would not report individual names as there may be a conflict of interest. However, she will report debtors figures in future reports. Reviewed and recommended for approval.  Pupil Premium – LCO has received a copy. No comments had been received from LCO, but in his absence the policy review was carried forward to the next meeting.  Children in Care – Amend ‘body’ to ‘board’. Reviewed and recommended for approval.  School Prospectus – Governors asked CH to take the lead on this policy. Carried forward to the next meeting.  Whistleblowing – Amend ‘body’ to ‘board’. Reviewed and recommended for approval.  DCC Policies  Child Protection (Safeguarding) – Amend ‘Jo Elkington’ to ‘Caroline Smith’. Reviewed and recommended for approval.  The above policies were all unanimously approved by Governors. | **ACTION KW**  **ACTION KW**  **C/F**  **C/F**  **ACTION SG**  **ACTION KW**  **ACTION KW**  **ACTION SG**  **C/F**  **ACTION LCO**  **ACTION KW**  **C/F**  **ACTION CH**  **ACTION KW**  **DECISION**  **ACTION LS** |
| FG17/18\_55 | **Vacancies**  Parent Governor  CD passed on AW’s apologies that he is stepping down as Governor. SG to run a parent governor election.  Foundation Governor x 1 and Co-opted x 2  Governors discussed recruiting new Governors.  CD to ask AW to approach his Chamber of Commerce contacts.  Governors agreed to offer the Foundation Governor post to non-teaching staff, following completion of the redundancy process.  HR asked for confirmation of the skills gaps. These were confirmed as finance, local business and human resources.  LCL suggested the Governors could have a representation at the Chamber of Commerce business exhibition.  SG and CD agreed to approach their contacts with financial skills. | **ACTION SG**  **ACTION CD**  **C/F**  **CHALLENGE**  **ACTION SG/CD** |
| FG17/18\_56 | First and Second Committee  First Committee ToR state that one of the members of the committee has to be the Chair or Vice Chair. CD asked Governors to remove that specification. Governors agreed to amend the ToR for the First and Second Committees to require 3 Governors from the Full Governing Board, one of whom will chair the meeting. CD proposed. DN seconded. | **DECISION** |
|  | **Meeting closed 8.04pm** |  |

**DATE OF NEXT MEETING: Lead Governors Training, on Tuesday 22nd May 2018, at 6pm**

**These minutes are agreed**

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

Signed: Dated: