



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting

Tuesday 17th October 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), Ben Chilcott (BC), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
APOLOGIES: None			
NIL HEARD FROM: Rebecca Sargent (RS)			

Item Ref.	Minutes	Action
FG23/24_13	<u>Apologies for absence</u> Late confirmation from Tim Bonney. Nil heard from Rebecca Sargent.	
FG23/24_14	<u>Business/Pecuniary Interest Register</u> None declared.	
FG23/24_15	<p><u>Minutes from the last meeting:</u> Approved and signed by the Chair with no amendments. Proposed PD, Seconded PE.</p> <p>LH informed governors that a community member had expressed interest in becoming a governor. LH and SJ will meet candidate and feedback to governors.</p> <p><u>Actions from previous meetings:</u></p> <p><u>Tuesday 23rd May 2023</u></p> <p><u>FG23/24_62</u> <u>Policies</u></p> <p>Equality Policy – Governors agreed that a SSIP action regarding schools equality policy should be added for next year. Update 040723: Ongoing Update 190923: Will be discussed at the next meeting. LH added to the governor section of the SSIP.</p> <p>Governors were asked for approval of capital spend on roof works. Option 3 was proposed. Governors unanimously approved.</p> <p>Governors were asked for approval of installation of new speakers. Q1. Which budget is it coming from? (BC) A1. Capital budget. (KWR) Governors unanimously approved.</p> <p><u>FG23/24_63</u> <u>SEND Review</u> KWR confirmed that they had been advised, during the review, that funding could</p>	<p>DECISION</p> <p>COMPLETED</p> <p>DECISION</p> <p>CHALLENGE</p> <p>DECISION</p>



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	<p>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. Some funding has been backdated. In hand with KWR.</p> <p><u>Tuesday 4th July 2023</u></p> <p><u>FG22/23 67</u> <u>School Business Manager's Report</u> What's App group to be set up for Governors. Governors agreed not to establish a Whats App group. KW to add governor contact details to OneDrive for all governors to access.</p> <p><u>FG22/23 69</u></p> <p><u>Meeting dates:</u> LH to send to KW, who will circulate to governors.</p> <p><u>Tuesday 19th September 2023</u></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. Update: Governors unanimously approved.</p> <p><u>FG23/24 07</u> <u>Meeting dates:</u> LH to send to KW, who will circulate to governors.</p> <p><u>FG23/24 08</u> <u>Lead governor roles</u> Governors reviewed document with LH. LH to send new document to KW for circulation to governors.</p> <p><u>FG23/24 09</u> <u>Skills Audits</u></p> <ul style="list-style-type: none"> - Register of Business Interests - Skills Audits – General and Financial - Governors were reminded to sign and date their forms. <p>KW to contact individuals and check that electronic signatures are ok for audit purposes.</p> <p><u>Monitoring Schedule</u> Governors agreed that LH and SJ will meet to draft a schedule, which will be reviewed at the next FGB meeting. Update: Will be looking at later in the meeting.</p> <p><u>FG23/24 10</u> <u>Safeguarding</u> Governors agreed that the minimum reading requirement would be that governors should read Part 1, Part 2 and Annex B. Updated: Governors were reminded to sign the form at the office when they have read.</p> <p>Pete Easton requires Safeguarding training. KW to organise.</p> <p>Governors safeguarding training, as a whole group, delivered internally, will be</p>	<p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>ACTION KW</p> <p>COMPLETED</p> <p>ACTION GOVS</p> <p>ACTION KW/PE</p> <p>COMPLETED</p>



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	<p>scheduled for December 2024.</p> <p><u>FG23/24_12</u> 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. Update: Governors approved at meeting.</p> <p>Emergency Management Plan – Tannoy system. Governors to consider and approve by return email. Update: Governors approved at meeting.</p> <p><u>Pay Committee</u> Teams meeting on 30th October. Members of pay committee agreed as MP, BC, TB, MS, SJ.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
FG23/24_16	<p><u>Headteacher's Report</u> End of Year Data</p> <p>Q2. Please expand on Y6 school results in comparison to national results. (MS) A2. Y6 cohort data was down in reading, writing and maths. Severely impacted by covid. 21% of mobility i.e. cohort were new to us in KS2. No KS1 data available to measure against. 27% were SEND. 19% receiving family support. (LH) LH confirmed that writing progress has been included in teachers targets. MS noted that governors need to monitor reading and writing data. To be discussed later in the monitoring schedule item.</p> <p>Q3. How did the review go last week? (MS) A3. Feedback included lots of positives. Main area for development is that the things we have put in place are not yet fully embedded and may not have time to embed before the next OFSTED. (LH)</p> <p>Q4. Could written feedback be shared? (BC) A4. LH confirmed that she will forward as soon as received, to all governors. (LH)</p> <p>SJ passed on feedback she received on behalf of governors. Governors need to be much clearer about what success will look like and think about how governors evidence that they have held school to account.</p> <p>LH passed on feedback to governors from the oral feedback session.</p> <p>Q5. Attainment PERCENTAGES are going down and not at pre-pandemic levels. A5. Monitoring schedule to focus on looking at recovery of data.</p> <p>Q6. BC asked whether the low numbers are comparable to local/national schools. A6. LH confirmed that this is a confirmed national problem.</p> <p>Governors discussed attendance data and acknowledged that it was encouraging to see that it is improving.</p> <p>Q7. Confirmation of funding for children with EHCPs. (BC) A7. 17 EHCPs have received funding at various levels. Additional TAs are supporting children with applications in progress. Also additional spend for children who have a level of need not completely funded by EHCPs. (LH) Governors discussed the financial and operational impacts of funding support staff to assist with children who need additional support in class.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG23/24_17	<p><u>Partnership Working</u> LH and SJ attended meeting with Horrabridge and Mary Tavy schools, at a meeting</p>	



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	<p>with the LEA. SJ reported that Horrabridge have set up a working group to investigate options, including listing non-negotiables of partnership working.</p> <p>Governors agreed to establish a working group to do a work of research to investigate options. Members were agreed as follows: LH, KWR, SJ, BC, PD, MS, PE.</p>	DECISION
FG23/24_18	<p>SSIP C/F to the next meeting. SJ, MS and LH to review governors SSIP and circulate final version to governors for agreement.</p>	C/F FGB NOV ACTION SJ/MS/LH
FG23/24_19	<p>Monitoring Schedule C/F until the SSIP is complete. Governors were asked to consider areas they would like to monitor.</p> <p>Governors appointed MS as Vice Chair. Proposed SJ, seconded PD.</p>	C/F DECISION
FG23/24_20	<p>Safeguarding</p> <ul style="list-style-type: none"> - Keeping Children Safe in Education <p>Covered earlier in section FG23/24_15.</p> <ul style="list-style-type: none"> - One Minute Guides No's 7 and 29. - Designated teacher for looked after children <p>LH confirmed that the designated teacher for looked after children is Laura Handel. Proposed by PD, seconded by PE.</p>	DECISION
FG23/24_21	<p>Policies</p> <ul style="list-style-type: none"> • Finance – BC - KW to send to BC • Admissions – SJ – KW to forward once received from DCC • Capability – MS – recommended for approval • Personal Social Health Citizenship Economic (PSHCE) – KW to send to MS • Relationships and Sex Education (RSE) – MS – Recommended for approval • Collective Worship – MS – agreed to be reviewed 3 years • Early Career Teacher (ECT) – PD – agreed 3 yearly • Emergency Management Plan – SJ – KWR to update • Business Continuity Plan – SJ- KWR to update • Statement of Behaviour Principles – SJ – recommended for approval • Assessment policy – not requiring approval by govs • SEND policy – governors agreed that existing SEND policy be approved. Extended review date to be added, until draft version is completed. <p>Governors approved the following policies: Capability, RSE, Statement of Behaviour Principles, SEND. Proposed - BC. Seconded - TB.</p>	<p>ACTION KW C/F DECISION ACTION KW DECISION DECISION DECISION C/F C/F ACTION KWR ACTION KWR DECISION DECISION DECISION</p> <p>DECISION</p>

DATE OF NEXT FGB MEETING: Tuesday 21st November 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>