



TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 4th June 2019 @ 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.

CHAired BY: Caroline Down	CD	CLERKED BY: Kirsten Wake	KW
PRESENT: Caroline Down (CD), Darren Newland (DN), Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LC), Lynnette Selbie (LS), Matt Morgan (MM), Matt Page (MP), Pat Dickinson (PD), Sue Gawman (SG), Tim Bonney (TB)			
APOLOGIES: Liz Beckett (LB)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG18/19_50	<u>Apologies for Absence</u> Apologies were accepted from Liz Beckett (LB) – childcare.	DECISION
FG18/19_51	<u>Governor Appointments/Resignations</u> Governors were notified that Teresa Roberts has resigned, due to personal circumstances. Governors agreed that an exit interview was not necessary. SG will send out a notice to parents advertising the parent governor vacancy. LEA Governor – Governors were notified that DCC have approved the appointment of LC as LEA governor. Proposed by DN. Seconded by PD. Governors discussed the recruitment of partnership governors and noted that no suitable candidate had been found to date. Governors agreed that DN would resign from his co-opted post and be appointed as a partnership governor. Proposed by CD. Seconded by HR. Governors appointed Tim Bonney (TB) as a co-opted governor. Proposed by HR. Seconded by PD. Governors agreed that some advertising of the remaining partnership governor vacancy would be carried out. HR volunteered to investigate placing an advert through Tavistock BID. KW to check the governor list on the website is up to date.	DECISION ACTION SG DECISION DECISION DECISION ACTION SG ACTION HR ACTION KW
FG18/19_52	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> MM, LH, LS, KW declared and interest in the staffing item.	

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FG18/19_53	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting</u></p> <ul style="list-style-type: none"> 28th January 2019 – approved and signed by Chair. LS reported that the framework has now been published. 26th March 2019 – approved and signed by Chair. <p><u>Actions from the meeting 26th March 2019</u></p> <p>FG18/19_07 – Cyclical plan of business – completed. KW has found some improved formats on The Key. Governors agreed that a new version should be submitted at the September business meeting.</p> <p>FG18/19_28 – ToR Pay Committee – approved and signed by Chair.</p> <p>FG18/19_29 – Headteacher report – to include a narrative – complete.</p> <p>FG18/19_29 – SALIX energy lighting proposal – SG reported that she had found difficulty in securing a technician for a site visit. She has now found an alternative company who are carrying out a site visit tomorrow.</p> <p>FG18/19_41 – Q3. Budget options – To be monitored at every meeting.</p> <p>FG18/19_41 – Red card review. c/f LG meeting</p> <p>FG18/19_44 – Training information sent to MP. – complete</p> <p>FG18/19_44 - See FG18/19_56</p> <p>FG18/19_45 – Equality information on website – SG to investigate</p> <p>FG18/19_48 – CAIRB Closure – Appeals committee dates in late June. Not required as no appeals requested.</p>	<p>DECISION</p> <p>DECISION</p> <p>c/f Sept Bus Mtg</p> <p>DECISION</p> <p>c/f Sept Bus Mtg</p> <p>c/f FGB</p> <p>c/f LG</p> <p>c/f SG</p> <p>c/f ALL</p>
FG18/19_54	<p><u>Governance – What still needs to be done?</u></p> <ul style="list-style-type: none"> SSIP Action Plan Update. CD and DN have met with LS for a full update. Governors discussed the red rated areas. The plan for using the environmental area was discussed. LS confirmed that whole class, whole day forest learning activities would take place in this area. Toddler groups would also be held in forest area, as the school does not currently have any other area available. PD confirmed her support for holding a toddler group for the purpose of attracting new parents to the school. LS confirmed that an amendment to the appraisal forms will be completed in September. All other areas of the SSIP were rated green or amber. Monitoring Schedule 2018/19 – Governors noted that data cannot yet be reviewed as it is not available until July. LS will report to governors when it is available. Recovery Plan Update – no changes. Best Practice folder review – LS asked governors to ensure they read the Spring Self Evaluation, which provides a good overview of the current position of the school. The document is available on eschools. 	<p>c/f July</p> <p>ACTION LS</p>
FG18/19_55	<p><u>Leadership</u></p> <p><u>Headteachers Report</u></p> <p>Governors read and reviewed the report.</p> <p>Q1. Parental complaints. Clarification of the wording was requested. (LC) A. LS explained this section of the report to governors.</p> <p>Q2. Feedback on the compliments received by the school was requested. (LC) A. LS reported that comments during the residential trip included a teacher from another school commenting that the children were very engaged in their learning.</p> <p>Governors agreed to move to Part Two minutes for question 3.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p>

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	<p>Q4. What are the pros and cons for mixed year group classes? (LC)</p> <p>A. LS commented that the range of ability becomes wider. LH reported that the pros are that learning is improved for both younger and older children. The cons are that the new curriculum, particularly maths, is difficult to teach across mixed year groups.</p> <p>Governors discussed the recruitment of new pupils to the school from the new housing development. LS and LH to confirm the wording for the leaflet which will be dropped to the new housing development.</p> <p>Q5. Governors asked which number the school is judged on for attendance.</p> <p>A. LS confirmed it is 96.5%. The figure has been impacted by children with known medical conditions. Governors asked how many absences were due to lateness. They noted that other schools have moved their time that classifies children as being late.</p> <p>Q6. What support is available for children who are late because of medical conditions?</p> <p>A. Car parking passes, school nurse support is provided.</p> <p>Q7. How effective are our praise letters?</p> <p>A. LS reported that the January children who received letters were different to those who received letters in March. LS to investigate and report back.</p> <p>Q8. Are we seeing more absences because we are not calling parents to investigate absences? (CD)</p> <p>A. SG confirmed that the calls are still being made.</p> <p>Q9. What constitutes persistent absence?</p> <p>A. 90%</p> <p>Q10. How will governors monitor the impact of red cards?</p> <p>A. LS confirmed that the issuing of repeat red cards is being monitored. PD confirmed she will review again in July.</p> <p>Governors reviewed the pupil outcomes data.</p> <p><u>School Business Managers Report</u></p> <p>Governors reviewed the requested budget amendments within the report. Governors approved the amendments.</p> <p>Governors agreed capital spend listed in the report.</p> <p>Personnel - Governors agreed to cover staffing gap left by the resignation of the nursery teacher through an internal appointment.</p> <p>Building and Grounds – SG reported that Tavistock College have registered a concern that if the noise levels are too high during their GCSE's they will ask for building work to stop until the GCSE's have finished.</p> <p>Q11. Did they find the location of the mineshaft cap? (LC)</p> <p>A. SG confirmed that they have located the cap.</p> <p>Q12. GDPR - Clarification of the situation of the breach was asked for. (LC).</p>	<p>CHALLENGE</p> <p>ACTION LS/LH</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION LS</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION PD</p> <p>DECISION</p> <p>DECISION</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<p>A. SG provided a summary of the incident.</p> <p>The Chair read out a letter from the Institute of School Business Leadership, awarding SG a Fellowship. Governors warmly congratulated SG on her achievement.</p>	
FG18/19_56	<p><u>Training</u></p> <p>PD provided a report on her recent training at Horrabridge School. Feedback from the trainer included a recommendation for us to add a strategic vision statement to our website. Governors agreed that this should be completed as a priority. CD, LH, LS and LC to meet to prepare the vision statement for the website.</p> <p>PD reported that she felt we were already doing everything that was discussed as good practice. She reported that Horrabridge have a second Lead Governor for each area to provide support to the first Lead Governor. PD felt that this would be a useful system to adopt and suggests restructuring next year to have 2 governors per area.</p>	<p>DECISION ACTION CD/LS/LH/LC</p> <p>c/f LG Mtg</p>
FG18/19_57	<p><u>Statutory Policies</u></p> <p>None.</p> <p><u>Non-Statutory Policies and Statements</u></p> <p>Staff Capability – DCC policy. Governors approved the adoption of this policy. CD proposed and DN seconded.</p>	DECISION
FG18/19_58	<p><u>Safeguarding</u></p> <p>PD reported that on a recent visit there had been no member of staff on the main gate to the car park. She asked for confirmation as to whether there was any change to the policy to always have a member of staff posted on the gate during playtimes. LS confirmed that there was no change to the main gate staffing policy and agreed to send a reminder to all staff reaffirming the policy.</p> <p>CD reported that the process of using key cards during the London residential trip was a very secure method of keeping the children safe.</p>	<p>CHALLENGE ACTION LS</p>
FG18/19_59	<p><u>September business meeting</u></p> <p>Governors agreed to meet on Tuesday 10th September 2019.</p> <p>Other business - CD reported that she has created google forms for parent and staff questionnaires.</p>	DECISION
	Meeting closed 7.54pm	

DATE OF NEXT MEETING: Full Governors Meeting, Tuesday 10th September 2019, 6pm

These minutes are agreed

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

Signed:

Dated:

Drafted: 04/06/19
E-schools: 10/06/19

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