



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Thursday 22nd July 2021, 6pm, Hall, 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: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Tim Bonney (TB), Ben Chilcott (BC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Sue James (SJ) – observer, Matt Morgan (MM), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: None			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_66	<u>Apologies</u> None.	
FG20/21_67	<u>Governors Business/Pecuniary Interest Register</u> Staff declared an interest in the agenda.	
FG20/21_68	<p><u>Vision – Where are we now?</u></p> <p>Minutes of FGB meeting on 22nd June 2021 were approved and signed by the Chair.</p> <p><u>Actions of FGB Meeting 22nd June 2021:</u></p> <p><u>Governor Vacancies:</u> Sue Gawman appointed as a co-opted governor. Sue Jones to be appointed at Sept bus meeting if she wishes to go ahead. One other interested party, moving back to the area for the next academic year.</p> <p><u>Meeting dates</u> Governors agreed to retain Tuesday meeting dates. MM to speak with EB about taking on the staff governor role.</p> <p>Governors agreed that DN has been appointed as Chair until a new Headteacher has been appointed.</p> <p>SG confirmed that parents had expressed an interest in a 6pm extension of the Extended Services hours, which has been implemented.</p> <p><u>Policies:</u></p> <ul style="list-style-type: none"> • Staff capability policy moved to next meeting. • Children in care policy - LS reported that this policy is not statutory, but that a draft policy is ready for review. LH to review whether this policy is needed. • Staff leave policy - SG reported that this policy needs developing. SG to develop with MP. 	<p>DECISION</p> <p>DECISION</p> <p>DECISION ACTION MM</p> <p>DECISION</p> <p>DECISION</p> <p>c/f ACTION LH</p> <p>ACTION SG/MP</p>

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	<p><u>Actions of FGB Meeting 25th May 2021:</u></p> <ul style="list-style-type: none"> Monitoring – SEND. – Governors agreed that as a report was recently carried out, it could be left until September, when we agree governor roles. <p><u>Review of Strategic Plan</u></p> <p>MS presented the strategic plan developed by the working party.</p> <p>Q1. Did we document our reasons for not becoming an academy? (NN) A1. Governors agreed that reasons need recording. DN to discuss with LH how to best represent this. (NN)</p> <p>Q2. Should 'Governors' be included in the Vision, and throughout the plan? (SJ) A2. Governors agreed that should be added to the statements.</p> <p>Q3. Should we add something about children's behaviour in the enabler section? (PD) A3. Governors discussed and agreed that this is in the previous section and that was sufficient.</p> <p>Q4. Outputs and measurement – Could behaviour be added to 'clear progression'? (NN) A4. Governors discussed how behaviour might be measured. Governors agreed that the term progression includes attainment and behaviour. Title to be changed to 'Achievement for all children as measured by....</p> <p>Governors agreed to adopt the review. Proposed DN and seconded NN.</p> <p>Q5. Can we review annually? (BC) A5. Governors agreed to review annually.</p> <p>Q6. Can we show it to staff before we publicise? (MS) A6. Governors agreed for LH and MM to present the plan to staff at a staff meeting in September. Date to be agreed.</p> <p><u>Babcock Review of Governance</u></p> <p>Governors agreed that the review should be postponed until the Strategic Plan has been publicised and Lead Governors have been appointed for the next academic year. KW to inform Babcock.</p> <p><u>SEND Link Governor</u></p> <p>DN to stand in as Link Governor until one is appointed next academic year.</p> <p><u>Complaint Committee Feedback</u></p> <p>TB reported that the complaints committee agreed to pass on suggestions from the complainant to the FGB.</p> <p>Suggestion 1: CCTV to be fitted – Governors discussed and agreed that CCTV is not necessary. The reasons agreed were that there are no rooms in the school with restricted views, so staff are always visible to others. Governors review of safeguarding and whistleblowing policies find them adequate.</p> <p>Suggestion 2: Providing a facetime style system so that parents can talk to their children during the school day. Governors agreed that as an inclusive school, this suggestion would assume that all parents have access to the technology and/or they are able to be free during the day to attend video calls.</p>	<p>CHALLENGE ACTION DN/LH</p> <p>CHALLENGE ACTION MS</p> <p>CHALLENGE DECISION</p> <p>CHALLENGE DECISION</p> <p>DECISION</p> <p>CHALLENGE DECISION</p> <p>CHALLENGE ACTION LH/MM</p> <p>DECISION ACTION KW</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>

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	Suggestion 3: Recording telephone conversations between teachers and parents. Governors agreed that school does not have the technology to record telephone calls. Staff currently record calls on the school safeguarding system.	DECISION
FG20/21_69	<u>Headteacher Report</u> Kath Powell – outstanding item on her report is the visibility of safeguarding information. SG to place a safeguarding information page on the electronic sign in system in reception.	ACTION SG
FG20/21_70	<u>Monitoring</u> <ul style="list-style-type: none"> • Safeguarding TB reported on safeguarding monitoring. Report available on eschools. • Curriculum PD reported on curriculum monitoring. Report will be available on eschools when complete. • Attendance MM reported on the attendance monitoring. Report will be available on eschools when complete. • SEND (Vacancy) • Risk Assessment/Health and Safety (Vacancy) • PP Strategy/Catch Up Strategy NN reported on Pupil Premium monitoring. Report available on eschools. • Finance Q7. Could the HT and DHT could be released from PPA cover during the first term, to free up their time? (MS) A7. LH confirmed that the teaching cover is strategic, in order to monitor key stage 1 and 2. • Personnel MP reported on the personnel monitoring. MP confirmed that the staff monitoring has not yet been completed. Will be carried out in September. LH to look at ideas for improving the response rate. 	ACTION PD ACTION MM CHALLENGE ACTION MP ACTION LH
FG20/21_71	<u>Business Management</u> SG presented suggestions for a new pricing structure for extended services provision. SG suggested monitoring the attendance figures in December. SG to run the figures based on 75% attendance, due to price increase. Governors agree to price increase, subject to the result of those figures. Price increase to be £3 for Breakfast Club and £4 After School Club. SG to email figures to governors during the summer break, so that a decision can be finalised prior to the Autumn Term.	DECISION ACTION SG/ALL
	<u>September Business Meeting</u> Tuesday 14 th September 2021, 6pm	DECISION

DATE OF NEXT MEETING: Tuesday 14th September 2021, Full Governing Board Meeting, 6pm, Tavistock Primary and Nursery School

These minutes are agreed

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

Signed:

Dated: