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| **Minutes of the Full Governing Board Meeting**  **Tuesday 27th March 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), Emma Spettigue (ES), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LCO), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG) | | | |
| **APOLOGIES:** Harriett Roberts (HR), Jolene Taylor (JT), Louise Clements (LCL) | | | |
| **NIL HEARD FROM:** Andrew Wing (AW) | | | |

| **Item Ref.** | **Minutes** | **Action** |
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| FG17/18\_46 | **Apologies for Absence**  Apologies were accepted from Harriett Roberts (HR) – childcare issues, Jolene Taylor (JT) – work commitment, Louise Clements (LCL) – family commitment. | **DECISION** |
| FG17/18\_47 | **Attendance & Governors Business/Pecuniary Interest Register**  Governors present signed the Attendance Sheet.  Interests declared  CH, LH and KW declared an interest in the Budget 2018/19. |  |
| FG17/18\_48 | **Admissions Policy 2018/19**  SG asked Governors to adopt the DCC policy.  Proposed by CD. Seconded by LCO. Governors unanimously agreed to adopt the policy. | **DECISION** |
| FG17/18\_49 | **Budget**  SG summarised the Financial Benchmarking report.  Supply teaching  Governors asked LS to comment on the impact of using supply teachers to cover key stage leaders’ when they are supporting teachers elsewhere in the school. LS confirmed that the results for attainment show that there was no significant impact on the key stage leaders’ classes. There is a positive impact on the results of classes where the teachers have received support from the key stage leaders’.  Governors discussed possible alternative options.  **Finalising Budget 2017/18**  SG summarised her School Business Manager report.  School meals  LCO asked whether our school meal price is in line with other schools. SG confirmed our prices are lower than other schools in the area.  Governors discussed improving the uptake of school meals. DN suggested providing parents with a comparison of school meal costs versus packed lunch costs. Governors suggested moving to ‘plastic free’ lunches. SG confirmed that the PSCHE co-ordinator will undertake some activities during healthy eating week. Governors suggested holding an event for parents during that week. SG suggested that we could offer a free meal for each child as a one off.  DN asked whether our notice to close the CAIRB has been accepted. SG confirmed that it has.  Budget 2018/19  SG summarised Budget 2018/19 Comments.  High Needs Block Funding  TCPNS are supporting more and more children without any funding.  CAIRB  Expecting income to be reduced.  Staffing Structure  Redundancy applications currently stand at 1.9 FTE Grade D TA, and 0 FTE teachers.  SEN TAs  SG explained that some of the pupils have extra needs which need to be supported.  Redundancy  SG confirmed that the costs will be higher if we can’t redeploy SEN’s. Redundancy costs are likely to be in the region of £70-75,000.  DN asked whether we can agree a deficit budget. SG confirms that cannot be done.  SG asked Governors to approve the following:  Staff absence insurance – Remain with the current service provider. Governors unanimously agreed.  Buy back Services & Service Level Agreements:   * Educational Psychologist – TCPNS paid for extra services in addition to our subscribed service during this year. The EP does not have capacity to meet all our needs. LS confirmed that she has asked for the EP from Plymouth to cover our area. If they are not able to then we may have to buy in this service from elsewhere. * Library – Governors suggest trying the Plymouth library service for one year to see whether it meets our needs. Governors suggest contacting our Plymouth schools contacts to gather their opinions on what the service is like. Governors unanimously agreed to move to the Plymouth library service.   DCC Traded Services  CD asked whether we had to use SCOMIS. SG confirmed it is a requirement.  CD asked whether it would be possible to ask the HSA to fund ICT. It was noted that Miss Smith could directly approach HSA for funding for technology. CH commented that the ICT could be a variety of equipment and would not need to be laptop purchases.  Buyback  CD proposed. ES seconded.  Insurance  LCO proposed. DN seconded.  Budget 2018/19  Governors were asked to agree the 2018/19 budget. Governors unanimously agreed the budget. PD proposed. CW seconded.  Redundancy Process  SG updated Governors on the redundancy process. She confirmed that staff would be notified on Thursday whether we will go to a full redundancy process. Staff will have until 20th April to complete profile forms and they will be scored. LS and SG will score anonymised forms.  SG asked for Governors to help with possible panel representation hearings, week commencing 30th April.  The first committee meeting was scheduled for Thursday 3rd May, 9am – DN and PD. KW to ask AW and HR whether they can attend.  The second committee meeting was scheduled for Friday 18th May – CD, LCO and CW.  DN asked whether a personnel advisor would be available on that day. SG confirmed she will have a look at that. It was confirmed that Governors will be on the hearings panels, but will not be on the selection panel.  SG confirmed that Union representatives have received the selection panel dates. Union representatives will be able to question whether the scores have been done correctly. Union representatives will also be invited in to attend those sessions. Open and honest dialogue has been held with the unions.  An appeal panel meeting was agreed for Tuesday 5th June. ES confirmed that she would attend. KW to organise 2 other Governors once the attendees have been confirmed for the first two meetings.  Governors agreed that the SSIP meeting on 5th June will be changed to a Lead Governors meeting, with a report on SSIP Day by CD. PD confirmed she will be absent, as she is on holiday.  Monitoring timetables are required, from Governors, for the Summer Term. KW to collate those received.  SG confirmed that she has applied to Tesco for Forest Schools funding. Governors thanked SG for her work on a difficult budget for next year and the clarity with which she had implemented the redundancy process. | **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **DECISION**  **DECISION**  **CHALLENGE**  **CHALLENGE**  **DECISION**  **DECISION**  **DECISION**  **DECISION**  **ACTION DN/PD**  **DECISION**  **ACTION CD/LCO/CW**  **CHALLENGE**  **DECISION**  **ACTION ES/KW**  **DECISION**  **ACTION KW/Lead Govs** |
|  | **Meeting closed 7.06pm** |  |

**DATE OF NEXT MEETING: FGB, on Tuesday 17th April 2018, at 6pm**

**These minutes are agreed**

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

Signed: Dated: