



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 1st October 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
FG19/20_13	<u>Apologies for Absence</u> Apologies were accepted from LB – illness.	DECISION
FG19/20_14	<u>Governor Vacancies/Appointments</u> <ul style="list-style-type: none"> Parent governor – Has been advertised in school newsletter, following issue of formal invitation at the end of the summer term. No applications received as yet. Partnership – CD to email letter to HR, who will forward to her BID contact for circulation to BID partners. 	ACTION CD/HR
FG19/20_15	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> Staff present declared an interest in the Teacher Appraisal Policy, all Staff Policies and the SBM Report.	DECISION
FG19/20_16	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting</u> <ul style="list-style-type: none"> Approved and signed by the Chair. <u>Actions from the meeting</u> FG19/20_51 – covered in meeting FG19/20_14. FG19/20_53 – SG reported that she is awaiting 2 further quotes. Work is planned for the summer 2020. FG19/20_06 <ul style="list-style-type: none"> Terms of reference documents are in progress. 	DECISION c/f FGB c/f FGB

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	<ul style="list-style-type: none"> Governors roles to be covered later in agenda. <p><u>FG19/20_07</u></p> <ul style="list-style-type: none"> Vision statement – CD and LC met and have drafted a revised vision statement. CD to email draft for comment by all governors, along with examples from other schools. Delegation planner – won't be affected by the new terms of reference. Governors adopted the delegation planner. Proposed by CD, seconded by DN. Any amendments will be brought to FGB meetings. Governor forms to be signed – LC needs to sign RBI and skills audits. <p><u>FG19/20_08</u></p> <ul style="list-style-type: none"> Governors reviewed the new Development Plan. It is available on eschools. SSIP – Complete and will be discussed later in agenda. Monitoring schedule – complete and will be discussed later in agenda. 	<p>ACTION CD/ALL Govs</p> <p>DECISION</p> <p>c/f FGB</p>
FG19/20_17	<p><u>Governance – What still needs to be done?</u></p> <ul style="list-style-type: none"> <u>SSIP Action Plan update</u> Governors discussed some of the research and findings which have meant that vocabulary and reading are prioritised this year. <u>Monitoring Schedule 2019/20</u> Governors discussed the new structure and allocation of governor roles. SEND to be moved to Leadership and Management. Governors noted that the new monitoring schedule is linked to the SSIP. <u>Development Plan 2019/20</u> Discussed earlier in the meeting. <u>Best practice folder review</u> The following documents need to be updated in the folder: <ul style="list-style-type: none"> Governor roles Terms of Reference for Lead governors example Development plan Examples of monitoring tracker sheets as they become available. <u>Monitoring Tracker Sheet</u> LS presented a revised format of the governors monitoring tracker sheet. Governors noted that questions raised through their monitoring work will be recorded on the tracker sheet. The responses will be recorded within the minutes of the Lead Governor meetings and/or in the Head Teachers report. KW to circulate list of governor emails. 	<p>ACTION LS</p> <p>Ongoing KW</p> <p>DECISION</p> <p>ACTION KW</p>
FG19/20_18	<p><u>Leadership</u></p> <p>Q1. Maths attainment and progress have fallen in Key Stage 2 compared to 2018. Why is this? (HR) A. LS reported that the results included 3 children who fell short of the expected standard by one mark.</p> <p>Q2. Could there be a resilience issue for those children under test conditions? (HR) A. LS reported that there was not a resilience issue.</p> <p>LH confirmed that the data will be officially verified in December. Governors discussed the KS2 results.</p> <p>Q3. Why are the KS1 writing results lower, particularly for Pupil Premium (PP) children. (HR)</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<p>A. LS reported that a change of teacher had an impact on some of the KS1 children, in particular the more vulnerable children. Future impact has been mitigated with stability in teaching staff.</p> <p>Governors discussed the potential positive impact on writing, as a result of shifting the focus to reading.</p> <p>Governors agreed that the % of PP children in each cohort should be added to the HT report.</p> <p>Governors noted that gender statistics have been added to significant results, but asked for them to be included throughout the report.</p> <p>Q4. Page 4, Reading, Expected Standard, KS1. Governors asked how the school is addressing the needs of children who had not made expected standard?</p> <p>A. LS reported class progress meetings in July identified the needs of individual children, their next steps were planned and this information was discussed with September teacher. Interventions started immediately at the start of this term in Year 3.</p> <p>Q5. How actively are we pushing for greater depth? (CD)</p> <p>A. LS responded that class progress meetings are used to identify children who might be able to reach greater depth based on their previous attainment from EYFS onwards and teacher knowledge about their current performance. Teachers also pass on pupil information in class handovers at the end of the summer term.</p> <p>Q6. Are parents involved in discussions regarding moving children towards GDS? (MP)</p> <p>A. LS responded that parents were consulted at parents evenings.</p> <p>Q7. Can the persistent absence figures be explained? (LC)</p> <p>A. SG confirmed that 3 children at the school, are travelling from Newton Abbot and arriving late every day, which has significantly impacted the results.</p> <p>Q8. What interventions are in place for unauthorised absences and are we dealing effectively with them? (LC)</p> <p>A. LS reported that there was no general pattern to the absences. The absences all have a personal theme. The recent Education Welfare Officer (EWO) assessment confirmed that attendance is excellent. Praise letters are sent out, by the Headteacher, to encourage good attendance. Attendance also encouraged through conversations in the playground with both pupils and parents.</p> <p>Q9. Can the cut off time for absences be changed to accommodate individual situations? (CD)</p> <p>A. LS confirmed that this method was used where appropriate and had been agreed with the EWO.</p> <p>Q10. Pupil feedback (from survey) was that PE lessons were being missed because some classes were falling behind with other areas of the curriculum. What can we do to avoid this situation reoccurring, and how can we ensure that PE remains an</p>	<p>ACTION LS</p> <p>ACTION LS</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<p>important part of the curriculum? (LC)</p> <p>A. LS confirmed that PE is an equally important part of our curriculum, and staff have been reminded to ensure that this is the case.</p> <p>LC had cross referenced the SSIP with the SES, which governors noted was good practice.</p> <p>Q11. Can the high number of red cards in the first 2 weeks be explained. (MP)</p> <p>A. LS responded that this is a common occurrence in September. Teachers are establishing class rules and more cards are issued during this period as a result. LS reported that she had held an extra assembly this week to address behaviour in KS1 in response to higher levels of red cards.</p> <p>LS reported an amendment to the Headteacher report. The RAG rating for Quality of Education has been removed, because DCC are removing the RAG ratings from their reports.</p> <p>Q12. Is there a deadline for developing the curriculum? (MP)</p> <p>B. LS confirmed that no deadline has been fixed, as the development phase is likely to be ongoing for this academic year.</p> <p>Q13. Could the impact of 17 pupils joining the school be explained. (CD)</p> <p>A. SG confirmed that we have 4 spaces left in Year 1/2. None of the new pupils are from the new housing developments in Tavistock.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG19/20_19	<p><u>School Business Managers Report</u></p> <p><u>Finance</u></p> <p>Q1. Where does the benchmarking forecast come from? (HR)</p> <p>A. SG confirmed that it is a DfE suggested target.</p> <p>Governors were asked to consider whether they would award a 2.75% pay award for teachers. 2% must be funded by the school. 0.75% will be funded by government. Governors unanimously agreed to the pay award.</p> <p>Q2. Who are AXIOM? (LS)</p> <p>A. SG confirmed they are a free price comparison company.</p> <p>Q3. Have we considered investing in solar panels? (MP)</p> <p>A. SG suggested that the roof might not be in the required state of repair to accommodate solar panels.</p> <p>Q4. What, if anything, are we doing about sustainability? (HR)</p> <p>A. Governors discussed the schools current sustainability practises and agreed that this might be an area the school should look at improving. Governors agreed that a sustainability theme should be added to the strategic statement.</p> <p>Q5. How much of an impact does the Ofsted rating have on the school? (TB)</p> <p>A. Governors discussed and concluded that, based on historical impact, an Ofsted rating had a negligible impact on the number of pupils joining the school. However, a poor rating can have an effect on staff morale, wellbeing and retention.</p>	<p>CHALLENGE</p> <p>DECISION</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE ACTION CD</p> <p>CHALLENGE</p>

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FG19/20_20	<p><u>Training</u></p> <p>LS has completed her Level 3 safeguarding training.</p> <p>LB has registered to attend the HR training for governors in October.</p> <p>TB and MP expressed an interest in attending the training for new governors. KW to email training dates.</p>	<p>ACTION LB</p> <p>ACTION KW</p>
FG19/20_21	<p><u>Statutory Policies</u></p> <ul style="list-style-type: none"> - Child Protection Policy – Checked by CD, available on website <p><u>Non-statutory Policies and Statements</u></p> <ul style="list-style-type: none"> - Single central record – Checked by CD during a monitoring visit. - Statement of procedures – CD to check the statement during next monitoring visit. - Governors Allowances – Governors were reminded they are entitled to free extended services, if they require it for their governor work. - Teacher appraisal – DCC model - Staff Discipline, Conduct and Grievances Policies – DCC model - Admissions Policy – Amendments approved included the removal of the word community from the name of the school; priority to children attending the nursery. - Equality Policy – Amendments approved included the inclusion of ‘staff and pupils’ and adding the phrase ‘public sector equality duty’. <p>Governors were asked to consider the following, from the new statutory policies list:</p> <ul style="list-style-type: none"> - Protection of biometric children in schools and colleges – we do not record biometric details. - Newly qualified teachers – we do not currently employ any NQTs. - Designated teacher for looked after children is LS. - School exclusion – The governing board delegate the decision to exclude to LS, and in her absence LH. - First aid in schools – The governing board delegate responsibility to SG. Governors agreed that a deputy will be appointed. - Children with health needs who don’t attend school – we don’t currently have children in this category. 	<p>ACTION CD</p> <p>ACTION SG</p> <p>ACTION SG</p> <p>ACTION SG</p>

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	<p>SG reported that she had completed a website compliance check. The following exclusions were noted:</p> <ul style="list-style-type: none"> - As the school are not producing curriculum overviews for parents then the content of the curriculum must be added to the website. - Pupil Premium strategy must be added to the website. <p>Governors agreed to approve all the above policies, subject to the recorded amendments. Proposed by CD, seconded by HR.</p>	<p>ACTION SG</p> <p>ACTION SG</p> <p>DECISION</p>
FG19/20_22	<p><u>Safeguarding</u></p> <p>KCSIE – Governors were reminded to read both Part One and Part Two and to sign to confirm they have read the documents. KW to bring the signatory list to the next meeting.</p>	<p>ACTION</p> <p>ALL/KW</p>
	Meeting closed 8.23pm	

DATE OF NEXT MEETING: Full Governors Meeting, Tuesday 3rd December 2019, 6pm

These minutes are agreed

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

Signed:

Dated: