## Minutes of the Full Governing Board Meeting

## Tuesday 14th September 2021, 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: Darren Newland DN CLERKED BY: Kirsten Wake KW

**PRESENT:** Heather Alexander (HA), Tim Bonney (TB), Ben Chilcott (BC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW)

APOLOGIES: Liz Beckett (LB), Pat Dickinson (PD) - attending from 7pm

NIL HEARD FROM: None

Item Ref.	Minutes	Action
FG21/22_01	Welcome and Appointments The following governor appointments were made: Laura Handel – Staff (Headteacher) Governor Heather Alexander – Associate Governor Pat Dickinson – Co-opted governor Sue James – Co-opted governor Liz Beckett – Staff governor	DECISION
FG21/22_02	Apologies for absence Apologies were accepted from LB (personal commitment); PD (personal commitment) – arriving at 7pm.	DECISION
FG21/22_03	Business/Pecuniary Interest Register Staff declared an interest in the agenda.	
FG21/22_04	Election of Chair  Darren Newland was elected as Chair. Proposed LH, seconded BC.	DECISION
FG21/22_05	Election of Vice Chair Sue James was elected as Vice Chair. Proposed LH, seconded DN.	DECISION
FG21/22_06	<u>Minutes of the last meeting</u> Minutes of FGB meeting on 22 <sup>nd</sup> July 2021 were approved, subject to the following amendment: Surname Jones to be replaced with James. To be signed by the Chair following amendments. <u>Actions of the last meeting</u> FG20/21_68 - Children in Care Policy – postponed to next meeting Staff Capability Policy – This is a DCC policy and can be approved at the next meeting.	DECISION  ACTION KW/DN  c/f next FGB c/f next FGB

Item Ref.	Minutes	Action
	Staff Leave Policy – To be developed by the new school business manager.	c/f SBM
	FG20/21_68 – Review of Strategic Plan: Q1 – Academy documentation still to be developed. Q2 – Complete Q6 - Complete	c/f DN/LH Complete Complete
	FG20/21_68 - Babcock Governance Review: KW to contact Babcock to confirm that the business meeting has been completed.	c/f KW
	FG20/21_69 - Safeguarding – completed	Complete
	FG20/21_70 – Monitoring – c/f to next monitoring meeting	c/f next FGB
	FG20/21_71 - Governors discussed the improvements being made to the Extended Services provision. Action completed.	Complete
	Meeting dates 2021-22 Pay Committee – BC, SJ, DN agreed to form the Pay Committee and meet at 5.30pm on 19 <sup>th</sup> October.	ACTION BC/SJ/DN
	Governors agreed to add SBM Report to the list of meeting dates.	ACTION LH
	Clerking arrangements No changes at present.	
FG21/22_07	Governing Board Structure	
	<u>Lead Governor Roles</u>	
	Governors reviewed the governor roles document and some amendments were made. The revised document will be on eschools and circulated.	ACTION LH
	19.10.21 FGB Meeting – SENCO report to be added to the agenda.	ACTION KW
	Governor Vacancies  DN to contact Hugh Myott regarding his interest in becoming a governor.	ACTION DN
FG21/22_08	Review and Approval of FGB Documents	
	FGB Terms of Reference – Approved First and Second Committee Terms of References - Approved Q1. Can we change these titles to better represent the purposes of the Committees, or are they statutory titles? (SJ) A1. KW to investigate.	DECISION DECISION DECISION CHALLENGE
	Delegation Planner - Approved Pay Committee Terms of Reference - Approved Code of conduct – Approved, subject to the following changes: "government / governance", "open government/ open governance".	ACTION KW DECISION DECISION ACTION KW
	Approved subject to recorded changes being made. DN to sign all approved documents.	ACTION DN
FG21/22_09	Governance – What needs to be done?	
	SSIP Action Plan  LH gave a presentation of the SSIP. Will be reviewed at SLT meeting tomorrow.  Final copy to be circulated to governors following this meeting.	
	Q2. Will NQT time affect teaching time? (NN) A2. No, because we have no NQTs this year. (LH)	CHALLENGE

Item Ref.	Minutes	Action
	Q3. How do we link the SSIP to our vision statement, so that we can document our commitment to staff training? (MS) A3. LH confirmed that HA has taken on the responsibility for training. HA suggested a meeting with lead governors (DN, NN, SJ) to review the documentation in place. (LH/HA)	CHALLENGE ACTION LH/HA
	Monitoring Schedule 2021/22	
	Governors discussed the draft monitoring schedule. Governors confirmed that they were still happy with the format. Some amendments to the format were suggested, to make clear governor responsibilities.	
	Q4. Are long term curriculum maps on the website? (MS) A4. HA to email governors to confirm when they are published on the website. (HA)	CHALLENGE ACTION HA
	NN was appointed lead governor for Health and Safety.	DECISION
	Vision and Strategic Plan with Staff	
	MS gave feedback on the strategic plan review with staff. Staff felt that governors had understood the ethos of the school and had appreciated the consultation. Governors agreed that the plan should be published.	DECISION
	Review of Governance with Babcock KW to contact Babcock to confirm the business meeting has been completed.	ACTION KW
	Visit Form and Monitoring Tracker Sheet  NN presented the purpose and procedures of the records kept for the monitoring process.	
	KW to circulate Visit Form to all governors. Governors agreed to adopt the new form.	ACTION KW
	SG to set up an eschools account for SJ.	ACTION SG
FG21/22_10	<u>Policies</u>	
	The incorrect version of the document had been sent out. KW to circulate the correct version.	ACTION KW
FG21/22_11	Safeguarding	
	Governors have signed the form to say that they have read and understood the KCSIE.	COMPLETE
FG21/22_12	Additional Business	
	Letters from parents SG reported that the school has received the following complaint letters From two families concerning the lack of availability of disabled parking Request for a parking permit due to medical reasons.	
	SG reported that a letter has been received from a parent asking for free access to ASC, due to personal circumstances. Governors agreed not to offer free places to parents. SG to reply to parent.	DECISION ACTION SG
	Governors agreed that a trial for blue badge use in the car park will be implemented. DN and SG will reply to the complaint letters.	DECISION ACTION DN/SG

Item Ref.	Minutes	Action
	Q5. HT recruitment and strategic planning – are these dates still going ahead? (PD) A5. DN will contact Karen Powell to discuss and feedback to governors.	CHALLENGE ACTION DN
	Q6. Is there an attendance register for face to face meetings? (PD) A6. KW confirmed that one was not available for this meeting, but an attendance register will be brought to future meetings.	CHALLENGE ACTION KW
	SG reported that an additional closure day is required for the Queens Platinum Jubilee. LH to liaise with staff to agree a date.	ACTION LH

## DATE OF NEXT MEETING: Tuesday 19<sup>th</sup> October 2021, Full Governing Board Meeting, 6pm, Tavistock Primary and Nursery School

## These minutes are agreed

'Without amendment / with the following amendments (*please delete as appro	oropriate	<del>.</del> ):
---	-----------	-----------------

Signed: Dated: