



TAVISTOCK PRIMARY & NURSERY SCHOOL

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	<u>Welcome and Appointments</u> 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	<u>Apologies for absence</u> Apologies were accepted from LB (personal commitment); PD (personal commitment) – arriving at 7pm.	DECISION
FG21/22_03	<u>Business/Pecuniary Interest Register</u> Staff declared an interest in the agenda.	
FG21/22_04	<u>Election of Chair</u> Darren Newland was elected as Chair. Proposed LH, seconded BC.	DECISION
FG21/22_05	<u>Election of Vice Chair</u> Sue James was elected as Vice Chair. Proposed LH, seconded DN.	DECISION
FG21/22_06	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting</u> Minutes of FGB meeting on 22 nd 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

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

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	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 19th 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 appropriate):

Signed:

Dated: