



## Minutes of the Full Governing Board (FGB) Meeting

**Tuesday 23<sup>rd</sup> May 2023, 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.**

<b>CHAired BY:</b> Darren Newland	DN	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Nicky Collett (NC), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Ben Chilcott (BC), Rebecca Sargent (RS), Tim Bonney (TB)			
<b>NIL HEARD FROM:</b> Pat Dickinson (PD)			

Item Ref.	Minutes	Action
FG22/23_57	<b><u>Apologies for absence</u></b> Apologies for absence received and approved from Tim Bonney (TB), Ben Chilcott (BC) personal commitment, Rebecca Sargent (RS) work commitment.	<b>DECISION</b>
FG22/23_58	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	
FG22/23_59	<p><b><u>Minutes from the last meeting:</u></b> Approved and signed by the Chair with no amendments.</p> <p><b><u>Actions from previous meetings:</u></b></p> <p><b><u>Tuesday 19<sup>th</sup> July 2022</u></b> FG21/22_81 All governors agreed that a survey to parents and to pupils would be conducted in the Summer Term. Survey will go out once the SSIP has been completed. Questions need to be linked to the SSIP. NC to ask Alice to send to parents.</p> <p><b><u>Tuesday 13<sup>th</sup> September 2022</u></b> FG22/23_08 Action: Delegation Planner – Governors asked KW to investigate an alternative layout for this document. – KW to submit alternative planner idea to governors. Update 310123: Governors have received the document. Governors agreed that KW should submit a revised planner for approval. Update 250423: DN suggested that a safeguarding section should be included. Also, the areas should be listed in alphabetical order. Revised version to be submitted to governors. Last item – add the word healthy. Revised planner approved by governors.</p> <p>Register of business interests – KW to email form to those who have not yet completed their forms.</p> <p><b><u>Tuesday 8<sup>th</sup> November 2022</u></b> FG22/23_26 <b><u>Governor Vacancies</u></b> Governors discussed the current and upcoming vacancies. Governors agreed to change the category of MP's governor role to LEA governor. Proposed by DN;</p>	<p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>



Item Ref.	Minutes	Action
	<p>Seconded by KWR. Update 250423: Category change for MP ongoing. Update 230523: MP has completed application form. KW to send to Babcock.</p> <p><b><u>Tuesday 25<sup>th</sup> April 2023</u></b> <b><u>FG22/23_50</u></b> <b><u>Subject Leader Report – Phonics and Early Reading</u></b> Governors agreed that a suggested list of story books should be sent to parents. NC working with GP to develop.</p> <p><b><u>FG22/23_53</u></b> <b><u>Budget 2023-24</u></b> Governors agreed that a finance meeting date should be set. Recovery Plan. Action for finance meeting to discuss and recommend a recovery plan to the Full Governing Board. Finance meeting – LH, KWR, DN, SJ, BC – Meeting date agreed for last week in June.</p> <p><b><u>FG22/23_56</u></b> <b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>Statement of principles for dealing with allegations against staff</li> </ul> <p>SJ noted that the consistency of wording should be checked, as there is a mixture of statement of principles and statement of procedures.</p> <p>Governors agreed that all DCC policies available will be used to replace our current policies.</p>	<p><b>ACTION KW</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>DECISION</b></p>
FG22/23_60	<p><b><u>Lead Governor Reports</u></b></p> <p>DN suggested that we should use RAG rating system on the monitoring schedule, similar to that used on the SSIP. Governors agreed.</p>	<b>DECISION</b>
FG22/23_61	<p><b><u>Safeguarding</u></b> No concerns raised. LH reported that the number of families we are working with has increased recently, as has the level of need within families. LH raised the concern that there is a high level of expectation for schools to act as liaison between the different services.</p>	
FG22/23_62	<p><b><u>Policies</u></b> KWR confirmed that now we have access to Governor Services. She will meet with KW to go through our policies and ensure all our policies are updated DCC policies.</p> <p>Equality Policy – Governors agreed that a SSIP action regarding schools equality policy should be added for next year. Policy ratified by governors.</p>	<p><b>ACTION KWR/KW</b></p> <p><b>ACTION LH</b></p> <p><b>DECISION</b></p>
FG22/23_63	<p><b><u>SEND Review</u></b> LH gave a summary of the results of the SEND Review. SJ provided supporting information to governors.</p> <p>Governors discussed whether there was any funding advice to support SEND provision in school. KWR confirmed that they had been advised, during the review, that funding could be backdated to recover funds already spent. Despite this, no funds have been recovered. KWR confirmed that she will follow this up.</p>	<p><b>CHALLENGE</b></p> <p><b>ACTION KWR</b></p>

**DATE OF NEXT FGB MEETING: Tuesday 4<sup>th</sup> July 2023, 6pm, Tavistock Primary and Nursery School**

**These minutes are agreed**



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

Signed:

Dated:

A list of acronyms can be found at <https://www.nga.org.uk/Glossary.aspx>