



TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

Minutes of the Lead Governors Meeting

Tuesday 30th April 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: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT: Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LC), Liz Beckett (LB), Lynnette Selbie (LS), Matt Morgan (MM), Pat Dickinson (PD), Sue Gawman (SG), Tim Bonney (TB)			
APOLOGIES: Caroline Down (CD), Darren Newland (DN), Matt Page (MP), Teresa Roberts (TR)			
NIL HEARD FROM: NONE			

Item Ref.	Minutes	Action
LG18/19_08	<p><u>Apologies for Absence</u></p> <p>Apologies were accepted from Caroline Down – family commitment, Darren Newland – work commitment, Teresa Roberts – work commitment.</p>	DECISION
LG18/19_09	<p><u>Attendance & Governors Business/Pecuniary Interest Register</u></p> <p>Governors present signed the Attendance Sheet.</p> <p><u>Interests declared</u> – No interests declared.</p>	
LG18/19_10	<p><u>Vision – Where are we now?</u></p> <p><u>Matters arising from the meeting</u> LG17/18_10 – Best practise folder prepared and is available to view in the office. KW to circulate Ofsted awareness sheet to governors, for completion</p> <p>LG17/18_17 – No monitoring visit form has been received from JT. Email accounts: It was agreed that HR will meet with James Bowles to resolve email access issue. SG agreed to check with James Bowles regarding DN's email account. Governance masterclass on vision – KW to send details to HR and LC.</p> <p>Strategic working party. LC and HR to set a date. LS is collating teachers vision and values. Will send to LC and HR.</p> <p><u>Minutes of the last meeting</u> Approved and signed by the Chair.</p>	<p>ACTION HR/SG</p> <p>ACTION KW</p> <p>ACTION LS</p> <p>DECISION</p>

Item Ref.	Minutes	Action
LG18/19_11	<p><u>Governance – What still needs to be done?</u></p> <p><u>Recovery Plan</u> No updates have been made to the recovery plan.</p> <p><u>Lead Governor Roles – Review</u> The following appointments were made for Lead Governor roles: Attendance - CD Personnel - TR</p> <p>Finance – TB expressed an interest in the Lead Governor role. He will take on this role following his appointment as governor at the next FGB. Parentview – KW to invite Matt Page to become Lead Governor for Parentview.</p>	<p>DECISION</p> <p>c/f FGB</p> <p>ACTION KW/MP</p>
LG18/19_12	<p><u>Lead Governors</u></p> <p><u>Reports</u></p> <ul style="list-style-type: none"> • <u>Leadership and Management – Caroline Down (CD)</u> LC read CD's monitoring report. • <u>School Improvement Overview – Darren Newland (DN)</u> LS confirmed that the 6 week review has been completed. • <u>Finance – Vacancy</u> SG reported on feedback from the Financial Intervention Panel (FIP). The cost of the CAIRB redundancies will be covered, but school needs to fund the strain payments. Revised budget plans have been sent to FIP. • <u>Personnel – Caroline Down (CD)</u> c/f to next meeting. • <u>HSA – Teresa Roberts (TR)</u> c/f to next meeting. • <u>Safeguarding/Children in Care – Caroline Down (CD)</u> LC read CD's monitoring report. • <u>Headteacher Performance – Caroline Down (CD) and Darren Newland (DN)</u> LS reported that a March review was completed to review targets. • <u>Staff Voice and Pupil Voice – Teresa Roberts (TR)</u> c/f to next meeting. • <u>SEND – Caroline Down (CD) and Harriet Roberts (HR)</u> LC read CD's monitoring report. Q. What would the impact be of using the TA resource in a different way? A. LS will ask Caroline Smith to look at the observation made that TAs are being used to support SEN children, more often than the rest of the class, during Wave 1 teaching. • <u>Governor Training/CPD – Darren Newland (DN)</u> c/f to next meeting. • <u>Quality of Teaching and Learning – Harriet Roberts (HR)</u> HR highlighted that it is difficult for her to come into school for visits. TB offered to assist with this role. It was agreed that HR is able to monitor the data and TB will review NFER data and complete a learning walk. 	<p>c/f LG</p> <p>c/f LG</p> <p>CHALLENGE ACTION LS</p> <p>c/f LG</p> <p>ACTION HR/TB</p>

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	<ul style="list-style-type: none"> • <u>PE Funding – Matt Morgan (MM)</u> MM gave an overview of his report. • <u>Health & Safety/Premises – Liam Cottrell (LCO)</u> LC reported on his health and safety checks. <p>SG reported that a building contractor has been appointed and building works will begin on 13th May, with a Christmas completion date.</p> <p>Q. Will the delays incur extra costs? (LH) A. SG confirmed that any increased costs will be met by the capital funding.</p> <ul style="list-style-type: none"> • <u>Pupil Premium - Liam Cottrell (LCO)</u> LC reported on his visits. He confirmed that next steps include: <ul style="list-style-type: none"> - Monitor interventions carried out in class. - Meet with school council – 33% of school council are PP representatives. - LC to interview PP children. <p>Q. What happens when PP children do not bring in PE kit? A. LS confirmed that some of the PP budget will be spent on buying spare PE kit for each class.</p> <ul style="list-style-type: none"> • <u>Parentview – Vacancy</u> c/f to next meeting. • <u>Attendance – Vacancy</u> LC read CD's monitoring report. • <u>Curriculum and Behaviour – Pat Dickinson (PD)</u> PD gave an overview of her monitoring for February, March and April. <p>PD suggested that class rules need to be reviewed termly, instead of yearly and noted that children did not know where their class rules were displayed.</p> <p>Curriculum – Leaders are already starting to look at ways of meeting new Ofsted criteria.</p> <p>PD reported on a matter with a new pupil which has resulted in the pupil not being entered for SATs. LS reported that he is at risk of exclusion. Governors agreed to monitor the situation.</p> <ul style="list-style-type: none"> • <u>More Able – Liz Beckett (LB)</u> LB reported her monitoring activity. LB confirms that she will review the data as a next step. 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>c/f LG</p> <p>CHALLENGE</p>
LG18/19_13	<p><u>SAT's</u></p> <p>Governors were asked whether they were available to support SATs on the following dates:</p> <p>Monday 13th May 0830-1040 – LC volunteered Tuesday 14th May 0830-1030 Wednesday 15th May 0830-1200</p>	<p>ACTION LC</p>

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	Thursday 16 th May 0830–1000 – PD volunteered	ACTION PD
	KW to email governors and ask for volunteers.	ACTION KW/ALL Gavs
	Meeting closed 19.40	

DATE OF NEXT MEETING: Lead Governors Meeting, on Tuesday 9th July 2019, at 6pm

These minutes are agreed

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

Signed:

Dated: