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| **Minutes of the Full Governing Board Meeting**  **Tuesday 6th February 2018 @ 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.** |

**TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL**

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| **CHAIRED BY:** Caroline Down | CD | **CLERKED BY:** Kirsten Wake | KW |
| **PRESENT:** Andrew Wing (AW), Caroline Down (CD), Craig Holt (CH), Cristel Worth (CW), Darren Newland (DN), Emma Spettigue (ES), Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Louise Clements (LCl), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG), | | | |
| **APOLOGIES:** Jolene Taylor (JT), Liam Cottrell (LCo) | | | |
| **NIL HEARD FROM:** None | | | |

| **Item Ref.** | **Minutes** | **Action** |
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| FG17/18\_37 | **Apologies for Absence**  Apologies were accepted from Jolene Taylor (JT) – work commitment and Liam Cottrell (LCo) – work commitment.  Governors agreed that JT should maintain her Governors role as the work conflict is temporary. | **DECISION**  **DECISION** |
| FG17/18\_38 | **Attendance & Governors Business/Pecuniary Interest Register**  Governors present signed the Attendance Sheet.  Interests declared  CH, LH and KW declared an interest in the Budget 2018/19 agenda item. Governors agreed that they would leave the meeting for this item. | **DECISION** |
| FG17/18\_39 | **Vision – Where are we now?**  Minutes of the last meeting  Minutes of the meetings held on 14th and 21st November were unanimously approved. | **DECISION** |
| FG17/18\_40 | **Governance – What still needs to be done?**  Recovery Plan  An updated version of the recovery plan will be circulated after the meeting.  Governors discussed the fact that some items in the recovery plan are ongoing. Governors agreed to consult with Iain Grafton regarding how progress on these items should be recorded.  CD confirmed that the recovery plan has been sent to Babcock for their feedback. No reply has been received yet.  AW suggests documenting a list of milestones to show how progress has been made. Governors agreed to discuss this at the next Lead Governors meeting with Iain Grafton.  Lead Governor Terms of Reference  Governors agreed that the Lead Governor meetings shall remain as meetings and a Lead Governor Committee will not be formed.  Governors approved the FGB Terms of Reference.  Agree Term Dates  Governors approved the term dates presented at the meeting.  Complete skills audit forms  Complete eligibility and business interests forms  CPD Forms  Governors completed forms and some Governors took forms away with them to complete later. | **ACTION CD**  **DECISION**  **DECISION**  **DECISION**  **DECISION**  **DECISION** |
| FG17/18\_41 | **Leadership**  Headteacher Report  LS explained that the SSIP evaluative questions have been included to assist Governors with prioritising areas they need to focus on.  Governors agreed that the report should include a summary at the front of the report, detailing key events and what’s happening at the school.  CH provided feedback to Governors that teachers have found sharing PPA time to be an improved way of working.  Governors agreed that a review of the impact of CPD will form part of the monitoring carried out by the Lead Governor for the School Improvement Plan.  Governors agreed that CPD will be a standing item for the Headteachers Report.  Governors agreed that the wording in the data section of the report should be amended to include ‘end of year baseline’ and ‘last statutory assessment’.  HR asked for confirmation of the system in place to establish reasons for children leaving the school. She queried how Governors could review any themes that may occur. Governors agreed that this issue will be monitored by the Lead Governor for Parentview.  LS addressed questions submitted by HR. | **DECISION**  **ACTION LS**  **DECISION**  **ACTION DN**  **DECISION**  **ACTION LS**  **DECISION**  **ACTION LS**  **CHALLENGE**  **DECISION**  **ACTION LCL**  **CHALLENGE** |
| FG17/18\_42 | **Finance**  Schools Financial Value Standard (SFVS)  SG explained that this is an annual educational funding document. Governors unanimously approved the document submitted. | **DECISION** |
| FG17/18\_43 | **Policies**  Non DCC Policies  Lead Governors provided feedback on the policies which they had reviewed and recommended them for approval.  Anti-bullying – PD and CD both reviewed the policy. PD felt it fitted well with other safeguarding policies.  Statement of Behaviour Principles – PD confirmed it informs our Behaviour Policy.  SEND – CW to meet with CS next month. Amendment of the contact details has been made.  Assessment – approved.  PSHE – KW to chase the updated document and send a copy to PD. Postponed until next FGB.  Homework – approved.  Online safety – approved.  Intimate Care – Postponed until next FGB.  Charging and remissions – Postponed until next FGB.  Pupil premium – Postponed until next FGB.  Preventing radicalisation - Postponed until next FGB.  Lockdown procedures - Postponed until next FGB.  Road safety - Postponed until next FGB.  Supporting children with medical needs - Postponed until next FGB.  Home School Agreement – approved  Behaviour Principles Written Statement – approved  Statement of procedures when dealing with allegations against staff - Postponed until next FGB.  School Records Management Policy - Postponed until next FGB.  Emergency Management Plan and Business Continuity Plan - Postponed until next FGB.  Lettings - Postponed until next FGB.  DCC Policies  Governors agreed to adopt all DCC policies for 2017/18.  Governors agreed that in future, they will review and adopt all DCC policies annually, at the Business Meeting in September.  Governors agreed that AW will review DCC policies and raise any concerns at the FGB meetings. | **ACTION CW**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **C/F FGB**  **DECISION**  **DECISION**  **DECISION** |
| FG17/18\_44 | **Legislation**  General Data Protection Regulation (GDPR)  Governors received the briefing document.  SG confirmed that compliance is likely to be reviewed as part of the schools three yearly audit.  SG recommended Governors appoint a Lead Governor for GDPR. AW was appointed as Lead Governor. | **DECISION** |
| Additional Business | Staff absence  SG asked Governors to consider a request for 14 days absence for a member of staff to participate in a series of events.  Governors agreed to approve absence days for the first two events and to assess the impact of the staff absence on the school. Subsequent absences will be considered following the assessment. | **DECISION** |
| FG17/18\_45 | **PART TWO – 2018/19 Budget**  LH, CH and KW left the meeting. SG agreed to take the Part Two minutes. |  |
|  | **Meeting closed 8.50pm** |  |

**DATE OF NEXT MEETING: Lead Governors, on Tuesday 6th March 2018, at 6pm**

**These minutes are agreed**

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

Signed: Dated: