



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board (FGB) Meeting Tuesday 13<sup>th</sup> May 2025, 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> Sue James	SJ	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Chrissie Owen (CO), Matt Page (MP), Nicole Statton (NS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Josie Spooner (JS)			
<b>NIL HEARD FROM:</b> None			

FG24/25_58	<b>Welcome</b> <b>Apologies for absence</b> Apologies approved for JS.	<b>DECISION</b>
FG24/25_59	<b>History Subject Leader Report</b> Simon Beatty gave a verbal report of the implementation of the history curriculum.  Teachers are regularly emailed with a summary of History curriculum and priorities. The latest history PDM focussed on consistent practice and incorporating local study within history. These two areas are the key factors OFSTED are likely to focus on.  Local history links have been identified for each year group, within the curriculum map. This includes local trips.  SB is using 'three thrilling things' and 'five fantastic facts', in KS1 and KS2 respectively, as an assessment tool. Q1. Who chooses the facts used for assessment? (NS) A1. Facts chosen by SB, based on the curriculum and common practise. (SB)  Next target is to use Sway to display curriculum information.  LH and NC reported that history is one of the school's strongest curriculum areas.	<b>CHALLENGE</b>
FG24/25_60	<b>Business/Pecuniary Interest Register</b> None declared.	
FG24/25_61	<b>Vision – Where are we now?</b> <b>Minutes from the last meeting 25<sup>th</sup> March 2025</b> Minutes were approved and signed by the Chair. Proposed by LH, seconded by PD.  Part Two Minutes were approved and signed by the Chair. Proposed by NS, seconded by PE.  <b>Minutes from the last meeting 3<sup>rd</sup> April 2025</b> Part Two Minutes were approved and signed by the Chair. Proposed by CO, seconded by MP.  <b>Actions from the last meeting 25<sup>th</sup> March 2025</b> <b>FG24/25_50</b> <b>Headteacher Recruitment</b> Staff and parents have now been informed of the appointment of the Headteacher.	<b>DECISION</b>  <b>DECISION</b>  <b>DECISION</b>



	<p>LH has given the new Headteacher a series of dates, which Emma Byrom has agreed to attend.                  2<sup>nd</sup> June – INSET day, forest school                  9<sup>th</sup> June – Meet with LH, NC, Julie Norman to work on the SSIP                  July - New parents meeting                  July - Summer Fayre                  July - Moving up day</p> <p><b><u>FG24/25 51</u></b>                  Summer Term Monitoring circulated to Governors.</p> <p>Q2. Have parent surveys been completed? (MP)                  A2. A full survey has not been carried out as we are still in the process of implementing changes, following the last survey. A small survey has been completed, 52 responses to parent survey, following the introduction of Class Dojo. Staff responses were 100% satisfied with the Class Dojo system. (NC)</p> <p>LH confirmed that some one to one staff consultations would take place to identify issues around staff morale.</p> <p><b><u>FG24/25 53</u></b>                  JS and CO have signed up to participate in the Climate Change workshop.</p> <p><b><u>Actions from previous meetings:</u></b></p> <p><b><u>Tuesday 17<sup>th</sup> September 2024</u></b>  <b><u>Review and approval of FGB documents</u></b>                  Governors forms all completed.</p>	<p><b>COMPLETED</b></p> <p><b>CHALLENGE</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>
<p>FG24/25_62</p>	<p><b><u>Headteacher’s Report</u></b></p> <p>Q3. Appendix 4, regarding comments on delivery of phonics being a significant concern. Are the school considering a validated SSP program to support? This may help to address concerns mentioned in the areas for improvement e.g. delivery of phonics and CPD for staff.                  A3. LH confirmed that Early Years phonics free support was taken to look at the school’s phonics scheme. Recommendations have been made to purchase a new scheme, which has been narrowed down to 2 schemes. LH and NC will consult with Emma Byrom, prior to making a decision. (LH)</p> <p>Q4. How is the new teacher settling in? (MP)                  A4. Feedback from LH, NC and Julie Norman has identified that there is significant positive change to teaching in the class. (LH)</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
<p>FG24/25_63</p>	<p><b><u>Summer Term Monitoring</u></b>                  SJ asked Governors to notify LH if there are any amendments/suggestions that they would like to make.</p>	
<p>FG24/25_64</p>	<p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>One Minute Guides – One Minute Guides No 1 and No 8.</li> </ul>	
<p>FG24/25_65</p>	<p><b><u>Policies</u></b>                  SEND – Approved by email.</p>	<p><b>DECISION</b></p>
<p>FG24/25_66</p>	<p><b><u>Any Other Business</u></b></p> <p><b><u>Connect Academy</u></b>                  SJ asked Governors whether they would like to attend a meeting at Horrabridge to listen to Connect Academy discuss opportunities for partnerships.</p>	



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	<p>Governors agreed to attend on 17<sup>th</sup> June 5.30pm, at Horrabridge Primary School.</p> <p><b><u>Chair's Post</u></b>          SJ confirmed that her last meeting as Chair and Governor will be 10<sup>th</sup> June 2025.</p> <p>TB will take the meeting on 15<sup>th</sup> July, in his capacity as Vice Chair.</p> <p>SJ asked Governors to consider whether they might consider a co-Chairing model.</p> <p>KWR recommended asking Governor Services for some advice regarding chairing models.</p> <p><b><u>EYFS Provision</u></b>          PD raised concerns regarding the outdoor provision. On two separate visits she has noticed that the outdoor provision was inadequate.</p> <p>LH confirmed that it has been discussed. A new lead has been allocated as outdoor provision lead. Craig Holt (Foundation Lead) and Lindsey Wellard (new outdoor provision lead) are going to visit an outstanding school for outdoor provision, to inform their planning of an improved outdoor provision.</p>	<p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>ACTION ALL</b></p> <p><b>ACTION KW</b></p> <p><b>CHALLENGE</b></p>
	<p><b><u>Meeting Closed</u></b></p>	

**DATE OF NEXT FGB MEETING: Tuesday 10<sup>th</sup> June 2025, 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>