



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Wednesday 10th November 2020 @ 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 by Zoom: Liz Beckett (LB), Tim Bonney (TB), Ben Chilcott (BC), Liam Cottrell (LC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Matt Morgan (MM), Darren Newland (DN), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: Nick Nottley (NN)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_15	<u>Apologies</u> Apologies accepted from NN, due to illness.	DECISION
FG20/21_16	<u>Governors Business/Pecuniary Interest Register</u> None declared.	
FG20/21_17	<u>Vision – Where are we now?</u> Minutes of FGB meeting on 30 September 2020 and Lead Governors meeting on 20 October 2020 approved. Minutes will be signed by the Chair digitally and emailed to KW for filing. Actions of Lead Governors meeting 20 October 2020: <ul style="list-style-type: none"> - Online Safety Policy – revised version to be reviewed by MP. - Monitoring tracker sheet examples – LC presented his idea to provide some training and governor mentoring, which will include going through tracker sheets. Governors agreed that the training should be adopted. - Governors have been sent reminders regarding policy review dates. Ongoing action. - KW to signpost governors to the folder on eschools where the meeting papers are held, prior to all meetings. - NQT policy – no amendments. - Statement of Behaviour Principles – LS reported that the Behaviour policy is currently being reviewed and updated. Both documents must be in line. c/f - LC has consulted experts regarding best practice for Pay Committees. He has provided feedback to LS and a template for a committee and the committee's process has been developed. LS to circulate the report to governors. 	DECISION ACTION LC ACTION MP ACTION LC Completed ACTION KW Completed c/f ACTION LS

Item Ref.	Minutes	Action
	<p>Actions of September Business Meeting on 30 September 2020:</p> <ul style="list-style-type: none"> - Minutes 7th July 2020, signed and filed - Safeguarding training LC, c/f - Circulate list of school lead email addresses - Delegation planner, amended and signed - Register of business interests – scanned and sent to govs - Skills Audits – scanned and sent to govs - Strategic plan to be developed, c/f - Governor induction pack review – c/f - Recruitment to be added to agenda for the December meeting - Policies for review to be added to meeting agendas – ongoing - KCSIE – governors to confirm they have read - Lead governor ToR – no longer required - Meeting dates to be circulated <p>Meeting dates – approved by governors.</p> <p>Governor vacancies - KW to send governor vacancy details to SGOSS.</p>	<p>Completed</p> <p>ACTION LC</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>ACTION LC</p> <p>ACTION NN</p> <p>ACTION KW</p> <p>Completed</p> <p>c/f</p> <p>Completed</p> <p>Completed</p> <p>DECISION</p> <p>ACTION KW</p>
FG20/21_18	<p><u>Monitoring</u></p> <p>Quality of Education: KS1 – MS gave a summary of his monitoring report. Report available on eschools. LS provided feedback that governors' questions were good, challenging questions. MS to add action to his monitoring, to review the updated SEND document.</p> <p>Quality of Education: Lower KS2 – TB gave a summary of his monitoring report. Report available on eschools. TB also gave feedback on attending interviews. He noted that staff were wearing masks in corridors.</p> <p>Quality of Education: Upper KS2 – No governor currently leading in this area.</p> <p>Behaviour and Attitudes: Attendance – MM gave a summary of his monitoring report. Report available on eschools. Noted 80% attendance during lockdown, from March to July. 97% attendance to date, which is a good indication that parents are confident in sending their children to school.</p> <p>Leadership and Management – LC gave a summary of his findings when reviewing the website. Report available on eschools. LH suggested that we add a line on the website to make it clear that we follow the national curriculum. LC recommended that governors should add safeguarding to the bottom of their monitoring sheets and report their observations.</p> <p>KW to review skills audits and provide summary at the next meeting. LH noted that training courses for governors are available online.</p> <p>Governors discussed the vision statement. LS to bring vision statement recommendations to the next FGB meeting. LC confirmed that the strategic plan will be developed following agreement of the vision statement.</p> <p>Safeguarding – LB confirmed that she has had a handover with Caroline Down in her capacity as the previous safeguarding lead governor. LB gave a summary of her monitoring. Report available on eschools.</p>	<p>ACTION MS</p> <p>ACTION SG</p> <p>ACTION Lead Govs</p> <p>ACTION KW</p> <p>ACTION LS</p>

Item Ref.	Minutes	Action
	<p>EYFS – PD gave a summary of her monitoring. The report is available on eschools.</p> <p>Personal Development – MP gave a summary of his monitoring. Report available on eschools.</p> <p>Business Management: Health and Safety – LC gave a summary of health and safety monitoring. LC will sign the health and safety policies.</p> <p>Business Management: Finance - BN gave a summary of the monitoring questions he is looking at. Finance monitoring c/f.</p>	<p>ACTION LC</p> <p>ACTION BN</p>
FG20/21_19	<p><u>Policies</u></p> <p>Online safety – MP to review.</p> <p>Finance – approved.</p> <p>GDPR – Questions from NN. Responses from SG. Approved.</p> <p>Q1. Is an annual report usually produced for the Governing Board, or does it consist of a "No problems reported" approach? (para 5.2) (NN)</p> <p>A1. Not an annual report but I do include GDPR on my termly reports (SG)</p> <p>Q2. Are regular information audit / reviews carried out? Presumably recorded in the Data Protection File! (para 7.2 link - p16 of Info M'g't Toolkit) + (para 13 – penultimate bullet point) (NN)</p> <p>A2. Yes, GDPR is an ongoing process and I am constantly updating records. (SG)</p> <p>Q3. Have all parents / carers signed Image Consent Forms? And if not, how do we ensure that these individuals don't get incorporated into generic photographs? (para 12) (NN)</p> <p>A3. Yes, these are completed annually in September, teachers are notified of parental requests. (SG)</p> <p>Q4. What routines are adopted to ensure that pupils change their passwords and follow security procedures on school-owned loaned out, or personal devices? (para 14) (NN)</p> <p>A4. I cannot answer this but would expect it to be covered within the Online Safety Policy (SG)</p> <p>Q5. What data protection induction training is provided for Staff and Governors? (para 17) (NN)</p> <p>A5. Governors require awareness training only as personal data is not shared. All staff are required to complete annual GDPR training in the Autumn Term. (SG)</p> <p>Q6. When other data breaches are detailed, it mentions non-anonymised staff pay information being shared with Governors. How is this reconciled with the fact that the Pay Committee is comprised of governors? (last page / last para / 2nd bullet point) (NN)</p> <p>A6. Not sure, I fully understand the question but all pay information shared with governors is anonymised, governors would only receive more detail if a staff member appealed. (NN)</p> <p>Q7. When teachers stop working at the school, how do you ensure they have deleted any protected data they may hold? Is it by signing a declaration or something similar, as part of their leaving routine? (NN)</p> <p>A7. Teacher laptops are owned by the school and returned when a member of staff leaves, staff can also use school encrypted memory sticks. Detailed inventory records are kept of who has been allocated items. Staff also sign a declaration to</p>	<p>ACTION MP</p> <p>DECISION</p> <p>DECISION CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

Item Ref.	Minutes	Action
	say that they will not store school information on personal devices. (SG)	
	Health and Safety (DCC and School) – approved. LC to sign.	DECISION
	SEND report has been updated and new version is on the website. Governors acknowledged that when the new SENCO is in place then the policy may be further updated. – approved.	DECISION
	NQT Induction Policy – approved.	DECISION
	Child Protection - approved	DECISION
	Collective Worship – c/f.	ACTION LB
	Statement of behaviour principles – approved	DECISION
	Behaviour policy - approved	DECISION
	Attendance Register (Pupil) – To be reviewed by MM.	ACTION MM
	Designated teacher for looked after children – LS confirmed that a statement is on the website. The designated teacher for looked after children is Lynnette Selbie. Approved.	DECISION
	Governors' Allowances – approved.	DECISION
	Q8. Is there a standard LEA Form for filling out Claim Forms? (NN) A8. Yes (SG)	CHALLENGE
	Q9. Para 6 - do the payments need authorisation, as opposed to just verification of entitlement? And if so, who would this rest with - HeadTeacher - as per the Gov Board Delegation Planner for authorisation of payments? (NN) A9. Headteacher authorises claims (SG)	CHALLENGE
	Q10. Para 6 - Who is the Director of Resources? Is this an LEA role, or is it the School Business Manager? (NN) A10. LA role (SG)	CHALLENGE
	Accessibility Plan – Approved.	DECISION
	Q11. P6 - Reception Area row of 2nd Table - has funding been applied for as a Capital Expenditure item? (NN) A11. As a maintained school we cannot bid for capital grants. Schools premises improvements are prioritised through the School Condition Survey. (SG)	CHALLENGE
	Q12. P6 - Emergency Escape Routes row of 2nd Table - Are records kept of weekly checks being carried out, or does a check list exist for periodic routine actions? A12. Yes (SG)	CHALLENGE
	Teacher Appraisal – DCC policy. approved	DECISION
	Website monitoring - approved	DECISION
	Statement of procedures when dealing with allegations against staff - approved	DECISION
	Single Central Record inspection – LB to review – c/f	ACTION LB
	Admission Register (new) – file, not a policy. LB to review. c/f	ACTION LB
	Governors unanimously approved all those policies noted as 'approved' above.	DECISION

DATE OF NEXT MEETING: Tuesday 8th December 2020, Full Governing Board Meeting, 6pm, ZOOM

These minutes are agreed

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

Signed:

Dated: