



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 11th January 2022, 6pm, Zoom

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: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Heather Alexander (HA), Liz Beckett (LB), Tim Bonney (TB), James Bowles (JB), Ben Chilcott (BC), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Ali Kerswill (AK), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KW)			
APOLOGIES: None			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG21/22_27	<u>Apologies for absence</u> None.	
FG21/22_28	<u>Business/Pecuniary Interest Register</u> None declared.	
FG21/22_29	<u>Foundation Stage Leaders Report</u> Foundation Lead, Ali Kerswill, gave a verbal report to governors in addition to the report submitted. Governors discussed the report. PD reported that she has monitored the new processes discussed by AK. Q1. BC noted that the school has a high rate of SEND cases within year 2, and 1 EHCP. Is this typical nationally or is this particular to our school? (BC) A1. LH confirmed that SEND cases in year 2 are around 18%, which is not unusual for our school. The whole school figure is similar. PD noted that she had found the SEND cases in Reception to be above the national average. She confirmed that General TA's have used a significant proportion of their time to take care of toileting issues. PD suggests that additional help could be provided at the beginning of the Reception year whilst the children are settling in, to support toileting issues. This has been included in PD's monitoring report.	CHALLENGE

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FG21/22_30	<p data-bbox="276 215 715 246"><u>IT Training – OneDrive and Teams</u></p> <p data-bbox="276 277 1257 367">James Bowles provided governors with training on how to use Microsoft OneDrive, in order that governors are able switch from eschools to OneDrive, to store and share files. Governors agreed to move to OneDrive with immediate effect.</p> <p data-bbox="276 398 1217 459">Governors agreed to use Microsoft Teams for future meetings. James provided training on how to access Teams.</p>	<p data-bbox="1300 336 1437 367">DECISION</p> <p data-bbox="1300 398 1437 430">DECISION</p>

Item Ref.	Minutes	Action
FG21/22_31	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting</u> Minutes of FGB meeting on 16th November 2021 were approved and will be signed by the Chair.</p> <p><u>Actions of the last meetings:</u> <u>22nd July 2021</u></p> <p><u>FG21/22_12</u> - DN to contact Karen Powell regarding HT Recruitment.</p> <p><u>Additional Business</u> - Reading Lead has yet to be decided. AK and Andrea Holden to take on the Reading Lead position.</p> <p><u>19th October 2021</u></p> <p><u>FG21/22_18</u> - Supporting children at school with medical needs – Revision to be presented to governors. See Policies, below. - Safeguarding training details to be sent to NN, TB and MS.DN – how do we know that governors have completed? Governors agreed to send completion certificate to KWr. Governors agreed to undertake annual certification – KW to add to September Business Meeting list. - Staff Absence Reporting Policy – Wolfstans Policy not robust. DCC policy can not currently be accessed as we do not purchase their HR services. Quote to be obtained. KWr confirmed that the school have now bought into DCC HR policies. Q2. Should staff be informed when policies are updated and informed where they could read a copy? (LB) A2. Governors agreed that staff should be informed of changes to policies and told that hard copies of the policies are available to read in the staffroom or in the main office. MS noted that the documents should be fit for purpose, which means they should be electronic. KWr agreed to request electronic access for governors. Governors authorised BC, NN and DN to have paper copies to review and adopt the policies on behalf of the FGB.</p> <p><u>FG21/22_20</u> - James Bowles to attend January FGB meeting, to provide training on OneDrive. - KW to look at filing of EYFS Monitoring Reports.</p> <p><u>16th November 2021</u> <u>FG21/22_25</u> Q2. Monitoring Form 7GEN (MS) A2. Is vocabulary reviewed – vocabulary is built on throughout school. What is working and why red as working towards but not there yet. After discussion it was agreed that it would be changed to amber not red.</p> <p><u>EHCPs - KWr advised that if these are all received that we need to look at Element 2 funding. KWr confirmed that there is no additional funding to apply for at the present. Funding needs to be used up before we are able to apply for any additional funds.</u></p> <p><u>HA reported that we have taken off day to day routine roles of SENDCo to give time. LH to write an email to 0-25 team and Governors to send a letter. LH confirmed that she is meeting with a LA representative to discuss.</u></p>	<p>DECISION ACTION DN</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>DECISION ACTION KWr ACTION KW</p> <p>CHALLENGE</p> <p>ACTION KWr</p> <p>ACTION KWr DECISION</p> <p>COMPLETE COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>C/F LH</p>

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FG21/22_32	<p><u>Term Dates 2022/23</u> LH confirmed the hours on 24th July will be disaggregated.</p> <p>Q3. Are the holiday dates in line with Tavistock College? (DN) A3. LH confirmed that the majority of dates were in line. (LH)</p> <p>Governors approved the term dates.</p>	<p>CHALLENGE</p> <p>DECISION</p>
FG21/22_33	<p><u>Safeguarding</u></p> <p>TB confirmed that he has monitored the Single Central Record. Nothing further to report.</p> <p>LH confirmed that she has completed and submitted the annual safeguarding to the LA. A paper copy is available for TB to review, if required.</p> <p>Q4. DN asked whether there were any concerns governors needed to be aware of. (DN) A4. LH confirmed that despite a large safeguarding team, there was recently only one member of the safeguarding team at school, due to COVID pressures. She asked governors to consider whether an increase in the safeguarding team members might be appropriate, as a contingency. (LH)</p>	<p>CHALLENGE</p> <p>ACTION GOVS</p>
FG21/22_34	<p><u>Policies</u></p> <p>LH reported that a review of the policy list and the policies stored on the website and on eschools is being undertaken by KWr and Sarah Fuller. KW suggested that a new policies folder should be created on OneDrive, to which all the correct versions of policies will be filed.</p> <ul style="list-style-type: none"> - SEND – needs updating. Postpone to next meeting. - Supporting pupils at school with medical conditions – governors approved the change submitted prior to the meeting by LH. - Early Career Teachers (ECT) (Not NQT) – LH will look at the policy on the Key and prepare a new ECT policy. <p>Governors agreed that the other policies on the agenda would be looked at following the review already underway.</p>	<p>ACTION KWr/SF/KW</p> <p>C/F</p> <p>DECISION</p> <p>C/F</p> <p>DECISION</p>
FG21/22_35	<p>Q5. On behalf of staff, could they please have an update on the HT recruitment timetable. (LB) LH declared an interest and left the meeting.</p> <p>A5. DN reported that the recruiting committee are meeting next week to determine the interview questions. The advert for the Headteacher post is now out, with a closing date of the end of January. Panel will be meeting Tuesday 8th February to shortlist. 3 and 4th March interview dates. DN to send an email to staff to update them. (DN)</p> <p>KWr made governors aware that the school may need to submit a plan to fix for the end of this year. KWr will have more information at the next meeting.</p> <p>Q6. Will we be £28,000 over budget? (MS) A6. KWr confirmed a £25,000 deficit is predicted</p> <p>Q7. Are there some key reasons for the deficit? (MS) A7. KWr listed a few key large expenses, including the food budget being exceeded significantly.</p> <p>Q8. What are the implications of a turn-around plan? We agreed as a governing board that we could afford to have 3 or 4 non-teaching staff. Do we need to review? (BC) A8. LH will review staffing structures with KWr and DCC representative. (LH)</p>	<p>CHALLENGE</p> <p>ACTION DN</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION LH/KWr</p>

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	<p>Q9. How do we compare to other schools financially? (LB) A9. KWr confirmed that other schools are in similar situations, as regards deficits. (KWr).</p> <p>KWr confirmed that there is a deadline of end of March 2022 to present a recovery plan. Governors agreed to review at the next meeting.</p>	<p>CHALLENGE</p> <p>C/F FGB</p>

DATE OF NEXT MEETING: Tuesday 8th February 2022, Full Governing Board Meeting, 6pm, Microsoft Teams

These minutes are agreed

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

Signed:

Dated: