



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting

Tuesday 16th January 2024, 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.

CHAired BY: Sue James	SJ	CLERKED BY: Kirsten Wake	KW
PRESENT: Tim Bonney (TB), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Julia Hughes (JH), Sue James (SJ), Clare Lashley (CL) – For item FG23/24_32, Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
APOLOGIES: Ben Chilcott (BC)			
NIL HEARD FROM: Rebecca Sargent (RS)			

Item Ref.	Minutes	Action
FG23/24_30	<u>Apologies for absence</u> Apologies from Ben Chilcott (BC). Nil heard from Rebecca Sargent (RS) – SJ to contact RS to confirm her resignation.	ACTION SJ
FG23/24_31	<u>Business/Pecuniary Interest Register</u> None declared.	
FG23/24_32	<u>SENDCO report to governors</u> Clare Lashley, SENDCO, gave a verbal report to Governors. CL to email presentation to KW for circulation. CL invited governors to visit the school for a tour to see the SEN policy in practise.	ACTION CL
FG23/24_33	<u>Vision – Where are we now?</u> <u>New Governors</u> Julia Hughes was unanimously appointed to the Governing Board as a Partnership Governor. SJ proposed; MP seconded. <u>Minutes from the last meeting:</u> Approved and signed by the Chair with no amendments. <u>Actions from previous meetings:</u> <u>Tuesday 19th September 2023</u> PE – KWR has sent Devon Education Services – Online L2 safeguarding course – PE to check whether he received email from them. Update : PE has completed the training. <u>Tuesday 21st November 2023</u> <u>FG23/24_26 SSIP</u> LH to send SSIP to circulate to KW for governors to review and approve. <u>FG23/24_27 Monitoring Schedule</u> LH to add to OneDrive. SJ to draft a monitoring schedule for the Spring Term in time for the January 2024 meeting. SJ confirmed that Kath Powell's report has now been received. SJ will circulate to governors.	DECISION DECISION COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED



Item Ref.	Minutes	Action
	<p><u>FG23/24 28 Safeguarding</u> KCSIE – KW to check whether this is complete.</p> <p><u>FG23/24 29 Policies</u> Finance – BC to read additional documents. KW to amend dates and signatures.</p> <p><u>Partnership Working</u> Working group will meet in January. Update: Next meeting scheduled for Tuesday 6th February.</p>	<p>COMPLETED</p> <p>ACTION BC COMPLETED</p> <p>COMPLETED ACTION PARTNERSHIP WORKING GRP</p>
FG23/24_34	<p><u>SSIP</u> LH reported to Governors on Local Authority feedback. Main changes to the SSIP:</p> <ul style="list-style-type: none"> • Context – Aims • Every priority has an additional column for Governors, which is RAG rated. <p>LH confirmed that she has sent the SSIP to the LA adviser for review. LH asked Governors to review and send feedback to LH. PD asked for the EYFS section to be updated.</p> <p>MS asked for LH to signpost relevant documents for governors to carry out their monitoring.</p> <p>MP confirmed that he would be meeting subject leaders via Teams and will submit questions to staff prior to the meeting.</p> <p>LH to circulate SSIP once feedback has been received from the LA adviser.</p>	<p>ACTION ALL ACTION LH</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION LH</p>
FG23/24_35	<p><u>Monitoring Schedule</u> Governors discussed the monitoring timetable for the Spring Term, in relation to the SSIP. LH updated the document during the meeting and it will be available on OneDrive. Governor roles document also updated and will be on OneDrive.</p>	<p>ACTION LH</p>
FG23/24_36	<p><u>Safeguarding</u> No matters raised.</p>	
FG23/24_37	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Complaints Policy Advice for Parents. PE asked for clarification regarding the way complaints are handled within school and how complaint procedure is agreed. PE recommended that the policy for adoption. • Managing serial and unreasonable complaints PE recommended the policy for adoption. • Supporting pupils at school with medical needs MS recommended the policy for adoption. • First Aid MS recommended that governors should have a register of first aiders when they visit school, as per the policy. MS recommended the policy for adoption. • SEND Information Report SJ recommended the policy for adoption. <p>Governors unanimously approved the above policies.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p>



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Item Ref.	Minutes	Action
FG23/24_38	<p><u>Other Business</u></p> <p><u>Internet Connection</u> KW to raise ticket with IT support as the Internet Connection goes off at 19:00 every day. Governors do need the connection for meetings.</p> <p><u>OneDrive</u> KW to investigate training options for governors on OneDrive.</p> <p><u>HT Performance Review</u> HT Performance Review completed. Chair of Governors has been advised that they should not undertake this task in future. Also, that the year's targets should be reviewed quarterly. MS and PD will undertake the HT performance review, including quarterly review.</p>	<p>ACTION KW</p> <p>ACTION KW</p> <p>DECISION</p>
	<u>Meeting Closed 19:36</u>	

DATE OF NEXT FGB MEETING: Tuesday 20th February 2024, 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>