



**Minutes of the Full Governing Board (FGB) Meeting**

**Tuesday 31<sup>st</sup> January 2023, 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> Darren Newland	DN	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Nicky Collett (NC), Pat Dickinson (PD), Laura Handel (LH), Craig Holt (CH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Ben Chilcott (BC), Rebecca Sargent (RS)			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
FG22/23_30	<b><u>Apologies for absence</u></b> Apologies for absence received and approved from Ben Chilcott (BC) personal commitment and Rebecca Sargent (RS) work commitment.	<b>DECISION</b>
FG22/23_31	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	
FG22/23_32	<b><u>Subject Leader Report – Maths</u></b> CH presented a verbal report on the maths curriculum and the NCETM scheme, which has been used across the school since Autumn Term 2022. Q1. When would you expect to see an impact on childrens learning? (TB) A1. SATs – particularly on the reasoning paper. (CH) Q2. Has the new scheme been included in the SSIP, to demonstrate milestone achievements? (MS) A2. It is included in the SSIP. (LH) Governors thanked CH for the updated information and agreed that they were in support of the new scheme.	<b>CHALLENGE</b> <b>CHALLENGE</b>
FG22/23_33	<b><u>Minutes from the last meeting:</u></b> Approved and signed by the Chair with no amendments.  <b><u>Actions from previous meetings:</u></b> <b><u>Tuesday 19<sup>th</sup> July 2022</u></b> <b><u>FG21/22_79</u></b> SFVS - DN to complete a monitoring visit form. Skills audits to be completed by all governors. <b><u>FG21/22_81</u></b> All governors agreed that a survey to parents and to pupils would be conducted in the Autumn Term. NC and LH tomorrow. Survey will go out once the SSIP has been completed. Questions need to be linked to the SSIP.  <b><u>Tuesday 13<sup>th</sup> September 2022</u></b> <b><u>FG22/23_08</u></b> Action: Delegation Planner – Governors asked KW to investigate an alternative layout for this document. – KW to submit alternative planner idea to governors. Update 310123: Governors have received the document. Governors agreed that KW should submit a revised planner for approval.	<b>DECISION</b>  <b>COMPLETED</b> <b>ONGOING</b> <b>C/F SPRING</b> <b>C/F SPRING</b>  <b>C/F</b>



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	<p>Register of business interests – KW to email form to those who have not yet completed their forms.</p> <p><b><u>Tuesday 4<sup>th</sup> October 2022</u></b>            FG22/23_17            SFVS monitoring visit to be arranged by DN.</p> <p><b><u>Tuesday 8<sup>th</sup> November 2022</u></b>            FG22/23_26            Benchmarking. SJ suggested that governors have a refresher on how governors can access data dashboard. To be included on the agenda for the next meeting. Governors reviewed the benchmarking data with LH.            FG22/23_33            Governors agreed that KW should publish updated policies on One Drive.</p> <p>Governors agreed a procedure for reviewing policies. KW to send policies due for review to staff, one month prior to review due date. Staff member will review the policy, then pass the document to the appropriate governor for their review. The document will then be submitted to the FGB for approval/adoption.</p> <p><b><u>Governor Vacancies</u></b>            Governors discussed the current and upcoming vacancies. Governors agreed to change the category of MP's governor role to LEA governor. Proposed by DN; Seconded by KWR. The Parent governor role, which will be vacant on 26<sup>th</sup> March 2023, will be advertised in the next newsletter.</p> <p><b><u>Partnership working</u></b>            LH reported that a recurring theme in meetings with the LA advisor is to ask what partnership working we are undertaking. LH asked governors to discuss. Governors observed that they have already discussed possibilities, using a structured approach, results of which were used to developed a 3 year strategic plan. This plan is due to be revisited in Autumn 2023, in preparation for a revised plan, to be adopted in September 2024.</p> <p>Governors discussed the options available to engage in partnership working. Governors understand that the school is already working in partnership with local schools informally. Governors agreed that it would be useful to investigate whether other schools ethos aligns with our own and how we can establish some agreement on partnership working.            LH to discuss partnership working with other local Heads at their next meeting.</p> <p><b><u>Governor Services</u></b>            Governors discussed the value of purchasing governor services. The annual cost was determined as £800. Governors agreed to purchase services on an adhoc basis, as required.</p> <p><b><u>Strategic vs Operational</u></b>            LH confirmed that day-to-day staffing falls under the remit of LH. Governors confirmed agreement.</p>	<p><b>ONGOING</b></p> <p><b>C/F</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>DECISION</b></p> <p><b>ACTION LH</b></p> <p><b>DECISION</b></p> <p><b>ACTION LH</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG22/23_34	<p><b><u>Monitoring</u></b></p> <p><b><u>Monitoring – Sharing best practise</u></b>            SJ shared her monitoring experience. In preparation for the monitoring visit, SJ emailed the teacher to outline the purpose of her visit. An action plan was sent to her. During the visit, the teacher and SJ discussed the action plan, including what could be achieved and identifying areas of concern. SJ confirmed that teachers could meet in person, by Microsoft Teams, or by telephone. SJ recommends bringing a blank monitoring visit form to the meeting, as a prompt for questions during the meeting.</p>	



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	<p>Governors discussed the importance of meeting to monitor that the teachers and HT report are synchronised.</p> <p><u>Monitoring Timetable Spring 2023</u> Governors had not amendments to the Spring timetable.</p> <p><u>Benchmarking</u> LH presented the benchmarking data to governors, providing a written and verbal summary. Governors are unable to access independently.</p> <p>LH asked governors to consider whether they would like to include absence on the SSIP next year, as it is currently an area of concern.</p>	<b>DECISION</b>
FG22/23_35	<p><b><u>Schools Financial Value Standard (SFVS)</u></b> No further updates.</p>	
FG22/23_36	<p><b><u>Safeguarding</u></b> LH reported that 3 more families at school were moving under child protection.</p>	
FG22/23_37	<p><b><u>Policies</u></b> <b><u>Lettings</u></b> Governors discussed the income potential of lettings. They agreed that the school did not have the scope to raise income as a commercial enterprise. Governors unanimously approved to adopt the policy.</p> <p><b><u>Outdoor Education Policy</u></b> MS confirmed that he had received the updated policy. Q4. Has LH undertaken the requisite training referred to in the policy. (MS) A4. LH confirmed that she has undertaken the training and attends annual meetings. (LH) MS recommended the policy to governors for adoption. Governors unanimously approved to adopt the policy.</p> <p><b><u>Supporting children at school with medical needs</u></b> KWR proposed an update to the policy, allowing unprescribed medicine to be administered in the office, by office staff, subject to the relevant forms being completed by parents. Parents must sign an agreement and administration instructions should be included. Governors unanimously agreed the amendment .Proposed by DN, seconded by MP.</p>	<p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG22/23_38	<p><b><u>Term Dates</u></b> Approved by governors.</p>	<b>DECISION</b>
FG22/23_39	<p><b><u>School Business Manager Report</u></b> Governors discussed the SBM report submitted. KWR highlighted the reason for the difference in the deficit, being staffing costs for SEN children. Advisory figure was 3% at the start of the year. The actual figure is 10%.</p> <p>Benchmarking Finance – KWR explained how governors could access data. KWR offered support to governors if they would like her help accessing the data.</p>	

**DATE OF NEXT FGB MEETING: Tuesday 7<sup>th</sup> March 2023, 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>