



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board Meeting

Tuesday 7<sup>th</sup> July 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.

<b>CHAired BY:</b> Liam Cottrell	LC	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT by Zoom:</b> Liz Beckett (LB), Tim Bonney (TB), Liam Cottrell (LC), Pat Dickinson (PD), Caroline Down (CD), Sue Gawman (SG), Laura Handel (LH), Matt Morgan (MM), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Lynnette Selbie (LS), Kirsten Wake (KW)			
<b>APOLOGIES:</b> None			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
FG19/20_41	<b><u>Apologies</u></b> None.	
FG19/20_42	<b><u>Attendance &amp; Governors Business/Pecuniary Interest Register</u></b> None declared. Parent and staff governors declared interests in the discussions regarding full opening.	
FG19/20_43	<b><u>Vision – Where are we now?</u></b> Minutes of FGB meeting 21 <sup>st</sup> May 2020 were approved. Minutes will be signed by the Chair digitally and emailed to KW for filing. Actions of 3 <sup>rd</sup> December – c/f. Actions of last meeting – completed.	<b>LC/KW</b> <b>C/F</b>
FG19/20_44	<b><u>Governance – What still needs to be done?</u></b> <b><u>Governance Update</u></b> To be covered in the course of the meeting. <b><u>Lead Governor Monitoring – Change of Roles</u></b> Q1. Will the Chair allocate roles, or has anyone expressed a preference? (PD) A. LC confirmed that governors will be allocated roles according to their strengths. EB will take on the safeguarding monitoring role. LC to complete Level 3 Safeguarding, to better support the monitoring role. LS to prepare monitoring schedule for 2020/21. Monitoring in September might involve one to one meetings with members of staff. Visiting whole classes and looking around the whole school will not be possible. <b><u>New Parent Governor Induction - Update</u></b> LC suggested that prior to a parent governor election, interested parties may meet with LC to discuss the governors role, to ensure they have a good understanding of the role before putting their names forward.	<b>CHALLENGE</b>  <b>LC</b> <b>LS</b>

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FG19/20_45	<p><u>Leadership</u></p> <p><u>SSIP Action Plan 2020-21</u></p> <p>Q2. The SSIP seems to plan very well for the initial needs of the pupils and staff, both academically and emotionally, once school re-opens in September. Under 'Children feel safe and secure and emotionally healthy' the dates listed are Sept 20, then Jan 20, and April 20. Should it be Sept 20, Jan 21, and April 21? (NN) A2. LS to amend.</p> <p>Q3. Under 'Review marking and feedback' what does 'no more marking ' mean? (NN) A3. Teachers will look at books as they do now and will assess work but they will not write feedback in the books. Teachers are still researching and agreeing the new format. Feedback will be verbal in a whole class situation, or written on one sheet of paper at the end of the day for the next day.</p> <p>Q4. Will there be feedback to parents? (NN) A4. LH reported that parents see books at parent consultation meetings, so that would continue. Parents should be able to see the progression in the books.</p> <p>Governors discussed the new process. Governors unanimously approved the SSIP. DN proposed. PD seconded.</p> <p><u>Questions from Governors</u></p> <p>Q5. Do you think you will be able to manage the return to school in Sept without putting more undue pressure on SLT and staff? The Government guidelines seem to require a lot of extra preparations and we are aware that many staff have not had much rest and time to recuperate over the past weeks. How are you managing staff and SLT wellbeing, including yourself? (PD) A5. LS reported that staff had managed well with the wider opening of the school and that there was a positive attitude to full opening in September. SLT discussed their well being with governors. LS confirmed that they intend to work first week of school hols and last 2 weeks so that all staff have a full 4 weeks holiday.</p> <p>Q6. Does the space in the main school classrooms adequately allow for social distancing and single desk usage with desks facing the front of class, as suggested in guidelines? (PD) A6. LS reported that a full plan will be finalised during the summer holidays, but that the school is able to adhere to guidelines.</p> <p>Q7. The Government is assuming school lunches will return in September. Will these be taken in the hall as usual, or will you be serving them in class, or year group 'bubbles' ? How will the extra cleaning be managed? (PD) A7. LS confirmed that the hall will be divided into two, in order to separate the bubbles. SG confirmed that routes around the hall and separate entrances can be used.</p> <p>Q8. The Govt. asks for contingency plans in case of a local outbreak requiring more lockdown, and immediate remote education for all pupils affected at home. Given that remote education has continued previously, are there still pupils who do not have sufficient access to remote learning and how do you think any problems could be resolved for these children? Does it require more resources to help them? (PD) A8. LS reported that some families don't have wifi access, so online learning is through a parents mobile. She suggested that remote learning doesn't have to be online, but can be achieved by delivering resources to pupils. The school might be able to lend laptops to children who needed them.</p>	<p><b>CHALLENGE</b></p> <p><b>LS</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>

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	<p>Q9. Are you considering resuming breakfast and after school clubs, particularly as this means that some children are better prepared to learn if they have eaten breakfast? What further resources would this entail if so? (PD) A9. LS reported that a decision has not yet been made. School recognises that parents need the extended services, however, there is a concern around staffing.</p> <p>Q10. Will you be allowing day school trips to recommence for cultural capital and vocabulary development? (PD) A10. Local school day trips will be permitted. Residential trips are unlikely to be permitted.</p> <p>Q11. How are you going to carry out the review of the use of Tapestry, as I noticed that last year EY Parent engagement was RED? (NN) A11. Tapestry was rolled out across the whole school 3 weeks ago. We will look at reviewing it in 2020/21.</p> <p>Q12. Do you perceive any issues with the guidance and expectation of fully opening the school in September? (NN) A12. LS confirmed that the school will be upscaling our current processes. Practical problems are being considered.</p> <p>Q13. Do we (the Governing Board) have a laid down Ethos and strategic longer term Vision (5 years +) which is one of the feeds into the School Development Plan? And if so, where is it laid down? (NN) A13. LC gave an update on the development of the strategic vision. He confirmed that governors have started the process, with engagement from stakeholders, using existing questionnaires given to pupils, staff and parents. In September, governors will need to create a committee to work with the SLT, to finalise the educational vision and then create a long term strategic vision, which should inform the SSIP for the academic year 21-22.</p> <p>Q14. Online learning during lockdown period – how do you feel the learning went and are there any lessons we could learn in case it happens again? (LC) A14. LS reported that the feedback was positive. She confirmed that we do need to keep reviewing how we communicate with parents. Tapestry has been a way of keeping teachers and pupils connected.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG19/20_46	<p><u>SBM Report</u></p> <p>Governors read the SBM report prior to the meeting and asked questioned during the meeting.</p> <p>Q15. With regard to loss of income, in Nursery DCC, what is meant by pupils transferred to other settings? Is this because of pupil specific needs or some other reason? (PD) A15. Children transferring out of our nursery were children whose parents were not both key workers, but parents still required the child to attend a nursery. In that situation, pupils transferred to another provider.</p> <p>Q16. What is happening regarding the school voucher scheme costs, (incurred because of the Govt scheme being slow to respond during lockdown). Has the Govt agreed to refund them yet? A16. School signed up to Edenred so that parents would have vouchers for the summer holidays. Parents have received the first voucher so have time to test this system before the summer holidays.</p> <p>Q17. As there has already been considerable extra cost to the school during lockdown, will the school be able to fund any additional costs incurred to welcome back all pupils as required under the new Government guidelines? (Particularly as it states in those guidelines that there are no plans at present to reimburse these</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>

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	<p>additional costs and existing resources should be used.)  A17. School has submitted a claim to the government and believes that we will be reimbursed for the meal vouchers we have bought. Also, we had a suspected case of COVID19 with a staff member, and have claimed for some of the costs incurred. Neither of these reimbursements have been included in the budget in case they are not approved.  Cost of additional staffing will not be reimbursed. But, we have put in a claim for other extra costs. The claim has not yet been approved.</p> <p>Q18. Are the budget figures still based on an expectation of only having 312 pupils in September? (NN)  A18. Yes, based on the same pupil numbers as we already knew the numbers joining us in reception.</p> <p>SG reported that staff who had not yet returned to school, were welcomed back today. They have been given whole school tasks outside of bubbles, in order to keep them safe. 1.4 teachers are due to return in September and will remain vulnerable so they may not be able to return to work. This will incur an additional cost to the school. Additional staff have been appointed recently and more interviews will take place this week.</p> <p>Q19. Are we likely to be challenged over those staff furloughed over the summer holidays? (NN)  A19. Furloughed staff are extended services staff and we don't yet know how that service will run.</p> <p>Q20. Can we get funding for additional tutoring that is around? (NN)  A20. SG reported that the money government has mentioned will be received by all schools. It will be distributed per pupil, which will work out at about £90 per child. School can use as they like but will have to justify spend if results do not progress.</p> <p>Q21. Will there also be an increase for pupil premium children? (CD)  A21. SG reported that no additional funding has been announced for pupil premium children.</p> <p>Q22. Is there a time limit on claiming? (MM)  A22. SG reported that the funding will come through automatically.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG19/20_47	<p><b><u>Safeguarding</u></b></p> <p><u>Safeguarding report</u>  LS and CD have discussed safeguarding within school. Staff workload is the only concern as it has been significantly increased. Well being is a concern, so governors should be mindful of that.</p> <p>Q23. With the resources that the school has, how confident does school feel they have been able to engage with children?  A23. LS confirmed that where families are not answering calls, or are staying with a different parent, then those cases have been escalated. Home visits have been carried out in some situations.</p> <p>TB has completed the safer recruitment training.</p> <p><u>Safeguarding – Appendix 2</u>  Governors approved Appendix 2 by email.</p>	<p><b>CHALLENGE</b></p> <p><b>DECISION</b></p>

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FG19/20_48	<p><b><u>Monitoring</u></b></p> <p><u>Health and safety</u> Nathan Montgomery and SG have undertaken all necessary Health and Safety tasks.</p> <p><u>Staff and governors well being</u></p> <p>Q24. How is SLT well being? (LC) A24. SLT discussed their well being with governors.</p> <p>Q25. Has there been any improvement in guidance from Devon County Council? (LC) A25. LS reported that emails from DCC have been a repetition of the guidance sent by DfE and they have not felt supported by DCC.</p> <p>Q26. How is staff well being, and has there been any feedback from staff about September? (LC) A26. Feedback from staff, since they have returned to school, has been that seeing the plan work in practise has relieved anxieties about returning to work.</p> <p>LC confirmed that he will send an email out to all staff to thank them for their support.</p> <p>Q27. Is there anything else which governors could do to help improve well being? (LC) A27. SG asked governors to consider how they will manage staff who decide not to return to work in September. Governors agreed to add to agenda for the September Business Meeting.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>LC</b></p> <p><b>CHALLENGE</b></p> <p><b>C/F</b></p>
FG19/20_49	<p><b><u>Meeting Dates – 2020/21</u></b></p> <p>School starts on Monday 7<sup>th</sup> September 2020.</p> <p>Governors agreed to hold the September Business Meeting on Tuesday 15<sup>th</sup> September, 6pm by Zoom.</p>	<p><b>DECISION</b></p>
FG19/20_50	<p><b><u>Caroline Down</u></b></p> <p>Caroline resigned as governor.</p> <p>Governors acknowledged, with huge thanks, the service and the work Caroline has achieved during her time as a school governor, including recently leading the governing board to a Good OFSTED report.</p>	

**DATE OF NEXT MEETING: Tuesday 15<sup>th</sup> September 2020, Full Governors Business Meeting, 6pm, ZOOM**

**These minutes are agreed**

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

Signed:

Dated: