



Minutes of the Full Governing Board (FGB) Meeting

Tuesday 21st November 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.

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

Item Ref.	Minutes	Action
FG23/24_22	Apologies for absence Late confirmation from Pete Easton. Apologies were approved for Tim Bonney, work commitment. Nil heard from Rebecca Sargent.	DECISION DECISION
FG23/24_23	Business/Pecuniary Interest Register None declared.	
FG23/24_24	Minutes from the last meeting: Approved and signed by the Chair with no amendments. LH informed governors that a community member had expressed interest in becoming a governor. LH and SJ will meet candidate and feedback to governors. Actions from previous meetings: Tuesday 19th September 2023 RS not reviewed skills audits. Governors PD proposed, MP seconded – electronic signatures. Safeguarding – RS has not signed the confirmation sheet. PE – KWR has sent Devon Education Services – Online L2 safeguarding course – PE to check whether he received email from them. Tuesday 23rd May 2023 <u>FG23/24_62</u> Policies Equality Policy – Governors agreed that a SSIP action regarding schools equality policy should be added for next year. Update 040723: Ongoing Update 190923: Will be discussed at the next meeting. LH added to the governor section of the SSIP. Governors were asked for approval of capital spend on roof works. Option 3 was proposed. Governors unanimously approved.	DECISION ACTION LH DECISION ACTION PE/KWR ACTION LH DECISION



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	<p>Governors were asked for approval of installation of new speakers. <u>Q1. Which budget is it coming from? (BC)</u> <u>A1. Capital budget. (KWR)</u> Governors unanimously approved.</p> <p><u>FG23/24 63</u> SEND Review KWR confirmed that they had been advised, during the review, that funding could be backdated to recover funds already spent. Despite this, no funds have been recovered. KWR confirmed that she will follow this up. Update 040723: Ongoing. Update 190923: Ongoing. Some funding has been backdated. In hand with KWR.</p> <p><u>Tuesday 4th July 2023</u></p> <p><u>FG22/23 67</u> School Business Manager's Report What's App group to be set up for Governors. Governors agreed not to establish a Whats App group. KW to add governor contact details to OneDrive for all governors to access.</p> <p><u>Tuesday 19th September 2023</u></p> <p>Charging and remissions - KWR presented proposed changes to the governors. Governors discussed the proposals and the likely affect on the opportunities for pupils. KW to circulate updated policy to governors, for approval by email. Update: Governors unanimously approved.</p> <p><u>FG23/24 07</u> Meeting dates: LH to send to KW, who will circulate to governors.</p> <p><u>FG23/24 08</u> Lead governor roles Governors reviewed document with LH. LH to send new document to KW for circulation to governors.</p> <p><u>FG23/24 09</u> Skills Audits</p> <ul style="list-style-type: none"> - Register of Business Interests - Skills Audits – General and Financial - Governors were reminded to sign and date their forms. <p>KW to contact individuals who have not completed forms and check that electronic signatures are ok for audit purposes.</p> <p><u>Monitoring Schedule</u> Governors agreed that LH and SJ will meet to draft a schedule, which will be reviewed at the next FGB meeting. Update: Will be looking at later in the meeting.</p> <p><u>FG23/24 10</u> Safeguarding Governors agreed that the minimum reading requirement would be that governors should read Part 1, Part 2 and Annex B. Updated: Governors were reminded to sign the form at the office when they have read.</p>	<p>CHALLENGE</p> <p>DECISION</p> <p>COMPLETED</p> <p>ACTION KW</p> <p>DECISION</p> <p>ACTION KW</p> <p>ACTION LH</p> <p>ACTION KW</p> <p>DECISION</p>



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	<p>Pete Easton requires Safeguarding training. KW to organise.</p> <p>Governors safeguarding training, as a whole group, delivered internally, will be scheduled for December 2024.</p> <p><u>FG23/24_12</u> Roof project - KWR asked governors to review the options available and approve an option. KWR to send to KW for circulation to governors. Governors to approve by return email. Update: Governors approved at meeting.</p> <p>Emergency Management Plan – Tannoy system. Governors to consider and approve by return email. Update: Governors approved at meeting.</p> <p><u>Pay Committee</u> Teams meeting on 30th October. Members of pay committee agreed as MP, BC, TB, MS, SJ.</p> <p><u>Moving to electronic filing and record keeping</u> Completed above.</p> <p><u>School Term Dates 2024-25</u> Governors discussed the possibility of matching the holidays to Tavistock College. LH confirmed that they have more days off to use and as a maintained school we cannot match those days. Governors approved the term dates as submitted. BC proposed, MS seconded.</p>	<p>C/F DEC 2024</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>COMPLETED</p> <p>DECISION</p>
FG23/24_25	<p><u>School Business Manager's Report</u></p> <p>KWR confirmed that the deficit now includes both last year's deficit as well as current year deficit.</p> <p>KWR and LH went to a meeting at DCC, which was in the form of a progress meeting. Meeting contacts provided recommendations for finding support and funding. No mention of partnership working.</p> <p>Next agenda – Governors agreed to add the Planned admission number (PAN) and projected planned admission number for next 3-4 years.</p> <p>Q1. Where are we with the local housing plans? (BC) A1. KWR confirmed that at the meeting they were told that they are not building as many houses, so it is unsure as to whether an additional school would be built. (KWR)</p>	<p>DECISION</p> <p>CHALLENGE</p>
FG23/24_26	<p><u>SSIP</u></p> <p>Q2. Are headings and target positions standard? (BC) A2. LH confirmed that the headings are taken from OFSTED requirements. LH recommended that as a governing board, one of the targets could be to improve the way in which governors decide on how they develop their own targets and monitoring schedule.</p> <p>SJ recommended adding investigating the options for partnership working.</p> <p>MS suggested staff well-being as a target for monitoring.</p> <p>LH and SJ to develop those targets. LH to send SSIP to circulate to KW for governors to review and approve.</p>	<p>CHALLENGE</p> <p>ACTION LH/SJ/KW</p>



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FG23/24_27	<p><u>Monitoring Schedule</u></p> <p>Governors discussed importance of ensuring that staff members have a lead governor as a point of contact.</p> <p>Governors discussed areas to be monitored:</p> <ul style="list-style-type: none"> • SEND • Finance • Safeguarding • Attendance • Partnership working • Staff well-being <p>Governors discussed and agreed roles. LH to add to OneDrive.</p> <p>SJ to draft a monitoring schedule for the Spring Term in time for the January 2024 meeting.</p> <p>SJ confirmed that Kath Powell's report has now been received. SJ will circulate to governors. LH suggested that governors identify areas for monitoring within their Leadership roles from the report.</p> <p>SJ and LH to meet 13th December. LH to add Autumn, Spring and Summer Monitoring Schedules to OneDrive. Following a suggestion by MS and governors discussion, governors agreed that lead governors will look at their areas and complete their sections of the monitoring schedule. Deadline 12th December.</p> <p>BC asked for clarification about how governors will monitor school-led SSIP targets. Governors agreed they will add school-led SSIP monitoring to their monitoring schedule.</p>	<p>DECISION</p> <p>ACTION LH</p> <p>ACTION SJ</p> <p>ACTION SJ</p> <p>ACTION LEAD GOVS Deadline 12 Dec</p> <p>DECISION</p>
FG23/24_28	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> - KCSIE – KW to check whether this is complete. 	<p>ACTION KW</p>
FG23/24_29	<p><u>Policies</u></p> <p><u>Finance</u></p> <p>– BC - there is reference to three other documents that the governors endorse and adopt. Scheme for Financing Schools, Schools Finance Manual, and County Councils Constitution</p> <p>BC agreed to review these documents and summarise any key points for the FGB at the next meeting.</p> <p>Also the document has a signatures section at the end which is out of date (and doesn't actually include any signatures)</p> <p>BC to review the linked documents. KW to amend dates and signatures.</p> <p><u>Personal Social Health Citizenship Economic (PSHCE) – MS</u></p> <p>Objectives for the provision of PHSE that the subject leader and monitoring governor should be aware of (that being me - but on principle this should be flagged).</p> <ul style="list-style-type: none"> • There is a commitment to provide 1:1 piano, guitar and drum lessons. If we are specific we should ensure this provision is made or put it at generic 1:1 music lessons? Proposed to make general music lessons. Approved. <p><u>Governors Allowances – PD</u></p> <p>PD recommended for approval.</p>	<p>ACTION BC</p> <p>ACTION KW</p> <p>DECISION</p> <p>DECISION</p>



TAVISTOCK PRIMARY & NURSERY SCHOOL

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	<p><u>Appraisal Policy</u> – SJ SJ recommended for approval. DCC policy.</p> <p><u>Data Protection</u> – SJ <u>Security Incident and Management</u> – SJ SJ recommended for approval.</p> <p>Governors adopted finance policy subject to amendments being made and BC reviewing the additional documents.</p> <ul style="list-style-type: none"> • Privacy Notice for Governors – ALL – Governors were reminded that they need to be aware of the information within the policy. Governors did not raise any queries. <p>Partnership working – first meeting taken place. Will discuss at the next meeting. Governors all assigned tasks to research recommended MATs. Governors have developed a list of non-negotiables. Working group will meet in January.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION PARTNERSHIP WORKING GROUP</p>
	<u>Meeting Closed 19:30</u>	

DATE OF NEXT FGB MEETING: Tuesday 16th January 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>