



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

**Tuesday 4<sup>th</sup> July 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), Ben Chilcott (BC), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> None			
<b>NIL HEARD FROM:</b> Rebecca Sargent (RS)			

<b>Item Ref.</b>	<b>Minutes</b>	<b>Action</b>
FG22/23_63	<b><u>Apologies for absence</u></b> None received.	<b>DECISION</b>
FG22/23_64	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	
FG22/23_65	<p><b><u>Minutes from the last meeting:</u></b> Approved and signed by the Chair with no amendments.</p> <p><b><u>Actions from previous meetings:</u></b></p> <p><b><u>Tuesday 8<sup>th</sup> November 2022</u></b></p> <p>FG22/23_26 <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. Update 250423: Category change for MP ongoing. Update 230523: MP has completed application form. KW to send to Babcock.</p> <p><b><u>Tuesday 23<sup>rd</sup> May 2023</u></b></p> <p>FG22/23_62 <b><u>Policies</u></b> KWR confirmed that now we have access to Governor Services. She will meet with KW to go through our policies and ensure all our policies are updated DCC policies. Update 040723: Ongoing</p> <p>Equality Policy – Governors agreed that a SSIP action regarding schools equality policy should be added for next year. Update 040723: Ongoing</p> <p>FG22/23_63 <b><u>SEND Review</u></b> 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.</p>	<p><b>DECISION</b></p> <p><b>ACTION KW</b></p> <p><b>ACTION KW/KWR C/F Sept</b></p> <p><b>ACTION LH C/F Sept</b></p> <p><b>ACTION KWR C/F Sept</b></p>



Item Ref.	Minutes	Action
FG22/23_66	<p><b><u>Headteacher's Report</u></b></p> <p><b>General</b>            Q1. What was the communications plan for mixed year groups? As parents haven't yet been informed, but it seems to have been widely leaked, children informed but no formal communications from the school? (MS)            A1. Plan was circulated to parents in May. (LH)</p> <p>Q2. Were any communications sent to parents of Year 4/5 pupils? (BC)            A2. No, there were no changes to inform parents about these year groups. No teachers have reported receiving questions from parents. LH confirmed that, in future, communications could be sent to all parents of mixed year groups, regardless of whether there would be any changes to the current structure. (LH)</p> <p>Q3. What feedback has been received from Reception and Year 1 parents, regarding mixing these year groups?            Have we had any negativity or parents moving their children from the school as a result?            A3. Questions have been received from 2 sets of parents. 1 set of parents have moved schools because they didn't accept any of the explanations provided regarding the new mixed age group classes. (LH)</p> <p><b>HT report</b></p> <p>Q4. A member of staff has made a grievance complaint against the headteacher - ongoing. What was the advice from Devon HR prior to us refusing the pay award and what is the current status of this grievance?            A4. In hand at present. Ongoing.</p> <p>SSIP – Governors agreed to add attendance reporting to the new SSIP.</p> <p><b>Parent Survey</b></p> <p>Q5. What was the rationale for not including a specific question on the quality of communication to parents in the main questionnaire, yet two questions are included on the behaviour policy? I understand the questionnaire was intended to follow the SSIP. The consequence is there is no way of quantifiably tracking a movement in performance. (MS)            A5. Questions were based on the OFSTED questions that would go out to parents. Due to changes in the behaviour policy, questions were also asked about this directly. (NC)</p> <p>Q6. How does our parent response rate compare against other years as a % of school parent population? This will give us a view on parent engagement.            A6. Governors discussed. MS recommended that consistent questions should be used to enable tracking progress in subsequent years.            NC suggested that feedback from survey should go back to parents, highlighting the key points raised.</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>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION NC</b></p>
FG22/23_67	<p><b><u>School Business Manager's Report</u></b></p> <p>Governors agreed to set up a What's App group to remind governors about meetings.</p>	<p><b>ACTION KW</b></p>
FG22/23_68	<p><b><u>New School Opening Times</u></b></p> <p>After discussing with staff, new start time has been set at 0845.            Parents were consulted, but no comments received.            Late registration will move to 0915.            Approved by DN and SJ.</p>	<p><b>DECISION</b></p>



Item Ref.	Minutes	Action
FG22/23_69	<p><b><u>Safeguarding</u></b></p> <p>No concerns raised. Link to be included on the agenda to the Devon site to access all One Minute Guides.</p> <p>Governors discussed the security of the school field. LH confirmed that the secondary school are going to putting up a new fence.</p>	<b>ACTION KW</b>
FG22/23_70	<p><b><u>Policies</u></b></p> <p>Charging and Remissions – Governors approved.</p> <p>Health &amp; Safety – Devon policy, with amendments to reflect individual school requirements. Q7. Can you confirm that near misses are recorded as per the policy. A7. Near misses recorded and kept on file.</p> <p>It was noted that it is the responsibility of governors to make sure sufficient resources are available, as there is a duty to ensure statutory health and safety requirements are carried out. KWR confirmed that they have been carried out.</p>	<b>DECISION</b>  <b>DECISION</b>
FG22/23_71	<b><u>PART TWO</u></b>	
FG22/23_72	<b><u>PART TWO</u></b>	

**DATE OF NEXT FGB MEETING: Tuesday 19<sup>th</sup> September 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>