



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting

Tuesday 19th March 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), Craig Holt (CH) – For item FG23/24_46, Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
APOLOGIES: Nil			
NIL HEARD FROM: Nil			

Item Ref.	Minutes	Action
FG23/24_46	<u>Maths Lead Report</u> Craig Holt gave an overview of the new teaching techniques being used to support children's understanding of numbers and their ability to develop their maths reasoning. The new pictorial representation in maths teaching supports an inclusive approach for SEND children.	
FG23/24_47	<u>Apologies for absence</u> None.	
FG23/24_48	<u>Business/Pecuniary Interest Register</u> Staff and parents declared an interest in budget considerations.	DECISION
FG23/24_49	<u>Vision – Where are we now?</u> <u>Minutes from the last meeting</u> Approved and signed by the Chair with no amendments. PART TWO minutes approved and signed by the Chair. <u>Actions from previous meetings</u> Monitoring form – circulated. Completed. Governors agreed that in future the form will be on OneDrive for governors to access one master copy, which will hold ALL the questions for the Headteacher's report. Headteacher's report – separate SEND figures. Awaiting next report. Pete Easton will monitor finance in future. <u>Vacancies</u> Staff, Parent and Partnership posts are currently vacant.	DECISION DECISION COMPLETED C/F DECISION
FG23/24_50	<u>School Business Manager's Report</u> SJ and MS met with KWR to review the budget. MS gave an overview of the discussion held. Following the review, it is recommended that the school run a structured deficit in order to keep Y5 and Y6 separate. This option runs a slightly higher deficit but does not affect the quality of education. MS raised a recommendation from the meeting, for governors to make representations to question the funding level for SEND TAs to support intake of	ACTION KWR



Item Ref.	Minutes	Action
	<p>students. KWR to investigate the mechanics of the process.</p> <p>Governors voted on the adoption of the budget. SJ proposed. PD seconded. Unanimously approved.</p>	DECISION
FG23/24_51	<p>SSIP Review Governors discussed the status of the SSIP targets. The following points were noted as updates.</p> <p>The Governing Board work closely with SLT: SJ reported that this is a work in progress. February target moved to red. Governors were asked whether they understood the monitoring process. SJ gave an overview for clarification.</p> <p>Is the standard of reports consistent: Review next term when we have more forms to review. Governors to set dates to meet with link staff. Partnership working group meeting is ongoing. SLT reports – covered through Headteacher’s report Auditing staff well being – annual staff survey to be monitored</p> <p>Q1. How will governors link evidence of completion to the SSIP targets? (KW) Governors agreed that link governor monitoring reports will reference all the questions on the governors section of the SSIP, which will be accepted as evidence of achievement of SSIP targets. (LH) Separate folder for link governor monitoring forms will be added to the Monitoring folder on OneDrive.</p> <p>Governors discussed the importance of keeping a strategic perspective when carrying out their monitoring.</p>	<p>CHALLENGE</p> <p>ACTION LH ACTION KW</p>
FG23/24_52	<p>Summer Term Monitoring</p> <p>Spring Term Monitoring - Governors reviewed items to be carried forward to the Summer Term.</p> <p>Summer Term Monitoring timetable to be developed by SJ and LH. To be circulated when available.</p>	<p>ACTION SJ</p> <p>ACTION SJ/LH</p>
FG23/24_53	<p>Safeguarding No matters reported.</p>	
FG23/24_54	<p>Policies</p> <ul style="list-style-type: none"> • Early Years Foundation Stage <p>PD noted that the staff to pupil ratio has been amended . Recommended for approval.</p> <ul style="list-style-type: none"> • Schools Financial Value Standard - Benchmarking <p>SJ has reviewed with KWR.</p> <ul style="list-style-type: none"> • Lettings <p>MS recommended for approval.</p> <p>Above policies were approved by governors. Proposed MS. TB seconded.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
	<p>Meeting Closed 19:30</p>	



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DATE OF NEXT FGB MEETING: Tuesday 30th April 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>