



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 4th February 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.

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

Item Ref.	Minutes	Action
FG19/20_33	<u>Apologies for Absence</u> Apologies were accepted from CD – work commitment; LH – sickness; DN – work commitment. Sky Scott has resigned. Notice of the parent governor vacancy has been given on the newsletter.	DECISION
FG19/20_34	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> None.	
FG19/20_35	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting</u> Approved and signed by the Chair, with no amendments. <u>Actions from the last meeting</u> FG19/20_16 - Lead Governor Terms of Reference – Governors agreed to move to a single terms of reference covering the purpose of the lead governor role. KW to provide final copy for review and approval at next FGB meeting. - Vision statement has been reviewed and will be circulated at next meeting. - Governor forms to be signed – completed. FG19/20_19 - Sustainability – SG confirmed that lights will be replaced with LED lights. Financial commitment will not increase. Cost of installation will be covered by a loan.	DECISION ACTION KW ACTION LC

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	<p>Q1. What happens if we don't make the cost saving predicted? (NN) A. SG notifies governors that there is a set formula used to calculate cost savings and the DoE will have to approve the loan.</p> <p>Q2. How long is the loan? (MP) A. SG confirmed the loan is for 5 years. Lights should last for 7-15 years. The new foundation stage building already has LED lights.</p> <p>FG19/20_21</p> <ul style="list-style-type: none"> - Review the Statement of Procedures when dealing with allegations against staff <ul style="list-style-type: none"> - CD confirmed that this will form part of her monitoring. - Curriculum overviews have been published online. 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION CD</p>
FG19/20_36	<p><u>Governance – What still needs to be done?</u></p> <ul style="list-style-type: none"> • <u>Governance update</u> LC reported on the meeting he attended regarding the changes to the SEND budget from DCC. • <u>SSIP Action Plan update</u> LS confirmed that the red actions are mostly due to an action being ongoing. • <u>Monitoring schedule for 2019/20 update</u> LC asked governors for feedback on the process. <p>MM mentioned that the co-ordination of which governor is doing which area needs to be addressed to be sure duplication doesn't occur.</p> <p>Governors discussed whether there was anything to gain from moving back to one meeting per term. Governors agreed that this would not reduce the meeting commitment significantly. They gave positive feedback about the value of meeting monthly. SG raised a concern about reducing the number of FGB meetings as this is the only decision making committee.</p> <p>Governors discussed the importance of fast completion of monitoring forms so that governors they are working with can access them and be up to date with visits that have been carried out.</p> <ul style="list-style-type: none"> • <u>Development Plan update</u> c/f until next meeting. Chair to review purpose of the document and make some recommendations about the report. • <u>Best practice folder review</u> Governors agreed that questions for the headteacher report from December monitoring should be added to the folder. KW to action. • <u>Training</u> LC suggested to governors that a standing agenda item, covering training, will be added for each FGB meeting. Approximately a 20 minute session. <p><u>School Performance Service</u> LS shared a useful website, the school performance service, which compares information on local schools. The information is accessible by the public. Governors discussed promoting the website to those looking for a school for their children. SG confirmed that there is a link on our website.</p>	<p>c/f FGB</p> <p>ACTION KW</p> <p>ACTION KW</p>

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FG19/20_37	<p><u>Leadership</u></p> <p><u>Questions for the Headteachers report</u> Governors reviewed the responses from the Headteacher.</p> <p>Q3. Is any help required, from volunteers, to move furniture and equipment into the new foundation stage building? (TB) A. SG confirmed that she will liaise with the caretaker.</p> <p>Q4. What will the current foundation stage classrooms be used for? (MP) A. SG confirmed that numerous ideas have been discussed, but no decisions made.</p> <p>Q5. How much does vandalism cost every year? (TB) A. SG confirmed that the figure is in the hundreds, rather than thousands.</p> <p>Q6. Governors asked for further information about the risk register. A. SG reported that it is not a requirement for maintained schools, only for academies. Things it covers are covered within school emergency plan or through discussions on budget planning.</p> <p>Q7. Governors asked whether we follow a standard approach for persistent absence. A. LS confirmed that a standard approach is set by DCC. Children with ongoing medical conditions are not targeted.</p> <p>Q8. What support is available for children who know they are going to be off long term? A. LS confirmed that a personalised approach is used.</p> <p>Q9. Please expand on the bullying complaint reported. (PD) A. LS reported that a local Councillor had made representation to the school, but that no official complaint had been received.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG19/20_38	<p><u>School Business Managers Report</u></p> <p>SG presented her SBM report.</p> <p>Q10. Is there a limit on how much you can carry over? (NN) A. SG confirmed that there isn't.</p> <p>Q11. Could governors see the % variance in the report? (NN) A. SG agreed to include in future reports.</p> <p>Q12. Does the budget run on a financial year or academic year? (NN) A. Runs on a financial year, April to April.</p> <p>Q13. What are the ideal class numbers for the budget? (TB) A. 50 per year group i.e. 25 per class.</p> <p>Q14. Has the pay rise for teachers been confirmed? (LS) A. Not yet.</p> <p>SG reported that the minimum wage for teachers will be increased in 2021, which will affect staffing costs across the board. Support staff minimum wage is also likely to be increased.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<p>The recommended % of staffing costs against income is 75%. We are much higher. Governors were asked to be mindful.</p> <p>LS reported that the SEND Co-ordinator, Caroline Smith, will be leaving at the end of the term. LH will take on her role, until we can find finance in the budget to make an appointment. LB is going to take on the safeguarding role from CD.</p> <p><u>Health and Safety</u> Electrical priority work will be carried out and the other items will be done at a later date. The school achieved a 100% score on the health and safety audit.</p> <p><u>New build</u> Scheduled completion for 14th February 2020. Q15. Will there be a handover walk? (NN) A. The handover walk is scheduled for the Monday after half term.</p> <p>Q16. What will happen with the section of land between the field and school? A. It will be restored to its previous condition. Timescale for completion will be decided by MPS.</p> <p>Governors agreed to visit the new building as part of the lead governors meeting in March.</p> <p><u>Spending approval</u> SG asked governors to consider the following spend: - Interactive whiteboards - LED lighting Governors unanimously agreed to approve spend.</p> <p><u>Accident summary</u> Number of incidents during autumn term. There is a seasonal spike of occurrences of children being hurt by other children. Governors discussed reasons and red cards issued.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</p>
FG19/20_39	<p><u>Training</u> c/f due to time constraints.</p>	<p>c/f FGB</p>
FG19/20_40	<p><u>Statutory Policies</u> Admissions Policy Unanimously approved by governors.</p> <p><u>Non-statutory Policies and Statements</u> SFVS – Governors reviewed the document and SG reported on the red area.</p> <p>Q17. Can you explain what spend on other staff costs as a % of expenditure represents? (LC) A. CPD, mileage (including nursery plus team), refreshments. Governors may click the blue guidance to see what is in any field.</p> <p>SFVS was unanimously approved by governors and signed by chair.</p> <p>Behaviour principles written statement – c/f to next meeting</p> <p>The following policies were unanimously approved by governors.</p>	<p>DECISION</p> <p>CHALLENGE</p> <p>DECISION</p> <p>c/f FGB</p> <p>DECISION</p>

Item Ref.	Minutes	Action
	<ul style="list-style-type: none"> • Charging & Remissions • Lettings Policy • Supporting Children with Medical Needs • Whistleblowing Procedures • Emergency Management Plan & Business Continuity Plan • Outdoor Education and Offsite Visits Activities. 	
FG19/20_41	<p><u>Safeguarding</u></p> <p>No matters were raised.</p>	
	Meeting closed 8.09pm	

DATE OF NEXT MEETING: Full Governors Meeting, Tuesday 21st April 2020, 6pm

These minutes are agreed

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

Signed:

Dated: