



TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 2nd October 2018 @ 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: Caroline Down	CD	CLERKED BY: Kirsten Wake	KW
PRESENT: Caroline Down (CD), Craig Holt (CH), Darren Newland (DN), Kirsten Wake (KW), Laura Handel (LH), Louise Clements (LCL), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG), Teresa Roberts (TR)			
APOLOGIES: Harriett Roberts (HR), Jolene Taylor (JT), Liam Cottrell (LCo)			
NIL HEARD FROM: Craig Holt (CH)			

Item Ref.	Minutes	Action
FG18/19_13	<u>Apologies for Absence</u> Apologies were accepted from Harriett Roberts (HR) – work commitment, Jolene Taylor (JT) – work commitment, Liam Cottrell (LCL) – family illness.	DECISION
FG18/19_14	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> All present declared an interest in the Governors Allowances policy. LH and LS declared an interest in the Teachers Pay and Teachers Appraisal policies.	
FG18/19_15	<u>Governor Administration</u> Governors who had not yet signed the register of business interests, general skills audit and financial skills audit, did so at the meeting.	

Item Ref.	Minutes	Action
FG18/19_17	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting 17 July</u> Minutes were approved and signed by the Chair. Actions from the meeting of 17 July were amended to remove the parent’s name.</p> <p><u>Minutes of the last meeting 11 September</u> Minutes were approved and signed by the Chair.</p> <p><u>Part Two minutes 17 July</u> Minutes were reviewed by the governors present at this meeting. They were approved and signed by the Chair.</p> <p><u>Actions from the meeting 11 September</u></p> <p>FG18/19_05 - A head teachers meeting has not yet taken place. FG 18/19_06 - Completed. FG18/19_07 – Not yet completed. FG18/19_08 – Completed. Governors did not have any amendments to the Lead Governor terms of reference. Buddy system – Awaiting reconstitution. Parents evening - CD volunteered to complete parentview questionnaires on Monday 8th and LCL agreed to complete them on Tuesday 9th. FG18/19_09 – SSIP action plan circulated. Small revisions have been made. LS will send to KW for circulation to governors. Headteachers report to include information to enable governors to monitor a ‘rich and varied curriculum’. Monitoring schedule – completed. FG18/19_11 – Completed. FG18/19_12- Completed. Governors agreed to use the eschools calendar for recording their meetings schedule. Brainstorm – Added as a separate item on the agenda. Details below.</p>	<p>c/f FGB</p> <p>c/f FGB</p> <p>c/f FGB c/f FGB</p> <p>ACTION LS/KW ACTION LS</p>
FG18/19_18	<p><u>Training</u></p> <p>LCL suggested that a training session be held at the next Lead Governors meeting to gain marketing advice to help with designing a marketing plan for the forthcoming building works. LCL declared an interest in the company recommended to deliver the training. Governors agreed to undertake the training session on Tuesday 6th November.</p> <p>Governance Masterclass – LCL advised that she attended the last session, which had proved to be very informative. Governors were shown the details of the event and asked to inform the Clerk if they are interested in attending.</p>	<p>DECISION c/f Lead Govs Mtg</p>
FG18/19_19	<p><u>Policies</u></p> <p>Statement of procedures when dealing with allegations against staff – Governors approved the statement and agreed it should be published on the website.</p> <p>Teachers’ Appraisal policy and Governors’ Allowances policy were approved.</p> <p>Teachers’ Pay policy has not yet been published.</p> <p>Admissions Arrangements not yet available.</p>	<p>DECISION ACTION KW</p> <p>DECISION</p> <p>c/f FGB</p> <p>c/f FGB</p>

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	<p>Governors agreed that their role was to check that policies have been implemented, rather than to review the policy document.</p> <p>Governors agreed that the Clerk should review the policies published on the website. Curriculum based policies should be statements, rather than policies and grouped together in the further links page on the website.</p> <p>Formal policies to be published on the policy page on the website.</p>	<p>DECISION</p> <p>DECISION ACTION KW</p> <p>ACTION KW</p>
FG18/19_20	<p><u>Leadership</u></p> <ul style="list-style-type: none"> School Business Managers Report <p>SG gave a summary of the report submitted.</p> <p>Governors were asked to consider investing staffing hours in the nursery, to increase the number of pupils registered. Governors discussed how increasing the numbers in could improve the intake into reception. Governors unanimously agreed. Proposed by PD, seconded by CD.</p> <p>Q1. Is there a plan to ensure new nursery and reception classes are full next year? (LCL)</p> <p>A. We have a marketing plan, which includes holding an open morning in addition to the personal tours already offered; flyer drop; an electronic version of the new nursery plans to be displayed in the school; press release to be issued for the open morning, inviting parents to come and see the new nursery plans; poster to be displayed in Tavistock visitor centre; adverts in Tavi Links and Tavi Times; social media posts will have an increased focus on younger pupil activities; promotion of school tours; flyers to be sent to estate agents for circulation.</p> <p>DN suggested that the school might also display flyers in the show homes for the forthcoming new builds in Tavistock.</p> <p>PD suggested that pupils could complete a project on the new build and the school could issue a press release regarding that activity.</p> <p>Q2. Have we had a drop in numbers attending the extended services since implementing the new prices? (CD)</p> <p>A. No change to numbers.</p> <p>SG confirmed that an apprentice teaching assistant has been employed on a long term temporary contract to cover a member of staff who is on long term sick leave. Governors agreed to support the staff member who is on long term sick leave.</p> <p>SG reported that she had used a new format for staff absence, which enables governors to compare data.</p>	<p>DECISION</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p>
FG18/19_21	<p><u>OFSTED Inspection Brainstorm</u></p> <p>CD asked governors for their input into the presentation pack she is preparing for the OFSTED inspection.</p> <p>Governors suggested: An example of a good set of minutes An example of a good monitoring form</p>	

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	<p>RAG plan – First plan and current plan Iain Grafton's summary of progress Role of lead governors and one lead governor terms of reference Examples of challenges made Liam's pupil premium report – example of triangulation Headteacher's report – old and new formats</p> <p>In addition to the pack, governors agreed to develop an information sheet. In line with Iain Grafton's advice, this should include: 3 strengths and 3 weaknesses Data summary</p> <p>Governors agreed that it would be prudent to revise the information sheet, to prepare governors for an OFSTED inspection, at the end of each FGB meeting to ensure that it remains current and that governors are confident in presenting unified information to OFSTED.</p>	<p>DECISION c/f FGB</p>
	<p>Meeting closed 7.45pm</p>	

DATE OF NEXT MEETING: Lead Governors Meeting, Tuesday 6th November 2018, 6pm

These minutes are agreed

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

Signed:

Dated: