



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

**Tuesday 20<sup>th</sup> February 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.**

<b>CHAired BY:</b> Sue James	SJ	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Sue James (SJ), Lisa Base (LB) – For item FG23/24_39, Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Tim Bonney (TB), Julia Hughes (JH)			
<b>NIL HEARD FROM:</b> Nil			

Item Ref.	Minutes	Action
FG23/24_39	<p><b><u>English Lead Report</u></b>                      LB gave a summary of the reading and writing teaching. Recent survey of children showed 39% considered themselves readers. Teaching currently focussing on increasing this figure - LB to review. Reading focus on prosody. LB to monitor that it is being used in teaching.</p> <p>Q1. Is there a difference between children who have recently started the new teaching of writing, compared to those who have always been taught in that way?                      A1. Not enough data available yet to compare. (LB)</p> <p>Q2. What might be the impact of moving away from 'free reader' status? (MS)                      A2. Teachers are now focussed on discussing texts which pupils are currently reading and what they will read next. This should help support pupils' sense of always being a reader, rather than finishing learning to read once they become a 'free reader'. (LB)</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG23/24_40	<p><b><u>Apologies for absence</u></b>                      Apologies from Julia Hughes, previous commitment and Tim Bonney, work commitment.</p>	<b>DECISION</b>
FG23/24_41	<p><b><u>Business/Pecuniary Interest Register</u></b>                      Staff declared an interest in budget considerations.</p>	<b>DECISION</b>
FG23/24_42	<p><b><u>Vision – Where are we now?</u></b></p> <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 21<sup>st</sup> November 2023</u></b>  <b><u>FG23/24_29 Policies</u></b>                      Finance – BC to read additional documents. Governors agreed that as they were statutory, they were considered approved along with the Finance Policy.</p> <p><b><u>Partnership Working</u></b>                      Next meeting scheduled for Tuesday 6th February.</p>	<p><b>DECISION</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>



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	<p>Update: BC now not included in the working group. SJ asked governors to consider whether an additional member should join the group. Governors agreed that the group should stay as is, reporting findings back to the FGB.</p> <p><b><u>Tuesday 16<sup>th</sup> January 2024</u></b></p> <p><u>FG23/24 30</u> SJ to contact RS regarding governor status. Update: RS has resigned due to work commitments</p> <p><u>FG23/24 32</u> CL to send SENDCO Report to KW.</p> <p><u>FG23/24 34</u> All Governors to review SSIP following discussion and feedback to LH. LH to update EYFS (Early Years Foundation Stage) section of SSIP. LH to circulate updated SSIP once feedback received from LA Advisor.</p> <p><u>FG23/24 35</u> Updated monitoring schedule for Spring Term and Governor Roles documents to be added to Governors OneDrive.</p> <p><u>FG23/24 38</u> KW to raise ticket with IT support to investigate internet connection. Update: From 01.04.24 new system to be installed which should improve connection. KW to investigate training options for governors on OneDrive.</p> <p><b><u>Budget Considerations</u></b> KWR gave a summary of variables currently affecting the budget, as per the report submitted. Budget will be available in March.</p> <p><b>Meeting moved to PART TWO minutes.</b></p> <p><b><u>Finance monitoring</u></b> – SJ asked for one or two governor volunteers to complete monitoring, given that 2 governors who historically monitored this area have now resigned. Governors agreed to consider and let SJ know if they are willing.</p>	<p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b> <b>COMPLETED</b> <b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>ACTION ALL</b></p>
FG23/24_43	<p><b><u>Headteacher’s Report</u></b></p> <p>MP asked for monitoring form to be added to documents for the meeting, so that questions could be submitted to LH that way.</p> <p>Q3. Where do you think progress is being made and are there any areas of concern? (MS) A3. Area of concern is the mixed age classes (LH). Teaching is across 2 curriculums within individual classes. The EYFS curriculum is bespoke for the needs of Reception children, which is quite different to the Year 1 curriculum. The concern is regarding whether the 2 curriculums have been fully delivered to each year group.</p> <p>Year 4/5 group has similar difficulties. Teachers are always reviewing the learning and implementing strategies, but there are significant considerations to work on for next year with this mixed cohort.</p> <p>Q4. KS1 step down in reading last year does show movement in the right direction now that they are in Year 3. Will this recover by the end of Year 3? (MS) A4. Probably not, but by end of Year 4 should be improved.</p>	<p><b>ACTION KW</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION LH</b></p>



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	<p>Governors asked for reporting of data to include separation of SEND figures.</p> <p>Q5. Significant reduction in exclusions since same time last year. Do we know why this is? A5. LH confirmed that we only have soft data for this, but it could be the behaviour policy or the cohort. NC confirmed that looking at individual cases there is an indication that the behaviour policy is working.</p> <p>Q6. KS 1 Attainment figures have recovered. Can we explore Year 6 attainment figures. (MS) A6. LH explained that teachers are reporting conservatively, and attainment is likely to be higher than currently reported.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG23/24_44	<p><b><u>Safeguarding</u></b> No matters reported.</p>	
FG23/24_45	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• SEND (Special Educational Needs and Disabilities) Policy Change to previous policy. Model policy. SJ recommended new policy for adoption.</li> <li>• Instrument of Government – SJ gave a summary of the documents details. Recommended for publication on website.</li> <li>• Disciplinary - DCC policy. Reviewed by KWR and SJ.</li> <li>• Grievance – DCC policy. Reviewed by KWR and SJ.</li> </ul> <p>Above policies were proposed for approval by SJ. Seconded by MS. Governors unanimously approved the policies.</p> <p>Q8. Are the policies now all updated on the website? (MP) A8. KW confirmed that it is a work in progress and nearing completion. (KW)</p>	<p><b>DECISION</b></p> <p><b>CHALLENGE</b></p>
	<p><b><u>Meeting Closed 19:47</u></b></p>	



# TAVISTOCK PRIMARY & NURSERY SCHOOL

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