



# TAVISTOCK PRIMARY & NURSERY SCHOOL

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

Tuesday 26<sup>th</sup> April 2022, 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> Heather Alexander (HA), Lisa Base (LB), Liz Beckett (LB), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KW <sub>r</sub> )			
<b>APOLOGIES:</b> Tim Bonney (TB)			
<b>NIL HEARD FROM:</b> Ben Chilcott (BC)			

Item Ref.	Minutes	Action
FG21/22_55	<b><u>Apologies for absence</u></b> Apologies for absence accepted from TB.	<b>DECISION</b>
FG21/22_56	<b><u>Business/Pecuniary Interest Register</u></b> Staff declared an interest in policies.	
FG21/22_57	<b><u>English Lead Verbal Report</u></b> Lisa Base, Subject Leader English, gave a verbal report to governors.  Q1. Is the KS2 phonics teaching working well - this was one of the areas highlighted in the OFSTED report? (PD) A1. Yes, a consistency of development and phonics language has been achieved throughout school, amongst both children and staff.  Q2. How could progression in phonics be demonstrated to OFSTED? (MS) A2. There are assessments in place which record pupil progress.(LB)	<b>CHALLENGE</b>  <b>CHALLENGE</b>
FG21/22_58	<b><u>Vision – Where are we now?</u></b>  <u>Minutes of the last meeting</u> Minutes of FGB meeting on 15 <sup>th</sup> March 2022 – Approved and signed. Minutes of FGB meeting on 5 <sup>th</sup> April 2022 – Approved and signed.  <b><u>Actions from previous meetings:</u></b>  <u>Tuesday 11<sup>th</sup> January 2022</u> <u>FG21/22_34</u> <u>Policies</u>  KW <sub>r</sub> to meet with James Bowles, Sarah Fuller and KW. SEND policy – Governors approved the SEND policy in accordance with the review submitted by TB. CL to update as necessary. ECT policy – c/f LH	<b>DECISION</b> <b>DECISION</b>        <b>COMPLETED</b> <b>COMPLETED</b>  <b>C/F LH</b>

Item Ref.	Minutes	Action
	<p><u>Tuesday 8<sup>th</sup> February 2022</u>  <u>FG21/22_42</u>  Investigation of insurance options is in hand and will be integrated into the budget plan, to be discussed at the FGB meeting in April. Mutual fund. Governors received an update from KWr.</p> <p><u>Tuesday 15<sup>th</sup> March 2022</u>  <u>FG21/22_45</u>  Minutes to be amended, then signed by Chair.</p> <p><u>FG21/22_46</u>  Benchmarking – to be discussed at next meeting. Completed 050422.  Proposal for additional office staff. Completed.</p> <p><u>FG21/22_49</u>  LH and KWr to meet with Safeguarding Officer to discuss an application for funding the cost of the front gate lock. – Gate is now padlocked. Security is for children, not to stop adults entering the site. New lanyard colour coding to be introduced to improve ‘safe adult’ visibility for children.  Emergency Management Plan – to be reviewed. – Action KWr, not KW.</p> <p><u>FG21/22_50</u>  SFVS to be added as standing agenda item. - completed  KWr to make recommendations for Delegated Responsibilities elements of the HR policies. – Governors agreed that the HT shall be given delegated responsibilities on all HR policies.</p> <p><u>FG21/22_51</u>  Business Lead Governors – BC and DN – to meet on 29th March to discuss budget in preparation for FGB meeting on Tuesday 5<sup>th</sup> April.</p>	<p><b>COMPLETED</b></p> <p><b>C/F KW</b></p> <p><b>COMPLETED</b> <b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>C/F KWr</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>
FG21/22_59	<p><b><u>Headteacher’s Report</u></b></p> <p>Governors discussed the Headteacher’s report.</p> <p>Q3. Has a reason been identified for the increase in red cards issued? (PD)  A3. CPOMS is the system used to record red card incidents. Not sure why the increase is so significant, but it is possible that it is a report error from CPOMS e.g. a cumulative figure. LH to investigate and report at next meeting. (LH)</p> <p>Governors noted a decrease in the attendance of extra-curricular clubs. LH explained that there were not as many clubs on offer and numbers were restricted for each club.</p> <p>MP reported that the online form used by parents to select clubs for their children would not allow one club plus homework club to be selected. LH to investigate and fix for next term.</p> <p>‘Early Help’ parents – LH reported that she had spoken with Kath Powell about the pressure on Senior Leadership Team (SLT) managing families. Kath Powell confirmed that other SLT’s have raised the same concerns. LH explained that the Early Help team are the team who ask the school to be the Lead Professional with families. LH recommends that we limit the number of families we manage, depending on capacity. Governors approved this strategy.</p> <p>Q4. Phonics benchmarking – Can you expand on the 90% target? (MS)  A4. LH confirmed that this is the target government have set to enable the school to use their own phonics scheme. She also confirmed that the school will not meet the target this year, despite extra interventions/tutoring. (LH) KWr confirmed that it is a national picture. Governors discussed the strategies being used to reach the target.</p>	<p><b>CHALLENGE</b></p> <p><b>ACTION LH</b></p> <p><b>ACTION LH</b></p> <p><b>DECISION</b></p> <p><b>CHALLENGE</b></p>

Item Ref.	Minutes	Action
FG21/22_60	<p><b><u>Safeguarding</u></b></p> <p>Gate discussed. Training is being given to children to enable them to recognise safe adults at school.</p>	
FG21/22_61	<p><b><u>SFVS</u></b></p> <p>KW to circulate the SFVS link to governors.</p>	<b>ACTION KW</b>
FG21/22_62	<p><b><u>Policies and Statements</u></b></p> <p>KW to allocate to governors to review policies and statements on an ongoing basis.</p>	<b>ACTION KW</b>
FG21/22_63	<p><b><u>Monitoring</u></b></p> <p>Governors discussed amending the process. LH and DN to prepare a revised form.</p> <p>SJ asked for a glossary of acronyms. KW to provide.</p>	<p><b>ACTION LH/DN</b></p> <p><b>ACTION KW</b></p>

**DATE OF NEXT MEETING: Tuesday 21<sup>st</sup> June 2022, Full Governing Board (FGB) Meeting, 6pm, Tavistock Primary 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>