



TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 11th September 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), Darren Newland (DN), Harriett Roberts (HR), Kirsten Wake (KW), Louise Clements (LCL), Pat Dickinson (PD), Sue Gawman (SG), Teresa Roberts (TR)			
APOLOGIES: Jolene Taylor (JT), Laura Handel (LH), Lynnette Selbie (LS), Liam Cottrell (LCo)			
NIL HEARD FROM: Craig Holt (CH)			

Item Ref.	Minutes	Action
FG18/19_01	<u>Apologies for Absence</u> Apologies were accepted from Laura Handel (LH) - hospital appointment, Lynnette Selbie (LS), Liam Cottrell (LCO) – personal commitments and Jolene Taylor (JT) – work commitments.	DECISION
FG18/19_02	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> None declared.	
FG18/19_03	<u>Elections - Chair</u> CD elected as Chair. Proposed by DN. Seconded by PD.	DECISION
FG18/19_04	<u>Elections – Vice Chair</u> DN elected as Vice Chair. Proposed by CD. Seconded by HR.	DECISION

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FG18/19_05	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting</u> <u>Part Two minutes</u> <u>Actions from the last meeting</u></p> <p>Governors agreed to postpone reviewing these matters until the next FGB meeting.</p> <p><u>Tavistock Community Learning Trust - TCLT</u></p> <p>SG provided Governors with an update on the status of the TCLT. The transfer of land has been initiated. TCLT is currently in the 6 week representation period. Parents have been informed via each member school. Our Governing Board will need to reconstitute once the process has been completed.</p> <p>Governors agreed to postpone discussing existing governor vacancies until reconstitution has completed.</p> <p>Governors discussed the possibility of charging for SG's time working on disbanding the TCLT. It was agreed that SG will ask LS to consult TCLT members at the next Headteachers meeting.</p>	<p>c/f FGB</p> <p>c/f</p> <p>ACTION SG/LS</p>
FG18/19_06	<p><u>FGB Structure / Governor Vacancies</u></p> <p>Governors agreed that a notice advertising two vacancies for staff governors should be displayed on the staff noticeboard. Vacancies include one member of teaching staff and one member of non-teaching staff. The advertisement will ask those interested to contact CD or KW for further information.</p>	<p>DECISION</p> <p>ACTION KW</p>
FG18/19_07	<p><u>Review and Approval of FGB Documents</u></p> <ul style="list-style-type: none"> - Code of Conduct for the Governing Board: Approved. - Vision Statement: Approved. - Terms of Reference for FGB: Approved subject to amendments. - Terms of Reference for First Committee: Approved. - Terms of Reference for Second Committee: Approved. - Delegation Planner: Approved subject to amendments. - Cyclical Plan of Business: KW to produce a draft for circulation. - Register of Business Interests: Governors present checked and signed their RBI, General Skills Audit and Financial Skills Audit forms. <p>Governors approved the above documents. Proposed by HR. Seconded by CD.</p>	<p>ACTION KW</p> <p>DECISION</p>
FG18/19_08	<p><u>Lead Governors</u></p> <ul style="list-style-type: none"> - Roles <p>Governors discussed the lead governor roles and amended the list of governors responsible for each role. KW to update and post on eschools and the staff notice board.</p> <ul style="list-style-type: none"> - Terms of Reference <p>Governors were asked to review the terms of reference for their Lead Governor roles and forward any amendments to KW.</p> <ul style="list-style-type: none"> - Buddy System <p>Governors agreed to postpone the implementation of the buddy system until the reconstitution has taken place.</p>	<p>ACTION KW</p> <p>ACTION Lead Govs</p> <p>c/f</p>

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	CD requested volunteers to help during parents evening on 8 and/or 9 October to complete Parentview questionnaires.	ACTION ALL
FG18/19_09	<p><u>Governance – What still needs to be done?</u></p> <ul style="list-style-type: none"> - Recovery Plan CD confirmed that she would send the original and current recovery plans to Iain Grafton, who will use them to report our progress to OFSTED. - SSIP Action Plan KW to ask LS for the 2018-19 SSIP, for circulation to Governors. Governors noted that the SSIP may need to include the phrase 'rich and varied curriculum'. <p>Governors discussed how it would be possible for them to monitor a 'rich and varied curriculum'. It was agreed that the information should be included in the Headteachers report.</p> <ul style="list-style-type: none"> - Monitoring Schedule for 2018/19 The Autumn Term schedule was discussed. KW to update the Lead Governor names and send to LS. Governors were asked to report any further suggestions to LS. 	<p>ACTION KW</p> <p>DECISION ACTION LS</p> <p>ACTION KW ACTION ALL</p>
FG18/19_10	<p><u>Role of the Clerk</u></p> <p>The clerk asked the Governors to make suggestions for changing any areas relating to the clerk's work.</p> <p>TR suggested that it would be useful to use the 356 Outlook calendar to post deadlines/meetings. Governors agreed that the policy review dates would be added to the calendar to begin with.</p>	DECISION
FG18/19_11	<p><u>Policies</u></p> <p><u>Policy List Proposal</u> The policy list proposal was reviewed. Governors approved the list.</p> <p>Q1 – How do we ensure that policies have been reviewed? (HR) A. Governors agreed that policies would be a standing item on the FGB agenda. Specifically, Governors will ask whether there have been any changes in the policies being reviewed.</p> <p><u>Admissions Policy</u> SG recommended the policy for approval. Governors approved the policy. Proposed by CD. Seconded by DN.</p> <p><u>Child Protection and Safeguarding Policy</u> This policy had been circulated to Governors prior to the meeting. SG asked Governors to read part two before the next meeting, at which they will be asked to sign a declaration that they have read it.</p>	<p>DECISION</p> <p>CHALLENGE DECISION</p> <p>DECISION</p> <p>ACTION ALL</p>
FG18/19_12	<p><u>Dates of Meetings for 2018/19</u></p> <p>Governors agreed that meetings would continue to be held every month, alternating between FGB and Lead Governor meetings. Where possible, meetings would be</p>	DECISION

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	<p>held on the first Tuesday of every month. KW to draft a list of meeting dates.</p> <p>Governors agreed that the next FGB meeting should include brainstorming ideas for a portfolio to present to OFSTED at the next inspection.</p>	<p>ACTION KW</p> <p>c/f</p>
	<p>Meeting closed 7.20pm</p>	

DATE OF NEXT MEETING: FGB Meeting, Tuesday 2nd October 2018, 6pm

These minutes are agreed

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

Signed:

Dated: