



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board Meeting

Tuesday 23<sup>rd</sup> February 2021 @ 6pm, via Zoom

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> Liam Cottrell	LC	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT by Zoom:</b> Liz Beckett (LB), Tim Bonney (TB), Liam Cottrell (LC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Nick Nottley (NN), Matt Morgan (MM), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
<b>APOLOGIES:</b> Darren Newland (DN)			
<b>NIL HEARD FROM:</b> Ben Chilcott (BC)			

Item Ref.	Minutes	Action
FG20/21_31	<b>Apologies</b> Apologies accepted from DN (work commitments).  Nil heard from BC.	<b>DECISION</b>
FG20/21_32	<b>Governors Business/Pecuniary Interest Register</b> Staff declared an interest in the agenda.	
FG20/21_33	<b>Vision – Where are we now?</b> Minutes of FGB meeting on 8 <sup>th</sup> December 2020 approved. Minutes will be signed by the Chair digitally and emailed to KW for filing.  <u>Actions of FGB meeting 8<sup>th</sup> December 2020:</u> <ul style="list-style-type: none"> <li>- Minutes of FGB meeting on 10<sup>th</sup> November 2020 to be signed by the Chair digitally and emailed to KW for filing.</li> <li>- Payroll report circulated to all governors for information.</li> <li>- MS and BC to send profiles/photos to KW.</li> <li>- LS reported attendance figures to governors.</li> </ul> <u>Actions of FGB meeting 10<sup>th</sup> November 2020:</u> <ul style="list-style-type: none"> <li>- Skills audit - KW has circulated to governors and reported that she has not had a reply from SGOSS.</li> <li>- Health and safety policies have been signed.</li> <li>- Finance monitoring to be carried out – SG confirmed she has sent information to BC, but not received a response to date. LC asked governors to consider whether there were any finance matters they were concerned about. Governors agreed that they were all reviewing finance regularly as a whole group and had no concerns regarding the monitoring.</li> </ul>	<b>DECISION</b> <b>ACTION LC</b>  <b>ACTION LC</b>  <b>Completed</b> <b>ACTION</b> <b>MS/BC</b> <b>Completed</b>  <b>Completed/</b> <b>Ongoing</b> <b>Completed</b>  <b>CHALLENGE</b>

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	<p>- Admission register – TB to review this week.</p> <p><u>Actions of Lead Governors meeting 20<sup>th</sup> October 2020:</u></p> <p>- Monitoring tracker sheet examples – c/f. Monitoring sheets and schedule to be circulated, prior to next monitoring meeting.</p> <p><u>Actions of September Business Meeting 30<sup>th</sup> September 2020:</u></p> <p>- Strategic plan to be developed - c/f March 2021</p> <p>- Governor induction pack review – c/f</p> <p>- Keeping Children Safe In Education – Awaiting confirmation from BC</p>	<p>c/f TB</p> <p><b>ACTION LC</b></p> <p><b>ACTION LC</b></p> <p><b>ACTION NN</b></p> <p><b>ACTION BC</b></p>
FG20/21_34	<p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>Headteacher Summary Report</li> </ul> <p>LC reported that he has received a resignation letter from LS, stating her notice to leave at the end of this academic year.</p> <p>Questions submitted by NN are included as an appendix to the minutes. Responses from LS to questions, as follows:</p> <p>Remote Learning:</p> <p>A1. We have a sufficient number of laptops - 44 new laptops from the DfE, in addition to community donations.</p> <p>A2. Those who aren't engaging with remote learning are taking a large amount of work. Up to 9% of pupils are either non-engaging or have a reduced expectation due to problems with accessing remote learning. LH reported that 4 of those children have not actually started at the school yet.</p> <p>A3. Remote learning includes daily exercise activities. Physical activity is encouraged, but we have not been able to monitor that.</p> <p>HT Report – Spring 2021:</p> <p>A1. Safeguarding issues have not increased, but they are different, which means that demand on staff time has changed. For example, there are more demands by telephone and online. LS confirmed she will brief staff on safeguarding before pupils return on 8<sup>th</sup> March.</p> <p>MS confirmed that he has observed that during online learning teaching staff are insisting that cameras be turned on, and teachers have been strict about children attending to the zoom online learning, maintaining high expectations of behaviour.</p> <ul style="list-style-type: none"> <li>Chair of Governors Update (written report 26.1.21, verbal follow up)</li> </ul> <p>LC reported that his recent meetings with LS have focussed on how the school has been coping, including staff well being and communications with staff and pupils.</p> <p>LC reported that he has had an initial discussion with Karen Powell about the HT recruitment process. LC asked governors to attend a one hour zoom meeting to discuss the process with Karen Powell. Governors agreed to the meeting. LC to circulate potential meeting dates to governors.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION</b></p> <p><b>ACTION LC</b></p>

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	<p>LC asked governors to volunteer to sit on the recruitment committee. NN, PD, TB, MS and LC volunteered. LC confirmed that he would contact DN and BC, who are absent at this meeting.</p>	<p><b>DECISION ACTION LC</b></p>
<p>FG20/21_35</p>	<p><u>Business Management</u></p> <ul style="list-style-type: none"> <li>• School Business Manager's Report</li> </ul> <p>SG presented her responses to NN's questions, which are included as an appendix to the minutes.</p> <p>Capital funding – SG reported that repairs to the flat roof had to be carried out during half term holidays. The roof is showing signs of age, so patch repairing is going to be needed.</p> <p>OPUS Energy have provided the cheapest quote. Governors were asked to approve a move to OPUS Energy, as our supplier, on a 24 month contract. Governors unanimously approved.</p> <p>SG reported that she has been researching changing the school telephone system to a digital system (VOIP). Telephone Europe have provided the best quotation.</p> <p>Q1. Is the price set for a fixed period? (NN) A1. SG confirmed that the price is fixed for 12 months. Governors unanimously agreed to proceed with moving to a digital system.</p> <p>SG reported that there is £16k unspent in the PE budget. Governors discussed the viability of moving the funds to other budgets, in particular, staffing. SG asked governors to consider purchasing a track, to be installed on the field. The cost would be £16k.</p> <p>Q2. How long is the quote open for? (NN) A2. SG did not know, but reported that the usual period is 1 month.</p> <p>PD suggested that SG should find out whether the funds could be reallocated to a different budget, before governors decide how to spend the funds.</p> <p>Q3. What is the opinion of the head of PE and what are the maintenance costs? (TB) A3. SG reported that some ongoing maintenance costs would be incurred, in the same way as there are costs involved in maintaining the other surfaces.</p> <p>Governors agreed that SG would investigate whether the funds could be reallocated.</p> <p><b><u>Governors moved the meeting to Part Two.</u></b></p>	<p><b>CHALLENGES</b></p> <p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION SG</b></p>
<p>FG20/21_36</p>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> <li>• Remote Learning Strategy (Feb update)</li> </ul> <p>Written report has been circulated to governors. LS invited governors to submit questions by email to her.</p>	

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FG20/21_37	<p><u>Safeguarding</u></p> <p>LS reported that 7 out of 10 governors have ratified the appendix. LS recommended that all governors should respond to safeguarding policy amendments.</p> <p>TB reported that the safeguarding recruitment course was useful and asked whether there is any further training which is open to governors. LS reported that training is all online at the moment. LS will check and send details to TB.</p>	<b>ACTION LS</b>
FG20/21_38	<p><u>Policies</u></p> <p>Questions from NN were submitted and responses discussed. A copy of the questions and answers are included in the appendix to the minutes.</p> <ul style="list-style-type: none"> <li>- Admissions Policy 2022-23</li> <li>- Behaviour Policy incl. Exclusions</li> <li>- Outdoor Education and Residential Visits</li> <li>- Supporting Children with Medical Needs</li> <li>- Emergency Management</li> </ul> <p>Above policies were approved.</p> <ul style="list-style-type: none"> <li>- Continuity Plan - c/f to next meeting.</li> </ul> <p><u>Policies (DCC)</u></p> <ul style="list-style-type: none"> <li>- Charging and Remissions (Devon LA)</li> <li>- Lettings (Devon LA)</li> <li>- Whistleblowing (Devon LA)</li> </ul> <p>Policies (DCC) were approved.</p> <p><u>Statements/Procedures</u></p> <ul style="list-style-type: none"> <li>- Admission Register – c/f</li> <li>- School Financial Value Standards – Governors confirmed that they understand and approve the statement. LC to sign.</li> </ul>	<p><b>CHALLENGES</b></p> <p><b>DECISION</b></p> <p>c/f</p> <p><b>DECISION</b></p> <p>c/f <b>DECISION</b> <b>ACTION LC</b></p>

**DATE OF NEXT MEETING: Tuesday 23<sup>rd</sup> March 2021, Full Governing Board Meeting, 6pm, ZOOM**

**These minutes are agreed**

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

Signed:

Dated: