



# TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board Meeting

Tuesday 26<sup>th</sup> March 2019 @ 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.

<b>CHAired BY:</b> Caroline Down	CD	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Caroline Down (CD), Darren Newland (DN), Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LCO), Louise Clements (LCL), Lynnette Selbie (LS), Matt Morgan (MM), Matt Page (MP), Pat Dickinson (PD), Sue Gawman (SG), Teresa Roberts (TR), Tim Bonney (TB)			
<b>APOLOGIES:</b> Jolene Taylor (JT), Liz Beckett (LB)			
<b>NIL HEARD FROM:</b> None			

Item Ref.	Minutes	Action
FG18/19_36	<b><u>Apologies for Absence</u></b> Apologies were accepted from Jolene Taylor (JT) – work commitment, Liz Beckett (LB) – childcare.	<b>DECISION</b>
FG18/19_37	<b><u>Governor Appointments</u></b> Associate Governor – LS to ask JT whether she will become an associate governor. Governors agreed to remove associate governor attendance record from website. Parent Governor – Matt Page – appointed. LEA Governor – Liam – awaiting confirmation from Babcock. Vacancies – 2 x partnership governors. HR asked governors to consider holding handover/exit interviews with governors who resign.	<b>ACTION LS</b> <b>ACTION SG</b> <b>DECISION</b> <b>c/f</b>
FG18/19_38	<b><u>Attendance &amp; Governors Business/Pecuniary Interest Register</u></b> Governors present signed the Attendance Sheet. <b><u>Interests declared</u></b> MM, LH, LS, KW declared and interest in the budget item.	
FG18/19_39	<b><u>Vision – Where are we now?</u></b>  <b><u>Minutes of the last meeting</u></b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> October 2018 – approved and signed</li> <li>• 15<sup>th</sup> January 2019 – approved and signed</li> <li>• 28<sup>th</sup> January 2019 – c/f to next FGB</li> </ul> <b><u>Actions from the meeting 15<sup>th</sup> January 2019</u></b> FG18/19_05 – The next headteachers meeting is 24 January 2019. FG18/19_07 – Cyclical plan of business c/f.	<b>DECISION</b> <b>DECISION</b> <b>c/f</b>  <b>ACTION LS</b> <b>ACTION KW</b>

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	FG18/19_08 – Governors agreed that LC will buddy Matt Page. FG18/19_27 – Reconstitution paperwork - complete. FG18/19_28 – ToR Pay Committee c/f FG18/19_28 – Amend and circulate monitoring visit form to all governors – complete. FG18/19_28 – Send log in details to the key to LB and MM – complete. FG18/19_28 – Circulate the updated SSIP – complete. FG18/19_28 – Email copy of forms to LB and MM – complete. FG18/19_29 – Headteacher report – to include a narrative. FG18/19_29 – Acronyms to be written in full by all governors. FG18/19_29 – SALIX energy lighting proposal – awaiting reply.	<b>ACTION LC/MP</b> <b>ACTION KW</b>  <b>ACTION LS</b> <b>ACTION ALL</b> <b>ACTION SG</b>
FG18/19_40	<p><b><u>Governance – What still needs to be done?</u></b></p> <ul style="list-style-type: none"> <li>• Strategic School Improvement Plan (SSIP) – Update circulated.</li> <li>• Spring term schedule in place. Update will come out in summer term. If governors have areas or issues arising from monitoring visits, please let LS know.</li> <li>• Recovery Plan update – No updates since February.</li> <li>• Best practise folder prepared. Will be kept in office.</li> <li>• Term dates – governors approved the dates submitted at the meeting. Proposed by LC, seconded by CD.</li> </ul>	<b>DECISION</b>
FG18/19_41	<p><b><u>Leadership</u></b></p> <p><b><u>Headteachers Report</u></b></p> <p>Q1. Please could the reasons for pupils leaving and joining school be explained. (PD)            A. LS reported that families moving home was the cause.</p> <p>Q2. Please could the increase in red cards issued during the spring term, compared to the autumn term be explained. (CD)            A. LS reported that the majority of incidents are single incidents, which demonstrates that the red card system is working. Those that are repeated incidents are dealt with by talking to the teacher to discuss whether using the red card system is likely to work. The periods between red cards being issued are increasing, which indicates they are having an impact. A review of who has issued red cards has been carried out and no pattern has been found. A review of which year groups are affected has been carried out and it was found that the cards issued are spread across all year groups. PD confirmed she will review in summer term.</p> <p>Governors noted that the new headteacher report is working as it is helping to generate questions from governors.</p> <p>Q3. What discussions are happening to reduce school day/week - and how is this to progress moving forward? (HR)            A. LS reported that staff are not having discussions about this. It is understood that other local schools are consulting on changing their timings to save money in order to help with their budget.            Governors agreed that this option would be discussed as part of the next budget meeting.</p> <p>Q4. What are the projected roll numbers for 2019/2020? (HR)            A. LS reported that number lost will be 58 and the intake will be 35.</p> <p>Q5. Phonics screening Y1 - our target attainment is 80% which is less than in</p>	<b>CHALLENGE</b>  <b>CHALLENGE</b>  <b>ACTION PD</b>  <b>CHALLENGE</b>  <b>c/f</b>  <b>CHALLENGE</b>  <b>CHALLENGE</b>

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	<p>previous years. Is this cohort dependent or is it related to the merging of Y1 and Y2 classes? (HR)</p> <p>A. LS reported that this figure is not a target, but is what we expect to achieve.</p> <p>Q6. KS2 Writing results fluctuate quite a bit. Clearly this is partly cohort dependent, but I think it would be useful for the governors to understand this and what measures are being put in place to give some consistency to our results. (HR)</p> <p>A. LS reported that there is a rising trend – 24% was what we received our ofsted judgement on. Although there may be low attainment, progress may be good. LS to meet with Y6 teachers to discuss the detail. Will give an update at beginning of next term.</p> <p>Q7. Why have the 4 PP EYFS pupils not been making progress? Interventions? Impact? (HR)</p> <p>A. LS reported that they have been making progress but haven't achieved good level of development.</p> <p>HR asked what actions were being taken. LH confirmed that daily interventions are in place and that those pupils are targeted throughout the day. They came in to school at a low level, but are making progress which we can measure. Those pupils may achieve expected standard by end of KS2.</p> <p>Q8. Nursery and reception pupil premium (pp) numbers are lower than other year groups. Is it because parents aren't applying for pp status?</p> <p>A. SG reported that it is harder for pupils to qualify because the pp criteria has changed. Also some parents who have children who automatically apply for school meals aren't applying despite the school asking them to.</p> <p>Q9. Consultation pilot for reception baseline assessment – will we take part in the pilot scheme?</p> <p>A. LS confirmed that we will apply to take part.</p> <p>LS asked for governors feedback on the narrative in the headteacher report. Governors agreed that they valued the narrative and it enhanced the report.</p> <p>Governors discussed the Self Evaluation Summary, recognising the importance of the summary for an ofsted inspection. LS confirmed that the document is prepared termly.</p> <p><b><u>School Business Managers Report</u></b></p> <ul style="list-style-type: none"> <li>Nursery – grounds investigation complete. Tenders due back 28<sup>th</sup> March. New estimated completion date 25<sup>th</sup> October.</li> </ul>	<p><b>CHALLENGE</b></p> <p><b>c/f LS</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG18/19_42	<p><b><u>Schools Financial Value Standard (SFVS)</u></b></p> <p>Governors approved the SFVS. Chair to sign.</p>	<b>DECISION</b>
FG18/19_43	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>Budget 2019/20 – Projected budget balances. The budget assumes that we have to cover cost of CAIRB redundancies. Awaiting to hear whether cost will be picked up from outside.</li> <li>65 pupils short of balancing for 2020/21.</li> <li>Staff insurance – sickness. Current insurance provider increased premium.</li> </ul>	

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	<p>Governors discussed the benefits of various premiums. DN proposed that the basic cover with stress element is purchased. Governors voted. 5 votes for basic cover, 4 votes for mid-cover. Basic cover will therefore be purchased.</p> <ul style="list-style-type: none"> <li>Governors were asked for approval to buy all the listed buy back services and service level agreements. DN asked whether they had proved worthwhile to the school. SG confirmed they were. Governors unanimously agreed to approve the purchase of the listed buy back services.</li> <li>Budget – SG confirmed that the budget will be reviewed after the chancellors statement. Governors asked what the actual impact of future deficits might be. SG confirmed that she has been given permission by DCC to set a deficit budget for 2019/20.</li> <li>Governors discussed what the school will do to mitigate budget deficits in future and considered establishing a finance committee again. Governors agreed to hold a FGB and budget meeting every term.</li> <li>SG reported that she would like to streamline the financial reports by using a cost centre system. Governors approved the use of the new system.</li> </ul> <p><b><u>Raising Additional Funds</u></b></p> <ul style="list-style-type: none"> <li>Governors discussed the possibilities of raising additional funds. Concerns were expressed about adding this task with a limited staff capacity. SG confirms that small grant pots are currently accessed for specific projects. Governors agreed that the schools business should concentrate on education and is not to raise funds for the school.</li> <li>Governors agreed that they must continue to ask challenging questions and scrutinise the income.</li> </ul>	<p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG18/19_44	<p><b><u>Training</u></b></p> <p>MM reported that the new governor induction training was useful. KW to send Matt Page dates for new governor induction training.</p> <p>A refresher course is to be delivered at Horrabridge Primary. Cost £17 per governor. Date, Wednesday 8<sup>th</sup> May, 6pm. HR and PD confirmed they would like to attend. KW to put their names forward.</p>	<p><b>ACTION KW</b></p> <p><b>ACTION KW/PD/HR</b></p>
FG18/19_45	<p><b><u>Statutory Policies</u></b></p> <p>Governors unanimously agreed to approve the policies.</p> <p>Equality – our website might not be fully compliant. SG to investigate. Will bring any changes to the next meeting.</p> <p>Supporting children with medical needs – we have been asked by nhs to consider administering non-prescribed meds. Governors decided not to amend policy.</p>	<p><b>DECISION</b></p> <p><b>c/f SG</b></p> <p><b>DECISION</b></p>
FG18/19_46	<p><b><u>Safeguarding</u></b></p> <p>DN reported that following the SSIP review he can confirm that the child protection online monitoring system is working well.</p>	

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FG18/19_47	<p><b><u>Early Help</u></b></p> <p>LH reported that this is a new process from social care, to provide support for children who don't meet the threshold for extra needs.</p>	
FG18/19_48	<p><b><u>CAIRB Closure</u></b></p> <p>Governors reviewed information regarding the CAIRB closure. Public consultation has now gone out. SG has put a redundancy package together. LS confirmed it is unlikely not to go ahead. Working closely with parents and local authority to look at ongoing education facilities for pupils.</p> <p>Appeals committee should be ready to meet if required. Meeting dates are likely to be late June.</p>	<b>c/f</b>
FG18/19_49	<p><b><u>Other business</u></b></p> <p>LG meeting date amended - Tuesday 9<sup>th</sup> July, 6pm.</p> <p>Governors agreed for member of staff to have one day paid and one day unpaid leave for participation at the European Aquathlon championships.</p>	<p><b>DECISION</b></p> <p><b>DECISION</b></p>
	<b>Meeting closed 8.19pm</b>	

**DATE OF NEXT MEETING: Full Governors Meeting, TBC, 2019/20**

**These minutes are agreed**

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

Signed:

Dated: