



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 20th April 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.

CHAired BY: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Tim Bonney (TB), Ben Chilcott (BC), Liam Cottrell (LC), Pat Dickinson (PD), Laura Handel (LH), Nick Nottley (NN), Darren Newland (DN), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: Sue Gawman (SG), Matt Morgan (MM)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_46	<p>Apologies Apologies accepted from SG (unwell) and MM (work commitments).</p> <p>LB has resigned as a co-opted governor. There are now 2 co-opted governor vacancies. KW to contact SGOSS to see whether they have any candidates. The governors discussed recruitment possibilities. Governors agreed to advertise in Tavi Times and send notice to HSA.</p>	<p>DECISION</p> <p>ACTION KW ACTION LS</p>
FG20/21_47	<p>Governors Business/Pecuniary Interest Register Staff declared an interest in the agenda.</p>	
FG20/21_48	<p>Vision – Where are we now? Minutes of FGB meeting on 23rd March 2021 approved. Minutes will be signed by the Chair digitally and emailed to KW for filing.</p> <p><u>Actions of FGB Meeting 23rd March 2021:</u> - Policies – Children with Health Needs</p> <p><u>Actions of FGB Meeting 23rd February 2021:</u> - LS will check for additional safeguarding training courses for governors and send details to TB. – LS to pass details to TB.</p> <p><u>Actions of FGB meeting 8th December 2020:</u> - MS and BC to send profiles/photos to KW. Governors confirmed they were happy for the profiles to go on the website, excluding BC's, until it is received.</p> <p><u>Actions of Lead Governors meeting 20th October 2020:</u> - Monitoring tracker sheet examples – c/f. Monitoring sheets and schedule to be circulated, prior to next monitoring meeting. – LS to email governors with proposal.</p> <p>Q1. Are we allowed to come into school to carry out monitoring? (NN)</p>	<p>DECISION ACTION LC</p> <p>c/f</p> <p>Completed</p> <p>ACTION MS/BC/KW</p> <p>Completed</p>

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	<p>A1. It is our decision. LS will include provision in the next risk assessment update, but it will be an individual decision for governors.</p> <p><u>Actions of September Business Meeting 30th September 2020:</u></p> <ul style="list-style-type: none"> - Strategic plan to be developed - c/f March 2021 – LC to circulate plan to governors for comment. LC will send out a timetable to governors, following his conversation with Karen Powell. - Governor induction pack review – c/f – will be dealt with in next couple of months. LC and LS to meet to discuss and will then bring ideas pack to the governing board. 	<p>ACTION LS</p> <p>ACTION LC</p> <p>ACTION LC/LS</p>
FG20/21_49	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Chair of Governors Update <p>LC confirmed that he will be stepping down as Chair from April 2022 and suggested that in September, governors should discuss how they will recruit a new Chair.</p> <ul style="list-style-type: none"> • Headteacher's Report <p>LS confirmed that responses to questions have been sent to governors by email.</p> <p>Governors discussed the responses, with particular emphasis on attendance; EHCP children; Early Years progress and bullying.</p> <p>Q2. When you are gathering evidence for EHCP, how important is it to tap into multi-agency support and how successful is it?(LC)</p> <p>A2. LS reported that health and education communications have not been very successful. The new post of Jade Hedges-Stearn has had an impact. However, there are still a number of agencies which need to be involved in supporting an EHCP application. (LH/LS)</p> <p>LS invited governors to submit any further questions to her by email and she will respond electronically.</p>	<p>CHALLENGE</p>
FG20/21_50	<p><u>Business Management</u></p> <ul style="list-style-type: none"> • School Business Manager's Report <p>Q3. End of year balance is £110K. This has improved by £7K vs. last month (+6.7%), what has this driven this and do you expect any further improvement before the end of the academic year? (MM)</p> <p>A3. End of Year Balance....this has changed again due to a technical issue which has meant that DCC have not processed the requested end of year accruals. Revised revenue carry forward from 20/21 is £105,593 Gross, less £10,595 (PE & FSP Funds) = £94,998, this is considerably less than the sum of £103,346 shown on the budget plan. However within the accruals was £9,837 of (debtors) income not received and £2,159 of payments made in advance (PMIA), these amounts will now be included with the 2021/22 income. The budget figure did not include PE funding so my final estimate was lower and not higher (sorry I didn't make this clear enough in the report.) The changes were due to some late orders and items being delivered before the 31st March which were not expected and some additional supply costs. (SG)</p> <p>Q4. Is it worth reviewing the after schools provision as an itemised P&L and set a target of minimum contribution to ensure we set the pricing levels both that support the school and are affordable for parents? (MM)</p> <p>A4. More detailed analysis will need to be completed for the extended services, I will do this later this term once numbers have settled. (SG)</p> <p>Q5. What is the justification for 'even -ing out' the Nursery fees for Sept 2021, so</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<p>that the proposed fee for 3-4year olds is more than the DCC fee (ie £4.50 not £4.20) , but less than DCC for 2 year olds (ie £4.50 not £5.04) Is it not more expensive to cater for the 2 year olds? (PD) A5. Governors asked SG to reply by email.</p> <p>Governors discussed the issues surrounding the proposed SEN TA appointments. Governors unanimously agreed that the appointments should be made.</p>	<p>ACTION SG</p> <p>DECISION</p>
FG20/21_51	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> • Timetable Summer 2021 <p>Governors approved the summer term timetable.</p>	DECISION
FG20/21_52	<p><u>Safeguarding</u></p> <p>LH confirmed that she will take on role as designated safeguarding lead for next academic year.</p> <p>TB is going to take on the role of lead governor for safeguarding.</p>	DECISION
FG20/21_53	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Children with health needs who cannot attend school <p>Q6. Assume all dates and times will be added to front sheet on approval. (MS) A6. Clare Lashley to update.</p> <p>Q7. 3.2 How is it determined if the school can't make the arrangements for the pupil and it's for the local authority. What is the decision making process that determines this and does this need adding to the policy? (MS) A7. LS will investigate.</p> <p>Q8. What safe guarding role does the school play in times of extended absence? How will the school liaise with other agencies to ensure the child is not at risk? (MS) A8. We are responsible for attendance, where education is carried out offsite. Clear communication is maintained between two. (LS)</p> <p>Governors agreed to c/f ratification of the policy.</p>	<p>CHALLENGE ACTION CL</p> <p>CHALLENGE</p> <p>ACTION LS</p> <p>CHALLENGE</p> <p>c/f FGB 250521</p>

DATE OF NEXT MEETING: Tuesday 25th May 2021, Full Governing Board Meeting, 6pm, ZOOM

These minutes are agreed

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

Signed:

Dated: