



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting

Tuesday 21st June 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.

CHAired BY: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Heather Alexander (HA), Tim Bonney (TB), Pat Dickinson (PD), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Rebecca Sargent (RS) - Guest, Kirsten Wake (KW), Karen Wright (KW _r)			
APOLOGIES: Liz Beckett (LB), Laura Handel (LH), Mike Smith (MS)			
NIL HEARD FROM: Ben Chilcott (BC)			

Item Ref.	Minutes	Action
FG21/22_63	<u>Apologies for absence</u> Apologies for absence accepted from LB (residential trip commitment), LH (residential trip commitment) and MS (personal commitment).	DECISION
FG21/22_64	<u>Business/Pecuniary Interest Register</u> Staff declared an interest in policies.	
FG21/22_65	<u>Personal, Social, Health and Economic Education Subject Lead Verbal Report</u> Sam Lake gave a verbal report to governors, including curriculum changes and the focus on updating the sex education section of the planning. Q1. Is mental health covered within the planning? A1. Includes different areas of mental health, identifying emotions and managing emotions. Q2. Are the targets affected by absence due to COVID? A2. Not been affected in the same way as subjects like Maths and English, because the subject is being embedded within day to day school life, and across the curriculum.	CHALLENGE CHALLENGE
FG21/22_66	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting</u> Minutes of FGB meeting on 26 th April 2022 – Approved and signed. <u>Actions from previous meetings:</u> <u>Tuesday 11th January 2022</u> <u>FG21/22_34</u> ECT policy – c/f LH <u>Tuesday 15th March 2022</u>	DECISION C/F LH

Item Ref.	Minutes	Action
	<p><u>FG21/22_45</u> Minutes to be amended, then signed by Chair.</p> <p><u>FG21/22_49</u> Emergency Management Plan – to be reviewed. – Action KWr, not KW. – Governors agreed that KWr will complete during the summer holidays.</p> <p><u>Tuesday 26th April 2022</u></p> <p><u>Headteacher's Report</u> LH to investigate reason for increase in red cards and report at next meeting. (LH)</p> <p>LH to investigate online form for extra-curricular clubs and fix facility to select homework club, plus one other club, for next term. Completed.</p> <p><u>SFVS</u> KW to circulate the SFVS link to governors. – Completed.</p> <p><u>Policies and Statements</u> KW to allocate to governors to review policies and statements on an ongoing basis. – send to governors by summer holidays.</p> <p><u>Monitoring</u> Governors discussed amending the process. LH and DN to prepare a revised form. Equality and safeguarding observation boxes to add to the form, including prompts. Governors approved the new form, subject to amendments. DN to amend and circulate.</p> <p>SJ asked for a glossary of acronyms. KW to provide. - Completed</p>	<p>COMPLETED</p> <p>C/F KWr</p> <p>ACTION LH C/F</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>ACTION KW</p> <p>ACTION DN</p> <p>COMPLETED</p>
FG21/22_67	<p><u>Deputy Headteacher Verbal Report</u></p> <p>HA gave a verbal report regarding the assessment policy. Main change to the policy is the approval of a 'no marking' policy. HA explained the process of the three main forms of assessment.</p> <p>Q3. How do governors review whether an improvement has been made by using the new method? (TB) A3. Governors can look at children's books during the book scrutiny and see whether the misconceptions have been addressed in their work. (HA)</p>	<p>CHALLENGE</p>
FG21/22_68	<p><u>School Business Manager Report</u></p> <p>Q4. What is the status of contracts for those teachers whose contracts are ending? (TB) A4. There are a number of vacancies coming up. To date, one teacher application has been received and one teacher will be returning on different hours. A one to one TA was appointed last week. The new administrator post will start in September 2022. (KWr)</p> <p>Member of staff has given notice of maternity and DN recommends resolving that teacher position at the start of the academic year to provide consistency for the children. Governors agreed.</p> <p>KWr confirmed that current deficit will require us to submit our budget to Financial Intervention Panel Schools (FIPS). They will not question an overspend for TAs for children with EHCPs. A school decision will need to be made about providing staffing for those children who need one to one support but do not have funding.</p> <p>Q5. The 'academic monitor' offer, funded by government, is paying 95% at present, dropping to 65% in September. Can we use this scheme to support staffing? (PD)</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>

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	A5. KWrr to investigate the scheme. (KWrr)	ACTION KWrr
FG21/22_69	<p><u>Lead Governor Reports</u></p> <p>Q6. Has the staff survey been completed? (MP) A6. It will be completed this term. (KWrr)</p> <p>Q7. Are we doing a parents survey? (DN) A7. Yes. Governors requested that a questions be added to the survey, asking 'What would be the best way to communicate with you?'</p> <p>Q8. Are exit interviews required for outgoing staff? (MP) A8. Reasons are already known. No requirement for exit interviews. (KWrr)</p> <p>TB reported that he has completed a dip test with the MTAs on safeguarding knowledge and understanding. No problems to report.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
FG21/22_70	<p><u>Lead Governor Reports Format</u></p> <p>Governors approved the new format, subject to discussed amendments, to be made by DN.</p>	ACTION DN
FG21/22_71	<p><u>Safeguarding</u></p> <p>Governors agreed that a notice should be added to the noticeboard, asking visitors to lock the padlock.</p> <p>Lanyards and high viz vests are still to be ordered.</p>	ACTION KWrr
FG21/22_72	<p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Section A – DN and SJ will investigate at the next meeting.</p>	ACTION DN/SJ

DATE OF NEXT MEETING: Tuesday 19th July 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>