



**Minutes of the Full Governing Board (FGB) Meeting**

**Tuesday 8<sup>th</sup> November 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.**

<b>CHAired BY:</b> Sue James	SJ	<b>CLERKED BY:</b> Kirsten Wake	KW
<b>PRESENT:</b> Tim Bonney (TB), Ben Chilcott (BC), Nicky Collett (NC), Rebecca Fuggle (RF) (Guest), Sue James (SJ), Matt Page (MP), Rebecca Sargent (RS), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
<b>APOLOGIES:</b> Darren Newland (DN), Laura Handel (LH), Pat Dickinson (PD)			
<b>NIL HEARD FROM:</b> None			

<b>Item Ref.</b>	<b>Minutes</b>	<b>Action</b>
FG22/23_21	<b><u>Apologies for absence</u></b> Apologies for absence received and approved from Darren – holiday, Pat – holiday, Laura – family commitment.	<b>DECISION</b>
FG22/23_22	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	
FG22/23_23	<b><u>Vision – Where are we now?</u></b>  <b><u>Minutes of the last meeting</u></b> Minutes of the FGB meeting on 4 <sup>th</sup> October 2022 were approved and signed by the Chair, with no amendments.  <b><u>Actions from the last meeting</u></b> <b><u>Tuesday 26<sup>th</sup> April 2022</u></b> <u>FG21/22_62</u> KW to allocate governors to review policies and statements on an ongoing basis. Policies for approval to be added to agenda for next meeting. Completed.  <b><u>Tuesday 19<sup>th</sup> July 2022</u></b> <u>FG21/22_79</u> SFVS Section A – This will be the first section to be looked at by all governors at the next meeting. DN to complete a monitoring visit form.  Skills audits to be completed by all governors. KW to email form to those governors who have not yet completed. KW to amend the final column heading to ‘Governor’.  BC to sit with KWR for update on skills, then will submit.  <u>FG21/22_81</u> All governors agreed that a survey to parents and to pupils would be conducted in the Autumn Term. Survey will go out once the SSIP has been completed. Questions need to be linked to the SSIP. – c/f LH SJ suggested there could be an inclusion in the newsletter ‘parent’s survey coming soon’. – Newsletter to go out on Friday.	<b>DECISION</b>  <b>COMPLETED</b>  <b>C/F DN</b>  <b>ACTION KW</b> <b>COMPLETED</b>  <b>ACTION BC</b>    <b>C/F LH</b> <b>COMPLETED</b>



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	<p><b><u>Tuesday 13<sup>th</sup> September 2022</u></b>  <u>FG22/23_07</u>            Roles 2022-23 – LH to circulate revised version.            Governors approved the revised version and expressed their thanks to Laura for making the improvements.</p> <p><u>FG22/23_08</u>            Delegation Planner – Governors asked KW to investigate an alternative layout for this document. Incomplete. C/f to next meeting. To send for next meeting.            Register of business interests – KW to email form to those who have not yet completed their forms.</p> <p><u>FG22/23_10</u>            Annual Safeguarding Level 2 Training – Governors agreed to undertake training on Tuesday 6<sup>th</sup> December 2022. This would be provided at the end of the meeting, so that those who have already completed safeguarding training would not have to repeat.</p> <p><b><u>Pay Committee Meeting</u></b>            Committee members SJ, BC, TB, MP agreed to meet after the FGB meeting on 8<sup>th</sup> November at 7pm.</p> <p><b><u>Tuesday 4<sup>th</sup> October 2022</u></b>  <u>FG22/23_16</u>            MS completed review. MS asked for Collective Worship subject lead to confirm statutory requirements have been met by the policy. KW to contact subject lead.</p> <p><u>FG22/23_17</u>            SFVS monitoring visit to be arranged by DN.</p>	<p><b>COMPLETED</b></p> <p><b>ACTION KW</b></p> <p><b>ACTION KW</b></p> <p><b>ACTION LH</b></p> <p><b>COMPLETED</b></p> <p><b>C/F KW/ LISA DAYMOND</b></p> <p><b>C/F DN</b></p>
<p>FG22/23_24</p>	<p><b><u>Leadership</u></b>  <u>Headteacher's Report</u></p> <p>Governors discussed ways of improving the system for submitting questions about the Headteachers Report. Governors agreed that a monitoring form would be added to One Drive, along with the Headteacher's Report. Governors will then add their questions to the form. It is anticipated that this will reduce duplication for the Headteacher and make the questions available for the Headteacher to access when required.</p> <p>Q1. Attendance at parent consultations. After Year 2 onwards the numbers were down. Is there an engagement issue? (MS)            A1. NC commented that experience from other schools shows that parent engagement does reduce in Key Stage 2, until Year 6. It was noted that the figures in the Headteachers Report are from the evening appointments, but there have been phone call and alternative day meetings for parents at other times. Those figures are not included. (NC)</p> <p>Governors requested that the Headteachers Report include 'hard to reach' parent figures and figures for all parent meetings held, not just meetings attended on the given 'parent evening' dates.</p> <p>Q2. Extra curricular clubs – Could the N/A comment be explained? (MP)            A2. It was expected that the figures were not yet available as the clubs had not been completed.</p> <p>Q3. Could we ask local sports clubs to provide after school clubs? (MP)            A3. KWR confirmed that if governors know of any local sports club who may be interested, then please ask them to contact KWR. (KWR)</p>	<p><b>ACTION KW/ ALL GOVS</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION ACTION LH</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>



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	<p>Q4. Teacher assessments - When will the next class progress reports be available? (MS) A4. Scheduled towards end of this term, so the figures will be available shortly after that. (NC)</p> <p>Q5. Concern was raised about the phonics figures. (MS) A5. National tutoring funding has been put into Year 1 due to the high level of need. This should help to improve phonics understanding. (NC)</p> <p>Q6. Has an impact be noticed of the new signposting for parent concerns? (MS) A6. It is helping, but we will need to continue to keep putting the message out to encourage parental engagement with teachers. (NC) KWR confirmed that there is a new DCC complaints policy which supports the strategy we are using.</p> <p>Q7. Have there been any issues with the year 3 and 4 merger? (TB) A7. Data will demonstrate any concerns at the end of term. Teachers feedback has been that there have been challenges for some children because of friendship splits and teachers adapting to a new way of teaching. (NC)</p> <p>Q8. What is the plan when year 4's go up? (BC) A8. More likely to be a 4/5 class, looking at numbers at the moment, but will be considered in January. (KWR)</p> <p>Q9. How are the Ukrainians integrating? (TB) A9. Children generally picking up the routine well. Children within school are nurturing towards the Ukrainian children. (NC)</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
FG22/23_25	<p><b><u>Business Management</u></b> <u>School Business Manager's Report</u></p> <p>Devon finance – Application will be submitted to FIPS. Energy capped until March 2023. Currently we have an NPower contract for gas and electric. Cost of staff relating to EHCPs is £78,000, with an EHCP income of £4,000. Devon County Council has asked for evidence of conversations concerning the matter to be submitted. KWR and BC to meet to prepare FIPS paperwork.</p> <p>Q10. Concerning the outcome of an overspend - is this likely to be accepted, and will there be extra funding? (BC) A10. Extra income will be sought. (KWR)</p>	<p><b>ACTION</b> <b>KWR/BC</b></p> <p><b>CHALLENGE</b></p>
FG22/23_26	<p><b><u>Benchmarking</u></b> c/f December FGB.</p>	<p><b>C/F DEC</b></p>
FG22/23_27	<p><b><u>Schools Financial Value Standard (SFVS)</u></b> 4 and 5 yet to be reviewed. Skills audit forms required to complete this review.</p>	
FG22/23_28	<p><b><u>Safeguarding</u></b> No updates.</p>	
FG22/23_29	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• Governors Allowances - Approved</li> <li>• Appraisal Policy for Teachers (DCC)</li> <li>• Pay Policy (DCC)</li> </ul> <p>Governors unanimously approved. Proposed by MS, Seconded by TB.</p>	<p><b>DECISION</b></p>



**DATE OF NEXT FGB MEETING: Tuesday 6<sup>th</sup> December 2022, 6pm, Tavistock Primary and Nursery 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>