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| **Minutes of the Full Governing Board (FGB) Meeting****Tuesday 11th June 2024, 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.** |

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| **CHAIRED BY:** Sue James | SJ | **CLERKED BY:** Kirsten Wake | KW |
| **PRESENT:** Tim Bonney (TB), Nicky Collett (NC), Pat Dickinson (PD), Pete Easton (PE), Laura Handel (LH), Julia Hughes (JH), Sue James (SJ), Matt Page (MP), Mike Smith (MS), Nicole Statton (NC), Kirsten Wake (KW), Karen Wright (KWR)  |
| **APOLOGIES:** Nil |
| **NIL HEARD FROM:** Nil |

| **Item Ref.** | **Minutes** | **Action** |
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| FG23/24\_62 | **Welcome and Introductions**Nicole Statton was welcomed as the new parent governor. **Apologies for absence**None. |  |
| FG23/24\_63 | **Business/Pecuniary Interest Register**Staff and parents declared an interest in the budget, external provision and staffing discussions. | **DECISION** |
| FG23/24\_64 | **Vision – Where are we now?****Minutes from the last meeting**Approved and signed by the Chair with no amendments. Proposed by MP, seconded by MS.**Actions from the last meeting****FG23/24\_61** Statement of Procedures for dealing with allegations of abuse against staff :SJ confirmed that the statement is included in the Safeguarding and Child Protection Policy and will replace this separate statement. KW to update website with a statement explaining this.Update: KW reported that the Statement of Procedures is no longer in the DoE list of statutory policies and therefore no longer required on the website. As the information contained in the SoP is already in the Safeguarding Policy, Governors agreed that no statement need be added to the website.**Actions from previous meetings****Tuesday 20th February 2024****FG 23/24\_43****Vacancies – Staff, Parent, Partnership**Partnership governor – KW to use links in the recent governor services newsletter.Update: Advice sought from Governor Services. Staff governor – SJ to draft letter to staff. C/FMP asked whether the idea of being a staff governor is included in an appraisal. LH confirmed that this can be included in the next round of appraisals. MS announced that he will not stand for re-election when his term expires in September. The next meeting in July will be his last meeting. The Chair thanked Mike for all his hard work and contributions.KWR suggested a governor attend the new parent meeting on 16th July to inform parents of the parent governor vacancy. | **DECISION****ACTION KW****DECISION****COMPLETED****ACTION SJ****ACTION LH****DECISION****ACTION LH** |
| FG23/24\_65 | **School Business Manager’s Report**MP checked some of the dates in the report. Those dates which needed amending were amended by KWR during the meeting.Q1. Is shortfall in line with expectation? MSA1. Additional monies received from the Ukraine refugee fund was the largest discrepancy. This was unexpected income. KWRQ2. Is the £19,000 additional nursery income forecast for next year? MSA2. Forecasting is prudent for next year, but the nursery is full and income is where it should be. KWRQ3. EYFS SSIP. Has the 2 year old provision outside area been updated to improve this area? PDA3. KWR confirmed that the finance is available and a requisition needs to be raised for whatever Foundation identify as a priority purchase. LH and KWR will discuss with relevant staff members to clarify.Q4. Are there any consistencies with reasons for teachers leaving? MSA4. LH confirmed that the reasons for teachers leaving were all different. LHQ5. Has the admin position been filled for next year? PEA5. Current staffing, which has been used to cover maternity leave, will continue. KWR | **DECISION****CHALLENGE****CHALLENGE****CHALLENGE****CHALLENGE****CHALLENGE** |
| FG23/24\_66 | **Summer Term Monitoring**SJ asked governors to finalise monitoring forms and add to OneDrive prior to the July meeting.LH asked governors for their feedback on the workload on the monitoring schedule.MS confirmed that termly meetings, within each key stage, are not required.Governors agreed that the Spring meeting could be dropped, unless the data drop suggests further investigations are needed. | **ACTION ALL****CHALLENGE****DECISION** |
| FG23/24\_67 | **Safeguarding**Governors confirmed that they have read OMGs No’s 18 and 19.No matters reported. |  |
| FG23/24\_68 | **Policies*** Uniform Policy

Q6. Does the school receive any income from sales of uniform?A6. KWR confirmed that no income is received from sales.Governors discussed some of the details within the policy. It was agreed that KWR will review policy and bring to governors to adopt at the next meeting. | **CHALLENGE****ACTION KWR** |
| FG23/24\_69 | **New appointments**LH confirmed that 2 new appointments have been made. There is still one vacancy for 1 day a week. | **DECISION** |
| FG23/24\_70 | **Partnership Working Group**SJ reported on the progress of the working group. LH has been to visit other schools as research. The working group set a meeting date for 5.30pm, Monday 1st July, via Teams. | **DECISION** |
|  | **Meeting Closed 18:54** |  |

**DATE OF NEXT FGB MEETING: Tuesday 16th July 2024, 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>