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| **Minutes of the Full Governing Board (FGB) Meeting**  **Tuesday 30th April 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:** Nicky Collett (NC), Pat Dickinson (PD), Laura Handel (LH), Julia Hughes (JH), Sue James (SJ), Matt Page (MP), Daryl Panter (DP) – For item FG23/24\_54, Kirsten Wake (KW), Karen Wright (KWR) | | | |
| **APOLOGIES:** Pete Easton (PE), Mike Smith (MS) | | | |
| **NIL HEARD FROM:** Tim Bonney (TB) | | | |

| **Item Ref.** | **Minutes** | **Action** |
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| FG23/24\_54 | **PE Lead Report**  DP gave a summary of the PE curriculum, noting:  Progress and clear objectives throughout the school.  Skills within the curriculum are built on, year by year, revisiting each year.  Range of sports offered, including rugby, cricket.  External provider, Ben Jones, offers multi skills, including golf, frisbee, to enhance the children’s exposure to a range of sports.  After school sports clubs are offered in addition to the class time provision.  PE target is 2 hours a week. 2 timetabled PE lessons a week to meet those targets. Run a mile is also timetabled in 3 times per week.  Health benefits are identified through the PSHE curriculum and discussed.  Environmental garden – under development. Plan is to add another play area to be open at playtimes and made available at garden day.  Participation in external events – OCRA multi skills events, SEND events, tournaments. Teachers are looking to take as many as children as possible to tournaments to expose children to competitive events.  Celebrate sporting events of staff and children, during assemblies.  Website is set up to show photos of PE activities to the community.  Forest schools – staff training, equipment acquisition are required to deliver this.  Q1. Can you elaborate on who OCRA is? (JH)  A1. Company that we pay into to put on sporting events across the County. (DP)  Q2. Is there scope to develop in-house activities? (PD)  A2. Yes, in-house events, or between year groups, or girls and boys, are being considered. (DP)  Q3. How do you find ‘hidden potential’ of pupils who do not volunteer children for sports? (MP)  A3. Through exposure to sports the children with talent can be identified and encouraged to participate in events. (DP)  Q4. Could you have sports person of the month? (MP)  A4. Significant sporting events are discussed as part of lessons. (DP)  Q5. Do enthusiasm levels vary according to age group? (JH)  A5. Varies according to sport. For example, majority of boys are focussed on football. Continue to expose them to variety of sport to break down the barriers of ‘gymnastics is a girls sport’ stereotypes. (DP) | **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE**  **CHALLENGE** |
| FG23/24\_55 | **Apologies for absence**  Apologies were received and approved from Pete Easton (personal commitment) and Mike Smith (work commitment).  Nil heard from Tim Bonney (TB). | **DECISION** |
| FG23/24\_56 | **Business/Pecuniary Interest Register**  Staff and parents declared an interest in budget and staffing discussions. | **DECISION** |
| FG23/24\_57 | **Vision – Where are we now?**  **Minutes from the last meeting**  Approved and signed by the Chair with no amendments. Proposed PD, seconded LH.  **Actions from the last meeting**  **Tuesday 19th March 2024**  **FG23/24\_50**  MS raised a recommendation from the meeting, for governors to make representations to question the funding level for SEND TAs to support intake of students. KWR to investigate the mechanics of the process. Update 300424: Depending on circumstances CL can report back and ask for more funding. Although this hasn’t worked in the past, it has on a recent occasion. This process can continue to be followed.  **FG23/24\_51**  Q1. How will governors link evidence of completion to the SSIP targets? (KW)  Governors agreed that link governor monitoring reports will reference all the questions on the governors section of the SSIP, which will be accepted as evidence of achievement of SSIP targets. (LH)  Separate folder for link governor monitoring forms will be added to the Monitoring folder on OneDrive.  **FG23/24\_52**  Spring Term Monitoring - Governors reviewed items to be carried forward to the Summer Term.  Summer Term Monitoring timetable to be developed by SJ and LH. To be circulated when available.  Update: To be completed later in the agenda.  **Actions from previous meetings**  **Tuesday 20th February 2024**  **FG23/24\_43**  **Headteacher’s Report**  Governors asked for reporting of data to include separation of SEND figures.  SEND children are all so individual that LH feels that we are not reporting inclusively. Governors agreed to continue reporting as is, without separating the SEND figures.  **Vacancies – Staff, Parent, Partnership**  Parent vacancy has been confirmed as Nicole Statton.  Partnership governor – KW to use links in the recent governor services newsletter  Staff governor – SJ to draft letter to staff | **DECISION**  **ACTION KWR**  **COMPLETED**  **ACTION KW**  **COMPLETED**  **ACTION SJ COMPLETED**  **ACTION SJ/LH**  **COMPLETED**  **ACTION LH**  **DECISION**  **DECISION**  **ACTION KW**  **ACTION SJ** |
| FG23/24\_58 | **Headteacher’s Report**  SJ congratulated staff on the implementation of new working practices, which was highlighted with the repeat visit from Devon Education Authority.  Questions and answers on the Headteacher’s Report are on the monitoring form for this meeting, which can be found on the OneDrive. |  |
| FG23/24\_59 | **Summer Term Monitoring**  No amendments to monitoring received from governors.  FGB to go through the governor reports at the next meeting. | **C/F 110624** |
| FG23/24\_60 | **Safeguarding** Governors confirmed that they have read OMGs No’s 1 and 8.  Q2. Are we signed up for ENCOMPASS?  A2. LH confirmed that we have signed up.  No matters reported. | **CHALLENGE** |
| FG23/24\_61 | **Policies**   * Equality and Diversity   LH recommended for adoption. Action plan will be brought to the governors when it is ready. Proposer PD, seconder MP.   * Whistleblowing   SJ recommended for adoption.   * 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. Proposed by SJ, seconded by MP.  Above policies were approved by governors. Proposed MS. Seconded PD. | **DECISION**  **DECISION**  **DECISION**  **ACTION KW**  **DECISION** |
| FG23/24\_62 | **Partnership Working Group**  Members set a meeting date for 21st May 2024. |  |
|  | **Meeting Closed 18:58** |  |

**DATE OF NEXT FGB MEETING: Tuesday 11th June 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>