



TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 15th January 2019 @ 6pm

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: Caroline Down	CD	CLERKED BY: Kirsten Wake	KW
PRESENT: Caroline Down (CD), Harriett Roberts (HR), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LCO), Liz Beckett (LB), Louise Clements (LCL), Lynnette Selbie (LS), Matt Morgan (MM), Pat Dickinson (PD), Sue Gawman (SG)			
APOLOGIES: Jolene Taylor (JT), Teresa Roberts (TR)			
NIL HEARD FROM: Darren Newland (DN)			

Item Ref.	Minutes	Action
FG18/19_22	<u>Apologies for Absence</u> Apologies were accepted from Jolene Taylor (JT) – work commitment, Teresa Roberts (TR) – sickness. Nil heard from Darren Newland (DN).	DECISION
FG18/19_23	<u>Governor Appointments</u> Governors elected Matt Morgan and Liz Beckett as governors. Proposed by CD, Seconded by LCL.	DECISION
FG18/19_24	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> LS, LH, LB and MM declared interest in the agenda item Teachers Pay policy.	
FG18/19_25	<u>Vision – Where are we now?</u> <u>Minutes of the last meeting 2 October</u> CD asked for the wording ‘crib sheet’ to be amended to ‘information sheet’. Governors discussed producing a pack of good examples of our governance in preparation for an OFSTED visit. CD confirmed that she would prepare the pack. Minutes were approved, subject to amendments being made. Chair will sign at the next meeting. <u>Actions from the meeting 2 October</u> FG18/19_05 – The next Headteachers meeting is 24 January 2019. FG18/19_07 – Cyclical plan of business not yet completed. FG18/19_08 - Buddy system postponed until reconstitution completed.	DECISION ACTION LS ACTION KW c/f

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	FG18/09_08 – Parentview questionnaires completed. FG18/19_09 – SSIP action plan circulated. FG18/19_09 – Headteachers report will be discussed later in the agenda.	Completed Completed Completed
FG18/19_26	<p><u>Tavistock Co-operative Learning Trust (TCLT)</u></p> <p>Governors discussed the disbanding of the TCLT.</p> <p>Q1. How will the ownership of land be affected by leaving the TCLT? (LCO) A. SG confirmed that the land would be transferred to DCC.</p> <p>Q2. What would the legal status of the school become? A. SG confirmed that the status would be a 'foundation school without a foundation'.</p> <p>Governors were asked to take a final vote on disbanding the TCLT. Governors unanimously agreed to disband the TCLT.</p> <p>Governors agreed to remove the word "Community" from the name of the school. The new name of the school will be "Tavistock Primary & Nursery School".</p>	CHALLENGE CHALLENGE DECISION DECISION
FG18/19_27	<p><u>Reconstitution of the Governing Board</u></p> <ul style="list-style-type: none"> Vote on reconstitution <p>Governors unanimously agreed that they would reconstitute the governing board.</p> <ul style="list-style-type: none"> Date of reconstitution <p>Governors unanimously agreed the date of reconstitution as 1st March 2019.</p> <p>Governors discussed the new structure of the governing board. Governors agreed that the new governing board shall consist of 12 governors, including 1 x LEA; 3 x parent; 1 x staff; 1 x Headteacher; 4 x Co-opted and 2 x Partnership governors. Governors unanimously agreed to resign LCO from a co-opted member and appoint him as a partnership governor. SG confirmed that there had been no nominations for partnership governors received. KW to complete and send the necessary paperwork to Babcock.</p> <ul style="list-style-type: none"> Terms of Reference <p>Governors unanimously agreed to amend the Quorum section of the Terms of Reference to "The quorum for a meeting of the full governing board and any votes at that meeting is 50% of current posts held. The board shall not meet without the head teacher being present or a substitute nominated by him/her."</p>	DECISION DECISION DECISION ACTION KW DECISION
FG18/19_28	<p><u>Governance – What still needs to be done?</u></p> <ul style="list-style-type: none"> LA Evaluation Visit feedback <p>CD gave a summary of the meeting with Jane Collings. The feedback reported that elements of governors work was outstanding. She asked for a copy of the monitoring form so that she could circulate it to other governing boards.</p> <p><i>Recommendation 1:</i> Publishing good examples of governors work on the website. This action has been completed by SG.</p> <p>LCO and CD both shared that they felt confident in addressing questions and this experience will be useful during an OFSTED report.</p> <p><i>Recommendation 2:</i> Establish a pay committee. The committee should consist of 4 governors and meet annually. Any appeals received by the committee would be dealt with by governors who are not members of the pay committee. Governors</p>	

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	<p>agreed that the members of the committee should include the lead governor for finance, lead governor for personnel, the chair or vice chair and one other governor. Staff members should not form part of this committee. KW to prepare Terms of Reference for the Pay Committee, to be reviewed and approved at the next FGB meeting.</p> <p><i>Recommendation 3:</i> All governor monitoring reports must include a reference to safeguarding. Governors should record any observations related to safeguarding during each visit. KW to amend the monitoring visit form and circulate to all governors.</p> <p>LS reported that new inspection framework is out for consultation from 16th January. LS has prepared a briefing for teachers and will hold a briefing for governors.</p> <p>Q3. How will the framework affect the roles of lead governors? (PD)</p> <p>A. LS confirmed that the roles of lead governors may need to be changed and that governors could discuss this following the briefing.</p> <p><i>Recommendation 4:</i> Prepare a strategic vision statement.</p> <p>Q4. Can governors look at the budget alongside the preparation of a strategic vision because they are interlinked? (LCL)</p> <p>A. Governors agreed the strategic vision cannot be prepared in isolation.</p> <p>Q5. How can we ensure that stakeholders are involved? (LCL)</p> <p>A. Governors agreed that a working party should be set to prepare the strategic vision and they should consider how to involve stakeholders. Governors were also asked to research visions from other schools, using The Key. The three year budget and income and expenditure in the case of the school being full, are to available for an initial meeting.</p> <p>Governors agreed to meet on Tuesday 29th January, 6pm, for a briefing from LS, followed by a discussion around how governors will gather information to produce a strategic vision.</p> <p>KW to send log in details to The Key, to LB and MM.</p> <ul style="list-style-type: none"> Strategic School Improvement Plan (SSIP) Action Plan update <p>LS confirmed that she updated the Red Amber Green (RAG) ratings on the SSIP in December. The SSIP was reviewed with Senior Leadership Team (SLT) last week and CD has reviewed it today.</p> <p>Red actions - LS reported that she had not been able to interview KS2 during the second half of the Autumn term, but she would endeavour to interview them half termly as planned. LS to circulate the updated version of the SSIP. She asked governors to note that the date at the top of the document is the last date the document was updated, which means governors can check that they have the latest version.</p> <ul style="list-style-type: none"> Monitoring Schedule for 2018/19 update <p>Governors appointed LB as Lead Governor for More Able. Governors appointed MM as Lead Governor for PE Funding. KW to revise list of lead governors and circulate. KW to email a copy of the monitoring visit form, examples of completed forms and the monitoring timetable to LB and MM.</p>	<p>DECISION ACTION KW</p> <p>DECISION ACTION KW</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE DECISION ACTION ALL</p> <p>DECISION ACTION ALL</p> <p>ACTION KW</p> <p>ACTION LS</p> <p>DECISION DECISION ACTION KW</p>

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FG18/19_29	<p>Leadership</p> <ul style="list-style-type: none"> • Questions on the Headteachers Report <p>Q6. Could the Headteachers report please include some narrative? (LCO) A. Governors agreed that the addition of narrative would not deter them from generating questions. They agreed that LS should add narrative to future reports.</p> <p>PD complimented the school on the attendance record.</p> <p>Q7. What are the applications reported regarding safeguarding? (HR) A. LH confirmed that they are 3 applications for 'early help' which is a new funding level. Governors discussed the impact of reporting this figure. LH confirmed that applications to date have been 100% successful. LS confirmed that the safeguarding audit asks how many referrals are made to MASH and how many have had an impact. This is assessed annually.</p> <p>Q8. Can the acronyms be written in full in the report or can a key be added at the end of the report? (PD) A. LS agreed to use full format alongside acronyms in the report. Governors agreed that acronyms should be in full format across all governor papers.</p> <ul style="list-style-type: none"> • School Business Managers Report <p>SG gave a summary of her report.</p> <p>SG and LS confirmed that they are now monitoring the number of children registering, following a family visit to the school. The results so far have been good.</p> <p>SG reported that, at present, pupil numbers for reception look in line to previous years. She confirmed that next year's budget should balance without making any further staffing cuts next year. However, year 3 currently shows a larger shortfall, which could not be addressed by staffing cuts alone.</p> <p>The Finance Intervention Panel for Schools (FIPS) has signed off their monitoring of the school budget, however, Governors were made aware that they may need to take a more active role in assessing staffing need prior to any future staffing restructure/recruitment. SG reported that in future she will bring recommendations for staffing changes to Governors and they will form part of the decision making process.</p> <p>Q9. Are our redundancy costs covered by DCC? (LCL) A. SG confirmed that they are not all automatically covered. She gave the example that it was our decision to close the CAIRB and that as a consequence we must fund the redundancy costs if occurred.</p> <p>Governors were asked to consider whether they would, in principle, agree to apply for a government backed SALIX loan to purchase energy efficient lighting. SG confirmed that repayments would be made from the savings in energy costs. Governors agreed to apply for the loan. Proposed - HR, seconded – CD SG to investigate the loan further and bring a proposal to the governors to consider.</p> <p>Governors discussed the extended services provision.</p>	<p>CHALLENGE</p> <p>ACTION LS</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION LS</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>ACTION SG</p>

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	<p>Q10. Is the service free to staff members? (LCO) A. SG confirmed that it is free to staff members and that it has been well used by staff. She confirmed that this provision contributes to staff well being.</p> <p>Q11. Can the school budget be used to top up extended services budget? (LCL) A. SG confirmed that it was not possible.</p> <p>Q12. Will fees need to be increased? (LS) A. SG confirmed that fees may need to be increased.</p> <p>Q13. Can some of the Pupil Premium (PP) funding be used to top up the extended services budget and if so, can that amount be increased? A. SG confirmed that £2,000 is currently used from the PP funding and that she will look at next year's budget to see whether there is a possibility of increasing the amount.</p> <p>Governors were asked to approve a window replacement scheme. The cheapest quote was from Orchard windows. Governors agreed to approve the scheme. Proposed – LS, seconded – HR.</p> <p>SG reported additional staffing changes since she wrote the report. One breakfast club staff member and one cleaner have resigned. Neither positions will currently be replaced.</p> <p>Nursery – SG updated governors on the building works. She confirmed that Norfolk Property Services (NPS) had only sent out the tender for the building phase last Friday. They are still quoting an end of August 2019 completion date. Ground investigation works will be carried out by Frederick Sherrell Ltd during the week commencing 4th February 2019.</p> <p>GDPR compliance audit by Babcock. SG reported that she had invited them in to check our progress. They were pleased with the progress and were able to provide a few recommendations. A full report will follow.</p> <p>A new logo is being designed. Once it is ready the signage will all be replaced to ensure it is consistent across site. SG declared interest in the company being used to supply the designs, the graphic designer is a relative.</p> <p>Governors were asked to approve NPower & Corono, brokered by YPO as our new energy supplier, as they provided the cheapest quote. Governors agreed to appoint NPower. LCO – Proposed, CD – seconded.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</p>
FG18/19_30	<p><u>Training</u></p> <p>CD confirmed that she has completed her GDPR training.</p>	
FG18/19_31	<p><u>Policies</u></p> <p>Admission arrangements Teachers Pay H&S (School)</p> <p>Governors unanimously agreed to approve the policies.</p>	<p>DECISION</p>

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FG18/19_32	<p data-bbox="329 199 492 226"><u>Safeguarding</u></p> <p data-bbox="329 254 1255 310">LS reported that our Annual audit was submitted to the Local Authority at the end of November 2018.</p>	
	<p data-bbox="329 344 605 371">Meeting closed 8.00pm</p>	

DATE OF NEXT MEETING: Full Governors Meeting, Tuesday 5th February 2019, 6pm

These minutes are agreed

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

Signed:

Dated: