



# TAVISTOCK PRIMARY & NURSERY SCHOOL

## Minutes of the Full Governing Board (FGB) Meeting Tuesday 17<sup>th</sup> September 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.

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

FG24/25_01	<b><u>Apologies for absence</u></b> No apologies received.	<b>DECISION</b>
FG24/25_02	<b><u>Business/Pecuniary Interest Register</u></b> None declared.	<b>DECISION</b>
FG24/25_03	<b><u>Election of Chair</u></b> Proposed by LH, seconded by TB.	<b>DECISION</b>
FG24/25_04	<b><u>Election of Vice Chair</u></b> TB expressed an interest in role of Vice Chair. Proposed by SJ, seconded by LH.	<b>DECISION</b>
FG24/25_05	<p><b><u>Vision – Where are we now?</u></b></p> <p><b><u>Minutes from the last meeting</u></b> Minutes and Part Two Minutes were approved and signed by the Chair with no amendments. Proposed by PD, seconded by MP.</p> <p><b><u>Actions from the last meeting</u></b> None.</p> <p><b><u>Actions from previous meetings</u></b>  <b><u>Tuesday 11<sup>th</sup> June 2024</u></b>  <b><u>FG23/24 66</u></b>  <b><u>Summer Term Monitoring</u></b>  MP and MS will submit final monitoring forms.  UPDATE: C/F</p> <p><b><u>Tuesday 20<sup>th</sup> February 2024</u></b>  <b><u>FG 23/24 43</u></b>  <b><u>Vacancies – Staff, Parent, Partnership</u></b>  Staff governor - UPDATE: Chrissie Owens, HLTA, has applied. Governors approved her appointment.</p> <p>Parent governor vacancy to be highlighted at new parent meeting on 16<sup>th</sup> July.  UPDATE: KWR to publish vacancy to parents.</p> <p>Partnership governor vacancy. Poster to be designed for September KWR.  UPDATE: c/f</p> <p><b><u>Meeting Dates 2024/25</u></b>  Agreed unanimously.  Pay Committee – Agreed to change to Tuesday 5<sup>th</sup> November. PE will join the Pay Committee.</p> <p><b><u>Clerking arrangements</u></b>  Governors were reminded that if there is anything they would like to change regarding the Clerking arrangements, please talk to the Clerk or the Chair.</p>	<p><b>DECISION</b></p> <p><b>C/F MS/MP</b></p> <p><b>DECISION</b></p> <p><b>ACTION KWR</b></p> <p><b>ACTION KWR</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>



FG24/25_06	<p><b><u>Governing Board Structure</u></b></p> <p><b><u>Lead Governor Roles</u></b> Discussed and amended. Governors agreed the revised document.</p> <p>Clerk will remind governors 2 weeks prior to the meeting to submit their monitoring reports and read the reports which have been submitted.</p> <p><b><u>Monitoring Timetable Autumn Term</u></b> Agreed.</p> <p>The Chair asked Governors to consider whether they would like responsibility for analysing the data. Governors agreed that it was a joint responsibility and that they will check at each meeting whether the data is being sufficiently analysed by Governors.</p> <p><b><u>Governor Vacancies</u></b> Covered earlier in the agenda.</p>	<p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>
FG24/25_07	<p><b><u>Review and approval of FGB documents</u></b></p> <p>The Chair gave an overview of each document for Governors.</p> <ul style="list-style-type: none"> <li>- Instrument of Government</li> <li>- Code of Conduct for the Governing Board</li> <li>- Terms of Reference for FGB</li> <li>- Terms of Reference for First Committee</li> <li>- Terms of Reference for Second Committee</li> <li>- Terms of Reference for Pay Committee</li> <li>- Delegation Planner</li> </ul> <p>Governors unanimously approved the documents with no amendments.</p> <p>Governors were reminded to complete the following forms either online or using the paper copy in the office.</p> <ul style="list-style-type: none"> <li>- Register of Business Interests</li> <li>- General Skills Audit</li> <li>- Financial Skills Audit</li> </ul>	<p><b>DECISION</b></p> <p><b>ACTION GOVS</b></p>
FG24/25_08	<p><b><u>Safeguarding</u></b> KW to bring a sign sheet to the next meeting, for Governors to confirm they have read KCISE.</p> <p>Level 2 training scheduled in the Meeting Dates Timetable for 19<sup>th</sup> November.</p>	<p><b>ACTION KW</b></p> <p><b>DECISION</b></p>
FG24/25_09	<p><b><u>Headteacher Performance Management (HTPM)</u></b> Governors agreed that PD and TB will undertake the HTPM 2pm on 8<sup>th</sup> October.</p>	<p><b>DECISION</b></p>
FG24/25_10	<p><b><u>Policies</u></b> The Chair asked Governors to agree a revised list of policies requiring Governor approval, considering The Key's advice on Statutory Policies which are recommended for approval by Governors. Other statutory policies will be reviewed by Staff. Non-statutory policies will be reviewed by Staff. Governors unanimously agreed to this proposal.</p> <p>Governors agreed that, as part of the monitoring timetable, one Governor would have responsibility for spot checking that policies have been updated, by sample checking policies on the website.</p> <p>The following policies were approved by Governors. Proposed by LH. Seconded by PD:</p>	<p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>



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	<p>Admissions 2026 – DCC Staff Code of Conduct Behaviour policy Data protection Instrument of Government</p> <p>KW to send the following policies to Governors for review: Child Protection and Safeguarding Teachers Pay</p> <p>Governors agreed that the following policies would be delegated to the Headteacher: Health and Safety DCC School complaints Privacy notices Governors allowances Freedom Teacher appraisal policy Staff capability Charging and remissions Equality Accessibility</p> <p>Statement of behaviour – covered in behaviour policy. Governors agreed that a separate statement is not required.</p> <p>Governors agreed that all non-statutory policies are delegated to school to amend and adopt.</p> <p>Q1. How familiar are staff with policies? TB A1. Staff are sent certain key policies at the start of the academic year. LH Some policies are also flagged to new employees during induction. KWR</p> <p>Q2. Did Ofsted pick up on staff understanding of behaviour policy? NS A2. Yes – the inset day training covered the behaviour policy. LH</p>	<p><b>ACTION KW</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
	<p><b><u>Meeting Closed 19:37</u></b></p>	

**DATE OF NEXT FGB MEETING: Tuesday 15<sup>th</sup> October 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>