



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board (FGB) Meeting

Tuesday 8th February 2022, 6pm, Microsoft Teams

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: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Heather Alexander (HA), Tim Bonney (TB), Ben Chilcott (BC), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KW _r)			
APOLOGIES: Liz Beckett (LB)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG21/22_35	<u>Apologies for absence</u> LB sent apologies, she has a previous personal engagement. Apologies accepted.	DECISION
FG21/22_36	<u>Business/Pecuniary Interest Register</u> Staff declared an interest in policies.	

Item Ref.	Minutes	Action
FG21/22_37	<p><u>Policies</u></p> <p>1. Staff leave and Absence</p> <p>Q1. Governors were asked to consider how many days leave HT can grant without approval by governors (LH) A1. Governors agreed one days leave could be given without governor approval. Governors approved the Devon County Council (DCC) policy, subject to the above amendment. NN proposed. MS seconded. Amendments to be made KW. LH will send to staff once amended.</p> <p>2. Flexible Working Requests Policy for School 3. Disciplinary Policy and Procedure 4. Capability Policy and Procedure 5. Managing Sickness Absence Policy and Procedure 6. Policies awaiting budget</p> <p>NN concurred with the DCC recommendations on the policies regarding the various periods of time.</p> <p>NN recommended that the delegated responsibilities in the policies need to line up with our "Delegated Responsibilities Table".</p> <p>Q2. What are 'policies awaiting budget'? (NN) A2. This item was included so that governors could discuss whether they would purchase the HR policies from DCC.</p> <p>Governors unanimously approved all the above DCC policies, with no amendments, except for Staff Leave and Absence, unanimously approved subject to the above amendment.</p>	<p>CHALLENGE</p> <p>DECISION ACTION KW/LH</p> <p>CHALLENGE</p> <p>DECISION</p>
FG21/22_38	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting</u> Minutes of FGB meeting on 11th January 2022 - Governors agreed to send any amendments to minutes to KW by email, prior to the next meeting.</p> <p><u>Actions of the last meetings:</u> Actions to be reviewed at next meeting.</p>	<p>DECISION ACTION GOVS</p> <p>c/f FGB</p>
FG21/22_39	<p><u>Headteachers Report</u></p> <p>Q3. Clarification of pupil numbers for next year was sought. (DN) A3. 60 outgoing, 39 incoming, in September. Local schools confirm they are in a similar position due to a low birth rate.(LH)</p> <p>KWr gave an update of the current financial situation. Key points raised:</p> <ol style="list-style-type: none"> There could be 2 year groups going from 4 to 3 classes LH and KWr have reviewed the budget, but funding is still an issue, in part due to the high number of Education, Health and Care Plan (EHCPs) required. A Babcock adviser is coming in to review key metrics with KWr and LH. KWr confirmed that Head of Schools Finance is aware that we are not the only school in this situation. <p>KWr confirmed that costings will be put together and presented to governors.</p> <p>LH provided an update on the EHCPs. 21 EHCPs at present, plus 4 applications in process. Other schools are in a similar situation. 2 applications have been delayed, but they have now come through. 5 EHCPs required for children in preparation for going to Tavistock College. 3 new children have joined, requiring EHCPs. KWr advises that governors could make DCC aware of the requirement for extra funding</p>	<p>CHALLENGE</p> <p>ACTION KWr</p> <p>ACTION GOVS</p>

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	<p>before the school admits new children with EHCPs.</p> <p>LH reported on the outcomes of Class Progress Meetings (CPMs). Staff are identifying gaps in learning within year groups. This is impacting all year groups, but there is particular concern about the gaps identified in preparation for key stage Standard Assessment Tests (SATs) – Years 6 and 2. Teachers have noted a lack of pupil resilience in completing tests.</p> <p>Q4. Has there been any indication of government easing on standards/targets? (DN) A4. Not as yet, teachers anticipate delivering tests as usual. (LH) HA confirmed that the results are not being reported, but the Local Authority (LA) and OFSTED will have the results. Low results could trigger an OFSTED inspection.</p>	CHALLENGE
FG21/22_40	<p><u>SSIP</u></p> <p>DN confirmed governors are now going to work on amber and reds. Good progress towards targets is being made.</p>	
FG21/22_41	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> - 'Near miss' incident' – Governors were informed of an incident which occurred at hometime. Report has been submitted to DN and TB, including actions that are being taken as a result. - Secure perimeter – Long term proposal to look at securing the whole perimeter was discussed. KWr confirmed that Safeguarding and Health and Safety leads from the LA are coming to walk the perimeter and discuss solutions, including financing. LH asked for governor views. Governors approved these alterations in principle. 	
FG21/22_42	<p><u>Budget</u></p> <p>KWr reported: Nov/Dec financials have been completed – additional £14,000 deficit has been added.</p> <p>Q5. Mutual Fund – is it worth changing the insurance policy, in order to be able to apply for more funding in the event of staff absence? (KWr) A5. Governors agreed that KWr should investigate the policy details and provide governors with comparison figures.</p> <p>Q6. Could governors please clarify what type of expenditure they require in the budget? (KWr) A6. Governors confirmed that the previous expenditure was related to preparation for HT recruitment. DN confirmed that the only other expenditure usually required is for governor training. Governors agreed that a budget should be set for new governor training, in case it is needed, but no other costs were predicted.</p> <p>Governors approved the Spring Monitoring Timetable and meeting dates.</p>	<p>CHALLENGE</p> <p>ACTION KWr</p> <p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</p>

DATE OF NEXT MEETING: Tuesday 15th March 2022, Full Governing Board Meeting, 6pm, Microsoft Teams

These minutes are agreed

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

Signed:

Dated: