



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 19th October 2021, 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.

CHAired BY: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Heather Alexander (HA), Liz Beckett (LB), Tim Bonney (TB), 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: Ben Chilcott (BC), Sue Gawman (SG)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG21/22_13	Headteacher Recruitment Part Two minutes taken by DN.	
FG21/22_14	Apologies for absence Apologies were accepted from SG (personal commitment). Apologies were received from BC prior to the meeting (work commitment). Governors appointed Karen Wright (School Business Manager) as a co-opted governor.	DECISION DECISION
FG21/22_15	Business/Pecuniary Interest Register None declared.	
FG21/22_16	Subject Leader Report The SEND Information Report was submitted to governors. CL presented information regarding the status of EHCP applications. Governors were invited to ask questions on the report. Q1. Can we receive backdated payments for approved EHCPs? (NN) A1. No. (CL) Q2. Have staff training requirements been identified? (MS) A2. Training needs have been identified and training will be delivered by HA and CL. (LH)	CHALLENGE CHALLENGE

Item Ref.	Minutes	Action
FG21/22_17	<p><u>Vision – Where are we now?</u></p> <p>Sue Gawman has resigned as a co-opted governor. Karen Wright was appointed as a co-opted governor.</p> <p><u>Minutes of the last meeting</u> Minutes of FGB meeting on 14th September 2021 were approved and signed.</p> <p><u>Actions of the last meeting</u> <u>FG20/21 68</u></p> <ul style="list-style-type: none"> - Children in Care Policy; Staff Capability Policy; Staff Leave Policy – dealt with later in the agenda. - Review of Strategic Plan: Q1 – Academy documentation to be developed. - Babcock governance review will not take place due to governing boards focus on headteacher recruitment. <p><u>FG20/21 70</u> – Monitoring – dealt with later in the agenda</p> <p><u>FG21/22 06</u></p> <ul style="list-style-type: none"> - Minutes amended and signed - Pay Committee meeting held and Part Two minutes to be filed. - Meeting dates file updated, to include SBM Report. <p><u>FG21/22-07</u></p> <ul style="list-style-type: none"> - Governor roles document updated and circulated. - SEND report added to the agenda. - Governor Vacancy - DN to contact Hugh Myott regarding his interest in becoming a governor. Mr Myott had not yet moved locally last time he was contacted. DN will continue to keep in touch and update when there is a change. <p><u>FG21/22 08</u></p> <ul style="list-style-type: none"> - Change to the name of First and Second Committees. DN and LH to discuss and feedback to governors. - Code of Conduct has been amended. KW to leave at main office for DN to sign. - Linking the staff training to SSIP – HA to meet with DN, NN and SJ. - Curriculum maps have been published on the website. - Visit form to be circulated. - Eschools account set up. <p><u>FG21/22 10</u> – Updated policy approval list has been circulated.</p> <p><u>FG21/22 12</u></p> <ul style="list-style-type: none"> - Letters from parents have been replied to. - DN to contact Karen Powell regarding HT Recruitment. - Attendance register has been completed at this meeting. - Additional holiday day for the Queens Platinum Jubilee has been agreed. <p><u>Additional Business</u> LH informed governors of a forthcoming staff change, due to maternity cover being required from February 2022. The new member of staff will be an Early Careers Teacher (ECT). PPA and training cover will be required.</p> <p><u>Q3. Who will take over the lead on reading? (MS)</u> <u>A3. Not decided. LH to discuss with Lisa Base. (LH)</u></p>	<p>DECISION</p> <p>DECISION</p> <p>ACTION DN/LH COMPLETED</p> <p>COMPLETED COMPLETED COMPLETED</p> <p>COMPLETED COMPLETED Ongoing</p> <p>ACTION DN/LH</p> <p>ACTION KW/DN ACTION HA COMPLETED COMPLETED COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED ACTION DN COMPLETED COMPLETED</p> <p>CHALLENGE ACTION LH</p>
FG21/22_18	<p><u>Policies</u></p> <ul style="list-style-type: none"> - Child Protection and Safeguarding (DCC) – Stronger emphasis on violence, but no other notable changes. - Supporting children at school with medical needs – ‘does not permit administration of non-prescribed medicine’. LH asked governors to consider 	<p>DECISION</p>

Item Ref.	Minutes	Action
	<p>administration of non-prescribed medicine for menstrual pain – amendment to the policy agreed. Governors approved. LH to word an amendment and bring to next meeting.</p> <p>Q4. What happens if no-one in school is prepared to administer medicine? (MS) A4. Parents would be responsible for administering the medicine. (LH)</p> <p>Q5. Who is the school nurse? (MS) A5. There is not one in the area at the moment, though school is able to refer cases to the school nurse. (LH)</p> <p>Q6. Who is responsible for the medical needs of children in care? (MS) A6. Whoever has parental responsibility for the child. (LH)</p> <p>Q7. What training plans do we have in place to ensure we deliver this policy? A7.</p> <p>Q8. What is MASH? (MS) A8. Multi agency safeguarding hub. (LH)</p> <p>Q9. All staff and governors are required to complete Level 2 Safeguarding training. When is this planned for governors? (MS) A9. There have been difficulties accessing those links, but staff members will be chased to complete. (LH) KW to investigate governor training.</p> <ul style="list-style-type: none"> - Pay Policy (DCC) – Pay Committee have met and recommend to governors to approve. Governors approved the new policy. Pay Committee recommend accepting requested pay increases. Governors agreed. - Admission Policy 2021-22 (updates) - DCC - Admission Policy 2022-23 (updates) - DCC - Admission Policy 2023-34 (draft) – DCC <p>Q10. 'hard to place' does not feature in the glossaries. (NN) A10. LH to check with DCC.</p> <ul style="list-style-type: none"> - Staff Capability (DCC) – no amendments - Staff Discipline, Conduct (DCC) – no amendments - Staff Leave (DCC) – LH and KW to review as governors believe they have an ongoing amendment to the DCC policy. <p>Governors agreed to approve and adopt all policies, with the exception of the Staff Leave Policy, which will be reviewed in due course.</p>	<p>DECISION ACTION LH</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION KW</p> <p>DECISION</p> <p>DECISION DECISION DECISION DECISION</p> <p>CHALLENGE ACTION LH</p> <p>DECISION DECISION ACTION LH/KW</p> <p>DECISION</p>
FG21/22_19	<p><u>Safeguarding</u> No reports made.</p>	
FG21/22_20	<p><u>Monitoring</u></p> <p>LH presented governors with information to support their completion of monitoring forms and to ensure that governors focussed on strategic, rather than operational matters.</p> <p>Governors discussed the pros and cons of eschools and one drive and agreed to investigate moving to one drive. LH to discuss with James Bowles whether he could come to a meeting and deliver a brief training session for governors.</p> <p>Governors agreed that they do not need to read all other monitoring forms. All concerns arising from monitoring should be raised at the FGB meeting, or on monitoring forms.</p> <p>Concerns raised: <u>EYFS</u> PD reported that she found there was a lack of understanding of how the apprenticeship scheme would be delivered at school. PD to submit questions to monitor progress of understanding.</p>	<p>ACTION LH</p> <p>DECISION</p> <p>ACTION PD</p>

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	Q11. Previous monitoring forms had a separate area for safeguarding. Should governors continue to list this separately? (PD) A11. Governors agreed that safeguarding would be embedded within monitoring and will not be a separate item on the monitoring form.	CHALLENGE DECISION
FG21/22_21	<u>Additional Business</u> Governors approved a petty cash limit of £500 for KWr.	DECISION

DATE OF NEXT MEETING: Tuesday 16th November 2021, Full Governing Board Meeting, 6pm, Tavistock Primary and Nursery School

These minutes are agreed

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

Signed:

Dated: