



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Wednesday 30th September 2020 @ 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: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Liz Beckett (LB), Tim Bonney (TB), Ben Chilcott (BC), Liam Cottrell (LC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: Matt Morgan (MM)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_01	<u>New Parent Governor Welcome</u> Ben Chilcott and Mike Smith were welcomed to the governing board.	
FG20/21_02	<u>Apologies</u> None. Apologies received from MM, who is having problems with his internet connection at home.	
FG20/21_03	<u>Governors Business/Pecuniary Interest Register</u> None declared.	
FG20/21_04	<u>Election of Chair</u> Governors unanimously voted LC to continue as Chair.	DECISION
FG20/21_05	<u>Election of Vice Chair</u> Governors unanimously voted DN to continue as Vice Chair.	DECISION
FG20/21_06	<u>Vision – Where are we now?</u> Minutes of FGB meeting 7 th July 2020 - approved. Minutes will be signed by the Chair digitally and emailed to KW for filing. Actions of FGB meeting 7 th July 2020: <ul style="list-style-type: none"> - LC's safeguarding training ongoing - Monitoring schedule updated and circulated - Email sent to thank all staff - All but one member of staff have returned to work. This absence is not wholly due to concerns over potential exposure to COVID. 	LC/KW C/F COMPLETED COMPLETED NO ACTION REQUIRED
FG20/21_07	<u>Governing Board Structure</u> Lead Governor Roles – outstanding items from September to be c/f to October.	DECISION

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	<p>LS asked governors to confirm whether they had any amendments to the lead governor roles allocated in the monitoring schedule. No amendments requested.</p> <p>Governors acknowledged that they held collective responsibility for finance, in partnership with the lead governor. It was agreed that the lead governor for finance will join the business management group.</p> <p>Q1. How will lead governors communicate with school leads? (LC) A1. LS will circulate a list of school lead email addresses to governors.</p> <p>Governor Vacancies – c/f draft action plan</p>	<p>DECISION</p> <p>DECISION</p> <p>CHALLENGE ACTION LS</p> <p>C/F</p>
FG20/21_08	<p><u>Review and Approval of FGB Documents</u></p> <ul style="list-style-type: none"> - Code of Conduct for the Governing Board – agreed - Terms of Reference for FGB – agreed - Terms of Reference for First Committee - agreed - Terms of Reference for Second Committee - agreed - Delegation Planner – The following amendment to be made: To enter into contracts/make purchases (£5K-£10K) – Change from level 2 to level 1 – KW to make amendment and LC to sign updated version. - Register of Business Interests – SG to scan and email governors the forms. - Skills Audits – General and Financial – SG to scan and email governors the forms for them to review and sign electronically. 	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION</p> <p>KW/LC</p> <p>SG/ALL GOVS</p> <p>SG/ALL GOVS</p>
FG20/21_09	<p><u>Governance – What still needs to be done?</u></p> <p><u>Governor Improvement Plan</u> Governors agreed to a 3 year strategic plan. LC asked the leadership and management group to submit a proposal for discussion at the next FGB meeting.</p> <p>New governor induction pack – NN to draft an induction pack.</p> <p>Recruitment - Governors discussed how to recruit new governors and how to achieve a fair representation of the community. Recruitment to be added to the agenda for the next meeting.</p> <p>Governors unanimously approved the Governor Improvement Plan. LS proposed, LB seconded.</p> <p><u>SSIP Action Plan</u> LS summarised the action plan.</p> <p>Q2. At what point will teachers know how far children will be behind? (LC) A2. In terms of formal assessment, we are currently required to submit data for the current Y2's who didn't take their Y1 phonics test. KS1 and KS2 data will continue in May and June 2021. Teachers in Reception are already baselining their children. Throughout the school, teachers are assessing where children are and using their professional judgement to adjust teaching accordingly. No testing is taking place. (LS)</p>	<p>DECISION</p> <p>ACTION</p> <p>Leadership Group</p> <p>ACTION NN</p> <p>ACTION KW</p> <p>DECISION</p> <p>CHALLENGE</p>

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	<p>Q3. Following previous discussions about addressing the emotional well being of children, can you comment on how well they are settling in? (PD) A3. The vast majority of children settled well. (LS)</p> <p>SG reported on the catch up funding which has been applied for and allocated.</p> <p>Q4. Have teachers noticed an increased gap in learning of children? (MP) A4. At the moment, unsure whether the gap has widened academically. (LS) MP gave feedback from a parental point of view, that the emphasis on reading has been apparent through home school diaries and parents evening consultation.</p> <p>LS reported that she is sending risk assessments to governors so that they can see what is being communicated, and invited governors to challenge where they can.</p> <p>Governors discussed movement of air in the school during the winter. DN advised keeping all internal doors open to aid flow of air.</p> <p>Q5. What is the lower temperature limit for the school? (MS) A5. 16 degrees is the lower limit required to keep school open safely. (SG)</p> <p>Q6. Does the school have a COVID monitor? They can be useful for reassurance and to highlight good and bad COVID awareness. (MS) A6. COVID monitors as LS, SG and LH. Misunderstandings are being addressed as they arise. SLTs will disseminate messages to their teams. (LS)</p> <p>Q7. Have you noticed any additional safeguarding issues and what impact has that had on your time? (LC) A7. Incidents of unhappy children have been addressed since the start of school. School is at the gathering information stage at present. Time involved in safeguarding has been increased. SENCo and Inclusion Lead was appointed yesterday. Through DN's support we have recruited a family support practitioner, funded until 2024. (LS)</p> <p>Governors agreed that the weekly HT update is a suitable replacement for the Headteacher report at present.</p> <p>Governors approved the SSIP. Proposed by PD, seconded by LC.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</p>
FG20/21_10	<p><u>Full Opening of the School</u></p> <p><u>Remote Education Plan Discussion</u></p> <p>LS reported that the school strategy has been drafted and discussed the main elements with governors.</p> <p>Q8. Families with multiple children in one family and one device, how will that be managed? (MP) A8. Usually only one child will be isolating, if there is someone in their bubble confirmed as having COVID. (LS)</p> <p>Q9. How many remote education master packs have been produced? (NN) A9. One master pack per class, for the 3 day emergency remote education plan. (LS)</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>

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FG20/21_11	<p><u>Policies</u></p> <p>Policies outstanding will be added individually to the next meeting agenda.</p>	ACTION KW
FG20/21_12	<p><u>Safeguarding</u></p> <p><u>Keeping Children Safe In Education</u> Governors to read and email KW to confirm they have read.</p>	ACTION ALL GOVS
FG20/21_13	<p><u>Finance</u></p> <p>LC reported to governors on the letter received from DCC regarding the budget deficit.</p> <p>SG summarised the budget concerns and asked governors to look at the overspend which is occurring year on year. SG suggested that governors address this matter within the 3 year strategic plan.</p> <p>Q10. Where are we on pupil numbers? (NN) A10. We are up to 328 mainstream + 35 nursery pupils. The increase in numbers will be included in the 2021/22 budget. (SG)</p> <p>Q11. Can we be forced into mixed classes if we cannot set balanced budget? (MS) A11. Yes. SG confirmed that governors are responsible for setting a balanced budget and that the school is not permitted to set a deficit budget. (SG)</p> <p>Q12. What form does the DCC offer of support take? (BC) A12. They will send a Babcock representative to advice. (SG)</p> <p>Governors approved a quotation to remove and replace the safety play surface underneath the KS2 climbing frame, cost £5,110. 4 quotes had been obtained for price comparison.</p> <p>LC confirmed that he will be stepping down in July 2020. Advised governors that they will need to consider succession.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p>
FG20/21_14	<p><u>Dates of Meetings for 2020/21</u></p> <p>Lead Governor meetings to be resumed.</p> <p>Can governors amend the current Terms of Reference for Lead Governors, to enable them to make decisions at meetings. Governors unanimously agreed to the amendment. KW to amend LG ToR and governors to approve at next meeting.</p> <p>The next meeting will be a Lead Governors meeting on Tuesday 20th October at 6pm. KW to circulate draft meeting dates schedule for the rest of the academic year.</p>	<p>DECISION</p> <p>DECISION ACTION KW</p> <p>DECISION ACTION KW</p>

DATE OF NEXT MEETING: Tuesday 20th October 2020, Lead Governors Meeting, 6pm, ZOOM

These minutes are agreed

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

Signed:

Dated: