



TAVISTOCK COMMUNITY PRIMARY & NURSERY SCHOOL

Minutes of the Lead Governors Meeting

Tuesday 6th November 2018 @ 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	LCO	CLERKED BY: Kirsten Wake	KW
PRESENT: Darren Newland (DN), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LCO), Louise Clements (LCL), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG), Teresa Roberts (TR)			
APOLOGIES: Caroline Down (CD), Harriett Roberts (HR), Jolene Taylor (JT)			
NIL HEARD FROM: NONE			

Item Ref.	Minutes	Action
LG17/18_19	<u>Apologies for Absence</u> Apologies were accepted from Caroline Down (CD) - sickness, Harriett Roberts (HR) – work commitments, Jolene Taylor (JT) – work commitments.	DECISION
LG17/18_20	<u>Attendance & Governors Business/Pecuniary Interest Register</u> Governors present signed the Attendance Sheet. <u>Interests declared</u> – No interests declared.	
LG17/18_21	<u>Vision – Where are we now?</u> <u>Matters arising from the meeting</u> <ul style="list-style-type: none"> LG17/18_10 - Best practise folder c/f. LG17/18_17 – LS confirmed there was a downward trend in red cards issued during the summer term. LS agreed to look at the number of red cards issued for the autumn term. JT completed her monitoring visit in the summer term. JT to submit her written report. School email accounts not activated by JT and HR. All other actions completed. <u>Minutes of the last meeting</u> Approved and signed by the Chair.	c/f CD ACTION LS ACTION JT ACTION JT/HR DECISION

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LG17/18_22	<p><u>Governance – What still needs to be done?</u></p> <p><u>Recovery Plan</u> Postponed to next meeting.</p> <p><u>Governor Training</u></p> <p>LCLattended Finance and SEND training. She has completed training feedback reports which are available on eschools. Governors to follow up the questions raised in the reports.</p>	<p>c/f FGB mtg</p> <p>ACTION ALL</p>
LG17/18_23	<p><u>Lead Governors</u></p> <p><u>Reports</u></p> <ul style="list-style-type: none"> • <u>Leadership and Management – Caroline Down (CD)</u> <p>c/f to next lead governors meeting.</p> <ul style="list-style-type: none"> • <u>School Improvement Overview – Darren Newland (DN)</u> <p>DN, CD and LS have met to discuss SSIP. DN confirmed that the planning and evidence in place was very clear. DN noted the following:</p> <ul style="list-style-type: none"> - New parents will receive a language workshop. LH confirmed that a date has been set. - Attendance of families watching family assemblies and staying to visit class afterwards is improving. The format is working well. - Feedback from teachers on what is working across the school is evident throughout the plan. <p>DN reported that there will be more data available to analyse at the next meeting. He will focus on specific areas.</p> <ul style="list-style-type: none"> • <u>Finance – Louise Clements (LCL)</u> <p>Governors discussed the budget deficit which is predicted to increase over the next 2 years. They discussed the morality of using this years budget to support future years budget.</p> <p>SG reported on the marking strategies being used to increase pupil roll, including new school building publicity and a school open day. She noted that the key change required is the OFSTED grading, explaining that there is a funding pool available for schools with a falling roll, but we have to have a good OFSTED in order to be eligible.</p> <p>Governors discussed extending the nursery provision to children younger than two. They agreed that this was not a viable proposition for the school nursery due to the cost implications.</p> <p>Governors agreed that the best solution available at present was to pursue a good OFSTED rating and manage the budget to the best of our ability, as we are already doing.</p> <ul style="list-style-type: none"> • <u>Personnel – Louise Clements (LCL)</u> <p>Governors discussed the strategy to be used for reviewing personnel matters. Governors agreed that TR would undertake teacher interviews as part of her role as lead governor for staff voice.</p>	<p>c/f LG mtg</p> <p>ACTION TR</p>

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	<p>report. His advice had resulted in saving the school money.</p> <ul style="list-style-type: none"> • <u>Pupil Premium - Liam Cottrell (LCO)</u> <p>LCO thanked LS and her staff for the excellent pupil premium strategy statement. He confirmed that it is easy to read and understand.</p> <p>LCO to arrange a meeting to review validated data.</p> <p>LS confirmed that the funding spend is generated from the strategy, so is driven by need.</p> <ul style="list-style-type: none"> • <u>Parentview – Louise Clements (LCL)</u> <p>LCL attended parents evening. LS reported that there have been 70 Parentview questionnaires completed.</p> <p>Q2. Have we made any conclusions from the data? (LCL) A. SG reported that our results are in parallel with other local schools. Some negative responses were received on the bullying question. It is believed that this is mostly because parents don't understand what bullying is. However, the results are still in line with other local schools.</p> <ul style="list-style-type: none"> • <u>Attendance – Louise Clements (LCL)</u> <p>LCL confirmed that the monitoring visit has been postponed, due to Fiona Arundel leaving. It has now been agreed that Alice will be responsible for attendance. The Educational Welfare Officer (EWO) will be in school next Wednesday. LCL to meet with Alice following that visit.</p> <ul style="list-style-type: none"> • <u>Curriculum and Behaviour – Pat Dickinson (PD)</u> <p>PD gave a summary of her report. In particular, PD highlighted that she had seen an impressive improvement in handwriting. The monitoring report is available on eschools.</p>	CHALLENGE
LG17/18_24	<p><u>Training Session - Marketing</u></p> <p>Tom Godwin, Chair of Governors at Callington College</p> <p>Tom provided governors with an overview of the benefits of marketing the new nursery building and marketing ideas which might be used.</p> <p>Governors discussed generating project ideas for pupils, based around the new build, and using those projects to write press releases for the local media. Ideas included role play for nursery and reception pupils; pupil premium children as journalists reporting on the progress; involving the building company to work with children on projects; inviting the Tavistock Times to run a workshop for children on journalism.</p> <p>Q3. Can the SAT results be promoted? (TR) A. SG reported that they will be promoted, but the school is waiting for the league tables to be published.</p> <p>LCO commented that he had noticed, during his learning walks, the school had a strong sense of family orientated community. Compared to other schools he works with there is a real sense of teamwork and the staff know the parents well. The school has a good family vibe.</p>	CHALLENGE

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	<p>Q4. Are we doing the basics right? (SG)</p> <p>A. TG answered yes, Facebook and Twitter pages are good. He asked governors to note that the website did not hold the same marketing value as the other ideas discussed. Most people who look at the website are staff and governors.</p> <p>TG offered to assist SG by providing ideas for streamlining issuing stories to social media.</p> <p>TG offered to attend a future staff meeting to help promote the use of photos in marketing the schools successes. He suggested setting up the camera to automatically send photos to dropbox.</p> <p>Governors asked for a regular section, providing an update on the nursery building, to be included in the school newsletter.</p> <p>Governors thanked Tom for the valuable training session.</p>	<p>CHALLENGE</p> <p>ACTION SG</p> <p>ACTION LS c/f Staff Mtg</p> <p>ACTION SG</p>
	<p>Meeting closed 19.50</p>	

DATE OF NEXT MEETING: Lead Governors Meeting, on Tuesday 15th January 2019, at 6pm

These minutes are agreed

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

Signed:

Dated: