

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Kevin Wilson (KW) <b>CH</b>	Present		Julie Stevens (JS)	Present
Alan Jones (AJJo)	Absent		Jon Coupland (JC)	Present
Philip Sanders (PS)	Apologies		Sean Sweeney (SSw)	Present
Adam Reid (AR)	Present		Tim Alexander (TA) <b>VC</b>	Present
Jo Wall (JW)	Present		Ralph Crook (RC) <b>VC</b>	Present
Nigel Larcombe-Williams (NLW)	Present		Caroline Jordan (CJ)	Present
Alex Jackson (AJA)	Apologies		Stuart Ridley (SR)	Absent
Sarah Jones (SJ)	Present		Sue Miller (SM)	Present
Andrew Willetts (AW)	Present		Tim Randell (TR)	Apologies
Tim Stapleton (TS)	Present			

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper (JH)	Clerk		Alison Horn (AH)	Strategic Business leader
Barbara Manning (BM)	Vice Principal		Darcy Hepworth (DH) (Item 5 only)	Head Girl
Cyrus Larcombe-Moore (CLM) (item 5 only)	Head Boy			

	<b>Meeting Open: 18:03</b>			
<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
1615.01	Agenda item: Welcome and apologies			
	Introductions were made for the benefit of new			

	associate members and Students Apologies: PS ; TR; AJa			
1615.2	Agenda item: Declarations of interest			
	Reminder issued; none declared			
1615.3	Agenda item: Minutes of the previous meeting			
	Minutes of meeting 1611 19.04.17 agreed and signed			
1615.4	Agenda item: Matters arising and not on the agenda			
	None			
1615.5	Agenda item: Head Boy and Girl			
	<p>DH and CLM welcomed to the meeting. Governors expressed a wish to see them at each FGB meeting, to receive a report on progress against their objectives. To date, DH and CLM have talked with prefects and their plans for the year include:</p> <ul style="list-style-type: none"> <li>• Creating a more sustainable school environment, by initiatives such as, placing accessible recycling bins around the school.</li> <li>• Creating a more integrated school across year groups, establishing inter-year links</li> <li>• Encouraging the prefects team and the wider 6th form to act as role models and guides for lower year groups. Creating a mentor scheme to guide and help students in lower years, who may be struggling</li> </ul> <p>A £300 bursary is made available to help fund the plans. DH and CLM are also looking for opportunities for personal fundraising in both upper and lower school.</p> <p>Governors acknowledged the need for further strengthening the House system, which would help to achieve their objectives</p> <p>A brief discussion followed, on visibility of governors to students. Agreed that faculty reviews provide the best opportunities for interaction.</p> <p>DH and CLM Thanked for coming and sharing their plans, and governors look forward to an update in the Autumn Term DH and CLM left the meeting 18:25</p>			

1615.6	Agenda item: Policy review			
	<p>Summary of policy amendments circulated prior to meeting, as approved through Committees. Governors proposed to ratify all amendments as listed Prop: RC; sec: NLW; carried unanimously</p>			
1615.7	Agenda item: Principal report			
	<p>SJ explained no Executive Summary provided, as the primary function is to demonstrate changes to the school improvement plan (SIP). Governors asked for further explanation in three areas of particular interest:</p> <ol style="list-style-type: none"> <li>1. Attendance, increase of numbers absent SJ noted a rising pattern of parental removal of children, without a valid (evidenced) reason. This becomes Unauthorised Absence (Truancy) and reported as such. National guide for acceptable attendance is 95%; the school's target is 96%. Persistent Absence is reported at the trigger point of 90%, and if absence falls below 85% then a formal tracking and prosecution process applies. The are issues with some medical centres, and their refusal to issue confirmation of an appointment or medical contact. Very much an area of concern, especially where parents are not supporting.</li> <li>2. Data demonstrates still some work to do with students who have high achievement on arrival at the school ( with a caveat on pre-entry tests). Overall, Yr 9 is of greatest concern, and to an extent, boys. Governors challenged the difference between year groups, and why Yr 10 data looks consistently good. SJ noted that each year group has it's differences and challenges.</li> <li>3. SIP has been updated, and items removed where progress has been made to the expected level. New areas have been inserted, where new areas for focus have arisen. Finance objectives have been inserted, and also strengthening areas of Co-operative working, forums and participation, community engagement and so on.</li> </ol> <p>Governors asked what FGB could do, to support in reducing the difference; clearly lots of issues to contend with. SJ noted that the greatest impact can be made in</p>			

	<p>reducing the difference, by increased parental engagement. Increasing the understanding of parents of how parent Voice and Parent Forums can work effectively, would certainly help. Forums currently reach around 40% of the parent body, which does not include the people who could make the greatest difference.</p> <p>Governors discussed how a governor presence could be maintained in those areas. TF leading the work for SLT; Governor volunteer to work with him and lead the governor side, would help.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• AR will link with TF to look at overall co-ordination; would be helpful to work together initially, to draw up a brief ToR to guide the work</li> <li>• SM will lead on governor presence at Parent evenings</li> <li>• NLW will help in providing strategies to engage with parents</li> </ul> <p>SS commended SJ and the school staff, for the report. It demonstrates a 'no stone unturned' approach, and evidence of impacts, which provides a clear picture of where focus is required.</p>			
1615.8	Agenda item: Committee reports			
	<p><b>CJ: Curriculum 1612 7th June</b> Looked at the SIP, and how it is reviewed and reported, and where greater in-depth evaluation is taking place, in areas where progress slower than expected</p> <p><b>TA: Resources 1613 20th June</b> Looked at future options for the Sports Centre; questionnaire is currently underway Budget Outturn and 3-Year forecast. Governors asked that AH commended once more, for work in managing the budget so effectively. Issues and Risks for the coming year acknowledged. A detailed discussion on MAT update, resulted in a letter to IC/DC and a meeting between them, KW, TA and SJ (item 10)</p> <p><b>TA: Chairs 1614 12 July</b> Review of Principal's report and MAT update</p>			
1615.9	Agenda item: Governance issues			
	<p><b>Annual Skills Audit</b> Report circulated in advance of the meeting. KW ran through summary, with reminder about statutory annual training. Major gap, in governor lead for H&amp;S; looking for a volunteer</p>			

	<p><b>Agreed:</b> SS will help over Autumn Term, JW free to do more from Spring Term</p> <p><b>Governor Appraisal Proposal</b> TS put forward proposal for annual appraisal cycle for governors, with recommendation for a pilot Prop: RC; Sec: NLW carried unanimously <b>Action:</b> JH to arrange a couple of dates for initial meetings</p> <p><b>Parent Presence</b> TS noted the school events were impressive, but difficult to manage deluge of individual invitations, and organise measured governor presence across the board. SJ noted that all big events are on the website <b>Action:</b> At the beginning of each Term, Chair and Vice Chair send governors message indicating which events they'd really like a governor presence</p> <p><b>Committee Terms of Reference</b> Terms of Reference reviewed and approved by each Committee, all proposed for ratification. Prop: TA; Sec: RC carried unanimously</p> <p><b>Governor Action Plan</b> TS Thanked for a good piece of work. Proposed to adopt the plan, and review in 6 months. Prop: TA; Sec: SS; carried unanimously <b>Action:</b> Publish to website</p>	JH	12.07.17	End Oct
		RC / TA	12.07.17	Termly, ongoing
		JH	12.07.17	End July
1615.10	Agenda item: MAT			
	<p>KW provided update on MAT and activity to date. SJ outlined importance of Co-operative principles and identity, as governing body already decided as essential to MAT partnership. Governors noted the potential for further change and options from the DfE, although agreed the MAT still the safest option for the future of Tavistock College, and right for the school. KW reported that the school now needs to commit to proceeding, and to placing the £25K conversion grant at the disposal of the MAT.</p> <p>Governors had robust discussion, challenging each other on issues of MAT Membership, and the importance of maintaining representation against Co-operative principles at that level, in the same way that faith schools insisted on diocesan representation. Governors all remained firm in belief that principles should be protected for the future, as far as possible. In particular, governors adamant we should be ensuring the MAT is properly structured, and</p>			

	<p>provides a clear reflection of the participating schools.  <b>Agreed:</b> KW pursue via conversation with IC; AW can help with wording for inclusion in structure (Articles).</p> <p>Following this discussion and agreement, governors proposed that, subject to amendment to membership, they are committed to proceed, and willing to place £25K at the disposal of the MAT.  Prop: NLW; Sec: TA; carried unanimously</p>			
1615.11	Agenda item: leavers and re-elections			
	<p>JC now coming to the end of his current term of office, and indicated he will not be standing again. JC has helped the College enormously, and his support and knowledge, particularly as SEND and Safeguarding lead, will be very much missed.</p> <p>AJa has resigned as a staff governor, from the end of term. There have been two nominations for staff governor, and therefore a ballot will take place in September.</p> <p>KW reaches the end of his current term of office at the end of July, and will not be standing again.</p> <p>AdW and JW will continue as Associate Members for the time being.</p> <p>AR left the room</p> <p>It is proposed that AJa is re-elected as a Co-opted Governor to replace JC, for a one-year term. AJa has indicated he would be happy to do this, and it will help to have the continuity whilst the MAT is being formed.  Prop: RC Sec: CJ carried unanimously  It is proposed that Associate Member AR is elected as Co-opted Governor to replace KW.  Prop: TA; sec: SJ; carried unanimously</p> <p>AR returned</p> <p>The Chair and Vice Chair have already been elected for next year.  KW handed over Chair to RC.</p> <p>RC - noted the governors are now working together as a great team, and the way ahead is an exciting time.  Want now, to build on the successful succession planning put in place by KW, and work towards</p>			

	<p>making the College better and better.</p> <p>The governors noted a big Thank you to KW. We are where we are now, because of his good leadership, and he has much to be proud of.</p>			
1615.12	Agenda item: What I have done in or for the school			
	<p>TA: Yr 11 and 13 graduations, Yr 13 drama performances, MFL review, Yr 12 music concert, Principal appraisal, MAT meeting</p> <p>RC: Trustee meeting, Appointed head boy and girl</p> <p>PS: PEX appeal, athletics track</p> <p>NL-W: Governor Panel, organising Swaziland trip</p> <p>AR: Tour of school, parents evening, Founders day, parent forums</p> <p>CJ: HoF interviews English, SEND review, MFL review, Summer concert</p> <p>JS: Interviews for Schools Direct, PEX panel, Cricket, Photography exhibition, Founders day</p> <p>SM: Year 6 parent evening, Yr 11 &amp; 13 graduations, Founders day, observed absence panel</p> <p>JW: Induction meeting</p> <p>AJo: Help govs with google docs and IT access</p> <p>KW: Open evenings, MAT meeting, Absence panel, Yr 11 and 13 graduations, Founders Day</p> <p>AW: Absence panel</p> <p>TS: DT Faculty review, Yr 13 graduation, Finance webinar, Celebration evening</p> <p>TR: PEX panel</p>			

**Meeting Closed: 20:15**