

**NOVA PRIMARY SCHOOL**  
**Full Governing Body Meeting Minutes**  
**Wednesday 20 October 2021 at 4:00 pm in school**

Present: Laurence Haynes (Chair and LA governor), Anna Morris (Head), Jo Ferns (Coopted), Kirsty Judd (P/G), William Bellamy (Coopted and Vice Chair), Steve Miller (Coopted), Ian Thomas (Coopted),

Apologies accepted: Rosie Woollard (Coopted), Mark Andres (Coopted), Rachel Risley (Staff)

Apologies rejected: n/a

Absent: n/a

Associates: Helen Thorpe (Deputy Headteacher)

	Agenda	Discussion	Actions																																							
1	Apologies	<ul style="list-style-type: none"><li>- Rosie Woollard (Coopted), Mark Andres (Coopted), Rachel Risley (Staff)</li></ul>	None																																							
2	Minutes and Actions from 22 Sept (sent with Agenda)	<div><ul style="list-style-type: none"><li>- Minutes from 22 September were approved as a true record of the meeting.</li></ul><table><thead><tr><th>Action On</th><th>Agenda Item No and Description</th><th>Report to</th><th>Due by</th><th>Completed</th></tr></thead><tbody><tr><td>Governors</td><td><ul style="list-style-type: none"><li>- <b>Item 7 - Governors' health check and self-evaluation Item</b></li><li>- To send photo and statement of themselves (no more than 100 words)</li></ul></td><td>Chair</td><td>1 Oct</td><td>Yes</td></tr><tr><td>Chair + SM Clerk + Govs</td><td><ul style="list-style-type: none"><li>- <b>Item 8 - Monitoring, Reporting and Risk Management: Link Governor roles and role allocations</b></li><li>- SM and Chair to compile the agreed roles and send out to Governors.</li><li>- Clerk to send new Governors the GDS Training Schedule to sign up for the free courses offered, others to check training via Govhub.</li></ul></td><td>FGB FGB</td><td>asap asap</td><td>Yes Yes</td></tr><tr><td>Head/Chair</td><td><ul style="list-style-type: none"><li>- To provide Link Governors with emails in order to contact Subject Leaders.</li></ul></td><td>FGB</td><td>asap</td><td>Contact to be made via Head or Deputy</td></tr><tr><td>Governors</td><td><ul style="list-style-type: none"><li>- <b>Item 9 – Governor Training</b></li><li>- Governors interested in Safer Recruitment Training to contact Jo Ferns, SBM.</li></ul></td><td>FGB</td><td>asap</td><td>Yes</td></tr><tr><td>Chair</td><td><ul style="list-style-type: none"><li>- <b>Item 10 – Meeting Business Schedule</b></li><li>- To send Schedule to Clerk to put on Govhub.</li></ul></td><td>FGB</td><td>asap</td><td>Yes</td></tr><tr><td>Governors</td><td><ul style="list-style-type: none"><li>- <b>Item 13 – Any other business</b></li><li>- Head asked for a Governor to attend interview for SEND lead maternity cover on 19 Oct. Please email head direct asap</li><li>- To review Contractors Policy</li></ul></td><td>Head FGB</td><td>asap 7 Dec</td><td>Yes c/fwd</td></tr></tbody></table></div>	Action On	Agenda Item No and Description	Report to	Due by	Completed	Governors	<ul style="list-style-type: none"><li>- <b>Item 7 - Governors' health check and self-evaluation Item</b></li><li>- To send photo and statement of themselves (no more than 100 words)</li></ul>	Chair	1 Oct	Yes	Chair + SM Clerk + Govs	<ul style="list-style-type: none"><li>- <b>Item 8 - Monitoring, Reporting and Risk Management: Link Governor roles and role allocations</b></li><li>- SM and Chair to compile the agreed roles and send out to Governors.</li><li>- Clerk to send new Governors the GDS Training Schedule to sign up for the free courses offered, others to check training via Govhub.</li></ul>	FGB FGB	asap asap	Yes Yes	Head/Chair	<ul style="list-style-type: none"><li>- To provide Link Governors with emails in order to contact Subject Leaders.</li></ul>	FGB	asap	Contact to be made via Head or Deputy	Governors	<ul style="list-style-type: none"><li>- <b>Item 9 – Governor Training</b></li><li>- Governors interested in Safer Recruitment Training to contact Jo Ferns, SBM.</li></ul>	FGB	asap	Yes	Chair	<ul style="list-style-type: none"><li>- <b>Item 10 – Meeting Business Schedule</b></li><li>- To send Schedule to Clerk to put on Govhub.</li></ul>	FGB	asap	Yes	Governors	<ul style="list-style-type: none"><li>- <b>Item 13 – Any other business</b></li><li>- Head asked for a Governor to attend interview for SEND lead maternity cover on 19 Oct. Please email head direct asap</li><li>- To review Contractors Policy</li></ul>	Head FGB	asap 7 Dec	Yes c/fwd					
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	Unofficial School Fund Constitution	<ul style="list-style-type: none"> <li>- Monitoring and Evaluation Policy – 2021-22</li> <li>- Nova Exclusion Policy –Autumn 2021</li> <li>- Nova Primary School Special Educational Needs and Disabilities Information Report – 2021</li> <li>- Nova Special Educational Needs and Disabilities Policy – Autumn 2021</li> <li>- Nova Supporting Pupils with Medical Conditions Policy – Autumn 2021</li> <li>- Nova Citation H&amp;S Policy 2021</li> <li>- Sent with Agenda</li> <li>- Chair referred to the Unofficial School Fund Accounts and Auditor's Certificate which were approved by F&amp;R on 12 Oct and the need for the Unofficial School Fund Constitution to also be approved. School Office Manager who oversees the accounts with SBM had not proposed any changes.</li> <li>- <b>Governors approved the Constitution without amendment.</b></li> </ul>	
6	<b><u>Main Item 1</u></b> <b>Q2 Budget Sign-off.</b> (Budget papers and Recovery Plan sent with Agenda)	<ul style="list-style-type: none"> <li>- SBM presented the Q2 budget data and delivered a presentation on the main points. For a number of reasons, a budget deficit is being forecast for each of the coming three years. The most significant issue is that projected staff costs for 2021-22 are not met by depressed annual Local Authority funding arising from low income per pupil based on pupil numbers recorded in the October 2021 census. SBM presented a Recovery Plan which is required by the Local Authority when a school has a deficit budget.</li> <li>- The Recovery Plan is currently under review. It will be considered again at the next board meeting and will be finalised in time for the quarter 3 submission to the Local Authority at the end of January.</li> <li>- <b>Discussion took place on the likelihood that the proposed course of action in the recovery Plan would be taken.</b></li> <li>- The Board and the School had received data from the Local Authority that the birth-rate across Bristol is still continuing to decline. Although Nova Primary is amongst the schools which agreed to reducing its planned admission level, moving from two- to one-form entry, the need to Manage Change in the medium-term i.e. by reducing staff numbers, must continue to be considered. The only way to maintain funding is to work towards maintaining class pupil numbers through recruitment and retention to the maximum allowable.</li> <li>- SBM is continuing to challenge the recent £6k Water Bill arising from a metering error. The Chair will also intervene and appeal against this.</li> <li>- <b>Governors approved the Q2 Budget and Recovery Plan.</b></li> </ul>	
7	<b><u>Main Item 2</u></b> <b>Pay Review Panel</b>	<p><b>The Pay Review Panel met on 15 October to consider head's recommendations.</b></p> <ul style="list-style-type: none"> <li>- Teaching staff pay progression is based on teacher's performance and any increase has been budgeted for.</li> <li>- This academic year there is a pay freeze for public sector workers, therefore, no increase to Main Scale or UPS (Upper Pay Scale).</li> </ul>	Clerk to send Governors the Minutes.

		<ul style="list-style-type: none"> <li>- The pay scale is as published in the September 2021 update of the Schoolteachers' pay and conditions document. The Review committee follows the provisions of this document, and the school's annually-reviewed Pay and Appraisal Policies.</li> <li>- School support staff are not included in this review as their pay is not governed by performance criteria.</li> </ul>	
8	<b><u>Main Item 3</u></b> Ofsted preparation	<ul style="list-style-type: none"> <li>- Chair had prepared a collection of documents which would be available to Ofsted Inspectors on their first day, some were sent with the Agenda including: -</li> <li>- Annual Plan of Work 2021-22</li> <li>- Governors Annual Statement for website</li> <li>- Governors Scheme of Delegation</li> <li>- Updated Link roles 2021-22</li> <li>- Monitoring and Evaluating Policy</li> <li>- Monitoring and Evaluation Cycle 2021-22</li> <li>- Chair asked Governors to email him with any comments on the above.</li> <li>- SBM asked Chair to provide a full list of documents to be added to website.</li> </ul>	<p>Govs to email Chair with comments.</p> <p>Chair to send SBM full list</p>
9	<b><u>Main Item 4</u></b> FGB Business	<ul style="list-style-type: none"> <li>- <b>Membership</b></li> <li>- Clerk to arrange Parent Governor election after the October holiday.</li> <li>- Clerk to continue advertising for Co-opted Governor on Inspiring Governance and Governors for Schools</li> <li>- <b>Meeting Calendar 2021-22</b></li> <li>- Updated Calendar is now on Governorhub. Dates remain the same, content has been updated.</li> <li>- <b>Annual Governor Statement 2021</b></li> <li>- Had been prepared ready for website.</li> <li>- <b>Photographs and bios for school website</b></li> <li>- Chair asked those who had not sent them in to do so asap.</li> <li>- <b>Publication of FGB Minutes</b></li> <li>- Discussion to place about whether FGB Minutes should be put on school website. Governors felt this would show transparency but were concerned about which Governor/s would 'vet' the Minutes prior to publication.</li> <li>- It was agreed the Chair who checks the Minutes sent by Clerk, and after any amendment, would send them to the Governor who checks school website to go through again.</li> </ul>	<p>Clerk to arrange PG election and advertise for Co-opted Gov</p> <p>Once checked by Chair Minutes to go to Website Gov for checking and arrange to go on website</p> <p>Public Access</p>

		<ul style="list-style-type: none"> <li>- The October FGB Minutes, including actions from the September meeting which were agreed at this meeting to be the first to be added to website.</li> <li>- Decision on public access to FGB meetings to be discussed at FGB 7 December.</li> <li>- Actions from the triennial Board Self-Assessment which took place at the end of the last school year.</li> <li>- To be worked through during the year (see matters arising from minutes of the September Board meeting).</li> <li>- <b>Training</b> Chair announced two online bespoke training sessions for Nova Governors:</li> <li>- An evening for new governors organised by the Bristol Chairs Network on Thursday 18 November – topics for discussion to be advised.</li> <li>- A bespoke event towards end of November, led by Governor Development Service. Topics include how to engage better with stakeholders and thinking strategically.</li> <li>- <b>Link Governor Roles</b></li> <li>- Due to a recent Governor resignation, it is necessary to spread the subjects allocated to other Governors. Members agreed the following interim arrangements until new governors can be appointed to fill two vacancies.</li> <li>- KJ – EYFS    IT – Writing    MA - Behaviour    SM – Reading</li> <li>- <b>Learning Walk – Thursday, 18 November at 1:30 pm for approx 45mins + debrief.</b></li> </ul>	<p>decision to FGB 7 Dec</p> <p>Chair to advise Govs further</p>
10	<b><u>Main Item 5</u></b> Governors' Strategy, key performance targets, risk management and plan of work 2021/22	<ul style="list-style-type: none"> <li>- Chair had prepared and went through the Monitoring and Evaluation Cycle flow chart, showing an overview of the annual plan.</li> <li>- During the year data and information from Board sources (learning walks, reports from link governor-subject lead meetings) and School Sources (Head's reports, SIO visit reports) would be received and discussed by the board. Curriculum reports would follow the Intent &gt; Implementation &gt; Impact process twice during the year in terms 4 and 6. Progress would be measured against the board's Key Performance Indicators at the interim meeting (when feedback would be provided to subject leads) and Final meeting (when progress across the year would be assessed).</li> <li>- Discussion about the practical operation of the plan took place The Chair indicated that Key Performance indicators would be discussed at the December meeting following preliminary work on proposals by the Chair and Vice-Chair.</li> </ul>	
11	Dates/times of meeting/s	<ul style="list-style-type: none"> <li>- Standards – Tuesday 9 November at 4:00 pm</li> <li>- Learning Walk – Thursday 18 November at 1:30 pm – 2:45 pm</li> </ul>	

		<ul style="list-style-type: none"> <li>- FGB – Tuesday 7 December at 4:00 pm</li> <li>- Standards – Wednesday 26 January at 4:00 pm</li> <li>- F&amp;R – Wednesday 26 January at 5:15 pm</li> </ul>	
12	Business brought forward by Chair	- None	

### Impact on the School of this Board Meeting

The budget for the second quarter of the Financial Year indicated that actions are needed at this difficult time to keep the budget in balance. In approving the budget for submission at the end of October, the Board placed confidence in the school's ability to implement cost-saving measures which would prioritise childrens' learning and a safe and secure environment.

With ten members at the date of the meeting, the Board is in a position to monitor the school's statutory responsibilities, the curriculum and the school's community life in greater detail. We therefore put in place a new system of monitoring and evaluation, working more closely than previously with the Head and school leaders.

The Board regularly reviews the After School Club finances and continues to place confidence in its management.

Signed .....



Chair of Governors

Dated 09-Nov-2021