

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Wednesday 6 April at 4:00 pm in school

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

Apologies accepted: William Bellamy (Coopted and Vice Chair), Rosie Woollard (Coopted), Mark Andres (Coopted), Clare Ramsey (P/G)

Apologies rejected: n/a

Absent: n/a

Associates: Helen Thorpe, Deputy Headteacher

	Agenda	Discussion	Actions				
1	Apologies	<ul style="list-style-type: none">- William Bellamy (Vice Chair & Coopted), Rosie Woollard (Coopted), Mark Andres (Coopted), Clare Ramsey (P/G)- All apologies accepted					
2	- Declaration of Interest/Gifts/Hospitality received - None						
3	Minutes and Actions from 7 Dec '21	Governors approved the Minutes of 7 December 2021					
		Action On	Agenda Item Number and Description	Report to	Due by	Completed	
		Clerk	<ul style="list-style-type: none">- Item 1 – Associate Governor reappointment- Clerk to notify Helen Thorpe, Deputy Head of her reappointment as Associate Governor with voting rights on Standards but not at full Governing body meetings.	FGB	asap	Yes	
		Chair	<ul style="list-style-type: none">- Item 9 - Decision on public access to FGB meetings and practical implications.- Chair to look at draft again and report back to next FGB	FGB	6 April	c/fwd to July	
		Chair/FGB	<ul style="list-style-type: none">- Item 10 – 2 – Governor Development Service- Discussion took place about the relationship of the Governors' strategic plan to the School Vision and School Improvement Plan (the 'vision triangle')	FGB	6 April	On Agenda	
		Chair/FGB	<ul style="list-style-type: none">- Item 11 – Main Item 1 – School vision, strategic plan & key performance indicators- Chair acknowledged that this is work in progress, and that he would like to receive comments on the document and suggestions for changes before the forthcoming committee meetings on January 26th.- In preparation the chair asked Governors to fully acquaint themselves with Nova’s Vision and the School Improvement Plan Nova-SIP-Overview-2021-2022.pdf (novaprimarieschool.co.uk)	Chair	26 Jan '22	Yes	
		Standards	<ul style="list-style-type: none">- Item 12 – Items brought by Chair - EYFS (Early Years Foundation Stage) Governor- New Link Governor to be appointed at Standards meeting.	Standards	26 Jan '22	Yes	

4	Governors e-safety responsibility	<ul style="list-style-type: none"> - Chair recapped on the important and growing issue of e-safety and Governors responsibility that had been discussed at recent F&R and Standards committee meetings. Governors were asked to look through check list again about what should be monitored. Comments to Chair for July's meeting. - In addition to above Governor (IT) to carry out NSPCC course on e-safety and report back to Chair asap. - IT to contact SBM regarding payment for NSPCC Pay for View course. 	<p>Govs to send comments to Chair by 11 July</p> <p>IT contact SBM re payment</p>
5	Committee Reports Sent with Agenda	<ul style="list-style-type: none"> - Finance and Resources - Chair of F&R (LH) outlined the main areas covered, confirming the annual SFVS (School Financial Value Statement) was approved signed off. Small in-year surplus. Supply cover budget continues to be an issue, due mainly to covid staff shortages. The annual formula grant 2022/23 is less than expected. No pay award for teaching staff due to pay freeze, but likely to be 2% from September. - Draft report received from Lisa Howfield, Schools Resource Management Advisor which had been returned with comments and inaccuracies. - Discussion had taken place about energy bills and the impact this will have on budget. - Standards - LH in the absence of Chair confirm data reports were discussed and report given on EYFS. - Data Protection Policy - Chair confirmed this had been discussed at F&R meeting who were happy to recommend adoption by FGB. - FGB Governors approved the Data Protection Policy 	
6	British Values/SMSC Sent with Agenda	<ul style="list-style-type: none"> - British Values/SMSC (Spiritual, moral, social and cultural) - All maintained schools must meet the requirements set out in section 78 of the Education Act 2002 and to promote the SMSC in schools. - This is embedded within Nova's curriculum, and is set out on the school's website and are picked up in many ways eg assemblies; special days/weeks; pupil voice; the wider curriculum; PSHE and Religious Education; visitors from faiths and with experiences relating to SMSC; school displays. - This area is linked with PREVENT Duty (see Item 13 below) 	
7	Learning Walk – 29 March	<ul style="list-style-type: none"> - Three Governors with deputy head visited every year group except Y5 looking at learning, behaviour and attitudes. - It was noted that the EYFS cohort are making good progress after a challenging two years of sporadic nursery, with many children finding it hard to settle in term 1. 	

		<ul style="list-style-type: none"> - Governors could see clear evidence of pupils Lines of Enquiry. Pupils State of Being and were proud of their work and really engaged, more so than in previous Learning Walk. - Examples of challenge were seen, as was ambitious vocabulary. Relationships between children and staff looked positive. Teamwork and resilience was also seen. - Next Learning Walk is on Wednesday 15 June at 1:30pm–4:30pm including debrief and meeting with link Subject Leaders. 	
8	<u>Main Item 1</u> Head's Report Sent with Agenda	<ul style="list-style-type: none"> - Governors felt the results from the Parent/carer Questionnaire were really positive with most being completed during the Parent Consultation evening. Head confirmed she was mostly pleased with the results. Results of survey had been sent to parents/carers. - It was noted in SEND section the number of pupils is 21.12% compared to National Average of 12.6%. Head said the then SENCo had submitted a large number of applications for funding and the current SENCo is continuing to submit, but there are some delays with the EHCP process - Staff Safeguarding Training (5.2). Head explained the term KBCSP as Keeping Bristol Safe Partnership. KBSP Inter-agency Training aims to increase participants' knowledge and skills in the field of safeguarding, so that professionals can provide high quality services and improve outcomes for adults, children, young people and their families and carers. - Governors are invited to attend Celebration assemblies which take place on Fridays at 9:00 am, please contact head before attending. 	
9	Governors' strategy statement and plan of work Sent with Agenda	<ul style="list-style-type: none"> - Following on from comments at the March F&R and Standards meetings further adjustments had been made to the document. - It was pointed out that there is a discrepancy between some vocabulary on the school's website and the document and that both should align. - Governors also asked that "in the interests of the future of the school" be changed to "in the interests of pupils and future of the school." 	Chair to recheck and amend
10	<u>Main Item 2</u> Mid-year review of School data	<ul style="list-style-type: none"> - Link Governors were asked to provide a short mid-year review of their curriculum or statutory area of responsibility based on the data and other information which had been received between term 1 and 4. - Governors agreed that in this item it was important to look at data and to use this process to pinpoint areas which the governors would wish to monitor. Accordingly, areas reviewed were identified as 'highly developed', 'an area for some development' or 'requires significant development'. The review follows the governors' Strategic Statement and Plan of work for 2021-22 	

		<ul style="list-style-type: none"> - Full written reports can be found in the “Link Governor Reports” on Governorhub. - Safeguarding – (IT) - The school safeguarding policy was reviewed and amended in autumn 2021 to ensure compliance with the guidance. There is a full complement of staff managing safeguarding issues with head as designated lead, Rachel Risley as deputy (now Steven Baxter), Janet Green. IT has met with head to look at how safeguarding matters are managed and with Kay Crawford, Office Manager who has the critical role of managing the Single Central Record (SCR). <i>This area is strong and is highly developed.</i> - EYFS – (LH) - <i>This is an area for some development</i> due to high levels of need, initial staffing issues and effect of pandemic. - The Link Governor (LH) has discussed this with the HT and in term 5 will meet with the EYFS Lead Teacher. - SEND – (WB) - Overall, the FGB can be comfortable and proud over Nova’s rigorous approach to SEN. <i>This area is strong and is highly developed.</i> - Curriculum (SM) - SM as chair of Standards committee meets with Deputy Head (Curriculum Lead) every other term to discuss curriculum development. Her supportive work with all subject leaders (see Curriculum Visit Reports), is following a highly structured reflective model, empowering and enabling leaders to make accurate assessments of their subject areas, with useful action plans for areas needing development. - Computing (MA) - Overall computing is going well. <i>This area is strong and is highly developed.</i> - - Reading (SM) - Observations by the Link governor are supported by an SIO Deep Dive into Reading during the year which gave evidence that Reading is in a good place. <i>This area is strong and is highly developed.</i> - Writing Strategy (IT) - There is improvement especially in some years, but as the Head says the overall picture backs up the school improvement plan and its particular focus in this area. <i>This is an area for some development.</i> <p>Maths (RW) – In term 2 a low percentage of children were working at expected standards and there had been a decline in years 2, 4 and 6 Maths progress. By March There has been an increase from 32% to 49% working at expectations or greater depth but this patchy with improvements in year 1, Years 2 and 6 have seen no improvement, and years 3 and 5 seeing a decline. However as a result of the hard work and determination of the Maths Lead teacher fluency of number bonds, times tables facts has improved. <i>This is an area for some development.</i></p>	
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11	Recruitment, committee and Legacy arrangements	<ul style="list-style-type: none"> - The board discussed early thinking about the composition of the board, the duration of service of the chair and structure of the committees. Members were invited to consider whether any individual contacts and associates might be approached about joining the board so the number of vacancies remains low. SM will be resigning from the board before his move away from Bristol in the summer. After discussions before the next FGB meeting, the chair would bring an agenda item to propose appointments of new chairs to both the sub-committees. He will also propose changes to the assignment of members to the sub-committees, using the recently completed skills audit as a guide. 	Agenda item next FGB
12	Dates of forthcoming meetings	<ul style="list-style-type: none"> - F&R – Tuesday 10 May at 4:00pm - FGB – Tuesday 24 May at 4:00pm - Learning Walk – Wednesday 15 June at 1:30pm – 4:30pm including debrief and meeting with link Subject Leaders - Standards – Tuesday 12 July at 4:00pm - F&R – Tuesday 12 July at 5:15pm - FGB – Wednesday 20 July at 4:00pm 	
13	Business brought forward by Chair	<ul style="list-style-type: none"> - Chair reminded those Governors who had not sent their Skills Audit to him to do so asap. - Governors to read through the Ofsted documents sent with this Agenda on Govhub. - <i>British Values/SMSC Item 6 above.</i> PREVENT Duty training is available through GDS and by Zoom on 24 May at 10:00am. This is an area outlined on our training schedule and available to Safeguarding Named Governor, members of the Curriculum/Standards Committee, or other governors seeking an understanding of the school's statutory obligations in this area. Sign up through Govhub or contact Clerk. 	

Impact on the School of this Board Meeting

- Governors acknowledged their responsibility for overseeing the school's provision for the safe use of the internet and social media. They resolved to improve their knowledge and training in e-safety and to strengthen their monitoring of school policy.
- Governors discussed the considerable impact of the rising cost of living and price of energy on the school budget now and over the coming year.
- The Board was given an update, and thereby gained a better understanding, on how Spiritual, Moral, Social and Cultural education is delivered through the curriculum and through many other activities at Nova
- We reflected on the very positive outcome of the second governors' learning walk in school this year, and were impressed particularly with conversations with children of all ages who took pride in demonstrating their learning to us. We started planning the objectives of the next learning walk in term 6.
- In her spring report the Head Teacher presented her comprehensive update on school performance data across the curriculum, teaching quality, school behaviour and absence records, as well as a survey of progress against the school improvement plan and a review of the impact of the COVID pandemic. Governors learned about the positive results of the recent parent/carers' questionnaire, the work being carried out to improve SEND provision and progress with safeguarding training for staff.
- The Board conducted the first part of its mid-year review, including Special Educational Needs and Disabilities and Safeguarding, both of which it concluded are strong at Nova. It also reviewed a number of areas of the curriculum. It concluded that the Early Years Foundation Stage is an area for some development which the school had been devoting considerable resources to addressing since the start of the school year. The board would monitor developments in Early Years provision, particularly in Reception class, during the remainder of the year. Writing was an area for some development with different levels of performance across the year groups. Maths was also an area for some development which the governors would continue to monitor, but it was noted that considerable inroads had been made into delivering improvements since Christmas. The Board noted that there was solid and substantial progress in the other areas of the curriculum which were reviewed at this meeting.

Signed ...



Laurie Haynes

Chair of Governors

Dated 16-Apr-2022