

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 7 December 2021 at 4:00 pm via video link

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), Rosie Woollard (Coopted), Mark Andres (Coopted)

Apologies accepted: Rachel Risley (Staff) and Helen Thorpe (Associate)

Apologies rejected: n/a

Absent: n/a

Associates: n/a

	Agenda	Discussion	Actions																									
1	Associate Governor reappointment	<ul style="list-style-type: none">- Clerk had, prior to this meeting informed Governors of Helen Thorpe’s wish to be reappointed as an Associate Governor for a further one-year term, to sit on the Pupil Standards Outcomes and Support Committee and FGB only.- Clerk received the number of votes required to confirm Helen’s reappointment as an Associate, with voting rights on Standards but not at FGB meetings.	Clerk to inform Helen.																									
2	Apologies	<ul style="list-style-type: none">- Rachel Risley (Staff), Helen Thorpe (Associate) both accepted.	None																									
3	Minutes and Actions from 20 Oct (sent with Agenda)	<p>Minutes of 20 October were approved as a true record of the meeting.</p> <ul style="list-style-type: none">- Recovery plan was mentioned in the meeting.- Delay publication of October’s FGB Minutes for further scrutiny. <table><tr><th>Action On</th><th>Agenda Item Number and Description</th><th>Report to</th><th>Due by</th><th>Completed</th></tr><tr><td>Head</td><td><ul style="list-style-type: none">- Item 2 – Minutes and Actions from 22 Sept- HT to send Link Governors Action Plans prior to them meeting with staff.</td><td>FGB</td><td>7 Dec</td><td>Yes</td></tr><tr><td>Chair</td><td><ul style="list-style-type: none">- Item 4 – Committee Reports- Health and Safety - Chair to email H&S Policy to Governors for further comments.</td><td>FGB</td><td>7 Dec</td><td>Yes</td></tr><tr><td>Clerk</td><td><ul style="list-style-type: none">- Item 7 – Main Item 2 – Pay Review Panel- To send Governors the Minutes.</td><td>FGB</td><td>asap</td><td>Yes</td></tr><tr><td>Chair/Governors</td><td><ul style="list-style-type: none">- Item 8 - Main Item 3 – Ofsted Preparation- SBM asked Chair to provide a full list of documents to be added to website and Governors were asked to email Chair with any comments on the documents to be added.</td><td>FGB</td><td>asap</td><td>Yes</td></tr></table>	Action On	Agenda Item Number and Description	Report to	Due by	Completed	Head	<ul style="list-style-type: none">- Item 2 – Minutes and Actions from 22 Sept- HT to send Link Governors Action Plans prior to them meeting with staff.	FGB	7 Dec	Yes	Chair	<ul style="list-style-type: none">- Item 4 – Committee Reports- Health and Safety - Chair to email H&S Policy to Governors for further comments.	FGB	7 Dec	Yes	Clerk	<ul style="list-style-type: none">- Item 7 – Main Item 2 – Pay Review Panel- To send Governors the Minutes.	FGB	asap	Yes	Chair/Governors	<ul style="list-style-type: none">- Item 8 - Main Item 3 – Ofsted Preparation- SBM asked Chair to provide a full list of documents to be added to website and Governors were asked to email Chair with any comments on the documents to be added.	FGB	asap	Yes	20 Oct FGB Minutes to be looked at again prior to publication on website.
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		Clerk Clerk Governors Chair/ Mark Andres Governors Chair	<ul style="list-style-type: none"> - Item 9 - Main Item 4 - FGB Business - Membership – Clerk to arrange Parent Governor Election - To continue to advertise for Coopted Governor - Photographs and bios for school website - To send to Chair/SBM asap - Publication of FGB Minutes – To be sent to Website Link Governor after Minutes are checked by Chair and approved by FGB at the following FGB meeting. - Decision on public access to FGB meetings to be discussed at FGB 7 December. - Training – Chair to inform Governors of dates/times of bespoke training 	FGB FGB FGB FGB FGB FGB	After Oct hols. asap 7 Dec 7 Dec	Yes Yes Yes Yes On Agenda Yes	
4	- Declaration of Interest/Gifts/Hospitality received - None						None
5	Reports	<ul style="list-style-type: none"> - Standards committee: - Data was well presented, with comparison on previous year, providing a satisfactory baseline against which governors can measure improvement. At the governors' request HT outlined the new Phonics programme and talked about the forthcoming two-year writing fund project. - Head Teacher' performance management: - Chair explained the statutory headteacher appraisal process which follows Nova's Appraisal and Pay Policies. An interim review of progress against objectives takes place in term 3 and a final review in term 2. The performance review panel, as usual, comprised the Chair and Vice Chair of FGB and Claire Sutherland, Nova's current School Improvement Officer, who was the external adviser, and present for the final review meeting. - The Head Teacher and the panel agree on the wording of up to four annual objectives based on the School Improvement Plan, including the sources of evidence for monitoring progress and successful outcomes for the objectives. The process must be completed by 31st December each year. 					
6	Report from Learning walk 18 November	<ul style="list-style-type: none"> - This has been collated by SM and is now available on Governorhub. - SM gave a brief account of the curriculum learning walk in which Governors visited classes, observed teaching and learning environment; spoke with pupils in small groups from every class who talked confidently and with great enthusiasm about their line of enquiry. - It was clear that pupils across Nova were interested and enjoyed their learning. - Governors saw engagement from pupils and curiosity. They saw SEND pupils supported in class with the curriculum being adapted. The calm atmosphere was evident in classrooms and corridors. 					

7	Approval of statutory and non-statutory policies	<ul style="list-style-type: none"> - NB - Changes to policies are recorded in the 'history' section on the front page of each Policy. SBM explained some of the changes but all policies for approval had been sent with the Agenda. - Pay policy - Minor changes to policy this year. - Appraisal and Capability Policy - - Number of changes relating to length of contract. Work life balance for head etc. - Discretionary Leave of Absence Policy - - New section on parental leave for bereavement due to death of child or still birth. Statutory is two weeks leave of absence. - Governors Allowances – - No changes required. - Child in Care Policy - - Change to new Link Governor and School Improvement Officer (SIO) - Home School Agreement – - For Governors to read. - Attendance Policy – - Continues to be a work in progress. Governors were directed to the last paragraph in section 3.7 'Unauthorised Absences and Persistent Absences'. Also a change to 'late' times which commenced back in September. - Due to recurring covid, attendance in Term 2 had dropped considerably. - Section 7 was also mentioned 'Extended absence with no contact'. Q: How was no contact for 10 days decided? A: By the Local Authority Policy. - Positive Handling – - Two minor terminology changes made. - Early Career Teacher Induction Policy – (replacing NQTs ie newly qualified teachers) - ECTs have two-year induction period, previously one year for previous NQTs. ECTs are still entitled to half release time in second year. This would be difficult to fund as additional class cover time would be needed at a supply teacher cost. 	SBM to delete Option 1 from Policy.
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		<ul style="list-style-type: none"> - Governors adopted changes made following review of the above policies. 	
8	Discussion of Discretionary Leave of Absence policy.	<ul style="list-style-type: none"> - See Item 7 above. Paragraph 7.8 of the policy provides optionally for two approaches to pay during parental bereavement leave. The two options were explained to governors. In brief Option 1 " employer pays bereavement pay at statutory minimum rate". Option 2 "employer offers parental bereavement pay recognising the need to support bereavement parents, we will continue to pay normal pay during bereavement leave". - After discussion Governors agreed to Option 2. 	
9	Decision on public access to FGB meetings and practical implications. Draft sent with Agenda	<ul style="list-style-type: none"> - Discussion took place with the decision that a Code of Conduct similar to the draft sent with the Agenda should be given to anyone wishing to meet with the FGB. This would include the question the applicant wished to raise that could not have been dealt with through other means. - Chair to look at draft again and report back to next FGB 	Chair to report back to next FGB
10	Actions from Nova governors' induction events (Chair's Network new Governors' meeting, GDS induction on the Governors' vision for Nova School)	<ul style="list-style-type: none"> - Both meetings were well attended - 1 - Chairs Network - This gave new Governors the opportunity to have frank and informal discussions with experienced Chairs, with a link for new Governors to be set up shortly through membership of Chairs Network. - 2 – Governor Development Service (GDS) –Slides now on Governor hub - Discussion took place about the relationship of the Governors' strategic plan to the School Vision and School Improvement Plan (the 'vision triangle') - Talked about ideas for a robust direction and planning process. - Identified the steps in this process with three key inputs: sharing collective annual goals under strategic themes; drawing together the monitoring evidence which is available to governors; following the 'knowledge flow chart' which connects governors' knowledge of what is working in school, ability to express concerns, identify priorities and risks, take actions and measure impacts. - GDS would put us in touch with one or two other school boards who have a well-developed and effective simple monitoring dashboard, however GDS have not yet come back on this. - Governors felt a comprehensive spreadsheet is needed, detailing only important/relevant information such as attendance figures eg was last month's attendance above or below targets. Just something simple. - More work to be done on this. 	c/fwd to next FGB.

11	Main Item 1 School vision, strategic plan & key performance indicators	<ul style="list-style-type: none"> - Governors discussed its annual work priorities around the draft 'Governors' Vision Statement Strategic Plan and KPTs 2-21-22' (Document 16, circulated before the meeting). - Governors thought the Vision on the school website is good and this should be the basis of the governors' strategy rather than an independent statement. - The proposed vision statement embodies the wording of the Nova School Vision https://novaprimaryschool.co.uk/tour/about/vision/ into a four-point governors' Strategy Statement (Curriculum, school community, future of the school and governing body development) each point linking to targets, indicator/measures and success criteria. This would in turn link to the School Improvement Plan. Its purpose is to: <ul style="list-style-type: none"> - Document in advance the annual work plan of the governing board on a term-by-term basis - Reference the sources and nature of evidence governors will gather during the year to address the success criteria - Provide a purposeful and detailed plan for future Governor meetings. - Help (as the process unfolds) to answer the question "what does 'good' look like" from a Governors' point of view? - Ensure that governors work to a shared vision with the Head Teacher, Leadership Team and entire school community - Governors felt it would be beneficial to have more time to discuss this further - Q: Do you want affirmation at this stage? A: 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 a Nova's Vision and the School Improvement Plan Nova-SIP-Overview-2021-2022.pdf (novaprimaryschool.co.uk) - The chair would create a final format to be adopted at the April meeting of FGB In the meantime the chair would write a detailed plan of work <ol style="list-style-type: none"> 1. Fitting this to Agenda and Board meeting calendar for rest of year 2. Adding it to the Annual Plan of Work (FGB October 2021, document 10) 	<p>Govs to read Vision on website and SIP and to comment on the draft 'Governors' Vision Statement Strategic Plan and KPTs 2-21-22' before 26th Jan</p> <p>Chair to write detailed plan of work</p>
12	Main Item 2 Head Teacher's Report sent with Agenda	<ul style="list-style-type: none"> - Among the comments noted were: - - Attendance – This fell dramatically over last couple of weeks due to Covid. - 6.2 – In-year pupil outcomes. – Q: Attainment scores are low. Has any benchmarking been done? Are we confident attainment will rise? A: It has not been possible to compare with other schools but most heads have said Covid has impacted on attainment. - Section 8 – Gives a positive summary 'Increase progress in reading and writing for all' - Action 2 - Talk4Writing targets have been set and improvements already been seen which will be shown at next data drop. - Parental View – Parents were asked in last Newsletter to complete the online questionnaire. Very few have. - There has been very low attendance at meetings. - 3.2 Persistent Absence – Head confirmed 57 was number of pupils, not sessions who have reached the threshold. 	

		<ul style="list-style-type: none"> - 6.5 Staff Absence – It was noted Teaching Assistants had a high level of absence in Term 1. Head confirmed in Term 2 this is already high. Rigorous staff attendance meetings are ongoing, as is recruitment and retention. - 6.2 – Pupil Outcomes – It was noted almost all cohorts are on track with the exception of Y4 seeing only 1/3 rd. Head confirmed initiatives are in place and subject leaders are aware. 	
13	Dates/times of meeting/s	<ul style="list-style-type: none"> - Staff/Link Governors meeting – Tuesday 25 January 4:00 – 4:30 pm - Standards – Wednesday 26 January at 4:00 pm - F&R – Wednesday 26 January at 5:15 pm - FGB – Wednesday 6 April at 4:00 pm 	
14	Business brought forward by Chair	<ul style="list-style-type: none"> - Staff Survey – Q 14 – Worklife balance. - The results show staff finding worklife balance difficult. Head said SLT are looking at this, but at the same time having to maintain high standards, also recognising it is difficult to monitor and a challenge for staff. - The January Inset day will include talking about workload/life balance with staff. - Governor asked if there were any surprising results? A: Head said there were very few less positive results with staff proud and enjoying working at Nova. - SLT constantly review marking so it is not onerous. - EYFS Link Governor – As part of a review of governor link responsibilities, the Chair will be reallocating the role of Early Years Foundation Stage governor. As there is no FGB meeting in term 3. This will be discussed at the next meeting of Standards Committee. 	

Impact on the School of this Board Meeting

Following creation of its new system of monitoring and evaluation at the previous meeting, the governors used this meeting to comprehensively redevelop its Vision and Strategy Statement, aligned to the school's vision and the School Improvement Plan for 2021-22. This would form the basis of its detailed plan of work for the remainder of the year.

The governors were very pleased with the progress they witnessed in school during the first learning walk since the start of the COVID-19 pandemic. There were encouraging outcomes from the Head's first report of the academic year. In the absence of any independent national or regional data, the governors put on record their appreciation for the preparation of good quality school data. The Board is confident that this provides a satisfactory baseline for its work in measuring improvement during the year.



Signed

Chair of Governors

Dated 08-Jan-2022