

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Wednesday 20 July 2022 at 4:00 pm in school

Present: Laurence Haynes (Chair and LA governor), Anna Morris (Head), Jo Ferns (Coopted), Ian Thomas (Coopted), Rosie Woollard (Coopted), Mark Andres (Coopted), Clare Ramsey (P/G)

Apologies accepted: William Bellamy (Coopted and Vice Chair),

Apologies rejected: n/a

Absent: n/a

Associates: Helen Thorpe, Deputy Headteacher

	Agenda	Discussion	Actions
1	Term of Office for both Chair and Vice Chair	<ul style="list-style-type: none"> Governors agreed Chair and Vice Chair posts should continue on an annual basis. 	
2	Election of Chair and Vice-Chair for 2022/23	<ul style="list-style-type: none"> Clerk had asked for nominations and self-nominations to be sent to her by 4pm on Monday 18 July. These were received by Laurie Haynes (Chair) and William Bellamy (Vice Chair), no others were received and both were approved by the Governing Body. It was noted that LH would be leaving Governors from the end of T6 2023. It was suggested and approved by Governors that the election for new Chair should be held at FGB's May 2023 meeting, giving time for new Chair to shadow before taking up new role. Q: What number is required for a quorum? A: Half of current FGB members, rounded up if necessary. Clerk explained if meeting continued without being quorum then any decision required would need to be carried forward to another meeting. Chair reminded Governors to let Clerk know if they are going to be absent from any meeting and the reason why. 	Clerk to arrange Chair election at May '23 FGB
3	Election of Chairs for Standards and F&R committees for 2022/23	<ul style="list-style-type: none"> Clerk had asked for nominations and self-nominations to be sent to her by 4pm on Monday 18 July. These were received by Ian Thomas as Chair for Standards and William Bellamy for F&R. No others were received. Both were approved by the Governing Body. Chair gave update on recent FGB resignations. Clerk to arrange P/G and Staff elections in September and advertise for two Coopted Governors asap. 	Clerk to arrange P/G and Staff elections in Sept

4	Apologies	- William Bellamy (Coopted) - Accepted																																									
5	Declaration of any gifts/hospitality received – None																																										
6	Minutes and Actions from last FGB meeting, 24 May	<div>- Minutes of the FGB meeting on 24 May were approved by Governors.</div> <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>IT/SBM</td><td><div>- Item 5 - Annual safeguarding report</div><div>- IT to obtain the link from SBM to carry out safeguarding training and to report back to Chair (LH) as to whether all or some Governors should undertake training and at what level.</div><div>- Bristol Safeguarding in Education team have a checklist of safeguarding policies and guidance which covers a range of aspects of school life. IT and SBM to meet to look at policies and report back to FGB.</div></td><td>Chair</td><td>asap</td><td>Yes. Rec all Govs complete</td></tr><tr><td>IT/Head</td><td><div>- IT will also meet with head to go over online safety checklist.</div></td><td>FGB</td><td>20 July</td><td>c/fwd to T1 due to Ofsted</td></tr><tr><td>Governors</td><td><div>- Chair brought to Governors attention the GDS Safeguarding Governors' Network Course on 9 June.</div><div>- Governors to reacquaint themselves with KCSIE.</div></td><td>FGB</td><td>20 July</td><td>c/fwd to T1 due to Ofsted</td></tr><tr><td>IT/Clerk</td><td><div>- Item 6 – Governors' e-Safety</div><div>- IT to complete training report form and Clerk to send out on Govhub</div></td><td>FGB</td><td>asap</td><td>New KCSIE in Sept'22</td></tr><tr><td>Governors</td><td><div>- Item 13 – Strategic Working Group</div><div>- Governors to email Chair if wishing to join</div><div>- To email Chair if they wish to change link responsibilities for next academic year</div></td><td>Chair</td><td>asap</td><td>Mark</td></tr><tr><td>Governors</td><td></td><td>Chair</td><td>13 July</td><td></td></tr><tr><td>Chair/Head</td><td><div>- Item 14 – Decision on public access to FGB meetings</div><div>- To finalise application form/code of conduct to go on school website</div></td><td>FGB</td><td>asap</td><td>To finalise</td></tr></table>	Action On	Agenda Item Number and Description	Report to	Due by	Completed	IT/SBM	<div>- Item 5 - Annual safeguarding report</div> <div>- IT to obtain the link from SBM to carry out safeguarding training and to report back to Chair (LH) as to whether all or some Governors should undertake training and at what level.</div> <div>- Bristol Safeguarding in Education team have a checklist of safeguarding policies and guidance which covers a range of aspects of school life. IT and SBM to meet to look at policies and report back to FGB.</div>	Chair	asap	Yes. Rec all Govs complete	IT/Head	<div>- IT will also meet with head to go over online safety checklist.</div>	FGB	20 July	c/fwd to T1 due to Ofsted	Governors	<div>- Chair brought to Governors attention the GDS Safeguarding Governors' Network Course on 9 June.</div> <div>- Governors to reacquaint themselves with KCSIE.</div>	FGB	20 July	c/fwd to T1 due to Ofsted	IT/Clerk	<div>- Item 6 – Governors' e-Safety</div> <div>- IT to complete training report form and Clerk to send out on Govhub</div>	FGB	asap	New KCSIE in Sept'22	Governors	<div>- Item 13 – Strategic Working Group</div> <div>- Governors to email Chair if wishing to join</div> <div>- To email Chair if they wish to change link responsibilities for next academic year</div>	Chair	asap	Mark	Governors		Chair	13 July		Chair/Head	<div>- Item 14 – Decision on public access to FGB meetings</div> <div>- To finalise application form/code of conduct to go on school website</div>	FGB	asap	To finalise	
Action On	Agenda Item Number and Description	Report to	Due by	Completed																																							
IT/SBM	<div>- Item 5 - Annual safeguarding report</div> <div>- IT to obtain the link from SBM to carry out safeguarding training and to report back to Chair (LH) as to whether all or some Governors should undertake training and at what level.</div> <div>- Bristol Safeguarding in Education team have a checklist of safeguarding policies and guidance which covers a range of aspects of school life. IT and SBM to meet to look at policies and report back to FGB.</div>	Chair	asap	Yes. Rec all Govs complete																																							
IT/Head	<div>- IT will also meet with head to go over online safety checklist.</div>	FGB	20 July	c/fwd to T1 due to Ofsted																																							
Governors	<div>- Chair brought to Governors attention the GDS Safeguarding Governors' Network Course on 9 June.</div> <div>- Governors to reacquaint themselves with KCSIE.</div>	FGB	20 July	c/fwd to T1 due to Ofsted																																							
IT/Clerk	<div>- Item 6 – Governors' e-Safety</div> <div>- IT to complete training report form and Clerk to send out on Govhub</div>	FGB	asap	New KCSIE in Sept'22																																							
Governors	<div>- Item 13 – Strategic Working Group</div> <div>- Governors to email Chair if wishing to join</div> <div>- To email Chair if they wish to change link responsibilities for next academic year</div>	Chair	asap	Mark																																							
Governors		Chair	13 July																																								
Chair/Head	<div>- Item 14 – Decision on public access to FGB meetings</div> <div>- To finalise application form/code of conduct to go on school website</div>	FGB	asap	To finalise																																							
7	12 July Standards and Finance and Resources	<div>- Chair summarised the highlights of both Standards and F&R meetings.</div> <div>- Minutes and Actions from both meetings had been sent with FGB Agenda.</div>																																									

	Committee Reports		
8	Annual PE action plan and Sports Premium report Sent with Agenda	<ul style="list-style-type: none"> - Total amount of funding for 2021/22 to be spent by 31 July is £28,362 of which £27,775 has been spent, remainder to come out of Term 1 2022. Funding has been spent across 5 areas – - 1 - The engagement of all pupils in regular physical activity - 2 – Profile of PESSRA being raised across the school - 3 - Increase confidence, knowledge a skill of all staff in teaching PE and sport - 4 – Broader experience of a range of sports and activities to all pupils - 5 – Increased participation in competitive sport - Head was pleased to explain how some Y5 pupils took part in the Bristol Together Championship programme, which brings together other Y5 pupils from diverse Bristol schools to connect, build friendships, raise aspirations and develop confidence. Nova was partnered with Easton CE Academy. Four practice sessions took place visiting their respective schools. This cumulated in a Football Tournament at UWE resulting in every member receiving a medal and Certificate, Nova named as Team of the Tournament and one Nova pupil was named Player of the Tournament. 	
9	Budget out-turn Sent with Agenda	<ul style="list-style-type: none"> - SBM reminded Governors of the small surplus carried forward at year end to 2022/23 - The Q1 Outturn, after adjustments explained by the SBM was £16.5k against a budget which was just above break-even. Part of the saving resulted from a decision not to recruit to fill an SMS vacancy - The DFE teaching staff pay offer was announced the day before this meeting and so has yet to be included in the budget. Under the offer which remains subject to union negotiation, starting salaries for teaching staff will rise by 8.9 per cent as part of the government's pledge to raise starting pay to £30,000, with all teachers receiving rises of between 5.0 and 8.9 per cent - The teachers' pay cost increase including National Insurance and Pension increments, is currently budgeted at 2%. Unless Government assistance is given then increase will come from school's existing income, resulting in possible staff losses - At the date of the meeting there has been no update on the Support Staff Pay Award (Single Status Agreement) due 1 April '22* - SBM was asked to provide details of budgetary implications of pay increments, subject to settlement, prior to Pay Award Panel meeting on 14 October - The school is proceeding with the planned refurbishment of the Reception year area at a cost of just under £20k which is being met from carry-forward funds 	SBM to update Pay Panel prior to meeting.

		<ul style="list-style-type: none"> Governors also received and discussed the notional three-year forecast projections, which are subject to a uncertainty due to a number of information sources not yet available to the school (energy costs, pay costs and other data on income and expenditure). <p>*Chair's note in minute: An offer, made after this meeting on 25 July if agreed by unions, would mean a 10.5 per cent pay increment for the lowest-paid and 4.04 per cent for higher earners covered by the agreement.</p>	
10	SATS 2022 outcomes for the school	<ul style="list-style-type: none"> The data, which has not yet been officially validated, is included in the head's report. 	
11	Head's Report Sent with Agenda	<ul style="list-style-type: none"> Head confirmed she had received the draft Ofsted report. As no amendments were required the report will be returned and passed to Quality Assurance – then stakeholders (incl Governors) – then published by Ofsted. Final report is expected at beginning of September. Governors found the quality of teaching table encouraging, up from previous report and those needing additional support had decreased. Parent/carer questionnaire. Head confirmed these questions are set by Ofsted and not school. Some questions are for SEND parent/carers only. - 	
12	SIP (School Improvement Plan) Overview Sent with Agenda	<ul style="list-style-type: none"> The Head has completed an overview of the SIP which was presented and discussed. Ofsted had agreed all the success criteria which will be included in the full plan are appropriate. The language of the SIP will be adjusted to reflect recommendations by the Ofsted Inspectors. One Year Aims. Attendance was not included as a strand last year but is next year with EWS (Education Welfare Service) bought in. EYES refurbishment taking place over summer; Curriculum to be fully embedded; teaching of Writing to be a strength to raise standards in every year group; Learning behaviour to be outstanding. 	SIP to be discussed in more detail at the next meeting of the board, 20 Sep
13	Policies School Meals and other Debt Policy Sent with Agenda Attendance Policy Sent with Agenda	<ul style="list-style-type: none"> School Meals – changed bullet points to reflect current procedures. Governors approved Policy Attendance Policy – Rewritten in line with BCC model Governors approved Policy 	

14	Data sources, monitoring, Reporting and Risk Management	<ul style="list-style-type: none"> - Chair explained how, when SATs are validated and then published also include National Average. Nova data can then be compared with other schools similar to ours. - HT explained how the school's Assessment Policy explains the process which teachers follow to assess whether pupils' are at, above or below where they are expected to be. 	
15	Energy Prices	<ul style="list-style-type: none"> - Included in her Budget presentation SBM gave a break-down of costs and usage for Gas and Electricity for 2020/21 and 2021/22. Data showed a significant increase in costs compared to usage. Charts also showed how school is trying to save energy, particularly in the Autumn and Spring months to keep costs as low as possible. - SBM had still not yet received the Energy survey report on school heating. 	c/fwd to FGB 20 Sep
16	Plans for next governors' learning walk	<ul style="list-style-type: none"> - Deputy Head to liaise with head and Chair over dates. - Item for FGB 20 September 	LW c/fwd to FGB 20 Sep
17	Governors' skills audit and 'health check'	<ul style="list-style-type: none"> - The governors completed a skills audit prior to the meeting. This showed that there were no serious skills gaps, however a number of governors had retired during the year leaving vacancies. Clerk would advertise for two new Coopted Governors during the summer emphasising the need for an educational background or skills relating to education. A new staff governor would be appointed early in the coming school year. - There was discussion about improvements on the results of the governors' self assessment completed at the start of the year. - The board had developed a vision and strategy, had improved working relationships with staff, had a better understanding of school performance and was working towards a framework of performance indicators. However the Chair felt Governors had not been engaged with the school Community since before the Covid pandemic. This would be a key objective in future and the Chair encouraged Governors to partake in Celebration Assemblies (Fridays at 9am), Coffee mornings and other school events open to them. - During their interview with the OFSTED Inspector, the governors were challenged to make a more tangible impact on improving the life of the school. Governors would take this forward to the next meeting. 	<p>c/fwd to Term 1</p> <p>Clerk to advertise</p> <p>Governors to put areas for development on the agenda for the next meeting, 20 Sep</p>
18	Revised Governor link responsibilities	<ul style="list-style-type: none"> - Chair to send Emma Cuthbert, Deputy Head (from Sept) the list of Governors responsible for subjects and for DH to include the name of the Subject Leader alongside, ready for FGB 20 September. 	Chair to send DH list of Gobs

19	Dates of forthcoming meetings Draft sent with Agenda	<ul style="list-style-type: none"> - Dates have been set for Tuesdays next year. - Chair to send Clerk revised calendar beginning of September to put on Govhub. 	Send Clerk calendar
20	Business brought forward by Chair	<ul style="list-style-type: none"> - None 	

Impact on the School of this Board Meeting

This was the final meeting of the governors this school year.

- As we seek to provide closer support to the School Business manager during the coming year in which there is both unprecedented pressure on, and significant uncertainty around, school budgets, Will Bellamy our Vice-chair with current professional financial experience, will now chair Finance and Resources Committee and we welcome Mark Andres onto the committee. Ian Thomas will take over from Steve Miller as chair of Standards Committee.
- The governors received a very positive annual Sports premium impact and action plan, and welcomed the innovative work during the year in building engagement, participation and experience in sport, especially through our involvement this year in the Bristol Together Championship
- Our learning walk and staff monitoring activities this term were curtailed by the OFSTED visit in early July, but plans are being made to rearrange them during the first two terms of the coming year
- The governors completed much of the work they set out to do at the start of the year in the School Improvement plan and the Board's Strategic Statement. However they were challenged to work more closely with the whole school community and to seek to make more tangible impacts on the life of the school.
- The governors welcomed an encouraging report from the Head. It also had a first look at the new School Improvement Plan which would be discussed in more detail at the next meeting.

Signed



Chair of Governors

Dated 20th September 2022