

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

Present: Laurence Haynes (Chair and LA governor), Anna Morris (Head), Jo Ferns (Coopted), Rosie Woollard (Coopted), Mark Andres (Coopted), William Bellamy (Coopted and Vice Chair)

Apologies accepted: Ian Thomas (Coopted), Clare Ramsey (P/G)

Apologies rejected: n/a

Absent: n/a

Associates: Emma Cuthbert, Deputy Headteacher

	Agenda	Discussion	Actions																																													
1	Apologies/ Minutes	<ul style="list-style-type: none"> - Apologies accepted from Ian Thomas (Coopted) and Clare Ramsey (P/G). - Minutes and Actions from FGB meeting on 20 July were approved as a true record of the meeting. 																																														
2	Review of agreed actions from last meeting	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th data-bbox="427 699 607 738">Action On</th> <th data-bbox="607 699 1563 738">Agenda Item Number and Description</th> <th data-bbox="1563 699 1697 738">Report to</th> <th data-bbox="1697 699 1809 738">Due by</th> <th data-bbox="1809 699 1960 738">Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 738 607 826">Clerk</td> <td data-bbox="607 738 1563 826"> <ul style="list-style-type: none"> - Item 2 – Election of Chair and Vice Chair - Clerk to arrange 2023 Election at May’s FGB meeting due to Chair resigning from FGB in Term 6. </td> <td data-bbox="1563 738 1697 826">FGB</td> <td data-bbox="1697 738 1809 826">May '23</td> <td data-bbox="1809 738 1960 826">c/fwd</td> </tr> <tr> <td data-bbox="427 826 607 914">Clerk</td> <td data-bbox="607 826 1563 914"> <ul style="list-style-type: none"> - Item 2 – Election of Chairs for Standards and Finance & Resources - FGB Vacancies – Clerk to arrange Staff and Parent Governor elections in September and to advertise for two new Coopted Governors during summer holiday. </td> <td data-bbox="1563 826 1697 914">FGB</td> <td data-bbox="1697 826 1809 914">20 Sept</td> <td data-bbox="1809 826 1960 914">Yes (1)</td> </tr> <tr> <td data-bbox="427 914 607 1002">SBM</td> <td data-bbox="607 914 1563 1002"> <ul style="list-style-type: none"> - Item 9 – Budget Outturn - SBM to provide Pay Panel updated figures on impact to Budget on recent teaching staff pay award </td> <td data-bbox="1563 914 1697 1002">Pay Panel</td> <td data-bbox="1697 914 1809 1002">14 Oct</td> <td data-bbox="1809 914 1960 1002">c/fwd</td> </tr> <tr> <td data-bbox="427 1002 607 1074">SBM</td> <td data-bbox="607 1002 1563 1074"> <ul style="list-style-type: none"> - Item 15 – Energy Prices - Energy Survey Report to next FGB </td> <td data-bbox="1563 1002 1697 1074">FGB</td> <td data-bbox="1697 1002 1809 1074">20 Sept</td> <td data-bbox="1809 1002 1960 1074">c/fwd (2)</td> </tr> <tr> <td data-bbox="427 1074 607 1129">DH/head/Chair</td> <td data-bbox="607 1074 1563 1129"> <ul style="list-style-type: none"> - Item 16 – Learning Walk - New Deputy Head to liaise with head and Chair over date for next Learning Walk </td> <td data-bbox="1563 1074 1697 1129">FGB</td> <td data-bbox="1697 1074 1809 1129">20 Sept</td> <td data-bbox="1809 1074 1960 1129">15 Nov (3)</td> </tr> <tr> <td data-bbox="427 1129 607 1185">Chair</td> <td data-bbox="607 1129 1563 1185"> <ul style="list-style-type: none"> - Item 17 – Governors’ skills audit - To put areas for development on the agenda for the next meeting. </td> <td data-bbox="1563 1129 1697 1185">FGB</td> <td data-bbox="1697 1129 1809 1185">20 Sept</td> <td data-bbox="1809 1129 1960 1185">Yes</td> </tr> <tr> <td data-bbox="427 1185 607 1273">Chair/DH</td> <td data-bbox="607 1185 1563 1273"> <ul style="list-style-type: none"> - Item 18 – Revised Governor link responsibilities - Chair to send Deputy Head list of Governors responsible for subjects and for DH to add the name of Subject Leader alongside. </td> <td data-bbox="1563 1185 1697 1273">FGB</td> <td data-bbox="1697 1185 1809 1273">20 Sept</td> <td data-bbox="1809 1185 1960 1273"></td> </tr> <tr> <td data-bbox="427 1273 607 1329">Chair</td> <td data-bbox="607 1273 1563 1329"> <ul style="list-style-type: none"> - Item 19 – Dates of forthcoming meetings - Chair to send Clerk revised calendar to put on Govhub. </td> <td data-bbox="1563 1273 1697 1329">FGB</td> <td data-bbox="1697 1273 1809 1329">asap</td> <td data-bbox="1809 1273 1960 1329">Yes</td> </tr> </tbody> </table> <p data-bbox="472 1369 1630 1465"> (1) As no member of staff or parent/carer came forward another election to be arranged by Clerk asap. (2) SBM confirmed BCC has received the Energy Survey Report and she is now waiting for this to be sent to school. (3) Arranged for 15 Nov at 1:30 – 3:00 pm followed by meeting with Link Subject Leaders </p>	Action On	Agenda Item Number and Description	Report to	Due by	Completed	Clerk	<ul style="list-style-type: none"> - Item 2 – Election of Chair and Vice Chair - Clerk to arrange 2023 Election at May’s FGB meeting due to Chair resigning from FGB in Term 6. 	FGB	May '23	c/fwd	Clerk	<ul style="list-style-type: none"> - Item 2 – Election of Chairs for Standards and Finance & Resources - FGB Vacancies – Clerk to arrange Staff and Parent Governor elections in September and to advertise for two new Coopted Governors during summer holiday. 	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3	Declaration of conflict of interests - None		
4	Policies Sent with Agenda	<ul style="list-style-type: none"> - The Statutory policies below were approved by Governors - Behaviour Policy - Safeguarding Policy - Whistleblowing Policy and Procedures - Disciplinary Procedures - The non-Statutory policies below were sent with Agenda for information - Managing Contractors Policy - PE Policy - First Aid and Medicines Policy 	Whistleblowing Policy to be reviewed annually.
5	Main Item OFSTED, School Improvement Plan and Governors' plan of work 2022-23	<ul style="list-style-type: none"> - Discussion took place on the way forward linking the Ofsted Report, SIP and Governors' Plan of Work for 2022-23. - The Governors' current Instrument of Government allows for 12 Governors made up of 2xStaff + 2xP/Gs + 1xLA + 7 Coopted. However, with no success at the recent elections or advertising for 2xCoopted vacancies the current make is 8 Governors of which 3 are unable to take on Link Governor roles due to their involvement within the school. - The decision was made to reduce the number of subjects each Governor had last academic year and to focus on the priorities for this year, dipping into other areas later in year that had not caused concern. - Governors were encouraged to take a more active role within the school eg attending assemblies, events open to parents/carers and other annual events, with specific objectives in mind. 	Chair to draft a new annual plan of work and link governors table of responsibilities for FGB, 18-Oct
6	Dates of next meetings	<ul style="list-style-type: none"> - F&R - Tuesday 11 October at 4:00 pm - Standards - Tuesday 11 October at 5:15 pm - FGB – Tuesday 18 October at 4:00 pm - First learning walk – Tuesday 15th November 	
7	Business brought forward by Chair	<ul style="list-style-type: none"> - Emma Cuthbert was welcomed to her first meeting as the Board's Associate Member. 	

Impact on the School of this Board Meeting

Our first meeting of the year was devoted to discussing the OFSTED report. We considered the Governors' objectives and plan of work for the year to address the report and the School Improvement Plan.



Signed

Chair of Governors

Dated 18th October 2022



NOVA
PRIMARY SCHOOL