

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 24 May 2022 at 4:00 pm in school

Present: Laurence Haynes (Chair and LA governor), Jo Ferns (Coopted), Kirsty Judd (P/G), Steve Miller (Coopted), Ian Thomas (Coopted), Imogen Gray (Staff), William Bellamy (Coopted and Vice Chair), Rosie Woollard (Coopted), Mark Andres (Coopted), Clare Ramsey (P/G)

Apologies accepted: Anna Morris (Head)

Apologies rejected: n/a

Absent: n/a

Associates: Helen Thorpe, Deputy Headteacher

	Agenda	Discussion	Actions																														
1	Apologies	Anna Morris (Headteacher)	None																														
2	- Declaration of Interest/Gifts/Hospitality received - None		None																														
3	Minutes and Actions from FGB 6 April 2022	<p>Governors approved the Minutes of 6 April 2022 once the word ‘some’ was added to Early Years Foundation Stage is an area for some development..... within the Impact Statement.</p> <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>Chair</td><td>Item 3 – Action c/fwd from 7 Dec ‘21 Item 9 - Decision on public access to FGB meetings and practical implications. Chair to look at draft again and report back to next FGB.</td><td>FGB</td><td>24 May</td><td>On Agenda</td></tr><tr><td>Governors</td><td>Item 4 – Governors e-safety responsibility 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 May’s meeting.</td><td>FGB</td><td>24 May</td><td>On Agenda</td></tr><tr><td>Ian Thomas</td><td>To contact SBM re payment for NSPCC course.</td><td>SBM</td><td>asap</td><td>Yes</td></tr><tr><td>Chair</td><td>Item 9 - Governors’ strategy statement and plan of work Change “in the interests of the future of the school” to”in the interests of pupils and future of the school.”</td><td>FGB</td><td>asap</td><td>Yes</td></tr><tr><td>Chair</td><td>Item 11 - Recruitment, committee and Legacy arrangements c/fwd to FGB 24 May</td><td>FGB</td><td>24 May</td><td>On Agenda</td></tr></table>	Action On	Agenda Item Number and Description	Report to	Due by	Completed	Chair	Item 3 – Action c/fwd from 7 Dec ‘21 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	24 May	On Agenda	Governors	Item 4 – Governors e-safety responsibility 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 May’s meeting.	FGB	24 May	On Agenda	Ian Thomas	To contact SBM re payment for NSPCC course.	SBM	asap	Yes	Chair	Item 9 - Governors’ strategy statement and plan of work Change “in the interests of the future of the school” to”in the interests of pupils and future of the school.”	FGB	asap	Yes	Chair	Item 11 - Recruitment, committee and Legacy arrangements c/fwd to FGB 24 May	FGB	24 May	On Agenda	
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	SM arrived	<ul style="list-style-type: none"> - Chair went through main points discussed at F&R meeting including year-end figures and revised 3yr budget; energy prices, particularly for businesses and schools where there is no price cap. - After School Club now making a profit, committee will continue to monitor the ASC. - School Server to be replaced. Discussed refurbishment of Reception class. One quote received, two to follow. SBM to advise Chair (LH) and Vice Chair (WB) once further quotes are received otherwise FGB Governors were happy to accept the quote from PRJ of £14,9001. - Bid submitted for possible funding towards cost of outdoor reading area. 	
4	Financial outturn for 2021/22, Budget 2022/23 and three-year forecast sent with Agenda	<ul style="list-style-type: none"> - SBM confirmed the carry forward figures given to F&R for the end 2021/22 had not changed and recapped on the 2022/23 forecast of a marginal deficit before taking into account the impact of increases in energy costs in October and later. Lengthy discussion had taken place at F&R where SBM said she had made as many cuts as were possible without compromising the high standard of teaching and school management at Nova. At the date of the meeting she was waiting for the last of staff recruitment to take place last Friday which could affect the final outcome. As a result, SBM was able to make the final budget forecast yesterday, when those appointed were on scales lower than expected, even though Early Career Teachers would incur additional costs eg covering their additional PPA release time in years one and two as well as release time for their school mentors. - Bristol City Council are in negotiation with energy suppliers to get a good price for its schools. Supply budget has been reduced, also HLTA vacancy has not yet been filled. - The 2022/23 forecast shows a small surplus. For this reason a Recovery Plan will not be required by the Local authority. - Expected forecasts for 2023/24 and 2024/25 currently show in-year surplus. - Q: Governors asked about evening classes being held out of school hours. A: Nova has just one caretaker, therefore impractical to have evening community clubs. - Governors approved the 2022/23 end of year accounts and the budget and three-year forecast. They thanked SBM for her efforts in ensuring balanced accounts for 2021-22 and for her work on the forecasting process in very uncertain times. 	
5	Annual safeguarding report Sent with Agenda	<ul style="list-style-type: none"> - Link Governor (Ian Thomas) referred to his comprehensive report which covered the following areas:- Management of safeguarding at Nova; Staff and Governor training; Relevant policies; Recruitment and Selection; Single Central Record; Online Safety; Prevent Duty; Parent and child perceptions of safety; Networking and Support. - 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. - 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. - IT will also meet with head to go over online safety checklist. 	<p>IT to obtain SG training link.</p> <p>IT to meet with SBM to checklist</p> <p>FGB Agenda</p>

		<ul style="list-style-type: none"> - Governors approved and thanked Ian for his report. - Chair brought to Governors attention the GDS Safeguarding Governors' Network Course on 9 June. - Discussion took place on the tracking of low level incidents which DH said were found to be mainly outside of school; whether Governor training should be carried out before the end of T6. SBM confirmed the document KCSIE sent to Governors is the key document and should be referred to. 	<p>20 July</p> <p>Govs to re-read KCSIE</p>
6	Governors' E-safety	<ul style="list-style-type: none"> - IT found the training he recently undertook positive with a broad range programme which included a good online e-safety checklist. - SBM and HT confirmed regular reminders are sent out in newsletters and when necessary to individual class parents/carers to check what their children are viewing. - The IT link Governor (MA) reported that his meeting with the IT Subject Leader was more curriculum focussed than on e-safety. - Staff have found most risk is out of school but then brought in. 	IT to complete training report form
7	Final learning walk date and link Governors/ subject lead meetings	<ul style="list-style-type: none"> - SM had met with deputy head to finalise arrangements for the Learning Walk on Thursday 7 July at 1:30pm followed by a debrief and meeting with Subject Leaders. 	
8	Governors' strategy statement and plan of work Sent with Agenda	<ul style="list-style-type: none"> - Governors approved the updated Statement and plan of work which was sent with Agenda and is now on Documents page of Govhub. 	
9	IT left meeting Main Item Mid-year review of school data, concluding part	<ul style="list-style-type: none"> - Laurie Haynes – Chair of F&R committee is in regular contact with the SBM. He was also directly involved in a recent engagement from the Schools Resource Management Adviser who has provided a draft report which will be published in due course by the Education and Skills Funding Agency. The engagement and the report provides evidence confirm the conversations the Chair has had with SBM showed financial management at Nova is good and in which the Board can place a high level of confidence. - Will Bellamy – Music. Confirmed Music Action Plan is in place and going forward will see how this matches up with curriculum. Art – Action Plans given to teachers to prepare and deliver to pupils. Looked at sketch books. WB felt it would be good to see work displayed online. - Kirsty Judd – Physical Education, Sports. From last learning walk children were able to talk about what they were learning. As a Parent Governors she was pleased to see a good range of activities being covered. 	

		<ul style="list-style-type: none"> - Rosie Woollard – Design and Technology. Children are really benefitting from school trips, Cath is working on diversifying the curriculum, her monitoring showed the DT subject intent (Subject embedding design cycle) is going well this year, and in terms of aspirations for DT in years to come, it would be fantastic for children to exhibit their work more online or perhaps in-person one day. HT mentioned the Grayson Perry exhibition at Bristol Museum where pupils drew their own images. RW felt it would have been good to put images on school website. - Chair said that, from the evidence presented, the four curriculum areas in this report were currently strong and ‘highly developed’. 	
10	SATs – Standard Assessment Tests for Y6	<ul style="list-style-type: none"> - HT reported SATs went well. - Audit of papers and security arrangements were made prior to SATs week by a representative of Bristol City Council who was happy with arrangements in place. - A request for additional test time for some pupils was requested and evidence of reasons had to be given. - Y2 SATs which are informal tests are being carried out now, with Y1 Phonics and Y4 times table tests being carried out soon. 	
11	Ofsted Planning timeline	<ul style="list-style-type: none"> - Chair reminded Governors that a two-day Ofsted Inspection could occur at any time and asked that they refer to OFSTED – Getting Ready for Inspection 2022 which is item 2 on ‘Documents’ page of Govhub where there is guidance, hints and tips of what to expect. 	
12	Recruitment, committee and legacy arrangements	<ul style="list-style-type: none"> - <u>From September ‘22</u> - Will Bellamy to be Chair of Finance and Resources - Ian Thomas to be Chair of Standards - Mark Andres to move from Standards to Finance and Resources Committee - Laurie Haynes will continue, as FGB chair, to sit on both Committees - Chair is speaking to a potential Governor who may be interested in joining our governing body. 	
13	Strategic Working Group TofR and notes sent with Agenda	<ul style="list-style-type: none"> - Chair explained the purpose and terms of reference group which meet twice a year. - As SM, who is currently a member of the group, is leaving the Governors, the Chair asked for anyone interested in joining the group to step forward. KJ indicated her wish to join the Chair, HT and SBM on the Group, which would next meet in term 2 of the next school year. 	Govs to email Chair if wishing to join

		<ul style="list-style-type: none"> - At July's FGB a review to take place of Link Governor roles and new priorities. Governors will be given the chance to change link responsibilities and should let Chair know if they wish to do so. 	Govs to inform Chair
14	Decision on public access to FGB meetings	<ul style="list-style-type: none"> - Discussion had taken place at December's FGB meeting where it was agreed that details of how members of the public, including school staff, parents and carers could request, in writing to attend as observers at FGB meetings. - Further discussion took place today where it was agreed the business of the meeting and agenda to which a public invitation was made included an 'open' and a 'reserved' section. - Governors asked Chair to meet with head to finalise the application form/code of conduct to go on Governors section of school website. 	Chair/head to finalise appl form
15	Dates of forthcoming meetings	<ul style="list-style-type: none"> - Learning walk and subject leader meetings – Thursday 7th July at 1:30 pm (revised date) - Standards – Tuesday 12 July at 4:00pm - F&R – Tuesday 12 July at 5:15pm - FGB – Wednesday 20 July at 4:00pm 	
16	Business brought forward by Chair	<ul style="list-style-type: none"> - Chair on behalf of Governors thanked Steve Miller for the valuable contribution he has made to the Governing Body since he joined as a Coopted Governor in December 2020. Although relocating, he will remain as a Governor until the end of T6, returning to the two remaining meetings of which he is a member if able. 	

Impact on the School of this Board Meeting

- This meeting marked the end of the financial year and the point at which the school creates its annual budget for the coming year and provides the Local Authority with a Forecast for the next three years. In a very uncertain period financially, the governors were pleased to approve the accounts which were in

balance and a budget and forecast which currently indicates small surpluses till 2025. They were also pleased to learn that the school is in a good financial position to invest in a refurbishment of the Reception classroom area over the summer holidays

- The governors conducted a detailed review of safeguarding at school of which the outcome was satisfactory and a testament to the work of the Headteacher and staff in ensuring that vigilance is high at all times and the school's policies and processes are followed comprehensively. The governors also reinforced their intention to ensure that their own training in both safeguarding and e-safety is strong
- Having completed two successful learning walks so far this year, the governors made plans for a final learning walk in term 6
- The governors completed their mid-year curriculum review with reports from the link governors for Music, Art, PE and Design and Technology. Board members concluded that all four areas were 'highly developed' at Nova
- Governors were pleased to learn that arrangements for the KS2 SATS had been audited by a Local Authority representative on site, who concluded they had been conducted well
- The chair ensured that members of the board were in a high state of preparedness for the forthcoming OFSTED inspection.
- Finally, the board put in place arrangements for visitors to apply to attend future board meetings. Full details are on the Governors' Information page of the school website.



Signed

NOVA
PRIMARY SCHOOL

Chair of Governors

Dated 20th July 2022