

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 28 March 2023 at 4:00 pm

Present: Laurence Haynes (Chair and LA Governor), Anna Morris (Head), Jo Ferns (Coopted), Ian Thomas (Coopted and Vice Chair), Gavin Howard (Coopted), Mark Andres (Coopted), Hayley Smith (P/G), Katie Shadbolt (P/G), Emma Cuthbert (Staff)

Apologies accepted: Susan Browne


Apologies rejected: n/a


Absent: n/a

Associates: n/a


Agenda	Discussion	Actions																									
1	Apologies - Susan Browne (Coopted) apology accepted	None																									
2	- Declaration of business interest and gifts/hospitality received - None	None																									
3	Minutes and Actions from 12 Dec - The Minutes were approved as a true record of the FGB meeting on 12 December.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Action On</th> <th>Agenda Item Number and Description</th> <th>Report to</th> <th>Due by</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>EYFS Link Gov</td> <td>- Item 8 - Early Years Foundation stage - Shorter review to take place in term 6</td> <td>FGB</td> <td>18 July</td> <td>c/fwd On Policy review. Completed</td> </tr> <tr> <td>Governors</td> <td>- Item 9 - Allegations of Abuse Against Staff & Volunteers Policy. - Renew Policy annually</td> <td>FGB</td> <td>Term 2 '24</td> <td>Completed</td> </tr> <tr> <td>SBM</td> <td>- Item 10 - Unofficial School Fund Accounts - To bring audited accounts to next F&R meeting</td> <td>F&R</td> <td>24 Jan</td> <td>Yes</td> </tr> <tr> <td>Head/Chair</td> <td>- Main Item 1 – Attendance - Item for FGB 28 March</td> <td>FGB</td> <td>28 March</td> <td>Included in head's report</td> </tr> </tbody> </table>	Action On	Agenda Item Number and Description	Report to	Due by	Completed	EYFS Link Gov	- Item 8 - Early Years Foundation stage - Shorter review to take place in term 6	FGB	18 July	c/fwd On Policy review. Completed	Governors	- Item 9 - Allegations of Abuse Against Staff & Volunteers Policy. - Renew Policy annually	FGB	Term 2 '24	Completed	SBM	- Item 10 - Unofficial School Fund Accounts - To bring audited accounts to next F&R meeting	F&R	24 Jan	Yes	Head/Chair	- Main Item 1 – Attendance - Item for FGB 28 March	FGB	28 March	Included in head's report
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4	Revision of Link governors' responsibilities - Chair had spoken individually with new Governors and they were included in a revised 2022/23 Governor link responsibilities table. The final version will be circulated the board members before the next meeting. - After discussion it was decided link Governors would continue to meet with the same Subject Leader until at least the end of Term 6. Rationally being to take questioning to another level, rather than start again with a new subject and Subject Leader, and for new Governors to 'buddy-up' at their next meeting. - IT (chair of Standards committee) to liaise with EC (Deputy head) over date for Learning Walk in Term 6.	Chair to circulate link responsibilities at the start of term 5 IT to liaise with Deputy re next Learning Walk																									



5	<p>Committee Reports/Head Report Sent with Agenda</p>	
	<p>Headteacher's Report</p> <ul style="list-style-type: none"> - Head answered questions submitted in writing by Governors - 1 - Self-Assessment – Does not need to be based on Ofsted Categories. It is reviewed and updated by SLT periodically to include checking grade, and is sent to Ofsted Inspector on day of receiving call for inspection. Gradings made as part of school Self-evaluation using the Ofsted criteria. - 3.3 - Parents reaction to penalty notices etc - Holidays are not permitted during term time except under extenuating circumstances. Most understand but with recent teacher strikes, a few have expressed they feel it is 'double standards' - A lot of discussion goes on prior to issuing penalty notices (£120 per pupil per parent or half if paid within 30 days). Prosecutions are rare. - The 'bought-in' Education Welfare Officer has carried out many meetings in school, also home visits. It is important to know where children are. - Head confirmed attendance figures across Bristol are lower than per-covid levels. - 3.4.2 - "PT" in PT timetable = Part time - Some pupils have medical needs or unable to manage a whole day in school. - 4.4 - Behaviour data - Head was asked to differentiate incidents between boys and girls in future reports. - A lot has been targeted on female issues, now addressing male mental health also. - Head confirmed Non-Pupil Premium incidents have risen, but has no benchmark to go on. - 5.2 – Colour Coding - Head confirmed this is for school information only. - 6.1 – Are there any actions/learnings from this feedback? - Feedback reported in Term 2. - 7.1 – Do we have targets for the impacts in each area etc? - Head showed an example of a SIP (School Improvement Plan) which is currently incomplete but will be updated over the Easter holiday. - First Response Referrals to Social Care – - Head explained the process. Only going directly to Social Care if there is significant concern. Main way of reporting is by online referral, involving a lot of detail, before passing on to social care, triage and assessment. - 5.3 – Quality of Teaching - Deputy confirmed ECTs (Early Career Teachers) are included in the table. - Finance and Resources Committee Report - Chair of F&R gave brief outline of discussions at the meeting (14 March) and thanked SBM (JF) for the work carried out on the SFVS. 	<p>Head to differentiate between boys and girls in her next report of the year</p>

		<ul style="list-style-type: none"> - Standards committee - Chair of Standards reported on the recent Learning Walk and has refined his report to give to teachers. - School Improvement plan – governors saw an overview of the SIP which will be completed over the Easter holidays and provided to staff and governors in term 5. 	
6	SFVS Schools Financial Value Statement	<ul style="list-style-type: none"> - The SFVS had been reviewed at F&R meeting (14 March) and sent to Governors for approval. - SBM confirmed Qs 1 and 6 had been answered 'YES'. - Governors approved the Statement which will now be sent to the local authority. 	
7	Policies and Review	<p>To approve the following policies</p> <ul style="list-style-type: none"> - Best Value Statement – Sent with Agenda – Approved with minor amendments - Charging and Remission Policy – Sent with Agenda – Approved with minor amendments - Data Protection Policy – SBM confirmed policy not yet due for renewal - Authority Levels – c/fwd to F&R 9 May - Purchasing Policy – c/fwd to F&R 9 May - Website Review – To be carried forward to FGB (23 May) 	<p>Authority Levels c/fwd to F&R 9 May: Final version - JF</p> <p>Purchasing Policy c/fwd to F&R 9 May: Review by Chair</p> <p>Website review: MA c/fwd to FGB 23 May</p>
8	Mid-year review of School data	<p>Reports were received on the three priority curriculum areas</p> <p>EYFS – Laurie Haynes</p> <ul style="list-style-type: none"> - LH recapped on his Term 2 report to FGB in December. Since then governors have approved a new school EYFS policy, and seen detailed data from term 2 with some additional data in the Head's report to this meeting. Progress has been good. A final review will be conducted in Term 6 by SB who replaces LH as Link Governor, and a report brought to the last FGB meeting of the year. <p>Maths – Hayley Smith</p> <ul style="list-style-type: none"> - Nothing more to add to recent report (Standards 14 Mar) from meeting with Subject Leader. Maths results achieved National Average and is not a SIP priority, although Governors asked for more clarification on Head's report. - HS to meet with Subject lead again on Assessment later in the year, and a report brought to the last FGB meeting of the year. 	<p>Is EYFS a priority 2023/24? c/fwd to FGB 18 July '23</p>

9	Governors' skills audit	<p>English – Mark Andres</p> <ul style="list-style-type: none"> - Referring to his recent report, MA said there were good teaching and Learning plans in place and he could see improvements in Writing. This was borne out in the outcome of the recent Learning Walk with a focus on observation of pupil performance in writing. - It was noticed that reaching targets in reading might be difficult, as there were many below expectations. MA will provide questions for the English Subject Lead prior to a next meeting in Term 6, and a report brought to the last FGB meeting of the year. - Chair to arrange a Skills Audit to be completed by Governors, results to be brought to the next FGB (23 May) 	<p>Skills Audit template will be circulated to governors at the start of term 5. To be completed and returned to Chair and Clerk by 16 May</p>
10	Recruitment, committee and Legacy arrangements	<ul style="list-style-type: none"> - Chair confirmed to Governors that he will be resigning as Chair and Governor at the end of Term 6. - Clerk will email Governors with the time-line for the appointment of a new Chair and Vice Chair, as current Vice Chair is temporary until end of Term 6. - Election will take place at FGB on 23 May, any non-staff member of FGB who would like to find out more about the roles to contact LH. - Current Chair and Vice Chair will stay in post until FGB on 18 July enabling those newly appointed to shadow LH and IT in the coming months. 	<p>Clerk to send time-line Chair/Vice Chair election 23 May</p>
11	Communicating with parents and stakeholders	<ul style="list-style-type: none"> - Chair clarified the role of Parent Governor. - Parents/carers should follow proper processes to resolve issues or go through complaints process via the School in the first instance (details of how to do this are on the website). Whilst supporting parents as part of the school community, noting and responding to parent survey data, Governors must avoid conflicts of interest and preserve a position of neutrality, following good practice guidance on parental engagement for school governors. - Parent Communication - Governors agreed communication has been limited and need to be more proactive, transparent and engage more. 	

		<ul style="list-style-type: none"> - Ian agreed to write a short paragraph and include a photograph to go into this week's school's newsletter. Contributions to successive newsletters by different governors will become a regular feature in future. - Head reiterated that Governors would be welcome to <ul style="list-style-type: none"> i. Attend new Parent meetings to be held in Term 6 ii. Attend Celebration Assemblies on Friday mornings, 8.45 am iii. Take part in school community activities as announced in the school newsletter and Governors' Headteachers reports <p><i>Please let the Head know you plan to attend beforehand.</i></p>	<p>IT to submit paragraph for newsletter.</p> <p>Govs to attend when possible</p>
12	Dates of forthcoming meetings	<ul style="list-style-type: none"> - F&R – Tuesday 9 May at 4:00pm - FGB – Tuesday 23 May at 4:00pm - Standards – Tuesday 11 July at 4:00pm - F&R – Tuesday 11 July at 5:15pm - FGB – Tuesday 18 July at 4:00pm 	
13	Business brought by Chair	<ul style="list-style-type: none"> - Clerk reminded new Governors to submit their photograph and profile for inclusion on website. - New Governor DBS Certificates need to be shown to Kay Crawford, School Office Manager asap - SBM confirmed she had no further communication from Bristol City Council on energy costs. 	<p>Governors who have not already done so to submit photos and bios/profiles ASAP to JF for the governors' web page and DBS ASAP to the School office</p>

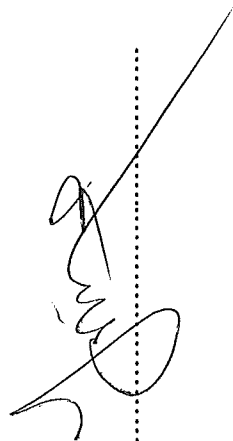
Impact on the School of this Board Meeting

Over the year since September the governors have been monitoring the development of teaching and learning and progress of pupils of the three priority areas of the curriculum this year: English, Maths and Early Years (Reception class). The information they have gathered has come from the regular reports and provision of data from the Head Teacher, discussions between subject lead teachers and their link governors, classroom 'learning walks' by governors and conferences between pupils.

This meeting was the opportunity for the school governors to discuss pupil outcomes. School performance since term 1 was seen to be good, with solid progress being made in English, Maths and Early Years. Teachers continue to work towards their end of year targets and governors will review all three curriculum areas again in term 6.

This year governors are taking steps to improve their engagement with parents and there was discussion about further actions they can take.

Before the next meeting governors will be assessing their skills and remedying training needs through an annual self-audit. They will also be electing a new chair and vice-chair in advance of Laurie's resignation as chair and governor at the end of the year after five years of service with the school.



Signed

Chair of Governors

Dated 23/5/2023