

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 23 May 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), Emma Cuthbert (Staff), Susan Browne (Coopted)


Apologies accepted: Katie Shadbolt (P/G)


Apologies rejected: n/a


Absent: n/a

Associates: n/a

Agenda	Discussion	Actions																														
1	Apologies - Katie Shadbolt (PG) – apology accepted.	None																														
2	- Declaration of business interest and gifts/hospitality received - None	None																														
3	Minutes and Actions from 28 March - Minutes of the FGB meeting on Tuesday 28 March were approved by Governors.																															
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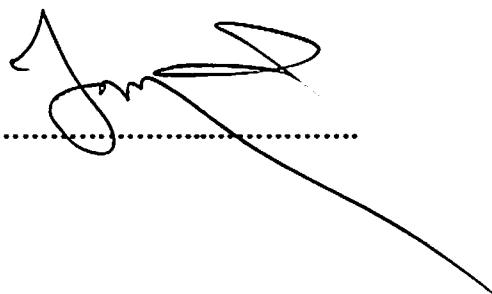
		<ul style="list-style-type: none"> - Item 10 - Recruitment, committee and Legacy arrangements - Clerk will email Governors in Term 5 with the time-line for the appointment of a new Chair and Vice Chair. - Election will take place at FGB on 23 May, any non-staff member of FGB who would like to find out more about the roles to contact LH. 	FGB	23 May	Yes																														
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		<ul style="list-style-type: none"> - Item 11 - Communicating with parents and stakeholders - IT to submit paragraph for next school newsletter - Governors to attend events when possible. 	FGB	asap	Yes																														
		<ul style="list-style-type: none"> - Item 13 – Business brought by Chair - 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 	FGB	asap	Most had/c/fwd to next FGB																														
		NB Update on SIP was missed from Actions and will be included in the final Head teacher’s report on the agenda of the 23 rd July board meeting.																																	
4	Minutes and actions from F&R meeting 9 May 2023.	<ul style="list-style-type: none"> - The Minutes from the Finance and Resources meeting on Tuesday 9 May were approved by the Committee. 																																	
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5	<p>Financial out-turn for 2022/23, Budget 2023/24 and three -year forecast. (Papers sent with Agenda)</p>	<ul style="list-style-type: none"> - On the recommendation of F&R following their meeting on 9 May, FGB Governors approved the financial out-turn for 2022/23. - Budget 2023/24 - During the F&R meeting (9 May) lengthy discussion took place regarding the expected deficit at 2024 year end of -£77k. The Recovery Plan put together by head and SBM to be sent with Budget papers to local authority was approved by FGB Governors. SBM said it may be possible to recover £33k but would not be able to confirm this until later in the year, bringing the deficit down to ££44k. - It was noted the budget formulae income figures were not increased year on year and asked that this should be mentioned in the Recovery Plan. SBM will have conversation with LA to inflate these. - SBM also mentioned that by Yr5 there could be a deficit of ££144k. - Both head and SBM mentioned attending recent heads and SBMs meetings, where nearly all schools are recording deficit budgets, even those schools that are almost full to capacity. - The number of admissions offers made by the local authority for Reception in September was 22 which is 8 places below capacity. The current forecast for 2023/24 does not reflect the loss of funding which would be incurred if these places are not filled before census date. - The recovery plan indicates that one cohort of two classes could possibly be joined together, however with the needs of some of the pupils within it, it had been decided to continue with the two classes and review again for 2024. - SBM reported pay settlements for teachers and support staff continues to be uncertain. <p>Energy</p> <ul style="list-style-type: none"> - SBM had attended BCC energy conference update last week. She confirmed our electricity contract runs until September '23, but gas not until 2024. BCC have confirmed they can give better quote on electricity. SBM will obtain external quotes to compare. <p>ICT</p> <ul style="list-style-type: none"> - SBM has now received the contract from Soltech. However, SBM asked Governors for a decision on whether to tie the contract up for 3yrs with no increase in costs or 1yr with the likelihood of an increase if extended. - Discussion took place after which Governors agreed SBM should accept the 3yr contract. 	
6	<p>Annual reports on statutory responsibilities</p>	<p>This item to be carried forward to be addressed by Sub committees on 11th July and subsequently brought to FGB on 18th July.</p>	<p>c/fwd to Standards and F&R 11 July</p>

7	Main item: Final learning walk date and link governors/ subject lead meetings	<ul style="list-style-type: none"> - Chair of Standards to liaise with Deputy head and to circulate those Governors able to attend. - Learning Walk – Tuesday 27 June to focus on Maths and Reading – time tbc asap - Subject lead meetings – Wednesday 5 July – time tbc - asap 	IT to liaise with Deputy and inform Govs
8	SATs – Standard Assessment Tests for Y6	<ul style="list-style-type: none"> - Head confirmed SATs took place for Y6 from Tuesday 9th to Friday 12th May and ran very smoothly. - Chartwells (School caterers) provided pupils with breakfasts. - Head confirmed Y6 are continuing with core subjects and transition meetings with secondary school staff have been taking place. - KS1 (Y2) moderation and tests taking place. Also Y1 phonics tests and Y2 pupils who did not reach standard in Y1 also taking place. Year 4 multiplication check will also be carried out shortly. 	
9	Policies for FGB Approval Sent with Agenda	<ul style="list-style-type: none"> - Purchasing Policy - SBM confirmed changes as requested by F&R committee had been changed and amended Policy sent with Agenda. Governors adopted the update to the Purchasing Policy. - Authority Level Policy - F&R committee approved the review update to the Policy at their meeting. FGB Governors also confirmed their adoption of the Authority Level Policy. 	
10	Governors' Skills Audit	<ul style="list-style-type: none"> - Governors had been asked to complete a Skills Audit to update the results of the 2022 audit. - Chair reported the results were broadly similar to the satisfactory outcome of the audit in 2022. This was a positive outcome as a number of experienced Governors had left the board since last year and four of this year's contributors are new to the board. - The chair reported average scores of 3 and above for most questions. Two questions with a low score were 'understanding school funding' and 'identifying and evaluating risk'. SBM has provided much new information to the board on the sources of funding to the school and provides regular presentations on school finance, but there is scope to develop this. The chair mentioned that risk management has been part of the board's plan of work for some time, but would consider an opportunity to develop this as board membership had changed significantly in the past two years. - Governors felt it would be good to have face to face meetings with other Governors. Chair suggested looking at GDS training programme which includes Governor networking at the Council House. - Governor has posted on Governorhub's Noticeboard a link to School Governance Network. 	c/fwd to FGB 18 July (agenda items on Finance and Risk training and governor networking)

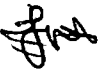
Anna's account of her ambitious coaching training, which has been underway for several months and is already leading to new opportunities for her to enhance the life and work of both staff and children.

Signed



Chair of Governors

Dated ... 18 July 2023

11	Election of Chair and Vice Chair of Governors	<ul style="list-style-type: none"> - Following the decision of current Chair to resign from July's FGB meeting, it had been decided to hold elections for Chair and Vice Chair at this meeting, enabling shadowing to take place, until they took over at end of term 6. - Clerk had sent timeline for appointment process in advance of this meeting, and asked for anyone thinking of either post to contact Chair for further information. - As no non-staff Governor had come forward for either position (although one had indicated standing for Vice Chair) the current Chair outlined the next option of appointing Co-Chairs. Details of this had been sent out prior to the meeting. - There was an in-depth discussion on the way forward for the board. Governors asked the Chair to contact GDS for further advice on how to proceed and to report back to them. 	Chair to contact GDS and write to governors early in term 6
12	Dates of forthcoming meetings	<ul style="list-style-type: none"> - Learning Walk – Tuesday 27 June - focus on Maths and Reading – time tbc asap (likely to be 9:30 after 9am assembly) - Subject leader meetings – Wednesday 5 July – time tbc – asap (likely to be 3:30 – 4:00 or 4:00 – 4:30) - 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"> - Head informed Governors in great depth of the Institute of Leadership and Management, ILM Level 5 postgraduate Certificate and Diploma in Effective Coaching and Mentoring course she is undertaking over 18 months, being completed during the next school year. This has been one of her annual Head Teacher Performance Management objectives since 2021-22, which will enable her to take a professional approach to coaching her staff and children at school. This gave governors the first opportunity to understand the level of commitment and time at work which this rigorous programme requires. 	

Impact on the School of this Board Meeting

Governors approved the school financial statements for the last financial year to 31st March 2023 and had the opportunity to discuss in detail how to manage the annual budget deficits being forecast for the coming five years for our school, as for many others in Bristol. We were pleased to hear that the annual SATs process went very well and congratulated the staff and pupils on their hard work. Board members are taking regular steps to assess their competency to govern, through a self-appraisal process which took place at the meeting. This process is important, particularly this year as we have been joined by four new members who are gaining experience. A process is underway to ensure good leadership succession planning after my retirement as Chair at the end of this school year. We look forward to a comprehensive learning walk involving most of the governors and classes in June followed by meetings between governors and subject leads. Governors heard