

WJA

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 18 July 2023 at 4:00 pm

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

Apologies accepted: Susan Browne (Coopted)

Apologies rejected: n/a

Absent: Gavin Howard (Coopted),

Associates: n/a

Clerk: Lynne Rowley

	Agenda	Discussion	Actions
1	Term of office	<ul style="list-style-type: none"> - Term of office for Chair and Vice Chair 2023/24 or Co-Chairs. - It was agreed term of office for both Chair and Vice Chair should remain as one year. - Term of office for Associate Governors - Should Governors agree to appoint an Associate Governor then this again would be for one year from the date of appointment, with voting rights only at Committee and not at full governing body meetings. 	<p>None</p> <p>None</p>
2	Election of Chair and Vice-Chair or Co-Chairs for 2023/24	<ul style="list-style-type: none"> - Clerk had asked for nominations prior to and at this meeting. No one came forward. - The board received word from the LA Governors' Development Service that, in response to Laurie's request in May, a possible candidate for Chair (William Harding, current Chair of Governors at St Katherine's School, Ham Green) had been identified. After discussion Governors agreed to invite William to consider taking on the Chair at Nova, in addition to his existing role, from September's FGB meeting where he would be formally elected if he agreed. - In the meantime Laurie Haynes has agreed to remain as Chair and Ian Thomas, Vice Chair until that meeting. Laurie and Lynne agreed to offer to meet William for discussions during the summer holidays. 	<p>Chair to contact WH.</p> <p>Chair and Vice Chair formal elections at Sept FGB.</p>
3	Election of Chairs for Committees 2023/24	<ul style="list-style-type: none"> - Finance – Chair to be appointed at FGB meeting in September. - Standards – Ian Thomas was reappointed at Standards meeting on 11 July. 	<p>F&R Chair to be appointed at Sept FGB</p>
4	Apologies	<ul style="list-style-type: none"> - Susan Browne (Accepted) – Gavin Howard (Absent) 	<p>Clerk to contact GH</p>

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4a		- Declaration of business interest and gifts/hospitality received – None	None																									
4b	Minutes and Actions from 23 May	- The FGB Minutes of Tuesday 23 May were approved as a true record of the meeting.																										
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4d	From FGB Actions 23 May c/fwd to 18 July FGB	<ul style="list-style-type: none"> - Item 6 – Annual Report on Statutory Responsibilities - Chair mentioned the Children in Care Report (CiC) by IT and the website review carried out recently by MA and the outstanding Sports PE and Sports Premium Report. In its update this month on PE and sports premium reporting in Primary Schools, DFS states “As part of their role, governors and academy trustees should monitor how the funding is being spent and determine how it fits into school improvement plans and assess the impact it is having on pupils.” The Chair proposed that the report is now reviewed proactively by Standards rather than Finance and Resources Committee (see agenda item 6) - Governors approved the Report for publication. - SEND – Chair of Standards to liaise with Link Governor (HS) and to look at the Pupil Premium report early 2023/24 	<p>Standards Agenda Oct’23</p> <p>GDS training to be explored by Chair and board members</p>																									

		<ul style="list-style-type: none"> - Item 10 – Governors’ Skills Audit – School Finance, Risk Management/Priority setting and Governor networking were the three areas identified for upskilling. - Chair recommended this be a target for Governors 2023/24 and to prioritise GDS training on these topics early in the school year. 	
4e	Actions from F&R 9/5 and 11/7	<ul style="list-style-type: none"> - Health and Safety Report - SBM, Caretaker and Link Governor (MA) continue working on Actions 	
5	Verbal Committee Reports from 11 July	<ul style="list-style-type: none"> - Standards – - Chair (IT) gave an account of the meeting in which the data drop was discussed. - Reception teacher had addressed the meeting and Link Governor (SB) had given her report. What was encouraging was the level of parental involvement this year and the high level of confidence and independence amongst children, and the evidence of developing relationships. Both reports systematically address the seven areas of learning. - Committee also looked at Safeguarding which showed strong arrangements in place as recognised by Ofsted. - Assessment Policy had been reviewed and there was brief feedback on the recent Learning Walk. - Finance – - Chair reported Governors had discussed and agreed that no changes to the Terms of Reference for the F&R committee were required. - The four policies on the Agenda were approved. - SBM had updated Governors on Energy situation. - After School Club – SBM reported numbers continue to be low but it is important the Club should continue. Discussion took place regarding increase in session fees. Governors agreed this should be increased to £8. - SBM looking into putting plans in place to promote school through social media. 	Clerk/SBM to change dates
6	Annual PE action plan and Sports Premium report Sent with Agenda Recruitment & Selection Policy & Procedure Sent with Agenda	<ul style="list-style-type: none"> - SBM reported funding had been overspent by just a few pence. - Governors wished to thank the Subject Leader for her report. Link Governor (KS) to liaise with SL early next term. - Governors were happy to adopt the report for publication. - Nova EPM Recruitment and Selection Policy & Procedure Summer 2023 - Governors approved the new updated Policy from EPM. 	KS to liaise with Subject Leader in T1

7	Main Item Financial Outturn – Quarter 1	<ul style="list-style-type: none"> - SBM gave a PowerPoint presentation which showed a saving in Q1 of £15,561 from the expected deficit of -£77,387 at the end of the financial year. She then went on to give a detailed explanation of Income and Expenditure during Q1. - SBM has also transferred electricity supplier to EDF with an expected saving of £5k. Current Gas supply contract will be negotiated nearer the end of the contract. - Governors approved the Quarter 1 Budget Outturn. 	
8	Report on Governors’ Learning Walk	<ul style="list-style-type: none"> - Learning Walk took place on 27 June with Governors also attending the early morning assembly. - Chair of Standards (IT) gave a brief account of the Walk and asked those who attended to send him their notes to be included in his written report. - Governors were impressed by the number of activities in each classroom, with clear evidence of the teacher and teaching assistant working together. There was a sense of well controlled classrooms and engagement of children. - It was noted how pupils referred to hints and tips on classroom walls to help with their work. - Governors also had the opportunity of going out into the playground at break time, and enjoyed being able to talk to pupils in a relax atmosphere where children were happy to talk to them. 	Govs to send IT their LW reports
9	Head’s Report Sent with Agenda	<ul style="list-style-type: none"> - Governors thanked head for her very comprehensive report and were pleased to note that current teaching staff, with the exception of current deputy head, who has been covering maternity leave, will be in post in September. 	
10	Year End curriculum and subject impact evaluation	<ul style="list-style-type: none"> - At next Standards meeting to discuss whether new EYFS (Reception Class) should continue to be a priority for Governors. Last year was challenging, but results this year show great improvement with the appointment of a new experienced teacher in post. - Governors agreed their list of priorities to focus on should be set in Term 1 and not in Term 2 which proved to be too late last academic year. Some of the priorities should focus on Attendance, Safeguarding and Business Plan of Work. 	<p>Is EYFS a priority for 2023/24. Take to next Standards.</p> <p>Agree priorities in Term 1</p>
11	SIP (School Improvement Plan) Overview Included in Head’s report, see 10 above	<ul style="list-style-type: none"> - Key Headlines 2022/23 - Head reported: - Nova’s Learning curriculum is fully embedded and taught to a consistently high standard. - Nova’s EYFS strategy shows clear intent and its implementation results showed rapid progress of its pupils. - The teaching of writing is a strength of the school with rising standards in every year group. - Learning behaviour is outstanding. - Attendance has improved. - Head’s Report also included School Improvement Plan for 2023-24 and the Three Year Vision for the school. 	

		<ul style="list-style-type: none"> - As a starting point Governors discussed and agreed to re-read the SIP and liaise with Chair of Standards (IT) before the FGB in September, on what they feel their focus should be. - Head said new poetry books had been purchased as poetry would be a focus for next year and would aid broadening pupils' vocabulary. 	Govs to re-read SIP and liaise with IT over priorities
12	Dates of meetings for 2023/24 Sent with Agenda	<ul style="list-style-type: none"> - Discussion took place as to whether the two committees of Standards and F&R should be incorporated into Full Governing Body meetings. This would resolve the issue of duplicating some of the information at committee to FGB. - It was acknowledged that FGB meetings would be longer, all Governors would be involved in all decisions. - The dates already circulated will remain for now, but Clerk will endeavour to come up with possible revised Agendas that might work, based on FGB meetings only. 	Clerk to put together possible new FGB Agendas
13	Business brought by Chair	<ul style="list-style-type: none"> - None 	

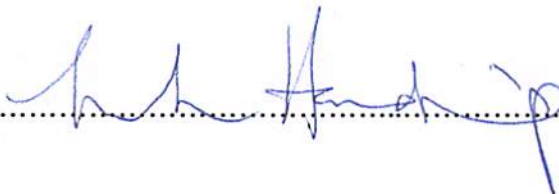
- Earlier in the year Laurie Haynes, Chair of Governors informed Governors he would be resigning at the end of the summer term, to take up an appointment which would not enable him the time, and commitment to continue as Chair or Governor. The headteacher led the meeting in thanking Laurie for his outstanding contribution in leading the board and supporting her over his period of office. The meeting echoed her thanks and wished Laurie well for the future.
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- Following the meeting a presentation and thanks were given to Laurie who has agreed to remain in post until September's FGB meeting, when a new Chair of Governors is appointed

Impact on the School of this Board Meeting

The school finances at the end of the first quarter were running favourably against the budget. The school continues to face financial uncertainties into the coming school year, although new arrangements enabling improved energy forecasting, and the settlement of the teachers' pay dispute have made the task of expenditure budgeting a little easier. The board welcomed improvements in performance in many areas of the curriculum. These were self-evident both in the governors' experience of classroom activities and dialogue with children during term 6 learning walk, and from the Head's end of year report. The board welcomed an ambitious school improvement plan for the coming year.

Laurie stood down from his role as both chair and governor after five years on the school board. A new chair will be elected in September.

Signed



Chair of Governors

Dated19/9/23.....