

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 19 September 2023 at 4:00 pm

Present: William Harding (Coopted and new Chair of Governors), Anna Morris (Head), Jo Ferns (Coopted), Ian Thomas (Coopted), Mark Andres (Coopted), Susan Browne (Coopted), Katie Shadbolt (P/G), Kelly Clarke (new Staff Governor)

Apologies accepted: Hayley Smith (P/G)

Apologies rejected: n/a

Absent: Gavin Howard (Coopted),

Associates: n/a

	Agenda	Discussion	Actions
1	Welcome Apologies Absent	<ul style="list-style-type: none">- Clerk welcomed Governors back to the start of the new academic year.- Following the application form that had been sent to Governors with the Agenda, it was agreed to the appointment of William Harding as a new Coopted Governor. - Kelly Clarke was also welcomed as the new Staff Governor. - Hayley Smith (P/G)- Gavin Howard	Clerk to contact GH re membership
2	Elections	<ul style="list-style-type: none">- Governors agreed to the following appointments:- Election of Chair of FGB – William Harding- Election of Vice Chair of FGB – As no one came forward Governors were asked to rethink and let Clerk know if they wished to be considered.- Election of Chair of F&R – (See Item 13 below)- Chair of Standards – Ian Thomas – (See Item 13 below)- Local Authority Governor – Chair to consider this appointment.- To approve Associate Governor – Possible future appointment. This would be for one year and to vote at Committee stage only.	Clerk to send LA info pack to Chair and KS
3	Declaration of any Conflict of Interests - None		None

4	Minutes and Actions from FGB 18 July	<ul style="list-style-type: none">- FGB Minutes of 18 July were approved as a true record of the meeting after the sentence re Top-up funding is deleted as this is incorrect.- Actions from the 18 July can be found at the end of these Minutes.	Clerk to delete sentence
5	Committee Minutes Sent with Agenda for information only	<ul style="list-style-type: none">- Finance & Resources- Standards- These Minutes will be signed off at the next Committees on 10 October or to FGB 17 October (see Item 13 below)	c/fwd to next meeting
6	Agree Governors Code of Conduct Sent with Agenda	<ul style="list-style-type: none">- Governors approved the new 2023/24 Code of Conduct for Governors which was signed off by Chair	None
7	Confirmation of Link Governor roles	<ul style="list-style-type: none">- The role of Link Governors was discussed and the following changes made:- Delete IT from Safeguarding as this was incorrect, as HS is Link Governor- Delete HS from Maths- Add KS to Maths- Delete GH from Attendance- Add KC to Attendance- Add WH to Staffing, Resources and Budgets	Clerk to change records
8	H&S Update	<ul style="list-style-type: none">- JF (SBM) reported many Actions in the H&S Report were carried out over the summer holiday.- Governors asked whether RAAC (Reinforced autoclaved aerated concrete) had been found in school. SBM explained how, prior to this problem being in the news, a survey had been carried out, with the exception of the school hall ceiling which was too high and required scaffolding. Once this had been installed and samples taken, no RAAC was found in the ceiling or in any other parts of school.	None
9	Policies etc (sent with Agenda)	<ul style="list-style-type: none">- The following were approved by Governors- Behaviour Policy- Safeguarding Policy- First Aid and Medicines Policy- Whistleblowing policy & procedure	

		<ul style="list-style-type: none">- Notification or review of non-statutory policies- Managing Contractors to be carried forward to next FGB.- PE Policy to be carried forward to next FGB- Disciplinary procedures – this is a Bristol City Council Policy for Nova and not for Governor approval.- Nova Staff Code of Conduct included with Agenda for information only	<p>c/fwd to next FGB c/fwd to next FGB</p> <p>for info only</p>
10	Learning Walk	<ul style="list-style-type: none">- IT, Head and Deputy to liaise on dates in Terms 2, 4 and 6 and for the focus to tie-in with the SIP (School Development Plan).- IT to inform Clerk of dates to circulate Governors.	<p>IT to liaise on dates asap.</p> <p>Clerk to circulate dates when available</p>
11	Main Item OFSTED, School Improvement plan + Governors' plan of work 2023-24 Sent with Agenda	<ul style="list-style-type: none">- Governors referred to the School Improvement Plan (SIP). Section entitled 'Bright futures' as helping school ready for change eg looking at joining an Academy or MATs; pupil numbers; building resilience.- Head reported everything is set up in 'Success Criteria 2023-24 but is aware so many children are not reaching expectations.- Head said trying to close 'gaps' is harder. Q: Have gaps closed? A: No. Q: Is it getting worse? A: Yes. More SEND (Special Education Needs and Disadvantaged) pupils in school.- Finance/budget issues eg escalating fuel bills are making it difficult to provide the resources required. - OFSTED- Q: When is school likely to be inspected again? A: Last inspection was in July 2022, next expected to be around July 2026.- Nova will continue to go down to one form entry route.- Head reminded Governors of the EYFS problem when Ofsted came, which has now been completely transformed.- Communication with parents was raised by Ofsted but now much improved.- Parents/carers are being invited into school more eg Celebration Assemblies; regular visits to classrooms to see children's work.- After the October holiday they will be able to meet with teaching staff. A survey will also be carried out. - Governor focus 2023-24- EYFS – Learning Environment + Parental engagement + Transition to Y1 + Resilience - Head confirmed school is very good at applying and receiving Top-Up Funding for those pupils that qualify, and for sign-posting families to support groups that Nova does not have access to.- Governors thought school was creative with the resources they have within school budget.	

		<ul style="list-style-type: none">- Governor focus (continued)- EYFS (see above)- Writing including differentiation- Developing resilience- Zones	Chair and IT to liaise further.
12	Governor Training	<ul style="list-style-type: none">- Clerk acknowledged some Governors had signed up for the available free training through Governor Development Service (GDS) via Governorhub, and encouraged others to book online or to inform Clerk.	
13	Meeting Dates	<ul style="list-style-type: none">- At July's FGB discussion had taken place about combining the two committees of Finance and Resources and Standards into FGB meetings.- All FGB dates remain the same with the exception of 17 October which is changed to Friday 20 October at 9:30 am and 23 January which is new, but would include what would have been the two committee meetings on that date.-- FGBs- 19 September- 20 October at 9:30 am (<i>short Agenda to approve Quarter 2 Budget Outturn</i>)- 12 December - (<i>would have been 14 Nov only for Standards</i>)- 23 January (NEW FGB) - (<i>would have only been F&R and Standards on this date</i>)- 26 March - (<i>would have been 12 March for F&R and Standards</i>)- 21 May - (<i>would have been 7 May for Finance only</i>)- 16 July - (<i>would have been 9 July for F&R and Standards</i>)- Further discussion took place with new Chair confirming that although Governors were hesitant about combining meetings where he is Governor now, when it came to the end of the trial Governors were happy to continue. He also confirmed meetings were better attended.- All Governors approved the change and agreed to trial it for the rest of the academic year, with further discussion at July '24s FGB.- NOTE – Reasons were given why the 17 October FGB would not take place, with items being carried forward to FGB on 12 December.	Next FGB 12 Dec. Clerk to put new meeting dates on Govhub. Trial for one year
14	Business brought forward by Chair	<ul style="list-style-type: none">- Following discussions Clerk had had with head and Chair, it was put to Governors that it would be more appropriate to use Nova email addresses rather than their own private ones. It was appreciated that this would be another	SBM to arrange Nova email addresses.

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		<p>address and password to the many some have now. After discussion it was agreed that Nova addresses would be used in future for communication although most is done through Governorhub.</p> <ul style="list-style-type: none">- SBM to organise and advise Clerk, who would change addresses on Governorhub.- At the end of the meeting IT, current Vice Chair together with KS put their names forward as Co-Vice Chairs.	<p>Clerk to change Govhub when notified.</p>
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Impact on the School of this Board Meeting

This was the first meeting of a new school and gave the board the opportunity to reflect on its activities in the last year and to plan for the next 12 months particularly as it welcomed a new chair of governors and a new staff governor. It was pleased to learn that the start of term had gone well with children settling in well. Pupil numbers will be a matter for the board to look at as the year progresses alongside other priorities identified within the school improvement plan. The board is anxious to support the headteacher and her team in directing its attention to those areas where it felt it could add most. To maximise this, it will pilot new governance arrangements during the coming year

Signed *[Signature]*
Katie Shadbolt

Vice
Co-Chair of Governors

Dated ..20/10/23.....