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**NOVA PRIMARY SCHOOL**  
**Full Governing Body Meeting Minutes**  
**Tuesday 12 December 2023 at 4:00 pm**

Present: William Harding (Coopted Chair of Governors), Jo Ferns (Coopted), Susan Browne (Coopted), Katie Shadbolt (P/G + Co-Vice Chair), Kelly Clarke (Staff), Ian Thomas (Coopted + Co-Vice Chair),

Apologies accepted: Anna Morris (Head), Hayley Smith (P/G), Mark Andres (Coopted)

Apologies rejected: n/a

Absent: n/a

Associates: n/a

	Agenda	Discussion	Actions
1	Apologies accepted	<ul style="list-style-type: none"> <li>- Anna Morris (Head), Hayley Smith (P/G), Mark Andres (Coopted)</li> <li>- Clerk had received an email from Gavin Howard (Coopted) explaining how his work commitments would not allow him to give the time needed as a proactive Governor and has therefore given his resignation.</li> <li>- On a positive note, an application form has been sent to a prospective new Governor.</li> </ul>	None
2	Appointment of Local Authority Governor	<ul style="list-style-type: none"> <li>- Approval has been received from GDS confirming Chair, William Harding can be appointed as Local Authority Governor for Nova.</li> <li>- Clerk explained the process required in that William has first to resign as a Coopted Governor, and for Governors to formally approve the appointment. Clerk will then advise GDS that this procedure has been carried out.</li> <li>- WH had previously confirmed in writing to Clerk his intention of resigning as Coopted Governor at the start of this meeting, which he did.</li> </ul> <p style="text-align: center;"><b>Governors then approved his appointment as Local Authority Governor and Chair of Governors</b></p>	Clerk to notify GDS that WH resigned as Coopted Gov and his appointment as LA Gov confirmed by FGB
3	Declaration of any Conflict of Interests - None		None
4	Minutes from FGB 20 October Sent with Agenda	<ul style="list-style-type: none"> <li>- Minutes from 20 October were approved and signed as a true record of the meeting subject to update on item 8 – see below.</li> <li>- Item 8 - SBM explained TWS (Trading with Schools) require Invoice number and exact amount to write-off the unpaid invoices which had been outstanding for several years.</li> <li>- SBM to send Chair the relevant information required by TWS.</li> </ul>	SBM to send Chair details of write-off required by TWS

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5	<b>Review of agreed actions from last meeting</b> Sent with Agenda	Actions from FGB 20 October. <table border="1" data-bbox="431 204 1942 416"> <thead> <tr> <th data-bbox="431 204 541 264">Action On</th> <th data-bbox="541 204 1543 264">Agenda Item Number and Description</th> <th data-bbox="1543 204 1654 264">Report to</th> <th data-bbox="1654 204 1765 264">Due by</th> <th data-bbox="1765 204 1942 264">Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 264 541 352">Clerk</td> <td data-bbox="541 264 1543 352">           - Item 1 – Apologies            - With no communication from GH Clerk to email/telephone again to ascertain whether GH wishes to continue as a Governor.         </td> <td data-bbox="1543 264 1654 352">FGB</td> <td data-bbox="1654 264 1765 352">12 Dec</td> <td data-bbox="1765 264 1942 352">Yes</td> </tr> <tr> <td data-bbox="431 352 541 416">Clerk</td> <td data-bbox="541 352 1543 416">           - Item 4 – Learning Walk            - Clerk to email Governors once dates/times agreed         </td> <td data-bbox="1543 352 1654 416">FGB</td> <td data-bbox="1654 352 1765 416">12 Dec</td> <td data-bbox="1765 352 1942 416">On Agenda</td> </tr> </tbody> </table>	Action On	Agenda Item Number and Description	Report to	Due by	Completed	Clerk	- Item 1 – Apologies - With no communication from GH Clerk to email/telephone again to ascertain whether GH wishes to continue as a Governor.	FGB	12 Dec	Yes	Clerk	- Item 4 – Learning Walk - Clerk to email Governors once dates/times agreed	FGB	12 Dec	On Agenda	
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6	<b>Data Analysis</b> Sent with Agenda	<ul style="list-style-type: none"> <li>- Chair had met with Headteacher, and it had been agreed to refine data presented at FGB going forward. In future summary data/analysis would be presented to FGB with the more detailed subject assessment being held in a folder on Govhub for Link Governors and board members reference in general. This arrangement to be reviewed no later than July 2024.</li> </ul>	Clerk to make a Data folder on Govhub. Review of arrangement by July '24															
7	<b>Head Teacher's performance management</b>	<ul style="list-style-type: none"> <li>- Chair confirmed that he and Co-Vice Chair (IT), together with a representative from the local authority had carried out the headteacher's annual performance review on 15 November 2023.</li> </ul>																
8	<b>Learning Walks</b>	<ul style="list-style-type: none"> <li>- <b>Friday 19 January</b> – 8:50 – 11:00 am: Talk for Writing and EYFS</li> <li>- <b>Wednesday 1 May</b> – 1:30-3:00 pm: Curriculum and Learning retention strategies</li> <li>- The subject areas were in line with priorities in the School Improvement Plan and areas the FGB had previously identified for scrutiny during this school year.</li> <li>- IT to send details of January's visit to Clerk to put on Governorhub asap. Governors invited to submit observations on the focus, questions they might wish to explore during the 'walk'</li> </ul>	Clerk to put details on Govhub asap. Govs to send any observations to IT asap.															
9	<b>Policies</b>	<ul style="list-style-type: none"> <li>- Clerk explained the new process for 'drip-feeding' Governors with non-statutory policies received from SBM. These would be put in the Documents folder on Governorhub rather than presented to an FGB. Governors are still able to comment when uploaded.</li> <li>- Statutory policies would be added to the Agenda for FGB Governor approval and would also be filed in a Documents folder.</li> <li>- P/LAC Policy to be followed up with Headteacher and update reported to January's FGB.</li> <li>- <b>Pay Policy approved</b></li> </ul>	Clerk to arrange policy documents on Govhub  P/LAC Policy update at Jan '24 FGB															

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<p>10</p>	<p><b>Main Item 1</b>  <b>Head Teacher's Report including SIP and SSE</b>          Sent with Agenda</p>	<ul style="list-style-type: none"> <li>- Governors had had the opportunity to review the report and submit questions in advance of the meeting. In her absence, the headteacher had provided written answers which were available to Governors in the meeting. JF (SBM) was also able to answer questions on the report. Refer to specific detail within report.</li> <li>- <b>Attendance.</b> It was noted that whilst persistent absence had increased, attendance overall had decreased which was very encouraging and contrary to experience in many education settings nationally. This was attributed to a more streamlined absence tracking system now adopted with a more holistic and supportive approach. The role of the School Welfare Service and 'fines' were also discussed.</li> <li>- <b>Overall assessment.</b> Governors, whilst accepting that the report covered the early part of the school year (terms 1 &amp; 2) which was always a period of transition, felt the report reflected that the school was in a good stable position from which to build in the year ahead.</li> <li>- <b>Community involvement.</b> Increased parent/carer participation and involvement was demonstrated by results in the recent parent/carer survey. Staff involvement and commitment to developing this 'culture' was commended. Mention of the 'penny wars' was made which was great fun and raised a considerable amount of money.</li> <li>- <b>Diversity and SEND (Special Educational Needs and Disabilities).</b> The way EAL (English as an additional language) and EHC (Education, Health, and Care) plans were being dealt was really reassuring.</li> <li>- <b>Pupil numbers.</b> Money had been spent on promoting Nova at the start of Term 1 through a social media campaign, resulting in the most ever visits from parents/carers looking for places for Reception in September 2024.</li> <li>- <b>Cost of Living.</b> SBM explained how school is working with FareShare a charity that brings food donations to school. These are then bagged and given to families in need. Although school would like to do more this can become more labour intensive. Referrals are also made to the local foodbank. Governor to make local business enquiries about additional contributions.</li> </ul>	<p>KS to make enquires</p>
<p>11</p>	<p><b>Early Years Foundation Stage [EYFS]</b></p>	<ul style="list-style-type: none"> <li>- SB, EYFS Link Governor and volunteer in Reception gave a verbal report outlining her observations in Term 1 &amp; 2. She noted that whilst this is a small class, there are a lot of EAL children. Routines are well followed with many interventions taking place. She noted that at a previous FGB meeting there had been discussion about whether to keep EYFS as a focus had been discussed for some time.</li> <li>- Governors agreed to retain until the Learning Walk had taken place and then reconsider</li> </ul>	<p>Keep focus until next LW</p>
<p>12</p>	<p><b>Main Item 2</b>  <b>OFSTED, School Improvement Plan + Governors' plan of work 2023-24</b></p>	<ul style="list-style-type: none"> <li>- Consideration of this item was deferred until the next meeting when the Headteacher would be present.</li> <li>- The Chair indicated that he had had discussions with the Headteacher about Governor priorities for 2023/24, in light of, general discussion at the September FGB. He had also spoken with IT prior to the arrangement of Learning Walks for this year. He considered it was unnecessary to set discrete strategic priorities for the FGB. These should already be incorporated within the SIP objectives. He believed that the board should use the School Improvement Plan therefore</li> </ul>	<p>c/fwd. to Jan '24</p>

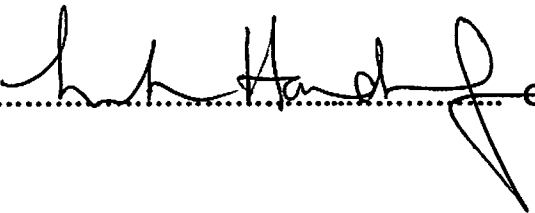
		to monitor activity and progress. This ensured alignment of school objectives and informed the board's work plan. Other activities e.g. Learning Walks should seek to explore implementation of the objectives of the SIP.	
13	<b>Review of Governance Constitution</b> Sent with Agenda	<ul style="list-style-type: none"> <li>- Clerk explained Governors should review the Constitution annually. It was noted that there were currently 3 vacancies for co-opted governors.</li> </ul> <p><b>Governors confirmed the current make-up of 12 Governors</b></p>	
14	<b>Unofficial School Fund Constitution</b> Sent with Agenda	<ul style="list-style-type: none"> <li>- SBM explained why an update was required to the Constitution. This is to include monies received and paid in respect of NICE (Nova Inclusion, Community and Enrichment) events and allocations. NICE is run by two members of staff who are to be congratulated on their work which has raised approx. £3.5k since September.</li> <li>- A termly meeting is held with the Headteacher, SBM and one of the organisers. Teachers bid every term for funds so providing an audit trail for the end of the financial year.</li> <li>- Some of the objectives updated in the Constitution to reflect current circumstances.</li> </ul> <p><b>Governors to the Unofficial School Fund Constitution as outlined approved.</b></p>	
15	<b>Link Governor Reports</b>	<ul style="list-style-type: none"> <li>- <b>PE Sports, SEND and Attendance:</b> governor report authors updated on the situation on these items dating back to Term 6 (2022/23) with then board noting that some of the matters e.g. had been covered elsewhere on this agenda e.g. attendance.</li> <li>- Governors were still unsure on their roles and asked Clerk to obtain information from GDS on the role of Link Governors and put on Governorhub asap.</li> </ul> <p><b>It was agreed that the role of Link governors would be returned to at the next meeting to clarify roles and expectations.</b></p>	Clerk to put info on Govhub asap
16	<b>After School Club (ASC)</b>	<ul style="list-style-type: none"> <li>- SBM brought to the meeting analysis of Term 1's attendance, which showed numbers had increased across the week - at previous meetings discussion had taken place about dropping the Friday's session due to little uptake giving concerns about the financial security of the initiatives.</li> <li>- Following in-school discussion, it has been agreed to trial new staffing arrangements from January'24 retaining at this stage 5-day opening. On Monday – Thursday two staff will run the ASC, on Friday's (when number of children are less) there will be one staff member.</li> <li>- Governors were concerned about health and safety on a Friday with reduced dedicated staff cover. SBM reassured all ASC staff are First Aid trained and there would always be someone else on site. ASC ends at 5:00pm.</li> </ul>	

		<ul style="list-style-type: none"> <li>- SBM to provide Term 2 date at January's FGB.</li> </ul>	<p>SBM to give up date at FGB 23Jan</p>
17	Updated KCSIE Sent with Agenda	<ul style="list-style-type: none"> <li>- Governors present signed to confirm the reading of Part 2 of KCSIE. Those absent would be asked to sign at the next FGB.</li> </ul>	<p>Clerk to take register to FGB Jan' 24</p>
18	Meeting dates - 2023/24	<ul style="list-style-type: none"> <li>- Learning Walk – Friday 19 January – 8:50 – 11:00 am</li> <li>- FGB – Tuesday 23 January – 4:00 pm</li> <li>- FGB – Tuesday 26 March – 4:00 pm</li> <li>- Learning Walk – Wednesday 1 May – 1:30 – 3:00 pm</li> <li>- FGB – Tuesday 21 May – 4:00 pm</li> <li>- FGB – Tuesday 16 July – 4:00 pm</li> </ul> <p>Dates noted</p>	
19	Business brought forward by Chair	<ul style="list-style-type: none"> <li>- 1 Funding for reading area.</li> <li>- SBM confirmed £15k has been donated by Nisbets towards the project. Quotes for the work have been requested.</li> <li>- 2 DBS Checks for existing Staff, Governors, Volunteers etc</li> <li>- The local authority is encouraging maintained schools to adopt a non-statutory DBS (Disclosure and Barring Service) Policy in which checks would be made every three years. This was not something that the school did at present. Discussion took place about the reasoning behind this and the value of checks for existing staff/volunteers. Whilst it was noted that staff should bring any relevant matters to the school's attention and/or other agencies would inform the school, it was accepted that a regular formal review was good practice. This would have cost implications (in respect of staff only) for the school. SBM will put together a rolling programme in the new year to recheck existing staff/volunteers into line with the policy. Staff will be informed of the new policy.</li> </ul> <p>Governors approved the non-statutory DBS (Disclosure and Barring Service) Policy in which checks would be made every three years of staff, governors and volunteers</p> <ul style="list-style-type: none"> <li>- 3 SEND/TUF Consultation</li> <li>- Chair referred to the Bristol city Council's Consultation taking place regarding the funding of special educational needs in schools which would have potential impact on individual school budgets. Governors were encouraged to respond through Bristol City Council Budget Consultation website.</li> </ul>	

20	CONFIDENTIAL	<i>See separate Confidential minute</i>	
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**Impact on the School of this Board Meeting**

The focus of the meeting was on quality of education within the school as reflected in the Headteacher's report covering terms 1 and 2 of the school year 2023/24 together with subject data analysis and an update on teacher assessment and pupil attainment in November 2023. The meeting afforded governors the opportunity to question any early emerging trends (noting that this was a time of transition across all year groups), and actions taken or considered to address issues. Governors, in particular, noted the consistent attendance figures which showed an improvement on previous years and compared favourably with reported performance in other education settings nationally.

Signed .....  ..... Chair of Governors

Dated ..... 23/1/24 .....