

W74

**NOVA PRIMARY SCHOOL**  
**Full Governing Body Meeting Minutes**  
**Friday 20 October 2023 at 9:30 am**

**Present:** Anna Morris (Head), Jo Ferns (Coopted), Susan Browne (Coopted), Katie Shadbolt (P/G + Co-Vice Chair), Kelly Clarke (Staff), Hayley Smith (P/G)  
**Apologies accepted:** William Harding (Coopted Chair of Governors), Ian Thomas (Coopted + Co-Vice Chair), Mark Andres (Coopted)  
**Apologies rejected:** n/a  
**Absent:** Gavin Howard (Coopted)  
**Associates:** n/a

	<b>Agenda</b>	<b>Discussion</b>	<b>Actions</b>
1	Apologies accepted Absent	<ul style="list-style-type: none"> <li>- William Harding (Coopted Chair of Governors), Ian Thomas (Coopted + Co-Vice Chair), Mark Andres (Coopted)</li> <li>- Gavin Howard (Coopted)</li> <li>- With the absence of Chair and one Co-Chair, Katie Shadbolt and joint Co-Chair, took the meeting.</li> </ul>	Clerk to contact GH again
2	Declaration of any Conflict of Interests - None		None
3	Minutes and Actions from 19 Sept Sent with Agenda	<ul style="list-style-type: none"> <li>- Minutes from 19 September were approved as a true record of the meeting.</li> <li>- Actions can be found at the end of these Minutes.</li> </ul>	None
3a	Committee Minutes and Actions from 11 July Sent with Agenda	<ul style="list-style-type: none"> <li>- Both sets of Minutes and Actions had been sent with the FGB Agenda for 19 September, and again for this meeting. As no matters were raised by Governors both Minutes were agreed and signed off. The outstanding Actions from both committees are given at the end of these Minutes.</li> <li>- Finance &amp; Resources from 11 July – Were approved as a true record of the meeting</li> <li>- Standards from 11 July – Were approved as a true record of the meeting</li> </ul>	None
4	Learning Walk	<ul style="list-style-type: none"> <li>- Dates for Learning Walk will be emailed out once these have been agreed with IT and deputy head who will be meeting at the start of term 2.</li> </ul>	Clerk to email Gobs once dates are agreed.

5	Pay Progression Review Panel	<ul style="list-style-type: none"> <li>- SB who attended the Review gave a brief report of the meeting, which took place with Chair, Head and SBM on Wednesday 11 October. Head had gone through the teaching staff list giving her recommendation for each one. Governors thanked head for her report and agreed with her recommendations. Any increase in pay will be back dated to 1 September.</li> <li>- SBM confirmed the meeting was to agree pay progression ie moving up the pay scale which is different to the pay award, which is the agreed national pay increase of 6.5%.</li> <li>- Support staff eg TAs LSAs, Admin staff and Caretaker are not included in this review as their pay is not governed by performance criteria.</li> </ul>	None
6	Unofficial School Fund Accounts Sent with Agenda	<ul style="list-style-type: none"> <li>- SBM explained how the Unofficial School Fund Account differs from the School Budget. This USFA is for the benefit of all pupils at Nova coming from eg donations, commission from school photograph sales.</li> <li>- The PTFA (Parent Teachers Family Association) has its own account. However, money raised by the schools run PTFA is deposited into the Unofficial School Fund Account, this is audited annually and brought to Governors.</li> <li>- <b>Governors approved the Audited Accounts.</b></li> </ul>	None
7	Policies Sent with Agenda	<ul style="list-style-type: none"> <li>- Physical Education Policy - This is not a statutory Policy but is reviewed annually and brought to Governors attention.</li> <li>- Unofficial School Fund Constitution – This is reviewed annually. SBM and School Office Manager had reviewed the Policy. <b>Governors accepted their recommendation to approve it without change.</b></li> </ul>	None None
8	<u>Main Item 1</u> Q2 Budget sign-off Sent with Agenda	<ul style="list-style-type: none"> <li>- SBM had sent out with the Agenda and budget papers a presentation outlining the main points of the budget which she went through in detail.</li> <li>- The information given had been monitored against Quarter 1 and not the original budget.</li> <li>- The in-year deficit of £62k has now been reduced to £47,398 including £4k of one-off expenditures from the carry forward. In total £34,295 has been saved since the budget was set in May '23.</li> <li>- Although not part of the presentation SBM reported the 5 yr forecast has not changed a great deal.</li> <li>- <b>At the request of the SBM, Governors approved the writing off of £300 in unpaid invoices, which have been outstanding for several years. SBM has been chasing up payment but without success.</b></li> <li>- The Chair of Governors, who was not present had sent in questions for the SBM to answer as follows.             <ol style="list-style-type: none"> <li>1. You refer to the NTP grant not being utilised in 2023/24 due to the necessity to match fund - I assume you have used in previous years? Do you see non-use having impact on provision? Is there any further consideration to possible school support funding being available? A: yes, we used a very small amount in 21/22 and approximately 25% in 22/23.</li> </ol> </li> </ul>	None None

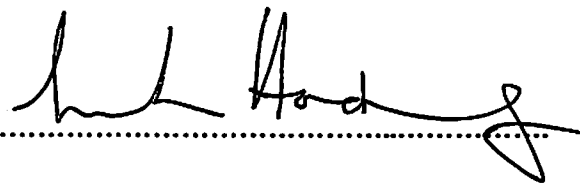
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		<p>2. Do you have any local estimates or from providers of potential energy usage costs in next quarter? A: the budget was set using last year's usage to predict costs for 23/24. I know exactly what unit costs our electricity will be from 1/10/23 as I moved from Bristol's Energy Management Unit (EMU) to a direct contract with EDF for 12 months. I can't move gas until next October as we are tied into a contract until then.</p> <ul style="list-style-type: none"> <li>- Governors approved the Quarter2 Budget Outturn.</li> </ul>	None
9	Internet provision	<ul style="list-style-type: none"> <li>- SBM explained current internet provision is with Virgin through Bristol TWS (Trading with Schools). However, SBM has managed to obtain a similar contract with SoltechIT who have agreed to match the cost for three years.</li> <li>- Governors agreed for the change to take effect from 1 April '24 as 6 month's notice is required to leave TWS.</li> </ul>	None
10	Dates/times of meetings	<ul style="list-style-type: none"> <li>- FGB – Tuesday 12 December at 4:00 pm</li> <li>- FGB – Tuesday 23 January '24 at 4:00 pm</li> </ul>	
11	Business brought forward by Chair	<ul style="list-style-type: none"> <li>- None</li> </ul>	

#### Impact on the School of this Board Meeting

The main purpose of this meeting was to review and sign off the Quarter 2 Budget. The School Business Manager gave an in-depth presentation from which Governors were pleased to learn the in-year deficit has been significantly reduced during Quarter 2 through careful budget management. Rigorous monitoring over subsequent quarters will hopefully make a positive contribution to next year's budget setting although external factors cannot be disregarded.

Signed .....



Chair of Governors

Dated .....

12/12/23