

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 21 May 2024 at 4:00 pm

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

Apologies accepted: Mark Andres (Coopted)

Apologies rejected: n/a

Absent: none

Associates: n/a

Clerk: Lynne Rowley

Also present Helen Thorpe (Deputy Headteacher & Maths), Lauren Bartlett (Y6 teacher & Reading and Writing), Rhiannon Everson (EYFS teacher) – Data reports (Agenda item 7)

	Agenda	Discussion	Actions
1	Apologies	- Mark Andres (Coopted)	None
2	Declaration of interest/hospitality/gifts received: None		None
3	Minutes and Actions from FGB 26 Mar '24 Sent with Agenda	- Minutes from 26 March: Approved and signed as a true record of the meeting. - Actions can be found at the end of these Minutes	None
4	Main Item 1 a-Financial out-turn for 2023/24. b-Budget 2024/25 and three-year forecast Sent with Agenda	- Budget papers were sent out with the Agenda. SBM provided a further PowerPoint to support her oral presentation at the meeting. - Year ending 2023/24. The Q3 year-end deficit was significantly reduced (and more than anticipated when the original budget was agreed in May '23). Chair, on behalf of Governors, thanked SBM and all colleagues for what had been achieved during the year 2023/24, without a detrimental impact on teaching and learning on resources. - Year 2024/25 forecast. - Again includes a not insignificant deficit. However, SBM will have a more accurate forecast at the end of Q1 into Q2. - Proposed Recovery Plan – SBM/Headteacher outlined the proposed recovery plan to reduce the expected deficit. - Capital. SBM explained how this is set apart from the school budget and the planned expenditure for 2024/25. - Governors accepted the 2023/24 Outturn and approved the 2024/25 Budget.	Clerk to put PP on Govhub

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5	After School Club (ASC)	<ul style="list-style-type: none"> - Whilst numbers attending ASC had increased, Governors noted the increased staffing costs arising from recent pay settlements. The operation of the ASC would continue to be kept under close review in view of the potential impact on school budgets. - Governors agreed to increase the amount per session to £8.50 (from £8.00) with effect from 1 September 2024 	None
6	H&S	<ul style="list-style-type: none"> - Following the recent survey SBM brought Governors up to date on the remedial work to be carried out during the May holiday, the remainder to be completed during the summer break. No decisions on spending were required at this point. 	None
7	Main Item 2	<ul style="list-style-type: none"> - School Self Evaluation (sent with Agenda for info). No further updating at this point with governors commended to review and submit any comments to the Headteacher for consideration - Term 4 Data - Subject leaders for Maths; Reading, Writing and EYFS were invited to speak on the T4 data. Each leader's presentation was subsequently made available to Governors to support reports included with the agenda. Governors were invited to question and comment upon the presentations - Maths – (Helen Thorpe [HT]) HT confirmed, and Governors could see, Maths results had improved across the school with pupils mastering the number programme from National Centre for Excellence in the Teaching of Maths (NCETM). HT explained how CPD (Continuing Professional Development) is provided for teaching staff with teaching assistants having bespoke training. Monitoring is being carried out and, where need for intervention is identified, support is in place. - Writing – (Lauren Bartlett [LB]) - Term 4 Writing Data shows increase in results in the majority of classes. - Governors were pleased to learn of the priorities which will embed writing practice and sharpen children's technical skills - With no consultant, this year focus in on embedding what had previously been learnt and making 'Nova' specific. - Term 4 Reading – (Lauren Bartlett [LB]) LB explained how a thirst for reading and passion for books was being promoted at Nova. This is reflected in a number of ways including children having access to a range of authors and genres which reflect their culture and interests. It was noted that children's reading progress and attainment in EYFS, KS1 and KS2 is strong. Although there are families who either cannot read themselves (or have limited skills), do not read with their children or do not have books at home. KS1 has held phonic sessions with parents. Opportunities will be looked at to further explore/develop opportunities to work with parents. - LB confirmed books in other languages are available and the range of reading materials continues to grow, with the resources available. - Early Years Foundation Stage (EYFS) – (Rhiannon Everson [RE]) 	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>

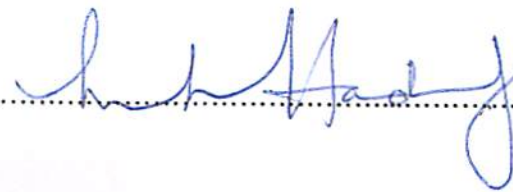
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		<ul style="list-style-type: none"> - RE was pleased to report all children are making good progress and their play skills have progressed. Behaviour and readiness to learn are also excellent. Parents are supportive and real life experiences have supported learning. However, there is a gap in understanding phonics which will be readdressed in T6. - Pupil Projections Sept '24 - Headteacher was able to give an estimate of the number of pupil places accepted into Reception for September '24 which is more than for Sept'23. Numbers were encouraging across all year groups as a result of in-year admissions. - Standard Assessment Tests (SATs) for Y6 – Headteacher confirmed the tests had been carried out and praised the children for the way they approached them in a calm, orderly fashion. Chair of Governors had also been in to oversee the security of papers, procedures etc. - Staffing Update – Head gave Governors details of staff movements and vacancies. 	
8	Learning Walk 1 May '24	<ul style="list-style-type: none"> - Governors - William Harding, Ian Thomas and Sue Brown together with Helen Thorpe, Deputy Headteacher undertook a Learning Walk at the beginning of May. - IT referred to his written report. Topics chosen related to the School Improvement Plan (SIP) enabling Governors to see how the school is taking forward an area to which it has decided to give particular attention. - Governors were able to observe EYFS, and years 1, 2 and 3 classes and met with small groups of children from years 4, 5 and 6. . - IT continued his report outlining the range of activities and techniques which supported learning and helped keep the pupils engaged. Governors also noted how methods were developed and adapted to reflect the ages of children and their strengths and needs. - Governors commented on how enthusiastic and engaged children were, and how proud they were to show and talk about their work. - IT asked the Headteacher to thank the teaching staff, children they spoke to and her deputy for organising the walk. 	<p>Clerk to put on Govhub</p> <p>Head to thank staff etc</p>
9	Election of Chair and Vice Chair of Govs	<ul style="list-style-type: none"> - Clerk explained the process of appointing Chair and Vice Chair/s from 1st September, and asked for anyone wishing to stand for either appointment to let her know prior to 16 July's FGB meeting. Should there be more than one candidate for either post then elections will be held at the July meeting. 	<p>Clerk to send reminder to Govs</p>
10	Business brought by Chair	<ul style="list-style-type: none"> - S.175 Safeguarding Audit – This had recently been submitted to the LA by the Headteacher/DSL. IT to review with her and report back to FGB on 16 July. It was proposed that this might form part of his annual safeguarding report to governors 	<p>S175 and Annual SG report to FGB 16 July</p>
11	CONFIDENTIAL Sent with Agenda	<i>See separate Confidential Minutes</i>	

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Impact on the School of this Board meeting.

Two key accountabilities for local governors featured on this agenda – Quality of Education and Financial Management. In respect of the first, it was a pleasure to welcome subject leaders to the meeting to hear about what has been achieved in the classroom and to question the future direction/approach in their subject areas. Governors were able confirm alignment here with strategic priorities improvement objectives. In terms of financial management, the board were able to reflect upon the last 12 months and plan for the next year. It was pleased to see the progress made in reducing the deficit but also noted the challenge in the next 1-3 year projection. Competent management at senior leadership level is vital to managing in such circumstances and governors see this is in place at Nova which should put them in good place going forward in challenging times.

Signed  Chair of Governors

Dated *16 July 2024*

Actions from 26 March 2024

Action On	Agenda Item Number and Description	Report to	Due by	Completed
SBM	- Item 5 - Main Item 2 - SFVS Schools Financial Value Statement - SBM to confirm SFVS has been completed and sent as per Governors' response to Qs 1/2/3/25.	FGB	21 May	Yes
SBM	- Item 6 - Main Item 3 – Budget update - Budget 2024/25 – Agenda item for next FGB	FGB	21 May	On Agenda
SBM	- Item 8 – After School Club - To discuss increase cost per session at next FGB	FGB	21 May	On Agenda
Head/Chair	- Item 10 – Annual Plan of Work - Updated School Self-Evaluation	FGB	21 May	Reviewed end of T4
Chair/IT	- Item 11 – Link Governors' roles/Responsibilities - c/fwd to next FGB	FGB	21 May	On Agenda
Chair/IT	- Item 12 - Learning Walk report from 7 Feb/1 May - Keep EYFS as a focus and Agenda item for FGB meetings – next FGB 21 May	FGB	21 May	On Agenda
SBM	- Item 13 - H&S - SBM to update on quotes for outstanding work and water penetration	FGB	21 May	On Agenda
SBM	- Item 14 – Policies for Governor approval - SBM to confirm changes to Authority Levels and Purchasing Policies have been made	FGB	21 May	Yes

NOVA PRIMARY SCHOOL
GOVERNOR ACTION LOGGING SHEET
Full Governor Body meeting
Tuesday 21 May 2024

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Action On	Agenda Item Number and Description	Report to	Due by
Clerk	<ul style="list-style-type: none"> - Item 4 – Main Item 1 - a-Financial out-turn for 2023/24. - b-Budget 2024/25 and three -year forecast - Clerk to put PowerPoint on Governorhub asap 	FGB	16 July
Clerk Head	<ul style="list-style-type: none"> - Item 8 – Learning Walk – 1 May - Clerk to put written report on Governorhub - Head to thank staff 	FGB FGB	16 July 16 July
Clerk	<ul style="list-style-type: none"> - Item 9 – Election of Chair and Vice Chair/s - Clerk to send reminder of election process to Governors prior to July's FGB 	FGB	16 July
Head/IT	<ul style="list-style-type: none"> - Item 10 – Business brought by Chair - S175 and Annual Safeguarding report to FGB 16 July 	FGB	16 July