

NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 23 January 2024 at 4:00 pm

William Harding
26/3/24 ✓

Present: William Harding (Coopted, Chair of Governors), Anna Morris (Head), Jo Ferns (Coopted), Susan Browne (Coopted), Kelly Clarke (Staff),
Ian Thomas (Coopted + Co-Vice Chair),
Apologies accepted: Hayley Smith (P/G), Mark Andres (Coopted), Katie Shadbolt (P/G + Co-Vice Chair),
Apologies rejected: n/a
Absent: none
Associates: n/a

	Agenda	Discussion	Actions
1	Apologies	- Hayley Smith (P/G), Mark Andres (Coopted) and Katie Shadbolt (P/G + Co-Vice Chair): Noted and accepted.	None
2	Declaration of interest/hospitality/gifts received: None		None
3	Minutes from FGB 12 Dec '23 Sent with Agenda	- Minutes from 12 December 2023: Approved and signed as a true record of the meeting.	None
4	Actions from FGB 12 Dec '23 Sent with Agenda	- Status of actions arising from 12 December 2003: Recorded at the end of these Minutes.	-
5	Main Item 1 Q3 Budget Outturn Sent with Agenda + PowerPoint at meeting	<ul style="list-style-type: none"> - SBM highlighted details in her Q3 report which included details of Income and Expenditure since Q2. Items to particularly note included the support staff pay award and the increase in employer contributions to Teachers' Pensions. <p>On questioning by governors, she advised that:</p> <ul style="list-style-type: none"> - An additional saving had been made from Q2 (Quarter 2) Outturn, making a total saving from the in-year deficit of £45,019 since the original budget was set in May '23. Governors were pleased to note this and, in particular, that this had had no untoward impact on pupils' education or resources more generally. - The PE Grant (Physical Education) can only be used for non-curriculum activities such as purchasing equipment, after school dance clubs etc. It may not be used for curricular items e.g. swimming lessons. A PE report will be presented in Term 6 and details are then put on school website. - The SBM anticipated in-year savings from budget were likely. <p>The Chair thanked the SBM for her report</p> <p><i>Governors approved the Quarter 3 Outturn.</i></p>	None PE Report in Term 6

6	Authority Levels for expenditure review	<ul style="list-style-type: none"> - SBM is in the process of reviewing Authority Levels for expenditure in line with local authority advice. An update will be available for approval at next FGB. 	c/fwd to FGB 26 Mar
7	HR & Payroll providers review	<p><i>Governors noted that as current contract is for one year only there is no urgency in reviewing this at present.</i></p>	None
8	Staffing Update	<p>The Headteacher gave an oral update on staff matters in the term to date noting specifically that:</p> <ul style="list-style-type: none"> - New SENDCo/Inclusion leader appointed from Term 4. - Temporary Yr3 teacher appointed from Term 4 until end of Term 6. - Adverts placed for PPA teacher and SMSAs. - Unfortunately, there had been a lot of staff illness which was not a good start at the beginning of term. - Measles, which is rampant in schools in the Midlands, has not yet reached Nova. However, pupil sickness will have an adverse effect on attendance figures in Term 3. 	None
9	<p><u>Main Item 2</u> Headteacher's opening remarks – Term 3 2004</p> <p>Safeguarding/ Vulnerable children</p>	<p>The Headteacher supported this item with a PowerPoint presentation which the Clerk has put on GovernorHub for future reference by governors. Her report included the following main headings: Staffing; SDP update; Safeguarding/Vulnerable Children; Children in Care (CiC) and Behaviour Policies; Early Years Foundation Stage (EYFS). A general discussion followed with governors following up on matters raised to get a better understanding of key issues. Governors noted in particular:</p> <ul style="list-style-type: none"> - The Headteacher's confirmation of the steady start to the term where there were, inevitably, less distractions compared to the previous term (2) leading up to Christmas. The main focus now was the School Development Plan (SDP). - The essential five principles of learning i.e. Motivate – Attend – Relate - Generate and Evaluate are being focussed upon as well as spelling and poetry. To encourage readers, 'reading sheds' have been placed in KS1 and 2 play areas. These have been paid for from Recovery Premium with each class providing books, puzzles and games. These are currently being well used and governors were encouraged to 'visit' during their time in school. - The low level of provision made for resources/materials made in the current year's budget (the lowest set in recent years). In-school fund raising and donations (e.g. KPMG) has helped in purchasing additional resources. - The Inset Day on 9 February will focus on co-regulation strategies - behaviour. - Future events include Parent Consultation evenings, SEND coffee mornings as well as a couple of after school activities being run by parents and teachers. 	Clerk to put PowerPoint on Govhub

		<ul style="list-style-type: none"> - Safeguarding/Vulnerable Children: The Headteacher's account of some family situations and the vulnerability of pupils in such situations with impacts upon attendance and learning. This has an impact on school resources, particularly staff time. Every endeavour is made to keep in regular contact with these families. The Education Welfare Service (EWS) take on the more serious/severe conversations with parents leaving 'every day' attendance issues to school staff as part of the service, locally commissioned by NOVA. 	
10	<p>Policies Behaviour Policy P/LAC Policy</p>	<ul style="list-style-type: none"> - Draft Behaviour Policy brought to Governors for approval, however following Inset day (9 Feb) this may be returned to Governors again at next FGB after changes are made. Approved, noting that further change may be made following Inset Day on 9 February which would require FGB endorsement - No significant changes made to Children in Care Policy by Local Authority but a new paragraph had been added to the school policy as set out in the accompanying PowerPoint (Slide 5) of Head's PowerPoint. [Noted adopted children within the CiC umbrella and the PEP 'umbrella'). - Approved additional paragraph to CiC Policy 	
11	<p>Early Years Foundation Stage (EYFS)</p>	<ul style="list-style-type: none"> - A decision on whether or not to continue Governor focus on EYFS was to have been made at this meeting following the Learning Walk on 17 January. As the walk was rescheduled to 7 February the discussion to be postponed until next FGB (26 March 2024) 	c/fwd to 26 March
12	<p>Plan of Work for Governors Sent with Agenda</p>	<ul style="list-style-type: none"> - A draft Plan of Work had been circulated with the agenda papers. No immediate response was requested of governors attending who were asked for comments to be sent direct to the Chair for consideration at the next FGB. - Governors to send any comment on content to Chair before next FGB 	c/fwd to 26 March
13	<p>Link Governor roles</p>	<ul style="list-style-type: none"> - The Chair will follow this up with non-staff Governors who were absent from the meeting to seek their views and report back to the next FGB as appropriate. 	<p>Chair to speak to non- staff gobs absent for this meeting</p> <p>c/fwd to 26 March</p>
14	<p>Reports – Health and Safety</p>	<ul style="list-style-type: none"> - SBM reported that during the RAAC inspection (Reinforced Autoclaved Aerated Concrete) a number of unrelated RAAC problems were identified around the school including the hall. Asbestos was not an issue in any of the 	<p>SBM to report back to FGB 26 March</p>

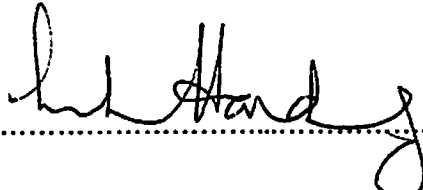
LSA

		identified problems. A plan of work is being carried out, some already completed, the remainder during the February holiday at no cost to school.	
15	After School Club	- This item to be carried forward to FGB on 26 March.	c/fwd to 26 March
16	Updated KCSIE Register available to sign at meeting	- Due to governor absence this item will be carried forward to FGB on 26 March.	c/fwd to 26 March
17	Dates	- Learning Walk – Wednesday 7 Feb – 9-11:30am - FGB – Tuesday 26 March at 4:00 pm. - Learning Walk – Wednesday 1 May 1:30-3:00 pm	
18	Business brought forward by Chair	- None	None
19	CONFIDENTIAL	<i>See separate Confidential Minute</i>	

Impact on the School of this Board meeting.

This meeting took place near the start of Term 3 with the main focus being on the financial position at the end of term 2 and the school's readiness as it went into Term 3 and the start of the new calendar year. The board was pleased to see the reduction in the in-year deficit with further reduction anticipated during the remainder of this budget. Whilst noting that there is not untoward impact on education or resourcing more generally, the Board has to be mindful of the SBM's guidance that this is the lowest level of resourcing for materials etc that the school has set in recent years. Governors acknowledge the sterling work being done by the Headteacher and her leadership team in operating in such circumstances and acknowledge the contribution made by external donations and the fund raising in school by parents and staff. This sustainable of the budgetary position over the longer period will need to be addressed going into 2024/2025.

The Quality of Education as demonstrated by the teaching and learning remains strong and again is a reflection of the strength and determination of the school leaders. The governors have seen this clearly in the year to date and is amply reflected in the headteachers report to this meeting. The board will need to ensure it is response to the needs of all staff in its monitoring of work and preparation for assessment later in the year.

Signed  Chair of Governors

Dated 23/01/24