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NOVA PRIMARY SCHOOL
Full Governing Body Meeting Minutes
Tuesday 26 March 2024 at 4:00 pm

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

	Agenda	Discussion	Actions
1	Apologies	- Apologies were accepted from Ian Thomas (Coopted + Co-Vice Chair), Mark Andres (Coopted), Katie Shadbolt (P/G + Co-Vice Chair)	None
2	Declaration of interest/hospitality/gifts received: None		None
3	Minutes and Actions from FGB 23 Jan '24 Sent with Agenda	- Minutes from 23 January: 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 Headteacher's Report Sent with Agenda	- Headteacher provided a very comprehensive report. Among the points raised/noted: - The increase in languages spoken by children being admitted – the challenges this presented and the various funding received in support. - A small number of racists remarks had been recorded and dealt with – noted not a concern at this time. - Staff sickness Term 3 was higher than previous two terms – reasons explored and noted - End of Term 6 2022/23 and Terms 1 and 4 2023/24 data – progress and concerns discussed. The Board thanked the Headteacher for her comprehensive report	None
5	Main Item 2 SFVS Schools Financial Value Statement Sent with Agenda	SBM had completed a large part of the pro-forma statement. Members asked to review this and address questions (1/2/3&25) specifically relating to school governance: Q1 – Answer – Yes; Most Governors have a basic understanding of finance/school finance with the Chair having full understanding of school finance based on work with other schools and professionally. Access to training is available through GDS (Governor Development Service).	

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		<p>Q2 – Answer – No; Following a decision of the Board, the Finance & Resources Committee had been disbanded and all finance related matters are now incorporated into FGB meetings.</p> <p>Q3 – Yes: Governors receive clear and concise finance reports at least six times a year from SBM.</p> <p>Q25 – Yes; Governors are satisfied there no outstanding matters from audit reports or from previous consideration of weaknesses.</p> <p>With the addition of the responses set out above, the Board approved the Statement for submission.</p>	SBM to submit SFVS
6	Main Item 3 Budget Update PowerPoint presentation given	<ul style="list-style-type: none"> - SBM gave a detailed presentation and was pleased to report that, as of 25 March, she is forecasting an in-year deficit which is significantly lower than anticipated. . This was due to a number of factors including: <ul style="list-style-type: none"> ▪ a saving on staffing costs ▪ gas bill was less than budgeted ▪ supply costs were also less than expected. - She had just received details of next year’s financial allocation from BCC and over the Easter period will be preparing the draft 2024/25 budget. Governors will be asked to consider this for approval at the FGB meeting on 21 May. - Chair asked about the Capital budget/ expenditure. Income is £8k pa with a rollover allowed for up to three years after which it is recouped if not spent. Plans are in place to utilise the budget with an agreed work plan. <p>The Board thanked SBM for her report and commended her and colleagues for the significant reduction in the in-year deficit.</p>	Agenda item Budget FGB 21 May
7	Authority Levels	<ul style="list-style-type: none"> - It was noted that the former Chair had undertaken a comprehensive review of ‘authority levels’ in 2022/2023 to ensure that these were in line with BCC recommendations and that there were no changes recommended in the report included with the agenda. The Headteacher and SBM confirmed that there were happy with the proposed/current levels. - Subject to removal of the reference to the Finance committee and substitution of the FGB, Governors approved the proposed Authority Levels. 	None
8	After School Club Sent with Agenda	<ul style="list-style-type: none"> - There was a general discussion about the After School Club (ASC) based on the date provided by the SBM. Governors noted: <ul style="list-style-type: none"> ▪ Numbers attending are increasing ▪ Pupils from all year groups use the club ▪ ASC still running at a financial loss ▪ Supporting staff numbers have changed - on Mondays, Tuesdays and Fridays there is only one member of staff. On Wednesdays and Thursdays there are two – to reflect numbers attending ▪ In previous years the loss had been met from general school funds and this had not been questioned by BCC/audit 	Include ASC on next FGB Agenda


		<ul style="list-style-type: none"> - The Board endorsed the Headteacher's comments about the value of the ASC to Nova parents/carers in the provision of all-round support and agreed that an update report should be available for the next FGB which would inform consideration of future provision. 	
9	Data Analysis – Mid-year review of School data Sent with Agenda	<ul style="list-style-type: none"> - The Headteacher highlighted key points in the data presented and invited questions/comments from governors - Governors were generally encouraged by the results but accepting challenges ahead. - In response to a question, it was confirmed that support is being given where required. - The challenges faced by children diagnosed with autism were acknowledged, particularly in Writing, and again that interventions were in place to assist. - Headteacher detailed changes in pupil numbers (both leavers and joiners) and highlighted the increase in EAL children many of whom have very little English language. 	
10	Annual Plan of Work(APW) Sent with Agenda	<ul style="list-style-type: none"> - The APW for Terms 4&5 had been included with the agenda papers for governor observations on additional items etc. - The Headteacher confirmed SIP (School Improvement Plan) will be updated over the Easter holiday and to be an Agenda item in Term 5. 	AWP to FGB 21 May
11	Link Governors' roles/ Responsibilities Sent with Agenda	<ul style="list-style-type: none"> - This item to be carried forward to next FGB meeting. 	c/fwd. to FGB 21 May
12	Learning Walk report from 7 Feb Sent with Agenda	<ul style="list-style-type: none"> - Governors who attended walk felt it was a good opportunity to see progress in year groups and were pleased to see progression. - On the whole the whole site felt calm and strategies were seen being used. - There was an incidence of inappropriate behaviour, however, Governors could see how well this was managed by staff and children. - Governors felt the outside learning space in KS1 could be improved. The Headteacher confirmed that improvements were planned for later in the year. She commended the work of the Reception teacher who was dealing with a challenging class and additional support was to be provided recognising this. - Governors agreed to keep EYFS as a focus and Agenda item for FGB meetings. 	c/fwd. EYFS to FGB 21 May
13	H&S	<ul style="list-style-type: none"> - SBM confirmed the recent survey had found no RACC, however there are some roof defects. Urgent work was carried out during the February holiday and over a couple of weekends. - SBM is waiting for quotes for the remaining work which includes attending to the water penetration in the dining hall. 	Update at FGB 21 May

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14	Policies for Governor approval Sent with Agenda	<ul style="list-style-type: none">- Governors approved the following Policies: -- Nova Best Value Statement- Nova Charging and Remissions- Nova Authority Levels approved after the wording 'Finance and Resources Committee' (F&R) was replaced by 'Full Governing Body' (FGB) (see item 7 above also)- Nova Purchasing Policy approved after the wording 'Finance and Resources Committee' (F&R) was replaced by 'Full Governing Body' (FGB)	SBM to make changes to Authority Levels and Purchasing Policy
15	Dates of forthcoming meetings	<ul style="list-style-type: none">- Learning Walk – Wednesday 1 May at 1:30-3:00pm <i>focus will be on Curriculum and Learning retention strategies</i>- FGB – Tuesday 21 May at 4:00pm- FGB – Tuesday 16 July at 4:00pm	
16	Business brought by Chair	<ul style="list-style-type: none">- None	
17	CONFIDENTIAL Sent with Agenda	<i>See separate Confidential Minute</i>	

Impact on the School of this Board meeting.

The main themes emerging from this meeting related on the one hand to the challenges of teaching and learning across the school and the other to the availability of resources both financial and staff to support this. The board was able to support and endorse the good work being done in many areas to ensure that all pupils had the best opportunity and that everything was being done to ensure the most efficient use of resources available. This places the school in a good position to face the future.

Signed  Chair of Governors

Dated 21/5/24