

MINUTES

- BOARD:** Full Governing Body of
- SCHOOL:** Jubilee Primary School
- DATE:** 13th October 2021
- TIME:** 8 am
- VENUE:** Virtual
- ATTENDED:** Mary Walker – Chair
 Max Lawson (ML)
 Thomas Irven (TI)
 Norma Hewins – Head Teacher
 Sarah Kissack (SK)
 Paul Walters (PW)
 Brendan Tarring (BT)
 Ally Rea (AR)
 Ross Birkbeck (RB)
 George Gould (GG)
 Patrice North (PN)
- ALSO PRESENT:** Josh Cardale – Deputy Head (JC)
 Kerry Joseph – Business Manager
 Stacey Fountain – Clerk
- OBSERVING:** Nesson Quiery – Assistant Headteacher

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

The meeting commenced at 8.02 am.

Item	
1	Welcome and Apologies: Those present were welcomed by the Chair.
2	Procedural items: 2.1 Apologies for absence - Apologies were received from Nina Patrick. No apologies were received from Nana Brew 2.2 Confirmation of Quorum - The meeting was confirmed as quorate 2.3 Confirm Board Membership & Elect Chair – The governors re-elected MW as Chair.

	<p>2.4 Declarations of interest for this meeting - No pecuniary or personal interests were advised for any agenda item for this meeting.</p> <p>2.5 Confirm Instrument of Governance – The governors agreed to adopt the instrument of governance.</p> <p>2.6 Review and Sign up to Code of Practice October 2021. – The governors agreed to this.</p> <p>2.7 Election of Max Lawson as Vice-Chair – ML was elected as Vice-Chair of the Jubilee governing body. ML will move from the Resources Committee to the Teaching and Learning Committee of which he will be chair.</p> <p>2.8 Election of new governor Patrice North - The governors received PN papers and elected her as a new governor of the Jubilee Governing Board. PN will be joining the Resources Committee.</p> <p>2.9 Governor annual declaration of interest to Clerk 2.10 Governor Skills Audit to Clerk 2.11 Governor ICT Agreement to Clerk 2.12 KCSIE September 2021 (Part 1) to Clerk</p> <p>2.9 to 2.12 – The governors were advised to complete these documents and return them to the Clerk as soon as possible if they have not done so already.</p>
3	<p>Any other business – There was no other business declared to be discussed.</p>
4	<p>Minutes: The minutes of the previous meeting on 7th July 2021 was approved and will be signed by the Chair.</p>
5	<p>Matters Arising from the Minutes: 10.7 Safeguarding Link Report – The Chair has been unable to contact Nana Brew who was the Safeguarding link governor for 2020-2021. Due to this, the Chair has completed the Safeguarding link report with the DSL and this was shared with the governors at the Teaching & Learning Committee on 17th September and shared with governors in advance of this meeting. Ally Rea will be taking on the Safeguarding link role.</p> <p>12 Eco school project – SK thanked the school for starting this process.</p>
6	<p>Correspondence: To note any correspondence received by the Trust / Chair</p> <ul style="list-style-type: none"> • Bulletins • Chair Update • Jubilee July and September Newsletters <p>The governors have received copies of all the above correspondence and have been advised to ensure they read through it. The Chair drew attention to the monthly Newsletters as providing a valuable source of information about Jubilee.</p>

7	<p>Headteacher</p> <p>7.1 Year 6 Leavers Secondary School Data – Data was provided in advance of the meeting about the schools to which year 6 students had gone at end of academic year 2020-2021.</p> <p>7.2 Off-Rolling – Information was provided in advance of the meeting to show the number of children that have left Jubilee (11), and that 8 pupils had joined the school.</p> <p>7.3 School Priorities reference Governor Link roles</p> <p>The chair confirmed the following link governor roles:</p> <p>Safeguarding – AR SEN – SK Curriculum – TI Early Help Reading – NP Pupil Attainment – ML PTA – BT Regulatory Compliance – RB Diversity – PN Quality First Teaching - ML</p> <p>7.4 Assessment – Chair noted that the report had been reviewed in detail at the Teaching and Learning Committee meeting. The data point summative assessments will be completed at the end of this term. Jubilee will be using standardized tests to quality assure English and Math's. GG added that these assessments are useful as they look at the national average performance of students so the school can see if the children are on track nationally.</p> <p>7.5 Covid Catch-up Spend – The Chair noted that report needs to be updated for publication on the school website. Some discussions took place regarding this during the Teaching and Learning Committee meeting. JC added that he is aware that the Reception development score was lower than expected and provisions are in place for these children who are now in year 1. There are limited resources in the school this academic year due to the budget situation. They are being focused on phonics and early reading intervention.</p>
8	<p>Finance</p> <p>8.1 September Review Budget April 2021-22 with notes – The budget was shared with the governors in advance of the meeting. KJ is monitoring the budget closely.</p> <p>8.2 Budget monitoring 2021/22 Q2 – The school are currently on plan. However given the current challenging financial position the Resources Committee will continue to scrutinise expenditure. KJ will work with the SLT to begin a dialogue with parents and the PTA to discuss ways they can raise funds to support the school. The Headteacher explained that she had attended a meeting with local Headteachers to discuss funding. They also discussed concerns about the current support for schools with regard to SEND funding. JC added that the school needs to raise awareness in the parent community and not be embarrassed to ask for funding.</p> <p>8.3 School Census – The school has some children join after the census was completing meaning they will not get funding for these children next financial year. There were 6 fewer children on this census compared to last year.</p> <p>Q - The Chair asked if this is something that can be addressed with the local authority as the children were added to Jubilee's roll the day after the census so their previous school would</p>

	<p>have been aware of this prior to census day. It seems unfair that these children's previous schools will get the funding from April 2022 and not, Jubilee Primary School? A – The governors agreed to this being followed up.</p> <p>ACTION – The Chair and KJ will make enquiries about the current practice and the impact on funding</p> <p>A governor stated that the census shows that the reception class is full and this is a positive for the school. It shows that the school is doing well recruiting pupils and will continue to attract children in the future.</p> <p>8.4 Teaching Staff Pay Awards (verbal) – Support staff national pay review is still being reviewed but 1.75% will likely be agreed. KJ included a 1% uplift in the estimated budget for 2021-22 but the school will need to find funding for the additional 0.75% from within the current budget if this is agreed.</p> <p>8.5 Premises (verbal) – KJ reported that the work outstanding is due to be completed during half term. The Headteacher is happy with the remedial work so far completed. There are follow up works that need to be addressed e.g. make good painting and decorating, damage to carpets.</p>
9	<p>Fernbank 9.1 Budget monitoring 2021/22 Q2 – The governors received the budget monitoring in advance of the meeting and noted current position.</p>
10	<p>Minutes of Committees 10.1 Teaching & Learning Committee 17th September 10.2 Resources Committee 24th September</p> <p>The FGB has received copies of the above minutes and the Chair encouraged the governors to read the minutes of both committees so they have an understanding of both of the discussions taking place.</p>
11	<p>Policies and Procedures 11.1 Safeguarding and Child Protection Policy September 2021 (Chair's action) 11.2 Finance, Business, Premises and GDPR policy review 2021 (approved Resources Committee 24 September 2021) 11.3 Positive Behaviour Policy 11.4 Online Safety Policy 11.5 RHSE Policy 11.6 Early Years Foundation Stage Policy 11.7 Assessment Policy</p> <p>All policies were APPROVED by the governors.</p>
12	<p>Governor Training - Autumn Governance Training The Chair encouraged the governors to attend any training areas related to the link roles. If the governors have not completed their child protection training, they were asked to let her know so they can be booked on the next available course.</p>

13	Any Other Urgent Business (AOB): As agreed in advance in item 3 above
14	Meeting Dates It was agreed that the next meeting will be on: T&L - 12 th November 2021 Resources – 19 th November 2021 Please note date change FGB – 8th December 2021.
	The meeting was adjourned by the Chair at 9.19 am.

Matters arising from the minutes of the Full Governing Board held on 13th October 2021.

Item	Action	Actionee	Status
8.3	School Census -the Chair and KJ will make enquiries about the current practice and the impact on funding	Chair & KJ	

Outstanding items:

Item	Responsible	Status
No outstanding items		