

## MINUTES

**BOARD:** Full Governing Board of

**SCHOOL:** Jubilee Primary School

**DATE:** 6<sup>th</sup> July 2022

**TIME:** 8:00 am

**VENUE:** Virtual

**ATTENDED:** Patrice North – Chair  
Max Lawson – Vice Chair  
Thomas Irven (TI)  
Ally Rea (AR)  
Norma Hewins – Headteacher  
George Gould (GG)  
Sarah Kissack (SK)  
Joanne Pettigrew (JP)  
Ross Birbeck (RB)  
Paul Walters (PW)  
Brendan Tarring (BT)  
Charles Campbell (CC)  
Pierre Vero (PV)  
Stephanie Calhoun (SC)  
Nicola Edwards (NE)

**ALSO PRESENT:** Josh Cardale – Deputy Head Teacher  
Kerry Joseph – Business Manager  
Nessan Quiery – Assistant Head Teacher  
Stacey Fountain - Clerk

The meeting commenced at 8.02 am

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.

Item	
1	<b>Welcome and Introductions:</b> Those present were welcomed by the Chair.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> – All were present for the meeting. <b>2.2 Confirmation of Quorum</b> - The meeting was confirmed as quorate <b>2.3 Declarations of interest for this meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting.

	<p><b>2.4 Governor Recruitment</b></p> <p>(i) <b>Governor Nomination: Stephanie Calhoun</b> – Accepted.</p> <p>(ii) <b>Governor Nomination: Nicole Edwards</b> – Accepted.</p> <p>(iv) <b>Associate Governor Nomination: Paul Walters</b> – Accepted.</p> <p>(v) <b>Associate Governor Nomination: Nesson Quiery</b> – Accepted.</p> <p><b>2.5 Confirm membership for next academic year</b> – GG will be leaving as a governor at the end of his term (20<sup>th</sup> July 2022). Victoria Nellis will take over the staff governor role.</p>																								
3	<p><b>Any other business</b> – There was no additional business to be discussed.</p>																								
4	<p><b>Minutes:</b></p> <p>The minutes of the previous meeting on 18<sup>th</sup> May 2022 were approved and signed.</p>																								
5	<p><b>Matters Arising from the Minutes:</b></p> <table><thead><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr></thead><tbody><tr><td>7.4</td><td>Staff survey results are to be discussed at the next Resources Committee meeting.</td><td>Clerk</td><td>Actioned</td></tr><tr><td>8.4</td><td>Catering contract update to be provided at the next Resources Committee meeting.</td><td>Clerk</td><td>Actioned</td></tr><tr><td>8.5</td><td>IT contract update to be provided at the next Resources Committee meeting.</td><td>Clerk</td><td>Actioned</td></tr><tr><td>10</td><td>AR and JP to email their Resources Committee questions to the relevant Chair and clerk to be asked at the next meeting.</td><td>AR &amp; JP</td><td>Actioned</td></tr><tr><td>11.2</td><td>Diversity Link Governor Report to be discussed at the next FGB meeting.</td><td>Chair</td><td>Agenda</td></tr></tbody></table>	Item	Action	Actionee	Status	7.4	Staff survey results are to be discussed at the next Resources Committee meeting.	Clerk	Actioned	8.4	Catering contract update to be provided at the next Resources Committee meeting.	Clerk	Actioned	8.5	IT contract update to be provided at the next Resources Committee meeting.	Clerk	Actioned	10	AR and JP to email their Resources Committee questions to the relevant Chair and clerk to be asked at the next meeting.	AR & JP	Actioned	11.2	Diversity Link Governor Report to be discussed at the next FGB meeting.	Chair	Agenda
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6	<p><b>Correspondence:</b></p> <p><b>6.1 Councilors' letter to schools and settings May 2022</b> – The letter was shared with governors.</p> <p><b>6.2 All governors should now be receiving ParentMail</b> – Governors confirmed they have begun to receive this.</p>																								
7	<p><b>Headteacher</b></p> <p><b>7.1 SIP report (June 2022)</b> – The report confirms and endorses everything the school have been doing. The SIP has spoken to students and watched lessons as well as reviewed the SATs results.</p> <p><b>7.2 Head Teacher's Report &amp; School Priorities (2022-23)</b></p> <p>The school had a 2-day Ofsted inspection the week before this meeting. Feedback was provided to the governors present, the Headteacher and the SIP at the end of the 2 days. No information has been provided with regards to the grading the school will receive. This will take up to 18 days from the date of inspection to be confirmed.</p> <p>Some of the highlights are that the Ofsted inspector praised the school's website and stated that it is one of the best they have ever seen. The inspectors watched and were impressed with phonics sessions taking place and commented on the high quality of phonics teaching. The Ofsted inspector was impressed with attendance processes and management. Behaviour was viewed as outstanding and excellent. They interviewed various teachers and pupils and saw that the children were excited and eager to learn and come to school.</p> <p>The PTA was praised for the fund raising they have achieved during Covid-19 and the summer fayre.</p> <p>SATs results have been returned and the senior management are delighted with the outstanding results.</p> <p>Reading – 91%</p> <p>Maths and writing – 85% achieved expected standards.</p> <p>Grammar, punctuation and spelling – 89%</p>																								

	<p>RWM combined – 84%</p> <p>GG will provide a table to governors providing a full breakdown compared to national averages.</p> <p><b>ACTION – GG to provide SATs breakdowns compared to national averages to governors.</b></p> <p>The Headteacher praised GG and the year 6 teachers for their hard work, knowledge and determination.</p> <p>23 pupils at Jubilee primary have EHCPs. Year 3 has the largest number. There are potentially 8 EHCP children joining the school in September 2022. The school received one formal complaint this year in April 2022 which was investigated and resolved.</p> <p><b>7.3 Staffing Structure (2022-23)</b> – 2 new ECTs are joining the school in September 2022. An additional ECT will be completing their second year with the school. NQ will be taking the role of business manager at the school. Ali Akcadag has returned to the school and has been working alongside KJ ready for her retirement and will be supporting NQ.</p> <p><b>7.4 Pupil Engagement Survey 2021-2022</b> – The pupil survey was reviewed by the Teaching &amp; Learning Committee and JC answered questions at this committee meeting.</p> <p><b>7.5 Parent and Carers’ Engagement Survey</b> – A new survey has been completed and the results will be shared at the next Teaching and Learning Committee meeting.</p> <p><b>ACTION – Parent and Carers’ Engagement Survey to be reviewed at the next T&amp;L committee meeting.</b></p> <p><b>7.6 Staff Engagement Survey</b> – The staff survey was shared at the Resource Committee meeting and JC answered governors’ questions at this time.</p> <p><b>7.7 PE &amp; Sports Premium Report (draft)</b> – It was agreed that the draft report would be reviewed in more detail during the next Teaching &amp; Learning Committee meeting.</p> <p><b>ACTION – PE and Sports Premium Report to be discussed at the next T&amp;L meeting.</b></p>
8	<p><b>Finance</b></p> <p><b>8.1 Budget Monitoring Report (May - P2)</b> – This was discussed in detail at the Resources Committee meeting. No questions were asked during this meeting.</p> <p><b>8.2 Premises Report</b> - This was discussed in detail at the Resources Committee meeting. No questions were asked during this meeting.</p> <p><b>8.3 Catering Contract</b> – The Headteacher and SBM have secured a catering company for the next academic year. The company will work off-site and deliver food and they can also prepare food onsite. A2A are finalising the contract details and Chartwells are sharing TUPE information for the transfer of the kitchen staff. The Headteacher and SBM discussed with governors the need to increase charges to parents for a school lunch in the Autumn term. The school currently charges £2.20. It was agreed that the school would send a survey to parents to establish what they feel is a fair and reasonable amount to charge per school meal. They would ask A2A to do a taster and welcome session for pupils and parents before the end of term. Once the survey results are available this will be shared with governors and the charge to parents will be agreed.</p> <p><b>ACTION – SBM to arrange a taster session provided by A2A before the end of term and send a ‘school lunches’ questionnaire to families. SBM to communicate outcome of the questionnaire and propose a new school meal price to Governors. Governors to approve the price and Charging Policy September 2022 via email before the end of term.</b></p>

	<p><b>8.4 ICT Services Contract</b> – The tender process is in place and 6 companies have been approached. 2 of these companies have asked for an extension. The school will look at each quotation once received and decide which offers the best value for Jubilee Primary School.</p> <p><b>8.4 School Rolls and Nursery Places</b> - This was discussed in detail at the Resources Committee meeting. No questions were asked during this meeting.</p> <p><b>8.5. School Fund</b> – It was agreed at the recent Resources Committee that the School Fund account will be closed. It has in the past been used for musical instrument deposits but the school no longer holds a deposit for musical instruments. The governors approved the decision to close the account and move the balance to the main disbursements account.</p>
9	<p><b>Fernbank</b></p> <p><b>9.1 Fernbank Children’s Centre Report</b> – The Centre continues to do well. The budget provided to governors does not include school fees. This will be added in the new academic year.</p> <p><b>9.2 June 2022 occupancy and projected September occupancy</b> – Occupancy is high and expected to remain high in the new academic year.</p> <p><b>9.3 Budget Monitoring Report (May-P2)</b> - The report was provided to governors and was discussed in detail during the recent Resource Committee meeting.</p>
10	<p><b>Link Governor Reports</b></p> <p><b>10.1 Diversity Report</b> - The governor reviewed the schema that was attached to the report. It illustrated how a whole school approach, based on aspects of pupil difference, could be used to meet the objectives of the School’s Equality Policy. Work has been undertaken on understanding race/racism and gender. A strategy has been developed to embed these elements of diversity in the curriculum. A diversity action plan has been on hold at the school due to Covid-19. A revised action plan will be developed in the new academic year. A copy of the report was provided in advance of the meeting.</p> <p><b>10.2 Quality First Teaching</b> – The report was reviewed at the Teaching &amp; Learning committee and a copy report was provided in advance of the meeting.</p> <p><b>10.3 Learning Resources</b> – This report will be reviewed at the next Resources Committee meeting.</p> <p><b>ACTION – Learning Resources link governor report to be discussed at the Resources Committee Meeting.</b></p> <p><b>10.4 Knowledge Rich Curriculum</b> -. This report was discussed in detail during the recent T&amp;L committee meeting.</p> <p><b>10.5 Safeguarding</b> – Governors received a copy of the report in advance of the meeting. It was explained that because systems have changed a baseline is not available for last year so this year’s data will be used as a baseline for the next academic year.</p> <p><b>10.6 SEND</b> – It was explained that the 8 potential EHCP children joining the school do not currently have an EHCP in place so the school will be expected to fund the support required until this is in place. Governors received a copy of the report in advance of the meeting.</p> <p><b>10.7 PTA</b> – This will be reviewed during the next Resources Committee Meeting</p> <p><b>ACTION – PTA link governor report to be discussed at the next Resources Committee meeting.</b></p>
11	<p><b>Minutes of Committees</b></p> <p><b>11.1 T &amp; L Committee 17<sup>th</sup> June 2022</b></p> <p><b>11.2 Resources Committee 24<sup>th</sup> June 2022</b></p>

	The minutes were provided to the governors to review.
	<b>Policies and Procedures for ratification:</b> <b>12.1 FGB, Resources and T&amp;L Committee Terms of Reference – September 2022</b> - The Terms of reference were approved during the meeting. <b>12.2 RHSE Policy</b> – Approved at T&L committee meeting. <b>12.3 Finance &amp; Business Policy Review</b> – Approved at the Resources Committee meeting
	<b>Governor Training</b> <b>13.1 GDPR</b> – Governors were asked to complete this training by the end of the academic year. <b>ACTION – All governors to complete GDPR training by the end of the academic year.</b> <b>13.2 Safeguarding</b> – New safeguarding training will be available for all governors to complete. <b>13.3 National Governors Association</b> – Training options are available to governors. <b>13.4 Judicium Sofa Sessions</b> – Sofa session emails are sent to governors and they were advised to attend.
14	<b>Any Other Urgent Business (AOB):</b> <b>14.1</b> As agreed in advance in item 3 above
	<b>Governing Board Meeting Schedule - Autumn 1 2022</b> T&L Committee: Friday 16 <sup>th</sup> September 2022 Resources Committee: Friday 23 <sup>rd</sup> September 2022 Full Governing Board: Wednesday 12 October 2022
	<b>The meeting was adjourned by the Chair at 8.56 pm</b>

#### Matters arising from the minutes of the Full Governing Board meeting held on 6<sup>th</sup> July

Item	Action	Actionee	Status
7.2	GG to provide SATs breakdowns compared to national averages to governors	GG	
7.5	Parent and Carers' Engagement Survey to be reviewed at the next T&L committee meeting.	Clerk	
7.7	PE and Sports Premium Report to be discussed at the next T&L meeting.	Clerk	
8.3	Catering cost email to be sent to families to establish a fair and reasonable price to charge for school meals. Once the results have been received governors will agree upon a fair price to charge parents.	SBM	
10.3	Learning Resources link governor report to be discussed at the next Resources Committee meeting.	Clerk	
10.7	PTA link governor report to be discussed at the next Resources Committee meeting.	Clerk	
13.1	All governors to complete GDPR training by the end of the academic year.	All governors	

2022.