

MINUTES:

BOARD:	Full Governing Board of
SCHOOL:	Jubilee Primary School
DATE:	22 nd March 2023
TIME:	8 am
VENUE:	Virtual meeting
ATTENDED:	Ross Birbeck (RB) Stephanie Calhoun (SC) Charles Campbell (CC) Josh Cardale (JC) – Deputy Headteacher Nicole Edwards (NE), Norma Hewins (NH) – Headteacher Sarah Kissack (SK) Max Lawson – Chair Victoria Nellis (VN) Patrice North (Chair), Joanne Pettigrew (JP) Nesson Quiery (NQ) – Assistant Headteacher Ally Rea (AR) Brendan Tarring (BT) Paul Walters – Associate Governor
APOLOGIES:	Thomas Irven (TI)
ABSENT:	Pierre Vero (PV)
ATTENDING:	Stacey Fountain – Judicium Clerk
QUORUM:	50% of all filled positions.

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. 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	Welcome and Introductions: The meeting commenced at 8.02 am Those present were welcomed by the Chair.
2	Procedural items:
2.1	Apologies for absence - Apologies for absence as recorded were accepted by the Governors.
2.2	Confirmation of Quorum - The meeting was confirmed as quorate

2.3	Declarations of interest for this Meeting - No pecuniary or personal interests were advised for any agenda item for this meeting			
2.4	Confidentiality Statement - All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved. All governors were reminded to complete their GDPR training.			
3	Any Other Business –There was no additional business to be discussed during this meeting.			
4	Minutes: The Minutes of the previous meeting on 8 th February 2023 were approved and will be signed by the Chair.			
5	Matters Arising from the Minutes:			
	Item	Action	Actionee	Status
	2.5	All governors are to complete their GDPR training.	All govts	In progress
	12.1	Resources Committee to discuss and explore the lack of a carry forward at the end of the financial year	Clerk	Completed.
	12.3	Draft SFVS to be discussed at the next Resources Committee meeting and updates provided at the next FGB meeting.	Clerk	Completed.
	Outstanding items:			
	Item	Action	Actionee	Status
2.5	All governors are to complete: Governor annual declaration of interest, Governor Skills Audit to Clerk, KCSIE September 2022(Part 1) & Governor ICT Agreement and send it to the clerk. The clerk will email the governors outstanding	All governors/clerk	Completed	
7.4	PTA Link Governor Report to be presented at the next Resources Committee meeting.	Clerk/Chair	Completed	
6	Correspondence: To note any correspondence received by the Chair: NGA Newsletter 20 January 2023 (Strike Action; Disadvantage & Toolkits, PP, SFVS)			
7	Minutes of Committees			
7.1	Teaching & Learning Committee			
7.2	Resources Committee The minutes were shared in advance of the meeting. Governors were encouraged to review these minutes.			
8	Strike Action – There are no further strikes planned.			
9	PTA			
9.1	AGM New trustees- new trustees were appointed to the PTA. JC, AR and BT attended this meeting and the schools’ priorities were reaffirmed. They were provided with details on curriculum enrichment the school would like support with.			
9.2				

	Quiz Night 30 March – A governor team has been arranged.
10	Finance
10.1	Budget Commentary – The budget commentary was shared in advance of the meeting.
10.2	P11 Budget Monitoring Report & Projected Year End – The P11 was shared in advance of the meeting with the governors.
10.3	<p>1st Draft Budget 2023-24</p> <p>The final budget will be presented at the next Resources Committee meeting and submitted to the LA by 2nd May 2023.</p> <p>Income -</p> <p>The school expects to receive £1.842.13 based on 399 pupil numbers.</p> <p>PP has increased by £24,000</p> <p>Low prior attainment funding has increased by £8000</p> <p>This means funding has increased by £91,000 compared to the 22/23 financial year.</p> <p>The school has predicted similar income next year for EHCPs and the Nursery. An additional amount of £25,000 in school grant funds is expected.</p> <p>Q – The spreadsheet shows an increase in SEND funding whilst the commentary says EHCP income is projected to be the same.</p> <p>A – It is predicted that EHCP income will remain the same as was budgeted for in 22/23. The Excel document shows what the school actually received in 22/23.</p> <p>Q – Is the school expecting to submit more EHCPs next financial year?</p> <p>A – Yes. NQ reviewed this with the SENCO and agreed it is difficult to predict EHCP funding, when it is likely to come through or the amount that will be received for each child. It was agreed to consider providing a conservative expected income rather than overestimate it.</p> <p>Q – Is the £25,000 grant funding based on previous funding achieved?</p> <p>A – These are grants that the school automatically receive from the government.</p> <p>Q – Can the school tutoring grant be used in another way so it is not lost?</p> <p>A – The funds will be clawed back if they are not used. There are strict rules on how this money must be used and the school did not find it impactful to justify paying 60% towards these costs.</p> <p>Expenditure –</p> <p>Expenditure has been linked to the school's priorities.</p> <p>The budget includes:</p> <p>Maintaining current staffing levels (though not replace the loss of 2 days by TAs who plan to reduce their working hours by a day each per week?)</p> <p>Not employing an agency financial officer but appointing a Bursar instead</p> <p>Replacing an M6 teacher with an ECT.</p> <p>The governors noted that ECTs are new teachers and will need gradual integration into the school before being able to add to the outcomes of the objectives. NQ agreed but explained the school's priority is about maintaining staffing levels.</p> <p>Q – Teachers may say they are considering leaving but then don't. Can the school still have the proposed structure if some anticipated leavers do not leave?</p> <p>A – The budget is forecast for 4 staff members leaving. NQ understands that this may not</p>

	<p>be the case</p> <p>The school is not purchasing teachers' insurance but will ring-fence £19,000 (+ the £8,000 usually budgeted for sickness, i.e. £27,000) for teacher absence. £10,000 is earmarked for tree lopping. Pay increases are predicted to be 3.5% Any 22/23 surplus will be used towards IT renewal.</p> <p>If the school was to run into any difficulties due to any unknowns, the school would consider losing one or more agency staff and would not replace any staff anticipated to leave. Costs would be covered by using funds earmarked for the trees and the funding ring-fenced for teacher absence.</p> <p>Q – The school is proposing lower spending on Learning Resources. A – This has been revised and actually slightly increased.</p> <p>Q – The school are proposing to reduce spending on IT resources. A – A large 3-year Accelerated Reading programme was purchased last year so this expenditure is not needed or included.</p> <p>Q – What are special facilities? A – This cost has reduced as the Breakfast Club and Play Centre now use their own catering so the school is not paying Chartwells anymore for this service.</p> <p>Q – The budgeted salary increase of 3.5% is below inflation. A – 3.5% is automatically added by the LA.</p> <p>The school has various contracts due for renewal/re-tendering and will plan contract end dates for re-tendering in advance.</p> <p>Q – Could the school include other services such as coach hire and negotiate better rates of pay A – The school hope to include this.</p>
10.4	The school has not been informed what its capital budget will be. Some will be needed to repair the leak if the insurance does not cover it.
10.5	Best Value Statement – The Best Value Statement was discussed in advance of the meeting and discussed at the recent Resources Committee meeting.
10.6	Draft strategic plan for sustainable funding opportunities & governors' letter to parents/carers – It was agreed that this would be discussed in the new financial year. It was also agreed that additional funding and grants are available in the community and through existing schemes and the school and governors need to be proactive in seeking these opportunities.
11	Fernbank
11.1	P11 Budget Monitoring Report – Fernbank is expecting a year-end in-year surplus of £16,000.
11.2	<p>Draft Indicative Budget 2023-24 – Fernbank has not received its budget details from the LA yet. This will be shared with governors once they have received it.</p> <p>Staff Update – The new Head of Centre has been in place for approximately 2 months. She is receiving support from an experienced retired Headteacher.</p>

12	Premises
12.1	Current and Planned Projects – Projects were discussed at the Resources Committee. No further updates have been provided since this meeting.
13	Policies
13.1	Teaching and Learning Policy March 2023 The policy was approved by the governors.
14	Pupil Census
14.1	Disaggregated anonymised pupil data by year group and key diversity indicators The Diversity Working Group will review this after Easter 2023 and discuss a useful presentable format. SC is summarising the pupil census data and will apply the same standards on disclosure in the summary tables as DfE would when reporting data from the national pupil database. The tables will then be shared with the Diversity Working Group first.
15	Safeguarding
15.1	Internal Audit – An audit is required every 2 years. It was agreed that the report will be shared and discussed at the next Teaching & Learning Committee meeting ACTION – Safeguarding internal audit report to be shared at the next Teaching & Learning Committee meeting.
17	Any Other Business – No additional business was discussed during this meeting.
18	Identify Items for Confidential Part II Minutes – Noted.
19	Meeting Dates It was agreed that the next meeting will be on: 28 th April 2023 – Resources Committee 5 th May 2023 – Teaching & Learning Committee 17 th May 2023 – FGB Meeting.
	The meeting was closed by the Chair at 8.59 am

Actions arising from the Minutes of the FGB meeting held on 23rd March 2023

Item	Action	Actionee	Status
15.1	Safeguarding internal audit report to be shared at the next Teaching & Learning Committee meeting.		

Minutes are signed digitally by the Chair on GovernorHub