

## MINUTES:

**BOARD:** Full Governing Board of

**SCHOOL:** Jubilee Primary School

**DATE:** 5<sup>th</sup> July 2023

**TIME:** 8 am

**VENUE:** Virtual meeting

**ATTENDED:** Charles Campbell (CC),  
Stephanie Calhoun (SC)  
Josh Cardale (JC) – Deputy Headteacher  
Nicole Edwards (NE),  
Norma Hewins (NH) – Headteacher  
Thomas Irvén (TI),  
Sarah Kissack (SK)  
Max Lawson – Chair  
Victoria Nellis (VN)  
Nessan Quiery (NQ) – Assistant Headteacher  
Ally Rea (AR)  
Brendan Tarring (BT)  
Paul Walters – Associate Governor

**APOLOGIES:** Ross Birbeck (RB), Patrice North (Chai)

**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	<b>Welcome and Introductions:</b> The meeting commenced at 8.03 pm The Vice-Chair chaired the meeting in the absence of the Chair. Those present were welcomed by the Chair.
2	<b>Procedural items:</b>
2.1	<b>Apologies for absence</b> - Apologies for absence as recorded were accepted by the Governors.
2.2	<b>Confirmation of Quorum</b> - The meeting was confirmed as quorate

2.3	<b>Declarations of interest for this Meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting			
2.4	<b>Confidentiality Statement</b> - 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.			
3	<b>Any Other Business</b> – Solar panel survey.			
4	<b>Minutes:</b> The Minutes of the previous meeting on 17 <sup>th</sup> May 2023 were approved and will be signed by the Chair.			
5	<b>Matters Arising from the Minutes:</b>			
	<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
	8.2	Governors are to email ML and PN of any amendments to the ToR they would like to be considered.	All governors	Ongoing
	9.3	JC to review census summary data and consider providing it to the PTA but ensure that children are not identifiable	JC	
	<b>Actions arising from the Minutes of the Teaching and Learning Committee held on 14<sup>th</sup> June 2023</b>			
	<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
	7	Curriculum subject maps to be provided to governors during the summer term	JC	Ongoing
	8.2	The chair is to discuss non-statutory policies with the FGB Chair to ensure governors are still aware of any changes made.	T&L Chair	Ongoing
	8.3	Governors to provide feedback on TOR in advance of the FGB meeting	Governors	On agenda
	8.4	Future citizens/careers to be discussed between JC and the Headteacher and how this can be added to the school vision or priorities	JC/Head	Ongoing
9.1	Parent and staff survey results are to be shared at the next FGB meeting	Clerk	On agenda	
11.1	PE & Sports Premium Report 22/23 to be shared at the FGB meeting	Clerk	On agenda	
6	<b>Correspondence:</b> CPD Programme for Schools 23-24 KCSIE 2023 - Sofa Session Summary Notes The correspondence was shared with the governors in advance of the meeting.			
7	<b>Minutes of Committees</b> Teaching & Learning Committee 14 <sup>th</sup> June Resources Committee 23 <sup>rd</sup> June			
8	<b>23/24 information</b>			
8.1	<b>Meeting dates</b> – Shared in advance of the meeting			
8.2	<b>Annual Policy summaries</b> – Shared in advance of the meeting			
8.3	<b>Business Planner</b> – Shared in advance of the meeting.			

8.4	<b>Code of Practice</b> – This was not available during the meeting.
8.5	<b>Confirm Governor membership</b> – This was not available during this meeting.
8.6	<b>Terms of Reference for FGB and Committees</b> - Shared in advance of the meeting and APPROVED.
8.7	<b>Annual Business Planner</b> - Shared in advance of the meeting.
8.8	<b>Annual Policy summaries</b> - Shared in advance of the meeting.
8.9	<b>Declaration of Interest Form</b> – Governors were asked to complete this in advance of the new academic year
8.10	<b>Skills Audit</b> - Governors were asked to complete this in advance of the new academic year
8.11	<b>KCSiE 2023 Confirmation</b> - Governors were asked to complete this in advance of the new academic year
8.12	<b>ICT Agreement</b> - Governors were asked to complete this in advance of the new academic year
	<b>ACTION – Governors to complete, DoI, Skills Audit, KCSiE and ICT agreement before the next FGB meeting in September 2024 and return to the clerk.</b>
9	<b>Governor Link Reports</b>
9.1	<b>Guidelines for Embedding Diversity in Link Governors Reports</b>
9.2	<b>Pupil Attainment</b>
9.3	<b>Safeguarding</b>
	The governor link reports were shared in advance of the meeting and discussed at the recent T&L Committee meeting.
10	<b>Headteacher Report</b> – The Headteacher’s report was shared in advance of the meeting.
10.1	<b>Jubilee SIP 3 June 2023</b> – The SIP was not available during this meeting.
10.2	<b>Head Teacher’s Report 3 &amp; School Priorities 2023-24</b> - The school priorities were discussed in detail at the recent T&L Committee meeting (minutes were shared in advance of the meeting). It was agreed that school priority governor link roles will be in place next academic year which will be agreed at a future meeting.
10.3	<b>Staffing Structure 2023-24</b> – The report was shared in advance of the meeting and includes 3 additional staff (2 ECTS and one M6). These new staff members will allow SLT additional time to complete monitoring and observations.
10.4	<b>Pupil Engagement Survey 2022-23</b> – The school has been collaborating with the caterers to offer more suitable options to the children to encourage them to have school dinners instead of bringing in home pack lunches which they do not eat.
10.5	<b>Parent and Carers’ Engagement Survey 2022-23</b> – The parent survey results were shared in advance of the meeting.
	<b>Q</b> – A governor requested that future surveys include the parent response rate. 113 parents completed the survey, but some parents have more than 1 child attending the school. This governor would also like the data broken down into characteristic groups i.e.: PP and EHCP.
	It was agreed that this data can be provided in future survey results.
	<b>Q</b> – Does the school assume that all parents have internet access?
	<b>A</b> – A survey has been completed previously about internet access with parents and

	carers and all responded that they have access.
10.6	<b>Staff Well-Being Survey 2022-23</b> – The staff well-being survey was shared in advance of the meeting. The report shows high levels of staff happiness.
10.7	<b>PE &amp; Sports Premium Report 2022-23</b> – The report was shared in advance of the meeting.  <b>Q</b> – Are the clubs full? How many children are unable to attend if they are full? <b>A</b> – The clubs are paid for using the Sport Premium funding and these clubs are run through external providers. The school is at capacity for these clubs but also offers internal clubs to the children.
10.8	<b>Child Q update report 2023</b> – The Headteacher recently attended a Heads meeting which discussed Child Q. More systems have been put in place since this incident occurred across the Borough.
11	<b>Finance</b>
11.1	<b>Budget Monitoring Report (May-P2)</b> – P2 was not available during this meeting due to staff absences. The school confirmed that they are expecting an in-year balance. Additional staff have been appointed and £33,000 of reserves will be used towards these costs.
11.2	<b>Premises Report</b> – The work on the trees is ongoing. The school are waiting for the LA to confirm if they will contribute towards the cost of the drain work that has been completed. The school have agreed to continue with the current catering provider.
11.3	<b>School Summer Census Data &amp; Commentary</b> – The data was provided in advance of the meeting. Since the last census, Year 4 has a waiting list and the school have 4 additional EHCP children.  <b>Q</b> – Are the EHCP children existing school children or new ones that have joined? <b>A</b> – They are existing children. The school gathered evidence to submit the EHCP applications which were successful.
11.4	<b>Q</b> – What is the school's PAN? <b>A</b> – 446 including nursery children. The school currently has 431 children at the school.  <b>School Roll &amp; Nursery Places</b> – The school roll and nursery data was provided in advance of the meeting.  <b>Q</b> – What is the school's PAN? <b>A</b> – 446 including nursery children. The school currently has 431 children at the school.
11.5	<b>Current &amp; Planned Projects</b> – None were confirmed during this meeting other than the trees and drains as discussed in 11.2.
12	<b>Fernbank</b>
12.1	<b>Budget Monitoring Report (May –P2)</b> - P2 was not available during this meeting due to staff absences.
12.2	<b>Occupancy, income deposits, debts</b> – Occupancy is at 97%.

13	<b>Policies</b> <b>Business Continuity Plan</b> <b>Lettings Policy</b> – It was agreed that recycling would be added to this policy. <b>Charging Policy – Jubilee</b> <b>Charging Policy- Fernbank</b> <b>Procedures for Monitoring &amp; Chasing Debts</b> <b>Children's Centers Financial Procedures Manual</b> <b>Financial Code of Practice for Jubilee &amp; Fernbank</b> <b>Financial Procedures Manual for Schools</b> <b>Office Procedures for Income Collection</b> <b>Procurement Card Policy</b> <b>Staff Expenditure Reimbursement</b> <b>Ordering &amp; Budget Setting Guidance</b> <b>Governor's Allowances</b>  The governors APPROVED the policies.
14	<b>Any Other Business</b>
14.1	<b>Solar panel survey</b> – AR and SC attended the summer fayre and asked people to complete a survey about the school having solar panels installed. Out of 30 responses, 82% of people felt it was a good idea. 10% would help to raise funds and 18% would ask employers for match funding.
14.2	The Headteacher thanked all governors for their hard work and contribution towards the school this academic year.
15	<b>Identify Items for Confidential Part II Minutes</b> – Noted.
16	<b>Meeting Dates</b> It was agreed that the next meeting will be on: Teaching & Learning Committee - Friday 15 <sup>th</sup> September 2023 Resources Committee – Friday 29 <sup>th</sup> September 2023 FGB – Wednesday 11 <sup>th</sup> October 2023
	<b>The meeting was closed by the Chair at 9.02 am</b>

#### **Actions arising from the Minutes of the FGB meeting held on 17th May 2023.**

<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
8.12	Governors are to complete, DoI, Skills Audit, KCSiE and ICT agreement before the next FGB meeting in September 2024 and return to the clerk	All govs.	

#### **Outstanding actions:**

<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
8.2	Governors are to email ML and PN of any amendments to the ToR they would like to be considered.	All governors	Ongoing
9.3	JC to review census summary data and consider providing it to the PTA but ensure that children are not identifiable	JC	Completed

**Minutes are signed digitally by the Chair on GovernorHub**