

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 8th February 2023

TIME: 8 am

VENUE: Virtual meeting

ATTENDED: Ross Birbeck (RB)
Stephanie Calhoun (SC)
Charles Campbell (CC)
Josh Cardale (JC) – Deputy 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: Nicole Edwards (NE), Norma Hewins (NH) – Headteacher and Patrice North (Chair),

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 8.03am The Vice-Chair chaired the meeting in the absence of the Chair. 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

2.4	advised for any agenda item for this meeting																						
2.5	<p>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.</p> <p>All governors were reminded to complete their GDPR training.</p> <p>ACTION – All governors are to complete their GDPR training.</p>																						
3	<p>Any Other Business – Diversity Link Governor Role – this was added to the end of the agenda for today’s meeting</p>																						
4	<p>Minutes: The Minutes of the previous meeting on 7th December 2022 were approved and will be signed by the Chair.</p>																						
5	<p>Matters Arising from the Minutes:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>PP strategy to be discussed at the T&L meeting.</td> <td>ML</td> <td>Completed</td> </tr> </tbody> </table> <p>Outstanding items:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2.5</td> <td>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</td> <td>All governors/clerk</td> <td>Completed</td> </tr> <tr> <td>7.4</td> <td>PTA Link Governor Report to be presented at the next Resources Committee meeting.</td> <td>Clerk/Chair</td> <td>Completed</td> </tr> </tbody> </table>			Item	Action	Actionee	Status	7	PP strategy to be discussed at the T&L meeting.	ML	Completed	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
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6	<p>Correspondence: To note any correspondence received by the Chair: NGA Newsletter 20 January 2023 (Strike Action; Disadvantage & Toolkits, PP, SFVS)</p>																						
7	<p>Governor Training Undertaking HR Review Panels: 26 Jan (notes) 'Tackling Disadvantage for Maintained Schools Leadership' 2nd February GDPR</p>																						
8	<p>Minutes of Committees Teaching & Learning Committee Resources Committee Governors were reminded to read through the committee meeting minutes as they provide in-depth details on discussions that have taken place.</p>																						
9	<p>Strike Action JC confirmed that several staff are part of a Union. On the day of the first strike, 1st February, the school closed for pupils’ safety as they could not guarantee enough staff would be available. There are further strike days planned for the 2nd, 15th and 16th March. The school have not confirmed with parents if they will be open for future strike dates at the time of this meeting but will do so in a timely manner.</p>																						

	A parent governor made the school aware that most parents have planned for the school to be closed with their employers.
10	<p>Assessment Data Jubilee Primary School Attainment Data 2022 - 2023 Autumn Term This was discussed in detail during the recent T&L Committee meeting and a summary of questions is included in the minutes.</p>
11	<p>Pupil Premium Strategy Pupil Premium Strategy 2022-2023 Pupil Premium: A Guide for Governing Boards (NGA) The PP strategy 22/23 was discussed at the last FGB and T&L meetings. It was agreed at the T&L meeting that in future, the PP strategy will be reviewed towards the back end of the academic year to inform the next year's strategy.</p> <p>The PP strategy 22/23 is available on the school's website. Targets are individual to each cohort and its pupils.</p> <p>A governor suggested in future years, getting parents' voices included in the strategy as they know their children well.</p>
12 12.1	<p>Finance P9 Budget Monitoring Report & Personnel NQ made governors aware that the school is unlikely to have a carry forward at the end of the financial year. This is mainly due to pay rises and back pay as well as trying to fix a leak at the school.</p> <p>Q – A governor asked if this can be reviewed as if the school were to report a deficit, it is likely the LA will be involved and this could have implications on the schools' future finances. Q – Another governor asked if the school are looking at opportunities for savings. A – NQ explained that he is not planning a deficit at the end of the financial year. Potential pay rises from teacher strikes have not been confirmed so the budget does not and cannot include this information.</p> <p>It was agreed that the Resources Committee will discuss the lack of a carry-forward at the next meeting.</p> <p>ACTION – Resources Committee to discuss and explore the lack of a carry forward at the end of the financial year.</p> <p>A governor notes that a letter has recently been drafted for parents regarding donations to the school. NQ explained that this is something the school wish to try</p> <p>Q – Less is being spent this year on visits. Have the school explored funding available? A – It can be a long process to gain this funding and an internal meeting at the school has taken place to discuss this. Plans have been made for trips for the full academic year. The school do ask parents to contribute towards trips and this is shown as an income on the budget.</p> <p>Extended School Provision & Debt – The LA are looking at external extended provisions for the school. Playcentre debts have reduced. The school are still chasing the £5,000 owed from social services.</p> <p>Draft SFVS – The draft SFVS was provided to governors in advance of the meeting. It</p>

	<p>was agreed that this would be discussed in detail at the next Resources Committee meeting and updates will be provided at the next FGB meeting.</p>
12.2	<p>ACTION – Draft SFVS to be discussed at the next Resources Committee meeting and updates provided at the next FGB meeting.</p>
12.3	<p>SFVS Guidance for maintained Governing Boards (NGA) – This was provided to governors in advance of the meeting.</p>
12.4	<p>Financial Benchmarking</p> <p>Q – Is the pupil-to-teacher ratio based on full-time equivalent staff? A – NQ believes it is full-time equivalent but he will check and update governors if this is incorrect.</p>
12.4	<p>Q – Does this include non-class teachers? A – It includes non-class-based teachers.</p>
12.5	<p>Governor’s Letter to Parents/Carers</p>
12.6	<p>A governor noted that she would like a confidentiality statement added to the letter to give parents peace of mind that no information will be shared about any donations they choose to make.</p> <p>This governor also noted that the school bank with a bank that is not eco-friendly and asked the school if they could consider moving to an ethical bank depending on the workload involved in this process.</p> <p>NQ will look into the process of changing banks and look into ethical banks. NQ will add a confidential statement to the parent letter.</p> <p>It was also agreed that the letter should go to the PTA as they will be able to apply for gift aid for any donations received.</p> <p>A governor stated that they have concerns with the letter and feel there are other options to consider before asking families for donations. This governor suggested a governor fundraising working group should be created alongside the PTA and some parents. This group can consider strategies to support the school’s needs.</p> <p>It was explained that the school have a strategic plan in place and this is one of the strategies agreed upon.</p> <p>It was agreed that AR would support the school with this strategy.</p> <p>ACTION – AR to liaise with school leadership in relation to drafting and implementing a strategic plan for creating sustainable fundraising opportunities.</p>
13	<p>Fernbank</p> <p>P9 Budget Monitoring Report – The budget monitoring was provided in advance of the meeting</p> <p>Occupancy, income deposits, debts – Details on occupancy, income deposits and debts were provided in advance of the meeting.</p> <p>Staffing – Staffing details were provided in advance of the meeting.</p>
14 14.1	<p>Premises – The leak is ongoing. Someone is visiting the school on the first Monday of half term to investigate this.</p> <p>On 5th February someone came in to look at the drains as they are backing up and the school are waiting for the report.</p>

	An application has been submitted for solar panels. The school are expecting a response in March 2023.
15	PTA AGM – The meeting has been moved to 10 th March 2023. Governors were encouraged to attend the meeting.
16	Policies Positive Handling Policy Attendance Policy Accessibility Policy All policies were approved by the governors.
17	Any Other Business Diversity Link Governor Role – Data will be available to the governors about the categories of the student population and link governors should consider this when completing visits and their link governor reports. PN would like a small working group on Diversity and governors were asked to express an interest during the meeting or to email PN direct. SK, JP, and SC expressed an interest during the meeting.
18	Identify Items for Confidential Part II Minutes – Noted.
19	Meeting Dates It was agreed that the next meeting will be on: T&L - 3 March 2023 Resources - 10 March 2023 FGB - 22 March 2023
	The meeting was closed by the Chair at 8.53am

Actions arising from the Minutes of the FGB meeting held on 7th December 2022.

Item	Action	Actionee	Status
2.5	All governors are to complete their GDPR training.	All gavs	
12.1	Resources Committee to discuss and explore the lack of a carry forward at the end of the financial year	Clerk	
12.3	Draft SFVS to be discussed at the next Resources Committee meeting and updates provided at the next FGB meeting.	Clerk	
12.6	AR to liaise with school leadership in relation to drafting and implementing a strategic plan for creating sustainable fundraising opportunities.	AR	

Minutes are signed digitally by the Chair on GovernorHub