

Jubilee Primary School and Fernbank Children's Centre

DRAFT MINUTES

Meeting: **Full Governing Body meeting**
Date: **Wednesday 16th October 2019**
Time: **8-9am**
Venue: **Jubilee Primary School (Community Room)**

Governors:

Norma Hewins (HT)
Mary Walker (Chair)
Anna Coyle (Vice Chair)
Morgan Allen
Ross Birkbeck
George Gould
Andy Glynne
Zoe Metson-Bailie
Nina Patrick
Brendan Tarring

Associate:

Kerry Joseph (BM)

Clerk:

Ernesta Venckute (Judicium Ltd)

Observer: Nessian Quiery (Assistant Headteacher)

Nominees: Isabel Hutton
Nana Drew
Sam Evans

1. WELCOME AND APOLOGIES

- a) The meeting began at 8.10am. The **Chair** welcomed the Governors to the meeting.
- b) Apologies were received and accepted from Ross Birkbeck, Andy Glynne and Morgan Allen, Josh Cardale and Zoe Metson-Bailie
- c) The **Chair** confirm that the meeting was quorate.

2. NOTIFICATION OF ANY OTHER BUSINESS

Election of new Governors

Governors discussed and elected Isabel Hutton, Nana Drew and Sam Evans as the new Governors to Jubilee Primary school. **All Governors unanimously agreed.**

Election of Committee Chair's

Governors were informed that Mary Walker (Chair) of FGB committee and Anna Coyle (Chair) of T&L committee will be resigning by the end of the spring/ summer term. Expressions of interest in the role of Chair and Vice Chair will need to be made by governors for elections to be held on 6th May 2020 - **Action Chair**. The Governors for the next term elected Mary Walker as the Chair of FGB and Resources committee and Anna Coyle as the Chair of T&L committee. **All Governors unanimously agreed.**

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3. CONSTITUTION OF THE MANAGEMENT COMMITTEE

- a) Governors to sign Declaration of Interests for 2019/20 and to return them to the Chair. The DOI will be uploaded on the website.
- b) Governors to fill out Skills matrix 2019/20 and to return them to the Chair.
- c) Governors to sign Code of Practice 2019/20 and to return to the Chair.
- d) Governors to sign ICT Agreement 2019/20 GDPR compliance and to return to the Chair.

4. MINUTES

Governors confirmed the minutes of the previous meeting dated 10th July 2019 as accurate records and have been signed by the **(Chair)** and will be uploaded on the schools website.

5. MATTERS ARISING FROM THE MINUTES NOT ALREADY COVERED BY THE AGENDA

- a) SEND Co-Design group has a final meeting tonight. All Governors will be sent a report when finalised.
- b) Hackney Schools' Group Board (Update)
There will be two places on the Board for Governors from Hackney schools. Eleanor Schooling has been appointed as the Chair of the board and the launch is on 13th November 2019.

Chair referred to previous discussions at FGB about the future arrangements for schools in Hackney. **HT** reminded governors how within the last few years schools had been advised that they might be forced by government to become an academy and then pressure had stopped. **Chair** noted the importance as a standalone school of keeping in touch with future developments in Hackney.

6. HEADTEACHER

- a) Headteacher's Report – **HT** informed the Governors about the SIP visit, (a school improvement partner from the Borough is allocated to every school in Hackney. There will be two SIP visits this academic year, the first of which was yesterday 15th October 2019. The SIP was extremely happy with everything. **GG** was present with regard to getting the data together and providing the predictions for year 2 and year 6. The prediction targets look very strong. Last year KS2 did very well. **HT** referred to letter from the Director of Education Annie Gammon, sending congratulations on the results and thanks for working very hard.
Q. Chair asked, would the SIP come to FGB meeting in November?
A. HT will look into this.
Q. Governors asked, is there a reason why there was a dip in results in the Borough?
A. GG the reading was the most challenging test, extra 400 words and a complex text.
HT noted that Jubilee's results for writing (marked internally) but doesn't match the externally marked grades for SPAG, maths and reading and that this highlights the fact that our marking/judgement is set at really high standards.
HT Outstanding schools currently are exempt from Ofsted inspections however, it has been announced that 10% of outstanding schools will be inspected. Ofsted inspections have changed and there is more of a focus on what children learn, how they retain that knowledge and the sequencing of lessons. **NH** advised governors

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that Jubilee has not been inspected since 2007 and will more than likely be inspected soon.

Q. A Governor asked in relation to Ofsted what is expected from a Governor?

Chair referred to the NGA document for Governors (circulated) and recommended governors to read information in preparation for Ofsted. Ofsted will question governors about their knowledge of the school and their understanding of the governor role.

b) Music (reference addendum circulated at meeting)

HT advised that the school offers music lessons for year 1 to year 6 as part of the curriculum.

c) HT asked the Governors for the Off-Rolling to be moved forward to the next FGB meeting as it needs to be completed. **Action HT**

7. FINANCE UPDATE

BM asked the Governors to ensure sure they read the Resource Committee minutes. They noted that the 2019-20 budget had been reviewed and changes ratified by the Resources Committee at their meeting held on 27th September 2019 and confirmed the ratification. The minutes are in a lot of detail and should anyone have any questions to email them to **BM**.

BM Highlighted that on the governors' quarterly finance report is the 'saved' uncommitted carry forward from 2018-19. This is a contingency which may be saved for budget year 2019-20 or to support unplanned expenditure e.g. building repairs. Use of the contingency will be discussed at the first FGB in 2020 following analysis of QTR3 income and expenditure report to governors.

Teachers pay award was confirmed as 2.75%. On the advice of Hackney Learning Trust the school budgeted for a 2% pay award when the budget was agreed in April 2019. Government have acknowledged the additional pressure that the extra 0.75% brings to schools' budgets and are delegating a Teachers' Pay Award grant to help support the impact of the extra 0.75%.

Governors' attention was drawn to the column '% rec/spent' which benchmarks income and expenditure against the expected percentage spend for that period (in this case Qtr 2 @ 50% of the financial year).

The **Chair** suggested the current 3 year budget should be reviewed again after Christmas against the Qtr3 governors' budget monitoring report. This reflection will inform preparations for the 2020-21 budget.

BM informed the Governors that year 2 (2020) and year 3 (2021) budgets maybe adversely affected by a combination of reduced AWPU funding as the borough moves towards the National Funding Formula and a reduced number of pupils on roll, including a reducing number of pupils entitled to free school meals and the pupil premium grant. The 2019 pupil Census completed submitted 3rd October 2019 showed a drop in pupil numbers compared to last year.

HT researched the effect of demographic changes in our area and has spoken to Hackney's pupil allocation department. She was advised that the majority of Hackney schools have spaces in all year groups and there is competition to fill the places. There are many reasons

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why numbers on roll are dropping. The **Chair** explained to the Governors that it is important to understand the demography of pupils on roll at Jubilee school in relation to the local community.

The **Chair** informed the Governors that the school is due for an internal audit (19, 20, 21 November 2019).

8. MINUTES FROM COMMITTEES

The Governors accepted the minutes of Teaching & Learning Committee 20th September and Resources Committee 27th September which are in draft and will be reviewed at the next committee meetings.

9. POLICIES AND PROCEDURES FOR RATIFICATION

The Chair informed the Governors of the list of policies as follows:

- a) Assessment Policy – the **Chair** informed the Governors that this policy has been produced by the school.
- b) Allegations of Abuse Against Staff Policy – the **Chair** informed the Governors that this policy has been adopted from Hackney LA model policy.
- c) Complaints Policy September 2019 – the **Chair** informed the Governors that this policy has been adopted from Hackney LA model policy.
- d) Exclusion Policy October 2019 – the **Chair** informed the Governors that this policy has been adopted from Hackney LA model policy.
- e) Data Breach Policy September 2019 - - the **Chair** informed the Governors that this a Judicium model policy.
- f) Data Protection Policy (incl SAR) September 2019 – the **Chair** informed the Governors that this a Judicium model policy.
- g) Teaching & Learning Policy – the **Chair** has informed the Governors that this policy has been produced by the school staff.
- h) Financial Code of Practice – produced by the school and informed by Hackney LA model policy.
- i) **Chair** reminded governors that the Terms of Reference for the FGB, Resources Committee and Teaching and Learning Committee were ratified at the FGB meeting held 10th July 2019.

All Governors unanimously approved the above policies.

Isabel Hutton left the meeting at 9.05am

10. CORRESPONDENCE TO THE CHAIR

The **Chair** informed the Governors that Juliet Coley Bremmer has resigned as a Governor owing to ill health. The **Chair** noted that flowers were sent to her as a thank you for the service as a Governor.

11. TRAINING

The **Chair** asked the Governors to book in for Safeguard Training if not done so already. Please see governance training booklet and Part 1 of Keeping Children Safe in Education 2019.

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12. ANY OTHER URGENT BUSINESS

No urgent business.

13. MEETING DATES 2019/2020

The **Chair** noted that the dates for the Governors meetings have all been confirmed.

14. PUBLICATION OF CONFIDENTIAL MINUTES

None

15. CONFIDENTIAL STAFF MATTERS

None

16. DATES OF NEXT MEETING

Full Governing Body meeting

- Wednesday 16th October 2019
- Wednesday 27th November 2019
- Wednesday 5th February 2020
- Wednesday 25th March 2020
- Wednesday 6th May 2020
- Wednesday 8th July 2020

T&L committee meeting

- Friday 20th September 2019
- Friday 8th November 2019
- Friday 17th January 2020
- Friday 6th March 2020
- Friday 1st May 2020
- Friday 12th June 2020

Resources committee meeting

- Friday 27th September 2019
- Friday 15th November 2019
- Friday 24th January 2020
- Friday 13th March 2020
- Friday 24th April 2020
- Friday 19th June 2020

Meeting ended at 9.10am

Signed Date

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