

# Jubilee Primary School and Fernbank Children's Centre

## MINUTES

Meeting: **Full Governing Body meeting**  
Date: **Wednesday 27<sup>th</sup> November 2019**  
Time: **8-9am**

**Jubilee Primary School (Community Room)**

### Governors:

Norma Hewins (HT)  
Mary Walker (Chair)  
Ross Birkbeck  
George Gould  
Andy Glynne  
Brendan Tarring  
Isabel Hutton  
Nana Drew  
Sam Evans

### Associates:

Kerry Joseph - Business Manager  
Josh Cardale - Deputy Headteacher

### Observer:

Max Lawson

### In attendance:

Hannah Adu - Head of Centre Fernbank Children's Centre  
Ernesta Venckute Clerk

Item	Actions from FGB meeting 16 <sup>th</sup> October 2019	Who	Date
2	To receive nominations for FGB and Resource Committee's Chair and Vice Chair to replace Mary Walker and Anna Coyle	Chair	FGB meeting 6 <sup>th</sup> May
6 d)	Off-Rolling needs to be completed each term. <b>HT updated the Governors with Summer term report.</b>	HT	FGB meeting 27 <sup>th</sup> November

### 1. WELCOME AND APOLOGIES

- a) The meeting began at 8.00am. The Chair welcomed the Governors to the meeting.
- b) Apologies were received and accepted from Anna Coyle, Zoe Metson-Bailie, Morgan Allen and Nina Patrick
- c) The Chair confirmed that the meeting was quorate.

### 2. NOTIFICATION OF ANY OTHER BUSINESS

No late agenda items of business or urgent decisions warranting immediate consideration were received at the meeting.

### 3. DECLARATION OF INTEREST Declaration of Interests

- a) Governors noted that there were no changes to be made to the Register of Business Interests.
- b) Governors noted there were no business or pecuniary interest in relation to any matters to be considered during the meeting.
- c) Governors noted there were no declarations of gifts and hospitality received or given.

### 4. MINUTES

Governors confirmed the minutes of the previous meeting dated *16<sup>th</sup> October 2019* as an accurate record and they were signed by the Chair.

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### 5. MATTERS ARISING FROM THE MINUTES

The Chair informed the Governors the complaint referred to in the Headteacher's Report has been resolved.

The Chair asked the Governors to look at the draft paper presented on the Governors role and send in any comments for reviewing at the FGB on 5<sup>th</sup> February 2020.

### 6. HEADTEACHER

- a) Fernbank Children's Centre report, circulated with the agenda was presented by Hannah Adu. Hannah drew attention to key points from the report. Fernbank offer extended services. Targets for attendance and services are set by Hackney Learning Trust. Fernbank are working with disadvantaged children and their families offering them support and are working in line with cluster A.

Day care – Hackney has reviewed children's centre fees. Parents have been informed of this change. Previously there were three bands. Now there are five bands based on house hold income. So far this has not affected occupancy at Fernbank. HT noted when checking against other local private and voluntary nurseries Fernbank, is not that expensive. Hannah informed the Governors that the parents do have options, including tax free child care vouchers to help towards the fees. SBM noted that we employ a member of staff who manages extended services for parents and will be monitoring the impact of this cost for the future.

**Q. A Governor asked, how many children attend the centre from local Hackney area?**

**A.** There are children attending from various places, however most are from Hackney area.

Hannah noted that at the end of reception in 2018 75% achieved Good Level of Development (GLD). Two children who did not achieve GLD had special education needs and had a support plan whilst at the Centre. The Chair noted Hannah's report will be discussed further at the next T&L committee. The Chair proposed that Hannah provided a report twice a year to the Governing Board.

- b) SIP Report 15<sup>th</sup> October – HT asked the Governors to review the report. HT noted that over all the report was very good and positive.
- c) Off-Rolling – HT informed the Governors that exclusion rates have been a concern for Hackney and the DfE. An off-rolling report will be presented once a term to the Governors. Information will be provided from the children's records, including fix-term or permanent exclusions and as to why they have left the school.

Referring to the first part of the report the HT noted information is provided according to year group. In future reports on how many children have left will be provided at the end of each term

In the Summer Term (test) report 2019 information is provided on those children who left. As a school we want to know why they left and where they went to.

**Q. A Governor asked, the report shows that there was 100% PP children moving from Jubilee to other schools within Hackney Borough?**

**A.** Without having the identity regarding this group of children it is difficult to comment but will be followed up at the next report.

**Q. A Governor asked, do we have data from previous years?**

**A.** No, but we will in future be collecting the data.

The Chair noted that the report is helpful and useful for future planning purposes.

SBM noted that there is a pupil monitoring meeting every week to discuss the needs of children who are vulnerable, consider their progress, any safeguarding concerns and to provide support as required.

**Q. A Governor asked, does the report capture the summer term only?**

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**A.** Yes, moving forward we will be looking at the report termly

**Q. A Governor asked, in year 2 four students left, is there a relation because they were under achieving?**

**A.** The under achieving children were not the children that left the school.

**Q. A Governor asked, does the school conduct exit interviews?**

**A.** We are considering this for the future, at the moment we have a conversation with the parents to find out why their child is leaving the school.

SBM suggested she will consider for the future creating an anonymous report of why children have left the school AP/ SBM

### 7. Finance Update

- a)** LBH Audit – SBM informed the Governors the purpose of LBH audit is to scrutinise all aspects of finance at the school in particular governance arrangements. SBM advised the auditor had given an overall assurance rating of significant. The audit report will be circulated to the Governors. The Chair thanked SBM for her hard work and congratulated her on achieving this rating.
- b)** Schools Financial Value Standard - SBM noted we will be looking at the changes and new format to the DfE's Finance Value Standard report which will be discussed at the Resources Committee meeting on 13<sup>th</sup> March 2020. Governors recognise that they have responsibility for oversight of contracts above a certain value (over £10,000 Resources Committee and HT, over £40,000 FGB and HT) and this discussed at the Resources Committee (see minutes 15.11.19) and reported to the next FGB meeting.
- c)** Controls Assurance Statement – SBM said the controlled assurance statement at the resource committee to be signed off by the Chair.

### 8. MINUTES FROM COMMITTEES

The Chair noted that the Teaching & Learning Committee minutes dated 8<sup>th</sup> November and Resources Committee minutes dated 15<sup>th</sup> November will be reviewed at the next individual committee meetings.

### 9. GOVERNOR LINK REPORT – Pupil Premium

Nana Drew spoke about her visit at the school. She said she noticed the school had a culture of high achieving and observed children actively engaged in learning. In relation to PPG in Year 6 she had learnt how needs of underachieving pupils were addressed with support from a HLTA with some taught in smaller groups. Nana Drew noted that she has arranged to see a year 5 cohort. To get more clarity she would like to discuss the different strategies being used. Nana said she observed excellent social development with children playing well together. She said children were very polite. The Chair thanked Nana Drew for excellent and informative report.

### 10. Policies and Procedures for ratification

- a)** Pupil Premium Strategy Review 2018-19 and Strategy 2019-20 November 2019
- b)** Special Educational Needs and Disability Policy October 2019
- c)** Special Educational Needs and Disability Information Report September 2019
- d)** Safeguarding and Child Protection Report 2019-20 November 2019
- e)** Medical Needs Policy November 2019
- f)** Intimate Care Policy November 2019
- g)** Early Years' Foundation Stage Policy 2019
- h)** Schools' Pay Policy November 2019

The Chair noted that prior to presentation at FGB the policies were reviewed by Governors at the individual committees. **All Governors unanimously approved the above Policies and Procedures.**

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### **11. Correspondence to the Chair** (if any)

The Chair asked the Governors to note the correspondence from the Director of Education about the Hackney Schools Group Board and from the Mayor and Deputy Mayor about their vision for education in Hackney.

### **12. Training**

The Chair circulated a register for the Governors to sign regarding their safeguarding training.

### **13. Any Other Urgent Business**

The Chair noted there was no any other business to discuss.

### **14. Publication of Confidential Minutes**

None

### **15. Confidential Staff Matters** (if any)

None

### **16. Dates for future meetings 2019/2020**

#### **Full Governing Body meeting**

- **Wednesday 5<sup>th</sup> February 2020**
- **Wednesday 25<sup>th</sup> March 2020**
- **Wednesday 6<sup>th</sup> May 2020**
- **Wednesday 8<sup>th</sup> July 2020**

#### **T&L committee meeting**

- **Friday 17<sup>th</sup> January 2020**
- **Friday 6<sup>th</sup> March 2020**
- **Friday 1<sup>st</sup> May 2020**
- **Friday 12<sup>th</sup> June 2020**

#### **Resources committee meeting**

- **Friday 24<sup>th</sup> January 2020**
- **Friday 13<sup>th</sup> March 2020**
- **Friday 24<sup>th</sup> April 2020**
- **Friday 19<sup>th</sup> June 2020**

Meeting ended at 8.50min

**Above minutes approved at the full governing body meeting held 5<sup>th</sup> February 2020.**

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