

Jubilee Primary School and Fernbank Children's Centre

MINUTES

Meeting: **Full Governing Body meeting**
Date: **Wednesday 5th February 2020**
Time: **8-9am**
Venue: **Jubilee Primary School (Community Room)**

Present:

Norma Hewins (HT)
Mary Walker (Chair)
George Gould
Andy Glynne
Brendan Tarring
Isabel Hutton
Anne Coyle
Nina Patrick
Zoë Metson-Bailie

In attendance:

Kerry Joseph - Business Manager, Associate Governor.
Josh Cardale - Deputy Headteacher, Associate Governor.
Adrian Pembroke Tallett, Independent Clerk.

Observer: Max Lawson

1. WELCOME AND APOLOGIES

- a) The Chair welcomed Governors to the meeting. The Chair announced that Adrian Pembroke Tallett was standing in for Ernesta Venckute, as clerk. Governors and other members introduced themselves.
- b) Apologies had been received and accepted from Nana Drew, Ross Birkbeck and Morgan Allen.
- c) The Chair confirmed the meeting quorate.
- d) The meeting accepted the resignation of Sam Evans.
At this point the Chair asked if any Governor would be interested in becoming Chair to make contact with her.
Action: *Governors to contact Chair.*
- e) Mr. Max Lawson was asked to leave the meeting whilst Governors considered electing Mr. Lawson as the Local Authority Governor. The Chair explained that, upon election, Mr. Lawson's name would be passed to the Local Authority who would consider Mr. Lawson as their representative on the Governing Body. Pending confirmation from the Local Authority Mr. Lawson would remain an observer. Mr. Lawson returned to the meeting. **Governors unanimously elected Mr. Lawson to serve on the Governing body.**
Action: *The Chair would forward Mr. Lawson's name to the Local Authority for consideration.*

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2. TO CONFIRM ANY ITEMS OF AOB TO BE CONSIDERED AT THE END OF THE MEETING

3. DECLARATIONS OF INTEREST

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

4. TO APPROVE THE MINUTES OF THE LAST FGB COMMITTEE MEETING DATED 27TH NOVEMBER 2019 AS AN ACCURATE RECORD AND TO BE SIGNED BY THE CHAIR

The minutes of the Full Governing Body meeting held on the 27 November 2019 were unanimously **approved** as being a true and accurate record of the meeting and were duly signed by the chair.

5. MATTERS ARISING FROM THE MINUTES NOT INCLUDED IN THE AGENDA

a) Role of Governors

Approved.

Action: *The chair would publish the role of Governors document on the school website.*

b) Hackney Governance Framework

The Chair reported that this was a working document and asked that each sub-committee focused on those elements of the framework which applies specifically to the committee.

Action: *Committees to review Governance Framework.*

c) HLT-School Organisation Plan

The Chair asked that each committee reflect on the Organisation Plan.

Action: *Committees to reflect on the Organisation Plan at their next meeting.*

d) Letter from Director of Education HLT 17th January ref: Senior Leadership arrangements

To note the content of the letter from the Director of Education.

6. HEADTEACHER'S REPORT

a) Off Rolling – Autumn Term 2019

To note the content of the report.

To note that since the report for the Summer Term 4 children had left. Families of two of those children, sighted the fact they were unable to afford to live in the borough.

To note that the report will be produced at the end of each term with the purposes of tracking children who leave the school and the reasons why they are leaving.

b) Self-Evaluation Form (SEF) Report 2020

To note that Ofsted is keen to review the SEF, but the SEF is no longer a statutory requirement.

To note that the school's leadership team find the SEF useful; to demonstrate the volume of activities and achievement that has taken place across the school and act as a means of helping to celebrate achievements.

Action: *Committees to identify anything from the SEF which is relevant to the scope of the work of the committee and bring this to the attention of the full governing body's next meeting.*

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Action: *The school's leadership team will, under the Headteacher's report, bring to the attention of the FGB any updates to the SEF as and when they feel it pertinent to do so.*

c) Annual Safeguarding Report 2019-2020

To note the content of the report.

The Chair thanked staff for their work on prevention for those children potentially at risk from harm, noting that the school leadership team meet on a weekly basis to ensure that safeguarding is at the forefront of the school's work.

The Chair highlighted the need for Governors to undertake safeguarding training at the earliest opportunity.

Action: *Headteacher to report back to the next full governing body meeting on the benefits of CPOMS.*

7

FINANCE UPDATE

a) Q3 Budget Report –December 2019

To note the content of the report.

To note that as a result of staff sickness the use of the supply budget had increased. Governors' Resources Committee have reviewed the Q3 Budget Report – see minutes of meeting 24 January 2020.

b) Census Spring 2019

To note the content of this report plays a significant role in the amount of funding the school receives annually.

c) Indicative Budget 2021/2021

To note that the Government has not yet announced detail of any likely increase to teacher salaries and also that it is believed that work is underway to look at changes to the Upper Teacher Pay scales of which will have an impact on the school budget.

To note that the school had received an indicative budget and work was taking place to establish how to accommodate and align this to the staffing structure and other resources needed to ensure the school maintains good standard of teaching and learning, particularly at a time when the number on roll is falling.

Consideration needs to be given to the fact that as the school has a good level of staff retention, ongoing this will have a long-term impact on the school's budget as teachers move up the pay scales.

d) Schools Financial Values Standard (SFVS)

To note that the Resources Committee had spent a considerable amount of time discussing the SFVS which has to be submitted to the Local Authority by the 31 March 2020.

To note that one influencing factor on the outputs illustrated in the SFVS is the fact that the Local Authority insists schools in the borough apply the percentage salary increases to all points of the main pay scale versus the governments 'direction' of applying to minima and maxima points of pay scales.

To note that the data included in the SFVS is the forecasted year-end figures.

Approved.

Action: *School Business Manager to send signed SFVS to the local authority before 31st March 2020.*

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8. MINUTES FROM COMMITTEES

To note that the minutes of the committee meetings had not been circulated and were therefore not discussed.

9. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

a) Final Report CO-Design Working Group Report January 2020

To note the content of the final report – CO design working group.

Action: *The Chair had been a member of the Working Group and encouraged Governors to read the findings of the report.*

b) HLT Send Needs Analysis Paper (SNAP)2019/20

Action: *Governors encouraged to study the SNAP analysis.*

Q: Why does this school have a greater percentage of SEND children compared to other schools in the borough?

A: *In part this could be attributed to the fact the school has significant experience supporting SEND children. 15 children within the school of 436 have ECHP's compared with other schools who have 2 or less.*

c) Letter from Director of Education (16th January ref SNAP)

To note receipt of the letter from the Director of Education.

10. POLICIES AND PROCEDURES FOR RATIFICATION

a) Teaching and Learning Policy February 2020

Approved.

b) Curriculum Statement

The Chair thanked the school staff for the hard work put into the curriculum statement. **Approved.**

c) Whole School Vision

The Chair thanked the school staff for the hard work put into the school vision document. **Approved**

d) Policy for Managing Serial and Unreasonable Complaints

Approved.

11. CORRESPONDENCE TO THE CHAIR (IF ANY)

No items tabled outside of matters already included as part of the agenda.

12. TRAINING

To note Safeguarding Training for the 7 May, 2 April & 10 June

13. ANY OTHER BUSINESS

No matter tabled for discussion.

14. Dates for future meetings 2019/2020

Full Governing Body meeting

- Wednesday 25th March 2020
- Wednesday 6th May 2020
- Wednesday 8th July 2020

T&L Committee meeting

- Friday 6th March 2020
- Friday 1st May 2020

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- Friday 12th June 2020

Resources Committee meeting

- Friday 13th March 2020
- Friday 24th April 2020
- Friday 19th June 2020

Adrian Pembroke Tallett
Independent Clerk
Judicium Education
Telephone: 07921 551039

I confirm that the minutes of the Full Governing body meeting held on the 5 February 2020 to be a true and accurate record of the meeting.

Signed:

Designation:

Date: