

MINUTES

Board: Jubilee School – Full Governing Board Meeting
Date: 6th May 2020
Time: 8.00am – 9am
Venue: Virtual meeting

Present: Mary Walker – Chair (MW)
 Norma Hewins – Head Teacher (NH)
 Anna Coyle (AC)
 Morgan Allen (MA)
 Ross Birkbeck (RB)
 George Gould (GG)
 Zoe Metson-Baillie (ZMB)
 Brendan Tarring (BT)
 Isabel Hutton (IH)
 Max Lawson (ML)
 Stacey Fountain – Clerk (SF)

Associate: Josh Cardale – Deputy Head teacher (JC)

Business Manager: Kerry Joseph (KJ)

Observer: Thomas Irven (TI)

Apologies: Andy Glynne and Nina Patrick

Meeting commenced 8.00.am

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 | |
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| 1 | Welcome and Apologies: <ul style="list-style-type: none"> a) To welcome governors - Chair welcomes all present. b) To agree whether any apologies received – Apologies received from Andy Glynne and Nina Patrick. c) To confirm that the meeting is quorate – The chair confirmed the meeting was quorate. d) To confirm Max Lawson as the local authority member of the governing body – Chair welcomed and introduced Max to the governing body e) To note Thomas Irven to observe – TI has applied to join the governing body and references are currently taking place. |
| 2 | AOB – to confirm any items of AOB to be considered at the end of the meeting. |

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| | <ul style="list-style-type: none"> a) Governing body asked to complete their registration with the Jubilee email address and register with governor hub. Chair will review and contact anyone who has not completed within the next 7 days. b) Premises – When school was placed into Covid-19 lockdown the school was deep cleaned afterwards. Small area of the school remains open for approximately 30 children that are attending. Applied to local authority for necessary PPE and been provided with hand sanitiser. Water is being flushed every week and all other normal tests and procedures are being adhered to. One caretaker is currently in isolation as high risk so 2nd caretaker is coming in extra when needed. c) The chair continues to search for a future governor to become chair of this governing body. A meeting has taken place with someone who has expressed an interest and now seeking references. d) Vice chair role will also become available at the end of the academic year as AC will be leaving. Conversations will be taking place within the governing body. |
| 3 | <p>Declarations of Interest</p> <ul style="list-style-type: none"> a) Governors to note if there are any changes to be made to the register of Business Interest. – No interests were announced. b) Governors to note if there are any business or pecuniary interest in relation to any matters to be considered during the meeting. – No interests were announced. c) Governors to note if there are any declarations of gifts and hospitality received or given. – No declarations were announced. |
| 4 | <p>Minutes – To approve the minutes of the last FGB committee meeting dated 5th February 2020 as an accurate record and to be signed by the chair.</p> <p>The minutes were unanimously approved as a true and accurate record of that meeting. The chair will sign accordingly.</p> |
| 5 | <p>Matters Arising from the Minutes – To discuss any minute matters arising which are not covered by this agenda and ensure all actions completed.</p> <ul style="list-style-type: none"> a) Hackney Governance Framework – This has been taken to both committee meetings but had to be set aside due to Covid-19. Action – To be reviewed post Covid-19 lockdown. <u>As per meeting 5th February -6 c) CPOMS has been purchased</u> <p>All other actions completed.</p> |
| 6 | <p>Headteachers report – Spring 2020.</p> <ul style="list-style-type: none"> a) All governing body members confirmed they had received the report. b) All information was correct at the time of writing approximately 2 weeks ago. Since writing more children are attending school on a daily basis as need more support than home learning. c) A lot of organisation was needed when Covid-19 lockdown was announced and NH stated how proud she is of how Jubilee Primary dealt with this. Regular communication happening between teachers, children and families. I-pads and chrome books have been lent to children and everyone getting used to teaching and learning online. d) JC discussing various teaching options and platforms with all staff on a regular basis and reviewing options available to them. e) SLT meeting was due this week but has been postponed until next week due to the government announcement due this week. |

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| | <p>f) NH speaking to SIP on a regular basis but at the moment it is just a general conversation. Expect it to be more detailed once Jubilee Primary knows when it can reopen.</p> <p>g) Safeguarding – Steven Hodgson and team are speaking to a list of children and families twice a week when we have a high concern for them and speaking to another list of children and families once a week. Rest of the children speak to their teacher regularly. Also have another list of children who have lost a family member due to Covid-19 and sending letters to parents offering condolences which has been thanked.</p> <p>BT asked Jubilee if they have considered online live- learning. JC explained that this is something Jubilee Primary have looked at and considered but due to teachers working from home and personal circumstances it has not been possible and don't feel it is best use of the teacher's time. Also mindful of safeguarding issues teaching live online could cause. Jubilee Primary do complete small group pastoral video conferencing.</p> |
| 7 | <p>Jubilee Primary School</p> <p>i. Finance Update Jubilee 2019/20 Financial Year End – All Governing body confirmed they had read and received documentation.</p> <p>a) An in-depth conversation took place at the previous Resources Committee meeting providing an opportunity to discuss. Chair and NH signed off year end statement within deadline of 17th April 2020.</p> <p>b) Underspend was slightly higher than predicted at 9.24% of delegated budgets CFRI01 and CFRI03 due to Covid-19 and KJ awaiting to receive some 2019/20 invoices still outstanding but this has been accounted for in 2020/21 budget. An explanation is also provided in the notes to 2020/21 budget. MA questioned if all 2019/20 expenditure not yet invoiced has been accounted for in the 2020/21 budget. KJ confirmed the expenditure is either accrued if the invoices have been received post 31/03/20 or estimated for if invoices had not been received? KJ explained that invoices have to be evidenced when submitting returns.</p> <p>c) Not had any feedback or questions from the local authority as of 6th May 2020.</p> <p>No additional questions asked by the governing body. Ratified and approved by governing body.</p> <p>ii. Notes to April 2020/21 Budget</p> <p>a) The budget has been delegated from the local authority and this has decreased compared to previous years due to a lower number of students based on October 2019 school census.</p> <p>b) Schools will continue to receive government grants towards the Teachers' Pay Awards and Teachers' Pensions increases implemented in September 2019.</p> <p>c) Approximately 16 pupils will be attending this financial year with EHCP needs and are entitled to high needs funding under CFRI03.</p> <p>d) Pupil premium income continues to fall as in previous years due to changes in the local demographics and fewer families entitled to the free school grant. ML questioned at the Resources Committee if the numbers may increase post Covid-19 which may cause economic challenges for families.</p> <p>e) This budget plan was written before the current Covid-19 position and unsure when Jubilee Primary will open again. Plan to review the budget in September with a better understanding. <u>Action- review budget with FGB at meeting after September.</u></p> <p>f) No current plans for any premises work to be carried out due to Covid-19 lockdown and unsure when contractors could enter the building. LB Hackney have cancelled their plans to replace the boilers at Jubilee this summer and will probably postpone to 2021.</p> <p>g) There are plans highlighted in the budget to do some minor areas of improvement this year including new rugs, decorations and blinds for key stage 1 and decorate the creativity centre and make minor structural changes which has been accounted for in the expenditure.</p> |

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| | <p>h) Plan to continue to develop ICT as current Covid-19 has shown Jubilee Primary that further investment needs to be made in classroom chrome books, iPads and teachers' computers.</p> <p>No additional questions asked by the governing body. Budget ratified and approved by governing body.</p> <p>iii. Jubilee 3 Year Budget 2020/23</p> <p>a) After previous year's carried forward figures have been allocated, the 2020/21 budget shows a surplus of £36,228. Current staffing costs are 88.39% of delegated budgets CFRI01, CFRI03 and CFRI05. The staffing costs could potentially be affected by teaching staff handing in notice before 31st May 2020 and support staff giving notice by 31st July 2020 deadlines. <u>Actions – chair and NH agreed to discuss staffing costs at the next resources meeting.</u></p> <p>iv. Best Value Statement</p> <p>a) Best value statement was discussed at the previous resources committee meeting. All governors confirmed they have received and read this.</p> <p>Best value statement ratified and approved by governing body</p> <p>Fernbank Children's Centre - All Governing body confirmed they had read and received documentation and did not have an in-depth conversation regarding the below points as similar to Jubilee Primary.</p> <p>v. Fernbank Delegated Budget – 5years compared</p> <p>vi. Copy Occupancy Analysis 2019/20</p> <p>vii. Copy of Fernbank Budget v Actual Analysis</p> <p>viii. Notes to Fernbank Budget v Actual Analysis</p> <p>Chair discussed the recent closure of some of the services available at nearby Millfield Children's Centre due to the budget situation. Chair reported that she had raised this at Schools Forum on 5th February and been advised by the Head of Service that this was a decision taken by Millfield's governing body. Chair noted that Parent fees were increased by Hackney Council from September 2019. SBM referred governors to item 7 (vi) Analysis of Fee-Paying Households.</p> <p>SBM noted that LB Hackney have commissioned a consultant to investigate and review children's centre finances and budgets. No questions were asked by the governing body regarding Fernbank Children Centre. Action – to be discussed at Resources Committee 19/06/2020</p> |
| 8 | <p>Minutes from Committees:</p> <p>a) Teaching and learning committee 17th January 2020 and 7 March 2020. – Minutes ratified and approved by the governing body.</p> <p>b) Resources committee 24th January 2020 and 13th March 2020 – Minutes ratified and approved by the governing body. Minutes not received from meeting held on 24th April 2020. Action: Clerk to review with Judicium and send copy to chair.</p> |
| 9 | <p>Policies and Procedures for ratification</p> <p>a) Admissions 2020 -Ratified and Approved by governing body</p> <p>b) Volunteer Policy - Ratified and Approved by governing body</p> <p>c) Online safety policy – Not Approved - . Action- to be reviewed by chair and JC for FGB 5th July</p> <p>d) Positive Behaviour Policy – ML raised a question regarding bullying policy in relation to the Parent's Survey and what Jubilee Primary mean by bullying. JC explained that regular anti bully assemblies take place at the school and the school have adapted a parent friendly leaflet to be sent out. Ratified and Approved by governing body.</p> <p>e) RHSE and consultation timeline – ML raised question regarding how school is working with parents to understand the difference between some sexual education subjects being optional and some being compulsory. JC explained the consultation process that has taken place previously and completed parent engagement opportunity. Some parents will still remove their child from school to avoid learning certain subjects but staff have long conversations with parents to encourage</p> |

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| | <p>them to ensure children attend. Action - Ratified and Approved subject to review by chair and JC of para ref LGB</p> <p>f) Results of Parent's Survey – Action – Refer to Teaching and Learning Committee to review results along with parent leaflet on bullying for FGB 5th July.</p> |
| 10 | <p>Correspondence to the chair Covid-19 updates from the governance services Hackney previously circulated. Chair forwarded documentation received to all governing body prior to meeting. All governing body aware and receiving regular updates.</p> |
| 11 | <p>Training Governance training programme at a glance. All governance training currently suspended due to Covid-19.</p> |
| 12 | <p>Any other urgent business – (to be notified to the chair in advance of the meeting if possible or if not at the start of the meeting) None raised by governing body.</p> |
| 13 | <p>Publication of confidential minutes – minutes of 5th February 2020 Confidential Part B approved</p> |
| 14 | <p>Confidential staff matters – See confidential minutes of 6th May 2020 Part B</p> |
| 15 | <p>Dates of future meetings 2019/2020</p> <p>Full Governing Body meeting 08/07/2020 T&L Committee meeting 12/06/2020 Resources Committee 19/06/2020</p> |

I, Mary Walker, confirm that the minutes of the FGB meeting held on **Wednesday 6th May 2020** to be a true and accurate record of that meeting.

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| SIGNED BY: |  | DATE: | 8 th July 2020 |
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