

MINUTES

BOARD:	Full Governing Body of	
SCHOOL:	Jubilee Primary School	
DATE:	8 th July 2020	
TIME:	8am – 9am	
VENUE:	Virtual meeting	
ATTENDED:	Noma Hewins - Head Teacher (NH) Mary Walker - Chair (MW) Anna Coyle (AC) Ross Birkbeck (RB) George Gould (GG) Zoe Metson-Bailie (ZMB)	Nana Brew (NB) Max Lawson (ML) Isabel Hutton (IH) Brendan Tarring (BT) Nina Patrick (NP)
ASSOCIATES:	Josh Cardale - Deputy Head Teacher (JC) Kerry Joseph – School Business Manager (KJ)	
APOLOGIES:	Morgan Allen (MA) Andy Glynne (AG)	
ATTENDING:	Stacey Fountain – Clerk	
GOVERNOR NOMINEES:	Thomas Irven Paul Walters	

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.

Meeting started at 8.01am.

Item	
1	Welcome and Apologies: Those present were welcomed by the Chair.
2	Procedural items: 2.1 Apologies for absence Apologies were received from Andy Glynn and Morgan Allen. Morgan tried to attend meeting but was unable to log into the virtual meeting. 2.2 Confirmation of Quorum The meeting was confirmed as quorate.


	<p>2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.</p> <p>2.4 Governors resigning from FGB. AC and MA were thanked by the chair for their support and contribution during their time on the FGB at Jubilee Primary.</p> <p>2.5 Election of Vice chair – Isabel Hutton and election to FGB – Thomas Irven and Paul Walters All governors approved the election of Isabel to vice chair and Thomas and Paul were welcomed to the FGB.</p> <p>2.6 Link governor roles for academic year 2020/2021 It was agreed to discuss and decide on link governor roles at the next FGB meeting. The head teacher has included in her report governor roles that the FGB need to prioritise next academic year as well as statutory roles including safeguarding, SEN and PP. <u>Action – Clerk to add governor link roles to the next FGB meeting.</u></p>
3	<p>Minutes: The minutes of the previous meeting on 6th May 2020 were approved and signed.</p>
4	<p>Matters Arising from the Minutes: It was agreed to move item 7iie and 9f to the Autumn term meetings for review. Item 8b is completed. Item 9c, 9e and 9f are part of this agenda meeting so are completed.</p>
5	<p>Head teacher report</p> <p>a) Head Teachers report – Governors have received the report and read through the documentation. NW explained that the only thing that has changed since the report was written are the plans for September reopening. Jubilee Primary received more guidance from the government last week. NH has met with the SLT and discussed an action plan and updating the risk assessment. Priority is that children and staff return to school in a safe environment but the school only have a short period of time to complete before the Summer holidays. Mandatory item to update is the risk assessment, to ensure staff that are unwell remain at home, ensure all hygiene processes are adhered to, engage in the track and trace system and enhance the cleaning regulations. Jubilee Primary have also been asked to adhere to social distancing where possible.</p> <p>b) SIP report – This has had a general update and mainly focuses on online learning plans in case of a 2nd national/local or school lockdown. JC continues to review the curriculum. JC explained that this is in early stages <u>Action – T&L committee to review curriculum plans in-depth at the next T&L committee meeting</u></p> <p>c) Fernbank Update – NH stated that Fernbank are doing fantastic work but are receiving some information and guidelines a lot later than Jubilee Primary. Because the children are very young and all at different stages plans have been harder to make. These children also require more physical care than the older children at Jubilee Primary. <u>Action – Consider a link governor role for Fernbank at the next FGB.</u></p> <p>d) PE and sports Premium – The governing body are proud of the options available to the children at Jubilee Primary and a lot has had to be cancelled due to Covid-19 restrictions. Jubilee Primary are currently unsure if swimming will be available from the new academic year as still waiting for guidance on this. KJ confirmed that the DfE have acknowledged schools may not be able to continue their programs and funding will be carried forward into the next academic year so Jubilee Primary will not lose any funding for this. Risk assessments also have to be completed on all external providers to reduce the risk of Covid-19. <u>Action – To discuss sports program at the next T&L committee meeting.</u></p>

	<p>e) Work has also started at Jubilee Primary on race and diversity. There will be people in Hackney Borough Council working on projects which involve schools, children and parents. Jubilee Primary want to do something now to ensure that people of colour and different backgrounds feel they belong and the education provided to them provides future opportunities. Training has been completed with staff and Jubilee Primary are looking at others ways to support staff with knowledge as all have different levels of understanding. Currently planning time scales and action plans for training of all staff. It has been recognized within Hackney that the curriculum needs to be more reflective of black British lives and teachers have been invited to work on the new curriculum to create a more diverse curriculum. The chair explained that she plans to continue to recruit more governors and wants to ensure that the FGB is inclusive to all.</p> <p><u>Action – Race and diversity to be added to all future FGB meetings.</u></p> <p><u>Action - NH to invite governors to any race and diversity staff training that takes place</u></p> <p><u>Action – Race and diversity to be added to the next resources committee meeting so NH can advise of any monetary support that may be needed.</u></p>
6	<p>a) Parent survey response – JC explained that the school are satisfied with the results. They reviewed bullying in more detail due to the results and most comments were that they neither agreed or disagreed as they haven’t experienced any issues of bullying so couldn’t comment further or they had heard or bullying happening to another child. Plan to train staff on a regular basis on how to deal with bullying and how to respond to an incident. Bullying is also built into the curriculum. Parents have also been made aware of what they need to do if aware of an incident. NP said that the leaflet that’s has gone out to parents is quite lengthy and would be good if an alterative option was available which is more children friendly and for people were English is not their first language. JC explained that bullying is continuously reviewed but at that time it was important to get all the information to parents. There is a lot more communication planned at the start of next academic year and in will be broken down during lessons for children and more accessible formats will be looked at.</p> <p>b) RHSE Policy Consultation with parents – Jubilee Primary didn’t have much feedback from this. The policy was sent to 565 parents and had 16 responses. Responses Jubilee Primary did receive were positive. One change that has been made since the feedback was how to raise concerns if a parent has issues with the content after it has been taught. 1 parent felt that LGBTQ should not be taught to children as they are not mature enough to understand. This has not been removed as it is embedded in an appropriate ways and part of the equality act.</p>
7	<p>Finance</p> <p>a) Budget monitoring 2020/2021 first quarter – The chair explained how to understand the document to the new governors and explained that sometimes services have to be paid in advance so the percentage may be high at this time but will lower as the year progresses. The budget will also be revised in September after any pay increases and changing in staffing has taken place. KJ continued to confirm that the DfE have stated that Jubilee Primary must continue to pay for some contracts even though they may not be using it due to Covid-19. Certain areas rely on school generated income including catering, play centre, breakfast club and lettings. Jubilee Primary are not currently able to provide these services due to Covid-19. These areas are a concern because Jubilee continue to pay 20% of staff costs and will not receive much income from catering but still have to pay a reduced amount for this contract so keeping a close watch on these areas but hoping there will not be a long-term effect on the school.</p>

	<p>b) Premises - All FGB members received a copy of a large transaction form signed by the chair. This is for urgent work to be completed in the summer holidays on the reception playground for security of the children.</p> <p>c) Fernbank – The chair explained that there are concerns regarding the way that Fernbank’s accounts have been constructed which have resulted in annual over spends. The chair provided a copy of a letter which will be sent to the local authority who also have some responsibility for Fernbank asking for their guidance and advise on the best way to move forward. The governing body confirmed they are happy for this letter to be sent and discuss the outcomes from the local authority once received.</p> <p><u>Action – Review feedback received from local authority and look at the next steps for Fernbank</u></p>
8	<p>Minutes of Committees Teaching and learning committee 12th June 2020 Resources Committee 19th June 2020 Both minutes were APPROVED and RATIFIED by the governing body.</p>
9	<p>Police’s and Procedures for ratification</p> <ul style="list-style-type: none"> a) Full governing body terms of reference (including teaching and learning committee and resources committee) b) RHSE policy c) Online safety policy d) Anti – bullying procedure e) Safeguarding during Covi-19 <p>All Polices were APPROVED and RATIFIED by the governing body.</p>
10	<p>Correspondence to the chair To note Covid-19 updates from Governance Services Hackney previously circulated. Letter from Director of Education and Mayor of Hackney previously circulated.</p>
11	<p>Training Governors to note and advise availability to attend the following: <u>Safeguarding training 3rd September 2020 – 10am – 1pm.</u> <u>Action – All governors to email the chair with their availability to attend this meeting</u></p>
12	<p>AOB Breakfast club – NH made the governing body aware that they are currently reviewing usage of this and the play centre. Parents were asked to let the school know who would have intentions of using this service. Jubilee Primary received 70 responses stating 30 would use breakfast club and 40 children would use the play centre. BT asked for a comparison to last year. NH explained that it is hard to predict how many children will use it daily as numbers varied from 17 to 40 children depending on the family’s needs. Families will say they want to use the service just in case but until the service is up and running, Jubilee Primary don’t know if they will use it on a regular basis. KJ highlighted that at the last FGB meeting of the academic year changes to policy are usually made including breakfast club fees and school meal charges. It was agreed that the papers would be sent to the governing body and reviewed at the next Resources committee to update after the October half term <u>Action – Breakfast club and play centre policy to be reviewed at the next resources committee meeting and fees also to be reviewed.</u></p> <p>The chair wishes to thank all staff at Jubilee Primary for all their efforts throughout the academic year and for all their hard work during the current pandemic. The governing body agreed to send a gift to all the staff at the school.</p>

13	<p>Meeting Dates T&L committee – Friday 18th September 2020 Resources Committee – Friday 25th September 2020 FGB – Wednesday 16th October 2020</p>
14	<p>The meeting was adjourned by the Chair at 9.12am.</p>

I, Mary Walker, confirm that the minutes of the FGB meeting held on Wednesday 8th July 2020 to be a true and accurate record of that meeting.

<p>SIGNED BY:</p>	
<p>DATED:</p>	<p>14th October 2020</p>