

MINUTES

BOARD: Full Governing Body of

SCHOOL: Jubilee Primary School

DATE: Wednesday 14th October 2020

TIME: 8am – 9am

VENUE: Virtual meeting

ATTENDED: Mark Walker – Chair
 Norma Hewins – Head Teacher
 Ross Birbeck (RB)
 George Gould (GG)
 Thomas Irven (TI)
 Nina Patrick (NP)

Nana Brew (NB)
 Max Lawson (ML)
 Isabel Hutton – Vice Chair (IB)
 Brendan Tarring (BT)
 Paul Walters (PW)

ATTENDING: Josh Cardale (JC)
 Kerry Joseph (KJ)
 Stacey Fountain - Clerk

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 8.05am

Item	
1	<p>Welcome and Apologies: Those present were welcomed by the Chair.</p>
2	<p>Procedural items:</p> <p>2.1 Apologies for absence - All were present for the meeting.</p> <p>2.2 Confirmation of Quorum -The meeting was confirmed as quorate.</p> <p>2.3 Confirmation of MW as chair – All confirmed they were happy for MW to continue as chair</p> <p>2.4 Declarations of interest - No pecuniary or personal interests were advised for any agenda item for this meeting and all governors have completed the annual declaration form</p> <p>2.5 Keeping Children Safe in Education – annual - All completed the annual declaration and returned to the clerk.</p> <p>2.6 Instrument of governance -annual – All confirmed they have read and abide by the instrument of governance</p> <p>2.7 Code of Practice –annual – All confirmed they have read and abide by the code of practice.</p> <p>2.9 BT Term as parent governor expires 21/11/20 nomination from chair to co-opt – All agreed to co-opt BT</p> <p>2.10 Retirement of ZMB – ZMB thanked for her time as governor and the chair will send a letter of thanks on behalf of the FGB</p> <p>2.11 Recruitment of governors – PW introduced a potential Governor and the chair and NH have</p>

	<p>completed an interview and subject to receipt of satisfactory third reference they will be nominated for co-option to the FGB. Also recruiting for another governor and NB is making contact with some associates. Parent governor recruitment will take place after half term.</p> <p>2.8 Governor Skills Audit annual – Action - The chair asked all governors to review their skills audit and update accordingly. All to be returned to the chair by the next FGB meeting.</p>
3	<p>Any other business: To consider any urgent items of business that need to be added as AOB for the end of the meeting</p>
4	<p>Minutes: The minutes of the previous meeting on 8th July 2020 were APPROVED and RATIFIED by the governing body.</p>
5	<p>Matters Arising from the Minutes: The chair confirmed that the following link governor roles are required</p> <ul style="list-style-type: none"> • Promoting Mental Health & Wellbeing- IH with support from NB to undertake this link role. • Raising Attainment – ML agreed to undertake this link role.
6	<p>Head Teacher Report Autumn 2020 Race and Diversity</p> <p>All governors confirmed they have read through the documentation provided by NH. Since the report was written NH confirmed that she has received a resignation from the school SENCO who is also the DSL and they will be leaving at Christmas. An advert will be placed for this role but due to the recruitment process it may take some time to hire a new recruit meaning Jubilee Primary may have to provide cover from within staff group for this role for a period of time. Some of the Covid-19 government catch up funding has now come through and Jubilee Primary will be receiving the remainder in stages. So far Jubilee Primary have received £7000 towards tutoring and equipment to support the children’s development. A SIP visit took place last week but due to Covid-19 they were unable to observe any lessons. They did speak to some pupils and feedback from this was positive. The SIP looked at data from the previous 3 years as no data available for last academic year and discussed blended learning and curriculum recovery with NH. Once the report has been signed off by Hackney Education it will then be forwarded to the school. Action – SIP report to be discussed at the next FGB meeting. Action - Race & Diversity documents to be discussed at next Teaching and Learning Committee meeting to consider training for governors.</p>
7	<p>Finance</p> <p>a) Budget monitoring 2020/21 Q2 – All governors have read through the paperwork received. KJ explained to the governing body that expenditure should be at 50% as this is based on half way through the financial year. KJ continued to explain that teaching costs are currently at 51%. This is due to the SENCO who is no longer allocated to work at Fernbank for 2 days per week being fully allocated from the Jubilee Primary School budget. KJ is predicting an over spend E01 (teaching staff) as the confirmed September pay award is higher than expected at 2.75%. However, the government continues to support schools with increasing teaching staff costs through a teacher pension and Pay grant. Jubilee Primary School were able to furlough extended school staff during lock down as Play Centre and Breakfast Club services not running. Pay awards have not been applied to support staff yet as this is due in October salaries and will be back dated to April 2020. This award is expected to be 2.75%. Jubilee Primary school have received some of the funding for SEND pupils but the local authority has been slow in providing this. It is usually paid either every 2 months or quarterly but we only just received the first payment in September. KJ has expressed her concern about this to the local</p>

	<p>authority.</p> <p>KJ noted reduced income due to the lockdown in CFR codes I08 (school generated income e.g. Play centre, Breakfast Club and lettings), I09 (paid school meals) and I12 (school trips). BT asked how is the reduced take up of school meals affecting the cost of the catering contract? KJ confirmed that as part of Hackney's Catering Framework Agreement with Chartwells all schools were encouraged to continue to pay a negotiated fair amount. KJ has done this as Chartwells were still providing some service. No further questions asked by the governing body.</p> <p>b) School Census – The document provided confirms the final school census for this academic year's roll upon which the 2020-21 budget will be based. There are currently 400 children registered at Jubilee Primary School this academic year plus an additional 27 children in nursery. BT asked how many children were registered at Jubilee Primary 3 to 4 years ago. KJ believes it was approximately 488 but this included 2 nursery classes whereas currently Jubilee has only 1 nursery class now. 2019/20 the budget was based on a census of 397 children. KJ also noted that the school has seen an increase in pupil movement either within the borough, out of London or back to countries of origin. This could be a reflection of the current pandemic and/or as a result of change in families' economic circumstances.</p> <p>c) Teaching Staff Pay Awards (verbal) –see (a) above</p> <p>d) Premises boilers (verbal) – KJ confirmed that she recently met with a representative from Hackney Education Property services to discuss their preparations to replace the 3 main boilers in summer 2021.</p>
8	<p>Play Centre and Breakfast Club</p> <p>It was agreed to move this to the Resources Committee meeting to discuss in more detail as there is a meeting on 19th October 2020 to discuss current situation.</p> <p>Action – Move to Resources Committee Meeting and the report of meeting 19th October 2020 to also be discussed. Follow through to FGB meeting.</p>
9	<p>Fernbank Children's Centre</p> <p>All governors confirmed they had read through the documentation (including email correspondence about the building insurance) received. Minutes of discussion considered as confidential item and minute as such.</p>
10	<p>Minutes of Committees</p> <ul style="list-style-type: none"> • Teaching & Learning Committee 18th September 2020 • Resources Committee 25th September 2020 <p>The governors confirmed they have read the minutes from these meetings and the minutes were APPROVED by the governing body</p>
11	<p>Policies and Procedures</p> <p>For ratification:</p> <p>Assessment Early Years Foundation Stage Policy 2020</p> <p>The assessment and Early Years Foundation Stage Policy 2020 were APPROVED and RATIFIED by the governing body.</p> <p>For information:</p> <p>The following policies were ratified at Resources Committee on 25th September 2020 and available on school website from 14/10/20</p> <p>Complaints Procedure Covid-19 risk assessment Charging policy Financial procedures Freedom of Information Data Breach</p>

	Data Protection
12	<p>Correspondence to the Chair: The chair regularly shares correspondence with the FGB and advised that if anyone needs further clarification please contact the chair for further information.</p>
13	<p>Governor Training -: Update from governors on Safeguarding training undertaken to be given Governance Training Programme hosted virtually NB</p> <ul style="list-style-type: none"> • Safeguarding: How do Governors Fulfil their Responsibility to Safeguard and Protect Children? Tuesday, 1 December 2020, 6pm to 8pm FREE TO ALL HACKNEY SCHOOLS • Tackling Inequalities: How do Governors Ensure an Inclusive Approach for Children with Special Educational Needs and Disabilities? Tuesday, 17 November 2020, 9am to 11am <p>The chair thanked ML for returning details of his Safeguard Training completed. The chair also encouraged all the governing body to attend the above training sessions.</p> <p>All governors were asked to email the chair with details of Safeguarding training they have completed.</p>
14	<p>Any Other Urgent Business (AOB): As agreed in advance in item 3 above Action – The governing body were asked to send a photo and a brief sentence about themselves for the website. This is to be done by the 1st week after half term.</p>
15	<p>Meeting Dates It was agreed that the next meeting will be on 13th November 2020 – T&L committee 20th November 2020 – Resources Committee 2nd December 2020 – FGB meeting.</p>
16	The meeting was adjourned by the Chair at 9.15am.

Matters arising from the minutes of the FGB meeting held on 14th October 2020

Item	Action	Actionee	Status
2	<i>The chair asked all governors to review their skills audit and update accordingly. All to be returned to the chair by the next FGB meeting.</i>	All	
6	<i>SIP report to be discussed at the next FGB meeting.</i>	Clerk / Chair	
6	<i>Race & Diversity documents to be discussed at next Teaching and Learning Committee meeting to consider training for governors.</i>	IH / Clerk	
8	<i>Move Playcentre and Breakfast Club to Resources Committee Meeting and the report of meeting 19th October 2020 to also be discussed. Follow through to FGB meeting.</i>	Clerk / Chair	
9	<i>Chair to write to Donna Thomas</i>	Chair	
14	<i>The governing body were asked to send a photo and a brief sentence about themselves for the website. This is to be done by the 1st week after half term.</i>	All	

Outstanding items:

Item	Responsible	Status
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SIGNED BY:	
DATED:	