

MINUTES

BOARD: Full Governing Body of

SCHOOL (-or TRUST-): Jubilee Primary School

DATE: 2nd December 2020

TIME: 8am

VENUE: Virtual

ATTENDED: Mary Walker – Chair
 Max Lawson (ML)
 Isabel Hutton – Vice Chair
 Thomas Irvén (TI)
 Nina Patrick (NP)
 Norma Hewins (NH) – Head Teacher
 George Gould (GG)
 Sarah Kissack (SK)
 Nana Brew (NB)
 Ross Birbeck (RB)
 Paul Walters (PW)

ALSO PRESENT: Josh Cardale – Associate Governor
 Kerry Joseph – Business Manager
 Stacey Fountain - Clerk

APOLOGIES Brendan Tarring (BT)

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	
1	Welcome and Apologies: Those present were welcomed by the Chair.
2	<p>Procedural items:</p> <ul style="list-style-type: none"> • 2.1 Apologies for absence – Apologies received from Brendan Tarring 2.2 Confirmation of Quorum - The meeting was confirmed as quorate. 2.3 Declarations of interest - No pecuniary or personal interests were advised for any agenda item. 2.4 Governor recruitment – Nomination of SK to join Governing Body – The governing body agreed for SK to join the governing body. 2.5 Update of parent governor recruitment – JC explained that they have received no nominations and Jubilee Primary will complete the recruitment process again next term. Action – JC to provide an update on the parent governor recruitment at the next FGB. 2.6 Skills Audit – The chair asked all governors to confirm their skills audits are correct and up to date and advise her if any amendments need to be made.

3	Any other business – None confirmed
4	Minutes: The minutes of the previous meeting on 14 th October 2020 was approved by the governing body.
5	Matters Arising from the Minutes: ACTION - SK to provide a photo and short biography for the school website. PE and sports grant – JC confirmed that DfE have advised that any funds not spent in 2019-20 are to be carried forward and have to be used by 31 st March 2021. A new format for the report will be used for 2020-21 All other actions completed.
6	Correspondence – All governors have received copies of Hackney Borough Council bulletins and correspondence from the chair.
7	<p>Headteacher</p> <p>SIP report – Autumn 2020 – NH explained that the School Improvement Plan is a working document linked to the local authority. The School Improvement Partner (SIP) reviews each subject area and observes teachers and has pupil conferences. This year the local authority has changed how they are supporting schools and are visiting all schools 3 times this academic year. A first visit has been completed and the SIP looked at how Jubilee Primary is performing and how the school is coping with Covid-19 regulations and closing of year groups/lockdowns. At Jubilee Primary over the last 3 weeks there has been almost daily reporting of positive Covid-19 cases. The SIP is also looking at 3-year trends due to the closure of the school last academic year due to Covid-19.</p> <p>The next visits are planned for February and June 2021. At these future reviews, the SIP will review how Jubilee Primary is coping with Covid-19 and look at pupil progress including home learning and disruptions to their education.</p> <p>The chair encouraged all governors to study this document as it will give them an understanding of what is happening at the school as visits to the school are limited due to Covid-19.</p> <p>Curriculum Statement – JC provided the governing body with the curriculum statement and advised all governors to review it so they have a clear understanding of the curriculum content, given a potential Ofsted visit. JC continued to explain that Jubilee Primary have 3 focus areas: Big ideas – Linking the children’s learnings to topics such as London, Immigration, the natural environment and progressing throughout each year group. Focus – Ensuring the children have a deep understanding of the subject. Key Stage 2 children read novels and focus on this for several weeks. Maths is blocked for several weeks and history and geography topics have a ‘key learning question’ which run over half a term. Space and Pace – Using recall and spaced repetition learning at the right pace for each child to build fluency.</p> <p>NB asked how children are supported to reach higher order thinking skills when discussing sensitive topics such as Race and immigration. JC confirmed that Jubilee Primary work on questioning and the children needing to have a base level understanding which leads to higher order thinking skills when they have a solid understanding.</p> <p>NB continued to ask how children are supported to express their experiences, thoughts feelings and are any concerns picked up by pastoral/safeguarding team. JC confirmed that there is a comprehensive PHSE curriculum embedded at Jubilee Primary to support children.</p> <p>ML stated that the statement talks about topics children study. Are subjects taught discretely or are topics cross-curricular? He said he was aware that OFSTED has a focus on children having an understanding of discrete subjects. JC confirmed that all subjects are taught discretely and linked to previous years learning at Jubilee Primary. Some children will naturally link to previous learning but explicit links need to be made by teachers to secure good understanding by all.</p> <p>Contingency Arrangements and remote Learning Autumn 2020 – JC confirmed that this is in place for individual pupils isolating due to Covid-19 a bubble closure or a full school closure. The main scenario at Jubilee Primary has been year group bubble closures for up to 14 days. Google classrooms are set up with registration each morning, pre-recorded video lessons and small group tutorial lessons on Google Meet.</p>

	<p>During the small group tutorial sessions, the teacher will review the learning completed that day. Chrome books have been lent to children to support their home learning.</p> <p>If a full school closure was required there are additional support plans in place from the safeguarding team and pastoral support.</p> <p>ML and PW praised Jubilee for the year 3 home learning engagement.</p> <p>RB confirmed that as a parent the transition to home learning is seamless and the plans in place at Jubilee are impressive. NH thanked all for their positive feedback and explained that the plans have been updated when needed and the process has got better on each occasion.</p>
8	<p>Finance – Jubilee Budget Monitoring Report. –</p> <p>The chair confirmed that the governors are presented with period 7 of the budget monitoring report and some items were discussed in detail during the Resources Committee meeting (see minutes of meeting 20/11/20). Qtr 3 of financial year 2020-21 will be reviewed at the next Resources Committee meeting in January 2021.</p> <p>KJ confirmed that Jubilee Primary has purchased 10 new laptops for teachers and they are aiming to raise funds to ensure every child has a Chromebook. So far £16,000 raised funds has afforded the school 90 chromebooks.</p> <p>Teaching Staff Pay Awards – The chair confirmed that the pay awards were completed at the Pay Performance Committee meeting and thanked IH and PW for their contribution to this.</p> <p>Breakfast Club/Playcentre – The chair confirmed that last week on average 3 children per day attended play centre and breakfast club due to year group lockdowns. Take-up needs to be reviewed in the new year at the next Resources Committee meeting with a regard for the long-term financial risks and possible alternative options.</p> <p>ACTION –The future of Playcentre and Breakfast Club to be discussed at the next Resources Committee and FGB meetings.</p>
9	Fernbank Budget Monitoring Period 7 – All governors have reviewed the expenditure and income
10	<p>Minutes of Committees</p> <p>Teaching and Learning Committee 13th November 2020 – APPROVED and RATIFIED by the governing body</p> <p>Resources Committee 20th November 2020 – APPROVED and RATIFIED by the governing body.</p>
11	<p>Policies and Procedures for ratification</p> <p>Attendance Policy Review of Pupil Premium Grant 2019-20 Pupil Premium Grant Strategy 2020-21 Intimate Care Policy Safeguarding and Child Protection Policy Annual Safeguarding Report 2019-20 Equality Policy and Objectives Exclusions Policy SEND Information SEND Policy Complaints Policy Appraisal Policy School's Pay Policy</p> <p>All policies were APPROVED and RATIFIED by the governing body.</p> <p>ACTION – Pupil Premium Grant Strategy 2020 -21 to be reviewed at Teaching & Learning Committee and ML as link governor for Pupil Attainment to be invited to attend, for report at the next FGB meeting.</p>
12	<p>Governor training –</p> <p>Preparing for an Ofsted Inspection – virtual session with Hilary Ryan 9th December 2020 8 am – 9 am</p>


	Five governors attended Hackney Safeguarding training on 1 st December 2020.
13	<p>Any Other business – The post of Inclusion Manager has been advertised to replace Stephen Hodson (SENCO and Designated Safeguarding Lead) who is leaving Jubilee Primary early in January. Nesson Query (AHT) will be covering this position temporarily. ACTION – NH to provide an update at the next FGB on the recruitment to post of Inclusion Manager.</p>
14	<p>Meeting Dates It was agreed that the next meeting will be on Teaching and Learning – 15th January 2021 Resources Committee – 22nd January 2021 FGB – 3rd February 2021</p>
15	The meeting was adjourned by the Chair at 8.56 am

Matters arising from the minutes of the Full Governing Body held on 2nd December 2020

Item	Action	Actionee	Status
2	JC to provide an update on the parent governor recruitment at the next FGB.	JC	
5	SK to provide a photo and short biography for the school website.	SK	
8	Playcentre and Breakfast Club to be discussed at the next Resources Committee and FGB meetings.	Resources	
11	Pupil Premium Grant Strategy 2020 -21 to be brought forward to the next FGB meeting.	Chair	

Outstanding items:

Item	Responsible	Status
No outstanding items		

SIGNED BY:	
DATED:	3 rd February 2021.