

## MINUTES

- BOARD:** Full Governing Body - **of**
- SCHOOL:** Jubilee Primary School
- DATE:** 3<sup>rd</sup> February 2021
- TIME:** 8am until 9am
- VENUE:** Virtual meeting
- ATTENDED:** Mark Walker – Chair  
Max Lawson (ML)  
Isabel Hutton (IH)  
Thomas Irven (TI)  
Norma Hewins – Head Teacher  
George Gould (GG)  
Sarah Kissack (SK)  
Ross Birkbeck (RB)  
Paul Walters (PW)  
Brendan Tarring (BT)
- ALSO PRESENT:** Josh Cardale – Deputy Head Teacher  
Kerry Joseph – Business Manager  
Nessan Quiery – Assistant Head Teacher  
Alison Rea - Observer  
Stacey Fountain – Clerk
- APOLOGIES:** Nina Patrick – (NP)  
Nana Brew – (NB)

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.

The meeting commenced at 8.01 am.

Item	
1	<p><b>Welcome and Apologies:</b> Those present were welcomed by the Chair, apologies received from Nana Brew and Nina Patrick</p>
2	<p><b>Procedural items:</b> <b>2.1 Apologies for absence</b> Apologies were received from NP. No apologies received from NB.</p>

	<p><b>2.2 Confirmation of Quorum</b> The meeting was confirmed as quorate.</p> <p><b>2.3 Declarations of interest</b> No pecuniary or personal interests were advised for any agenda item for this meeting</p> <p><b>2.4 Governor Recruitment</b> The chair welcomed Ally Rea to the Governing Board in the capacity of parent governor.</p>
3	<b>Any other business</b> –None
4	<b>Minutes:</b> The minutes of the previous meeting on 2 <sup>nd</sup> December 2020 were approved and signed.
5	<b>Matters Arising from the Minutes:</b> All actions have been completed.
6	<b>Correspondence:</b> All governors received copies of the correspondence.
7	<p><b>Headteacher</b></p> <p><b>7.1 - January 2021 Covid-19 restrictions-pupil attendance</b>, referring to the document previously circulated to governors, JC explained that Jubilee Primary School is constantly reviewing the number of vulnerable and key worker children attending the school to ensure there are sufficient staff on site and the requirements of the Risk Assessment are addressed All 'bubbles' have 1 qualified teacher with a maximum of 30 children per 'bubble'.</p> <p>Jubilee Primary have started to prioritise pupils as more families are asking if their children can attend school. All vulnerable children including those with an EHCP, children with social services involvement and children previously identified as vulnerable have been offered places and the school are assessing what level of support each family requires. Jubilee Primary School have had to ask key worker families (where there is one parent available at home) if they can keep their child at home to enable more vulnerable children to be able to attend school.</p> <p><b>Q</b> – IH asked how the children have reacted to labels they are given or if they are aware of this?</p> <p><b>A</b> – The Teachers are not drawing attention to this in school. Some of the older children may be aware. If a child was to raise this a discussion would take place with SLT on how to manage this.</p> <p>The Headteacher confirmed that she reports to the DfE daily and includes details of the number of children eligible for Free School Meal attending school.</p> <p><b>Q</b> – The Chair asked if there have been any issues with the Free School Meals Voucher scheme.</p> <p><b>A</b> – JC confirmed that Jubilee Primary School have still not received their allocation of vouchers and the vouchers will be backdated upon receipt.</p> <p><b>ACTION – The Chair asked the school to provide some food to eligible families if they have not received the vouchers within a week.</b></p> <p><b>7.2 - Remote Learning</b> – The Governors had no questions about the remote learning documentation.</p> <p><b>7.3 - Risk Assessment (previously circulated by the chair)</b> – The governors had no questions about the Risk Assessment documentation.</p>

<p>8</p>	<p><b>Finance</b></p> <p><b>8.1 - Budget Monitoring Report QTR 3 PO9 December 20</b> – KJ explained that the Resources Committee reviewed this report in detail at their meeting on 20<sup>th</sup> January An indicative budget has been provided H for 2021/22 and this will be presented at the next Resources Committee meeting.</p> <p><b>8.2 - Pupil – School Census Collection - Spring 2021 –</b>  <b>Q</b> – ML asked if Jubilee Primary’s FSM and pupil premium numbers have been affected by the availability of universal free school meals for children in KS1.  <b>A</b> – KJ explained that the staff encourage everyone to check online for free school meal entitlement as the school receive Pupil Premium funding for children on FSM eligible families          JC added that all parents are advised of this when they join Reception.          The Chair explained that pupil recruitment is the school’s priority and other schools in the neighborhood having falling roles.</p> <p><b>8.3 - Spring Pupil Census compared 2020 v 2021</b> - The budget for 2019/20 was based on 410 pupils, last year was 397 children and the indicative budget for this year is 400 from Reception to Year 6, with 29 in the Nursery.</p> <p><b>8.4 - Breakfast Club/Playcentre update</b> – This will be discussed in detail at the next Resources Committee meeting. Schools will hopefully have reopened at this time and Jubilee Primary School will have a better understanding on the potential number of parents/children wishing to use these facilities.</p> <p><b>8.5 - IT Equipment update</b> – The Chair said she understood Jubilee Primary school was aiming to ensure that every child in the school had access to a Chromebook.  <b>Q</b> – ML asked what Jubilee’s long term usage plan is for the Chromebooks?  <b>A</b> – JC explained that children use the Chromebooks in school during lessons and each child need one to work on. Early years are not included in the ambition regarding Chromebooks as young children do not require this level of access for engaging in the curriculum. Chrome books will be used from Year 1 onwards.  <b>Q</b> – AR asked what would happen to the Chromebooks when they need replacing.  <b>KJ</b> explained that the school currently have Chromebooks that are up to 5 years old and are now obsolete and need to be replaced. In the past, all ICT equipment has been updated as part of a 3-year plan. Due to the pandemic, the ICT assets are continuously being reviewed.</p> <p><b>8.6 - Premises (verbal update)</b> – The London Borough of Hackney are upgrading the boilers during the summer holidays. They will be removing 3 of the 4 boilers and replacing with 1 modern boiler which will serve the Nursery and KS1 area of the school and will also save money and energy. This work will start before the end of the academic year and it may continue after the children return in September 2021.</p>
<p>9</p>	<p><b>Fernbank</b></p> <p><b>9.1 - Budget Monitoring Period QTR 3 PO9 December 20</b> - KJ explained that Hackney Borough Council have been delayed in issuing funds relating for Fernbank Children’s Centre to Jubilee Primary School. She is still awaiting the 3<sup>rd</sup> and 4<sup>th</sup> quarter funding.</p> <p><b>9.2 - Notes of Children’s Centre Budget Meeting 20<sup>th</sup> January</b> – The Headteacher and KJ attended a meeting and Hackney Borough Council are currently in the process of allocating funds to compensate for money lost last academic year 2020-21</p>

<b>10</b>	<p><b>Minutes of Committees</b></p> <p><b>9.1 Draft Unapproved T&amp;L Minutes 15<sup>th</sup> January 2021</b></p> <p><b>9.2 Draft Unapproved Resources Minutes 22 January 2021</b></p> <p>All governors have received copies of the draft minutes.</p>
<b>11</b>	<p><b>Policies and Procedures for ratification</b></p> <p><b>11.1 Newly Qualified Teachers (NQ) Policy</b></p> <p><b>11.2 Drug and Alcohol Policy</b></p> <p><b>11.3 Policy for Serial and Unreasonable Complaints</b></p> <p>All policies were APPROVED and RATIFIED by the governing body.</p>
<b>12</b>	<p><b>Governor Training</b>  <b>Hackney Education Governance Training Programme</b> – The Governors are aware of the training sessions available. The chair noted that following FGB two governors were attending Safeguarding Training for governors.</p>
<b>13</b>	<p><b>Any Other Urgent Business (AOB):</b>  As agreed in advance in item 3 above</p>
<b>14</b>	<p><b>The meeting was adjourned by the Chair at 9.16 am</b></p>

**Matters arising from the minutes of the Full Governing Body held on 3<sup>rd</sup> February 2021.**

<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
7.1	The Chair asked the school to provide some food to those families eligible if they have not received the vouchers within a week.	Headteacher	Actioned

**Outstanding items:**

<b>Item</b>	<b>Responsible</b>	<b>Status</b>
<b>No Outstanding Items.</b>		