

MINUTES

BOARD: Full Governing Body - **of**

SCHOOL: Jubilee Primary School

DATE: 24th March 2021

TIME: 8 am

VENUE: Virtual meeting

ATTENDED: Mary Walker – Chair
 Max Lawson (ML)
 Isabel Hutton (IH)
 Nina Patrick (NP)
 Norma Hewins – Head Teacher
 George Gould (GG)
 Sarah Kissack (SK)
 Paul Walters (PW)
 Brendan Tarring (BT)
 Alison Rea (AR)

ALSO PRESENT: Josh Cardale – Deputy Head Teacher
 Kerry Joseph – Business Manager
 Nessian Quiery – Assistant Head Teacher
 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.

| Item | |
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| 1 | Welcome and Introductions: To welcome those present |
| 2 | Procedural items: 2.1 Apologies for absence – Apologies were received from Tom. No apologies received from NB or RB. 2.2 Confirmation of Quorum – The meeting was confirmed as quorate |

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| | <p>2.3 Declarations of interest - No pecuniary or personal interests were advised for any agenda item for this meeting</p> <p>2.4 Governor Recruitment – The Chair has confirmed to the governing body that she will begin the transition process for Paul to become Chair after the Easter holidays and she will retire in July 2021. The formal nomination process for Paul to become Chair will take place at 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 The Chair asked all governors to provide reports for their link governor roles.</p> |
| 4 | <p>Minutes: To approve the minutes of the last FGB meeting held on 3rd February 2021 The minutes were APPROVED and RATIFIED by the governing body.</p> <p>Q – SK asked for more information on the boiler about renewable energy. A – KJ confirmed that additional information has been provided since the last FGB meeting and she will circulate this to all governors.</p> <p>ACTION – KJ to share the additional renewable energy documentation she has received from the engineers and surveyors.</p> |
| 5 | <p>Matters Arising from the Minutes: Update on actions agreed at the meeting held on 3rd February 2021 All actions have been completed.</p> |
| 6 | <p>Correspondence: To note any correspondence received by the school/chair:</p> <p>6.1 LB Hackney Bulletins - February 25th and 26th. March 1st, 2nd,4th ,8th,11th and 12th</p> <p>6.2 Information from Virtual Forum Hackney Governors 4th March All governors have received copies of the above correspondence and have read through it.</p> <p>6.3 Invitation to Virtual Forum 24th March and Chair of Governors Update March 10th The governors have received an invitation to attend this meeting and the Chair has encouraged them all to attend. The Chair asked IH to discuss the documentation from this virtual meeting at the next Teaching and Learning Committee meeting. ACTION – Information from the virtual forum to be discussed at the next Teaching and Learning Committee meeting.</p> |
| 7 | <p>Headteacher</p> <p>7.1 Headteacher’s Report 7.2 SIP Report 2 February 2021</p> <p>The Head Teacher asked if any of the governors had any questions regarding the Head Teachers report or the SIP report.</p> |

Q - ML asked to have any particular groups of children or curriculum areas been found to have fallen behind as a result of the school closure? Are there any common themes?

A – The Head Teachers explained that she has spoken to several staff regarding this as no formal assessments have been completed at this time at Jubilee Primary School.

GG continued to explain (as a year 6 teacher) that as of the day of the meeting the children have been back 12 days. GG and Rory are reviewing and revisiting learning units and teachers are revisiting what is needed and building into the existing lesson plans.

They have noticed that disadvantaged children have bigger learning gaps and they are ensuring that these children are getting extra teacher support.

The children all have a fantastic attitude to learning and are working hard every day. GG is pleased with how the Year 6 children have returned and settled into their school routine so quickly. Assessments and Pupil Progress meetings will take place after the Easter holidays and these may identify other common themes across Year 6.

The Head Teacher explained to the Governing Body that Rory (Year 6 – English Lead) has noticed that the Year 6 children need work on their handwriting skills. This is due to online learning from January 2021. Improvements have been made since the children returned to school but is still an area of development.

JC confirmed that some assessments have started but they have not been assessed at the time of this meeting.

Q – ML asked for an update on school attendance since reopening? Have there been any challenges in convincing some families to return to school?

A – The Head Teacher confirmed that very few children have not returned to school. 1 family have not returned. Salima Dowe is working with this family to encourage them to return to school. This family have been a concern since the beginning of the pandemic in March 2020. Jubilee Primary School have also had 5 families leave the country during the lockdown period that commenced in January 2021. These families have had difficulties returning due to illness, the national lockdown restrictions in place in the country they are visiting and the cost of flight to return.

Q - How is the school providing opportunities for pupils to reconnect?

A – JC explained that from the last return to school Jubilee Primary School learnt that children wanted normality at school and to be able to connect with their friends. The school have provided PHSE lessons to include rich class discussions. They have the children the opportunity to dress up upon their return for world book day and will continue this for future celebratory events. Jubilee Primary have also continued with virtual assemblies so all the children can see each other. Behaviour in the playground has been better since the children have returned as they are in bubbles.

WAMHS (Wellbeing and Mental Health in Schools) is still in place for school staff and they have also reached out to become available for parent consultations.

The Chair thanked the school for their feedback. She encouraged all governors who do not have children at Jubilee Primary to visit the website and read the stories and bulletin so they can see what is happening at the school daily. She also congratulated Jubilee Primary for receiving an Artsmark Gold Award.

Finance

8.1 Budget Monitoring Report P11 and projected year-end – KJ confirmed that the accounts the governors have received are up to the end of February 2021.

Q - MAX asked if KJ could clarify what E24 - special facilities, and also E27, are used for? He noticed that these are some of the areas that there is a significant relative reduction over the coming proposed budgets and wondered what assumptions were being made to accommodate this?

A - £18,528 Covid Catch-up Grant carried forward from 2020-21 'parked' in E24. Not recurring in following years.

Other items in E24 are:

- Tennis club coach
- Reachout Mentoring for years 5&6 (Autumn 21 & Spring 22)
- School book bags
- Playcentre/BFC catering and resources.

E27 includes:

- Specialist instructors e.g., SEN cricket and LAMDA (2020/21 c/f)
- Visiting poets (2020/21 c/f)
- Supply teaching assistants
- Traded services: Attendance, Ed Psych, SLT, Music Service (2020/21 c/f)
- Special workshops e.g., Science week

8 Not included in following years are:

LAMDA – 10,640

Poets – 1,000

Supply TAs – summer 2021 only

Music Services – 12,412

8.2 Indicative Budget 2021-22 KJ explained that some funding must be carried forward as the school have been unable to use it this year due to the lockdowns including £18,500 Covid Catch-up funding and £11,300 PE grant. KJ is aiming to carry forward £78,000 next financial year and possibly an additional £30,000.

8.3 Draft Best Value – KJ asked all governors to ensure they read through this.

ACTION – All governors to read through the Best Value Statement for submission.

8.4 Budget considerations – KJ continues to have regular conversations with the Head Teacher, JC and Nessian. The music service costs £12,500 per year and this is something Jubilee Primary wish to continue with the service. The governors were made aware that they must review and understand the finances for the next 3 financial years as costs are constantly rising. Fortunately, Jubilees school role is stable and any movement that takes place is because families are either leaving London. Jubilee plans to promote their school as much as possible and will offer virtual tours. The Chair recommended that Tom completes a website review to see if the information a new parent would need is readily and easily available.

ACTION – Tom to complete a review of the Jubilee Website to see if the information I available to potential new families.

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| | <p>ACTION – Ally and Nina to review the website as parent governors and to discuss any thoughts at the Teaching and Learning Committee.</p> <p>8.5 Extended Schools – KJ confirmed that the number of children attending the children and breakfast club is increasing. KJ expects that more people will return to their place of work in the summer term and numbers will increase again at this time. The playgroup and breakfast club leaders are aware of the number of children that are required to attend to continue to offer this service.</p> <p>The Chair asked that a report is provided on this at the next Resources Committee meeting.</p> <p>ACTION – KJ to provide a Playcentre and Breakfast Club report at the next Resources Committee meeting.</p> |
| 9 | <p>Fernbank</p> <p>9.1 Budget Monitoring Period (P11) and projected year-end – The governors have been provided with a budget report up until February 2021.</p> <p>9.2 Covid- income reimbursement - KJ explained that approximately 50% of the income at Fernbank is parent payable fees. She has not reviewed all of the lost income as of yet but Fernbank does not expect to be reimbursed all of this from the local authority. She expects that there is a shortfall of approximately £35,000.</p> <p>9.3 Indicative 2021-22 budget – Fernbank does not expect to have any funding to carry forward into the next financial year.</p> <p>9.4 Occupancy numbers - The number of children attending Fernbank is steadily increasing. Before the pandemic, Fernbank was running at full capacity. As of February, capacity was approximately 84 – 85%.</p> |
| 10 | <p>Minutes of Committees</p> <p>T&L Draft Unapproved Minutes 5th March 2021</p> <p>Resources Draft Unapproved Minutes 12th March 2021</p> <p>The governors have read and received copies of these minutes.</p> |
| 11 | <p>Policies and Procedures for ratification:</p> <p>11.1 Charging Policy (addendum) – It was explained to the governors that Chartwells has increased their costs of catering to the school and this needs to be passed on to the parents otherwise the school will be losing money. This charge increase will not take place until after the next half term.</p> <p>SK stated that she found it extraordinary that Chartwells could increase their charges after the fiasco of the free school meals. KJ explained that Chartwells have not increased their prices for the last 3 years.</p> |

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| | 11.2 Accessibility Policy 11.3 Admissions Policy 11.4 Medical Needs Policy 11.5 Positive Behaviour Policy 11.6 Teaching & Learning Policy |
| | All policies were APPROVED and RATIFIED by the governing body. |
| 12 | Governor Training - Hackney Education Governance Training Programme The governors have been made aware of the Hackney Education Governance Training Programme. |
| 13 | Any Other Urgent Business (AOB): As agreed in advance in item 3 above |
| 14 | Meeting Dates: To confirm the following FGB meeting date May 19 th 2021 |
| 15 | To identify any matters to be recorded in the Confidential PART B minutes |

Matters arising from the minutes of the Full Governing Body held on 24th March 2021.

| Item | Action | Actionee | Status |
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| 4 | KJ to share the additional renewable energy documentation she has received from the engineers and surveyors. | KJ | Completed |
| 6 | Information from the virtual forum to be discussed at the next Teaching and Learning Committee meeting. | MW | Carried to next T&L mtg 18/06/21 |
| 8.3 | All governors to read through the Best Value Statement for submission. | All | Completed |

Outstanding items:

| Item | Responsible | Status |
|-------------------------|-------------|--------|
| No outstanding actions. | | |