

MINUTES

BOARD:	Full Governing Body of
SCHOOL:	Jubilee Primary School
DATE:	19 th May 2021
TIME:	8 am
VENUE:	Virtual meeting
ATTENDED:	Mary Walker – Chair Max Lawson (ML) Isabel Hutton – Vice Chair Thomas Irven (TI) Nina Patrick (NP) Norma Hewins – Head Teacher George Gould (GG) Sarah Kissack (SK) Paul Walters (PW) Brendan Tarring (BT) Ally Rea (AR)
APOLOGIES:	Ross Birbeck (RB) Nana Brew (NB)
ALSO PRESENT:	Josh Cardale – Deputy Head (JC) Kerry Joseph – Business Manager (KJ) Nessan Quiery – Assistant Head Teacher (NQ)

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 8.03 am.

Item	
1	Welcome and Introductions: To welcome those present
2	Procedural items: 2.1 Apologies for absence – Apologies were received from RB and NB 2.2 Confirmation of Quorum – It was agreed that the meeting was quorate. 2.3 Declarations of interest – There were no declarations of interest. 2.4 To confirm George Gould’s further term as staff member of FGB - The governors agreed to GG’s further term as staff governor. 2.5 Governor Recruitment – The Chair made the governors aware that she and the Head Teacher are interviewing a potential new Chair.

	<p>2.6 Schedule of meetings 2021-22 – The governors were provided with the schedule. The Chair asked the governors to send any questions they may have direct to her.</p> <p>2.7 Link Governor Reports guide and proforma – The Chair thanked the governors for the arrangement they have made. She asked that all reports be returned by 30th June 2021 in time for the next FGB meeting.</p> <p>ACTION – All governors to send link reports to the Chair by 30th June 2021</p> <p>2.8 Draft Terms of Reference</p> <ul style="list-style-type: none"> I. Governing Board II. Resources Committee III. Teaching and Learning Committee <p>The Chair explained that the governors need to adopt these Terms of Reference at the first FGB of for the new academic year. The key changes have been highlighted and also noted is that Jubilee Primary School now has a clerk in place for all governor meetings and that Hackney Learning Trust is now named Hackney Education. The Chair asked the governors to review the documents for the governing board and committees at the next Resources and Teaching & Learning meetings for report to FGB July 7th.</p> <p>ACTION – The Draft Terms of Reference i, ii and iii to reviewed at Teaching & Learning Committee 18th June and Resources Committee 25th June for report to FGB 7th July</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> <p>The Chair has provided a copy of an email and map regarding school street changes. This is due to start on 21st June 2021.</p>
4	<p>Minutes: To approve the minutes of the last FGB meeting held on 24th March 2021</p> <p>The minutes of the meeting on 24th March 2021 was APPROVED and RATIFIED by the governing body.</p>
5	<p>Matters Arising from the Minutes: Update on actions agreed at the meeting held on 24th March 2021 and Resources Committee 30th April 2021</p> <p>The actions agreed upon have been completed or will be completed during this meeting.</p>
	<p>Correspondence: To note any correspondence received by the school/chair:</p> <ul style="list-style-type: none"> 6.1 Hackney Bulletins 6.2 Coronavirus Updates 6.3 Director of Education <p>The governors have received all copies of the correspondence. No further questions were asked.</p>
7	<p>Headteacher</p> <p>7.1 Covid Catchup Grant – The Chair explained that NQ would provide the following update. The governors are informed of the great work the school are doing to support the children and that the report refers to use of the government grant.</p>

NQ explained that the school received additional government funding to support children to catch up on any missed learning due to Covid-19. This also includes their well-being. Assessments have been completed on all the children which show there has been a bigger impact on the younger children's (reception and year 1) attainment. The older children found it easier to engage with online learning during the national lockdown.

The government have made suggestions on how to utilize this funding but Jubilee do not feel these will work as well for the younger children. Research has shown that the best way for younger children to catch up is to link any additional learning with learning that is happening in the classroom. The teachers know the children and understand their strengths and weaknesses. Two highly qualified supply teachers will cover classes whilst the class teacher supports and works with individual children. Teaching support staff will also be paid additional hours to support children. The school are also employing an additional TA (Teaching Assistant) 1 day per week for phonics tutoring.

Jubilee are investigating using a National Tutoring Programme for the older children. The government will match any costs the school incurs for this. Jubilee are considering supporting children with this over 6 weeks. The children will have an additional 3 sessions a week over the summer holidays.

Q – IH asked if the tutoring will be bespoke to the individual pupil's needs.

A – NQ confirmed it would be bespoke to each child's needs and the planned tutoring session will be one to one.

Q – BT asked if there is scope for parent involvement including the members of the PTA's Library Committee.

A – NQ stated that the school will encourage parents to support the school again when they can come in regularly. The school need to be mindful of the new Covid-19 variant. They will allow parents to be involved more when Covid-19 restrictions allow them to.

Q – SK said that writing seems to be the area of most concern. Could there be more focus on this?

A – NQ stated that getting children to do large amounts of quality writing at home is difficult. When they do write at home historically, it is of lower quality. There is some writing work that will be completed during the summer holidays but these will be smaller pieces.

7.2 Diversity, Race and Racism

The Head Teacher reported that there has been consistent work taking place at Jubilee and that she has worked with a small group of staff to create a curriculum that can be taught throughout the academic year. This curriculum has now been taught for the last 3 terms.

Diversity – The children have looked at their family trees and celebrated their culture and religion. They have completed work on 6 black historical characters.

Race – The children have been identifying racial backgrounds, their countries and understanding the differences.

Racism – The children have been discussing what this means and why it is here. The teachers have been mindful of the language they are using.

Next term the school will be discussing activism. The children will look at how they can help change their community. This will include impactful personal changes that they can make.

This subject is constantly changing and adapting and the school are looking at the best approaches to have the best impact in the school. They have widened it across the curriculum and involved music class as well.

	<p>The Head Teacher is presenting at a virtual meeting with parents on Wednesday 26th May. She will discuss how the parents feel about this curriculum and ask for ideas and feedback. Currently 70 parents have signed up to attend.</p> <p>Staff CPD (Continuing Professional Development) is being updated to include this Diversity, Race and Racism. Staff are sharing their experiences and backgrounds. It is important to the Head Teacher that the teachers feel inspired and they have provided positive feedback so far.</p> <p>PW stated that it sounds like a very good structure and sequence. It was agreed that the governors would, in the light of this, revisit their values as a governing board.</p> <p>ACTION – The Chair will arrange a session in the new academic year to discuss the Governing Board's values in relation to Diversity, Race and Racism.</p> <p>7.3 SMSC & British values statement for school website. The British values statement has been added to the school's website.</p>
8	<p>Finance</p> <p>8.1 Final Year-end 2020-21 accounts The Chair advised governors that all the finance documents presented with the agenda had been discussed, agreed and ratified at the Resources Committee meeting on 30th April (see item 10 of this agenda). KJ confirmed that there is less of a balance (4.8%) being carried forward into the new academic year compared to previous years. KJ thanked for Resources Committee for their support.</p> <p>Q – BT asked if the school can be exempt from rates as a charity. A – KJ confirmed that National Non Domestic Rates (NNDR) are estimated and devolved through the delegated budget. . If there are any shortfalls additional funding is given in the following year's budget.</p> <p>Q – BT asked if an insurance premium will change this year as the school may have claimed more than they have paid. A – KJ confirmed that in the 2021-22 budget she has estimated to receive a pay-out for 3 teachers who are due to be on maternity leave. KJ accounts for a TA who is on secondment as a union rep and refunded by Hackney Education. KJ now only buys insurance cover for teaching staff rather than all staff. The insurance covers maternity leave, sickness and support for stress related issues.</p> <p>8.2 SFVS 2020-21</p> <p>8.3 Budget 2021-22 Budget considerations Best Value Statement</p> <p>ACTION – It is confirmed that the following documents have been read, approved and ratified by all members of the Governing Body:</p> <ul style="list-style-type: none"> - 2020-21 Year-end Statement - Controls Assurance Statement - Budget Considerations for 2020-21 underspend and carry forward - 2020-21 Schools Financial Values Standard 2021-22 3-Year Budget - 2021-22 Best Value Statement

	<p>8.4 Extended Schools – KJ reported that there is an average of 30 children attending Playcentre per day and 13 children attending Breakfast Club. Other clubs have begun again at the school and this could affect the number of children attending the Playcentre and Breakfast Club. The Chair has met with the Head Teacher, KJ and NQ to discuss the future of the Playcentre and Breakfast Club and agreed to review the attendance numbers/cost of service provision at the July FGB meeting.</p> <p>ACTION – The governors will review the attendance/cost of service provision for Breakfast club and Playcentre at the FGB meeting in July 2021.</p>
9	<p>Fernbank</p> <p>9.1 2021-22 budget – The governors received copies of the draft budget for Fernbank and had no questions.</p> <p>9.2 Covid- parental fees income reimbursement – KJ confirmed that only phase I (April-July 2020) reimbursement has been received from Hackney Education. KJ is still waiting for 1st quarter payment 2021-22 Children’s Centre Grant and is writing to Hackney Education to enquire when it might be paid.</p> <p>9.3 Occupancy numbers - The numbers of children attending Fernbank are improving but at 87% occupancy, is lower than previous years. Nearly 50% of children attending are from lower-income families and paying fees in Band 1. Because of this, the income from parents at Fernbank is lower than in previous years.</p> <p>9.4 Premises – Homerton NHS Trust owns the building that Fernbank is located in. There continues to be concerns about responsibility for aspects of building management and maintenance. KJ continues to have conversations with the Hackney Education Property team on these matters.</p>
10	<p>Minutes of Committees</p> <p>T&L Draft Unapproved Minutes 7th May 2021</p> <p>Resources Draft Unapproved Minutes 30th April</p> <p>The Chair asked the governors to please ensure they read all committee meeting minutes.</p>
11	<p>Documents For information</p> <p>11.1 SEF</p> <p>11.2 Curriculum</p> <p>11.3 Vision</p> <p>The Chair explained that 11.1, 11.2, 11.3 were considered at the Teaching & Learning Committee on 7th May and added to the school website.</p> <p>11.4 Jubilee Policy Planner 2021-22</p> <p>11.5 Jubilee Governing Body Work Planner 2021-22</p> <p>The Chair explained that 11.4 and 11.5 are to be implemented for academic year 2021-22 and asked that should any governors have questions to please contact her directly.</p>

	<p>Policies and Procedures for ratification:</p> <p>11.6 Teaching & Learning Policy –</p> <p>This policy was APPROVED and RATIFIED by the governing body.</p>
12	<p>Governor Training Hackney Education Governance Training Programme 2021-22 The Chair asked all governors to review their availability and attend any training.</p>
13	<p>Any Other Urgent Business (AOB): As agreed in advance in item 3 above The role number at Jubilee Primary has reduced from 400 pupils to 394. This will be discussed during the October 2021 Resources Committee meeting.</p>
14	<p>Meeting Dates: To confirm the following FGB meeting date July 7th 2021</p>
	To identify any matters to be recorded in the Confidential PART B minutes

The meeting ended at 9.03 am

Matters arising from the minutes of the Full Governing Board meeting

Item	Action	Actionee	Status
2.7	All governors to send link reports to the Chair by 30th June 2021		
7.2	The Chair will arrange a session in the new academic year to discuss the governing board's values in relation to Diversity, Race and Racism.		
8.4	The governors will review the attendance at the Breakfast Club and Playcentre at the FGB meeting July 7th 2021.		

Outstanding items:

Item	Responsible	Status
There were no outstanding items		