

MINUTES

BOARD: Full Governing Body of

SCHOOL: Jubilee Primary School

DATE: 7th July 2021

TIME: 8 am

VENUE: Virtual

ATTENDED: Mary Walker – Chair
 Max Lawson (ML)
 Isabel Hutton (IH)
 Thomas Irven (TI)
 Nina Patrick (NP)
 Norma Hewins – Head Teacher
 Sarah Kissack (SK)
 Paul Walters (PW)
 Brendan Tarring (BT)
 Ally Rea (AR)
 Ross Birkbeck (RB)

ALSO PRESENT: Josh Cardale – Deputy Head (JC)
 Kerry Joseph – Business Manager
 Caroline Tyson – School Improvement Partner (SIP) for Item 7.1
 Hannah Adu – Head of Fernbank Children’s Centre for Item 8.1
 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.

The meeting commenced at 8 am.

Item	
1	Welcome and Introductions: To welcome those present
2	Procedural items: 2.1 Apologies for absence – Apologies were received from George Gould and Nanan Quiery. No apologies were received from Nana Brew. 2.2 Confirmation of Quorum – The meeting was confirmed as quorate 2.3 Declarations of interest – ML informed the Board that CT (SIP) is the Headteacher at London Fields Primary School where he is an Assistant Headteacher

	<p>2.4 Governing Board update – IH is taking a leave of absence in the Autumn Term from the Governing Board for personal reasons. AR will support the Chair with the Teaching and Learning Committee. As advised previously PW is moving in July to work in Ethiopia. He has expressed a wish to remain on the Board, to be reviewed in the autumn with the Chair. The Chair thanked him for his support of Jubilee Primary School.</p> <p>2.5 Governor Recruitment – The Chair is continuing her enquiries with regard to identifying a successor.</p>
3	<p>Any other business: There was no additional business to discuss during the meeting.</p>
4	<p>Minutes: - The minutes of the last Full Governing Board 19th May 2021 were APPROVED and RATIFIED by the governing body</p>
5	<p>Matters Arising from the Minutes: All actions have been completed</p>
6	<p>Correspondence: Governors to note information added to the Hub since 19th May 2021 including the following:</p> <p>6.1 Letter from Director of Education: Education Sufficiency and Estates Strategy Consultation</p> <p>Chair noted that she will be attending a meeting, arranged by the Director of Education for Chairs and Headteachers, on 13th July concerning the School Estate Strategy.</p> <p>6.2 June Newsletter</p> <p>Chair commended the Newsletter to governors as an important source of information about many aspects of school life.</p>
7	<p>Headteacher 7.1 SIP Report (June 2021) – The Chair welcomed CT and invited her to present her report. All governors confirmed they had read the report.</p> <p>CT congratulated the Headteacher and staff at Jubilee Primary school. She explained that it has not been an easy year for the school due to Covid-19 and they have kept the school going as well as developing and improving the curriculum and putting strategies in place. She explained that the children receive a rich experience at the school and the children feel cared for and loved by the staff. They receive a wide education above the standard curriculum. The work on diversity and race being undertaken at Jubilee Primary School is exceptional.</p> <p>Q – A governor asked if there is anything the governors should consider with the Covid-19 catch-up funding. A – CT explained that the Head Teacher and JC have put a comprehensive plan together including an online learning program and the impact of this is being monitored. The Head Teacher added that the school is targeting help for individual families and inviting them to do catch up learning during the summer holidays.</p>

The Chair thanked CT for attending the meeting and for her report.
The Chair also thanked the Headteacher and her staff for their commitment and for all that had been achieved during the past very challenging year.

In response to a point that had been raised by a governor with regard to Looked after Children (LAC), The Chair confirmed that a looked after child is when a child is in the care of the local authority and special guardianship is when a child is looked after by a family member but not the birth parents.

7.2 Headteacher's Report

The Headteacher explained that the number of Covid-19 cases has risen at the school. Some staff are isolating and 1 staff member has tested positive. The Prime Minister has announced that Covid-19 restrictions may change/be lifted on 19th July 2021 and the Head Teacher will need to consider these changes for the last days at school as well as prepare for the new academic year.

The school has employed an ECT (Early Careers Teacher) who will require support for 2 years. The Head Teacher, given that JC and NQ will be teaching a Year 5 class, is also reviewing the leadership team's responsibilities and the availability of support from the administration team to enable teaching staff to continue to deliver a rich curriculum.

7.3 Assessment Report – GG was unable to attend the meeting to present the report as he had to cover for a colleague who was off sick.

ACTION –GG to be invited to present Assessment Report for discussion at the next Teaching and Learning Committee meeting

7.4 Staff Structure 2021-2022 – noted and referred for discussion at Resources and Teaching & Learning Committee in the Autumn Term

ACTION - Staff Structure 2021-22 referred for discussion at Resources Committee and Teaching & Learning Committees for report back to FGB on any key issues

7.5 Pupils' Survey – noted and results referred for discussion at the next Teaching and Learning Committee.

7.6 Parent and Carers' Survey –noted and results referred for discussion at next Teaching and Learning and Resources Committees.

7.7 Staff Survey – noted and results referred for discussion at next Resources Committee.

Q – A governor asked if the Parent and Pupil Survey results will be presented on the website.

A – JC confirmed that the Parent's Survey will go on the school's website and the Pupil Survey will be discussed at a School Council meeting in the new academic year. He advised that the Staff Survey has been reviewed with the staff.

	<p>ACTION – The results of the Pupils’ Survey and Parents’ and Carers’ Survey to be discussed at the next Teaching and Learning Committee and the results of the Parents’ and Carers’ Survey and Staff Survey to be discussed at the next Resources Committee for report back to FGB on any key issues.</p> <p>7.8 PE and Sports Premium Report – The Chair noted that the DfE require the Report is completed and available on the School Website by 31st July 2021 She asked that governors to email questions to her by Monday 12th July 2021. The Chair proposed in order to achieve the DfE deadline, that subject to satisfactory resolution of any queries, the Board delegate authority to her, under Full Governing Board Terms of Reference Para: 5.4 s approval of the report.</p> <p>ACTION – Governors to email any questions to the Chair by Monday 12th July and subject to satisfactory resolution of queries, governors approved delegation of authority (under Terms of Reference para: 5.4) to the Chair for approval of the PE and Sports Premium Report.</p>
8	<p>Fernbank Children’s Centre</p> <p>8.1 Fernbank Children’s Centre Report – The Chair welcomed HA, Centre Manager at Fernbank and invited her to present her report.</p> <p>HA explained that the biggest impact on Fernbank Children Centre is Covid-19. During the pandemic, the centre has had to close some bubbles and this has led to a loss of income. The Director of Education has refunded 100% of loss of earnings.</p> <p>There has also been a decline in families wishing to use the services offered by Fernbank. This could be because people have been losing their jobs, the Furlough scheme, and people working from home. Under normal circumstances, Fernbank has been at 100% of its occupancy. In June 2021 Fernbank was at 89%. There are 24 spaces in the baby room. This is also common across other children’s centres in Hackney Borough. Because the baby room is not full, it means that it will have an impact on future years at the centre as the children grow up. 21 children are leaving to attend school.</p> <p>Q – A governor asked what competition is like in the local area of Fernbank Children Centre.</p> <p>A – HA confirmed that there are private day nurseries, childminders and other children’s centres locally.</p> <p>The Chair noted that governors understood that a strategic review of Early Help including Children’s Centres has been undertaken by Hackney Borough Council but no report has been received at this time.</p> <p>Q – A governor asked what advertising is in place for Fernbank.</p> <p>A – Fernbank Children’s Centre is advertised by Hackney along with all Children’s Centres. The services are also advertised on Fernbank’s website and Jubilee’s website. Before Covid-19, flyers were placed on notice boards in the local area.</p>

	<p>HA thanked the Chair and governors for their support.</p> <p>Chair thanked HA for attending the meeting and for her informative report.</p> <p>8.2 Budget (paper 9.1) – KJ confirmed that Hackney Borough Council refunded 100% of loss of income from parents for April – June 2021. From July 2021, any reported income loss will be refunded at 75%.</p>
9	<p>Finance</p> <p>9.1 Budget – KJ confirmed that at end of May overall expenditure I was on target at around 17%. Some contracts have been paid at the beginning of the financial year. Hackney have been very slow in devolving the 2021-22 monthly EHCP grant. The school has now received the first quarter’s funding and has been advised this will now be received monthly.</p> <p>Insurance – KJ explained that if a staff member is on maternity leave the school will receive £5,000 once that staff member returns to school therefore, the claim for a teacher on maternity leave this year may not be received until the next financial budget in 2022-3. Estimated expected I10 income for 2021-22 will be adjusted to reflect this when the budget is reviewed in September.</p> <p>Q – A governor explained that in a past meeting it was confirmed that JC and NQ will be teaching year 5 students. The governor asked if it is affordable to hire a teacher to ensure this doesn’t impact the leadership team as this could be a significant concern.</p> <p>A – KJ agreed that the budget will be reviewed at the first Resources Committee when this would also be discussed. The cost would depend on the experience of the teacher.</p> <p>ACTION – To review the budget at the September 2021 Resources Committee meeting and consider employing a class teacher for year 5.</p> <p>9.2 Off Rolling – KJ advised that some children went abroad during the first Covid-19 lockdown and have not returned to the UK and the local authority have advised the school to off roll these children. The Headteacher is anticipating that on her return to school next academic year, finding some more children will have left. It is important that we aim to fill any spaces before the October 2021 census.</p> <p>Q – A governor asked if the amount of movement taking place at Jubilee is usual.</p> <p>A – KJ confirmed that it is greater this academic year. A large number of families are moving out of the area and some have moved abroad.</p> <p>9.3 Premises – During the summer holidays, Hackney Council will be replacing 3 boilers with one boiler and the central heating is being replaced in the nursery. LED lighting is being installed as well.</p> <p>The school will be deep cleaned once the works have been completed.</p> <p>9.4 Cleaning Contract – Following a re-tender by Hackney Education’s procurement department a new cleaning company was successful in winning the contract for providing cleaning services to schools. Governors agreed at Resources Committee 25th June 2021 to adopt the new framework agreement and</p>

	<p>engage CleanTEC Ltd in the place of our current cleaning contractors, CleanTEC will commence on 1st August 2021.</p> <p>9.5 Catering Contact – The local authority procurement department will be meeting with Chartwells regarding the catering contract as Chartwells have raised their prices twice in one year. Jubilee Primary will not be increasing the cost of meals at this time as they were increased last half term. The prices will be reviewed in October 2021.</p> <p>ACTION – Review the catering costs at the next Resources Committee</p> <p>9.6 Breakfast Club and Playcentre – The Chair noted that numbers of children attending Breakfast Club and Playcentre are being monitored in relation to income and cost of provision. Given average attendance a small shortfall between cost and income is currently predicted. A report on take-up of places will be presented to governors in the autumn term once the school has reopened allowing for take-up of places by new children. .</p> <p>ACTION – Report to Resources Committee on take up of places at Breakfast Club and Playcentre.</p>
10	<p>Governor Link Reports</p> <p>10.1 - Pupil Attainment (ML) 10.2 - Knowledge Rich Curriculum (TI) 10.3 - Wellbeing (AR) 10.4 - Curriculum Budgets (GG) 10.5 - Early Reading (NP) 10.6 - SEND (SK) 10.7 - Safeguarding (NB report not available) 10.8 - PTA (BT) 10.9 – Regulatory Compliance (RB)</p> <p>The Chair thanked the governors for their link reports; and undertook to follow up availability of the Safeguarding link report with NB</p> <p>ACTION Governors to review and discuss the findings from the Link Reports at the next Teaching and Learning and Resources Committee meetings for report back to FGB on any key issues.</p>
11	<p>Minutes of Committees</p> <p>11.1 T&L Committee - Draft Unapproved Minutes 18th June 2021 11.2 Resources Committee Draft Unapproved minutes 25th June</p> <p>The governors received copies of the minutes.</p>
12	<p>Policies and Procedures for ratification</p> <p>12.1 Jubilee Governing Board, Resources Committee, Teaching & Learning Committee Terms of Reference and Code of Practice</p> <p>12.2 Online Safety Policy 12.3 RHSE Policy 12.4 Lettings Policy 12.5 Finance, Business, Premises and GDPR Policy Review List</p>

	<p>12.4 Lettings Policy- the Chair advised governors that there were two issues to be resolved regarding the report namely:</p> <ul style="list-style-type: none"> • increases to the charges • specific concerns raised by SK regarding wording in the policy for which SK had proposed the following change <i>‘reference to litter be deleted and instead specific reference made to use of recycling and residual waste facilities’.</i> <p>SK had also raised in the context of sustainability a proposal that Jubilee become an eco-school (https://letsgozero.org/).</p> <p>Given the limited time remaining at the Governing Board meeting, the Chair, proposed that the Lettings Policy and the two issues identified above be referred to the next Resources Committee.</p> <p>The Chair also proposed that information regarding eco- schools be presented at a future FGB.</p> <p>ACTION – The following policies were APPROVED and RATIFIED by the Governing BODY</p> <p>12.1 Jubilee Governing Board, Resources Committee, Teaching & Learning Committee Terms of Reference and Code of Practice</p> <p>12.2 Online Safety Policy</p> <p>12.3 RHSE Policy</p> <p>12.5 Finance, Business, Premises and GDPR Policy Review List</p> <p>ACTION - The Lettings Policy to be referred to the next Resources Committee with regards to increases to charges and proposed re-wording.</p> <p>ACTION - Information regarding eco-schools to be presented at a future FGB</p>
13	<p>Governor Training</p> <p>13.1 Hackney Education Governance Training Programme 2021-22</p> <p>The Chair asked all governors to ensure they review the training programmes on offer.</p>
14	<p>Any Other Urgent Business (AOB):</p> <p>There was no urgent business discussed.</p>
15	<p>Meeting Dates:</p> <p>15.1 Governing Board Meeting Schedule 2021 -22</p> <p>To confirm the following meeting dates:</p> <p>T&L Committee - Friday 17 September 2021</p> <p>Resources Committee - Friday 24 September 2021</p> <p>Full Governing Board - Wednesday 13 October 2021</p>

The meeting ended at 9.08 am.

Matters arising from the minutes of the Full Governing Body held on 7th July 2021.

Item	Action	Actionee	Status
7.3	GG to be invited to present Assessment Report for discussion at the next Teaching and Learning Committee meeting	Chair	T&L 17 th September
7.4	Staff Structure 2021-22 referred for discussion at Resources Committee and Teaching & Learning Committees for report back to FGB on any key issues	Chair	T&L 17 th September Resources 24 th September
7.5 7.6 7.7	The results of the Pupils' Survey and Parents' and Carers' Surveys to be discussed at the next Teaching and Learning Committee and the results of the Parents' and Carers' Survey and Staff Survey to be discussed at the next Resources Committee for report back to FGB on any key issues.	Chair	T&L 17 th September Resources 24 th September
7.8	PE and Sports Premium Report Governors to email any questions to the Chair by Monday 12th July and subject to satisfactory resolution of queries, governors approved delegation of authority (under Terms of Reference para: 5.4) to the Chair for approval of the PE and Sports Premium Report.	Chair	See School Website
9.1	To review the budget at the September 2021 Resources Committee meeting and consider employing an additional teacher.	KJ	Resources 24 th September
9.5	Review the catering costs at the next Resources Committee.	KJ	Resources 24 th September
9.6	Report to Resources Committee on take up of places at Breakfast Club and Playcentre	Chair	FGB 13 th October
10	Governors to review and discuss the findings from the Link Reports at the next Teaching and Learning and Resources Committee meetings for report back to FGB on any key issues.	Chair	T&L 17 th September Resources 24 th September

12	<p>The Lettings Policy to be referred to the next Resources Committee with regards to :</p> <ul style="list-style-type: none"> • increases to charges • proposed re-wording. <p>Information regarding eco-schools to be presented at a future FGB</p>	KJ	Resources 24 th September
----	---	----	--

Outstanding items:

Item	Responsible	Status
No outstanding items.		