

MINUTES

BOARD:	Full Governing Board of
SCHOOL:	Jubilee Primary School
DATE:	8 th December 2021
TIME:	8 am
VENUE:	Virtual
ATTENDED:	Mary Walker – Chair Max Lawson – Vice Chair Norma Hewins – Head Teacher George Gould (GG) Sarah Kissack (SK) Paul Walters (PW) Alison Rea (AR) Patrice North (PN) Thomas Irvén (TI) Ross Birkbeck (RB)
ALSO PRESENT:	Kerry Joseph – Business Manager 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 8.02 am

Item	
1	<p>Welcome and Introductions: Those present were welcomed by the Chair.</p>
2	<p>Procedural items:</p> <p>2.1 Apologies for absence - Apologies were received from Josh Cardale and Nessian Quiery who were responding to staff absences due to sickness. Apologies received after the meeting from Brendan Tarring and Nina Patrick.</p> <p>2.2 Confirmation of Quorum - The meeting was confirmed as quorate.</p> <p>2.3 Declarations of interest for this meeting - No pecuniary or personal interests were advised for any agenda item for this meeting.</p> <p>2.4 Membership –</p> <ul style="list-style-type: none"> It was confirmed that Nana Brew will be removed from the governing body. The Chair has tried to contact her by email, letter, and phone on several occasions and has not been able to make contact with her in the last 6 months

	<ul style="list-style-type: none"> The Chair advised the Board that she will be retiring from the governing board at the FGB on 18th May 2022. <p>ACTION – The Chair to write to Nana Brew advising that she has been removed from the Governing Board</p>																								
3	Any other business..																								
4	<p>Minutes: The minutes of the previous meeting on 13th October 2021 were approved and signed.</p>																								
5	<p>Matters Arising from the Minutes</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>8.3</td> <td>School Census -the Chair and KJ will make enquiries about the current practice and the impact on funding</td> <td>Chair & KJ</td> <td>Completed</td> </tr> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> <tr> <td>7</td> <td>The Chair has asked NQ to provide a written report at the FGB meeting on 8th December (Catch up Grant) and on the school website by 31st December</td> <td>NQ</td> <td>Covid- Recovery Report on Agenda 8th December</td> </tr> <tr> <td>7</td> <td>NQ to provide feedback from the children that attended the summer tutorials to the FGB.</td> <td>NQ</td> <td>Covid – Recovery Report on Agenda 8th December</td> </tr> <tr> <td>7</td> <td>The final Pupil Premium Strategy report is to be presented to the FGB on 8th December and on the school website by 31st December 2021.</td> <td>NQ</td> <td>Pupil Premium Strategy Report on Agenda 8th December</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	8.3	School Census -the Chair and KJ will make enquiries about the current practice and the impact on funding	Chair & KJ	Completed	Item	Action	Actionee	Status	7	The Chair has asked NQ to provide a written report at the FGB meeting on 8 th December (Catch up Grant) and on the school website by 31 st December	NQ	Covid- Recovery Report on Agenda 8 th December	7	NQ to provide feedback from the children that attended the summer tutorials to the FGB.	NQ	Covid – Recovery Report on Agenda 8 th December	7	The final Pupil Premium Strategy report is to be presented to the FGB on 8 th December and on the school website by 31 st December 2021.	NQ	Pupil Premium Strategy Report on Agenda 8 th December
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6	<p>Correspondence Correspondence from Hackney Education has been shared with the governors via the Governor Hub.</p> <p>Jubilee Newsletter November</p> <ul style="list-style-type: none"> The Chair noted that the School Priorities were listed on the Newsletter and will provide the agenda for future discussions with the school community and PTA. The Chair drew the attention of governors to the Winter Fair organized by the PTA to raise funds for the school, taking place on Friday 10th December at 3:30. 																								
7	<p>Catch-Up Grant NQ was unable to attend the meeting to provide an update but the report was provided to the governors in advance of the meeting.</p> <p>Q – A governor asked if there is any feedback on measures taken so far with the new approaches that the school felt have been effective. A – GG confirmed that until the school have the assessment scores back at the end of term it is hard for the school to measure the objectives that have been set.</p> <p>KJ - advised that the school have received School Lead Tutoring Programme funding as well. Small group tutoring is being delivered by Jubilee teachers. This funding is based on 60% of the number of pupil premium children recorded on the October 2020 census. The teachers know the children well and understand their strengths and weaknesses. This has had a positive impact so far and the children will receive 15 hours of this tutoring until Easter. There is no data to show to the governors at the time of this meeting. The school took the approach to using teaching staff instead of an external provider as the school felt that external providers do not know the children and the children are less likely to engage with them.</p> <p>ACTION – T&L Committee to consider the Report on 14th January 2022.</p>																								

8	<p>Pupil Premium Strategy Q – A governor asked if there is anything they have done using this funding that the school would like to continue in the future? A – The Headteacher will review this during a school pupil progress meeting.</p> <p>ACTION – T&L Committee to consider Pupil Premium Strategy report on 14th January.</p>
9	<p>SIP Report The Headteacher noted that Caroline Tyson, the School Improvement Partner (SIP) had given a very positive report on her visit to the school.</p> <p>Q – A governor asked the school to explain the table with the progress numbers on it in the documentation.</p> <p>A – It was confirmed that these are progress measures and they are calculated using the end of KS1 results compared to KS2 results. This is how schools are assessed on their progress. It was added that the results in the table are based on 2019 as no SATS have been undertaken since then due to Covid-19.</p> <p>Q – A governor asked how the school is expected to measure KS1 and KS2 children in the future if no previous assessments have been completed.</p> <p>A. As things currently stand, the SATS will resume again this academic year after a two year absence. Further guidance will be given on progress measures where KS1 data is not available.</p> <p>ACTION – GG to provide an explanation regarding the table in the SIP report and send it to the governors.</p>
10	<p>Headteacher Report The Headteacher explained that the pressure on staff this term has been high but they have performed well. The school have some positive Covid-19 cases in each year group and staff. At the time of this meeting, there are between 11 and 15 positive cases in the school each day. The Headteacher has called the DfE, Public Health England and the local authority for support and been told to improve ventilation so the school have been given CO2 monitoring boxes for the classrooms from the local authority. She has received 12 but the school ideally need 17.</p> <p>The school continues to monitor pupils' attendance and punctuality. The traded service for Attendance support from Hackney Education has changed at the start of the academic from previous years' offer and is now very much reduced for the price paid in 2020. At the basic priced level the service now only includes a phone consultation and standard document proformas, and one audit in the academic year. The school have had to manage this reduction in service and 2 school staff are now monitoring attendance. Templates are being created for letters and scripted sheets for staff so they know what they can discuss with parents. The school is also reviewing the Attendance Policy. The Chair agreed to review the Attendance Policy with the Vice Chair and the governors delegated the Chair to approve the policy on their behalf for implementation in January 2022. The Headteacher added that the local authority does offer an additional service for £1000 and they would manage issuing fines for non-attendance. There are other external providers which the Headteacher and KJ are exploring.</p> <p>ACTION – Hackney and external attendance service provision to be reviewed and reported to the governors at the next Resources Committee 21st January 2022</p> <p>ACTION Chair to approve Attendance Policy for implementation at the start of the Spring 2022 term and ratification at FGB on 2nd February 2022.</p>
11	<p>Staff Structure (draft) There have been no changes in the document since the draft was presented at the Resources Committee meeting on 19th November.</p>
12	<p>Self-Evaluation Form</p>

	<p>All governors received a copy of the Self Evaluation form in advance of the meeting.</p> <p>Action: SEF referred for discussion at T&L Committee on 14th January 2022</p>
13	<p>Finance</p> <p>13.1 October budget report 2021-22 – This was reviewed in detail during the Resources Committee meeting. There were no updates to provide.</p> <p>13.2 Premises – No major issues are outstanding at the school from the works to replace the boiler and lighting undertaken in the summer. KJ is attending a post-contract meeting in the new year.</p> <p>KJ reported on the following:</p> <ul style="list-style-type: none"> • A fire risk assessment has taken place and the Caretaker is undertaking repairs that he can do and KJ has an estimate for the remaining works required. • A Health and Safety Inspection may be arranged for the Spring term 2022. • A GDPR audit will be taking place in the Spring 2022 term. <p>13.3 Extended school</p> <ul style="list-style-type: none"> • Breakfast club and Playcentre • External providers <p>KJ advised that the number of children attending Playcentre remains consistent and it was agreed to include discussion on charges at the Resources Committee. Following enquiries with external providers about the option of moving from after school to the morning, interest has been expressed in doing so by one of the clubs.</p> <p>13.4 Charging Policy</p> <ul style="list-style-type: none"> • Meals charges, Playcentre & BFC <p>The current Charging Policy states that the cost of school meals will increase in January 2022. The school are concerned that if the prices are increased at this time, parents will cancel their children’s school meals and provide packed lunches instead.</p> <p>KJ has requested that the governors defer the price increase in school meals in January 2022 and review at the next Resources Committee meeting. The Governors agreed to this.</p> <p>ACTION- Extended school and Charging Policy referred to Resources Committee 21st January 2022</p>
14	<p>Fernbank Children’s Centre See confidential minutes</p>
15	<p>Unapproved draft minutes</p> <p>15.1 - T&L Committee draft minutes 12th November</p> <p>15.2 - Resources Committee draft minutes 19th November</p> <p>The governors received copies of the committee meeting minutes in advance of this meeting.</p>
16	<p>Governor link Report: Safeguarding</p> <p>AR has provided the governors with a comprehensive Safeguarding Report in advance of this meeting. It was agreed to discuss this in detail at the next T&L Committee meeting.</p> <p>ACTION – AR’s Safeguarding report to be discussed at the next T&L Committee meeting on 14th January.</p>
17	<p>Policies for Ratification:</p>

	<p>17.1 Intimate Care Policy</p> <p>17.2 SEND Policy</p> <p>17.2 SEND Information Report</p> <p>17.3 Medical Needs Policy</p> <p>17.4 Exclusion Policy</p> <p>17.5 A guide for staff and volunteers who work with children where a concern has been raised or an allegation made</p> <p>17.6 Complaints Policy</p> <p>17.7 Volunteer Policy</p> <p>17.8 Whistle Blowing Policy</p> <p>17.9 Policy Review list (Resources) Autumn 2021</p> <p>17.10 Attendance Policy -not available</p> <p>With the exception of 17.11 Attendance Policy which was not available the above policies were approved and ratified by the governors.</p>
18	<p>Any Other Urgent Business (AOB): As agreed in advance in item 3 above</p>
19	<p>Governor Training Information on courses available on Governor Hub</p>
20	<p>Meeting Dates:</p> <p>To confirm the following meeting dates for the Spring Term:</p> <p>T & L 14 January 2022</p> <p>Resources 21 January 2022</p> <p>FGB 2 February 2022</p> <p>Half Term: 14 –18 February 2022</p> <p>T & L 4 March 2022</p> <p>Resources 11 March 2022</p> <p>FGB 23 March 2022</p>
	<p>The meeting was adjourned by the Chair at 9.17 am</p>

Matters arising from the minutes of the Full Governing Board held on 8th December 2021

Item	Action	Actionee	Status
2	The Chair to write to Nana Brew advising that she has been removed from the Governing Board	Chair	Completed
7	T&L Committee to consider the Covid Catch-up Report on 14 th January 2022	Clerk	
8	T&L Committee to consider the PP Strategy on 14 th January 2022	Clerk	
9	GG to provide an explanation on this table in the SIP report and send it to the governors.	GG	Completed
10	Hackney Attendance Service and external attendance service providers to be explored and reported to the governors at the next Resources Committee. 21 st January 2022	KJ	
12	SEF to be considered at T&L Committee 14 th January	Clerk	
13	Extended school and Charging Policy referred to Resources Committee 21 st January 2022	Clerk	

16	AR's Safeguarding report is to be discussed at the next T&L Committee meeting 14 th January 2022	Clerk	
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