

MINUTES

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 2nd February 2022

TIME: 8 am

VENUE: Virtual

ATTENDED: Mary Walker – Chair
 Max Lawson – Vice Chair
 Norma Hewins – Headteacher
 George Gould (GG)
 Sarah Kissack (SK)
 Paul Walters (PW)
 Alison Rea (AR)
 Thomas Irvén (TI)
 Ross Birbeck (RB)
 Brendan Tarring (BT)
 Nina Patrick (NP)

ALSO PRESENT: Josh Cardale – Deputy Headteacher
 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 8.01 am

Item	
1	Welcome and Introductions: Those present were welcomed by the Chair.
2	Procedural items: 2.1 Apologies for absence – All were present for the meeting. 2.2 Confirmation of Quorum - The meeting was confirmed as quorate 2.3 Declarations of interest for this meeting - No pecuniary or personal interests were advised for any agenda item for this meeting. 2.4 Governor Recruitment – The Chair and Headteacher have met with a potential new governor who will be nominated in March 2022. As two parents have applied for the parent governor vacancy (see item 12), a ballot of parents (concluding on 11 th February) is taking place to select who will be appointed to the Board. 2.5 Governor Training Hackney Spring Programme – A spring programme is now available. Governors were encouraged to attend training sessions.

3	Any other business: To consider any urgent items of business that need to be added as AOB for the end of the meeting – None																																						
4	Minutes: The minutes of the previous meeting on 8 th December 2021 were approved and signed. The confidential minutes of the previous meeting on 8 th December 2021 were approved and signed.																																						
5	<p>Matters Arising from the Minutes:</p> <table border="1" data-bbox="177 544 1509 1167"> <thead> <tr> <th data-bbox="177 544 284 577">Item</th> <th data-bbox="284 544 975 577">Action</th> <th data-bbox="975 544 1150 577">Actionee</th> <th data-bbox="1150 544 1509 577">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="177 577 284 647">2</td> <td data-bbox="284 577 975 647">The Chair to write to Nana Brew advising that she has been removed from the Governing Board</td> <td data-bbox="975 577 1150 647">Chair</td> <td data-bbox="1150 577 1509 647">Completed</td> </tr> <tr> <td data-bbox="177 647 284 716">7</td> <td data-bbox="284 647 975 716">T&L Committee to consider the Covid Catch-up Report on 14th January 2022</td> <td data-bbox="975 647 1150 716">Clerk</td> <td data-bbox="1150 647 1509 716">Completed</td> </tr> <tr> <td data-bbox="177 716 284 786">8</td> <td data-bbox="284 716 975 786">T&L Committee to consider the PP Strategy on 14th January 2022</td> <td data-bbox="975 716 1150 786">Clerk</td> <td data-bbox="1150 716 1509 786">Completed</td> </tr> <tr> <td data-bbox="177 786 284 855">9</td> <td data-bbox="284 786 975 855">GG to provide an explanation on this table in the SIP report and send it to the governors.</td> <td data-bbox="975 786 1150 855">GG</td> <td data-bbox="1150 786 1509 855">Completed</td> </tr> <tr> <td data-bbox="177 855 284 992">10</td> <td data-bbox="284 855 975 992">Hackney Attendance Service and external attendance service providers to be explored and reported to the governors at the next Resources Committee. 21st January 2022</td> <td data-bbox="975 855 1150 992">KJ</td> <td data-bbox="1150 855 1509 992">Completed</td> </tr> <tr> <td data-bbox="177 992 284 1025">12</td> <td data-bbox="284 992 975 1025">SEF to be considered at T&L Committee 14th January</td> <td data-bbox="975 992 1150 1025">Clerk</td> <td data-bbox="1150 992 1509 1025">Completed</td> </tr> <tr> <td data-bbox="177 1025 284 1095">13</td> <td data-bbox="284 1025 975 1095">Extended school and Charging Policy referred to Resources Committee 21st January 2022</td> <td data-bbox="975 1025 1150 1095">Clerk</td> <td data-bbox="1150 1025 1509 1095">Completed</td> </tr> <tr> <td data-bbox="177 1095 284 1167">16</td> <td data-bbox="284 1095 975 1167">AR's Safeguarding report is to be discussed at the next T&L Committee meeting on 14th January 2022</td> <td data-bbox="975 1095 1150 1167">Clerk</td> <td data-bbox="1150 1095 1509 1167">Completed</td> </tr> </tbody> </table>			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	Completed	8	T&L Committee to consider the PP Strategy on 14 th January 2022	Clerk	Completed	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	Completed	12	SEF to be considered at T&L Committee 14 th January	Clerk	Completed	13	Extended school and Charging Policy referred to Resources Committee 21 st January 2022	Clerk	Completed	16	AR's Safeguarding report is to be discussed at the next T&L Committee meeting on 14 th January 2022	Clerk	Completed
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6	Correspondence – None.																																						
7	<p>Headteacher reported on the following:</p> <p>7.1 Covid - update on the current situation- staff and pupil's absence – The number of children absent due to Covid-19 has reduced. The Headteacher continues to provide daily reports to the DFE. Staff absence continues to be a concern due to the changes in the Covid-19 isolation periods. The school are continuing to reconfigure staffing each morning to address staff absence which is having an impact on interventions.</p> <p>7.2 Off-Rolling – Details provided in advance of the meeting were noted by the governors, 426 pupils on roll; 394 pupils in Reception to Year 6 and 31 in Nursery</p> <p>7.3 (i) Attendance Policy – Attendance was previously managed by the local authority but due to changes in their offer, the school are now responsible for managing this and have had to put processes in place and this is still ongoing. The local authority now offers a telephone helpline service and I audit a year only for the sum paid by Jubilee</p> <p>(ii) Attendance Summary – Nationally, attendance has been impacted due to the pandemic. Children's mental health and wellbeing has been affected. The school are seeing a higher rate of school refusers and this is being monitored closely. Attendance in the borough is averaging at 92%.</p> <p>7.4 (i) School Census (Spring Term) – It was agreed to review this in more detail at the next T&L meeting with regard to the attainment of pupils.</p>																																						

(ii) Hackney Primary Phase Profile – Details were provided in advance of the meeting to the governors.

ACTION – T&L committee to review the school Census information and complete a deep dive with regard to pupil attainment in relation to different groups of children e.g. Pupil Premium, EAL pupils etc.

(i) Attainment - Governors noted the information provided in advance of the meeting which will be considered at the T&L Committee on 4th March (see 7.4 (i)).

(ii) Ofsted Inspection Data Summary Report (Nov 2021) – Details were provided in advance of the meeting. Absence noted of SATs data 2019/20 and 2020/21 due to Covid.

7.6 Staff Training – A draft document was provided for governors so they could see the scope of staff training. Further details will be provided on training undertaken by staff during the academic year. The school budget includes a commitment for CPD and staff training.

7.7 Feedback from Hackney Headteacher meetings - Hackney Borough Council is in consultation on restructuring the SEND service including increases in provision within the borough. The new structure will be launched in April 2022 ready for implementation during the summer term

7.8 SEND funding - EHCP applications – The Headteacher confirmed that an application was lost by the local authority EHCP Team. This case had to be resubmitted and funding issued was less than the school expected and no backdated funding was offered. EHCP applications are taking a long time to come back following assessment by the EHCP Team.

ACTION - Chair and Headteacher to follow up the individual case with the EHCP team

7.9 Updated Staff Structure for Spring Term – Two Staff are due to return to work from maternity leave in March. The Headteacher will shortly be asking all staff if they have any preferences and plans for the next academic year so she can start planning the structure for the next academic year.

8

Finance

8.1 Budget monitoring report – December 21 – The budget was reviewed in detail by the Resources Committee (see draft unapproved minutes of meeting 21st January. The governors had no questions.

8.2 Expenditure Benchmarking Report 2020/21 – noted

8.3 (i) Draft SFVS 2020/21 – The Resources Committee had discussed this during their recent meeting (see draft unapproved minutes of meeting 21st January. The budget included in the SFVS is based on Quarter 3 figures. It was explained that the governors’ priorities are to review the amber and red RAG rated items and consider the narrative of the dashboard. This will be revisited once the end of year figure is confirmed and submitted to the DfE.

KJ explained that the education supply staff spend is looking high for the new financial year which will impact funding available to be able to purchase educational supplies which are essential classroom resources, tools and books necessary for teachers to successfully teach the children.

(ii) SFVS Self-assessment Dashboard – Included in item (i) noted

(iii) SFVS Section Further Commentary – Included in item (i) noted

ACTION – SVFS to be presented at FGB to governors with the end of year figures once finalised.

8.4 Premises -to include Snagging and Fire Safety requirements – The snagging review has been completed and KJ has requested replacement nursery flooring. The caretaker has completed various DIY items in the school following the fire risk assessment. KJ and the caretaker are meeting with a builder to discuss a quote for the outstanding items.

8.5 Contracts - Catering and Cleaning – The school are happy with the service provided by the new cleaning company and the cleaners have settled well. The school cook has not returned and a supply cook is in their place. The school still have a high number of children bringing in home-packed lunches. It was noted that families' income has been affected by Covid-19.

8.6 Breakfast Club and Playcentre – The number of children attending Breakfast Club and Playcentre has improved as families have returned to a place of work.

8.7 Charging Policy – It was agreed at the Resources Committee to not increase the price of school meals due to families struggling with household income. External club providers' charges were also discussed during the Resources Committee meeting. The external providers are not charged for use of the school premises and Nessian Quiery is reviewing options. Parents are happy with the range of clubs offered.

8.8 Meeting with PTA 3rd February – A meeting is taking place with the PTA to discuss how they can support the school and for which projects the school would like to seek funding. The Chair will provide governors with feedback regarding this meeting.

ACTION – Chair to provide feedback of the PTA meeting on 3rd February 2022 to the governors.

9

Fernbank

9.1 Q3 Budget Monitoring Report December 21 – The governors noted the budget provided in advance of the meeting.

9.2 Occupancy, income, debts and deposits – The governors noted this information provided in advance of the meeting. Occupancy levels remain lower than in previous non-covid years. However, there are families on the waiting list with children due to start in the spring and summer.

9.3 Staffing and personnel – The deputy has requested sabbatical leave at the end of February 2022. The Headteacher is conducting interviews for a fixed term appointment to this role. A staff member is on long term sick but no replacement has been hired due to the lower number of children in this room. The number of children at Fernbank has reduced overall.

9.4 Memorandum of Understanding – The Chair has not received a reply from the Director of Education or from the Head of Early Years, Early Help and Well Being, to her letter and email of October 2021. The current MOU expires on 31st March 2022. No budget details for Fernbank for the next financial year have been received.

ACTION – Chair and Headteacher to write to Director of Education and Head of Early Years and Early Help with regard to the MOU for 2022-23.

10	<p>Minutes of Committees</p> <p>10.1 Teaching & Learning Committee 14th January 2022 10.2 Resources Committee 21st January</p> <p>Minutes from both committees meetings were provided to the governors in advance of the meeting.</p>
11	<p>Policies and Procedures for ratification:</p> <p>11.1 Attendance Policy 11.2 Policy for Serial and Unreasonable complaints 11.3 Drug and Alcohol policy 11.4 ECT Policy 11.5 Admissions Policy 11.6 Positive Behaviour Policy leaflet for Parents and Carers 11.7 Anti-Bullying Leaflet for Parents and Carers 11.8 Accessibility Plan 11.9 Positive Handling Policy</p> <p>All policies were approved by the governors.</p>
12	<p>Any Other Urgent Business</p> <p>It was confirmed that NP was retiring from the governing body. NP was thanked by the Chair, Headteacher and all governors for her work and support of the school.</p>
13	<p>Meeting Dates</p> <p>It was agreed that the next meetings will be:</p> <p>Teaching & Learning: Friday 4th March 2022 Resources Committee: Friday 11th March 2022 FGB: Wednesday 23rd March 2022</p>
<p>The meeting was adjourned by the Chair at 9.06 am</p>	

Matters arising from the minutes of the Full Governing Board held on 2nd February 2022.

Item	Action	Actionee	Status
7.4	T&L committee to review the school Census information and complete a deep dive with regard to the attainment in relation to different groups of children, Pupil Premium, EAL, etc.	Vice Chair	T&L 4 th March
7.8	Chair and Headteacher to follow up the individual case with the EHCP team	Chair & Headteacher	Actioned
8.3i	SVFS to be presented to governors with the end of year figures once finalised	Chair & Business Manager	FGB 23 rd March
8.8	Chair to provide feedback of the PTA meeting on 3 rd February 2022 to the governors.	Chair	FGB 23 rd March
9.4	Chair and Headteacher to write to Director of Education and Head of Early Years and Early Help with regard to the MOU for 2022-23.	Chair & Headteacher	Meeting arranged 17 March 2022

Outstanding items:

Item	Responsible	Status
No outstanding items		