

## MINUTES

**BOARD:** Full Governing Board of

**SCHOOL:** Jubilee Primary School

**DATE:** 23<sup>rd</sup> March 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 Irven (TI)  
Ross Birbeck (RB)  
Patrice North (PN)  
Joanne Pettigrew (JP)  
Charles Campbell (CC)

**ALSO PRESENT:** Josh Cardale – Deputy Headteacher  
Kerry Joseph – Business Manager  
Nessan Quiery –  
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	<b>Welcome and Introductions:</b> Those present were welcomed by the Chair.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> - Apologies were received from Brendan Tarring <b>2.2 Confirmation of Quorum</b> - The meeting was confirmed as quorate <b>2.3 Declarations of interest for this meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting <b>2.4 Governor Recruitment</b> <ul style="list-style-type: none"> <li>• <b>Appointment to Governing Board of Joanne Pettigrew – Parent Governor</b> – JP's appointment was confirmed.</li> <li>• <b>Election to Governing Board of Charles Campbell co-opted governor</b> CC was elected as a governor.</li> </ul>
3	<b>Any other business</b> – There was no other business to be discussed.
4	<b>Minutes:</b> The minutes of the previous meeting on 2 <sup>nd</sup> February 2022 were approved and signed.
	<b>Matters Arising from the Minutes:</b>

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 March
7.8	Chair and Headteacher to follow up the individual case with the EHCP team.	Chair & Headteacher	Actioned 24 Feb
8.3i	SVFS to be presented to governors with the end of year figures once finalised.	Chair & Business Manager	FGB 23 March
8.8	Chair to provide feedback of the PTA meeting on 3 <sup>rd</sup> February 2022 to the governors.	Chair	FGB 23 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	FGB 23 March
<p><b>Correspondence</b>  <b>6.1 Bulletin 3<sup>rd</sup> March 2022</b>  <b>6.2 Virtual Governors Forum 17<sup>th</sup> March 2022</b>  <b>6.3 Governor Training</b></p> <p>The Chair encouraged all governors to attend future forums.  All governors were asked to review their training records and complete child abuse training if they have not done so within the last 2 years.</p>			
<p><b>Headteachers report</b>  Covid 19 – Staff and pupils are still being affected by Covid-19. Self-isolation is now not a legal duty but a moral one. Staff will be expected to self-isolate for 5 days and can come out of self-isolation with consecutive negative tests on day 5 and 6, to reduce the spread among children. The school continue to report cases to the local authority. Public Health has contacted the school and has been complimentary of the processes in school. The SLT has reviewed social gatherings and decided that assemblies will continue in class bubbles and parents are invited to attend.</p> <p>PAN – The school currently have 399 (Rec-Y6) children and more are joining.</p> <p>Staffing – The Headteacher and JC are looking at staffing for the next academic year. Teaching staff can hand in their notice up to and including 31<sup>st</sup> May 2022. After the Easter holidays, SLT with discuss plans with staff and put plans in place.</p> <p>The head of SEND for Hackney Education has been invited to visit the school. The school have a significant number of children with SEND. The Headteacher will provide an update once a meeting date has been arranged.  It was explained that 1 EHCP application was lost by the local authority and this has now been dealt with and the school have been issued funding owed to them. Another young person applied for alternative provision but was declined as the specialist school had 90 children applying for only 2 places in the specialist school and others were considered to have higher needs.</p> <p>Staff survey – A governor praised the school for the excellent feedback from the staff survey.</p>			
<p><b>SIP Report Spring 2 – 2022</b>  The Chair congratulated the Headteacher and the staff for the good report.  PN praised the staff for the innovation and adaptability they are showing in school to look at what is needed by the children to meet their needs.</p>			
<p><b>Annual Safeguarding Report 2021-22</b>  Staff have all completed a significant amount of training to maintain standards</p> <p><b>Q –</b> A governor noted that 97 safeguarding concerns have been raised and asked if this means 97 children or could it be more multiple concerns for 1 child?  <b>A –</b> The Headteacher confirmed that it could be multiple concerns for 1 child. All concerns are registered on CPOMS.</p>			

AR added that she recently reviewed the numbers during a school visit and compared them to last year's annual report. It was noted that CPOMS is a new system in school and the report does differ from the previous year's data. The school are now also registering minor concerns just in case they are part of a bigger picture.

### **Budget and Finance**

**10.1 Budget monitoring report February P11** – The Resources Committee reviewed the budget in detail during their most recent meeting. (see Resources Committee minutes 11/03/22).

**10.2 Review of 2021-22 SFVS with projected year-end figures** – The SFVS was reviewed by the Resources Committee in detail. The governors were happy with the content provided and approved the submission of the SFVS to Hackney Education.

**10.3 Draft 2022-23 budget, Best Value Statement and budget notes** – KJ presented the draft budget to the governors and explained that more updates and changes are still required. The budget includes a 100% increase allocated to pay energy bills. The budget also includes 2.50% inflation for support staff and teachers.

The DfE recently announced the delegation of a new School Supplementary Grant of £58,500. Schools will have the flexibility to prioritise their spending of the schools supplementary grant to best support the needs of their pupils and staff and address cost pressures, including those associated with the Health and Social Care Levy.

The 3-year budget has been reviewed and balances subject to staff movement. There are highly qualified staff at Jubilee who have ambition to progress to leadership, so if they were to leave, they would probably be replaced with Early Careers Teachers (ECT)

**Q –** A governor asked if the budget forecast includes SLT members still working in classrooms?

**A –** The Headteacher confirmed that NQ and JC will continue to cover year 5 and KA will continue in the Early Years.

The Best Value Statement includes the priorities which have been carried forward from the current academic year. These will be reviewed in line with student attainment results.

The Best Value Statement was ratified by the governors.

**ACTION** The draft budget and notes will be reviewed again by the Resources Committee at their next meeting on 29/04/22.

**10.4 Chartwells catering contract** – Chartwells were engaged through a Hackney Framework agreement in 2019 which included Jubilee and other schools within the Borough. They have been financially affected by Covid, Brexit, an increase in staffing costs and reducing pupil rolls and numbers of children having school meals across Hackney. Chartwells have proposed a charge per meal increase from £2.18 to £2.48 which inevitably means the charge to parents will need to increase. The current charge to parents is 2.20 per meal.

Chartwells have stated they wish to withdraw from the contract in May 2022. Hackney Education's Procurement Officer and legal team are currently negotiating with Chartwells on behalf of the schools within the framework agreement. Schools will need to find a new catering contractor by the start of the next academic year (September 2022), and maybe by June 2022 – dependent on the outcome of negotiations. Hackney Education's Procurement Officer is supporting schools with this transition.

**Q –** A governor asked if free school meal funding will increase in line with the increased cost to the school.

**A –** KJ explained there is a campaign being organised asking the government to provide more funding to schools for free school meals. Current Government funding for Universal Free School Meals is 2.34 per meal.

**10.5 Hackney Education ICT traded services contract** – This traded service is currently contracted by Hackney Education and they have stated they cannot continue to offer this service and will be withdrawing

	<p>services to schools at the end of the summer term. The new head of Hackney Council's IT department has met with the school and is committed to supporting the school in its search for a suitable IT provider that will meet the needs of the school.</p>
	<p><b>Fernbank Children's Centre</b></p> <p><b>11.1 Budget monitoring report February P11</b> – This was reviewed in detail during the recent Resources Committee meeting and it was confirmed that the budget is expected to have funds carried forward to the new financial year.</p> <p><b>11.2 Occupancy – verbal update</b> – Numbers are increasing at Fernbank and are currently at 76.6%</p> <p><b>11.3 HT verbal report of visit from Mayor of Hackney 8<sup>th</sup> March 2022</b> - The Headteacher was invited to attend a meeting at Fernbank with the mayor. The Headteacher was notified 2 days in advance. The invitation to the mayor was from parents and the mayor came and looked at the site and meet the staff. Afterwards, the mayor attended a meeting and apologized for the process of the recent potential closure of Fernbank. The closure has been paused for 1 year.</p> <p><b>11.4 Chair verbal report on meeting with Director of Education and Head of Early Years and Early Help 17.03.2022</b> – The Headteacher and Chair met with the Director of Education to discuss the MOU. The MOU is due to lapse on 31<sup>st</sup> March 2022. The school will continue to lead Fernbank for another year and the Director of Education will send either an addendum to attach to the existing MOU or a new one but they are seeking legal advice for this.</p>
	<p><b>Policies for Ratification</b></p> <p><b>12.1 Teaching and Learning Policy</b> The policy was approved by the governors.</p>
	<p><b>Committee Minutes</b></p> <p><b>13.1 Draft Unapproved minutes Teaching &amp; Learning Committee 4<sup>th</sup> March 2022</b></p> <p><b>13.2 Draft Unapproved Minutes Resources Committee 11<sup>th</sup> March 2022</b></p> <p>Governors received copies of the minutes in advance of this meeting.</p>
	<p><b>Any Other Urgent Business (AOB)</b> As agreed in advance in item 3 above</p>
	<p><b>Meeting Dates</b> To confirm the following meeting dates:</p> <p><b>Full Governing Body meeting 8 am-9 am</b></p> <ul style="list-style-type: none"> <li>• Wednesday 18<sup>th</sup> May 2022</li> <li>• Wednesday 6<sup>th</sup> July 2022</li> </ul> <p><b>T&amp;L Committee meeting 8 am- 9am</b></p> <ul style="list-style-type: none"> <li>• Friday 6<sup>th</sup> May 2022</li> <li>• Friday 17<sup>th</sup> June 2022</li> </ul> <p><b>Resources Committee meeting 8 am-9 am</b></p> <ul style="list-style-type: none"> <li>• Friday 29<sup>th</sup> April 2022</li> <li>• Friday 24<sup>th</sup> June 2022</li> </ul>
	<p><b>The meeting was adjourned by the Chair at 8.57 am</b></p>

**Matters arising from the minutes of the Full Governing Board held on 23<sup>rd</sup> March 2022**

Item	Action	Actionee	Status
10.3	The draft budget and notes will be reviewed again by the Resources Committee at their next meeting on 29/04/22	SBM	Actioned 29/04/22