

MINUTES

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 18th May 2022

TIME: 8:00 am

VENUE: Virtual

ATTENDED: Patrice North – Chair
Norma Hewins – Head Teacher
Ross Birbeck (RB)
George Gould (GG)
Charles Campbell (CC)
Thomas Irvén (TI)
Sarah Kissack (SK)
Joanne Pettigrew (JP)
Ally Rea (AR)
Brendan Tarring (BT)
Paul Walters (PW)
Pierre Vero (PV)

ALSO PRESENT: Josh Cardale – Deputy Head Teacher
Kerry Joseph – Business Manager
Nessan Quiery – Assistant Head Teacher
Mary Walker – Observer
Stacey Fountain - Clerk

The meeting commenced at 8.04 am

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.

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.

	<p>2.4 Governor Recruitment 2.4 i – Retirement of Chair - Mary Walker – Accepted. 2.4 ii – Election of Chair – Patrice North – Approved. 2.4 iii – Confirm Max Lawson – Vice-Chair – Approved. 2.4 iv – Governor Nomination – Pierre Vero – Approved.</p> <p>2.5 Schedule of meetings – 2022 – 2023 – All governors were made aware of the dates of the next academic year's meetings.</p> <p>2.6 ParentMail – All governors will begin to receive a copy of ParentMail.</p>																				
3	Any other business – There was no additional business to be discussed.																				
4	Minutes: The minutes of the previous meeting on 23 rd March 2022 were approved and signed.																				
5	<p>Matters Arising from the Minutes:</p> <table><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr><tr><td>10.3</td><td>The draft budget and notes will be reviewed again by the Resources Committee at their next meeting on 29/04/22</td><td>SBM</td><td>Actioned</td></tr><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr><tr><td>9</td><td>A catering contract update is to be provided at the FGB meeting.</td><td>Clerk</td><td>Agenda FGB 18th May</td></tr><tr><td>9</td><td>IT contract and report to be provided at the FGB meeting</td><td>Clerk</td><td>Agenda FGB 18th May</td></tr></table>	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	Item	Action	Actionee	Status	9	A catering contract update is to be provided at the FGB meeting.	Clerk	Agenda FGB 18 th May	9	IT contract and report to be provided at the FGB meeting	Clerk	Agenda FGB 18 th May
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6	<p>Correspondence 6.1 How inclusive are our Hackney Governing Boards?" Governor Survey completion by 5 pm 26th May</p> <p>6.2 Virtual Forum for Hackney Governors 5th May- reference information White Paper and Green Paper</p> <p>6.3 Jim Gamble – Child Q – online Panel 9th May (Report attached)</p> <p>6.4 PTA Newsletter – Governors have been added to this mailing.</p> <p>Governors have received copies of all correspondence via Governor Hub and were advised to contact the Chair with any comments or questions on the survey.</p> <p>A letter from Annie Gammon, Director of Education dated 13th May 2022 was also shared with the governors during the meeting regarding academisation.</p> <p>AR made governors aware of the Hackney School Streets Scheme.</p>																				
7	<p>Head Teacher 7.1 Off-rolling – The school has now received a Ukrainian child. Some children have left to move to another part of the county. Other children are returning to school after elective home education.</p> <p>7.2 Covid Catchup Grant Closing Statement – The school are considering continuing with school lead tutoring and to continue with the pre-learning approach that has been taking place. They are also looking at summer school options.</p>																				

	<p>7.3 Diversity, Race and Racism - Anti-Racist Praxis conference – Some members of the diversity team attended some training sessions including sessions on Child Q</p> <p>7.4 Staff Survey – It was agreed that the staff survey will be reviewed in detail at the next Resources Committee.</p> <p>ACTION – Staff survey results to be discussed at the next Resources Committee meeting.</p>
8	<p>Finance</p> <p>8.1 Final Year end 2021-22 accounts – The school reported a financial year end with a small revenue carry forward of 2.54%, £70,308 and a capital carry forward of £2,021.</p> <p>8.2 (i) 3 year Budget – The 2022-23 3-year budget was presented to, and approved by, the Resources Committee at their meeting on 29th April 2022. Papers and minutes of that meeting are included in this FGB's meeting.</p> <p>The 3-year 2022-23 budget was further ratified and approved by board.</p> <p>8.2 (ii) Budget 2022-23 – Some of challenges faced in writing the 2022-23 budget include: A lower pupil roll (6 less) recorded on the October 2021 census than the previous year; No increase in the grant to fund universal free school meals. EHCP SEND funding levels have not increased for 4 to 5 years. Increasing and escalating overhead and contract costs e.g gas, electricity and catering. A draft staff structure for academic year 2022-23 is not yet finalised as teaching staff have until 31st May 2022 to resign their contract.</p> <p>8.2 (iii) Budget considerations – see 8.2ii.</p> <p>8.2 (iv) Best Value Statement – The Best Value Statement was approved by the Resources Committee on 29th April 2022 and further ratified by the board at this FGB meeting.</p> <p>8.3 Budget Monitoring Report March 2022 – The March 2022 report with final year-end figures was presented to, and approved by, the Resources Committee at their meeting on 29th April 2022.</p> <p>8.4 Catering Contract – The school's current catering provider, Chartwells, have given notice to terminate their framework agreement with LB Hackney schools but have agreed to continue providing catering to the schools until the end of the summer term with a proviso that they increase the charge to schools during the second half of the term. LB Hackney have agreed to support schools by supplementing the additional costs. Hackney procurement department is supporting the school to find a new catering provider for the new academic year. The Head Teacher is visiting other schools to discuss their catering arrangements with the possibility of having food delivered to the site rather than made on site. A further update will be provided at the next Resources Committee meeting.</p> <p>ACTION – Catering contract update to be provided at the next Resources Committee meeting.</p> <p>Q – A governor asked if the caterers of Fernbank could help the school. A – It was explained that they have a LB Hackney framework agreement for children's centres but this company is not able to TUPE staff and therefore unable to tender to new framework agreement for primary schools.</p>

	<p>8.5 IT contract – The IT contract is currently purchased through Hackney Education’s traded services but the IT services to schools are being withdrawn at the end of the summer term. Emilio Fuentes (IT technician) and Josh Cardale (Deputy Head Teacher) have attended seminars to help source a new provider and look at the school’s strategy for the next 2 to 3 years. An update will be provided at the next Resources Committee meeting.</p> <p>ACTION – IT contract update to be provided at the next Resources Committee meeting.</p> <p>8.6 Premises – A Premises Manager has been recruited to payroll from 1st April 2022.</p>
9	<p>Fernbank</p> <p>9.1 2021-22 Budget – The governors received the 21/22 budget in advance of the meeting. No questions were asked and it will be reviewed in detail by the Resources Committee.</p> <p>9.2 Occupancy numbers – Occupancy is increasing. 1 staff member has resigned and a replacement member of staff engaged. The staff to child ratio remains balanced.</p> <p>9.3 Premises – There was no update reported on the premises of Fernbank</p>
10	<p>Minutes of Committees</p> <p>10.1 Resources Draft Unapproved Minutes 29th April 2022</p> <p>10.2 T&L Draft Unapproved Minutes 6th May 2022</p> <p>Governors received copies of the minutes in advance of the meeting. AR and JP had questions for the Resources Committee. It was agreed that these questions would be forwarded to the relevant Chair and clerk to be asked at the next meeting.</p> <p>ACTION – AR and JP to email their Resources Committee questions to the relevant Chair and clerk to be asked at the next meeting.</p>
11	<p>Governor Link Reports</p> <p>11.1 Knowledge Rich Curriculum</p> <p>11.2 Diversity and Race</p> <p>Governors received copies of the reports in advance of the meeting. The Diversity and Race link report will be discussed at the next FGB meeting.</p> <p>ACTION – Diversity and Race link report to be discussed at the next FGB meeting.</p>
12	<p>Policies and Procedures for ratification:</p> <p>12.1 Curriculum</p> <p>12.2 Online Safety</p> <p>12.3 Jubilee Policy Planner 2022-23 Final</p> <p>12.4 Jubilee Governing Body Business Planner 2022-23 Final</p> <p>All policies were approved in advance of the meeting.</p>
13	<p>Governor Training</p> <p>13.1 Hackney Education Governance Training Programme Summer 2021-22</p> <p>13.2 National Governors Association</p> <p>13.3 Judicium Sofa Sessions</p> <p>Governors were made aware of the training sessions and encouraged to attend.</p>

14	Any Other Urgent Business (AOB): MW was thanked for her support to the school and governors during her seven years as governor, 4 years of which were as Chair. The Head Teacher read out a witty spoof 'School Report' about MW. MW was wished well in the future.
	Meeting Dates To confirm the following FGB meeting dates: T&L Committee - 16 th June 2022 Resources Committee - 23 rd June 2022 FGB - July 5 th 2022
	The meeting was adjourned by the Chair at 9.15 am

Matters arising from the minutes of the Full Governing Board meeting held on 18th May 2022.

Item	Action	Actionee	Status
7.4	Staff survey results are to be discussed at the next Resources Committee meeting.	Clerk	
8.4	Catering contract update to be provided at the next Resources Committee meeting.	Clerk	
8.5	IT contract update to be provided at the next Resources Committee meeting.	Clerk	
10	AR and JP to email their Resources Committee questions to the relevant Chair and clerk to be asked at the next meeting.	AR & JP	
11.2	Diversity and Race link report to be discussed at the next FGB meeting.		