

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 12th October 2022

TIME: 8 am

VENUE: Virtual

ATTENDED: Ross Birkbeck (RB)
Stephanie Calhoun (SC)
Charles Campbell (CC)
Nicole Edwards (NE)
Norma Hewins – Headteacher
Thomas Irvén (TI)
Sarah Kissack (SK)
Max Lawson (ML)
Victoria Nellis (VN)
Patrice North (PN)
Joanne Pettigrew (JP)
Ally Rea (AR)
Brendan Tarring (BT)
Pierre Vero (PV)

ATTENDING: Josh Cardale – Deputy Head (JC)
Nessan Quiery – Business Manager & Associate Governor (NQ)
Ali Alcadag – Finance and Admin. Assistant
Paul Walters (PW) – Associate Governor
Stacey Fountain – Clerk

The meeting commenced at 8.02 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 – There were no absences
2.2	Confirmation of Quorum - The meeting was confirmed as quorate
2.3	Confirm Board Membership and Elect Chair – The Board membership was confirmed.
	Declarations of interest for this Meeting - No pecuniary or personal interests were advised for any agenda item for this meeting

2.4	Annual Declarations - Governor annual declaration of interest to Clerk - Governor Skills Audit to Clerk - KCSIE September 2022(Part 1) to Clerk - Governor ICT Agreement to Clerk All governors were asked to complete the above documents if they have not done so already. The clerk will contact each governor that is still outstanding. ACTION – All governors are to complete: Governor annual declaration of interest, Governor Skills Audit to Clerk, KCSIE September 2022(Part 1) & Governor ICT Agreement and send them to the clerk. The clerk will email directly the governor's outstanding. Elect Chair - PN Elect Vice-Chair - ML																																		
2.5	Confirm Instrument of Government – The Instrument of Government was APPROVED. Confirm FGB Terms of Reference September 2022 and – Appendix 1: Board members Appendix 2: Resources Committee ToR Appendix 3: Teaching & Learning ToR Appendix 4: Code of Practice September All Terms of Reference and Codes of Practice were APPROVED.																																		
2.6																																			
2.7																																			
2.8																																			
2.9																																			
3	Any Other Business – No other business was to be discussed.																																		
4	Minutes: The Minutes of the previous meeting on 6 th July 2022 were approved and will be signed by the Chair.																																		
5	Matters Arising from the Minutes: <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr> </thead> <tbody> <tr> <td>7.2</td><td>GG to provide SATs breakdowns compared to national averages to governors</td><td>GG</td><td>Agenda item</td></tr> <tr> <td>7.5</td><td>Parent and Carers' Engagement Survey to be reviewed at the next T&L committee meeting.</td><td>Clerk</td><td>Completed</td></tr> <tr> <td>7.7</td><td>PE and Sports Premium Report to be discussed at the next T&L meeting.</td><td>Clerk</td><td>Completed</td></tr> <tr> <td>8.3</td><td>Catering cost email to be sent to families to establish a fair and reasonable price to charge for school meals. Once the results have been received governors will agree upon a fair price to charge parents.</td><td>SBM</td><td>Completed</td></tr> <tr> <td>10.3</td><td>Learning Resources link governor report to be discussed at the next Resources Committee meeting.</td><td>Clerk</td><td>Agenda item</td></tr> <tr> <td>10.7</td><td>PTA link governor report to be discussed at the next Resources Committee meeting.</td><td>Clerk</td><td>Deferred to Resources Committee</td></tr> <tr> <td>13.1</td><td>All governors are to complete GDPR training by the end of the academic year.</td><td>All governors</td><td>Ongoing</td></tr> </tbody> </table>			Item	Action	Actionee	Status	7.2	GG to provide SATs breakdowns compared to national averages to governors	GG	Agenda item	7.5	Parent and Carers' Engagement Survey to be reviewed at the next T&L committee meeting.	Clerk	Completed	7.7	PE and Sports Premium Report to be discussed at the next T&L meeting.	Clerk	Completed	8.3	Catering cost email to be sent to families to establish a fair and reasonable price to charge for school meals. Once the results have been received governors will agree upon a fair price to charge parents.	SBM	Completed	10.3	Learning Resources link governor report to be discussed at the next Resources Committee meeting.	Clerk	Agenda item	10.7	PTA link governor report to be discussed at the next Resources Committee meeting.	Clerk	Deferred to Resources Committee	13.1	All governors are to complete GDPR training by the end of the academic year.	All governors	Ongoing
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6	<p>Correspondence – The school received a letter of praise from Cllr Bramble congratulating Hackney Headteachers on their strong Key Stage 2 results especially primary schools which ranked 7th nationally.</p>			
7	<p>Link Governors</p>			
7.1	<p>Confirm Governor Link Roles – All link governor roles have been confirmed after conversations with the Chair and Vice Chair.</p>			
7.2	<p>Roles and Responsibilities of Link Governors – A document confirming governor roles and responsibilities was shared in advance of the meeting. The chair drew attention to a new paragraph on diversity and a revised annual report format which was attached to the document.</p>			
7.3	<p>Safeguarding Link Governor Report: Review – AR visited the school has been to the school and praised them for the systems in place which were positively assessed by the Ofsted team.</p> <p>AR added that the CPOMs system reports are being reviewed as it is not always easy to obtain important data for monitoring and reporting purposes. Additional training needs to be provided to be able to use the system more effectively.</p>			
7.4	<p>A safeguarding audit will be taking place this academic year.</p> <p>An anxiety workshop took place with parents the week before this meeting which was popular and parents wanted to know more.</p> <p>PTA Link Governor Report – The report has been deferred to the next Resources Committee</p>			
7.5	<p>ACTION – PTA Link Governor Report to be presented at the next Resources Committee meeting.</p> <p>Learning Resources Link Report – A report was provided in advance of the meeting. GG was unable to attend to discuss due to teaching commitments. There was actually a budget overspend in English but the item had not yet been recorded in the figure provided in the report</p>			
8	<p>Headteacher/Deputy Head Teacher</p>			
8.1	<p>Year 6 Leavers Secondary School Data – Most pupils have gone to a local secondary school. This is not necessarily due to it being their first choice but because it is the closest geographically. Only 4 pupils went out of borough.</p>			
8.2	<p>Census Data 2022-23 – The census data was provided in advance of the meeting and the school are pleased with the numbers as this will provide finances for the next academic year. The number of free school meal children has increased. EHCP children have decreased as well as nursery children currently on the roll but children are waiting to join once old enough.</p> <p>Q – The number of year 6 children seems to be lower than in previous years. Is this normal?</p> <p>A – More children have left this current year 6 than any other year group. In this cohort, two pairs of twins, have left and moved out of the Borough.</p>			
8.3	<p>School Priorities</p> <p>Raising Attainment – This includes early reading this academic year and establishing the Read Write Ink curriculum.</p>			

8.4	<p>Quality First Teaching – Ensuring interventions and additional adult support is sufficient and teaching in the classroom is at its best. Behaviour - Embedding the new behaviour policy and systems. Knowledge Rich Curriculum – Following the Ofsted visit, focus on sequencing from early years to year 6. The national curriculum starts in Year 1. The transition of leadership – NQ is now the SBM and the school is supporting him during the transition into his new role</p> <p>Q – More engagement with the school community and parents needs to be included in the school's priorities. A – This is something that has been noted and NE is keen to support this within her new link governor role.</p> <p>SLT Responsibilities – A document confirming the SLT roles was shared in advance of the meeting.</p>
8.5	<p>Breakdown of KS1 & KS2 SATS with LA & national averages – National averages have not been confirmed at the time of this meeting. The governors praised the school on the Key Stage 2 results. The school is expecting results to be approximately 10% lower this academic year based on the cohort's prior attainment in Year 5.</p>
9	<p>Finance</p> <p>9.1 September Review Budget April 2022-23 with notes – A surplus of £66,692 is projected at the end of the financial year. This is due to the surplus of £70,308 last academic year The energy budget was increased by 100% when the budget was originally agreed upon.</p> <p>9.2 Budget monitoring 2022/23 Q2 – See 9.1</p> <p>9.3 Teaching Staff Pay Awards - Staff pay increases had not been confirmed at the time of this meeting.</p> <p>9.4 Premises – The property experienced a leak during the summer holidays which resulted in a large water bill. The leak is being investigated. Flooding due to heavy rainfall occurred during the summer holidays meaning water was coming up through the sinks in the reception toilets. The drainage system has been flushed but it is possible that the drain has been damaged by tree roots. Further investigation is needed and NQ is liaising with the LA to consider the next steps.</p> <p>Q – Will the school insurance cover the costs of any work required? A – Until the problem is diagnosed, the school does not know.</p>
10	<p>Fernbank</p> <p>10.1 Fernbank P5 Budget Report – More income has been received than expected and expenditure is less this financial year than predicted. The budget provided does not include supply staff payments. Fernbank currently has a carry forward from last financial year of £132,000.</p> <p>10.2 Budget monitoring 2021/22 Q2 – See 10.1</p> <p>10.3</p>

10.4	<p>Occupancy, income deposits, debts – Occupancy is at 88% (usually it is approximately 75%). There were no debts to report to the governors.</p> <p>Review of MOU extension – 21 March 2023 – The LA is setting up a commission to look at affordable childcare options in Hackney. A chair of this commission is presently being sought and the successful candidate will be on a 6 month contract which will run until April 2023. In January 2023, a letter will be sent to Donna Thomas at the LA to ensure that action is taken before the expiry of the current MOU on 21st March 2023. This is likely to be before a final report from the Commission is released.</p>
11	Minutes of Committees
11.1	Teaching & Learning Committee 16th September 2022 – The minutes were shared with the governors in advance of the meeting.
11.2	Resources Committee 23th September – The minutes were shared with the governors in advance of the meeting.
12	<p>Policies and Procedures</p> <p>Acceptable Use Policy & Agreement - Sept. 2022</p> <p>Charging Policy Addendum- Sept. 2022</p> <p><i>The nursery provision costs have not increased per session since the 2017/2018 academic year. The SBM recommended that the price be increased to £18 per session. This is still a competitive rate compared to other nurseries in the area.</i></p> <p>The governors APPROVED the increase to £18 per session for the nursery.</p> <p>Admissions Escalation Process LBH (no change) – Sept. 2019</p> <p>Admissions Policy - Sept, 2022</p> <p>Data Breach Policy – Oct.. 2022</p> <p>Data Protection Policy (including SAR appendix) Oct.2022</p> <p>Equality Policy – Oct. 2022</p> <p>EYFS Policy & Objectives - Sept. 2022</p> <p>Positive Behaviour Policy - Sept 2022</p> <p>RHSE Policy June 2022</p> <p>Safeguarding & Child Protection Policy - Sept. 2022/Timing of Safeguarding Audit</p> <p>Teaching staff pay awards (TBD)</p> <p>All policies were APPROVED by the governors.</p> <p>The following 3 policies were not on the agenda but shared in advance of the meeting with governors. The governors also APPROVED these policies.</p> <p>Health and Safety Policy Sept.2022</p> <p>Freedom of Information Policy and Publication Scheme Sept. 2022</p> <p>First Aid Policy Sept. 2022</p>
13	<p>Governor Training</p> <p>Judicium: CPD Safeguarding Live Training Course</p> <p>Hackney Autumn CPD Programme (now available)For any chargeable training, governors were asked to contact the SBM</p>
14	Any Other Business – No other business was discussed.
15	Identify Items for Confidential Part II Minutes - Noted.
	<p>Meeting Dates</p> <p>It was agreed that the next schedule of meetings will be:</p> <p>Teaching & Learning Committee – 11th November 2022</p> <p>Resources Committee – 18th November 2022</p> <p>FGB – 7th December 2022</p>
	The meeting was closed by the Chair at 8.59 am

Actions arising from the Minutes of the Full Governing Board meeting held on 12th October 2022

Item	Action	Actionee	Status
2.5	All governors are to complete: Governor annual declaration of interest, Governor Skills Audit to Clerk, KCSIE September 2022(Part 1) & Governor ICT Agreement and send it to the clerk. The clerk will email the governors outstanding	All governors/clerk	
7.4	PTA Link Governor Report to be presented at the next Resources Committee meeting.	Clerk/Chair	

Outstanding items:

Item	Action	Actionee	Status
10.7	PTA link governor report to be discussed at the next Resources Committee meeting.	Clerk	Deferred to Resources Committee
13.1	All governors are to complete GDPR training by the end of the academic year.	All governors	Ongoing

Minutes are signed digitally by the Chair on GovernorHub