

MINUTES:

BOARD: Teaching & Learning Committee of

SCHOOL: Jubilee Primary School

DATE: 7th December 2022

TIME: 8 am

VENUE: Virtual meeting

ATTENDED: Ali Akcadag – Finance and Admin Assistant
 Ross Birbeck (RB)
 Stephanie Calhoun (SC)
 Charles Campbell (CC)
 Josh Cardale (JC) – Deputy Headteacher
 Nicole Edwards (NE)
 George Gould – Assistant Headteacher
 Norma Hewins (NH) – Headteacher
 Thomas Irvén (TI)
 Max Lawson – Chair
 Victoria Nellis (VN)
 Nesson Quiery (NQ) – Assistant Headteacher
 Ally Rea (AR)
 Paul Walters – Associate Governor

APOLOGIES: Sarah Kissack (SK), Patrice North (Chair), Brendan Tarring (BT)

ABSENT: Pierre Vero (PV)

ATTENDING: Stacey Fountain – Judicium Clerk

QUORUM: 50% of all filled positions.

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. 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: The meeting commenced at 8.04 pm The Vice-Chair chaired the meeting in the absence of the chair. Those present were welcomed by the Chair.
2	Procedural items:
2.1	Apologies for absence - Apologies for absence as recorded were accepted by the Governors.
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	Confidentiality Statement - All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.																										
3	Any Other Business – None were declared at the start of the meeting.																										
4	Minutes: The Minutes of the previous meeting on 12 th October 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>2.5</td><td>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</td><td>All governors/clerk</td><td>BT outstanding.</td></tr> <tr> <td>7.4</td><td>PTA Link Governor Report to be presented at the next Resources Committee meeting.</td><td>Clerk/Chair</td><td>Deferred to Resources Committee</td></tr> </tbody> </table> <p>Outstanding</p> <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr> </thead> <tbody> <tr> <td>10.7</td><td>PTA link governor report to be discussed at the next Resources Committee meeting.</td><td>Clerk</td><td>Superseded by 7.4</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	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	BT outstanding.	7.4	PTA Link Governor Report to be presented at the next Resources Committee meeting.	Clerk/Chair	Deferred to Resources Committee	Item	Action	Actionee	Status	10.7	PTA link governor report to be discussed at the next Resources Committee meeting.	Clerk	Superseded by 7.4	13.1	All governors are to complete GDPR training by the end of the academic year.	All governors	Ongoing
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6	Correspondence: To note any correspondence received by the Chair NGA Training Hackney Primary CPD Offer 2022-2023 Summit on Food Poverty: Tuesday 13 December All correspondence was shared with governors in advance of the meeting.																										
7	Pupil Premium Strategy – GG provided the report in advance of the meeting. Funding has increased compared to last financial year. No funding was carried forward. 21% of all students are PP. PP attendance is lower than non-PP. There are 5 key challenges including reading, writing and math. Q – Do the school have reading volunteers to support PP students? A – The school have a lot of volunteers in place. Q – Why has the success criteria been reduced from 15% to 10%? A – Covid had an impact on attendance, especially for PP students. The school are working on this with the children and their families. If families are struggling with attendance interventions include offering them free breakfast club placement. The target will be reviewed throughout the academic year.																										

	<p>It was agreed that governors will look at the PP Strategy in more detail at the next T&L meeting.</p> <p>ACTION – PP strategy to be discussed at the T&L meeting.</p>
8	<p>Self-Evaluation Form (SEF) – This was discussed in detail during the last T&L meeting. It is reviewed once per year and changes are made accordingly. Gratings have been reviewed alongside the recent Ofsted outcome and recommendations. JC is working with subject leads to coordinate learning from the nursery.</p>
9	<p>SIP Report – There is a new SIP in place who has completed 1 visit to the school. They reviewed data and scrutinised the Ofsted report. Targets for the year were also discussed.</p> <p>Q – The Ofsted rating for Early Years is different to the SIP. A – The school believe that Early Years are sound. The team instantly had improvements and changes to the Early Years as recommended by Ofsted. The Headteacher and SIP are satisfied with the improvements made to Early Years.</p>
10	<p>Headteacher's Report – The Headteacher's report was shared in advance of the meeting. The school continue to work on attendance and the attendance leads are working hard with families to improve attendance and punctuality.</p>
11	<p>Teachers Pay Review - The Headteacher thanked the Vice Chair and SC for forming the Pay Committee. 5 applications were made for UPS (Upper Pay Scale)</p>
12	<p>Staffing Structure – The staff structure document was shared in advance of the meeting. The school has submitted EHCPs and is waiting for approval. There are several TAs at the school to support these children.</p>
13	<p>Finance – The reports were shared in advance of the meeting.</p>
13.1	<p>P7 Budget Monitoring Report & Personnel October 2022 – The school are predicting a surplus of £58,000 including the carry forward of £70,000 from last academic year. The water bill is concerning but a leak has recently been fixed. The school are waiting for the next water bill to arrive to ensure the leak has been resolved. The school may have under budgeted for support staff pay rises slightly. This has been paid in period 8 so the school will have a better understanding of the budget when P8 is complete.</p>
13.2	<p>Debt Reports Extended & School Meals – The Playcentre has £5,000 in debt but £1500 is owed to the school from social service and £1500 is owed from family vouchers. NQ has changed the debt procedure to ensure all debts are paid by the end of the financial year.</p>
13.3	<p>Asset Register – This was reviewed in detail during the Resources Committee meeting. There are £60,000 more assets this financial year.</p>
14	<p>Fernbank</p>
14.1	<p>P7 Budget Monitoring Report October 2022 – Fernbank is predicted to break even at the end of the financial year. Suggestions have been made that LA funding will decrease next financial year.</p> <p>Occupancy, income deposits, debts – Occupancy is at 90%. Fernbank was under</p>

14.2	<p>threat of closing by the LA and a protest took place to prevent this. The closure has been put on 'pause' by the LA.</p> <p>Discussions have taken place to create family hubs instead of children's centres to support parents with children aged 0 – 25. The LA is now considering what parents need in the Borough.</p>
14.3	<p>Head of Centre's Report – The head of the Centre provided a report in advance of the meeting.</p>
15	<p>Premises</p>
15.1	<p>Drainage update – Drainage work has been completed.</p>
15.2	<p>Hackney Energy Fund – The school are still waiting for more details.</p>
16	<p>Safeguarding</p> <p>Pupil On-Line Safety – AR met with the DSL and discussed online safety and discussed the new filtering and monitoring system.</p> <p>AR is waiting for data on incidents.</p> <p>There are plans to ask parents what online safety they need at home to protect their children.</p>
17	<p>PTA: Winter Fair - Friday 9 December 3:30 pm – All governors were invited to attend the PTA winter fair.</p>
18	<p>Minutes of Committees</p> <p>Teaching & Learning Committee 11 November 2022</p> <p>Resources Committee 18 November 2022</p> <p>The minutes were shared in advance of the meeting.</p>
19	<p>Policies and Procedures</p> <p>SEND Policy</p> <p>SEND Information Report</p> <p>Intimate Care Policy</p> <p>Medical Needs Policy</p> <p>Exclusions Policy</p> <p>Capability of Staff</p> <p>Staff Discipline, Conduct and Grievance</p> <p>Allegations of abuse made against staff and volunteers working with children</p> <p>Schools Pay Policy</p> <p>Complaints Procedure</p> <p>Early Career Teachers</p> <p>All policies were APPROVED by the governors.</p>
20	<p>Identify Items for Confidential Part II Minutes – Noted.</p>
21	<p>Meeting Dates</p> <p>It was agreed that the next meeting will be on:</p> <p>T & L - 13 January 2023</p> <p>Resources - 20 January 2023</p> <p>FGB - 8 February 2023</p> <p>Half Term - 13 –17 February 2023</p> <p>T & L - 3 March 2023</p> <p>Resources - 10 March 2023</p> <p>FGB - 22 March 2023</p>
	<p>The meeting was closed by the Chair at 9.01 am</p>

Actions arising from the Minutes of the FGB meeting held on 7th December 2022.

Item	Action	Actionee	Status
7	PP strategy to be discussed at the T&L meeting.		

Outstanding items –

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Minutes are signed digitally by the Chair on GovernorHub