

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 17th May 2023

TIME: 8 am

VENUE: Virtual meeting

ATTENDED: Ross Birbeck (RB)
Stephanie Calhoun (SC)
Josh Cardale (JC) – Deputy Headteacher
Nicole Edwards (NE)
Stacey Fountain – Judicium Clerk
Norma Hewins (NH) – Headteacher
Sarah Kissack (SK)
Max Lawson – Chair
Nessan Quiery (NQ) – Assistant Headteacher
Ally Rea (AR)
Brendan Tarring (BT)

APOLOGIES: Charles Campbell (CC), Thomas Irven (TI), Patrice North (Chair),
Joanne Pettigrew (JP) & Paul Walters – Associate Governor

ABSENT: Victoria Nellis & Pierre Vero (PV)

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 8.09 am 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 2-factor Authentication on email accounts Sustainability Policy										
4	Minutes: The Minutes of the previous meeting on 23 rd March 2023 were approved and will be signed by the Chair.										
5	Matters Arising from the Minutes: <table border="1" data-bbox="268 667 1436 775"> <thead> <tr> <th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr> </thead> <tbody> <tr> <td>15.1</td><td>Safeguarding internal audit report to be shared at the next Teaching & Learning Committee meeting.</td><td>ML</td><td>Completed</td></tr> </tbody> </table>			Item	Action	Actionee	Status	15.1	Safeguarding internal audit report to be shared at the next Teaching & Learning Committee meeting.	ML	Completed
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15.1	Safeguarding internal audit report to be shared at the next Teaching & Learning Committee meeting.	ML	Completed								
6	Correspondence: Chair of Governors Update 16 March Hackney Reception 2023 – National Offer Day Outcomes Reception 2022-2023 - Hackney schools at National Offer Day - April 2023 Jubilee March 2023 Newsletter Jubilee April 2023 Newsletter Judicium Clerking and Governance Newsletter All of the above correspondence was shared with the governors in advance of the meeting.										
7	Minutes of Committees Teaching & Learning Committee 5 th May Resources Committee 28 th April The minutes from the committees were shared with the governors in advance of the meeting and all governors were encouraged to read through them										
8	23/24 information										
8.1	Meeting dates for next academic year – Governors were advised of the meeting dates for the next academic year.										
8.2	Terms of Reference (ToR) for FGB and Committee – The ToR were shared with governors. Governors were advised to read through them and contact ML or PN about any suggested changes they would like considered. ACTION – Governors are to email ML and PN of any amendments to the ToR they would like to be considered.										
9	Governor Link Reports										
9.1	Diversity Working Group – SC, SK, PN and JP are part of this working party.										
9.2	Guidelines for Link Governors May 2023 – The diversity working party created this document which was shared with the governors. This document includes some key NGA resource links for governors to read and consider during any link visits they completed.										

9.3	<p>Jubilee Census Summary – The working group has reviewed the school census data and provided a summary of pupils by characteristics including EAL, PP religion and SEN. Headlines include: Jubilee has a large number of EAL compared to national statistics but smaller than other schools in the borough. Jubilee has a small number of White British students. There is a high number of SEN compared to the national average. 62% of EHCP children are eligible for PP funding.</p> <p>The Chair thanked SC and the working group for completing this work and this data will be used by the school towards the PP strategy.</p> <p>Q – Can this data be shared with the PTA as they have asked about ways to support different communities in the school e.g. religion and Halal food being served? A – The school will look at the headline data and consider providing some of the information to the PTA but ensure that children are not identifiable.</p> <p>ACTION – JC to review census summary data and consider providing it to the PTA but ensure that children are not identifiable.</p>
9.4	<p>SEND Link Governor Report April 2023 DRAFT – The report was discussed in detail during the T&L meeting. SK explained that there is not enough funding to offer children one-to-one support so the school are being creative with funding to support the children the best way possible. There is a delay in receiving EHCP funding when children arrive with undiagnosed needs. The SENCO is working with the LA and families to get applications submitted as quickly as possible. SEND children are visiting Oldhill School and using their sensory room weekly.</p>
9.5	<p>Learning Resources Report – VN was not present at the meeting so was not able to discuss her report but it was shared with governors in advance of the meeting.</p>
10	<p>Headteacher Report</p>
10.1	<p>Jubilee SIP 2 – 3 visits take place each academic year. The report from the latest visit was shared with governors in advance of the meeting. Since the last visit Ofsted has attended the school and the Headteacher asked the SIP to look at the curriculum to ensure it flows from nursery and meet with curriculum leads. The Headteacher has allocated time for coordinators to focus on the curriculum intent.</p>
10.2	<p>The Headteacher made governors aware that 2 teachers are leaving and she is interviewing for replacements. Interviews are taking place the week of this meeting. The SLT will be attending a strategy day to plan for the next academic year.</p>
10.3	<p>The Headteacher expects reception to be full next academic year despite the falling role in the Borough (600+ Reception vacancies across the borough).</p>
10.4	<p>The LA has engaged with a company to do a feasibility study of children's centres across Hackney.</p> <p>Q – Persistent absence is currently running at 18%. Is this high compared to the national standard?</p>

	A – The school is working with all of these families and has plans in place to improve their attendance. 18% is broadly in line with the national average for this year. Many schools are finding attendance more challenging since the pandemic.
11	Finance
11.1	2022-23 Year-End Statement Jubilee & Fernbank – Both Jubilee and Fernbank year-end statements were provided in advance of the meeting and were discussed during the recent Resources Committee meeting.
11.2	<p>Plan for Year-End Surplus 23-24 – The carry forward is below 5% so a formal plan does not need to be provided.</p> <p>Informally, the school will be using the carry forward towards:</p> <ul style="list-style-type: none"> • Lopping of trees – 2 quotes have been provided so far. The school is waiting for a third quotation. • Contingency – higher teacher wages. • Pupil support with no funding – children joining in September 2023 with no EHCPs. • Drop in the pupil roll – the Borough has had a drop in pupil numbers meaning reduced school income. • Drains – there are plans to flush the drains but if this is not successful further work may be required.
11.3	<p>2023-24 Budget Compared for 2022-23 Actuals – NQ provided actual spending of last year compared to future year's plans.</p> <p>The main changes are:</p> <ul style="list-style-type: none"> • No purchasing teacher insurance. This renews in August 2023 and the school are still considering not renewing it and ringfencing funds. • Decrease in donations – this is not guaranteed income. • Development and training – less has been allocated as the school does not have a training teacher this year. • £20,000 more for IT resources to be ringfenced for IT renewal. • Increase in catering costs due to food inflation. • Supply staff cost rises and contingency if the school do not renew the teacher insurance • Decrease in professional services – hiring fewer agency TAs.
11.4	3-Year Budget – The 3-year budget was provided in advance of the meeting.
11.5	Extended School Provision & Debts – The school has onboarded a new company that will hire the premises for the school. This will generate additional income for the school. Breakfast Club and Playcentre has £6000 debt. £500 of this belongs to 2 families and NQ is working with them.
12	Fernbank
12.1	Fernbank Draft Budget 23-24 – The budget is decreased because the LA anticipate Fernbank to increase their income directly due to the increased fees for children's centre.
12.2	Occupancy, income deposits, debts – Occupancy is at 88%. This is expected to increase to 91% soon due to new children attending soon.
13	Premises

13.1	Current and Planned Projects - The school has obtained 2 quotes to refurbish a toilet and replace cubicles in another toilet. The drains are being flushed. The LA has asked for the drain CCTV footage so they can make suggestions and recommendations. Trees are being lopped for health and safety purposes.
14	Policies Curriculum Statement Online Safety Policy Policies were ratified by the governors.
15 15.1	Any Other Business 2-factor Authentication on email accounts – All governors have received instructions to access their email accounts.
15.2	Sustainability Policy – SK enquired if the school has progressed and starting to develop this policy as the DfE website states all schools should have a policy in place by 2025. NQ confirmed that SLT is responsible for this policy and has started to discuss it but would welcome input from SK.
16	Identify Items for Confidential Part II Minutes – Noted.
17	Meeting Dates It was agreed that the next meeting will be on: T & L – 14 June 2023 Resources – 23 June 2023 FGB – 5 July 2023
	The meeting was closed by the Chair at 8.52 am

Actions arising from the Minutes of the FGB meeting held on 17th May 2023.

Item	Action	Actionee	Status
8.2	Governors are to email ML and PN of any amendments to the ToR they would like to be considered.	All governors	
9.3	JC to review census summary data and consider providing it to the PTA but ensure that children are not identifiable	JC	

Minutes are signed digitally by the Chair on GovernorHub