

MINUTES:

- BOARD:** Full Governing Board of
- SCHOOL:** Jubilee Primary School
- DATE:** 7th February 2024
- TIME:** 8 am
- VENUE:** Virtual Meeting
- ATTENDED:** Stephanie Calhoun (SC)
 Charles Campbell (CC)
 Josh Cardale – Deputy Headteacher
 Nicole Edwards (NE)
 Thomas Irvén (TI)
 Sarah Kissack (SK)
 Max Lawson – Vice Chair
 Norma Hewins – Headteacher
 Victoria Nellis (VN)
 Patrice North - Chair
 Joanne Pettigrew (JP)
 Nesson Quiery – School Business Manager
 Ally Rea (AR)
 Pierre Vero (PV) - left at 8.29 am.
 Paul Walters (PW)
- APOLOGIES:** N/A
- ABSENT:** Ross Birbeck,
- ATTENDING:** Stacey Fountain - Judicium Education Clerking Professional
- 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 8.03 am. 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.		
3	Any Other Business – No additional business was declared for this meeting.		
4	Minutes - The Minutes of the previous meeting on 5 th July 2023 were approved and will be signed by the Chair.		
5	Matters Arising from the Minutes:		
	Item	Action	Actionee
	10	Autumn Term SIP Report to be discussed at the next T&L Committee meeting.	JC
	14	SC to compare Oct 2023 disaggregated census data to previous years, Hackney and national	SC
6	Outstanding items:		
	Item	Action	Actionee
	8.12	Governors are to complete, DoI, Skills Audit, KCSiE and ICT agreement before the next FGB meeting in September 2023 and return to the clerk	All govvs.
6	Minutes of Committees The minutes of Teaching & Learning Committee Jan 2024 The minutes of the Resources Committee Jan 2024 The Minutes of the committee meetings were shared in advance of the FGB meeting for information purposes.		
7	Correspondence – The following correspondence was shared with the governors in advance of the meeting. NGA Members Newsletter 19 th January 2024. NGA Members Newsletter 24 th January 2024.		
8	Autumn Term SIP 1 Report – The SIP report was shared in advance of the meeting. The report includes positive comments about the work being done at the school. Lots of CPD is being completed with teaching staff including writing in the early years and KS1. Curriculum changes have been made following the Ofsted review in the 22/23 academic year. The SIP will spend time in the early years during the next visit to review how this has been embedded. Higher attainers are performing well in core subjects and the school is now considering ways to support them across the whole curriculum.		
9	Spring School Census Data – Report provided in advance of the meeting. There were no concerning pupil numbers to discuss with the governors. PP numbers have increased significantly since the last census. The number of EHCP students has increased to 26 across the school. There are more Portuguese and Spanish children attending the school compared to the previous census.		
10	Staffing		
10.1	The Headteacher will be taking sabbatical leave in the 24/25 academic year. JC will become acting Headteacher during this time. JC was congratulated on his forthcoming promotion and the Headteacher was wished the best during her sabbatical.		
10.2	Current structure – There have been changes made to the admin team due to a staff member leaving. A retired staff member has returned 2 days a week and NQ taking on additional responsibilities.		
10.3	Staff absences – Absences remain stable. There was an increase in absences in January 2024 due to flu and general illnesses. There are no long-term staff absences.		

11	Finance
11.1	P9 Budget Monitoring Report – The report was shared in advance of the meeting and discussed in detail at the recent Resources Committee meeting. The school project an end-of-year deficit of £27,000 which would be covered by reserves. NQ is starting to plan the 24/25 budget and will present a draft at a future meeting.
11.2	Expenditure benchmarking – The report was provided in advance of the meeting and governors need to provide commentary.
11.2i	<p><u>Reserves and balance</u></p> <p>Q – Staff are covering staffing gaps, is this something that will continue? A – Yes this is ongoing. If a staff member is off, a staff member from another department/classroom may be moved depending on the needs of the school. The SLT discuss the risks regularly. Reserves can also be used for emergencies and to relieve staff stresses.</p> <p>Q – Is this impacting staff morale? A – Staff morale is currently fine, and this is something the SLT monitors.</p> <p>Q – Year 1 has a lot of high-need children. Do you believe this is an outlier or do you expect this trend to continue? A – The school expects it is an outlier due to COVID-19 but will continue to monitor this.</p> <p>Q – Children are allocated to the school by the LA. Can you discuss the high needs in year 1 and potentially get additional funding or support? A – The LA allocate the children based on families' applications. If a child already has an EHCP the school can review this and consider if they can provide the resources and support for the child. AR is aware of funding available to APs and will contact them to see if any support is available to mainstream schools for children with EHCPs.</p> <p style="text-align: right;">ACTION – AR to contact an AP funding provider to enquire if funding is available for mainstream schools with EHCP children.</p>
11.2ii	<p><u>Spending</u></p> <p>Q – What are the school thermostats set to? Sometimes, some rooms can feel hot and other times cool. A – NQ will review the school thermostat settings.</p> <p style="text-align: right;">ACTION – NQ to review the school thermostat settings.</p>
11.3	Extended School Provision – At T&L the flexibility was discussed and parents not being aware of this. NQ reviewed this since the meeting and noted that last year the provision was not flexible, but now is. They have additional staff so can offer flexibility to families.
11.4	Off rolling from Autumn Term – The report was discussed in detail at the Resources Committee meeting.
11.5	Hackney Reception Preferences 2016-2024 – An updated version is now available and will be shared with governors.
	ACTION – Updated Hackney Reception Preferences 2016-2024 to be shared with governors.
12	Fernbank
12.1	Budget monitoring P9 December Report – The report was discussed in detail at the Resources Committee.
12.2	Occupancy, Income, Deposits & Debts – The report was discussed in detail at the Resources Committee

12.3	Hackney Commission into Affordable Childcare November 2023 – The 12-week consultation commenced on 31 st January 2024. After the consultation period, a report will be shared with the cabinet which will decide on the children's centre in the Borough. Governors have a right to respond during the consultation period.
13	Premises
13.1	Current projects – An application has been submitted for 66% funding towards solar panels. AR was thanked for her hard work on this application and SC was thanked for the marathon she is completing with sponsorship money donated to the solar panel project.
13.2	Planned projects – The school is still waiting for quotes to refurbish one of the boy's toilets.
14	PTA
14.1	Fundraising: Autumn Term 2023 – The report was shared in advance of the meeting.
14.2	Stephanie's RAY-sing money for Jubilee Solar Project. https://www.justgiving.com/page/stephanie-calhoun-1700080265318
	Governors were encouraged to sponsor SC and share the Just Giving page.
15	Policies Anti-bullying leaflet for Parents October 2023 Positive Behaviour Policy January 2024 Positive Behaviour Policy for Parents Early Years January 2024 Positive Behaviour Policy for Parents Y1-6 January 2024 All policies were APPROVED at the T&L Committee meeting and shared with the FGB for information purposes.
16	Governor Training
16.1	Judicium Training Programme 2024 – Shared in advance of the meeting.
16.2	NGA Governance Workload: Balancing Efficiency & Effectiveness Webinar - The Chair shared slides of the training sessions she attended in advance of the meeting.
16.3	Use of Governor Hub - Governors were reminded to update their personal details on Governor Hub and add any training completed to their personal records.
17	Any Other Business – No additional business was discussed during this meeting.
18	Identify Items for Confidential Part II Minutes – Noted.
	The meeting was closed by the Chair at 8.55 am

Actions arising from the Minutes of the FGB held on 7th February 2023

Item	Action	Actionee	Status
11.2i	AR to contact an AP funding provider to enquire if funding is available for mainstream schools with EHCP children.	AR	
11.2ii	NQ to review the school thermostat settings.	NQ	
11.5	Updated Hackney Reception Preferences 2016-2024 to be shared with governors	NQ	
15	Accessibility Policy to be reviewed	SA/PN/SK	In progress

Minutes are signed digitally by the Chair on GovernorHub