

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 15th October 2025

TIME: 8 am

VENUE: Virtual Meeting

ATTENDED: Norma Hewins – Headteacher
Patrice North (PN) - Chair
Esther Abe (EA)
Stephanie Calhoun (SC)
Max Lawson (ML) –
Rebecca Gretton (RG)
Sarah Kissack (SK)
Victoria Nellis (VN)
Harry Vigus (HV)
Paul Walters (PW)
Kendya Goodman (KG),
Pierre Vero (PV)

APOLOGIES: Nicole Edwards (NE) Thomas Irven (TI)

ATTENDING: Josh Cardale (JC)
Nessan Quiery – School Business Manager
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 | |
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| 1 | Welcome and Introductions: The meeting commenced at 8.03 am. Those present were welcomed by the Chair |

| 2 | Procedural items: | | | | | | | | |
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| 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. | | | | | | | | |
| 2.5 | Approve Instrument of Government – The draft Instrument of Governance was shared in advance of the meeting. The new Instrument of Governance confirms that the governing board will be reduced from 9 governors to 7 governors. The FGB APPROVED the updated Instrument of Governance. It will be sent to the LA for approval. | | | | | | | | |
| 2.6 | Approve new Draft Instrument of Government – APPROVED. | | | | | | | | |
| 2.7 | Reappointment of PN - APPROVED. | | | | | | | | |
| 2.8 | Elect Chair - PN | | | | | | | | |
| 2.9 | Elect Vice-Chair - SG | | | | | | | | |
| 2.10 | Resignation of Oliver Middleton – The Chair made governors aware that OM has resigned from the FGB. | | | | | | | | |
| 2.11 | Ratify FGB Terms of Reference September 2025 including: | | | | | | | | |
| 2.11a | Appendix 1: Confirm Board members & Link Roles September 2025 – The majority of governors have been issued a link role. | | | | | | | | |
| 2.11b | Appendix 2: Ratify Resources Committee ToR | | | | | | | | |
| 2.11c | Appendix 3: Ratify Teaching & Learning ToR | | | | | | | | |
| 2.11d | Appendix 4: Approve Code of Practice | | | | | | | | |
| 2.11e | Appendix 5: Roles & Responsibilities of Link Governors All of the above documents were RATIFIED by the FGB. TI is resigning from the FGB at the end of the Autumn term. PW is currently an associate governor and will become a co-opted governor once TI resigns and will take on a link role. | | | | | | | | |
| 2.12 | KCSiE Part One 2025 – All governors were reminded to complete on Governor Hub. | | | | | | | | |
| 2.13 | KCSiE Statement September 2025 - All governors were reminded to complete on Governor Hub. | | | | | | | | |
| 2.14 | Governor ICT Agreement 2025 - All governors were reminded to complete on Governor Hub. | | | | | | | | |
| 2.15 | Declaration of Interest 2025 - All governors were reminded to complete on Governor Hub. | | | | | | | | |
| | ACTION – All governors to complete KCSiE, Declaration of Interest and ICT Agreement. | | | | | | | | |
| 3 | Any Other Business – No additional business was declared. | | | | | | | | |
| 4 | Minutes - The Minutes of the previous meeting on 16 th July 2025 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></td><td>N/A</td><td></td><td></td></tr></tbody></table> | Item | Action | Actionee | Status | | N/A | | |
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| | N/A | | | | | | | | |
| 6 | Correspondence: To note any correspondence received by the Chair NGA Member Newsletter 24 September NGA Member Newsletter 1 October NGS Member Newsletter 8 October | | | | | | | | |

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| | All of the correspondence was shared in advance of the meeting. |
| 7 | Minutes of Committees Teaching & Learning Committee 27 th June Resources Committee 4 th July The minutes were RATIFIED. |
| 8 | Head Teacher/Deputy HT |
| 8.1 | Year 6 Leavers Secondary School Data – The data was shared in advance of the meeting. All Year 6 children have been allocated a place, except 1 SEN child who is waiting for a special school placement. The TA who worked with the child at the school has continued to work with this child's family to support them. |
| 8.2 | Jubilee Primary School Attainment data 2024 - 2025 Summer Term – The data was shared in advance of the meeting. The attainment data is above the national average. There were 6 children with EHCPs who achieved good outcomes. The school is reviewing PPG children and any adjustments that can be made to improve their progress. Year 1 phonics checks were above the national average, but PPG children were slightly below the PPG LA average. The school is looking at additional support for PPG children. PPG children and the Year 4 cohort are key priorities for the current academic year. The SIP has visited the school, and the report will be available after half term. ACTION – SIP visit report to be shared at the next FGB meeting. |
| 8.3 | Summer Term 2025 Attainment Data Booklet – The attainment booklet was shared in advance of the meeting. |
| 8.4 | Code of Conduct for Parents and Carers – The Code of Conduct for Parents and Carers was introduced last academic year. No changes have been made. The Chair noted that the document has been useful in the past, with concerns that have been escalated. Q – Has it been shared again this year? A – It hasn't been shared yet, but it will be shared very soon with parents. |
| 9 | Finance |
| 9.1 | 2025-26 Mid-Year Budget Review – The mid-year review has been completed and shared with the Resources Committee. The school has projected a £130,000 in-year overspend, which is planned. This leaves the school with £210,000 in reserves. The school remains on track with predicted spending. There are no virements planned for this financial year. Efficiency savings have been made across non-teaching staff areas. Capital – The school carried forward £11,000 last year and has received £8,000 this year. There are no capital spending plans at the time of this meeting. 2 key areas of risk are the lack of clarity of Fernbank's finances and how future years' deficits will be managed. The current expenditure model is not sustainable in future years. |
| 9.2 | Budget Monitoring Report P6 – Shared in advance of the meeting |

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| 9.3 | Debt Write Off – No debts needed governor approval. The school has written off £200 debts of which 4 debts were from school leavers. |
| 9.4 | School Census Summary – Hackney – The school can accommodate up to 420 children. The census shows that the school currently has 417 children. The school has worked hard to increase pupil numbers, and this is part of the financial strategy. |
| 9.5 | School Census data disaggregated by class & protected characteristics – Shared in advance. |
| 9.6 | Extended Schools Update – Extended school provisions were discussed in detail at the Resources Committee. |
| 10 | Fernbank |
| 10.1 | <p>Fernbank P6 Budget Report – The report was shared in advance of the meeting. There are 3 funding sources for the Centre: Government Income, Funded Entitlement Income and Parental Fees.</p> <p>The government LA income as stated in the MOU is down by approximately £300,000. The school is projecting that the parental fees will decrease this year by £180,000, and the funded entitlement income will increase by £210,000.</p> <p>The school are forecasting a reduction of children, which, coupled with the reduced budget from the council means a predicted deficit.</p> <p>Non-staffing costs are underfunded as since 2017 inflation has increased by 34% but the non-staffing budget has only increased by 16%.</p> <p>Parental income is reducing due to government funding for 2-year-old children.</p> <p>The school are seeking legal advice on the impact to the school.</p> <p>The Headteacher is looking at Fernbank's budget and how to reduce expenditure. No new staff are being employed due to the decreased number of children attending, and no agency cover is being put in place.</p> <p>Q – Does Fernbank still share a bank account with Jubilee? A – Yes, it is a big job to have this changed, but this is something the SBM is looking into.</p> <p>The MOU has been discussed with the Chair, SBM and KG. The MOU notes that the FGB are the provider of the services at Fernbank, which is incorrect as Fernbank is the provider. This needs to be resolved and updated, and the LA has been contacted and asked to amend.</p> <p>Q – Has the MOU been signed? A – The Chair confirmed that last year's MOU has been signed. JC noted that the MOU is not a legally binding document. .and the LA has withheld approximately £4000 stated in the 24/25 MOU. The 2025-26 MOU has not been signed,</p> |
| 10.2 | Occupancy, income deposits, debts – Fernbank is at 53% occupancy. |
| 10.3 | <p>Staffing – 1 person has retired, who is not being replaced.</p> <p>The Head of Centre remains on long-term sick leave and is being covered by the Deputy Head of Centre.</p> |
| 11 | Premises |
| 11.1 | Update – There were no updates shared, and there is no work planned. |
| 11.2 | Health & Safety: Fire Drill Report – The report was shared in advance of the meeting, and the drill was successful. |
| 12 | <p>Policies and Procedures</p> <p>Safeguarding & Child Protection Policy</p> <p>Early Years Foundation Stage (EYFS) Policy</p> <p>EYFS Safeguarding & Child Protection Policy</p> <p>Admissions Policy</p> <p>Assessment Policy</p> |

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| | RHSE Policy Accessibility Policy Attendance Policy - Updated Data Protection including SARs Data Breach Health & Safety - deferred to next FGB First Aid Policy Disaster Evacuation |
| | All policies were APPROVED. |
| 13 | Governors |
| 13.1 | PTA (Charity) Link Report OM – The report was shared in advance of the meeting and will be shared at the Resources Committee for discussion. ACTION – PTA Link Report to be shared at the next Resources Committee meeting. |
| 13.2 | Judicium Training Autumn Term – Shared in advance of the meeting. |
| 13.3 | NGA Essential Training – Shared in advance of the meeting. |
| 14 | Any Other Business – No additional business was discussed. |
| 15 | Identify Items for Confidential Part II Minutes – Noted |
| | The meeting was closed by the Chair at 9.17 am. |

Actions arising from the Minutes of the FGB held on 15th October 2025

| Item | Action | Actionee | Status |
|-------------|---|-----------------|---------------|
| 2.15 | All governors to complete KCSiE, Declaration of Interest and ICT Agreement. | All governors | |
| 8.2 | SIP visit report to be shared at the next FGB meeting | Headteacher | Done |
| 13.1 | PTA Link Report to be shared at the next Resources Committee meeting. | Chair | Done |

Minutes are signed digitally by the Chair on Governor Hub.