

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 16th July 2025

TIME: 8 am

VENUE: Virtual Meeting

ATTENDED: Josh Cardale – Acting Headteacher
 Esther Abe (EA)
 Stephanie Calhoun (SC)
 Max Lawson (ML) – Chair of meeting
 Rebecca Gretton (RG)
 Thomas Irvén (TI)
 Sarah Kissack (SK)
 Victoria Nellis (VN)
 Nessian Quiery – School Business Manager
 Harry Vigus (HV)
 Sheilla Patel – Deputy Headteacher
 Nicole Edwards (NE)
 Paul Walters (PW)
 Kendya Goodman (KG),

APOLOGIES: Patrice North (PN)

ABSENT: Oliver Middleton (OM) & Pierre Vero (PV)

ATTENDING: Norma Hewins – Headteacher (on sabbatical leave)
 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.			
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.			
	Norma Hewins will take up her post again as Headteacher 1st September 2025 – NH was welcomed back by all governors.			
3	Any Other Business – No additional business was declared.			
4	Minutes - The Minutes of the previous meeting on 21 st May 2025 were approved and will be signed by the Chair.			
5	Matters Arising from the Minutes:			
	Item	Action	Actionee	Status
	12	Annual Safeguarding Report will be shared at the next FGB meeting.	Headteacher	Completed
	17	Climate Action Plan to be shared at the next FGB meeting	Clerk	Completed
	18	Curriculum Statement to be shared at the next FGB meeting.	Clerk	Completed
	19.1	Link Reports to be shared with the Chair by 13 th June 2025	All Governors	Completed
	Ongoing			
	Item	Action	Actionee	Status
	7	All governors to complete the Hackney Education Strategy Feedback Form and share with the Chair and Clerk.	All govs	Completed
	14.3	Fernbank Head of Centre Report to be shared at the next FGB meeting.	SBM	Completed
6	Correspondence Hackney Education Developing a Stronger & Sustainable Education System Draft: Education Settings – Area-based Partnerships & Planning Model (June 2025} Draft: Guidance on Collaboration & Partnerships (2025) School Improvement Partner (SIP) staffing update Child Q Hearing Letter JM Other NGA Member Newsletter 31 st June NGA Member Newsletter 7 th July NGA Governing Matters June Judicium Clerking & Governance Newsletter June All correspondence was shared in advance of the meeting.			
7	Minutes of Committees To ratify the minutes of Teaching & Learning Committee, 9 th May 2025 To ratify the minutes of the Resources Committee 2 nd May 2025 The minutes were shared in advance of the meeting and ratified.			

8	<p>25/26 information Meeting Schedule for 2025-26 Terms of Reference for FGB and Committees September 2024 (to review) Business and Policy Planner 2025-26 School Vision/Values/Priorities 2025-26</p> <p>Shared in advance of the meeting.</p> <p>Priorities – The Headteacher provided a presentation to the governors. Priorities 25/26 include: Raising attainment for all pupils Sustain high-quality writing provision Ensure a smooth transition to the reconfigured leadership team Implement systems to eliminate in-year deficit 25/26 Develop SEN provision model for pupils with EHCPs</p> <p>Q – Attendance, should this be included? A – The Headteacher noted this was not included in the presentation but is a priority next academic year</p>
9	<p>Finance Jubilee P3 Budget Monitoring Report – This was discussed in detail during the resources committee. The school is aiming for a £155,000 overspend this year. Which leaves £172,000 surplus. The SBM is querying the LA budget software as it is underpredicting teacher spending. Jubilee Summer Census – There are 6 spaces at the school. The school are expecting more children to join between now and October 2025 census. Nursery Places – There are 5 fewer children in the nursery than expected. Teacher Pay Awards – The school has budgeted 3% increases, but the government has granted 4%. The government are giving the school a grant which should cover the additional 1% pay award.</p>
10	<p>Fernbank P3 Budget Monitoring Report - This was discussed in detail during the resources committee. The council gave a budget for the first 5 months of the financial year. The SBM has met the LA Head of Finance, who is now writing the budget for the rest of the financial year. Occupancy, Income Deposits and Debts – No update provided during the meeting. Head of Children's Centre Report 2&3 2025 – The report was shared in advance of the meeting. It was noted that in a previous report, the planned closure was not referred to, so the Head of Centre has included details about this.</p>
11	<p>Premises Current & Planned Projects – Summer holiday work includes interior painting, the meadow is being improved, windows are being cleaned, Window 11 upgrades will be installed, carpets are being cleaned, Y1 boys toilet floor is being replaced, remedial work being completed on the metal doors and a play scheme are using the school on the first and last week of the summer holidays.</p>
12	<p>Staffing Update – The staffing updates were included in the Headteacher report. 2 classes teachers are leaving at the end of the year. The school has recruited 2 new teachers who will start in September 2025. NH is returning, and some teachers are changing their days, and some are reducing their hours. The school is also reducing the number of support staff by 1 person. The school are working on timetables. The receptionist is taking a 1-year sabbatical, and cover for this is being arranged by redeploying admin staff. The IT technician is leaving the school.</p>

13	<p>Headteachers Report 3 – The report was shared in advance of the meeting. Summer term has been busy with lots of activities across the school. This includes enrichment opportunities and trips. Trips to the beach have taken place (geography trips) and music festivals, Ede celebration, Black culture events and baking events. Sports week planned by the PE teacher has been fantastic, with various offers for the children. KS2 sports day has been a success. The school obtained the Gold Arts Mark for the 2nd time.</p> <p>Results were shared in advance of the meeting. Year 6 results are strong based on the cohort. The school are appealing 2 judgements. Year 6 writing was moderated by the LA. Y4 multiplication checks – The school is happy with the average high score results. Phonics – The results are above the national average and context of children in the year group. A couple of children were slightly below the required score, and the school is confident they will pass their retakes next year.</p> <p>Attendance – The national average has been 94.5% throughout the year. The school had a dip in attendance in the winter. The attendance percentage has been climbing over the last 6 months. Attendance will be a priority next year, and systems will be reviewed in advance of next year.</p> <p>Q – With attendance, is there a way to engage parents more directly? The attendance message has been constructive (do and don't) rather than engaging. Can the parent body be involved in helping raise attendance? A – A lot of conversations are had with parents about attendance. The PA is high but below the national average. The school will think about how this can be incorporated next year.</p> <p>The closure of Fernbank has been paused and will be reviewed this time next year. Occupancy will be considered and the cost to the LA. If the cost to LA is too high, it will reconsider closure. The LA is looking at how it can provide the provision whilst costing the LA as little money as possible. They want more higher-earning families to attend. Occupancy is at 100%, the fee structure has not reduced children numbers.</p> <p>Q – Fernbank has an issue with the rental of the premises. Has this been resolved? A – No, this is ongoing. The Head of Finances LA is reviewing this.</p> <p>Since the report was issued, an FTE has been issued at the school.</p>
14	SIP Report 3 – Shared in advance of the meeting.
15	Annual Safeguarding Report – Shared in advance of the meeting.
16	<p>Parent & Carer Survey Results 2025 – Shared in advance of the meeting Q – Great results, a separate survey was completed with SEN parents. This has been shared. A – SEN survey results will follow.</p> <p style="text-align: right;">ACTION – SEN parent survey to follow.</p>
17	PE & Sports Premium Report 2023-24 – Shared in advance of the meeting
18	<p>Curriculum Statement – Shared in advance of the meeting. The school uses the White Rose scheme of work for science. The RE scheme of work is being revised due to LA updates.</p> <p>Q – Given that the government has issued new guidance, do we need to change PHSE to RSE? A – RSE is a part of the PHSE curriculum.</p>
19	Climate Action Plan – The action plan was shared in advance of the meeting.

	<p>This is not currently on the website as it is an action plan. The eco lead is working on developing a page for the website to share what the school has been doing throughout the academic year.</p> <p>Desired outcomes include reducing energy rating, managing temperature across the school during heatwaves, and increasing biodiversity on the premises. The LA has stated they are bringing out a climate curriculum, which the school will look into when launched. Various events have taken place throughout the academic year.</p> <p>Q – Heating is difficult to balance. Has shading been considered? A – All potential solutions have been looked into.</p> <p>Q – The school has had water butts. Now that we have water issues sorted, can we have water butts installed on the downpipes, so that the children can use this to water plants? A – The water butts were addressed previously. When we have had flooding and intense downpours, the water butts don't assist in this, but we could look into this. The school could consider installing drains that lead to the flower beds.</p>
20	<p>Link Reports 2024-2025 Safeguarding – The school is safeguarding compliant. NE has reviewed safeguarding from a gender perspective and gender stereotyping.</p> <p>The reports below have been shared and discussed at committee meetings. Draft SEND Link Report Raising Pupil Attainment – Focus on writing (#SP1) Quality First Teaching (#SP 2&4) Knowledge Rich Curriculum- Focus (#SP3) Learning Resources PTA (Charity)</p>
21	<p>Policies: Statutory & Audited Business Continuity Plan Lettings Policy Charging Policy - Jubilee Charging Policy - Fernbank Procedures for Monitoring & Chasing Debts Children's Centre Financial Procedures Manual Financial Code of Practice for Jubilee & Fernbank Financial Procedures Manual for Schools Office Procedures Policy - Jubilee Procurement Card Policy Staff Expenditure Reimbursement Ordering & Budget Setting Guidance Governor Training Budget & Allowances</p> <p>All policies were APPROVED by governors.</p>
20	Any Other Business – No additional business was discussed.
21	Identify Items for Confidential Part II Minutes – Noted.
	The meeting was closed by the Chair at 9.04 am.

Actions arising from the Minutes of the FGB held on 16th July 2025

Item	Action	Actionee	Status
16	SEN parent survey to be shared with governors		

Ongoing

Item	Action	Actionee	Status
	N/A		

Minutes are signed digitally by the Chair on GovernorHub.