

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 11th February 2026

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)
 Nicole Edwards (NE)
 Kendya Goodman (KG)

APOLOGIES: N/A

ATTENDING: Josh Cardale (JC)
 Nessian Quiery – School Business Manager
 Jason Moranta – Director of Education (08.00-08:25)
 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	<p>Welcome and Introductions: The meeting commenced at 8.01 am. Those present were welcomed by the Chair.</p>

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 – No additional business was noted.
4	School Governance
4.1	Retirement of Norma Hewins wef 31 August 2026 – The staff have been made aware of the retirement of the Headteacher.
4.2	Recruitment of new HT – The recruitment process information was shared in advance of the meeting
4.3	New Instrument of Government wef 22 January 2026 – Approved by LA and shared in advance of the meeting.
4.4	Updated Board of Governors & Link Roles – Shared in advance of the meeting.
4.5	<p>Hackney Ed. Strategy & Jubilee Future Partnerships (08:05-08:20) – JM attended the meeting and shared a presentation with the governors as well as fielded questions. The new strategic plan has been approved by the LA, and the DfE has been made aware. It was noted that there are 3000 fewer children currently in the Borough compared to 2017, which has impacted primary admissions. 8 primary schools have closed within the Borough, and the number of EHCP’s has increased. Opportunities are being created, including using partnerships across schools to support each other, including with high-quality education and grow SEND provision.</p> <p>Q – You mentioned federations. What other opportunities are there to share resources across schools?</p> <p>A – There is a spectrum of options, including informal and formal federations. Jubilee could have an informal federation, i.e., share a school business manager for cost savings. Small schools could share a SENCo. A formal federation would require a consultation and formal arrangements, and Governance would merge. There is also the option of academisation. JM would recommend that school trials informal federations and soft partnerships in the first instance to ensure relationships work.</p> <p>Q – A governor notes that the school needs a clear message from the LA about the future of children's centres.</p> <p>A – JM agreed and noted that formal consultations are being considered. LM left at 8.25 am.</p> <p>Q – What schools do you work closely with/have links with, and are good to work with?</p> <p>A – The school is part of the Hackney Teaching School Alliance. The Headteacher also has good informal relationships with 3 local Headteachers. The location of Jubilee can make it difficult to have formal arrangements with schools within the Borough.</p>
5	Minutes - The Minutes of the previous meeting on 10 th December 2025 were approved and will be signed by the Chair.

6	<p>Matters Arising from the Minutes:</p> <table border="1" data-bbox="213 257 1452 331"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>9.1</td> <td>SEF to be discussed at T&L.</td> <td>Clerk</td> <td>Completed</td> </tr> </tbody> </table> <p>Outstanding:</p> <table border="1" data-bbox="213 434 1436 712"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2.15</td> <td>All governors to complete KCSiE, Declaration of Interest and ICT Agreement.</td> <td>All governors</td> <td>KCSiE – KG Decs – HV & KG Done</td> </tr> <tr> <td></td> <td>Skills Audit paper version to be completed & sent to Chair</td> <td></td> <td></td> </tr> </tbody> </table>	Item	Action	Actionee	Status	9.1	SEF to be discussed at T&L.	Clerk	Completed	Item	Action	Actionee	Status	2.15	All governors to complete KCSiE, Declaration of Interest and ICT Agreement.	All governors	KCSiE – KG Decs – HV & KG Done		Skills Audit paper version to be completed & sent to Chair		
Item	Action	Actionee	Status																		
9.1	SEF to be discussed at T&L.	Clerk	Completed																		
Item	Action	Actionee	Status																		
2.15	All governors to complete KCSiE, Declaration of Interest and ICT Agreement.	All governors	KCSiE – KG Decs – HV & KG Done																		
	Skills Audit paper version to be completed & sent to Chair																				
7	<p>Minutes of Committees Teaching & Learning 14th November 2025 Resources Committee 28th November 2025</p> <p>Both sets of minutes were ratified by the governors.</p>																				
8	<p>Fernbank</p> <p>8.1 P10 Budget Monitoring Report – The report was shared in advance of the meeting. The in-year position is expected to be overspent by £126.000.</p> <p>8.2 Fernbank Status Report including staffing There are currently more staff than children at the centre. Occupancy remains at 53%. Outgoings are also higher than the income being received.</p> <p>8.3 The Headteacher and SBM met with the LA on 28th January 2026, and it was made clear to the LA that the school's finances will remain separate from Fernbank.</p> <p>8.4 Occupancy, income, deposits, and debts – The update was provided in advance of the meeting.</p>																				
9	<p>Finance</p> <p>9.1 P10 Budget Monitoring Report – The report was shared in advance of the meeting.</p> <p>9.2 Staffing update – No staffing changes were shared with the governors.</p> <p>9.3 Asset Register – The register was shared in advance of the meeting and discussed at the recent Resources Committee meeting.</p> <p>9.4 School Leavers 2025 – The report was shared in advance of the meeting.</p> <p>9.4 Q – Do you receive updates on children who have left school for home education? A – No, the LA are responsible for them when they leave the school.</p> <p>9.6 Extended School Provision- Play Debt – The debt has reduced. The SBM noted that £200 of the school dinner debt is staffing. Playcentre has reduced and is approximately £3000.00.</p> <p>9.7 Jubilee Financial Benchmarking Analysis 2024-25 – Deferred to next FGB</p> <p>ACTION – Jubilee Financial Benchmarking Analysis 24/25 deferred to the next FGB.</p>																				
10	<p>Policies: Positive Behaviour Policy Positive Handling Policy Positive Behaviour Policy Leaflet for parents EYFS Positive Behaviour Policy Leaflet for parents Y1-Y6</p>																				

	All policies were APPROVED.
11	SEF
11.1	SEF context & data – The SEF was shared in advance of the meeting and discussed at the recent T&L Committee meeting. The document has been updated to include Ofsted Framework changes and is a working document. The school continues to work with the SIP on the new template.
12	Correspondence NGA Member Newsletter 9th January NGA Member Newsletter 16th January NGA Member Newsletter 23rd January NGA Member Newsletter 30th January Correspondence was shared in advance of the meeting.
13	Draft SFVS – The draft SFVS was shared in advance of the meeting and discussed at the recent Resources Committee meeting.
14	AOB – No additional business was discussed.
15	Identify Items for Confidential Part II Minutes – Noted.
	The meeting was closed by the Chair at 9.06 am.

Actions arising from the Minutes of the FGB held on 11th February 2026

Item	Action	Actionee	Status
9.7	Jubilee Financial Benchmarking Analysis 24/25 deferred to the next FGB.	SBM	

Outstanding:

Minutes are signed digitally by the Chair on Governor Hub.