

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 21st May 2025

TIME: 8 am

VENUE: Virtual Meeting

ATTENDED: Patrice North – Chair
 Josh Cardale – Acting Headteacher
 Esther Abe (EA)
 Stephanie Calhoun (SC)
 Max Lawson (ML)
 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)

APOLOGIES: Kendya Goodman (KG), Oliver Middleton (OM) & Pierre Vero (PV)

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	<p>Welcome and Introductions: The meeting commenced at 8.02 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. Governor Hub Overview – The clerk provided a brief overview of Governor Hub to all present.			
3	Any Other Business – No additional business was declared.			
4	Minutes - The Minutes of the previous meeting on 2 nd April 2025 were approved and will be signed by the Chair.			
5	Matters Arising from the Minutes:			
	Item	Action	Actionee	Status
	7	All governors to complete the Hackney Education Strategy Feedback Form and share with the Chair and Clerk.	All govs	On-going
	14.3	Fernbank Head of Centre Report to be shared at the next FGB meeting.	SBM	Deferred to next FGB meeting
	Outstanding items			
	Item	Action	Actionee	Status
	10.3	Jubilee to discuss Fernbank redundancy costs with the LA and get written confirmation that Jubilee is not responsible for the costs involved with the closure.	PN/NQ	Completed/Agenda item
6	Minutes of Committees To ratify the minutes of Teaching & Learning Committee, 7 th March 2025 To ratify the minutes of the Resources Committee 14 th March 2025 The minutes were shared in advance of the meeting and ratified.			
7	Correspondence Personnel changes at Hackney Education Sustaining a financially sustainable education Educational Future Conference Invite 22 May 2025 Childrens' Centres fee increases Letter DT Judicium Governance & Clerking Newsletter March (See News on Gov. Hub) NGA Members Newsletter 2 May 2025 NGA Members Newsletter 9 May 2025 NGA Members Newsletter 11 May 2025 The above correspondence was shared in advance of the meeting.			
8	Staff Wellbeing Survey – The survey results were shared in advance of the meeting and discussed in detail at the Resources Committee meeting held on 2 nd May 2025. Staff happiness has increased to 67% compared to 64% the previous academic year, and more staff completed the survey this academic year. Support staff are feeling the impact of the changes made and are happy in their roles.			

9	<p>Pupil Survey – The pupil survey results were shared in advance of the meeting and were discussed at the Teaching & Learning Committee meeting held on 9th May 2025. Well-being Ambassadors supported the survey and developed the questions asked. It has been agreed that the ‘Do you feel safe and happy at school’ will be split into 2 questions next academic year to ensure the school has a better understanding of pupil responses.</p>
10	<p>School Council Report – The Headteacher provided a verbal report during the meeting. School Council Lead attended the recent Teaching and Learning Committee meeting held on 9th May 2025 to discuss the work the School Council has been doing. The School Council has been focused on sustainability and has started an eco-refill shop.</p>
11	<p>Pupil Attainment Data 24-25 – The report was shared in advance of the meeting and shared at the recent Teaching & Learning Committee meeting held on 9th May 2025.</p> <p>Q – Does the attainment data include children who have joined the school throughout the academic year? A – Yes, depending on when they joined the school. Old Hill School joiners are included in the most recent data.</p> <p>Children continued to be offered intervention to raise attainment. Some long-term projects are taking place, and the curriculum has been developed to raise attainment. The school continues to track each cohort throughout their time at the school. Data is broadly similar to the previous academic year. Math continues to be the strongest subject. Writing remains a priority for school.</p> <p>A gap between PP and non-PP remains, but has narrowed across core subjects.</p> <p>Since the Teaching and Learning Committee meeting, SP has met teachers and subject leads to review the data and reviewed books. SP has sighted evidence that children are on track to meet their expected targets.</p> <p>Year 3 children continue to be a focus for the school. These children continue to need strong teachers and TAs.</p>
12	<p>Annual Safeguarding Report – Deferred to the next FGB meeting.</p> <p style="text-align: center;">ACTION – Annual Safeguarding Report shared at the next FGB meeting.</p>
13	<p>Staffing Proposed change to staffing structure – No changes were shared with the governors during this meeting.</p>
14	<p>Finance</p>
14.1	<p>Jubilee YE Accounts & Control Assessment Statement – The accounts and control assessment statement was shared in advance of the meeting.</p>
14.2	<p>Jubilee P12 Monitoring Report – The P12 monitoring report was shared in advance of the meeting and discussed at the last FGB meeting.</p>
14.3	<p>3-Year Proposed Budget – The 3-year budget has been submitted.</p>
14.4	<p>School Budget 24-25 Commentary – The school has a planned in-year deficit of £155,000, which will be covered by the reserves. This will leave the reserves at £187,000. Year 2 and 3 forecast balances were shared, and governors were aware of the deficit and surplus reduction.</p>
14.5	<p>Plan for YE Surplus 24-25 – This was shared in advance of the meeting.</p>
14.6	<p>Off-Rolling Report – Shared in advance of the meeting.</p>
15	<p>Fernbank</p>
15.1	<p>Fernbank Budget Monitoring P12 – The report was shared in advance of the meeting. The budget is managed by the LA and includes LA income, parental fee income and</p>

	<p>funded entitlement income. Fernbank also receive additional income for EHCPs and PP income. Income last FY was reduced due to a claw back. Expenditure includes staffing costs. The net budget is predicted to be £304,342. Since 2017, inflation has been 34%, but the income does not reflect this. The SBM has raised issues with the budget to the LA, including the MOU not being stuck to, the £191,000 claw back not being reasonable, and staffing expenditure not complying with the agreed FTE. The current budget will not cover expenditure. The SBM is meeting with the Head of Finance to review the income.</p> <p>Q – The LA are raising parental fees at the children's centre. Do you expect a decline in families using Fernbank? A – The SBM expects that some families will find the costs unaffordable. 5% of families are within the top banding. Most families are in banding 1 and 2, and the Headteacher expects they will stay.</p> <p>Q – It needs to be made clear to the LA that they are causing financial problems, and they need to take responsibility for this and any possible redundancy costs. A – The SBM agreed.</p>
15.2	Fernbank Occupancy Income Deposits and Debts – The report was shared in advance of the meeting.
15.3	Head of Centre Report 2 Spring Term – Deferred to the next FGB meeting
15.4	Staffing update – There have been no staffing changes to share with the governors.
16	Premises
16.1	Update on actions taken – There have been issues 2 doors across the school and remedial work is being done to repair these.
16.2	Current projects & planned projects
16.3	Statutory and Non-Statutory Health & Safety Checks
17	<p>Climate Action Plan – It was agreed to discuss this at the next meeting.</p> <p style="text-align: center;">ACTION – Climate Action Plan to be shared at the next FGB meeting.</p>
18	<p>Policies Curriculum Policy – Deferred to the next FGB meeting.</p> <p style="text-align: center;">ACTION – Curriculum Statement to be shared at the next FGB meeting.</p>
19	Governor Update
19.1	<p>Link Governor visits & reports – Report was to be completed before Friday 13 June 25.</p> <p style="text-align: center;">ACTION – Link Reports to be shared with the Chair by 13th June 2025.</p>
19.2	FGB & Committee Meetings Schedule 2025-26 – Shared in advance of the meeting
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 9.03 am.

Actions arising from the Minutes of the FGB held on 21st May 2025

Item	Action	Actionee	Status
12	Annual Safeguarding Report will be shared at the next FGB meeting.	Headteacher	
17	Climate Action Plan to be shared at the next FGB meeting	Clerk	
18	Curriculum Statement to be shared at the next FGB meeting.	Clerk	
19.1	Link Reports to be shared with the Chair by 13 th June 2025	All Governors	

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	On-going
14.3	Fernbank Head of Centre Report to be shared at the next FGB meeting.	SBM	Deferred to next FGB meeting

Minutes are signed digitally by the Chair on GovernorHub.