

**MINUTES:**

**BOARD:** Full Governing Board of

**SCHOOL:** Jubilee Primary School

**DATE:** 2<sup>nd</sup> April 2025

**TIME:** 8 am

**VENUE:** Virtual Meeting

**ATTENDED:** Patrice North – Chair  
 Josh Cardale – Acting Headteacher  
 Esther Abe (EA)  
 Max Lawson (ML)  
 Rebecca Gretton (RG)  
 Thomas Irvén (TI)  
 Sarah Kissack (SK),  
 Oliver Middleton (OM)  
 Victoria Nellis (VN)  
 Nessian Quiery – School Business Manager  
 Harry Vigus (HV)  
 Sheilla Patel – Deputy Headteacher  
 Nicole Edwards (NE),  
 Paul Walters (PW)  
 Pierre Vero (PV)

**APOLOGIES:** Kendya Goodman (KG) & Stephanie Calhoun (SC)

**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><b>Welcome and Introductions:</b>            The meeting commenced at 8.03 am.            Those present were welcomed by the Chair.</p>

2	<b>Procedural items:</b>																				
2.1	<b>Apologies for absence</b> - Apologies for absence as recorded were accepted by the Governors.																				
2.2	<b>Confirmation of Quorum</b> - The meeting was confirmed as quorate.																				
2.3	<b>Declarations of interest for this Meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting.																				
2.4	<b>Confidentiality Statement</b> - 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. <b>Governor Hub Overview</b> – The clerk provided a brief overview of Governor Hub to all present.																				
3	<b>Any Other Business</b> – No additional business was declared.																				
4	<b>Minutes</b> - The Minutes of the previous meeting on 12 <sup>th</sup> February 2025 were approved and will be signed by the Chair.																				
5	<p><b>Matters Arising from the Minutes:</b></p> <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> <p><b>Ongoing</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>10.3</td> <td>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.</td> <td>NQ/PN</td> <td>Ongoing</td> </tr> <tr> <td>14</td> <td>All governors to update their 2023/24 training records on Gov Hub</td> <td>All govts.</td> <td>Ongoing</td> </tr> </tbody> </table>	Item	Action	Actionee	Status		N/A			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.	NQ/PN	Ongoing	14	All governors to update their 2023/24 training records on Gov Hub	All govts.	Ongoing
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6	<p><b>Minutes of Committees</b></p> <p>To ratify the minutes of Teaching &amp; Learning Committee, 17<sup>th</sup> January 2025 To ratify the minutes of the Resources Committee 31<sup>st</sup> January 2025</p> <p>The minutes were shared in advance of the meeting and ratified.</p>																				
7	<p><b>Correspondence</b></p> <p>Hackney’s Education Strategy: Governing Board Response Hackney Education Strategy Feedback Form Chair of Governors Update: 20th March 2025 Judicium Governance &amp; Clerking Newsletter March (See <b>News on Gov. Hub</b>) NGA Members Newsletter 14<sup>th</sup> March NGA Members Newsletter 21<sup>st</sup> March</p> <p>All correspondence was shared in advance of the meeting. All governors agreed to complete the Hackney Education Strategy Feedback form and share with the Chair before 17<sup>th</sup> April 2024.</p> <p style="text-align: center;"><b>ACTION – All governors to complete the Hackney Education Strategy Feedback Form and share with the Chair and Clerk.</b></p>																				
8	<b>SEND Information Report</b> – The report was shared in advance of the meeting. It was also discussed at the recent T&L committee meeting.																				
9	<b>Attendance - Actions Update</b> – The update report was shared in advance of the meeting. Staff continue to discuss attendance with families.																				

	<p>The school can ID children with attendance concerns but does not have an attendance officer to support regular meetings with them and their families. A small group of children are not attending due to EBSNA (Emotional-Based School Non-Attendance). Attendance has increased since the last FGB meeting and the Headteacher is positive that, with the actions in place, it will continue to increase.</p>
10	<p><b>SIP 2 Report: Spring Term</b> – The report was shared in advance of the meeting. The SIP visited the school on 26<sup>th</sup> February 2025.</p> <p>The school has been asked to set secure targets and aspirational targets. The SIP added that, with the data provided, they expect the school to achieve above the national average.</p> <p>The year 6 group was affected by Covid-19 ‘bubbles’ and being sent home from school so they are doing lots of catching up for missed learning.</p> <p>The SIP reviewed pupil attendance and the school is below national average. Science and writing (2 of the school priorities) were reviewed and the SIP was happy with the actions taken to improve outcomes.</p> <p>The science scheme of work is changing so the SIP agreed to review this next year to see how it is embedded across the school.</p>
11	<p><b>Headteacher Report 2 Spring term</b> – The report was shared in advance of the meeting. There are no updates on Fernbank to share with governors.</p> <p><b>Q</b> – When new families join the school, are they made aware of the parent WhatsApp groups and how to join them?</p> <p><b>A</b> – The WhatsApp groups are not managed by the school, but they are a good way for parents to feel included and build relationships with other families.</p> <p>Some information shared is not always accurate about the school, and some parents do not wish to be part of the groups. The school wants parents to feel they can talk to the school with any concerns or support needed.</p>
12	<p><b>Staffing</b> <b>Staff update</b> – No staffing changes have taken place.</p>
13	<p><b>Finance</b></p>
13.1	<p><b>Jubilee P11 Budget Monitoring Report</b> – The report was shared in advance of the meeting. The school is expecting a year-end surplus of £2000.</p>
13.2	<p><b>Jubilee Indicative Budget 2025-26</b> – The draft budget was shared in advance of the meeting. The budget includes the return of the Headteacher after her sabbatical and income figure is based on the school being at 95% capacity. The school are not aware of any staff leaving at this time for the new academic year so staffing costs are based on the current structure. The SBM has also included a 3% salary increase as recommended by the LA.</p>
13.3	<p>Nursery is expecting high numbers and the budget includes an expected grant for NI.</p>
13.4	<p><b>Best Value Statement 2025-26</b> – Shared in advance of the meeting and APPROVED</p>
13.4	<p><b>Debts Report, Extended &amp; School Meals</b> – The school has written off a debt of £340 as they have been unable to collect it.</p>
13.5	<p><b>SFVS Final</b> – The final version was shared in advance of the meeting. The SBM confirmed it was submitted to the LA prior to the deadline. It was APPROVED in advance of submission by governor emails.</p>
13.6	<p><b>Accruals: 2024-25</b> – The report was shared in advance of the meeting.</p>
14	<p><b>Fernbank</b></p>
14.1	<p><b>Fernbank Budget Monitoring P11</b> – The report was shared in advance of the meeting. The 4<sup>th</sup> quarter payment from the LA was adjusted as the LA believe Fernbank had received too much income throughout the year. The SBM is challenging the final figure with the LA.</p> <p>Parental income has decreased by approx. £40,000 due to 2-year-olds being paid through the LA.</p>

14.2	<b>Fernbank Occupancy Income Deposits and Debts</b> – No updates were shared with governors.
14.3	<b>Head of Centre Report 2 Spring Term</b> – The Head of Centre is on annual leave, so the report will be shared at the next FGB meeting.
	<b>ACTION – Fernbank Head of Centre Report to be shared at the next FGB meeting.</b>
14.4	<b>Staffing update</b> – There have been no staffing changes at Fernbank.
15	<b>Premises</b>
15.1	<b>Update on actions taken</b> – Work has been planned for the Easter 2025 holidays.
15.2	<b>Current projects &amp; planned projects</b> - Work has been planned for the Easter 2025 holidays.
15.3	<b>Statutory and Non-Statutory Health &amp; Safety Checks</b> – There were no H&S checks shared with governors during this meeting.
16	<b>PTA</b>
16.1	<b>Annual Report 2023-24</b> – The report was shared in advance of the meeting, and the report includes details of all monies raised and events hosted by the PTA. The PTA plans to continue to support gardening and purchasing new books.
16.2	<b>PTA Structure for Jubilee Primary School</b> – Shared in advance of the meeting.
	Governors thanked the PTA for all the support given to the school.
17	<b>Policies</b> Teaching and Learning Policy Domestic Abuse Policy (HR)  All policies were APPROVED by the governors.
18	<b>Governor Update</b> <b>Link Visits &amp; Reports</b> – Governors were reminded to book visits and provide copies of the reports to the Chair.
19	<b>Any Other Business</b> – No additional business was discussed.
20	<b>Identify Items for Confidential Part II Minutes</b> – Noted.
	<b>The meeting was closed by the Chair at 9.00 am.</b>

#### Actions arising from the Minutes of the FGB held on 2<sup>nd</sup> April 2025

Item	Action	Actionee	Status
7	All governors to complete the Hackney Education Strategy Feedback Form and share with the Chair and Clerk	All govns	
14.3	Fernbank Head of Centre Report to be shared at the next FGB meeting.	SBM	

#### Ongoing

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.	NQ/PN	Ongoing

**Minutes are signed digitally by the Chair on GovernorHub.**