

**MINUTES:**

**BOARD:** Full Governing Board of

**SCHOOL:** Jubilee Primary School

**DATE:** 25<sup>th</sup> March 2026

**TIME:** 8 am

**VENUE:** Virtual Meeting

**ATTENDED:** Norma Hewins – Headteacher  
 Patrice North (PN) - Chair  
 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:** Esther Abe (EA)

**ATTENDING:** Josh Cardale (JC)  
 Nessian 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	
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.								
3	<b>Any Other Business</b>								
3.1	<b>SIP Visit</b> – The report was shared in advance of the meeting. During the review, attendance was discussed in detail and the improvements that have been made.								
3.2	<b>Q</b> – Will Ofsted have access to Governor Hub? <b>A</b> – Ofsted can access Governor Hub during the inspection if requested.								
3.3	JC noted that the visit was useful to support the school to acknowledge their strengths. The SIP noted that there is evidence of uneven teaching I 1 year group. The SIP noted that the school is able to evidence what each child’s school day looks like due to more detailed provision mapping that is stored centrally, which all staff can access.								
3.4	<b>Q</b> – A governor noted that the report refers to Fernbank being under occupancy and felt that this needs to be reworded, as this is not the fault of the school. <b>A</b> – The SIP acknowledged this verbally during the visit and the complex issues the school is facing with Fernbank.  <b>ACTION – Chair to write to SIP regarding Fernbank occupancy rewording.</b>								
3.5	<b>Headteacher report</b> – The report was shared in advance of the meeting. It was noted that several teachers will be taking maternity leave, so the school are looking to recruit staff to cover these roles. 1 teacher advert has been advertised.								
4	<b>Minutes</b> - The Minutes of the previous meeting on 11 <sup>th</sup> February 2026 were approved and will be signed by the Chair.								
5	<b>Matters Arising from the Minutes:</b>								
	<table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>9.7</td> <td>Jubilee Financial Benchmarking Analysis 24/25 deferred to the next FGB.</td> <td>SBM</td> <td>Done</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	9.7	Jubilee Financial Benchmarking Analysis 24/25 deferred to the next FGB.	SBM	Done
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6	<b>Correspondence</b> NGA Member Newsletter 27th February NGA Member Newsletter 6th March NGA Governing Matters February NGA Member Newsletter 13th March  Correspondence was shared in advance of the meeting.								
7	<b>Minutes of Committees</b> T& L Committee Minutes 16th January RC Minutes 23rd January  The minutes of both committees were shared in advance of the meeting.								

8	<b>Finance</b>
8.1	<b>P11 Budget Monitoring Report</b> – It was noted that the school is currently waiting for the end of year figures. The school is predicting an end-of-year overspend of £175,000.
8.2	<b>Jubilee 2026-27 Budget Commentary</b> – Budget commentary was shared in advance of the meeting. The SBM noted that the budget will be tight and includes some significant changes. The budget includes reduced spending on premises, grounds and maintenance, learning resources and uncommitted supply staff. The school is expecting to receive £120,000 more GAG income than in the current financial year. The Headteacher's leaving will have a positive impact on the budget if recruited internally, but a potential negative impact if recruited externally. The budget commentary currently includes the internal appointment of the Headteacher. Maternity leave will have a negative impact on the budget.
8.3	The budget will be reviewed mid-year with the Headteacher to consider any adjustments. Nursery numbers and EHCP numbers are yet to be confirmed.
8.4	<b>Q</b> – Are there any areas where you have reduced expenditure that the school are concerned about? <b>A</b> – The SBM has reviewed previous expenditure and considered 1 off items and not included these in the 26/27 budget. The school has a 'wish list' that can be considered during the mid-year review. The SBM's main area of concern is premises and grounds. Staffing is also a concern, as only 2 of the maternity leave staff will be replaced, meaning SLT will have to support classes more often. This could impact the supply budget.
8.5	<b>Q</b> – Are pupil numbers expected to decline? <b>A</b> – The school has received fewer applications for Reception in September 2026.
8.6	<b>SFVS Approval</b> – The SFVS was shared in advance of the meeting and reviewed in detail at the recent Resources Committee meeting. The FGB APPROVED the SFVS.
8.7	<b>Financial Benchmarking Analysis 2024-25</b> – The report was shared in advance of the meeting, and the SBM highlighted key areas of the report.
8.8	It was noted that staff are on higher pay grades, but the school is satisfied with this as long as performance is high. Supply teachers – the school spent more than predicted this year, but are low spenders compared to similar schools. Cleaning and caretaking costs are high. The school currently uses the LA cleaning framework. The LA are currently going through a tender process for cleaning. The SBM will discuss the benchmarking findings with the LA.
8.9	Energy costs are low due to solar panels and energy efficiency in the school. Water is high, but the SBM noted that there is a water leak at the school, which is being investigated.
8.10	There is currently 1 staff member per 8.25 children, and the school will consider how to reduce this in the future. The school has a high number of SLT staff, but they are well utilised and good value for money.

8.11	<b>Best Value Statement Priorities</b> – The priorities were shared in advance of the meeting.
9	<b>Fernbank</b>
9.1	<b>Budget P11 Monitoring Report</b> – The report was shared in advance of the meeting. The in-year balance is projected to be £105,000 overspend, with an overall overspend of £36,000 due to the carry forward.
9.2	<b>Fernbank VR Business Plan update</b> – The Headteacher provided a verbal update to the governors. More staff than required have requested voluntary redundancy. The Headteacher is still waiting for information from the LA, including details about the designated subsidiary grant income and when Fernbank will receive it. The staff saving is expected to be £24,000 due to staff reductions. The Headteacher continues to follow processes and advice from HR. The Headteacher has not received confirmation if the LA will be contributing towards the pension strain or redundancy costs. The Headteacher has met with staff to discuss the voluntary redundancy process and discussed how Fernbank will perform with less staffing.
9.3	She has also discussed staff absences and how this will be managed. Unions have asked the Headteacher and Head of Centre to complete risk assessments for the centre as 12 staff need to be present minimum.
9.4	<b>Criteria for VR decisions</b> – Details of the criteria were shared with governors. HR have agreed that staff personal information can be submitted and considered.
9.5	<b>Q</b> – A governor noted they were disappointed that there is still no update from the LA when the FGB were advised that the details would be submitted to the redundancy committee on 24 <sup>th</sup> March. The LA needs to be clear so that the Headteacher understand how to proceed. <b>A</b> – The Headteacher noted that she was advised in writing to send the paperwork to Jason Morantz instead of the redundancy board, as it is a children's centre. The Headteacher has been chasing Jason Morantz for an update.
9.6	<b>Q</b> – Have you got written confirmation that the documentation had to be sent to Jason Morantz? <b>A</b> – Yes, via email. The process has been ongoing since the start of this term. The SBM has discussed the issues with legal companies, and the school is considering seeking legal advice. The SBM noted that he has instructed a legal company to write to the LA to clarify 3 points once the pension strain and redundancy costs are known: 1 – Who is paying the pension reduction in future? 2 – Who is responsible for outstanding debts if the children's centre closes? 3 – In-year, Fernbank is using Jubilee funding as it is the same bank account to pay expenditure.
9.7	A staff member is due to leave on 31 <sup>st</sup> March 2026, and they need to receive their pension strain and redundancy payment, and the Headteacher does not know where this payment is going to come from. (£6,000 redundancy payment, £12,000 pension strain)
9.8	The FGB agreed to write a letter urgently to Jason Morantz to have this addressed.
9.9	The Headteacher noted that this is taking up a lot of her time. She is sending daily/weekly emails to get information and following the HR recommended timelines. She is still waiting for

	outstanding information from Jason Morantz and agreed that if the FGB were to write a letter, this would support her case.
9.10	A governor noted that Jason Morantz attended the last FGB meeting, and despite assurances from him, no decision has been made.
9.11	It was agreed that the letter would be drafted and sent on the day of this meeting.
9.12	<b>Occupancy, income, deposits and debts</b> – Not discussed.
9.13	<b>Head of Centre Report 2</b> – The report was shared in advance of the meeting.
9.14	<b>Draft confidential minutes approved</b> – The minutes were shared in advance of the meeting. After a small amendment, the minutes were approved.
10	<b>Premises</b>
10.1	<b>Planned Projects</b>
10.2	<b>Health Inspector Action Plan</b>
10.3	<b>Jubilee H&amp;S Action Plan</b>
	All reports were shared in advance of the meeting for information purposes.
11	<b>Policies:</b> Teaching & Learning Policy SEND Information Report RHSE Policy Positive Handling Policy April 2026  All policies were APPROVED by the FGB.
12	<b>AOB – No additional business was discussed.</b>
13	<b>Identify Items for Confidential Part II Minutes</b> – Noted.
	<b>The meeting was closed by the Chair at 9.23 am.</b>

#### Actions arising from the Minutes of the FGB held on 25<sup>th</sup> March 2026

Item	Action	Actionee	Status
3.4	Chair to write to SIP regarding Fernbank occupancy rewording	Chair	

**Outstanding:**

**Minutes are signed digitally by the Chair on Governor Hub.**