

MINUTES:

BOARD: Full Governing Board of

SCHOOL: Jubilee Primary School

DATE: 20th May 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)
Kendya Goodman (KG)
Esther Abe (EA)

APOLOGIES: Nicole Edwards (NE)

ATTENDING: Josh Cardale (JC)
Nessan 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	Welcome and Introductions: The meeting commenced at 8.05 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.											
2.5	Committee Meetings Schedule 2026-27 – Shared in advance of the meeting.											
2.6	Governors' approval of Josh Cardale's appointment as Jubilee Headteacher wef. 2 September 2026 – Governors approved the appointment of JC as Headteacher for the new academic year.											
2.7	Appointment of new Staff Governor Paige Thomson wef. 6th July 2026 – PT was appointed as the staff governor from 6 th July 2026. VN was thanked for her time on the governing board											
2.8	Approve renewal of Co-opted Governor Stephanie Gilchrist wef. 6th July 2026 – APPROVED.											
2.9	Review FGB, T&L & RC Terms of Reference – Shared in advance of the meeting. It was agreed that if the governors had any comments, they would share them with the Chair for consideration.											
3	Any Other Business – No additional business was raised.											
4	Minutes - The Minutes of the previous meeting on 25 th March 2026 were approved and will be signed by the Chair. ACTION – Headteacher to contact SIP for costings of a review of Fernbank.											
5	Matters Arising from the Minutes: <table border="1"><thead><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr></thead><tbody><tr><td>3.4</td><td>Chair to write to SIP regarding Fernbank occupancy rewording</td><td>Chair</td><td>Done</td></tr></tbody></table>				Item	Action	Actionee	Status	3.4	Chair to write to SIP regarding Fernbank occupancy rewording	Chair	Done
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6	Correspondence NGA Member Newsletter 1st May NGA Member Newsletter 8th May Letter to Parents concerning the HT appointment of Josh Cardale All correspondence was shared in advance of the meeting.											
7	Fernbank Update											
7.1	The Headteacher confirmed that she has created a new business plan after reviewing staffing contracts. The staff delinked to engage with the previous business plan, and the Headteacher was asked to reconsider. She has done this with support from HR.											
7.2	The Headteacher has considered various staffing structures to ensure Fernbank is covered 10 hours per day, as well as considering sickness and annual leave.											
7.3	Once agreed, the business plan will be shared with union representatives and discussed with staff.											
8	Minutes of Committees											
8.1	T& L Committee Minutes 6th March RC Minutes 13th March											
8.2	The committee meeting minutes were shared in advance of the meeting.											
9	Finance											
9.1	2025-26 Jubilee School & Fernbank CC YE Statements – The year-end statements were shared in advance of the meeting and discussed in detail at the recent Resources Committee.											
9.2	There was an overspend of £96,232.20, which leaves £246,000 surplus at Jubilee.											

9.3	Fernbank brought forward £70,000 and finished the year with a £65,000 deficit.
9.4	Q – How is the deficit being covered at Fernbank? Jubilee’s budget cannot be used to cover this. A – The staff salaries in March 2026 had to come from Jubilee’s budget to ensure it was paid. Fernbank and Jubilee continue to have a joint account. The school has appointed legal advisors to review this.
9.5	Jubilee PS 26-27 Year Budget – The budget plan was shared in advance of the meeting.
9.5	Jubilee PS 26-27 Budget Commentary Sheet – NQ presented the commentary during the meeting. The school brings £246,000 surplus into the current financial year, and the budget includes spending £72,000 of this. This leaves the school with an end-of-year predicted surplus of £174,000. The 3-year forecast predicts a 10-pupil per year decrease.
9.7	Income: Free school meals grants is up to £20,000 PP grants is up to £30,000 The budget includes a new mainstream grant of £23,000 Nursery income is projected to decrease by £41,000 EHCP income includes a 10% caution. The LA has agreed to provide £10,000 towards repairing a leak.
9.8	Expenditure: The budget includes an internal Deputy Headteacher appointment and another SLT member leaving and being replaced internally with a TLR. An Assistant Headteacher is increasing their days from 4 to 5. 4 teachers will be on maternity leave 4 ECT teachers will be recruited. The budget includes a 3% pay award and 40 days of supply is included in the budget. The budget has reduced TAs by 3 (1 of which is due to nursery changes). No teacher insurance for sickness is being purchased due to previous poor returns. 3% inflation has been included, and 6% on utilities.
9.9	Areas of risk: Possible closure of the Children's Centre and debt. Lack of teacher insurance.
9.10	Q – The budget includes a reduction of 10 pupils per year. How confident is the school that this is realistic? A – The school is anticipating 58 children to join reception in September 2026, out of 60. Families are leaving London, but there is a possibility of further schools closing in Hackney.
9.11	Q – How many children are expected to join Nursery next academic year? A – 12 full-time equivalent children are joining the Nursery.
9.12	Q – Has the school considered ways to promote the nursery to increase numbers? A – Wrap-around care has been considered, but the nursery is term-time only, so it is not possible due to staff contracts.
9.13	The Resources Committee recommended the budget to the FGB, which they APPROVED.
9.14	Jubilee Budget Monitoring Report P12 – It was agreed that this was covered in item 9.1
9.15	Jubilee Parental Debt Report – The report was shared in advance of the meeting.
9.16	Approve 3-Year Proposed Budget 2026-2029 – The 3-year budget was APPROVED.

9.17	Off-rolling Report 2025-26 – 1 child has left the school for elective home education, all other pupils have moved out of the borough.
10 10.1	Teaching & Support Staff Wellbeing Surveys – The wellbeing survey report was shared in advance of the meeting. The results show positive feedback from staff. The school has considered the comments made in the feedback and is acting accordingly.
11 11.1	Fernbank Head of Centre Report 2 – Deferred to next meeting. ACTION – Head of Centre report to be shared at the next meeting.
11.2	FCC P12 March Budget Report – It was agreed that the P12 was covered in item 9.1.
11.3	Fernbank New Budget 2026-27 – Fernbank will receive a subsidiary of £250,000 from the LA. Jubilee has received £105,0000 so far. Parental fees are currently under review and may change from September 2026.
11.4	Fernbank Occupancy Income Deposits and Debts – The report was shared in advance of the meeting.
12 12.1 12.2 12.3	Premises Projects – The school has plans to update the climbing frame in the KS2 playground. Health & Safety – The action plan was shared in advance of the meeting. All red actions have been completed, and NQ has started to begin work on the amber actions. A fire risk assessment has been completed, and the action plan will be shared at the next Resources Committee. ACTION – Fire Risk Assessment to be shared at the next Resources Committee meeting.
13 13.1	Pupil Wellbeing Survey – The results were shared in advance of the meeting and discussed at the Teaching & Learning Committee. The school has spoken to some of the children regarding the comments they have made to understand why they do not always feel safe. Some have made comments about other children following them around, and some children have had a previous issue with a child and are worried it will happen again. JC has agreed to consider a long-term view on the work they do with children following an incident to provide them with more reassurance.
14	Curriculum Statement – The Curriculum Statement was shared in advance of the meeting and discussed at the recent Teaching & Learning Committee meeting.
15	Spring Assessment Data – The Spring Assessment Data was shared in advance of the meeting and discussed at the recent Teaching & Learning Committee meeting.
16	Inspection Data Summary Report (IDSR) – The IDSR was shared in advance of the meeting and discussed at the recent Teaching & Learning Committee meeting.
17	Policies: NQ noted that approximately 25 policies will be presented at the next FGB meeting in preparation for the new academic year.
18 18.1	Governors Hackney Children & Young People's Scrutiny Commission - EA has been appointed to the Commission as a Jubilee Primary School parent governor.

18.2	Reminders: Link Report Deadlines: RC & T&L were reminded to complete their reports to be shared at the next meeting. Safeguarding Training Tues 16th June 5:00-6:30 pm – details of how to join were shared with governors.
19	AOB – No additional business was discussed.
20	Identify Items for Confidential Part II Minutes – Noted.
	The meeting was closed by the Chair at 9.00 am.

Actions arising from the Minutes of the FGB held on 20th May 2026

Item	Action	Actionee	Status
4	Headteacher to contact SIP for costings of a review of Fernbank	Headteacher	
11.1	Head of Centre report to be shared at the next meeting	Clerk	

Outstanding:

Minutes are signed digitally by the Chair on Governor Hub.