

**MINUTES:**

- BOARD:** Full Governing Board of
- SCHOOL:** Jubilee Primary School
- DATE:** 11<sup>th</sup> October 2023
- TIME:** 8 am
- VENUE:** Virtual Meeting
- ATTENDED:** Stephanie Calhoun (SC)  
Charles Campbell (CC)  
Josh Cardale – Deputy Headteacher  
Nicole Edwards (NE)  
Sarah Kissack (SK)  
Max Lawson – Vice Chair  
Norma Hewins – Headteacher  
Victoria Nellis (VN)  
Patrice North - Chair  
Joanne Pettigrew (JP)  
Nessan Quiery – School Business Manager (arrived 8.36 am)  
Ally Rea (AR)  
Pierre Vero (PV)
- APOLOGIES:** Paul Walters
- ABSENT:** Ross Birbeck, Thomas Irven
- 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. Brendan Tarring has retired as a governor. He was thanked for his support to the school and governors during his 7 years of service.</p>
2	<p><b>Procedural items:</b></p>
2.1	<p><b>Apologies for absence</b> - Apologies for absence as recorded were accepted by the Governors.</p>
2.2	<p><b>Confirmation of Quorum</b> - The meeting was confirmed as quorate</p>

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>Confirm Instrument of Government</b> – Confirmed.		
2.5	<b>Elect Chair</b> - PN was re-elected as Chair		
2.6	<b>Elect Vice-Chair</b> – ML was re-elected as Vice-Chair		
2.7	<b>Extension of LA Governor term: Max Lawson</b> - Confirmed		
2.8	<b>Confirm FGB Terms of Reference September 2023 including:</b> <b>Appendix 1: Board Members &amp; Link Roles</b> <b>Appendix 2: Resources Committee ToR</b> <b>Appendix 3: Teaching &amp; Learning ToR</b> <b>Appendix 4: Code of Practice</b> All were confirmed and approved.		
2.9	<b>Governor Annual Declaration of Interest</b> - All governors were reminded to complete their declarations and forward them to the clerk.		
2.10	<b>Governor Skills Audit</b> - The governors were asked to complete their annual skills audit and forward it to the clerk.		
2.11	<b>KCSiE September 2023 (Part One)</b> - All governors were reminded to forward their KCSiE confirmations to the clerk		
2.12	<b>Governor ICT Agreement</b> - All governors were reminded to forward their ICT agreements to the clerk		
3	<b>Any Other Business</b> – No additional business was declared for this meeting.		
4	<b>Minutes</b> - The Minutes of the previous meeting on 5 <sup>th</sup> July 2023 were approved and will be signed by the Chair.		
5	<b>Matters Arising from the Minutes:</b>		
	<b>Item</b>	<b>Action</b>	<b>Actionee</b> <b>Status</b>
	8.12	Governors are to complete, DoI, Skills Audit, KCSiE and ICT agreement before the next FGB meeting in September 2023 and return to the clerk	All govvs.    Ongoing.
	<b>Outstanding actions:</b>		
	<b>Item</b>	<b>Action</b>	<b>Actionee</b> <b>Status</b>
	8.2	Governors are to email ML and PN of any amendments to the ToRs they would like to be considered.	All governors    Ongoing
	9.3	JC to review census summary data and consider providing it to the PTA but ensure that children are not identifiable	JC    Completed
6	<b>Correspondence:</b> The below correspondence was shared with the governors in advance of the meeting: KS2 Attainment Letter NGA Newsletter 27 <sup>th</sup> September NGA Newsletter 22 <sup>nd</sup> September NGA Autumn Governing Matters		
7	<b>Minutes of Committees</b> <b>Teaching &amp; Learning Committee 15<sup>th</sup> September 2023</b> <b>Resources Committee 29<sup>th</sup> September 2023</b> The minutes from the committee meetings were shared with the governors for information purposes.		
8	<b>Link Governors</b>		
8.1	<b>Link Governor Role &amp; Responsibilities</b> – The roles and responsibilities documents were shared in advance of the meeting.		
8.2			

**Reports Outstanding** - All governors were reminded to complete and submit any outstanding reports: Teaching & Learning Report Deadlines: **3<sup>rd</sup> November for 10<sup>th</sup> November meeting**  
Resource Committee Report Deadlines: **17<sup>th</sup> November for 24<sup>th</sup> November meeting**

**9 Headteacher/Deputy Head Teacher**

**9.1 Year 6 Leavers Secondary School Data** – The data was shared with the governors in advance of the meeting.

**9.2 Census Data 2023-24/School Roll** – The census data was shared with the governors. EHCP numbers have increased as well as children eligible for free school dinners.

**Q** – Are the available spaces in any particular year group or spread across the school?

**A** – Year 5 is full. The remaining spaces are spread across all year groups.

**9.3 Disaggregated breakdown of KS1 & KS2 SATS with LA & national averages** –

Assessment data was shared with the governors in advance of the meeting.

90% of year 1 children pass phonics compared to 84% within Hackney and 79% nationally.

Year 4 children completed their time's tables checks

**KS1:**

Expected Standard	Jubilee	Hackney	National
Reading	79%	74%	68%
Writing	70%	71%	60%
Maths	77%	76%	70%
RWM combined	66%	68%	56%

Greater Depth	Jubilee	Hackney	National
Reading	34%	25%	19%
Writing	29%	17%	8%
Maths	27%	24%	16%
RWM combined	23%	14%	6%

**KS2:**

Expected Standard	Jubilee	Hackney	National
Reading	72%	78%	73%
Writing	79%	80%	71%
Maths	85%	81%	73%
Grammar, Punctuation and Spelling	77%	79%	72%
RWM combined	72%	70%	59%

Greater Depth	Jubilee	Hackney	National
Reading	51%	34%	29%
Writing	19%	23%	13%
Maths	32%	28%	24%
Grammar, Punctuation and Spelling	47%	34%	30%
RWM combined	17%	13%	8%

**Q** – Considering there were a large number of EHCP children in the year group, the performance is remarkable.

**A** – The staff know the cohort well and their abilities.

	<p><b>Q</b> – Can you provide a breakdown of pupil protected characteristics i.e.: PP and non-PP so comparisons can be made?  <b>A</b> – This data can be shared at a future meeting.</p> <p><b>ACTION – Assessment data to be broken down into protected characteristics i.e.PP and shared at the next T&amp;L Committee.</b></p>
10 10.1  10.2 10.3 10.4	<p><b>Finance</b></p> <p><b>Budget Monitoring P5 August Report</b> – The report was shared in advance of the meeting. It was explained that a mid-year review will be taking place at the next Resources Committee meeting.  An extra TA has been employed for year 1.  The school has purchased teacher's insurance, and the school has received an additional £10,000 in income due to the water leak.</p> <p><b>Financial Procedures for Schools 2023-24</b> – Approved.</p> <p><b>Extended Schools Update</b> – Breakfast club and Play Centre pupil numbers remain high. A full mid-year review will be taking place to look at income vs expenditure.</p> <p><b>School Audit 13<sup>th</sup> September 2023</b> – The audit went well with minor actions to address. This was shared and discussed in detail at the September Resources Committee meeting.</p>
11 11.1 11.2	<p><b>Fernbank</b></p> <p><b>Fernbank P5 Budget Report</b> – There has been an underspend on staffing and a small overspend on resources.</p> <p><b>Occupancy, income deposits, debts</b> – Occupancy is at 100.33%.</p> <p>No further updates have been provided to the Headteacher and Chair on the future of the Children's Centre after a recent Hackney review.</p>
12	<p><b>Premises</b> – work will be completed during the October 2023 half-term to have a drain removed and replaced. Some asbestos work is also taking place.  Planning permission has been granted for solar panels. AR and NQ are looking at funding for the school towards this.</p>
13	<p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>Admissions Policy</li> <li>Assessment Policy</li> <li>RHSE Policy</li> <li>Early Years Foundation Stage (EYFS) Policy</li> <li>Safeguarding Policy &amp; Procedure</li> <li>Notes to Policy Changes</li> <li>Data Protection including SARs</li> <li>Data Breach</li> <li>Freedom of Information</li> <li>Asset Management</li> <li>Health &amp; Safety</li> <li>Charging Policy</li> <li>First Aid Policy</li> <li>Disaster Evacuation</li> <li>Whistleblowing</li> </ul> <p>All policies were approved</p>
14	<p><b>Governor Training</b></p> <p><b>'Governance Leadership Forum - Funding and the budget challenges facing governing boards' on 18/10/2023</b> – The governors were asked to advise the Chair if they can attend so she can book them a space. Three spaces have already been booked.</p>
15	<p><b>Any Other Business</b> – No additional business was discussed during this meeting.</p>

16	<b>Identify Items for Confidential Part II Minutes – Noted.</b>
	<b>The meeting was closed by the Chair at 8.57 am</b>

**Actions arising from the Minutes of the FGB held on 11<sup>th</sup> October 2023**

<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
9.3	Assessment data to be broken down into pupil protected characteristics i.e. PP and shared at the next T&L Committee	Headteacher/Clerk	

**Outstanding items:**

<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
8.12	Governors are to complete, DoI, Skills Audit, KCSiE and ICT agreement before the next FGB meeting in September 2023 and return to the clerk	All govvs.	Ongoing.
8.2	Governors are to email ML and PN of any amendments to the ToRs they would like to be considered.	All governors	Ongoing

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