

**MINUTES:**

- BOARD:** Full Governing Board of
- SCHOOL:** Jubilee Primary School
- DATE:** 13<sup>th</sup> December 2023
- TIME:** 8 am
- VENUE:** Virtual Meeting
- ATTENDED:** Stephanie Calhoun (SC)  
 Josh Cardale – Deputy Headteacher  
 Nicole Edwards (NE)  
 Sarah Kissack (SK)  
 Norma Hewins – Headteacher  
 Thomas Irvn (TI)  
 Victoria Nellis (VN)  
 Patrice North - Chair  
 Joanne Pettigrew (JP)  
 Nessian Quiery – School Business Manager  
 Ally Rea (AR)  
 Pierre Vero (PV)  
 Paul Walters (PW)
- APOLOGIES:** Max Lawson,
- ABSENT:** Ross Birbeck & Charles Campbell
- 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	<b>Welcome and Introductions:</b> The meeting commenced at 8.05 am. Those present were welcomed by the Chair.
2 2.1 2.2 2.3	<b>Procedural items:</b> <b>Apologies for absence</b> - Apologies for absence as recorded were accepted by the Governors. <b>Confirmation of Quorum</b> - The meeting was confirmed as quorate. <b>Declarations of interest for this Meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting.

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 11 <sup>th</sup> October 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>
	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	Completed
	<b>Outstanding items:</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 gov.	1 gov. to complete
	8.2	Governors are to email ML and PN of any amendments to the ToRs they would like to be considered.	All governors	None received
6	<b>Minutes of Committees</b> Minutes of Teaching & Learning Committee 10 <sup>th</sup> November 2023 Minutes of the Resources Committee 24 <sup>th</sup> November 2023 The Committee meeting minutes were shared in advance of the meeting with the governors.			
7	<b>Correspondence:</b> To note any correspondence received by the Chair. NGA Members Newsletter 17 <sup>th</sup> November NGA Members Newsletter 24 <sup>th</sup> November NGA Members Newsletter 29 <sup>th</sup> November NGA Governing Matters Winter 2023 Chair of Governors Update 23 <sup>rd</sup> November 2023 Slide Deck  The above correspondence was shared with governors in advance of the meeting.			
8	<b>Pupil Premium Strategy</b> – The PP strategy was reviewed in detail at the recent T&L Committee meeting. It has been updated as per the governor’s requests and the updated version was shared in advance of this meeting.			
9	<b>Self-Evaluation Form (SEF)</b> – The SEF was discussed in depth at the T&L Committee meeting. This is not a statutory document, but the school continues to use it to share successes. The SEF will be reviewed during the next term. The school has been awarded the Green School Award for a second year...			
10	<b>Autumn Term SIP Report</b> – The SIP report was received the day before the meeting from the LA. It was agreed that because the governors had not had sufficient time to review it, it would be presented and discussed at the next T&L Committee meeting.  <b>ACTION – Autumn Term SIP Report to be discussed at the next T&amp;L Committee meeting.</b>			
11	<b>Headteacher’s Report Autumn 2</b> – The Headteacher’s report was shared in advance of the meeting. The Headteacher is proud of what the school has achieved so far, this academic year. The Boil and Bubble café, which was funded by a lottery grant, is doing well, The Headteacher thanked the PTA for all their support and the amazing ideas they have had to raise money for the school. New computers have been installed and the Cloud update is still taking place. New systems will mean that the school can monitor and analyse data better. The catering company continues to collaborate well with the school and the school has			

	<p>extended the contract. Hackney continues to see a declining number of children in the Borough and some schools are closing/merging. The Headteacher will continue to update governors about this at future meetings.</p>
12	<p><b>Staffing Structure</b> – The staff structure was shared in advance of the meeting. There are 2 new ECTs. Pay awards have been completed and backdated.</p>
13	<p><b>SEND Parent Survey Results</b> – The report was shared in advance of the meeting.</p> <p><b>Q</b> – The SEND questionnaire got a high percentage of responses. What lessons can the school learn from this to get more responses from general surveys? <b>A</b> – The SENCo gets the parents to fill in the survey whilst in schools having regular reviews. It is difficult to do this with all parents when in school as they are often in a rush to meet teachers or collect their children. The staff will continue to give parents opportunities to complete surveys when possible and consider using adding the survey to parent evenings.</p>
14	<p><b>October 2023 Disaggregated School Census Data</b> – Anonymised pupil class data by protected characteristics was shared in advance of the meeting. It is hoped that this will be useful to governors when addressing EDI during their link visits especially when class observations are undertaken. SC is comparing this year’s data for Jubilee, Hackney and nationally with that of the previous year and will provide this information at a future meeting.</p> <p style="text-align: center;"><b>ACTION – SC to compare Oct 2023 disaggregated census data to previous years, Hackney and national.</b></p>
15	<p><b>Governor Training</b> Funding and the budget challenges facing governing boards: NGA 18th October. PP presentation. <b>Hackney CPD Programme</b></p> <ul style="list-style-type: none"> <li>• How do governors fulfil their professional and ethical responsibility? Tues.30 Jan. 2024 09:00-11:00</li> <li>• How do we govern the safeguarding of our children including those from BAME groups? Thurs. 1<sup>st</sup> February 09:00-11:00</li> <li>• Understanding Governors obligations around restructure and potential redundancies Thurs. 8<sup>th</sup> February 2024 17:00 -19:00</li> </ul> <p>The NGA PowerPoint was shared in advance of the meeting. Governors were encouraged to choose training that is appropriate to their specific roles &amp; responsibilities.</p>
16	<p><b>Finance</b> <b>P7 Budget Monitoring Report &amp; Personnel October 2023</b> – The P7 was shared in advance of the meeting. It includes teaching staff pay awards which have been backdated. Support staff is not included. The school expects to have an end-of-year deficit of £30,000. The government granted a subsidy of £20,000 to cover the pay awards but the school needed £32,000. 2 midday supervisors are being hired for Health and Safety purposes. The school is awaiting SEN income. The school has received 2 quotes for the work on the toilets which are significantly different. so the school are visiting previous work completed by the cheaper quote provider.?</p> <p><b>Parental Debt Report November 2023</b> – The report was shared in advance of the meeting.</p> <p><b>Q</b> – Does the school share information about support families can access i.e.: council tax relief?</p>

	<p><b>A – NQ</b> will look into this and ways to share this information.</p> <p><b>Anonymised Debt Write-Off</b> – All debts are from families that are no longer at the school. The school does not expect a recurrent debt.</p> <p><b>Asset Register</b> – The asset register was shared at discussed at the Resources Committee. Old PCs will be recycled.</p>
17	<p><b>Fernbank</b></p> <p><b>P7 Budget Monitoring Report October 2023</b> – Staff spending remains lower than expected but the centre has overspent on resources including maintenance. The carry forward is predicted to be £155,000.</p> <p><b>Income deposits, debts</b> – Fernbank expects to receive more income than predicted due to occupancy being higher than predicted.</p> <p><b>Head of Centre’s Report Autumn 2</b> – The report was shared in advance of the meeting. Occupancy is at 100% and the centre is doing well. There is a waiting list for children who wish to attend Fernbank. Fernbank is working with the LA to get children assessed for EHCPs.</p> <p>The Headteacher has attended a meeting with the LA Head of Early Years and other schools that have a children's centre attached.</p> <p>The LA is trying to save £4.9 million and is looking at centres that receive subsidies. The Headteacher expects another update from the LA in January 2024.</p> <p>Governors praised the Headteacher for how she has managed Fernbank and the continuous issues she has faced with the LA.</p>
18	<p><b>Premises</b></p> <p><b>Drainage update</b> – The LA have been asked to honour the payment of the drainage work. They have asked for additional information as the work completed was different to the original request.</p> <p><b>Hackney Energy Fund</b> -The school will be applying for funds towards the solar panels and is finalising the application.</p> <p><b>Premises Statutory Compliance Tracker</b> – The tracker was shared in advance of the meeting. 5 areas were identified as red RAG rated. 2 have been completed, 2 have been booked to be completed and 1 is outstanding to be booked in.</p> <p><b>Additional Updates</b> – No additional updates were provided.</p>
19	<p><b>Link Governor Reports</b>  <b>Stakeholder Engagement</b>  <b>Facilities Report</b>  <b>Embedding Diversity into Link Governor Roles</b></p> <p>All reports were shared in advance of the meeting.</p> <p>It was agreed that the Stakeholder Engagement report would have more information about the Bubble and Boil Café.</p> <p>The Embedding Diversity report includes details of the work being done by the school diversity team on auditing the curriculum to identify the subject that address aspects of EDI and see where gaps exist.. Continued &amp; new training has been undertaken with teaching staff to address areas of concern raised in the Child Q report.</p>
20	<p><b>Policies and Procedures</b></p>
20.1	SEND Policy
20.2	SEND Information Report
20.3	Exclusions Policy
20.4	Capability of Staff
20.5	Schools Pay Policy
20.6	Complaints Procedure

20.7	Early Career Teachers
20.8	Grievance Policy
20.9	Allegations of Abuse Against Staff Policy
20.10	Code of Conduct
20.11	Changes to Letting Policy
	The above policies have been approved by the appropriate committee and were shared with the FGB for information purposes.
20.12	Non-Stat/Non-Audited Policy Update – APPROVED By the governors.
21	<b>Any Other Business</b> – No additional business was discussed during this meeting.
22	<b>Identify Items for Confidential Part II Minutes</b> – Noted.
	<b>The meeting was closed by the Chair at 9.01 am</b>

### Actions arising from the Minutes of the FGB held on 13<sup>th</sup> December 2023

Item	Action	Actionee	Status
10	Autumn Term SIP Report to be discussed at the next T&L Committee meeting.		
14	SC to compare Oct 2023 disaggregated census data to previous years, Hackney and national		

#### Outstanding items:

Item	Action	Actionee	Status
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 gov.	1 gov. to complete

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