

MINUTES:

- BOARD:** Full Governing Board of
- SCHOOL:** Jubilee Primary School
- DATE:** 10th July 2024
- TIME:** 8 am
- VENUE:** Virtual Meeting
- ATTENDED:** Stephanie Calhoun (SC)
Charles Campbell (CC)
Josh Cardale – Deputy Headteacher
Kendya Goodman (KG)
Thomas Irvén (TI)
Sarah Kissack (SK)
Max Lawson – Chair of meeting
Nicole Edwards (NE)
Victoria Nellis (VN)
Joanne Pettigrew (JP)
Nessan Quiery – School Business Manager
Ally Rea (AR)
Paul Walters (PW)
- APOLOGIES:** Norma Hewins & Patrice North - Chair
- ABSENT:** Oliver Middleton (OM) & Pierre Vero (PV)
- 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>Welcome and Introductions: The meeting commenced at 8.03 am. Those present were welcomed by the Chair.</p>
2	<p>Procedural items:</p> <p>2.1 Apologies for absence - Apologies for absence as recorded were accepted by the Governors.</p> <p>2.2 Confirmation of Quorum - The meeting was confirmed as quorate.</p> <p>2.3 Declarations of interest for this Meeting - No pecuniary or personal interests were advised for any agenda item for this meeting.</p>

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	Paul Walters, Associate Governor Extension of Term – APPROVED			
2.6	Tom Irven – Governor Extension of Term - APPROVED			
2.7	Committee Membership 2024-2025. For the duration of the HT’s sabbatical to approve access for:			
	<ul style="list-style-type: none"> • Josh Cardale, Acting Headteacher - APPROVED • Sheilla Patel, Acting Deputy Headteacher - APPROVED 			
3	Any Other Business Information about Young Governors.			
4	Minutes - The Minutes of the previous meeting on 15 th May 2024 were approved and will be signed by the Chair.			
5	Matters Arising from the Minutes:			
	Item	Action	Actionee	Status
	10.3	NQ to discuss Fernbank redundancy costs with the LA and get written confirmation that Jubilee is not responsible for the costs involved with the closure.	PN	On-going
	14	All governors to update their 2023/24 training records on Gov Hub	All govs	On-going
	15	All governors to submit link reports by: T&L – 14 th June 2024 Resources – 28 th June 2024	All govs	On-going
6	Correspondence NGA Members Newsletter 14 th June 2024 NGA Members Newsletter 21 st June 2024 NGA Members Newsletter 28 th June 2024 NGA Governing Matters 2024 The above correspondence was shared with governors in advance of the meeting.			
7	Minutes of Committees Teaching & Learning Committee Minutes 3 rd May 2024 Resources Committee 26 th April 2024 The minutes of the Committee meetings were shared in advance of the meeting.			
8	24/25 information			
8.1	Meeting Schedule for next academic year 2024-25 – Shared in advance of the meeting.			
8.2	Terms of Reference for FGB and Committees September 2023 (to review) – Shared in advance of the meeting –			
8.3	Business and Policy Planner 2024-25 - Shared in advance of the meeting. NQ will share with relevant staff, so policies are available for approval.			
8.4	ACTION – NQ to share Business and Policy Planner with relevant staff. School Vision/Values/Priorities 2024-25 – Shared in advance of the meeting. Each priority has a link governor attached but this will be confirmed at the first FGB meeting next academic year.			
9	Finance			
9.1	P2 Budget Monitoring Report – The report was provided in advance of the meeting. The school carried forward £300,000 last academic year and is using half of this for projects across the school.			

9.2	The school has overspent on supply staff due to the Headteacher's long-term sickness and JC having to start as acting Headteacher this year meaning he is not free to cover lessons. The budget is reviewed regularly by NQ and the Resources Committee, and they will complete a mid-year review in September 2024.
9.3	Summer Census – Summer census data was shared in advance of the meeting. Pupil numbers remain stable at Jubilee.
9.4	Nursery Places – NQ expects nursery numbers to remain stable next academic year. DPO (GDPR) Audit – Judicium Education audit report was shared in advance of the meeting. The auditor has given actions for the school to complete. 1 area to review is GDPR governor training and NQ is discussing what is required and how regularly this needs to be completed.
10	Fernbank
10.1	P2 Budget Monitoring Report – The P2 was shared in advance of the meeting. The LA created the Fernbank budget. Fernbank carried forward £160,000 last year. The LA has predicted a £130,000 overspend this year but NQ will monitor this and expects this amount to decrease. Fernbank received grants totalling £60,000 last year which NQ does not anticipate they will get this year.
10.2	Occupancy, Income Deposits and Debts – The report was shared in advance of the meeting, and Occupancy remains stable.
10.3	Head of Centre Report 3 2024 - The report was shared in advance of the meeting. The report includes the 24/25 priorities. Fernbank wish to purchase new computers this year which JC has advised them against due to the unknown future of Fernbank.
11	Staffing
11.1	Update – The 24/25 staffing structure was shared in advance of the meeting.
12	Headteachers Report 3 – The report was shared in advance of the meeting. JC noted that 5 FTEs have been issued this term. These children have EHCPs, and both are being supported by the Hackney Reengagement Unit.
13	SIP Report 3 (Draft) – The report was shared in advance of the meeting. Since the report, SAT results have been released. Writing – 85% Reading – 85% Maths – 93% Combined – 82% The school has achieved above the national average (Combined 61%). The Chair and governors praised all staff at the school for the results they achieved.
14	Premises
14.1	Current & Planned Projects – Installation of the solar panels is due to commence on 22 nd July 2024. The drains are being flushed during the summer holidays.
15	Parent & Carer Survey Results 2024 – The survey was shared in advance of the meeting and has been discussed at the most recent T&L Committee meeting.
16	PE & Sports Premium Report 2023-24 – The report was shared in advance. Governors APPROVED the report, and the school will share it on the website.
17	Link Reports 2023-2024
17.1	Quality First Teaching (QFT) Link Report (#SP3) – Shared in advance of the meeting
17.2	SEND Link Report – (NE) – The school has comprehensive and robust systems in place to ensure the safety and welfare of children. All staff received annual safeguarding training. NE recommended a quiz for staff to review their understanding of KCSiE. Q – What processes are in place to check the safety of PA children and children missing from education?

<p>17.3</p> <p>17.4</p> <p>17.5</p> <p>17.6</p> <p>17.7</p> <p>17.8</p> <p>17.9</p>	<p>A – The school has good resources, and the DSL works with the LA to manage PAs and children missing from education.</p> <p>Q – A governor noted that safeguarding parent sessions were not well attended, and the school should consider how these sessions are communicated. It was suggested that repeated sessions be offered to parents and offer different content based on year groups.</p> <p>A – JC will look into this as he is aware parents sometimes miss out due to work/personal commitments.</p> <p>Knowledge Rich Curriculum Link Report (#SP4) – (TI) - Shared in advance of the meeting.</p> <p>During the Ofsted inspection, it was noted that some subjects do not flow from Early Years until year 6. The school has plugged these gaps and designed the curriculum. This year they have focused on the delivery and implantation of this.</p> <p>They have also used schemes such as Big Ideas, retrieval and White Rose.</p> <p>A new science scheme is commencing next academic year.</p> <p>Safeguarding Link Report – Shared in advance of the meeting</p> <p>Learning Resources (VN) – It was noted that EYFS has a separate budget due to nursery income. The school underspent on learning resources last financial year, but the school is not lacking in resources. Staff feel that they can purchase more if needed. Staff are mindful of paper usage and the financial restraints within the school. They work together to find the best deals available to them.</p> <p>Q – The school has overspent on trips.</p> <p>A – The school spends the money on trips and recoups some of this back from parents. Approx. 85% to 100% will return from parental contributions.</p> <p>Q – PE is overspent.</p> <p>A – Again, the school pays out for PE-related items and then grants come into the school to cover the costs.</p> <p>EDI focus in widening stakeholder engagement in PTA – Shared in advance of the meeting</p> <p>Raising Pupil Attainment – Focus on writing (SP#1&2) – Shared in advance of the meeting</p> <p>Parent Teacher Association (PTA) & School Liaison Link Report (SP#5) – Shared in advance of the meeting</p> <p>Increase Income/Reduce Expenditure (SP#5) – Shared in advance of the meeting.</p>
<p>18</p>	<p>Policies: Statutory & Audited</p> <p>Complaints Policy</p> <p>SEND Policy</p> <p>Business Continuity Plan</p> <p>Lettings Policy</p> <p>Charging Policy - Jubilee</p> <p>Charging Policy - Fernbank</p> <p>Procedures for Monitoring & Chasing Debts</p> <p>Children’s Centre Financial Procedures Manual</p> <p>Financial Code of Practice for Jubilee & Fernbank</p> <p>Financial Procedures Manual for Schools</p> <p>Office Procedures Policy - Jubilee</p> <p>Procurement Card Policy</p> <p>Staff Expenditure Reimbursement</p> <p>Ordering & Budget Setting Guidance</p> <p>Governor Training Budget & Allowances</p>

	<p>All policies were APPROVED by governors.</p> <p>Policies: Non-Statutory & Non-Audited Updates - 2023-24</p> <p>Governors NOTED the Non-Statutory Policies.</p>
19	<p>Governor Training Hackney CPD Brochure 2024-25 Registering for training: Guidelines</p> <p>Shared in advance of the meeting.</p>
20	<p>Any Other Urgent Business (AOB): Information on Young Governors – The Chair will upload and share information via Governor Hub,</p>
	Identify Items for Confidential Part II Minutes – Noted.
	The meeting was closed by the Chair at 9.03 am.

Actions arising from the Minutes of the FGB held on 10th July 2024

Item	Action	Actionee	Status
8.3	NQ to share Business and Policy Planner with relevant staff		

Ongoing

Item	Action	Actionee	Status
10.3	NQ to discuss Fernbank redundancy costs with the LA and get written confirmation that Jubilee is not responsible for the costs involved with the closure.	PN	On-going
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Minutes are signed digitally by the Chair on GovernorHub