

MINUTES:

- BOARD:** Full Governing Board of
SCHOOL: Jubilee Primary School
- DATE:** 16th October 2024
- TIME:** 8 am
- VENUE:** Virtual Meeting
- ATTENDED:** Patrice North – Chair
 Josh Cardale – Acting Headteacher
 Kendya Goodman (KG)
 Thomas Irvn (TI)
 Sarah Kissack (SK)
 Max Lawson (ML)
 Nicole Edwards (NE)
 Oliver Middleton (OM)
 Victoria Nellis (VN)
 Joanne Pettigrew (JP)
 Nessian Quiery – School Business Manager
 Ally Rea (AR)
 Sheilla Patel – Deputy Headteacher
- APOLOGIES:** Stephanie Calhoun (SC)
- ABSENT:** Paul Walters (PW) & 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 8.02 am. Those present were welcomed by the Chair. JP will be leaving at the end of the term. She was thanked for her support to eh school during her time as a governor.</p>

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	Confirm Instrument of Government – Shared in advance of the meeting. The Chair wishes to review the number of FGB Governors spaces. The current Instrument of Governance was APPROVED. Elect Chair – PN was elected as Chair																												
2.6	Elect Vice-Chair – ML was elected as Vice-Chair.																												
2.7	Ratify FGB Terms of Reference September 2024 including - RATIFIED																												
2.8	Appendix 1: Confirm Board members & Link Roles - RATIFIED																												
2.8a	Appendix 2: Ratify Resources Committee ToR - RATIFIED																												
2.8b	Appendix 3: Ratify Teaching & Learning ToR - RATIFIED																												
2.8c	Appendix 4: Approve Code of Practice - RATIFIED																												
2.8d	Appendix 5: Roles & Responsibilities of Link Governors - RATIFIED																												
2.8e	Governor Annual Declaration of Interest 2024 – Outstanding governors were reminded to complete on Governor Hub																												
2.9	KCSIE Statement September 2024 – Outstanding governors were reminded to complete on Governor Hub.																												
2.10	Governor ICT Agreement 2024-25 – Outstanding governors were reminded to complete on Governor Hub.																												
2.11	Skills Audit 2024-25 - Outstanding governors were reminded to complete and return to the Chair and clerk.																												
2.12																													
3	Any Other Business Hackney LA HR Policy.																												
4	Minutes - The Minutes of the previous meeting on 10 th July 2024 were approved and will be signed by the Chair.																												
5	<p>Matters Arising from the Minutes:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>8.3</td> <td>Business and Policy Planner to be shared with relevant staff</td> <td>NQ</td> <td>Completed</td> </tr> <tr> <td>17.6</td> <td>This link report was withdrawn subsequent to meeting</td> <td>PN</td> <td>Completed</td> </tr> </tbody> </table> <p>Outstanding actions:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>10.3</td> <td>Jubilee to discuss Fernbank redundancy costs with the LA and get written confirmation that Jubilee is not responsible for the costs involved with the closure.</td> <td>NQ/PN</td> <td>On-going</td> </tr> <tr> <td>14</td> <td>All governors to update their 2023/24 training records on Gov Hub</td> <td>All govts.</td> <td>On-going</td> </tr> <tr> <td>15</td> <td>All governors to submit link reports.</td> <td>All govts.</td> <td>Completed</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	8.3	Business and Policy Planner to be shared with relevant staff	NQ	Completed	17.6	This link report was withdrawn subsequent to meeting	PN	Completed	Item	Action	Actionee	Status	10.3	Jubilee to discuss Fernbank redundancy costs with the LA and get written confirmation that Jubilee is not responsible for the costs involved with the closure.	NQ/PN	On-going	14	All governors to update their 2023/24 training records on Gov Hub	All govts.	On-going	15	All governors to submit link reports.	All govts.	Completed
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6	<p>Correspondence</p> <p>To note any correspondence received by the Chair NGA Members Newsletter 13th September NGA Members Newsletter 20th September NGA Members Newsletter 27th September NGA Members Newsletter 4th October Schools Estate Strategy Letter 20th September Directors Letter 3 October – Outcomes 2024</p> <p>All correspondence was shared in advance of the meeting.</p>
7	<p>Minutes of Committees</p> <p>Teaching & Learning Committee Minutes 14th June 2024 Resources Committee 28th June 2024</p> <p>The minutes of the Committee meetings were shared in advance of the meeting.</p>
8 8.1 8.2 8.3 8.4 8.5	<p>Acting Head Teacher/Deputy HT – The report was shared in advance of the meeting.</p> <p>Year 6 Leavers Secondary School Data – Shared in advance of the meeting.</p> <p>Jubilee Primary School Attainment data 2023 - 2024 Summer Term – Summer Term 2024 Attainment Data Booklet – Shared in advance of the meeting.</p> <p>Y6 SATs Most results for the SATs were above the national and Hackney average in expected standards and greater depth. It has been agreed that the SIP visit will focus on writing as this is a school priority for the current academic year. It was noted that many PPG children also have SEN.</p> <p>Phonics 75% of disadvantaged children passed the phonics assessment compared to 81% in the LA. 90% passed overall.</p> <p>The school is focusing on developing disadvantaged children this year and using the 23/24 data to profile children with teachers and target support to help them close gaps.</p> <p>Code of Conduct for Parents and Carers – Shared in advance of the meeting. This is not a policy but is something that is being shared with parents due to increased incidents occurring at the school. This document explains the behaviours expected of parents and how to approach the school with any concerns they may have.</p> <p>Q – How is this being shared with parents? A – It is being shared on the website and communicated through newsletters.</p> <p>The Code of Conduct for Parents and Carers was RATIFIED by governors.</p> <p>Disaggregated breakdown of KS1 & KS2 SATS with LA & national averages – Information included in 8.3</p>
9	<p>Finance</p> <p>Approval of HT salary September – The HT sick leave was extended to include September 2024. Her sabbatical commenced 1st October 2024. APPROVED.</p> <p>2024-25 Mid-Year Budget Review – The school plans to spend £150,000 from reserves this financial year. The Resources Committee reviewed the mid-year budget in detail and NQ suggested virements.</p>

9.3	Approval of Virements – The virements were discussed in detail at the Resources Committee. £44,000 of donations has been moved to other government grants. – APPROVED. £32,422 has been moved into the catering budget – APPROVED.
9.4	Budget Monitoring Report P6 September – The school should have spent approximately 50% of their funding by this time of the year. The supply teacher budget is overspent due to additional staffing being required when the HT went on sick leave. The Resources Committee discussed the P6 in detail.
9.5	Debt Write Off – The HT has written off £145 debt.
9.6	School Census Summary – Hackney – When the census was completed, the school had 401 on roll. The school is expecting to have 405 children on roll by 25 th October 2024.
9.7	School Census data disaggregated by class & protected characteristics – The school currently has 28 EHCP children and 33% of children are EAL. The number of PP children continues to increase.
9.8	Extended Schools Update – Income continues to improve. The school is currently improving the clarity of extended provisions and the selection process to ensure all children have equal opportunities.
9.9	Financial audit action plan: update – The 2 recommendations made have been actioned and completed.
9.10	Sustainability lead & Action Plan 2025 – Shared in advance of the meeting.
10	Fernbank
10.1	Fernbank P5 Budget Report – The P5 was shared in advance of the meeting and was discussed in detail at the Resources Committee. Fernbank is predicting an end-of-year surplus of £80,000. The budget is written by the LA.
10.2	Occupancy, income deposits, debts – Occupancy is at 110%.
10.3	Ofsted Inspection Report 2024 – The report was shared in advance. It was an ungraded inspection. The visit and judgement were positive.
10.4	Staffing - The deputy head of centre has been running the centre and has done a good job. The staff were praised for the inspection result achieved. The Head of Centre is due to return on a phased return before half term.
11	Premises
11.1	Update – The mayor of Hackney is attending the school to formally unveil the solar panels.
11.2	School Building Responsibilities & Property Maintenance -The school has looked at installing light sensors, but it has been agreed that the lights are already efficient. The school is getting general work quotes for jobs around the school.
12	Policies and Procedures
12.1	Safeguarding Policy & Procedure
12.2	Admissions Policy
12.3	Early Years Foundation Stage (EYFS) Policy
12.4	Mental Health & Well-Being Policy
12.5	Assessment Policy
12.6	RHSE Policy
12.7	Data Protection including SARs
12.8	Data Breach
12.9	Freedom of Information
12.10	Health & Safety
12.11	First Aid Policy
12.12	Disaster Evacuation
12.13	Whistleblowing
12.14	Jubilee Charging Policy
	All policies were APPROVED by governors.

12.5	<p>Policies 12.1 to 12.6 ratified at T&L Committee Policies 12.7 to 12.14 ratified at Resources Committee</p> <p>Asset Management – Removed from this meeting for approval as now included in the Financial Procedure Manual.</p>
13	<p>Governor Training Guidelines for Governor Training Governor Recruitment GDPR Training</p> <p>Training was shared in advance of the meeting.</p>
14	<p>Any Other Urgent Business (AOB): Hackney HR Policies Absent Without Authorised Leave AWOL Policy Bereavement in the Workplace Policy Maternity Adoption and Paternity Policy Shared Parental Leave Policy Managing Sickness Absence Policy Carers Leave Policy Leave Entitlements Policy</p> <p>All policies were APPROVED by governors.</p>
15	<p>Identify Items for Confidential Part II Minutes – Noted.</p> <p>The meeting was closed by the Chair at 5.58 am.</p>

Actions arising from the Minutes of the FGB held on 16th October 2024

Item	Action	Actionee	Status
17.6	This link report was withdrawn by JP's request subsequent to this board meeting	PN	Done

Ongoing

Item	Action	Actionee	Status
10.3	Jubilee to discuss Fernbank redundancy costs with the LA and get written confirmation that Jubilee is not responsible for the costs involved with the closure.	NQ/PN	On-going
14	All governors to update their 2023/24 training records on Gov Hub	All gov's.	On-going

Minutes are signed digitally by the Chair on GovernorHub.