

MINUTES:

- BOARD:** Full Governing Board of
- SCHOOL:** Jubilee Primary School
- DATE:** 18th December 2024
- TIME:** 8 am
- VENUE:** Virtual Meeting
- ATTENDED:** Patrice North – Chair
 Josh Cardale – Acting Headteacher
 Stephanie Calhoun (SC)
 Kendya Goodman (KG)
 Max Lawson (ML)
 Nicole Edwards (NE) (left at 8.22 am)
 Oliver Middleton (OM)
 Victoria Nellis (VN)
 Joanne Pettigrew (JP)
 Nessian Quiery – School Business Manager
 Ally Rea (AR)
 Harry Vigus (HV)
 Sheilla Patel – Deputy Headteacher
- APOLOGIES:** Sarah Kissack (SK), Thomas Irvén (TI) & Paul Walters (PW)
- ABSENT:** 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. JP will be leaving at the end of the term. She was thanked for her support to the 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	Nomination Statement: Harry Vigus – APPROVED.		
2.6	Parent Governors: Nomination Statements Rebecca Gretton – RC and Esther Abe – T&L – RG will join in January 2025 and EA will join in February 2025 when the current parent governors leave.		
3	Any Other Business – No additional business was confirmed.		
4	Minutes - The Minutes of the previous meeting on 106 th October 2024 were approved and will be signed by the Chair.		
5	Matters Arising from the Minutes:		
	Outstanding actions:		
	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.	Ongoing
	14	All governors to update their 2023/24 training records on Gov Hub	Ongoing
6	Correspondence Parent/Carer Children’s Centre Letter: DT/JM Letter to Children’s Centres: Jacquie Burke Communication to Schools Leaders – Pay Policy Hackney Chair of Governors Update 18 th October Judicium Governance & Clerking Newsletter NGA Member Newsletter 25 th October NGA Member Newsletter 1 st November NGA Member Newsletter 8 th November NGA Member Newsletter 15 th November NGA Member Newsletter 22 nd November NGA Member Newsletter 29 th November NGA Member Newsletter 6 th December NGA Governing Matters November 2024 All correspondence was shared in advance of the meeting.		
7	Minutes of Committees Teaching & Learning Committee Minutes 20 th September 2024 Resources Committee 27 th September 2024 The minutes of the Committee meetings were shared in advance of the meeting.		
8	Acting Head Teacher/Deputy HT		
8.1	Headteacher Report 1 Autumn Term – The report was shared in advance of the meeting. Local Hackney schools have recently announced they will be closing at the end of this year so some of the children have joined Jubilee. The school has had an additional 23 children join this term. The school will not get funding for these children until the next academic year.		

	<p>The Headteacher's main priority is attendance. Attendance has fallen this term and is currently at 94.7%. It was agreed that the attendance data would be reviewed in detail at the next Teaching & Learning Committee.</p> <p style="text-align: center;">ACTION – Attendance data to be reviewed at the next Teaching & Learning Committee.</p> <p>Q – Why is authorised absence higher than unauthorised? A – The Headteacher is reviewing this data with the attendance lead. The Headteacher has been seeking advice from the LA when authorising leave. The attendance data also includes 2 children on the school role that have not been attending this year. The LA has reviewed the data and agrees that the school is doing all it can.</p> <p>Q - Does Reception (children not yet 5) count in our numbers? A – Yes, they do.</p> <p>Q - If took out the 2 long-term children – do numbers any better? A – The school would still be below national average.</p>
8.2	SIP Report 1 Autumn Term – A new SIP is working with the school and agrees that the writing provision is the main focus for the school. The overall report was positive for the school and reflects the hard work and dedication of the staff.
8.3	Self-Evaluation Form (SEF) – Shared in advance of the meeting and discussed in detail at the most recent Teaching & Learning Committee meeting.
9	Finance
9.1	P7 Budget Monitoring Report – The reserves are currently at £300,000 but the school plans to overspend by £150,000. The school has overspent on catering this year, but this is due to the increased number of children having school meals. An additional £10,000 PP income has been received.
9.2	Debt Report: Extended Provision & School Meals – There were no required updates to share with governors.
9.3	Updated School Census data disaggregated by class & protected characteristics
9.4	Extended Schools Update – There were no further updates to provide to the governors.
9.5	Occupancy, Income, Deposits & Debts – Occupancy has increased due to children from closing schools joining Jubilee.
9.6	Staffing update – There were no staffing updates to make governors aware of.
10	Fernbank
10.1	Fernbank P7 Budget Report – The LA manages Fernbank budget. They currently have £150,000 reserves and are projecting to overspend this year's budget by £22,000.
10.2	Head of Centre Report 1 Autumn Term – The report was shared in advance of the meeting. It was noted that the possible closure of Fernbank has been paused following a legal campaign by a group of parents. The LA may introduce this again in 2025.
10.3	Occupancy, income deposits, debts – There were no updates to provide to the governors.
10.4	Staffing update – There were no updates to provide to the governors.
11	Premises
11.1	Update & current planned projects – The SBM has attended a meeting with the cleaning contractors to discuss the school's dissatisfaction. Since the meeting, a cleaner has been replaced and the LA are tendering cleaning contacts August 2025.
12	Policies and Procedures Jubilee Pupil Premium Strategy: 2024-2025

	<p>SEND Policy 2024-25 Exclusion Policy 2024-25 Code of Conduct for Schools 2024-25 Appraisal Policy Capability Policy Grievance Policy Schools Pay Policy 2025-26 Statutory Compliance Tracker ECT Policy Lettings Policy Charging Policy Jubilee Disciplinary Policy (HR) Electronic Information & Communications Policy</p> <p>All the above policies were APPROVED by the governors.</p> <p>Allegations of Abuse Against Staff Policy - Retired</p>
13	<p>Governor Governor Recruitment – HV was appointed during this meeting and 2 parent governors have been elected. Governor Training (draft) – The Chair shared a document in advance of the meeting showing the governor's roles and responsibilities. Governors were asked to contact the Chair with any roles they can support with, and training can be put in place to support the governor. GDPR Training – The SBM has shared training with all governors for completion.</p>
14	<p>Any Other Business – The Acting Headteacher was thanked for his hard work and dedication since the Headteacher has gone on sabbatical.</p>
15	<p>Identify Items for Confidential Part II Minutes – Noted.</p>
	<p>The meeting was closed by the Chair at 9.00 am.</p>

Actions arising from the Minutes of the FGB held on 18th December 2024

Item	Action	Actionee	Status
8.1	Attendance data to be reviewed at the next Teaching & Learning Committee	ML/Clerk	

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	Ongoing
14	All governors to update their 2023/24 training records on Gov Hub	All gov.	Ongoing

Minutes are signed digitally by the Chair on GovernorHub.