



Gillespie Road
Highbury
London
N5 1LH

Minutes of the Full Governing Body

Date of Meeting	23 May 2018
Time	1800
Chair	Claire Bolderson, (co-opted Governor, CHAIR)
Clerk	Andrew Merkley

Governor Attendance

NAME	GOVERNOR TYPE	IN ATTENDANCE
Mark Owen	Headteacher- <i>Ex Officio</i>	ATTENDED
Shelley Wragg	Staff Governor	ATTENDED
Mickel Ghebreyohannes	Parent Governor	ATTENDED
Jodie Reed	Parent Governor	ATTENDED
Rejinder Bangar	Parent Governor	ATTENDED
Louise Russell	Parent Governor	ATTENDED
Claire Bolderson	Co-opted Governor, Vice-chair	ATTENDED
Sanila Khaliq	Co-opted Governor	ATTENDED
Ashley Smith	Co-opted Governor	ATTENDED
Tom Brind	Co-opted Governor	ATTENDED
Theresa Debono	Local Authority Governor	ATTENDED
Jon Goldhill	Associate Member	Apologies

Observers/ Advisers attendance

Katrina Moses	Deputy Headteacher	ATTENDED
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Agenda Item 1: Governing Body Organisation

LEAD: Chair/ Clerk

The following documents were circulated a week in advance with the agenda papers:

Membership list

Committee membership list

1.1 Introductions and apologies

1.1.1 There were no introductions necessary as all in attendance knew each other.

- 1.1.2 Apologies were received from Associate member Jon Goldhill.
- 1.2 Declarations of interest
- 1.2.1 There were none.
- 1.3 Register of Interest Forms
- 1.3.1 Governors completed and returned the declaration of interest forms for information to be published on the School's website. Completed forms were returned to the Headteacher.
- 1.4 Governors DBS checks
- 1.4.1 It was noted that Ashley Smith has yet to complete his paper work for the DBS checks. Ashley Smith **AGREED** to complete and return the forms as a matter of urgency.
- 1.5 Membership review
- 1.5.1 It was noted that, subsequent to her reappointment as LA representation, Theresa Debono was **AGREED** as continuing to hold her post as LA Governor.
- 1.5.2 The Chair informed Governors that the committee membership will be confirmed at the first Full Governing Body meeting of the new academic year. Governors **AGREED** to think about which committees they will be committing to.
- 1.5.3 It was confirmed that the Link Governor for PUPIL PREMIUM/ Looked After Children (LAC) is Mikel Ghebreyohannes Pupil Premium.Link Governors.
- 1.5.4 It was confirmed that Jodie Reed is the Link Governor for SEND (Special Educational Needs and Disabilities).

ACTIONS:

05/18-01	Governors to confirm which committees they will be attending as a member of. To be confirmed in the new academic year.	Governors	Next FGB meeting
05/18-02	Complete forms for DBS clearance	Ashley Smith	ASAP
05/18-03	Consider commitment to committee membership for approval at the first FGB meeting of the new academic year.	Governors	Next FGB meeting

Agenda Item 2: Minutes of the Last Meeting and Action Taken

LEAD: Chair

The following documents were circulated a week in advance with the agenda papers:

The minutes of the meeting held on 7 February 2018

- 2.1 The minutes of the meeting were agreed as an accurate record of proceedings and duly signed by the Chair. A copy of the minutes was passed to the Headteacher for filing in the School's governance folder.

2.2 The outstanding actions were **AGREED** as having been completed.

Agenda Item 3: Chair's report

LEAD: Chair

3.1 There were no updates from the Chair not already included on the agenda.

Agenda Item 4: Headteacher's report

LEAD: Headteacher

The following documents were circulated a week in advance of the meeting:

The Headteacher's report

4.1 The Headteacher talked through his report highlighting the key points.

Pupil information

4.2 Governors noted the current pupil information:

Nur	24	Foundation	18 full time	6 part time
Rec	30			
Year 1	30	KS1		
Year 2	30			
Year 3	30	KS2		
Year 4	30			
Year 5	30			
Year 6	28			
Total	232			

Attendance

4.3 Governors noted that the current whole school total for attendance is 97.72%. **Governors thanked Katrina Moses and the office staff for their hard work in achieving excellent attendance figures.**

Pupil progress/ standards

Governors challenged the School Leadership as to why the consistently high progress made across year groups in the pupil premium group could not be observed in the Year 4 group.

4.4 The Headteacher informed Governors that there had been a change of teacher in this year group which had resulted in a less consistent journey. It was further noted that the current year 4 teacher would be leaving in the new academic year as they were covering the class during a maternity leave. Governors agreed to monitor this area. The Headteacher reassured Governors that the School had identified this cohort as requiring support and this was being put in place along with further support being provided by Katrina Moses.

Governors challenged the School Leadership as to the reasons for the observed gap between boys and girls in reading and writing in some year groups.

- 4.5 The Headteacher informed Governors that the School had identified these areas as concerns and had extended the reading road map to years 2 and 3 in order to develop a love of reading particular in boys. The Deputy Headteacher added that Years 5 and 6 had a higher proportion of boys than girls which did have an impact on the data.

There was a wider discussion around general trends in reading between genders and the book club provision. The Headteacher informed that the club members had been chosen in terms of those most interested in reading and this had proven to be predominantly girls.

- 4.6 Shelley Wragg informed Governors that one way in which the School was hoping to promote and encourage reading in boys was to introduce a competitive element and encourage little and often reading rather than overwhelming boys.

Teaching and learning observation.

- 4.7 It was noted that no teaching has been observed that was less than good. The Headteacher informed Governors that the number of observations judged “outstanding” has dropped slightly. The School’s Leadership is providing feedback to class teachers in terms of areas for improvement.
- 4.8 Teaching of mathematics is very strong. The new maths curriculum builds on the idea of mastery and consolidating learning. The Headteacher added that the School is starting to see an increase in children developing greater confidence and being able to develop their use of practical concepts and apply skills more abstractly.

Lab 13

Governors questioned the School Leadership as to what was meant by “science busking”?

- 4.9 Shelley Wragg explained that this was a means for children to share science learning with other children by presenting this around the School.
- 4.10 The School is in the process of collecting qualitative data over the course of the year and will be analysing the quantitative data at the end of the year to assess the impact over the first year of the expansion of the project.
- 4.11 The Headteacher **AGREED** to report to Governors on the impact of the Lab 13 project in the Autumn term Headteacher’s report.

International day

- 4.12 It was noted that the International Day will be taking place this year on 20 June 2018. It was noted that this will give parents and the school community an opportunity to celebrate the diversity within the School and will feature performance, music and food from across cultures.
- 4.13 The School is promoting the strengthening families/ strengthening communities group which meets weekly. There is a particular emphasis on engaging with the School’s Somali community.

Extended schools

Governors School Leadership on the fact that the clubs available were particularly sport focussed.

- 4.14 The Headteacher informed Governors that these were the clubs popular in this term and that there was less take up of clubs across the board during the summer term.
- 4.15 It was noted that Pupil Premium children are offered club places for free.
- 4.16 The Headteacher **AGREED** to approach parents for a possible volunteer to start a chess club.
- 4.17 It was noted that the School will be reviewing the way in which children are selected as participants in the Book Clubs to ensure greater involvement of Pupil Premium children

Fire alarm

- 4.18 The recent fire alarm drill went very well.

Other Governor questions

Governors queried the School Leadership in terms of what the position was with regards to the delivery of music at the School.

- 4.18 The School Leadership informed Governors that Orlando Clarkson, the School's music teacher, has been very committed to his work at the School and has instilled a sense of excitement in the children around music. Ruth McElvanney the strings teacher has also fitted in well with the School.
- 4.19 (not sure what this is so have deleted)

School Closures

- 4.20 There was a school closure on Friday 2nd March due to frozen pipes in the school toilets.

Agenda Item 5: Report back from the External Advisor- LEAD: Chair

- 5.1 There had been no report from the External Advisor since the last meeting.

Agenda Item 6: Budget LEAD: Finance Committee Chair/ Headteacher

The following documents were circulated in advance with the agenda papers:

**Budget monitoring report March 2018
Budget prediction 2018-21
Consistent Financial Returns Statement**

- 6.1 Please see below for full discussion around the budget.

Agenda Item 7: Report Back from Committees

LEAD: Committee Chairs

The following documents were circulated a week in advance with the agenda papers

Finance Committee minutes

Safeguarding Committee minutes

Finance committee

- 7.1 The committee Chair informed Governors that the School was to carry forward a healthy surplus into the new year which included parent donations and income from nursery fees.
- 7.2 The School are looking to employ an additional experienced teacher in 2018-19.
- 7.3
- 7.4 The Committee Chair informed Governors that the general financial position for the budget was more positive than it had been in the past but acknowledged that there were likely to be significant pressures on the budget going forward. It was noted that the committee was particularly concerned around the cost of staffing. The School is projecting a reduction in income for 2019-20 and subsequently a thorough review of outgoings will be undertaken by the committee in the Autumn term.
- 7.5 The Committee will be receiving reports on the funding for the science for life project separately from the main budget.
- 7.6 The Consistent Financial Returns report was reviewed by the committee.
- 7.7 The Committee noted that the School are allocated £47k for SEND identified as SEND, but that the actual spend on these pupils is circa double this amount. The Headteacher added that the School are challenging the LA in relation to this matter and attempting to build a picture of the average number of Education, Health and Care Plans given out to other Schools.
- 7.9 The committee expressed concern in relation to the long term gradual reduction in LA services.

Futurezone.

- 7.10 £3K from budget is delivered to Futurezone.
- 7.11 Futurezone are currently advertising for a business manager which will include the role of Data Protection Officer and a role for savings and cutting costs for Schools in the collaboration.
- 7.12 Governors **APPROVED** the 2018-21 budget for sign off and submission to the LA.

Louise Russell left the meeting at this point.

Curriculum

- 7.13 Governors continue to make visits to the School which have been very positive. Governors that have undertaken recent visits **AGREED** to submit them to the Committee Chair by the end of the week.

Safeguarding

- 7.14 The discussion was dominated by the Safeguarding policies. *Please see below para 8.1 etc.*

Link Governor reports

- 7.15 Please see 7.13
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Agenda Item 8: Policy Review/ Ratification

LEAD: All

The following documents were circulated a week in advance with the agenda papers:

Data Protection Policy
Online Safety Policy
Freedom of information and publication policy
Information retention and management policy

- 8.1 Governors **APPROVED** the policies. It was noted that the policies had also received significant input from the LA.
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Agenda Item 9: Parent Voice

LEAD: Headteacher

- 9.1 Online safety session is likely to take place next term.
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Agenda Item 10: Governors' training

LEAD: All

- 10.1 Governor induction training is being run by the LA on 23 June. Governors were requested to inform the School office if they wished to attend this training as there was a fee.
- 10.2 Statutory safeguarding training is being delivered on Tuesday 3 September at 1000hrs. This is part of the schools Inset day and Governors were invited to attend the training.
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Agenda Item 11: Information/ Discussion Items

LEAD: All

General Data Protection Regulation (GDPR) Update

- 11.1 The Headteacher informed that a great deal of joined up work has been done by the School around GDPR.
- 11.2 Governors expressed thanks to the Headteacher, School Business Manager and Ashley Smith for getting the School in a good position and well prepared for the GDPR.
- 11.3 The School has received an audit from Islington in respect of the data work done to date.
- 11.4 2 training sessions for staff have been undertaken including one session in an inset.
- 11.5 The Data protection policy has been shared with staff and includes specific information on how to protect data and USB data keys.
- 11.6 Ashley Smith **AGREED** to circulate the slides from the Islington training session on GDPR. Ashley Smith gave a brief presentation to Governors covering the key aspects of the GDPR that will impact on Governors and the School.
- 11.7 Futurezone are in the process of appointing a Data Protection Officer.
- 11.8 Policies and processes have been updated and approved by the LA.
- 11.9 There is now a GDPR page on the website and there will also be a feature in the newsletter.

Governors' requirements

- 11.10 Governors will require secure connections for handling any personalised data and information.
- 11.11 Governors were asked to report any data breaches immediately.

ACTIONS:

05/18-04	Circulate LA GDPR slides to Governors	Ashley Smith	ASAP
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Agenda Item 12: Future Meeting Dates

LEAD: All

- 12.1 It was **AGREED** that the next meeting would take place on Wednesday 3 October 2018 at 1800hrs.

Agenda Item 13: Any other urgent business

LEAD: All

- 13.1 There was none.

PART II: Confidential Items

Agenda Item 14: Confidential Items

LEAD: All

14.1 There was none.

There being no further business the meeting concluded at 1942hrs

Signed _____ Date _____

Claire Bolderson, Chair of the Governing Body of Gillespie Primary School

Gillespie Primary School