



Gillespie Road
Highbury
London
N5 1LH

Minutes of the Full Governing Body

Date of Meeting	24 May 2017
Time	The meeting commenced at 1800
Chair	Jon Goldhill, (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	ABSENT
Claire Bolderson	Co-opted Governor, Vice-chair	ATTENDED
Sanila Khaliq	Co-opted Governor	ATTENDED
Jon Goldhill	Co-opted Governor	ATTENDED
VACANT POST	Co-opted Governor	
Theresa Debono	Local Authority Governor	ABSENT
Andrea Sella	Associate Member	ATTENDED

Observers/ Advisers attendance

Katrina Moses	Deputy Headteacher	ATTENDED
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Agenda Item 1: Introductions and Apologies

LEAD: Chair

- 1.1 Introductions were given and a special welcome was given to Mickel Ghebreyohannes and Jodie Reed for whom this was their first meeting as Parent Governors.
- 1.2 Apologies were received from Louise Russell who was absent for work reasons. Governors **CONSENTED** to her apologies.
- 1.3 The Chair informed that, regrettably, the recently appointed co-opted Governor, Igor Poroger has resigned as he has relocated to Stanmore. As such it was **AGREED** that the Governing Body should consider recruiting to the Co-opted post. Governors **AGREED** that someone with a legal background would be advantageous.

- 1.4 It was recorded that there were no declarations of interest, pecuniary or otherwise, in relation to items on the agenda

ACTIONS:

05/17-01	Commence with appointment to the Co-opted Governor post.	Chair	ASAP
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Agenda Item 2: Composition of the Governing Body

LEAD: Chair

2.1 New Governor appointments:

- 2.1.1 It was noted that Jodie Reed and Mickel Ghebreyohannes have joined the Governing Body as elected Parent Governors. It was noted that the Parent Governor elections took place on Friday 23rd February.

2.2 DBS checks

- 2.2.1 It was recorded that the Local Authority Governor, Teresa Debono, has a clear enhance DBS check through her LA role, and as such this was accepted by the School and has been updated on the School's Single Central Record.

2.3 Composition of sub committees

- 2.3.1 It was **AGREED** that Jodie Reed and Mickel Ghebreyohannes would join the safeguarding sub-committee.

2.4 Link Governors

- 2.4.1 It was **AGREED** that the Governing Body would no longer have an appointed Link Governor for Early Years Foundation Stage.
- 2.4.2 It was **AGREED** that Mickel Ghebreyohannes would take on the Link Governor role for Looked After Children.

Agenda Item 3: Minutes and matters arising from the minutes of the meeting held on 8 February 2017

LEAD: Chair

- 3.1 The minutes of the meeting held on 8 February 2017 were **AGREED** as an accurate record of proceedings and duly signed by the Chair. A signed copy of the minutes was left with the Headteacher for filing in the School's Governance folder.

Actions from the last meeting:

Outstanding Actions:

- 3.2 *Publish RAISE online data from previous years on the School's website-* The Headteacher **AGREED** that this would be published on 25 May 2017.
- 3.3 *Recruit parents to take on the fundraising role.* It was **AGREED** that this was no longer an urgent action for the FGB however, it was acknowledged that it would be beneficial to have a dedicated parent to lead in this area. It was **AGREED** that the Headteacher would follow this up again with parents in the new term's newsletter.
- 3.4 All other actions were **AGREED** as having been completed or on the agenda for discussion.

Agenda Item 5: Headteacher's Report

LEAD: Headteacher

The Headteacher's report was circulated in advance with the agenda papers.

5.1 The Headteacher picked out any key points from the report and sought questions from Governors.

Pupil Attendance

5.2 Governors noted the pupil attendance for 2016-17 to date:

Term	Overall attendance (reception –Year 6 pupils)	Authorised absence	Unauthorised absence
Autumn 2016	96.75%	3.03%	0.22%
Spring 2017	97.99%	1.72%	0.15%

5.3

There was a discussion around the recent court ruling against a parent who took his children out of school for a holiday during term time. The Deputy Headteacher informed Governors that parents have recently been reminded in the School's newsletter that the School will not authorise any leave taken for holidays during the term time. It was noted that the School have received request forms for leave of absence, but have made it clear that these will not be authorised. It was noted that the policy on leave of absence is available to parents on the School's website.

5.4

Governors questioned the School Leadership as to how the School compared with the Local Authority (LA) target for pupil attendance. The Deputy Headteacher informed that the LA target for pupil attendance was 96% and the School's attendance was favourable in this respect.

Recruitment of teachers

5.4 The Headteacher informed Governors that the School have recently successfully interviewed for 2 teaching posts. One post filled is for a year one teacher the other is for a teaching position in year 2. Both new teachers will receive in house mentoring from Lynn Brett.

5.5 Governors learned that the School has also appointed a music teacher, to replace the outgoing music teacher, commencing in September. The Headteacher stated that the new teacher was a multitalented musician and teacher who is also a string player and she has ambitious plans to reignite our Music provision and education for next year.

5.6

Governors questioned the School Leadership as to how many applicants had applied for the teaching posts given the national recruitment and retention problems for the teaching profession. The Headteacher responded that the School had experienced a reduction in the number of applicants to posts in the past few years and acknowledged that these were challenging times for all schools. The Headteacher informed that the reasons given for staff leaving were for relocation given the cost of living in London. The Headteacher was happy however, that there was still interest in the posts advertised and that the newly appointed staff would be an asset to the School. It was further noted that the deadline for teacher resignations for the new academic year was upcoming.

Quality of teaching and learning.

5.7 Governors noted that the School Leadership had undertaken observations of lessons in Science within the last

term. Observations highlighted 100% of teaching was good or better with 70% of teaching being outstanding. It was further noted that all of the work carried out in science is successfully demonstrating the quality of teaching. The Headteacher informed that he observed a very good interactive lesson on the seasons incorporating a variety of experimental techniques.

5.8 Governors were pleased to note the high standard of teaching in Science.

Attainment

5.9

Governors challenged the School Leadership in respect of the data for the Pupil Premium (PP) cohort. It was remarked that the School has a significant PP cohort, in all year groups, which is working below age expectation. Governors questioned whether this was as a result of changes to the curriculum. Governors also asked whether the recent changes to PP criteria had meant that some children previously identified as PP with considerable needs were working below the expected level

5.10

The Headteacher informed Governors that, with the new curriculum and the removal of the old style levelling of pupils, some children are taking longer to master some of the concepts which is having an impact on the PP children and those that would previously have been categorised as PP. The Headteacher further stressed that for some children they will only be mastering concepts in Years 5 and 6 and hence emphasis should be on “the journey” and to progress over time.

Governors questioned the School Leadership as to the percentage of children that was expected to achieve age expected. The Headteacher informed that the national average was anticipated to be in the region of 65% with the School aiming for over 80%

5.11

Governors noted the difference in progress between girls and boys which was raised in the RAISEonline analysis. It was **AGREED** that this area would be a focus for the FGB to look at going forward.

Lab-13 update

5.12 The School have recently received a letter from the Dame Alice Owen foundation to confirm £48K of funding for the financial year 2017-18. It was further noted that £70K will be received from the LA in support of the Lab 13 project. The Headteacher informed that he and Carole Kenrick, Lab 13 Scientist in residence, will be exploring the possibility of a matrix with partner schools. It was noted that Carole Kenrick will be leading on the project from September 2017 with partner schools being asked to sign contractual agreements to release staff for training, trips and input into the project.

5.13 It was noted that the School will be working with Islington Library Service to build up the Science book stock utilising Carole’s Science knowledge.

5.14 The Headteacher was pleased to inform Governors that there is now a clear vision and ethos for the Lab 13 project under the “Science for Life” name underpinning the project’s commitment to connecting science teaching across all school year groups/ stages from primary through secondary to tertiary education

5.15 It was noted that there had been discussions within the Finance Committee in respect of how the resources will be accounted for across the Schools in the Partnership. It was noted that Carole has already been involved in a lot of this work. The Headteacher informed that the project has already received confirmation from 10 primary schools and 1 secondary to be involved in the project and that he is also in conversations with Arts and Media School Islington. Governors learned that the Highbury Grove School are not, at this stage, going to be involved in the project. Highbury Fields School are already undertaking their own work on science capital and are excited about the project.

5.16 Governors gave thanks to Andrea Sella for his work in inspiring and supporting the Lab 13 project and to the School for embracing and taking forward the project's vision.

5.17 **Governors challenged the School Leadership as to the impact on Carole's time in school given that she would be supporting other schools with the Lab 13 project.** The Headteacher replied that Carole would still be working in the School for one whole day in the week. It was noted that Carole would continue to be working in the same way with the children in the School whilst undertaking her duties with other schools.

Governors stated that in the early stages of setting up the Lab 13 within the School, Carole was involved in undertaking partnership work with teachers in the School. Governors questioned who would now be undertaking this partnership working. The Headteacher replied that Carole would still be doing some of the work with teachers and that Shelley Wragg as Science lead would also be supporting teachers in the Lab 13 work. It was noted that Shelley would be particularly involved in supporting the new teachers in developing their knowledge of the Lab 13 model. It was further noted that Carole will still be accessible to all teachers and children and that the children will continue to ask questions. Governors were encouraged to hear that the plans were good for staff development.

Parent Education Updates

5.18 It was noted that the 'Family Kitchen' classes will be returning to GPS in June co-led by the former Parent Advisor, Reba. Governors were pleased to hear that Reba would be returning to the School to carry out further work.

ACTIONS:

05/17-02	Gap between Girls and boys to be considered at future meetings	All	Upcoming
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Agenda Item 6: Report from external advisor

LEAD: Headteacher

6.1 There was no update.

Agenda Item 7: Report Back from Committees

LEAD: Committee Chairs

7.1 Finance Committee

7.1.1 The Finance Committee Chair gave a verbal update from the meeting.

7.1.2 It was noted that a recent meeting for Islington Schools had been attended by Governors and parents which focussed on the impact of the National Funding Formula for schools. A number of presentations were received including a presentation from the Head of School's Finance, Richard Watts. Governors noted that a video had also been produced by 2 parents from the School about the impact of the formula.

7.1.3 The Finance committee reviewed and **APPROVED** the Budget for the financial year 2017-18

Governors questioned what the fundraising Budget for 2017-18 was. It was noted that the Budget contained, an achievable, £9k for fundraising.

7.1.4 It was noted that there are still places to be filled for the Early Years Foundation Stage (EYFS) nursery provision for the new year. The Headteacher informed Governors that a number of applications had been

received in the last few days. Governors noted that the School have to consider the new 30 hours free childcare, as some children will only be eligible for part time which would impact on the ability for the School to fill the places.

7.1.5 The School are putting in a lot of effort to ensure that places are filled, however this has been a difficult process and the initial deadline for receiving applications has necessarily been extended.

7.2 Curriculum Committee

7.2.1 The Committee will be receiving an update from the SENCO, Lynn Brett, focussing on the SEN provision.

7.2.2 The Chair of the Committee informed that she had been in discussions with Lynn around Governor visits to observe the School's SEN policy in practice, however it was deemed that would be better addressed in the next term. It was considered that a good way for Governors to get an understanding of the SEN provision would be to attend a lunchtime session. It was **AGREED** that any Governors interested should speak directly with the Headteacher as to what would be the best approach.

7.2.3 Healthy eating week begins on week commencing 12 June 2017.

7.2.4 Governors who had not already done so, were encouraged to visit Lab 13 on a Monday or Tuesday.

7.3 Safeguarding

7.3.1 There was no update from the Safeguarding committee who had not met since the last meeting.

ACTION:

05/17-03	Governors interested in undertaking an SEN visit to contact the Headteacher	Governors	Ongoing
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Agenda Item 8: Annual Report on Safeguarding

LEAD: Headteacher

8.1 The Annual Report on Safeguarding is received in the Autumn Term.

Agenda Item 9: Policies

LEAD: Chair

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

Home- School Agreement

Homework Policy

Visits Code

9.1 Updated policies for approval

9.1.1 The Home- School agreement, Visits Code and Homework Policy, having been circulated for comment in advance, were **APPROVED** by Governors.

9.2 New policies for approval

9.2.1 It was **AGREED** that the Volunteer Policy would be presented to the next Curriculum Committee for approval.

9.3 Future updates.

9.3.1 The Headteacher **AGREED** to review the E safety and ICT policy to re be reviewed by Governors at a future meeting.

9.3.2 It was **AGREED** for the Charging and Remissions policy to be reviewed at the next Finance Committee.

ACTIONS:

05/17-04	Volunteer policy to go to the next Curriculum committee	Curriculum Committee Chair	Next curriculum committee
05/17-05	Esafety and ICT policy to be reviewed at the next FGB meeting.	Chair/ Clerk/ Headteacher	Next FGB

Agenda Item 10: Parent Voice

LEAD: Headteacher

10.1 It was noted that the date for the Parent Voice session has changed to the 22 June 2017. It was further noted that the subject to be covered in the session will be reading and the home-school reading partnership. One session will be held at 9am in the morning and the other will be held in the evening.

10.2 The School Leadership **AGREED** to support Governors in putting together the questions for the session, Governors will collect the parent responses in the session which can be fed back to the School and an action plan generated if necessary.

10.3 It was **AGREED** that Claire Bolderson and Sanila Khaliq would cover the morning session and that Rejinder Bangar and Jodie Reed would cover the evening session.

ACTION:

05/17-06	To support Governors in generating questions for the Parent Voice	School Leadership	Prior to parent voice
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Agenda Item 11: Governors' visits

LEAD: Headteacher

11.1 There were no further visits for discussion.

Agenda Item 12: Any other business

LEAD: Chair

12.1
There was a discussion within the meeting around the Government's decision to raise the National terror threat alert to critical. It was considered what approach the School should take in relation to visits into the centre of London. It was **AGREED** that consideration would be taken in respect of visits to be undertaken to places of religious or political

significance.

It was further noted that there is an upcoming Year 5 trip into London. The Headteacher informed that parents will be informed of the plans in place and be given the parental consent forms as with any other trip. There was further discussion around how the School deals with any emotional distress that children may experience as a result of events such as this. The Headteacher responded that children are given time for thinking around major events such as this one, in an age appropriate way. The Deputy Headteacher stressed that the School was always sensitive about these kinds of issues with the main objective being to ensure children are safe and well. It was considered that the School's response to issues such as this one, could be considered at the Parent Voice session, in terms of how parents would like the School to react.

It was **AGREED** that there should be a School level discussion with staff and parents around response to terrorist attacks which will be reported back to the next FGB meeting.

ACTIONS:

05/17-07	School level discussion with staff and parents around response to terrorist attacks which will be reported back to the next FGB meeting.	School Leadership	ASAP
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Agenda Item 13: Governor Training

LEAD/ PRESENTING: Chair

13.1 There was none to record.

Agenda Item 14: Future Meeting Dates

LEAD/ PRESENTING: Chair

14. 1 It was **AGREED** that the next Full Governing Body meeting would take place on 11 October 2017 at 1800hrs.

Agenda Item 15: Confidential Items

LEAD/ PRESENTING: All

There being no further business the meeting concluded at 2010hrs

Signed _____ **Date** _____

Jon Goldhill Chair of the Governors

Gillespie Primary School

Meeting closed at 1938

ACTION OVERVIEW

05/17-01	Commence with appointment to the Co-opted Governor post.	Chair	ASAP
05/17-02	Gap between Girls and boys to be considered at future meetings	All	Upcoming
05/17-03	Governors interested in undertaking an SEN visit to contact the Headteacher	Governors	Ongoing
05/17-04	Volunteer policy to go to the next Curriculum committee	Curriculum Committee Chair	Next curriculum committee
05/17-05	Esafety and ICT policy to be reviewed at the next FGB meeting.	Chair/ Clerk/ Headteacher	Next FGB
05/17-06	To support Governors in generating questions for the Parent Voice	School Leadership	Prior to parent voice
05/17-07	School level discussion with staff and parents around response to terrorist attacks which will be reported back to the next FGB meeting.	School Leadership	ASAP