



Gillespie Road
Highbury
London
N5 1LH

Minutes of the Full Governing Body

Date of Meeting	17 October 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	ATTENDED
Claire Bolderson	Co-opted Governor, Vice-chair	ATTENDED
Sanila Khaliq	Co-opted Governor	Absent
Jon Goldhill	Co-opted Governor, Chair	ATTENDED
VACANT POST	Co-opted Governor	
Theresa Debono	Local Authority Governor	ATTENDED

Observers/ Advisers attendance

Katrina Moses	Deputy Headteacher	ATTENDED
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Agenda Item 1: Elections

LEAD: Chair/ Clerk

The Clerk took the Chair for the election of Chair

- 1.1 The term of office for the Chair was **AGREED** as one year.
- 1.2 Nominations were received at the meeting for Jon Goldhill to the post of Chair of the Governing Body. There being no further nominations, Jon Goldhill was elected unopposed.

Jon Goldhill took the Chair at this point.

- 1.3 Nominations were received at the meeting for Claire Bolderson to the post of Vice Chair of the Governing Body. There being no further nominations, Claire Bolderson was elected unopposed to the post of Vice Chair.
- 1.4 It was noted that for Jon Goldhill and Claire Bolderson this would be their final year as Chair and Vice Chair of the Governing Body and invited the Governing Body to start considering succession to the posts

in the next academic year. The Headteacher took this opportunity to thank Jon Goldhill and Claire Bolderson for their continued hard work, support and challenge in their respective roles.

Agenda Item 2: Governors present and apologies

LEAD: Chair

2.1 Apologies were received in advance from Sanila Khaliq. Governors **AGREED** to consent to her apologies.

Agenda Item 3: Composition of the Governing Body

LEAD: Chair

3.1 It was noted that the governing body are in the process of looking to filling the co-opted Governor post vacancy. It was agreed that it would be beneficial to have a person on the governing body with financial skills and a management background. Jodie Reed informed that she may have some links with persons who may be interested. Jodie Reed **AGREED** to forward contacts to Jon Goldhill.

3.2 Governors having reviewed the membership of the committees and the governing body **AGREED** the membership.

ACTIONS:

10/17-01	Forward contact details of potential new co-opted Governors to Jon Goldhill	Jodie Reed	2 weeks
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Agenda Item 4: Minutes and matters arising from the minutes of the meeting held on 24 May 2017

LEAD: Chair

The minutes of the meeting held on 24 May 2017 were circulated in advance with the agenda papers.

4.1 The minutes of the previous meeting were **AGREED** as an accurate record of proceedings.

Review of Actions:

4.2 It was noted that the publication of the historical RAISE-online data has been undertaken and is now available to view on the School's public website.

4.3 It was noted that the charging and remissions policy is yet to be reviewed at the Finance committee. It was **AGREED** that the policy would be reviewed at the next Finance committee.

4.4 It was **AGREED** that the ESafety and ICT policy would be considered at the next Safeguarding committee meeting. The Headteacher informed that the new ICT policy which will include the ESafety policy would be circulated in advance of the Safeguarding Committee meeting.

4.5 It was noted that there had been a school level response to parents and staff in respect of the terrorist attacks.

ACTIONS

10/17-02	OUTSTANDING ACTION: Charging and remissions policy to be reviewed at the next Finance meeting.	Finance chair	next meeting
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10/17-03	OUTSTANDING ACTION: ICT and Esafety policy to be circulated in advance of the next Safeguarding Committee meeting.	Headteacher	next meeting
10/17-04	OUTSTANDING ACTION: ICT and Esafety policy to be reviewed at the next Safeguarding Committee meeting.	Safeguarding committee	next meeting

Agenda Item 5: Headteacher's Report

LEAD: Headteacher

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

- 5.1 The Headteacher talked to his report picking out the key points.
- 5.2 The Headteacher stated that he is still very committed and very much enjoys being the Headteacher at the School. The Headteacher informed Governors that the staff work very hard and the data for end of 2016-17 was reflective of this. The Headteacher thanked Governors for their support and encouraged their continue challenge in all areas. The Headteacher stressed that the culture and ethos in the School which did not put pressure on the children, was one which he wanted to continue and thanks were given to the teaching staff for allowing this to be put into practice.
- 5.3 The Headteacher stated that there are challenges to be faced and informed that one area which required improvement at the School was in the area of music curriculum delivery.

Pupil Information

- 5.4 Governors noted the pupil roll as at October 2017. It was noted that there are 232 children on roll including the Nursery class. It was further noted that there are 14 full time and 11 part time children in the Nursery.
- 5.5 The Headteacher informed that the School is not full and that this was the result of a significant amount of movement for families from a wide range of backgrounds.
- 5.6 The Headteacher stated that the Islington admissions team had carried out some work over the Summer holiday which had had a deleterious impact on admissions to the School. The Headteacher informed that he hopes that this issue has now been rectified subsequent to his discussions with the Local Authority (LA).

Governors challenged the Headteacher as to whether the recent outstanding outcome for Ambler School and the previously discussed OfSTED outcome for Highbury Grove School had had an impact on the roll.

The Headteacher informed he did not believe that these had been the reason for the slight fall in numbers on roll and reassured Governors that he was confident that the 3 classes that were not full would soon be. It was noted that Ambler Primary School is moving to a two form entry.

Nursery places and changes to Early Years funding.

There was a discussion in relation to the pupil numbers in the Nursery class and the fact that other schools were also finding it difficult to fill places as most working parents are looking to find places that start earlier in the day and finish later than Schools are able to provide.

- 5.7 It was noted that 6 families are paying charges for their provision which could offset some of the shortfall of funding provided by the LA.
- 5.8 The Headteacher **AGREED** that further discussion on the matter would be had at the Finance Committee meeting and further update be brought to the next FGB meeting in the Spring.

Attendance

- 5.9 Governors noted the attendance overview for the previous academic year. It was noted that the School have 4 children identified as persistent absentees (PAs) and of these 3 are from year 1. It was further noted that the level of persistent absenteeism is below that of the Local average.

Governors challenged the School Leadership as to the high proportion of PAs from Year 1. The Deputy Headteacher informed that there are some quite vulnerable families in the year group with a number of medical appointments being the prime reasons for absence. The Deputy Headteacher went on to add that the School now have to rely on medical prescriptions for evidence of absence and without this the School will not authorise a long term absence.

- 5.10 It was noted that the School no longer have a direct education welfare officer supporting the School although there is support from the access and engagement team who will become involved as and when necessary. **Governors questioned the School Leadership as to involvement from other agencies.** The Deputy Headteacher informed that there were other agencies that could support, such as 'families first', however these agencies require families to commit to working with them.
- 5.11 Governors noted the comparison of Gillespie and Islington Primary breakdown of reasons for absence data.

Quality of teaching and learning.

- 5.12 The Headteacher informed that he had undertaken an informal observation on one of the new teachers and was pleased with the quality of teaching and pupils' learning he had observed
- 5.13 The 3 new teachers are settling in well.
- 5.14 The Senior Leadership Team has undertaken a monitoring and scrutiny of books survey which provided evidence of high quality of work and learning outcomes across all classes. This took place in the summer term.
- 5.15 The School's Induction programme has proven very successful and there continue to be a number of successful twilight training sessions.
- 5.16 The formal observation process will commence later in the Autumn term. The Headteacher **AGREED** to give feedback to Governors at the next meetings.

Music teaching update

- 5.17 The School are facing many challenges in the delivery of the music curriculum. It was noted that the music teacher left in Easter of the previous academic year. It was noted that the School have not been able to secure a music teacher subsequent despite recruitment attempts.
- 5.18 The Headteacher informed Governors that the School have now sourced an agency music teacher that the School is hoping will be able to energise music delivery in the School and encourage children to join the choir. It is hoped that the choir will be up and running by Christmas.
- 5.19 The School have recruited a string instrument tutor who will be commencing at the School after the half term holiday.

Governors challenged the School Leadership on the cost impact of the new music initiatives at the School. The Headteacher informed that the School had received a bursary from an anonymous benefactor for the sole purpose of spend on music teaching at the School.

Pupil attainment of pupils including Pupil Premium pupils in Y1- Y6 at the end of Summer Term 2017

- 5.20 It was noted that the Curriculum committee is to be reviewing the data in detail. The Headteacher **AGREED** to put an item in the newsletter to highlight to parents how well the School was doing including national averages and local average comparators.
- 5.21 Governors challenged the School Leadership in respect of the phonics screening tests in which the School had performed slightly below the borough and national averages. It was noted that 6 pupils in total did not pass the tests and that Lynn Brett has given the curriculum committee an in depth update on what plans have been implemented to address the issues. Claire Bolderson informed Governors that the committee had been reassured that support was in place and that plans would be commencing soon. Governors were pleased to hear that 100% of those taking the rechecks in Year 2 had been successful in making the expected level.

Training

- 5.22 Staff will be receiving training on attachment and autism.

School Clubs

- 5.23 2 years ago it was agreed not to run the school clubs at a loss. The Headteacher informed however, that there has been insufficient uptake to certain clubs. It was noted that the School are now looking to external providers for the clubs and are hoping to start a chess club.

Governors suggested that information about the clubs could be advertised again in the School's newsletter. The Headteacher AGREED to put the information on school clubs in the school newsletter.

Science Update

- 5.24 Funding has been received to secure the Science for Life project. The project will involve working with 11 other local schools. 2 other schools have set up their own lab 13 style setting. The Headteacher was pleased to inform that the development of the project has been a collaborative effort between all schools involved.
- 5.25 The Headteacher informed that those involved are keen to work with Highbury Grove School and other Governors across Islington.

Governors again congratulated the School with regards to the ongoing development and success in this area.

- 5.26 Governors were encouraged to hear that Carol, the lab 13 coordinator, has been able to continue to provide a high level of support to the School in conjunction with Shelley Wragg (science lead), and to work with other schools in sharing practice.

Parent voice

- 5.27 It was noted that the School receive very good feedback from parents through the parent voice groups and that this is very useful for the School. It was noted that parents had recently requested more guidance from the School on which books they should be choosing for their children. The Headteacher informed that the School had responded to this request with a new plan which drew in support from the LA library service. The library service will be running the "reading roadmap project" aimed at Year 5 and 6 children initially, with a plan to extend this out to years 3 and 4 and years 1 and 2. It was noted that the project encourages children to read a wide variety of books and genres and to map their reading journey. It was further noted that Friends of Gillespie would be buying the books.
- 5.28 It was noted that in response to another issue raised at the group, that the School would be reviewing the way in which parents communicate with parents.

There was a discussion around the extension of the current text messaging service to cover all parents rather than one contact per family as is currently the case. It was noted that this would cost an additional £500 per annum which the Headteacher informed the School would be happy to cover should it be deemed necessary.

ACTIONS:

10/17-05	Discussions around the Nursery provision to be had the Finance Committee meeting.	Finance committee	next meeting
10/17-06	Teacher observation feedback to be brought to future meetings.	Headteacher	Next meeting
10/17-07	Item in the newsletter addressing how well the School has done in the EYFS, KS 1 and KS 2 assessments.	Headteacher	next newsletter
10/17-08	Information about School clubs to be recorded in the School's newsletter.	Headteacher	next newsletter

Agenda Item 6: Report from external advisor

LEAD: Headteacher

6.1 There was no report to receive at this point.

Agenda Item 7: Report Back from Committees

LEAD: Committee Chairs

7.1 There were no committee reports to note

7.2 The Headteacher **AGREED** to liaise with Claire Bolderson in relation to classes which Governors would be welcome to attend.

7.3 The next meeting of the Safeguarding committee is due to take place on 5 December 2017.

Agenda Item 8: Annual Report on Safeguarding

LEAD: Headteacher

8.1 The Annual Report on Safeguarding is yet to be received. The safeguarding report template is yet to be generated by the Local Authority.

Agenda Item 9: Policies

LEAD: Chair

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

SEND Policy

Child Protection Policy

Volunteer policy – as reviewed by the Curriculum Committee.

9.1 The SEND policy was **APPROVED** by Governors.

9.2 The Child Protection policy was **APPROVED** by Governors.

9.3 There being no further changes from the policy as reviewed by the curriculum committee, Governors **APPROVED** the volunteer policy.

- 9.4 It was noted that the School were in the process of updating the Data Protection policy and that this would be reviewed in light of changes to statutory requirements. The Headteacher **AGREED** to bring this to the next Full Governing Body meeting.

Agenda Item 10: Parent Voice

LEAD: Headteacher

- 10.1 *Please see above- Headteacher's report.*

Agenda Item 11: Governors' visits

LEAD: Headteacher

- 11.1 There were no visits for discussion.

Agenda Item 12: Any other business

LEAD: Chair

- 12.1 The Headteacher **AGREED** to investigate the possibility of arranging an Analyse School Performance (ASP) training session for members of SLT and Governors.
- 12.2 It was **AGREED** that a healthy service update would be included in the agenda for the Summer Full Governing Body meeting.
- 12.3 The next meeting of the Full Governing Body was agreed as 7 February 2018 at 1800.

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 7 February 2017 at 1800hrs.

Agenda Item 15: Confidential Items

LEAD/ PRESENTING: All

There being no further business the meeting concluded at 1938hrs

Signed _____ **Date** _____

Jon Goldhill Chair of the Governors

Gillespie Primary School

ACTION OVERVIEW

10/17-01	Forward contact details of potential new co-opted Governors to Jon Goldhill	Jodie Reed	2 weeks
10/17-02	OUTSTANDING ACTION: Charging and remissions policy to be reviewed at the next Finance meeting.	Finance chair	next meeting
10/17-03	OUTSTANDING ACTION: ICT and Esafety policy to be circulated in advance of the next safeguarding Committee meeting.	Headteacher	next meeting
10/17-04	OUTSTANDING ACTION: ICT and Esafety policy to be reviewed at the next safeguarding Committee meeting.	Safeguarding committee	next meeting
10/17-05	Discussions around the Nursery provision to be had the Finance Committee meeting.	Finance committee	next meeting
10/17-06	Teacher observation feedback to be brought to future meetings.	Headteacher	Next meeting
10/17-07	Item in the newsletter addressing how well the School has done in the EYFS, KS 1 and KS 2 assessments.	Headteacher	next newsletter
10/17-08	Information about School clubs to be recorded in the School's newsletter.	Headteacher	next newsletter
10/17-09	ASP training session to be arranged	Headteacher	ASAP
10/17-10	Healthy service update to be received at the Summer FGB meeting.	Headteacher	Summer FGB meeting