



Minutes of the Full Governing Body

Date of Meeting	8 February 2017
Time	The meeting commenced at 1800
Chair	Jon Goldhill, (co-opted Governor, CHAIR)
Clerk	Andrew Merkley

Governors

NAME	GOVERNOR TYPE	IN ATTENDANCE
Mark Owen	Headteacher- <i>Ex Officio</i>	ATTENDED
Shelley Wragg	Staff Governor	ATTENDED
Louise Russell	Parent Governor	ATTENDED
Rejinder Bangar	Parent Governor	ATTENDED
Claire Bolderson	Co- opted Governor	ATTENDED
Igor Poroger	Co-opted Governor	ATTENDED
Sanila Khaliq	Co-opted Governor	ABSENT
Jon Goldhill	Co-opted Governor	ATTENDED
Theresa Debono	Local Authority Governor	ABSENT

Observers

Andrea Sella	Associate Member	ATTENDED
Katrina Moses	Deputy Headteacher	ATTENDED
Mel Massey	Observing	ATTENDED (Left at 1905hrs)
Anna Bedu	Observing	ABSENT

Agenda Item 1: Elections

LEAD: Clerk

- 1.1 There were no elections required.

Agenda Item 2: Governors Present Apologies/ consent for absence

LEAD: Chair

- 2.1 Introductions were given and apologies received from Anna Bedu and Sanila Khaliq.
- 2.2 No apologies were received from Theresa Debono.

Agenda Item 3: Composition of the Governing Body

LEAD: Chair

The Governing Body gave thanks to Mel Massey and Anna Bedu for their 4 years of service to the Governing Body. It was noted that their terms of office have expired.

3.1 New Governor appointments:

3.1.1 The Chair introduced Igor Poroger to his first meeting of the Full Governing Body. It was proposed that Igor Poroger be appointed to the Governing Body as Co-opted Governor.

3.1.2 It was **AGREED** that Igor Poroger be appointed as a Co-opted Governor.

3.1.3 The Chair and Headteacher informed Governors that the election to the vacant Parent Governor posts were underway and that the count of the election was awaited.

3.2 DBS check – Theresa De Bono

3.2.1 It was noted that Teresa De Bono has yet to complete a DBS check specific to the School, although she does hold one for her position in the Local Authority.

3.2.2 The Headteacher **AGREED** to follow this up with Theresa as a matter of urgency.

ACTION 02/17-01	Contact Theresa De Bono (Local Authority Governor) in relation to her DBS check for the school.	Headteacher	ASAP
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3.3 Composition of sub-committees

3.3.1 There were no changes required to the sub-committee structure at this stage.

3.4 Looked after children link governor

3.4.1 It was **AGREED** that the looked after children (LAC) link Governor would be agreed at a later meeting once the elections of the Parent Governors had been completed.

ACTION 02/17-02	LAC Link Governor to be put on the next FGB agenda	Chair/ Clerk	Next meeting
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Agenda Item 4: Minutes and matters arising from the minutes of the meeting held on 19 October 2016

LEAD: Chair

The minutes of the previous meeting held on 19 October 2016 were circulated in advance with the agenda papers.

4.1 Approval of the previous minutes

4.1.1 The minutes of the previous meeting were **AGREED** as an accurate record of proceedings and duly signed by the Chair. A signed copy of the minutes was passed to the Headteacher for filing with the Governing Body paperwork.

4.2 Matters arising from the minutes other than those included on the agenda

Action 05/16-03 The parent workshop focussing on Grammar has been set for 28 March 2017.

Action 05/16-04

- Futurezone are focussing on teaching and learning and how targeted interventions are carried out in other schools across the partnership. The Headteacher informed Governors that the approaches did not differ greatly across the Futurezone schools, however there were variances in schools as to how resources were directed internally.
- Governors were pleased to hear of the strong approach being developed in respect of teaching and learning including the growth mindset work (discussed in a previous meeting).
- An inset event open to all teachers and teaching assistants of Futurezone schools (18 schools including 3 secondary schools and 15 primary schools) has been arranged. The event will be lead by Matthew Syed a leading proponent of the growth mindset approach.
- The Headteacher added that, at a recent Headteachers conference, a Headteacher from a local Academy spoke on the issue of Acadamisation. A meeting will be set up for Governors to meet with this Headteacher to discuss acadamisation.

02/17-03	Send out information on Multi Academy Trusts to Governors	Chair	ASAP
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Agenda Item 5: Head teacher's Report

LEAD: Head teacher

The Headteacher's report was circulated in advance with the agenda papers. Having been given ample time to read the paper in advance, Governors were invited to ask challenging questions.

Attendance

5.1 It was noted that attendance is currently at 96.75%. There were no questions.

Quality of teaching and learning

5.2

Governors questioned the Headteacher as to why no formal observations had taken place in the Autumn Term. The Headteacher informed Governors that the formal programme of lesson observations would be taking place in the current term. The Headteacher discussed with Governors that the current Ofsted inspection framework requires inspectors to place a greater emphasis on delving into data and undertaking scrutiny of work with less time allocated to individual lesson observations. In spite of this the Headteacher stressed that he was not going to move away from making judgements on classroom observations due to the fact that it allowed him to observe pupils' engagement in lessons, lesson scaffolding but that they would be evaluated as part of a range of evidence collected about teaching and learning

5.3

Governors questioned the Headteacher as to how he is kept informed of teaching practice in the school on a more regular basis The Headteacher informed Governors that he carries out regular informal walks around the School to observe lessons.

5.4

Governors questioned the Headteacher as to whether there is an expectation that teachers will be observed a specified number of within the academic year. The Headteacher informed that it was the case that teachers were aware of the cycle of formal observations and that these were part of the annual performance management cycle including his own.

5.5

Governors questioned the School Leadership as to what was meant by concrete pictorial and abstract

strategies within the statement “evidence in books of teaching and learning sequences using concrete pictorial and abstract strategies supported by the use of practical equipment to teach and develop understanding of new concepts” The School Leadership informed Governors that this related to using concrete resources to support learning moving when ready to pictorial representations on the continuum to abstract understanding .

Attainment and Progress

5.6 Pupil progress and attainment was discussed in depth at Curriculum committee.

5.7 **Governors challenged the School Leadership as to the low attainment for Pupil Premium (PP) Children, particularly in year 6, in which a large proportion of PP children are working below the age expected in reading writing and maths.** The Headteacher assured Governors that the school was doing a lot of focussed work around increasing the attainment in this area with a high emphasis on delivery in the new curriculum. **He reminded governors that PP pupils were achieving at least as well as non-PP children nationally by the end of their schooling at Gillespie and national data analysis demonstrated this consistently over the last half decade. He was confident that the current cohort would make good progress by the time of the SATS when all the new curriculum areas will have been covered .**

5.8 There was a discussion around the way in which the school records and evaluates data. The School Leadership informed that the Governing body are regularly presented data in respect of the current position of pupils in each year group. It was noted that the Governing Body has yet to review the Raise online data for this academic year. Governors further discussed that the School should publish the historical “good news” of annual data which has been consistently above the national average on the website.

02/17-04	RAISEonline data to be reviewed at a future meeting.	Chair	Next meeting
02/17-05	Publish historical RAISEonline data on the School's website in addition to the current data (already published).	Headteacher	ASAP

5.9 **Governors questioned the School Leadership as to what progress has been made in attempting to get assessments for the SEN pupils in reception and nursery.** The Headteacher reminded Governors that there are a number of students in the Reception and nursery class who have been identified as having complex special educational needs (SEN). It was noted that the School have been in a position of funding resources for these pupils many of whom require intensive one to one support. The School is continuing to push for this funding and has also received some emergency funding to aid in this matter. **Governors questioned how the school has managed to meet the needs of providing one to one support for one of the pupils with very complex needs.** The Headteacher informed that one member of staff has had their hours of employment increased to meet this need. It was noted that the school’s Educational Psychologist is in the process of carrying out an assessment on this child.

Mel Massey left the meeting at this point.

5.10 It was noted that the Dame Alice Owen Foundation Advisory committee has agreed that the School will receive £45k, half of the funding initially sought, on the condition that the school match this funding from other sources. It was noted that the full Trust meeting of the Foundation will have to approve this agreement the next meeting of which is due to take place at the beginning of April 2017. **There was a discussion around encouraging parents to become more involved in fundraising for the school.** The School will be requesting that Futurezone schools will be approached to make contributions to the project. It was further noted that the Institute of Physics will also be making a contribution to the project.

02/17-06	Recruit parents to take on a fund raising role for the school.	Headteacher/ School Business Manager/ Louise Russell	ASAP
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5.11 Governors commented positively on the wide range of assembly themes covered in the Autumn Term.

5.12 Governors noted the list of visits planned for the term.

Agenda Item 6: Report from external advisor

LEAD: Headteacher

6.1 There has been no visit from the external advisor since the last meeting.

Agenda Item 7: Report Back from Committees

LEAD: Committee Chairs

7.1 Finance, premises and personnel

7.1.1 Minutes from the meeting were circulated following the meeting which took place in the first term.

7.1.2 The next meeting of the Finance, Premises and Personnel is to be set.

7.2 Curriculum

7.2.1 The minutes from the last meeting were circulated.

7.2.2 Next meeting 25 April 2016.

7.3 Safeguarding

7.3.1 The Safeguarding committee is in the process of drafting the whistleblowing policy.

7.3.2 The Safeguarding committee have reviewed the skillset of new Governors and considered the skills they can bring to Governing Body/ committee.

7.3.3 The committee have been considering Prevent training.

Agenda Item 8: Annual Report on Safeguarding

LEAD: Headteacher

8.1 This item is reported in the Autumn term only.

Agenda Item 9: Policies

LEAD: Chair

- Sex and Relationships Policy

9.1 The Sex and Relationships Policy was circulated in advance with the agenda papers.

9.2 The Sex and Relationships Policy was **APPROVED** by Governors.

9.3 The Chair of Governors recommended that Governors consider review of the following policies:

- Lettings policy (Finance Committee)

9.4 It was **AGREED** that the School's Lettings Policy would be reviewed at the next Finance Committee.

- Charging & remissions policy
- 9.5 It was **AGREED** that the Charging and Remissions Policy would be reviewed by the Finance Committee.
- Complaints procedure statement (for parents)
- 9.6 It was recorded that the Complaints policy has recently been uploaded to the School's website as is the statutory requirement.
- Governors visits - code
- 9.7 Claire Bolderson **AGREED** to review the Governors visits policy before the next meeting.
- Home-school agreement
- 9.8 The Headteacher **AGREED** to review the home school agreement and send out to Governors for review prior to approval at the next FGB.
- Homework Policy
- 9.9 The Headteacher **AGREED** to review the Homework Policy and bring to a future meeting.
- 9.10 The Headteacher suggested that the School adopt a volunteers policy. It was **AGREED** that this should be considered going forward.

02/17-07	Lettings Policy to be reviewed at the next Finance Committee.	Finance Committee Chair	Next finance meeting
02/17-08	Charging and remissions policy to be reviewed at the next Finance Committee	Finance Committee Chair	Next finance meeting
02/17-09	Governors visits code to be reviewed and updated.	Claire Bolderson	Next FGB meeting
02/17-10	Review the home school agreement	Headteacher	Next FGB meeting
02/17-11	Review the homework policy	Headteacher	Next FGB meeting
02/17-12	Draft Volunteers policy	Headteacher	Next FGB meeting

Agenda Item 10: Parent Voice

LEAD: Headteacher

- 10.1 It was noted that a date for the Parent Voice has not yet been set for this term. Governors **AGREED** that it was of utmost importance for the Parent Voice group to meet at the beginning of the Summer term. It was suggested that a translator may be present to facilitate with some parent groups for whom English is not their first language. The Headteacher **AGREED** to investigate possible translators and to set a date for the next Parent Voice meeting at the start of the Summer Term.

Agenda Item 11: Governors' visits

LEAD: Headteacher

- 11.1 The Deputy Chair **AGREED** that there would be a visit to the School to review reading. The Deputy Chair **AGREED** to liaise with the Headteacher around the visits.

Agenda Item 12: Any other business

LEAD: Chair

12.1 National Funding Formula

- 12.1.1 There was a discussion around Governors views of the National Funding Formula and the impact on inner city schools.
- 12.1.2 It was suggested that Governors write to parents to encourage involvement in petitioning against the cuts to inner city school funding.
- 12.1.3 It was **AGREED** that parents would be informed through the School's newsletter as to the impact of the proposed funding changes coming into force in 2017-18.

12.2 Highbury Grove.

- 12.2.1 There was a discussion around Ofsted inspection of the Highbury School secondary school. The School received an inadequate result in the inspection. The Headteacher reassured Governors that he would be speaking with parents to explain the Ofsted inspection process and highlight that the Governance at the School had been good but that there were concerns around the School's leadership.

Governors questioned the Headteacher as to lessons that could be learned from the inspection report. The Headteacher informed Governors that there had been particular concerns raised around and implementation of behaviour policy at the School. It was further noted that the School Leadership had not received adequate information from the School Leadership to aid them in their role as scrutinisers of assessment data. **Governors agreed that the means of sharing assessment data was transparent and suitable at Gillespie School.**

13.1 Associate member resignation

- 13.1.2 Andrea Sella informed that he would be resigning from his post as Associate Member although he hoped to remain involved in the Lab 13 work at the school.

Governors thanked Andrea for his work in assisting the Governing Body.

Agenda Item 13: Governor Training

LEAD/ PRESENTING: Chair

- 13.1 There was none to note.

Agenda Item 14: Future Meeting Dates

LEAD/ PRESENTING: Chair

- 14.1 The next Full Governing Body meeting will take place on **24 May 2017.**

Agenda Item 15: Confidential Items

LEAD/ PRESENTING: All

- 15.1 There was none.

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