



Gillespie Road
Highbury
London
N5 1LH

Minutes of the Full Governing Body

Date of Meeting	9 October 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	Apologies
Louise Russell	Parent Governor (left 1916hrs)	ATTENDED
Claire Bolderson	Co-opted Governor, Vice-chair	ATTENDED
Sanila Khaliq	Co-opted Governor	Apologies
Ashley Smith	Co-opted Governor	ATTENDED
Tom Brind	Co-opted Governor	ATTENDED
Theresa Debono	Local Authority Governor	Absent
Jon Goldhill	Associate Member	Apologies

Observers/ Advisers attendance

Katrina Moses	Deputy Headteacher	ATTENDED
Bhayini Doyle	Friends of Gillespie rep	ATTENDED
Candace Bingham	Friends of Gillespie rep	ATTENDED

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
NGA model Code of Conduct

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 Rejinder Bangar, Sanila Khaliq and Associate member Jon Goldhill, Governors consented to their apologies

1.1.3 No apologies were received from Theresa Debono

1.2 Declarations of interest

1.2.1 There were none.

1.3 Register of Interest Forms

1.3.1 It was noted that all Governors have completed their register of interest forms for publishing on the School's website.

1.4 Governors DBS checks

1.4.1 It was noted that all Governors now have full DBS clearance certificates.

1.5 Election of Chair and Vice Chair

The Clerk took the Chair for the election of the Chair

1.5.1 It was **AGREED** that the term of office for the Chair would be for 1 year.

1.5.2 Nominations were received on the night for Claire Bolderson to the post of Chair. There being no further nominations, Claire Bolderson was appointed as Chair of Governors.

1.6 Membership review

1.6.1 It was noted that Claire Bolderson's term of office is due to finish on 9 February 2019 prior to the next FGB meeting.

1.6.2 Governors **AGREED** to reappoint Claire Bolderson as co-opted Governor to commence on 10 February 2019 for a period of 4 years. The Clerk **AGREED** to update the membership list.

1.6.3 It was noted that Rejinder Bangar's term of office was due to finish on 9 February 2019. The School Leadership **AGREED** to initiate parent elections in the new year.

1.6.4 The Committee membership was **AGREED**.

1.6.5 The Link governor composition was **AGREED**.

1.7 Committee terms of reference

- 1.7.1 Governors were reminded of the need for approving the Committee Terms of Reference on an annual basis.
- 1.7.2 It was **AGREED** that the individual committees would review their terms of reference and bring to the next Full Governing Body meeting for full approval.
- 1.8 Governors' Code of Conduct
 - 1.8.1 Governors noted the NGA model code of conduct.
 - 1.8.2 It was **AGREED** that the Chair would recirculate the Code of Conduct for Governor input.
 - 1.8.3 It was **AGREED** that the Code of Conduct would be considered at the next FGB meeting for adoption.

ACTIONS:

10/18-01	Update membership list with term of office for Claire Bolderson	Clerk	2 weeks
10/18-02	Initiate parent Governor elections in the new year.	School Leadership	New academic year
10/18-03	review committee terms of reference for approval at the next Full Governing Body meeting.	Committees	Next FGB meeting
10/18-04	Code of conduct to be circulated to all Governors for comment.	Chair	3 weeks
10/18-05	Schedule Code of Conduct for next FGB meeting	Clerk	next meeting
10/18-06	Review Governance information published on the School's website	Clerk	4 weeks

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 23 May 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 Chair informed that the Newsletter article regarding the School's finances was yet to be circulated to parents. The Chair of the Finance committee **AGREED** to write an article for the newsletter to inform parents of the financial pressures facing the School.
- 2.3 The other outstanding actions were **AGREED** as having been completed.

10/18-07	Write article for the School's newsletter regarding the financial pressures that the School is facing.	Finance committee chair	2 weeks
----------	--	-------------------------	---------

Agenda Item 3: Chair's report

LEAD: Chair

- 3.1 The Chair of Governors gave a verbal report addressing the key issues around fundraising.
- 3.2 The 2 members from Friends of Gillespie (FOG) attended the meeting to speak about fundraising. The key points were noted:
- 3.3 FOG are making greater efforts to communicate to parents the reasons for fundraising with clear project aims.
- 3.4 A calendar of events has already been scheduled for activity over the year.
- 3.5 Currently FOG are seeking to raise funds for the refurbishment of the top hall.
- 3.6 Further projects have been agreed to be supported by FOG.
- 3.7 It was **AGREED** that a meeting would be set up between the Headteacher, the School Business Manager and the fundraising rep from FOG to ensure that there was no duplication of work. It was **AGREED** that formalised meetings should be set up on a termly basis involving said parties.
- 3.8 FOG have been considering the possibility of making the school available for hire for children's parties and similar events.
- 3.9 It was **AGREED** that the finance committee would receive a termly update from FOG and the main Governors meeting would receive an annual report from FOG.
- 3.10 Governors thanked FOG for their hard work in fundraising for the School.
- 3.11 **The Chair and Governors thanked Katrina Moses and the office staff for the continued hard work in raising attendance at the School and tackling the issues around persistent absenteeism.**

10/18-08	Meeting between FOG, HT and SBM to meet on a termly basis.	SBM, HT, FOG	Termly going forward
10/18-09	Finance committee to receive termly update from FOG	Finance committee to request	Termly going forward

Bhavini Doyle and Candace Bingham left the meeting at this point.

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 presented his report and highlighted the key points inviting questions from Governors.

Pupil information

Nur	26	Foundation
Rec	30	
Year 1	29	KS1
Year 2	30	
Year 3	29	KS2
Year 4	31	
Year 5	31	
Year 6	30	
Total	236	

4.2 The Headteacher explained that although some year groups had 31 children in, these numbers were higher due to the fact that children were being taught in different year groups from their birth year due to learning difficulties.

Attendance

- 4.3 There remain a number of persistent absentees who are being monitored closely. It was noted that these children have Special Educational Needs that are reported under the medical needs category.
- 4.4 It was noted that the School currently has a child with significant SEND needs. The School had agreed to take the child on the condition that the LA provide an additional teacher. The LA have agreed to providing a teacher for 2 years to provide additional support.

Nursery and Early Years funding

4.5 The School have low numbers of pupil premium families. It was noted that the criteria for pupil premium families has changed and that the local authority has requested that Schools do not take their own decisions in offering free places in nursery to those families that do not qualify. The Headteacher informed Governors that this was an area that he continues to pursue. The Headteacher **AGREED** to forward the criteria for meeting pupil premium to Louise Russell.

Quality of teaching and learning

Governors questioned the School Leadership as to how teachers are assessed in terms of the quality of teaching

- 4.6 The Headteacher informed that he undertakes all observations linking them to the formal appraisal process. It was noted OFSTED no longer carry out observations of teaching in the same way but the School continue to make judgements in this area to aid with teacher development. It was further noted that the School continue to receive external moderation with other Schools in the local area.

Attainment

- 4.7 Governors gave congratulations to the School for the outstanding attainment data at KS2. The following outcomes being noted:

Subject	Gillespie Expected standard +	National Expected standard+	Gillespie Greater Depth standard +	National Greater Depth standard+
Reading	93%	75%	43%	28%
Writing (Teacher Assessment)	96%	76%	54%	18%
Maths	96%	76%	50%	24%
Grammar Spelling Punctuation	96%	78%	54%	34%
Science (Teacher Assessment)	96%	82%	NA	NA

- 4.8 The School Leadership will be analysing Pupil Premium children achieving at greater depth with the School Improvement advisor on her next visit.
- 4.9 2 children achieved below age expected standard, both children have significant needs.

Pupil Premium cohort

- 4.10 Governors remarked that pupil premium children lagged significantly behind non pupil premium children. The Headteacher informed Governors that there are a number of interventions in place to bridge the gap between the pupil premium and non pupil premium students. It was noted that the number of pupil premium children achieving at greater depth is in line with the national average for all children and that Gillespie pupil premium pupils exceeded national averages for all children in reading, writing, maths and grammar, punctuation and spelling at the expected level.
- 4.11 The Heateacher **AGREED** to send out the Fischer Family Trust graph data representing the value added at between years 1 and 6 for a selected group.

Early Years Foundation Stage Profile

- 4.12 Those children achieving a good level of development are in line with the national and local average.
- 4.13 Those children exceeding the expected standard has been less than the national and local average for 2 years running. The Headteacher informed that work was being undertaken to explore the reasons for this with the early years team. The Headteacher stressed that it was his intention to ensure that all students who are capable to exceed achieve this across the board. The Headteacher **AGREED** to update Governors with progress towards this target at the next meeting.

Louise Russell left the meeting at this point.

Phonics Screening

4.14 **Governors commented positively on the Y1 phonics screening tests which were above both the national and local averages.**

Gillespie	Islington	National
87%	84%	83%

4.15 3 pupils in Year 2 retook the phonics screening checks; 2 of these children passed the test. The pupil that did not pass the re-take was noted as having specific reading difficulties around phonics. The School Leadership informed Governors that interventions are in place to support this child's reading in Year 3.

General Data Protection Regulation

4.16 The Headteacher informed Governors that the Data Protection Officer (DPO) will be visiting the School on 10 October 2018. It was noted that the DPO has also been recruited as the business manager across the Futurezone one of her roles being looking at ways of saving money through cooperation across the zone.

Extended Schools

4.17 **Governors questioned the School Leadership as to whether there had been any further thoughts of introducing a chess club to the extended schools offer?** The Headteacher informed governors that he would raise the point again with parents to see if there was anyone that would be interested in running a club

4.18 Governors questioned whether there was any possibility of collaborating with other Schools in the local area in clubs provision. The Headteacher **AGREED** to have conversations with local heads to investigate the possibility of having joined up clubs.

Lab 13

4.19 Governors noted the Lab 13 updates.

Fire alarm

4.20 Carried out on 4 October; under 5 mins.

Music

4.21 The School are involved in an all Islington music project run by the Barbican and supported by the Guildhall College of music leading the hub. The project is giving students the opportunity to try out different instruments. It was noted that all students in year 4 are given the opportunity to try out a stringed instrument.

Swimming

4.22 It was noted that the local swimming pool that the School use for swimming provisions has recently burnt

down. The School are now using the Archway pool to ensure that children are able to meet the national curriculum requirements.

Exclusions

4.23 There have been no exclusions in the last term.

ACTIONS:

10/18-10	Pupil premium criteria to be forwarded to Louise Russell	Headteacher	2 weeks
----------	--	-------------	---------

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 4: Report Back from Committees

LEAD: Committee Chairs

4.1 Finance and premises

4.1.1 The first meeting of the Finance and premises committee will take place on 17 October. The committee will be concentrating its efforts on budget monitoring and financial planning for the upcoming year.

4.2 Curriculum

4.2.1 Governors noted the minutes of the last curriculum committee meeting. There were no questions.

4.2.2 The next meeting of the curriculum committee will be on 6th December and will focus on English

4.3 Safeguarding

4.2.3 It was noted that the committee Chair has undertaken a recent check of the Single Central Record and all was seen to be in line with requirements.

4.4 Pay committee

4.4.1 There were no updates here.

Agenda Item 5: Policy Review/ Ratification

LEAD: All

5.1 **Child Protection policy**

5.1.1 The Child protection policy was **APPROVED** by Governors

5.2 Teacher's pay policy

5.2.2 The teacher's pay policy was **APPROVED** by Governors

5.3 Staff Code of Conduct

5.3.1 It was noted that the LA have produced an updated Staff code of conduct. The Headteacher **AGREED** to make Gillespie specific changes and bring to the next FGB meeting for approval.

ACTIONS:

10/18-11	Gillespie specific changes to be made to the code of conduct to be approved at the next FGB meeting	Headteacher	next meeting
----------	---	-------------	--------------

Agenda Item 9: Parent Voice

LEAD: Headteacher

9.1 The next parent voice session will be held on 29 November in relation to online safety. Governors are invited to attend the meeting.

9.2 Governors were invited to give input to the Headteacher for possible questions for inclusion in the sessions.

Agenda Item 10: Governors' training

LEAD: All

10.1 Mickel Ghebreyohannes and Claire Bolderson have recently undertaken training. Claire Bolderson and Mickel Ghebreyohannes **AGREED** to email the clerk with details of the training for updating on the Governors' training record.

ACTIONS:

10/18-12	Mickel Ghebreyohannes and Claire Bolderson to inform the clerk of recent training undertaken.	Mickel Ghebreyohannes and Claire Bolderson	2 weeks
----------	---	--	---------

Agenda Item 10: Information/ Discussion Items

LEAD: All

- **Safeguarding Children in Education (Governors to have received, read and understood sections 1&2)**
- **Working Together to Safeguard Children**
- **Staff performance management and pay committee arrangements** – teaching staff 31 October 2018 (deadline) and Headteacher 31 December 2018 (deadline) Pay committee HT

11.6 Governors confirmed having read, received and understood sections 1&2 of the statutory guidance, Keeping Children Safe in Education.

Agenda Item 12: Future Meeting Dates

LEAD: All

12.1 It was **AGREED** that the next meeting would take place on Monday 4 March 2018 at 1800 hrs.

Agenda Item 12: Any other urgent business

LEAD: All

13.1 There was none.

PART II: Confidential Items

Agenda Item 14: Confidential Items

LEAD: All

14.1 Please see confidential minutes available on request only.

There being no further business the meeting concluded at 2000hrs

Signed _____ Date _____

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

Gillespie Primary School