



GILLESPIE PRIMARY, ISLINGTON
FULL GOVERNING BODY MEETING
WEDNESDAY, 6 MARCH 2019 AT 7PM

Membership

| Name | Type | Term expiry date | Attendance |
|------------------------|---|-------------------------|-------------------|
| Claire Bolderson | Co-Opted Governor Chair of Governors | 09/10/2022 | Present |
| Louise Russell | Parent Governor Vice-Chair of Governors | 10/11/2020 | Present |
| Jodie Reed | Parent Governor | 22/02/2021 | Present |
| Mickel Gebreyohanes | Parent Governor | 22/02/2021 | Present |
| Rejinder Bangar | Parent Governor | 09/02/2023 | Present |
| Ashley Smith | Co-Opted Governor | 06/02/2022 | Present |
| Tom Brind | Co-Opted Governor | 06/02/2022 | Present |
| Sanila Kaliq | Co-opted Governor | 20/10/2019 | Present |
| Theresa Debono | Local Authority Governor | 31/10/2021 | Present |
| Shelley Wragg | Staff Governor | 20/10/2019 | Present |
| Mark Owen | Headteacher | N/A | Present |

Also in attendance:

Hannah Hatchman – Clerk

Part I Minutes (For the action log, see Appendix 1 attached to the minutes)

1. Apologies for absence

- 1.1. The Chair welcomed all attendees to the meeting.
- 1.2. There were no apologies for absence.

2 Declarations of Interest

- 2.1. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.

3. Notification of Any Other Urgent Business

- 3.1. There were no items of additional business raised.



4. Minutes of the last meeting and Matters Arising

- 4.1. The minutes of the last meeting held on 9 October 2018 were **approved** as a true record and signed by the Chair.
- 4.2. There were no matters arising from the minutes of the last meeting.

5. Membership of the Governing Body

- 5.1. The Governing Body were pleased to **note** the re-election of Rejinder Bangar as Parent Governor for a second term.
- 5.2. The Chair advised that Jon Goldhill's term as Associate Member had ended; Jon had made it clear that while he would be happy to re-join as an Associate if needed at a future date, he is not currently in a position to continue. All attendees thanked Jon for his time on the Governing Body and commitment to the school.
- 5.3. There were no terms due to expire before the next meeting.
- 5.4. There were no vacancies.
- 5.5. The Chair reminded Governors to complete and return the skills audit that had previously been circulated and would be re-circulated following the meeting. Once all audits had been received, an analysis of the results would support the allocation of lead roles going forward.

6. Chair's Report

- 6.1. The Chair raised the potential to use Governor Hub for the circulation of Governing Body agendas and associated reports in order to create an electronic repository for documents and provide one central point of access. Governors **agreed** that this would be beneficial going forward and the Clerk would upload the relevant documents to Governor Hub. In order to ensure a smooth transition to the new system; documents would continue to be circulated via email for the Summer 2019 term, in addition to being added to Governor Hub.
- 6.2. The Chair advised that they had attended the Islington Chairs' meeting on 5 March 2019 where a range of strategic matters had been discussed. These included the concerns around long-term school funding and the challenging climate of finance; and school admissions place-planning. The Local Authority had indicated that there was likely to be a 12% surplus of school places during 2019/20; and this would increase to 16% in 2020/21. Governors recognised the importance of maintaining pupil numbers to ensure long term sustainability and viability.
- 6.3. The Islington Community of Schools (ICOS) forum had also met since the last FGB meeting. The focus the meeting had been staff wellbeing and mental health particularly in relation to social issues
- 6.4. ICOS (see minute 6.3 above) had arranged a conference for October 2019 to provide details of how staff could access employee support; the Headteacher will be attending.



- 6.5. ICOS (see minute 6.3 above) had initiated a number of workstreams to generate innovation and best practice; and the Headteacher was the Chair of the Cultural Activities workstream that sought for all children to have undertaken 11 cultural activities by the time they reached Year 11 (11/11 initiative). Details of the project would be brought to a future meeting and would include how funding was identified and accessed; along with the engagement taking place with other organisations.

7. Committee Terms of Reference 2018/19

- 7.1. The Governing Body **approved** the following Committee Terms of Reference as circulated in advance of the meeting:
- i. Safeguarding Committee;
 - ii. Finance Committee; and the
 - iii. Curriculum Committee.

8. Headteacher's Report

- 8.1. The Headteacher's Report had been circulated in advance of the meeting setting out details of school context and admissions (including the Nursery); attendance including persistent absentees; the quality of teaching and learning; science and Lab-13 update; music update; premises and health and safety report; premises capital improvements; computing initiative update; GDPR; after-school club report; behaviour; report from the last fire alarm; Autumn 2018 term assembly themes; and planned school trips.
- 8.2. The Headteacher explained that discussions had taken place with the Local Authority regarding the Nursery provision and the school's desire to offer pupils from deprived backgrounds access to places on a full-time basis. The potential to introduce a more flexible policy was being explored, including how similar arrangements were being managed at other schools. Full proposals would be brought to the next meeting for consideration.
- 8.3. Governors reviewed the report in detail and asked a number of **questions**:
- Q:** Are the available places in Year 1 expected to be filled shortly and how have the vacancies arisen?
- A:** Yes, there is a current waiting list and it is expected that both places will be filled soon. Two pupils had left the school and moved abroad.
- Q:** What action is being taken in relation to the persistent absence for the EYFS child that had been taken on holiday?
- A:** The child in EYFS is under statutory school age and therefore it is not possible to take any formal action in these instances although the school continues to remind parents of the need for good attendance.
- Q:** Is the school investigating the reasons behind the high level of sickness absence for the pupil in EYFS that has missed 21 sessions?



A: Yes, the school is working with the family to review the circumstances for the sickness absence as part of the ongoing robust approach to attendance.

Q: Has there been any feedback from the changes to 2018/19 term dates?

A: There has been some negative feedback from a minority of parents due to the change of term dates mid-way through the academic year; although the majority were positive. The circumstances that lead to the change were unavoidable although this would not be repeated in future years.

Q: Is the school intending to be involved in the 15 March 2019 climate change action day?

A: Pupils will be encouraged to voice their concerns but there is a clear expectation of attendance and any absences will be marked as unauthorised. The school was considering the delivery of a special assembly as the day coincided with Red Nose Day. The school was keen to ensure that pupils were engaged with environmental issues and was considering undertaking a travel survey to identify how children travelled to school.

Q: Are there any expectations that the new Ofsted framework currently being consulted upon would impact the delivery of the curriculum?

A: The new Ofsted framework is expected to focus on ensuring schools have a broad and balanced curriculum in place. Gillespie Primary already focused on high quality teaching and learning pedagogical approaches rather than solely focusing on standards to ensure that there was a broad and balanced curriculum. The music and Lab-13 provision at the school were also key features of this approach.

Q: What will be the key focus for lesson observations during the Spring 2019 term?

A: Geography will be the key focus for lesson observations.

Q: One lesson 12% of the total observed, was judged to require improvement. What action is being taken to address this?

A: The lesson itself would have been judged good as an English lesson but because the focus was upon history aims and pedagogy ; this was the key area that required improvement. As a result, twilight sessions and staff meetings had been arranged to review the curriculum and develop schematic planning in time for introduction in Autumn 2019. These sessions had also been used to start identifying whole-school priorities for the School Development Plan 2019/20. Part of this overall work included Subject Leads undertaking book scrutinies and providing modelling and support to teachers. It was felt important to transfer the pedagogical approaches used in maths and English to build skills to other subjects.

Q: Are there any plans for PHSE to be made compulsory?

A: Yes, the inclusion of PHSE will be compulsory for primary schools from September 2019.

Q: How well are efforts to engage other schools in the Science For Life going?



A: The project is in its' second year and aims to build relationships with science teachers at other schools and engage with them to develop co-leadership and deliver CPD. The project aimed to provide development opportunities on a release basis, along with the associated supply cover that meant the project could be expanded to reach even more schools. Exploration of potential funding streams and expansion of the project to work with A-Level students was underway and full details would be taken to the next meeting of the Finance Committee. The school has been particularly successful in working with an Alternative Provision setting.

Q: Is the school satisfied with its foreign language offering?

A: Yes, French is offered from Year 3 for 45 minutes per week. . Informal French lessons were also provided to KS1 pupils. A review of Modern Foreign Languages was due to take place as part of our planned curriculum review

Q: Is the school happy with the quantity and quality of strings teaching under the new music scheme?

A: There has been very positive feedback following the appointment of the new strings' teacher and all pupils are able to access music for 2 hours per week per class with a variety of different activities on offer. Two hours of focussed teaching was also provided to very interested and engaged children via the Guild Hall Hub. A letter was due to be sent to parents of Year 4 pupils to invite them to join the Hub as part of an All-Islington music initiative that would be launching on 1 April 2019. The school continued to be committed to the original vision for all pupils to be able to access music on an equal basis. In addition, the school choir also met at lunchtimes and regularly performed with Pure Voices.

Q: Will the proposed premises works be included as part of the budget preparations for 2019/20?

A: Yes, potential works will be prioritised and included as part of the development of the budget.

Q: Are there any other opportunities to raise more funding for the computing improvements project?

A: There was a need for more ICT equipment to be provided and sources of funding were being explored. This would include those that may provide Gift Aid.

Q: How was the 'bring a parent to school week' received?

A: The event was a success and all attendees had enjoyed visiting the school. All feedback had been positive.

Q: The range of after-school club activities has increased, and it is pleasing to see that the offer includes activities other than sport. Are there plans to include any MFL clubs?

A: It may be possible to deliver other clubs. Sanila Khaliq agreed to look into the potential for a local college to support the school via a community initiative to provide an MFL after-school club. Details would be brought to a future meeting.



8.4. Governors **thanked** the Headteacher for providing a detailed report and for answering questions.

9. Data and Standards: Autumn 2018

9.1. Governors **reviewed** the data and standards reports that had been circulated in advance of the meeting and **noted** the following:

- The current Year 3 cohort had 8 pupils with SEND and tailored support and interventions were in place. The cohort was relatively polarised, and differentiation was key to ensuring that all pupils reached their potential;
- The current Year 4 cohort was also polarised. The cohort contained pupils eligible for Pupil Premium as well as those with SEND. As above, tailored support and interventions were in place.
- Progress for children eligible for Pupil Premium was broadly in line with their peers and this was pleasing given the lower baseline starting points;
- There was a slight widening of the gap between the attainment of children eligible for Pupil Premium and their peers in Year 4; although the cohort had a high level of need and had been impacted by the introduction of the new curriculum in 2016 that had impacted on overall progress;
- The Head and Deputy Head will be providing additional teaching in Year 4 once SATs are completed in the second half of the summer term.
- Governors were pleased with the overall progress and attainment across all year groups.

9.2. A report of the visit by the School Effectiveness Partner that had taken place on 23 January 2019 had been circulated in advance of the meeting and was **noted** by the Governing Body. The report was very positive and had identified the areas of strength and those for development in the future that were being monitored closely by the Curriculum Committee.

10. Reports from Committees

10.1 The Governing Body **noted** the minutes of the Curriculum Committee that had taken place on 6 December 2018. The Chair of the Committee highlighted that monitoring visits were in the process of being arranged and would have the focus of PHSE.

10.2. The Governing Body **noted** the minutes of the Finance Committee that had taken place on 17 October 2018. The Chair of the Curriculum Committee highlighted that the focus of the next meeting would be budget monitoring and development of the 2019/20 budget once details of the funding settlement had been received from the Local Authority. The meeting would also approve the Schools' Financial Value Statement; resources and funding for science; and 3-year forecast.

10.3. The Governing Body **delegated** authority to approve the 2019/20 budget to the Finance Committee. The 2019/20 budget would be ratified by the Governing Body at its' next meeting on 12 June 2019.

10.4. The Governing Body **noted** the Safeguarding Committee was due to meet in May 2019 and would be undertaking reviews of safeguarding policies. The Annual



Safeguarding Report was also due to be circulated by the Headteacher. Dates of the next meetings would be circulated via email by the Committee Chair.

11. Parent Voice

- 11.1. The Headteacher provided a report setting out a summary of the online safety survey that had taken place at the last parents evening in Autumn 2018. Following the survey, additional e-safety and guidance were due to be provided on the schools' website and advice would continue to be included in the termly newsletter. The School is planning to hold workshops for parents covering online safety and social media use. The Community Police Team had also delivered online safety workshops for all classes. Feedback to parents of the survey would be provided in the next school newsletter.
- 11.2. Governors felt that the new approach to seeking parental feedback had been positive and this would be repeated in the future. The next focus would be agreed in the Autumn 2019 term.
- 11.3. Governors asked for clarification of homework policy given the expectation of some teachers that projects assigned on Friday's be completed over a weekend. The Headteacher would discuss with staff and update Governors at the next meeting.

12. Governor Visits

- 12.1 Governor visits to PHSE lessons were in the process of being arranged for the Spring 2019 term.
- 12.2. Governors were reminded to attend training across the year and look out for courses of interest.

13. Policies/Documents for Approval

- 13.1 The Governing Body approved and adopted the Code of Conduct.

14. Information/Discussion Items

- 14.1. Governors discussed the local initiatives taking place to improve air quality by planting trees. TheUCL currently monitored air quality levels and shared these with the school, who worked closely with the 'parent green team'. The school was expecting to plant more trees at the front of the school in March 2019 to create a barrier against traffic. The school continued to work with other local schools on initiatives to improve air quality and the environment.

15. Any Other Business

- 15.1. There were no items of other business.

16. Dates of Future meetings 2018/19



16.1. The Governing Body **agreed** the following dates:

| Meeting | Date |
|----------------------|-----------------------------------|
| Curriculum Committee | Wednesday, 27 March 2019 at 7pm |
| Finance Committee | Tuesday, 2 April 2019 at 7pm |
| FGB | Wednesday, 12 June 2019 at 7pm |
| FGB | Wednesday, 16 October 2019 at 7pm |

The meeting concluded at 8.05pm.

Signed..... Date.....



Appendix 1 – Action Log

| Date added | Item | Owner | Date for next review |
|-------------------|---|-----------------|-----------------------------|
| 06/03/2019 | Skills audit to be re-circulated and completed by all Governors. | Chair/Clerk/FGB | 12 June 2019 |
| 06/03/2019 | Details of the 11/11 project to be brought to a future meeting including how funding is being identified and accessed and the engagement taking place with other organisations. | Headteacher | Summer 2019 |
| 06/03/2019 | Flexible Nursery proposals to be brought to the next meeting. | Headteacher | Summer 2019 |
| 06/03/2019 | Sanila Khaliq to look into the potential for a local college to support the school via a community initiative to provide an MFL after-school club. | Sanila Khaliq | Summer 2019 |
| 06/03/2019 | Annual Safeguarding Report to be circulated to all Governors. | Headteacher | Summer 2019 |
| 06/03/2019 | Details of homework expectations to be provided at the next meeting. | Headteacher | 12 June 2019 |