



GILLESPIE PRIMARY SCHOOL

MINUTES FROM

FULL GOVERNING BOARD MEETING HELD ON

Wednesday 14th October 2020 online at 6pm

Attendees:

Claire Bolderson (CB) Chair of the Governors & Co-opted Governor	Tom Brind (TB) Co-opted Governor
Mark Owen (MO) – Head teacher	Dan Hamilton (DH) – Co-opted Governor
Sarah Bergin (SB) - Staff Governor	Louise Russell (LR) - Parent Governor
Mickel Ghebreyohannes (MG) - Parent Governor	Katrina Moses (KM) – Deputy Head (Observer)
Ashley Smith (AS) Vice -Chair & Co-opted Governor	Sajni Patani (SP)- Co-opted Governor
Rejinder Bangar (RB) - Parent Governor	Jodie Reed (JR) - Parent Governor
Tess Lundy – Clerk ISL Governor Services	

Item no.	Item	Action
1.	WELCOME The Chair welcomed all Governors to the meeting and introduced the new Clerk Tess Lundy from Islington Governor Services.	
2.	ELECTIONS Election of Chair - Current Chair CB was nominated and seconded to remain in post for another year. Election of Vice-Chair: Ashley Smith was nominated and seconded as Vice Chair.	

3.	<p>APOLOGIES/CONSENT FOR ABSENCE</p> <p>Theresa Debono - LA Governor</p>	
4.	<p>REGISTER OF BUSINESS INTERESTS FORM</p> <p>The Chair reminded all Governors that the Annual Business Interest forms need to be read, signed and returned to Tess for upload to Governorhub to confirm they have read and complied with the requirements of Governorship.</p>	All Governors
5.	<p>CODE OF CONDUCT</p> <p>The Chair reminded all Governors that the code of conduct needs to be read and signed annually by all Governors. The Chair has circulated two models, Gillespie current model which is eighteen months old and the revised 2020 NGA Model. The Chair advised that the NGA Model is up to date with references to Social Media and proposed that the board adopt the new NGA Model as the schools code of conduct.</p> <p>Governors agreed to this proposal and were asked to review, sign and return the signed Code of Conduct forms to Tess, for upload to Governorhub to confirm they have read and complied with the requirements of Governorship.</p>	All Governors
6.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>None</p>	
7.	<p>MINUTES OF PREVIOUS MEETING</p> <p>Minutes accepted as correct. CB will send copy of ratified signed minutes to Tess for uploading to Governorhub.</p>	CB
8	<p>MATTERS ARISING FROM THE MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA)</p> <p>None</p>	
9	<p>COMPOSITION OF GOVERNING BOARD including committees and link Governors.</p> <p>Louise Russell's term as a Parent Governor ends on 10.11.2020.</p> <p>The Chair proposed that Louise stays on until the next election at the first half of the Spring Term as an Associate Governor without voting rights when her term ends in November. All Governors agreed to this.</p> <p>The Chair proposed Sajni Patani be appointed Chair of the Finance Committee. Louise Russell as Associate Governor will support handover into this role. All Governors agreed to this.</p>	

	<p>The Chair advised that there will be lots of change over the next six months, including the completion of terms for two more parent governors and the expected resignation of a third when his child leaves the school. There will be elections early next year and current parents are welcome to stand as long as they have children attending the school.</p> <p>The Chair highlighted that a new Chair is needed for the Pay Committee and proposed Ashley Smith. Governors agreed to this.</p>	
10	<p>CHAIR'S ACTION/REPORT</p> <p>The Chair reported attendance at Islington Chair of Governors Meeting on Tuesday 13th October. Primary schools report that attendance is Good overall.</p> <p>There was strong recognition of how difficult it has been managing schools for SLT's during Covid. Staff wellbeing is a national issue. The board will review and discuss this later in the term.</p> <p>Last Thursday OFSTED visited several schools in the Borough as a fact finding exercise talking to SLTs to see how things are going with regards to Curriculum recovery and Remote Learning. Generally, schools felt the visits from OFSTED were a positive thing to allow for sharing good practice, advice and tips.</p> <p>No actions.</p>	
11.	<p>HEADTEACHER AND TEACHER APPRAISAL AND PAY</p> <p>A Governor explained The Head's appraisal for 2019/20 will be completed by the Chair and Vice-Chair within the next few weeks. The appraisal will deviate from the original objectives to cover the work around Covid since March 2020. New objectives will then be set for this school year. Governors agreed to this arrangement.</p> <p>Formal teacher appraisals for last year were suspended in the summer. Guidance stated that unless specific concerns had been raised, teachers due for scale increases should get them. This has been done and pay rises had been confirmed by the Pay Committee. This year's appraisals will take place as usual, and towards the end of the academic year the Head will make recommendations to the Pay Committee</p>	
12	<p>HEADTEACHER'S REPORT – adjusted version due to COVID</p> <p>Governors received the report via email prior to the meeting. The Chair noted that school is running well, with attendance figures above 97% for the first four weeks of the new term. Children are happy to be back at school.</p> <p>A Governor congratulated the school on the attendance and the positive start to term. There was recognition that attendance figures are due to the hard work of the entire school team who were thanked.</p> <p>The Chair enquired about what the term '<i>Flexi-School</i>' means? The Deputy Head</p>	

<p>explained that it was a mix of home and school education. Flexi-school is unusual in Islington generally.</p> <p>The arrangement refers specifically to an SEN child at the school who is dual registered on Mondays and attends therapy appointments and is home educated on a Friday. Friday is recorded as a C Code, which is a Medical absence. The child struggles being in school full-time so this arrangement is the best way the school can support the family for now.</p> <p>Nursery</p> <p>A Governor queried the relatively low number of children in the nursery and asked if this was particular to Gillespie or was this a borough wide issue, possibly related to Covid?</p> <p>The head agreed that the numbers are low and will look into the borough-wide figures and report back to the Governors. He explained that the school had done very well since the introduction of the 30 Hours provision but added that many Islington Nurseries are struggling with admissions.</p> <p>Risk Assessment:</p> <p>Amendments had been made to the Risk Assessment to reflect changes to pick-up and drop-off times, and to ensure PE and Gymnastics can take place safely.</p> <p>A Governor asked if the risk assessment needs further updating in line with plans to re-start After School Clubs in the second half of term.</p> <p>There will be two clubs, two days per week for YRs 1, 2 and 3 and two further clubs on different days for YRs 4, 5 and 6. Only children who do not attend any after school activities at alternative After School providers can attend Gillespie clubs.</p> <p>It was agreed that plans for After School Clubs would added to the current Risk Assessment which would then be circulated by email.</p> <p>A further updating and review will take place after half term once clubs have had a chance to settle in.</p> <p>A Governor highlighted that Social distancing at drop off and pick up time was going well generally, but pointed to difficulties at the entrance for the Reception and Nursery classes where access is very narrow. The Head agreed that this was not ideal, but said it was the best option under the circumstances. The council putting a <i>no cars</i> restriction on travelling down the street during school periods had been helpful.</p> <p>The Head added that staff and parents are being very patient in a difficult situation. Adjustments have been made to minimise waiting time for parents & children at drop off and pick up. There is no instant solution and further difficulties arise when families arrive before, or after, their allotted time or stay to see their children into the school. Parents will be reminded via the newsletter of the need to stick to the timetable and to maintain social distance at all times.</p>	<p>MO, CB</p> <p>MO</p>
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	<p>Governors discussed the Head’s reference to the need to rebuild learning stamina particularly amongst older children. The Staff Governor explained that this was improving and that teachers have had to recognise that particularly as morning sessions are longer for KS2 children, more time is needed for respite from curriculum work and to keep children active.</p> <p>A Governor asked about reports of some disruptive behaviour in the classroom.</p> <p>The Head advised that he had not received any feedback about a deterioration in behaviour from staff, nor had he observed it. He will however canvass opinion from staff and feedback to Governors. So far, it has been a positive start to the year and behaviour has not generally been an issue.</p> <p>Staff maintain their high expectations of good behaviour. This has been aided by the fact that children are now sat facing the front of the classroom under the new social distancing regulations. This allows teachers to have a better view of them throughout their learning.</p>	MO
13.	<p>PUPIL PROGRESS</p> <p>The Deputy Head presented Pupil Progress Data but cautioned that this was based on assessments carried out much earlier in the term than usual and only three weeks after children returned to full-time schooling.</p> <p>However, the results do allow for comparison of where pupils are now in their learning, to where they were in February 2020, shortly before lockdown.</p> <p>They indicate that in all year groups, most children have made at least some progress ie, one or more steps since February</p> <p>In the younger year groups (Y2 & Y3) more marked progress is seen, more pupils are making the expected 3 or 4 steps of progress in all three areas of Reading, Writing and Maths. They look in a good position moving forward.</p> <p>In the older year groups (Y4, Y5 and Y6), progress is more varied. The data indicates that there are a few pupils who have regressed/fallen back (13 pupils in total who regressed in one or more subjects)</p> <p>Governors discussed why this difference between KS1 and KS2 progress has emerged.</p> <p>The Deputy Head speculated that some older pupils were left to work more independently at home while younger children are more likely to have had an adult beside them and checking in with them more frequently. She noted also that the current Y1 and 2 cohorts were back in school for a month or so before the summer holidays appear to have benefitted from that.</p> <p>Governors asked about progress of those children included in the classes for “vulnerable” pupils throughout lockdown. The DH said those who had been in</p>	

	<p>school consistently had made progress but that there were those who had not attended at all, or had attended on a part-time basis who had made less progress or some cases none at all.</p> <p>The data is now being discussed with teachers in individual pupil progress meetings. Some children will catch-up quickly through quality classroom teaching. Teachers will now identify those who need rapid, targeted support.</p> <p>The Chair thanked the DH for producing the data so quickly. It will be discussed in detail at the second Learning Committee Meeting of this term where the DH will outline plans for spending of the Catch-up Premium.</p>	
14	<p>REPORTS FROM COMMITTEES</p> <p><u>Finance Committee (including budget monitoring)</u></p> <p>The forecast for the end of the year is that the budget will be in deficit. It is hoped that the school will receive some Covid-19 government funding to alleviate this. Applications have been made but the Head reported that the DFE are overwhelmed by the number of applications. Schools are unlikely to receive news of additional funding for another one to two months.</p> <p><u>Learning Committee</u></p> <p>There will be a discussion next Tuesday (20/10/2020) on the Remote Learning Policy at which Angela Parker and Sarah Bergin will present.</p> <p>The new Remote Learning policy will be sent to Governors in advance.</p> <p>The second meeting of term will be on November 9th 2020 at which the Deputy Head will take questions on pupil progress and catch-up plans</p>	SB, AP.
15.	<p><u>SAFEGUARDING</u></p> <p>The Safeguarding Governor confirmed that the Child Protection Policy has been updated, as well as the Behaviour, SEND and Whistleblowing policies.</p> <p>Governors approved these policies.</p> <p>The SCR Check is in order, however, it was noted that the volunteer section is out of date. This is not pressing for the time being as no volunteers are currently allowed into school. There will be efforts to recruit new volunteers once they are allowed back in.</p> <p>Covid 19: A number of staff and children at the school have had tests all of which have been negative. The Head added that there are a number of TAs and Teachers currently self-isolating or awaiting test results. There are lots of staff off sick, Two are Covid related, and five are off due to other illnesses.</p>	

<p>16.</p>	<p>REPORT FROM SCIENCE FOR LIFE GOVERNOR</p> <p>The Science for Life Governor advised that work around the project has been somewhat restricted due to the pandemic. It is not possible to bring other schools or teachers in for the sorts of collaborative and professional development activities that usually take place. Science teaching continues however and the Scientist in Residence will be filming a lesson for the funders at the Dame Alice Owen Foundation.</p> <p>Although funding has been reduced, it was noted that this is unlikely to make an impact in the foreseeable future.</p> <p>There has been some progress in efforts to expand the project through recruitment of a Development Officer to work with secondary schools. Elizabeth Garret Anderson School has agreed to host the Development Officer. Plans are also underway to set up a Steering Group to oversee the whole project.</p>	
<p>17.</p>	<p>ITEMS FOR ANNUAL REVIEW</p> <p>The current statement of behaviour principles had been adopted.</p>	
<p>18.</p>	<p>GOVERNORS' BRIEFING, GOVERNOR TRAINING AND DEVELOPMENT</p> <p>ISL Governor Services are holding an online Equalities Training course next Monday 19th October. Details have been sent to all Governors via Govhub.</p> <p>The Chair encouraged all Governors to take up training opportunities provided by ISL Governor Services as part of the schools agreement with them. All training will be virtual for the foreseeable future.</p>	
<p>19.</p>	<p>FUTURE MEETING DATES AND AGENDA ITEMS</p> <p>The Chair informed the Governors that there will be a second FGB Meeting this term to look at the ongoing Risk Assessment and the School Development Plan.</p> <p>The extra AUTUMN TERM FGB meeting will take place on Wednesday 2nd December 2020 at 6.00pm</p> <p>The SPRING TERM FGB meeting will take place on Wednesday 3rd March 2021 at 6.00pm</p> <p>The SUMMER TERM FGB meeting will take place on Wednesday 9th June 2021</p>	<p>Clerk to update GOVHUB</p>

PART TWO – CONFIDENTIAL ITEMS

If there are items to be discussed under Part 2, please put the items below on a new sheet.

20.	CONFIDENTIAL BUSINESS None	
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	DATE OF NEXT MEETING: Wednesday, 2nd December 2020 at 6.00PM	
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<p>There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 19.41pm.</p> <p>Tess Lundy Clerk to Governors Islington Governor Services Islington Council</p>	<p>CHAIR: _____</p> <p>DATE: _____</p>
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**GILLESPIE PRIMARY SCHOOL
ACTIONS ARISING FROM THE MEETING OF
14TH OCTOBER 2020**

ITEM	ACTION	BY
4.	All Governors to Read, sign and return the registration of Business Interest Form to Tess at cialk2808@yahoo.co.uk for filing and upload to Govhub.	ALL GOVERNORS
7.	Chair to sign ratified minutes and return Form to Tess at cialk2808@yahoo.co.uk for filing and upload to Govhub.	CB
12.	MO and CB to send an email to Governors outlining changes to the Risk Assessment once After School Clubs have re-started. Mark to distribute Risk assessments to all Governors	MO , CB
12.	Mark to put a notice into the newsletter reminding parents to keep their distance between each other on drop off and pick up.	MO
12.	Mark to monitor behaviour and feedback if he notices any negative changes in behaviour.	MO
13.	Katrina to send Pupil Progress and Attainment report and data tables to Governors.	KM
14.	Sarah and Mark to feedback to Governors on next week's discussion on Remote Learning Policy.	SB , MO
14.	Mark to send Remote Learning Policy to JR for distribution to Governors	MO , JR