



GILLESPIE PRIMARY SCHOOL

MINUTES FROM

FULL GOVERNING BOARD MEETING HELD ON

Wednesday 20th October 2021 online at 6.00PM

Attendees:

Claire Bolderson (CB) Chair of the Governors & Co-opted Governor	Dan Hamilton (DH) – Co-opted Governor
Mark Owen (MO) – Head teacher	Bhavini Doyle (BD) - Parent Governor
Sarah Bergin (SB) - Staff Governor	Katrina Moses (KM) – Deputy Head (Observer)
Mandy Kirby (MK) - Parent Governor	Sajni Patani (SP)- Co-opted Governor
Ashley Smith (AS) Vice -Chair & Co-opted Governor	Tess Lundy – Clerk
Jodie Reed (JR) - Parent Governor	

RED denotes absent

Item no.	Item	Action
1.	<p><u>WELCOME & APOLOGIES</u> The Chair welcomed all Governors and thanked them for attending the first FGB of the academic year.</p>	
2.	<p><u>2a. Business Interest forms</u> Clerk reminded any Governors who have yet to return their ROBI form for 2021-2022 to do so as a matter of priority. The form has been posted on Governorhub noticeboard here for those who need to complete the form.</p> <p><u>2b. Self declaration form</u> New forms sent to Chair and vice for completion following re-appointments at FGB 20/10/2021</p> <p><u>2c. DBS Checks</u> Most DBS checks are up to date JR is currently in the process of having DBS renewed with school.</p>	<p>CB, AS</p> <p>JR</p>

	<p><u>2d. National Database</u></p> <p>Up to date</p> <p><u>2e. Code of conduct</u></p> <p>Up to date</p>	
<p>3.</p>	<p><u>Appointments</u></p> <p>CB explained that AS's current term as a Governor is due to end before the next FGB, affecting the vice chair post. The board need to consider AS's nomination for re-appointment as a co-opted Governor. A Chair also needs to be nominated and elected for this academic year, as is an annual requirement.</p> <p>Governors proposed and seconded the following appointments:</p> <p><u>Co-opted Governor – Ashley Smith</u></p> <p>The clerk asked for Governors to Propose and second AS as a co-opted Governor. Being nominated and seconded, AS was elected as Co-opted Governor for the term 20/10/2021 to 19/10/2025</p> <p><u>Chair – Claire Bolderson</u></p> <p>The clerk asked for Governors to Propose and second CB as Chair for the academic year 2021-2022. Being nominated and seconded CB, was elected as a Chair for the academic year 2021-2022.</p> <p><u>Vice Chair – Ashley Smith</u></p> <p>The clerk asked for Governors to Propose and second AS as Vice chair for the academic year 2021-2022. Being nominated and seconded AS, was elected as Vice Chair for the academic year 2021-2022</p>	
<p>4.</p>	<p><u>Composition of the Governing Body</u></p> <p><u>4a Composition changes</u></p> <p>The completion of the term of LA Governor Theresa Debono is reported. The Chair thanked Cllr Debono for her many years of service and support to the school and the Governing body. The Chair has filled in the relevant forms identifying the skills required to fill the vacancy and is liaising with the LA to find suitable candidates profiles to be sent through.</p> <p><u>4b. Appointment of a Pupil Premium Link Governor.</u></p> <p>ML will oversee the area of pupil premium as Link Governor.</p> <p><u>4c. Review of committees, including membership, chairing and terms of reference.</u></p> <p>Chair asked all Governors to select a first preference for committees and second committee that they will attend.</p> <p>SP – confirmed as Finance Committee chair JR – confirmed as Learning Committee chair</p>	

	<p>BD – confirmed as Safeguarding Committee chair</p> <p>Governors agreed to minuting task for committees being rotated, as it was difficult for the chair of committee to do this.</p> <p>Finance and curriculum terms of reference have been distributed to all members of the Governing body and can be viewed here</p>	AS, CB
5.	<p><u>MINUTES OF PREVIOUS MEETING - Wednesday 7 July 2021</u></p> <p>Minutes accepted as correct and ratified. Signed copy of minutes to be sent to clerk for uploading to Govhub.</p>	CB/ CLERK
6.	<p><u>Matters arising from previous minutes</u></p> <p>None</p>	
7.	<p>Head teacher and Teachers appraisal and pay</p> <p>The recommendations below were approved by the Governing body</p> <ul style="list-style-type: none"> • Makes arrangements to review the governing board’s Appraisal and Pay policies (this must be done annually). • Makes arrangements for the Head teacher’s appraisal early in the academic year. • Appoints two or three Governor Reviewers to carry out the Head teacher’s appraisal. • Appoints an external adviser to the appointed governors. . • Receives a report from the Head teacher on the operation of the school’s appraisal scheme over the previous academic year. • Reviews the membership of the Pay Committee (or equivalent), which must meet to confirm all staff pay determinations and keep records and minutes, and make arrangements to hear any appeals. <p>The Governors agreed to make arrangements for the Head teachers’ pay review. CB and AS will meet with June Hall, an external advisor to complete the review with MO. MO will arrange a date for the review</p>	MO
8.	<p><u>HEADS REPORT</u></p> <p>Pg. 1 – reference to nursery admissions, the Chair asked what the implications on the school budget of having fewer fee-paying families in the nursery.</p> <p>The head explained the nursery provides additional income. Though many families expressed an interest initially, they did not follow through applications so there are still places available</p> <p>A Governor asked if the nursery was still viable with the costs of paying staff etc. taken into account.</p> <p>The head confirmed the nursery is still viable as it currently has a good number of fulltime places and people tend to join throughout the year. This is an on-going issue throughout the borough. Nursery fees are income additional to the overall budget. Numbers will be monitored and the school will keep promoting the nursery on twitter etc. to keep the profile high. Without wrap-around care, it’s difficult to compete with other providers</p> <p>The Head stated that birth rates in Islington and nationally are going down, adding to the problem.</p>	

The Chair highlighted there may be a link with overall falling admissions and suggested next year's reception admissions are monitored and reviewed at the next FGB in March 2022, with a view to discussing how the school as a whole, can be promoted more widely.

Attendance

A Governor congratulated the school on the strong attendance figures, which have been excellent for the first half of term back at school.

The head explained that KM and RW have done a great job dealing with persistent absenteeism early. Assistant Head and SENCO Lynn has been invaluable.

The Chair advised Governors that a Learning committee meeting will be should be planned to report on pupil progress now that the school is returning to a more normal school routine. The head will meet with teachers on November 26th for pupil assessment and Learning Committee will meet in the week of 29th.

Catch up programme

The school has a much smaller budget for catch up this year. This means interventions will need to be more strategically planned. Interventions will run for 30 days (15 weeks) from the beginning of spring term through to the summer term to maximise impact.

The focus this term is to get the children back to learning and back into a normal school routine. Children have suffered socially due to Covid and that is particularly evident in our nursery and reception children, some of whom are still wearing nappies or are not fully potty trained.

KM advised Governors that the school will be starting the usual maths intervention with YRS 5 and 6 after the half term break, but this will not be covered by catch up funding

Science for life (SFL)

The Science for Life partnership is led by Megan, our resident scientist and funding for this role is secure for the next two to three years. The funders, (DAOF) and the LEA want to expand the project through the employment of 2 additional part-time roving scientists. The school is engaged in a continuing dialogue with the LEA about finding an agreed process for employment of the scientists who will be placed in Islington primary and secondary schools. Governors re-iterated that while keen to see expansion of the project, Gillespie will not act as employer of any new staff.

Engagement in the existing Science for Life partnership is currently strong with enthusiastic science leads from Gillespie and fifteen Islington schools keen to participate. A yearly action plan for meetings, collaborative science enrichment opportunities and continuing professional development has been agreed. Hub members meet each half term to share effective practice and receive professional development.

In Gillespie itself, Science is currently being studied from the nursery through to Year 6.

Futurezone

Futurezone activities have restarted. The scheme costs the school £3000 per year, which The Head believes is great value for what the school can gain from the scheme overall.

Futurezone is working with the Institute of Education /University College London to deliver Leadership training to teachers. This year's training is redesigned as a new programme of

national professional qualifications (NPQ) There is a large amount of self-study built into the programme and teachers must be personally committed to this level of self-study.

The DFE have advised that central government will fully fund the courses.

Gillespie teachers Shelley and Sarah will continue to engage with the F.Z. Connolly research group focused around equalities and diversity in delivery of the school curriculum. This information will be passed on to staff as the school continues to review and refine the planning of units of work around delivery of the National curriculum.

Annual Futurezone pupil projects the school will take part in this year include

- The Futurezone Poetry competition for Y6.
- Writing through art, in conjunction with English Heritage, for Y4, which includes a visit to Kenwood House.
- Writing through film project with Y5.

A Governor asked whether Gillespie is still paying a share of the salary of a business manager from another school, previously employed part of the time to work on Futurezone finance issues. The Head confirmed that the arrangement no longer exists. No such contribution is being made.

After school club (ASC)

Afterschool clubs will be up and running after half-term Take up will be monitored. .

They will be run by a private company, [Ready Set Stage](#) – Full details of the clubs Ready Set Stage hold at the school can be found [here](#).

Elizabeth House will also be running two after school clubs for Gillespie pupils; a cooking club and a computer-coding club.

A Governor commented that £8 per session seemed expensive for those families from less affluent backgrounds, but not subsidised by Pupil Premium.

The Head confirmed that there would be subsidies for Pupil Premium children but said that given the constraints of the budget, prices for other families would have to reflect the realistic costs of running the clubs. However, as in the past, where it was felt particular children could benefit from the learning enrichment offered by clubs, the school would look at ways of subsidising their attendance.

The Chair suggested speaking to Friends of Gillespie (FOG) to see if they could help with the costs.

The head will analyse data on *all* families enrolled in after school clubs and report to the next FGB in March 2022.

Trips

Trips out of school are allowed again though there has been only one requiring transport so far, and for that a coach was used. .

A Governor asked if trips were covered in the risk assessment, particularly in relation to using public transport?

	<p>The vice chair suggested the risk assessment should be updated to state that 'The school always carries out a risk assessment for each trip taking current / latest government advice on Covid measures into account at the time'</p> <p>This was agreed.</p> <p>The head said measuring parental attitudes to trips would be important, as their feelings about public transport etc. must be taken into account.</p> <p>The Chair thanked the Head for a very comprehensive report</p> <p>The full heads report can be found on Govhub hub via the link HERE</p>	<p>MO</p>
<p>9.</p>	<p><u>Minutes / Reports from Committee</u></p> <p><u>Finance committee</u> – September 2021 Budget Monitoring headlines</p> <ul style="list-style-type: none"> • Carry forward £10.7K rather than £32.4K due to changes in expenditure and income. • We are not predicting an in year deficit at the end of the year. • For future budget setting, we will not be able to depend on carry-forwards as in the past. • Audit report submitted with lots of tasks around monitoring invoices, PO codes etc. SB, the business manager will talk to LEA Finance to understand which of the tasks must be done, which are good practice. She will report back to the next finance committee meeting. <p>The full minutes from Finance, Premises and personnel committee can be viewed here</p> <p><u>Learning Committee - Headlines</u></p> <p>The School Improvement Plan had been scrutinised at the most recent meeting. Priorities include:</p> <ul style="list-style-type: none"> • Reading, writing and maths. • Embedding work on the broader curriculum 	<p>SB</p> <p>MO,CB</p>

	<ul style="list-style-type: none"> • Staff and pupil wellbeing <p>Governors had asked for more clarity on success criteria to be included. They had also requested more detail on parental involvement in education – beyond pupil wellbeing.</p> <p>The Head will address these points and send a final SIP to Chair for circulation</p> <p>The next committee meeting will look at Autumn Pupil Progress data and then focus on the early years.</p> <p>Minutes from Learning Committee meetings in July 2021 and October 2021 can be viewed via hyperlinks.</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Committee meeting scheduled for after half term – 22nd Nov 2021 • New KCSIE 2021 compliance completed 	
10.	<p><u>Approval of Pupil Premium statement</u></p> <p>Governors discussed the difficulties in assessing Pupil Premium impact and achievement in the absence of any formal assessment data. It is not possible to make comparisons nationally. In recent years, Gillespie PP children have made progress and attained at levels equal to or above <i>all</i> pupils nationally. It's clear that some, particularly in the younger years, will be starting this year from a lower than usual position in terms of learning and social skills.</p> <p>The Chair said it would be useful for the context section of the statement to include the overlap between PP Ever 6 children and those with SEND</p> <p>Some small updates were needed to details on reading volunteers and other operational matters.</p> <p>The pupil premium statement can be reviewed here</p>	MO, CB,
11.	<p><u>Approval of updated policies</u></p> <p>Governors approved updated policies listed below</p> <ul style="list-style-type: none"> • Child protection • Behaviour • Anti-bullying 	
12	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Jodie to liaise with the head and Chair for the next learning committee update on pupil progress and discuss early years. • All Governors asked to email Chair with first and second choice committee choices. • Training – Chair and vice chair will be doing IGS training on 'How to prepare for OFSTED' and will report to governing body afterwards. 	
13	<p>FUTURE MEETING DATES AND AGENDA ITEMS</p> <p>FGBs 2021-2022</p> <p>Wednesday 2nd March 2022 at 6PM</p>	

	Wednesday 15 th June 2022 at 6PM	
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PART TWO – CONFIDENTIAL ITEMS

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

11.	CONFIDENTIAL BUSINESS	
	None	

	<p>DATE OF NEXT MEETING: FGB - Wednesday 2nd March 2022 at 6PM</p> <p>There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 19.27 pm.</p> <p>Tess Lundy - Clerk to Governors</p> <p>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
20TH OCTOBER 2021**

ITEM	ACTION	BY
2.	Chair and vice to complete and return SELF DEC forms to clerk at countess.lundy@islington.gov.uk following re-appointments at FGB 20/10/2021	CB, AS
2.	Chair to sign ratified minutes for FGB July 7th 2021 and return to Tess at countess.lundy@islington.gov.uk for filing and upload to Govhub.	CB, Clerk
2.	JR to arrange DBS renewal with school	JR
7.	MO to arrange date for Head teacher pay review meeting.	MO, AS, CB
8.	Head to provide Analysis of families using ASC to FGB for March 2022	MO
9.	SB to liaise with finance over Auditing processes suggested during audit and what this means for the school.	SB
9.	MO to send SIP to CB for circulation to all Governors for review	CB, MO ALL GOVS
7.	CB to highlight areas of pupil premium statement i.e. roll number and reading volunteers Page 5 that need to be reviewed and send back to MO for review.	CB, MO