



**GILLESPIE PRIMARY SCHOOL
MINUTES: FULL GOVERNING BOARD MEETING
WEDNESDAY 15 JUNE 2022 (IN PERSON) AT 6.00PM
LOCATION: GILLESPIE RD, LONDON N5 1LH**

Attendees:

Claire Bolderson (CB) Chair of the Governors & Co-opted Governor	Dan Hamilton (DH) – Co-opted Governor
Mark Owen (MO) – Head teacher	Katrina Moses (KM) – Deputy Head (Observer)
Sarah Bergin (SB) - Staff Governor	Hafsa Akbar (HA) - Parent Governor
Mandy Leatham (MK) - Parent Governor	Finella (Fin) Craig - Local Authority
Ashley Smith (AS) Vice-Chair & Co-opted Governor	Jane Wright - Manager for Schools and Early Governance (Islington Council) (Observer)
Jodie Reed (JR) - Parent Governor	Pauline Mayne – Clerk
Sajni Patani (SP) - Co-opted Governor	

Apologies	
Bhavini Doyle (BD) - Parent Governor	

Item no.	Item
1.	<p><u>Welcome</u></p> <p>The Chair welcomed all present and thanked everyone for attending the meeting.</p> <p>Jane Wright, Manager for Schools and Early Governance with Islington Council, was introduced and explained that she was at the meeting as part of the governance quality assurance for the Islington Clerking Service</p> <p>The following were then congratulated:</p> <p>Fin Craig on her election as an Islington Councillor (Arsenal Ward).</p> <p>Sajni Patani on her recent marriage</p> <p>Shelley Wragg, Y2 teacher and a former member of the GB, on being shortlisted for Islington's Teacher of the Year Award, which was well deserved.</p> <p>Sarah Bergin on her appointment as assistant head at a new school. Sarah was thanked for her invaluable contributions to Governing Board meetings. She will be missed. MO has advertised for a replacement and will inform parents of SB's departure once recruitment is completed. A new staff member for the board will be sought at the start of Autumn term.</p>

<p>2.</p>	<p><u>Membership of governing board</u></p> <p>Appointment of Link Governors</p> <p>The Chair suggested that in addition to SEN and Safeguarding Governors, the board appoint an Equalities governor. The role is intended to monitor representation in the school community and curriculum, and to make sure there's equality in access to learning for all children whatever their needs and abilities.</p> <p>Governors were invited to put themselves forward for the role. Allocation of all link governor's roles will be discussed further at the FGB in Autumn term.</p> <p>ACTION 2.1 Members of the GB to let the Chair know if they are interested in taking on the equalities link governor role or if they would like to change their current role.</p> <p>ACTION 2.2 JW to send to the Chair materials and a draft role description of the equalities link governor role.</p> <p>Updates on Chair and Vice-chair of governing board</p> <p>The Chair announced her intention to step down in a year's time. She and the Vice-chair have discussed a succession plan as follows. As the Chair's term office as governor finishes in October 2022, she asked for the board to co-opt for her for a new term on the understanding that she will serve no more than one year. During this year, the Chair will begin the process of handing over to a new Chair and will seek, through one of the recruitment services, a replacement as a co-opted governor.</p> <p>It was unanimously agreed by the GB that CB should be co-opted for another four-year term.</p> <p>ACTION 2.3 Governors interested in becoming a chair to speak with either CB, MO or AS before the next FGB.</p>
<p>3.</p>	<p><u>Compliance</u></p> <ul style="list-style-type: none"> • Register of Interests forms: Clerk is still awaiting forms from FC and HA. • Self (Disqualification) Declaration Form. Clerk is still awaiting forms from FC and HA. • Governors were also reminded to declare any personal or pecuniary interest in any item that might arise during the meeting. Governors who have declared an interest must leave the meeting while the item is being discussed and the GB takes any decision. <p>ACTION 3.1: FC and HA to send their signed Register of Interest form and Self (Disqualification) Declaration Form to the Clerk.</p>
<p>4.</p>	<p><u>Minutes of the previous meeting</u></p> <p>There were no matters arising, and the minutes of the previous meeting were signed as an accurate record.</p> <p>ACTION: 4.1 Signed copy of minutes to be sent to clerk for uploading to GovernorHub.</p>
<p>5.</p>	<p><u>Head Teacher's Report</u></p> <p>Pupils on roll</p>

There were no questions about pupils on roll.

Attendance

The Chair noted that attendance figures showed improvement since the previous FGB, though were not quite back to the school's traditionally high levels. This largely reflected continuing absences because of the Covid pandemic.

Discussion focused on those children marked as persistently absent, in particular those known to social services. MO and KM reported that the school continues to liaise constantly with the parents. There had been a slight improvement in attendance, particularly for one child in year 6. That child is moving on to secondary school and their younger sibling is also leaving, as the family is moving out of the area.

Governors asked what provision had been made for home learning for the child in Y1 who could not attend school because of a broken leg. MO assured governors that the child's teacher had provided online and physical materials throughout and remained in constant contact with the family by email. It was agreed that one of the few positive outcomes of lockdown had been vastly improved provision of home learning materials in just this sort of situation.

Covid – cases and protocols

Covid cases were under control, and people appeared to be adhering to the protocols. In response to a question from a governor, MO said the Risk Assessment did not currently need to be amended but there may be updates in the future of which the board would be informed.

Quality of teaching and Learning

Having read the detailed report on teaching and learning, MO was asked by governors to give examples of how individual teachers are being advised on areas to improve, and how the whole school's strengths and areas for development are being developed.

He explained how, during monitoring, individual teachers are given guidance and support. MO also informed governors that remedial planning across all the foundation subjects has been completed. It had been good, after the disruption of the past two years, to have three complete terms of teaching and learning during which curriculum plans, related to the current Ofsted Framework, could be put into action. This has been a significant challenge for staff, but MO is pleased with what they have achieved.

Pupil Progress Data

The Chair reminded governors that the data presented at this meeting was from the previous term. Updated information would be shared with governors at Learning Committee before the end of term once SATs results had been released.

A governor asked for the Head's overall assessment of how Gillespie children are doing post pandemic.

MO said they had largely had a very good year. He cautioned however that the SATs results are likely to show continuing gaps in learning for some children and that attainment will not be anything like the very high levels achieved pre-pandemic. It will be another year before national comparative data gives a more precise picture of how Gillespie children are doing relative to their peers.

KM reported on the progress of the 34 children supported through the catch-up funds. All those children had made the expected levels of progress between summer 2021 and

	<p>spring term this year. Governors felt this was encouraging and a sign that the catch-up programme was having the desired impact</p> <p>KM added that three out of the four children in Year 2, who had not yet passed the phonics test, had now reached the threshold. The one remaining child had particular Special Educational Needs and reaching the threshold posed significant challenges.</p> <p>Governors discussed relative differences between progress in KS1 and KS2 and asked whether this was directly related to the pandemic. MO and KM felt this was the case with writing, which had been most seriously affected by the constraints of online teaching during lockdown. This showed up more clearly in the KS2 pupil progress data and was something already being addressed by teachers.</p>
6.	<p><u>After School Clubs</u></p> <p>Governors were updated, following concerns raised at the previous FGB about the lack of Pupil Premium children attending after-school clubs. The school is now paying the full cost of one club for PP children and offering further clubs at half price. As a result, 33 PP children are now attending one club each week with three families paying the subsidised rate for a second club. Governors thanked Rebecca, the senior office admin assistant, for phoning all the relevant families to discuss the financial situation and encourage attendance at after school clubs.</p> <p>MO clarified that the school is paying for the subsidised clubs from pupil premium funds. The provider, Ready Set Stage will be approached with a view to their also offering a subsidy. MO will report their decision at the next FGB meeting.</p> <p>ACTION: 6.1 MO to report to the next FGB whether Ready Set Stage are willing to contribute to subsidise pupil premium children attending their clubs.</p> <p>The Chair raised the topic discussed at the last meeting about all parents having to pay a full term's fee upfront.</p> <p>MO agreed to discuss this with the provider and report back to the next FGB. He will also confirm with them that parents will get a refund if their child joins a club but doesn't want to continue after the first session.</p> <p>ACTION: 6.2 MO to report at the next FGB if Ready Set Stage are willing to negotiate with their upfront payment arrangement, not just for pupil premium children but also for parents struggling to pay the upfront fee. And to also establish what their flexibility is when they take the money and to communicate this to parents.</p> <p>JW informed the meeting that there is Tax-free Childcare funding available from the Government to support working families with the cost of childcare. Family Information Service would be able to advise on this. There is also a childcare bursary scheme and other options that might help some parents.</p> <p>ACTION: 6.3 JW to email MO information about the Family Information Service.</p> <p>A governor passed on a suggestion from a parent of a neuro-diverse child for a "relaxed club" with activities and atmosphere suitable for children who have difficulty with traditional learning environments.</p> <p>ACTION 6.4 MO to investigate the idea of a "relaxed" after school club.</p> <p>Full Head Teacher's Report can be viewed HERE</p>

7.

Minutes/reports from committees

Finance Committee

Minutes of 26 May 2022 were approved by the FGB and the budget ratified.

SP then gave an overview of how the finances now stand.

- Despite the deficit in the 2021/22 year, the 2022/23 budget carries a small surplus. The school does not therefore need to enter a Local Authority Project Group.
- Compared to previous years, the budget is still very tight.
- Energy costs are very high and will need to be monitored closely
- There is no buffer for agency staff, and the school will need to provide cover from existing staff wherever possible.

MO expressed his gratitude to all staff and governors involved for the time they spent in putting the budget together.

Policy updates and approvals

A number of updated policies required approval. These had been uploaded to Governorhub for all governors to review. After discussion the following policies were approved:

1. Volunteer policy
2. Schools Model Financial Regulations (and appendices)
3. Emergency and Business Continuity plan

Governors needed more time to scrutinise the detail of the remaining policies. It was agreed therefore that members of the Finance Committee would do this, and that final approval of the remaining policies would be delegated to a meeting of the Finance Committee. The remaining policies are:

1. Staff Reimbursement policy
2. Data Protection Policy
3. Leaver Checklist
4. Acceptable Use policy

[Full minutes from Finance Committee can be viewed HERE](#)

Learning Committee

Minutes of 25 May 2022 initial overview headlines by JR.

- JR thanked all the governors who carried out visits to the school to observe whole-class reading sessions. All the reports had been read, and all questions were discussed at the meeting on 25 May.
- Phonics: It was explained that changes were made to the method of teaching phonics following government guidance. Even though it was a successful strategy it was a big financial cost in terms of having to purchase new books.
- Reading: The approach to reading throughout the school was re-evaluated last September to put a greater emphasis on reading fluency. Reading had been a key part of the school catch-up effort. Whole-class reading had now been implemented and staff had become more confident in using the approach.

MO reported that the parent voice session on reading had been well attended and had resulted in some very useful suggestions. He is particularly keen on implementing one that would see parents accompanying their children to choose books from the school library. Two volunteers are currently sorting out the library following the retirement of the TA school librarian. A more permanent volunteer arrangement is needed from next term.

A governor suggested getting year six children involved in running the library for the younger classes. This was welcomed by MO, KM and SB and will be looked into.

	<p>Look ahead to future topics</p> <p>The next Learning Committee meeting is planned for 14 July. The topic will be science as and the summer term pupil progress data will be reviewed.</p> <p>The full minutes from Curriculum and Learning Committee can be viewed HERE</p>
<p>8.</p>	<p><u>Safeguarding</u></p> <p>“Natasha’s Law”: and implications for school and events held in school</p> <p>MO and BD had been asked to look into the implications for the school of Natasha’s Law on food labelling.</p> <p>MO reported that Natasha’s Law relates explicitly to food that's prepacked for direct sale on school premises. This covers food that's:</p> <ul style="list-style-type: none"> • Packaged at school, and • In this packaging before it's selected or ordered by pupils or staff. <p>It does not therefore directly apply at Gillespie where no food is made and packaged on the premises. However, governors discussed the importance of clear reminders about allergens being prominent at all events at which food is shared or sold. MO suggested that current information be reviewed and updated before being shared with parents through the school newsletter and through FOG. It will however also be important to make clear that the school cannot guarantee the contents of all food items. Ultimately it is up to parents of children with allergies to decide whether food on offer is safe for their child to eat.</p> <p>ACTION: 8.1 MO to contact FOG regarding the wording used in information about food and allergies.</p> <p>Update to Keeping Children Safe in Education (KCSIE) 2022 – action for governors.</p> <p>The Chair informed the GB that there is a new version of the Keeping Children Safe in Education document operating from September 2022, but not much has changed, although see below Item 11 Governor Training. The governors were reminded to read the document.</p> <p>ACTION: 8.2 Governors to read the new Keeping Children Safe in Education before September 2022.</p> <p>The date of the next safeguarding meeting for this term is to be agreed upon.</p>
<p>9.</p>	<p><u>Government Green Paper on Special Educational Needs and Disabilities and Alternative Provision</u></p> <p>Governors were asked to be aware of the Green Paper and MO was asked whether the school would be responding to the consultation (deadline 22 July 2022).</p> <p>The SLT will consult staff and complete the survey. Governors who have anything they would like to add should contact MO.</p> <p>ACTION: 9.1 Governors who have any particular response on the Green Paper, to let MO or KM know before 22 July 2022.</p> <p>The Green Paper can be read here: https://www.gov.uk/government/consultations/send-review-right-support-right-place-right-time</p>

<p>10.</p>	<p><u>After School Childcare</u></p> <p>The Chair informed governors that Islington is proposing a new model for after-school childcare funding to make it fairer for families across Islington. Primary schools and parents are encouraged to respond with their views.</p> <p>MO confirmed that he placed an article about this in the newsletter last Friday. He will also look at how it might impact the school 's budget.</p> <p>ACTION: 10.1 MO to update on the outcome of Islington's proposed after school childcare initiative and the impact it may have on the school budget at the next FGB meeting.</p>
<p>11.</p>	<p><u>Cost of Living Crisis</u></p> <p>The Chair asked how the school would identify families who were facing difficult circumstances and what help either the school or FOG might be able to offer in the coming months.</p> <p>MO said he was confident that there are well embedded practices for identifying families experiencing difficulties. All class teachers and staff monitor changes in child well being and respond appropriately. It is not always easy however to get parents to talk about their circumstances.</p> <p>Governors discussed how best information about additional services to support parents could be shared. It was felt that regular information in the school newsletter could encourage parents to come forward with their concerns. Governors were asked to contact the chair if they had suggestions about how best the school community can respond.</p> <p>ACTION: 11.1 Governors to email CB with any ideas or strategies on how to support families during hardship.</p>
<p>12.</p>	<p><u>Governor Training and Development and Governors' Briefings</u></p> <p>Hafsa completed the New Governors Introduction training.</p> <p>ACTION 12.1: Hafsa to send training dates to the Clerk.</p> <p>JW informed the meeting that Islington plans to hold the next Governors' Briefing (on 12 July) face-to-face. She further informed that there was now a stronger emphasis in KCSIE for governors to have regular safeguarding training. All governors are required to undertake the main training every three years, and Islington will start to offer a one-hour refresher training, which governors should aim to attend in the two years between the three-yearly main training.</p> <p>New Governor Induction can be booked here https://cpd.islingtoncs.org/courses/bookings/default.asp</p> <p>The Clerk added that Islington is organising a new training programme for 2022/2023 and if anyone had any ideas on what type of training they would like to be included, to let JW know.</p>
<p>13.</p>	<p><u>Future meeting dates</u></p> <p>Wednesday 19 October 2022</p> <p>Wednesday 1 March 2023</p> <p>Wednesday 14 June 2023</p>

14.	<u>Any Further Business</u> There was no further business.
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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.

15.	<u>Confidential Business</u> None.
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	<p>DATE OF NEXT MEETING: FGB – Wednesday 19 October 2022 at 6.00pm to 7.30pm.</p> <p>There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 19.37pm.</p> <p>Pauline Mayne - 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 FGB MEETING OF
15 JUNE 2022**

ACTION NUMBER	ACTION REQUIRED	BY
ACTION 2.1	Members of the GB to let the Chair know if they are interested in taking on the equalities link governor role or if they would like to change their current role.	All Governors
ACTION 2.2	JW to send to the Chair materials and a draft role description of the equalities link governor role.	JW
ACTION 2.3	Governors interested in becoming a chair to speak with CB, MO or AS before the next FGB.	All Governors
ACTION 3.1	FC and HA to send their signed Register of Interest form and Self (Disqualification) Declaration Form to the Clerk.	FC/HA/Clerk
ACTION 4.1	Signed copy of minutes to be sent to clerk for uploading to GovernorHub.	Clerk
ACTION 6.1	MO to report to the next FGB whether Ready Set Stage are willing to contribute to subsidise pupil premium children attending their clubs.	MO
ACTION 6.2	MO to report at the next FGB if Ready Set Stage are willing to negotiate with their upfront payment arrangement, not just for pupil premium children but also for parents struggling to pay the upfront fee. And to also establish what their flexibility is when they take the money and to communicate this to parents.	MO
ACTION 6.3	JW to email MO information about the Family Information Service.	JW
ACTION 6.4	MO to investigate the idea of a "relaxed" after school club.	MO
ACTION 8.1	MO to contact FOG regarding the wording used in information about food and allergies.	MO
ACTION 8.2	Governors to read the new Keeping Children Safe in Education before September 2022.	All Governors
ACTION 9.1	Governors who have any particular response on the Green Paper, to let MO or KS know before 22 July 2022.	All Governors

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ACTION 10.1	MO to update on the outcome of Islington's proposed after school childcare initiative and the impact it may have on the school budget at the next FGB meeting.	MO
ACTION 11.1	Governors to email CB with any ideas or strategies on how to support families during hardship.	All Governors
ACTION 12.1	HA to send training dates to the Clerk.	HA