



**GILLESPIE PRIMARY SCHOOL
MINUTES: FULL GOVERNING BOARD MEETING
WEDNESDAY 19 OCTOBER 2022
AT GILLESPIE PRIMARY SCHOOL
GILLESPIE ROAD, LONDON N5 1LH
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	Jodie Reed (JR) - Parent Governor
Katrina Moses (KM) – Deputy Head	Sajni Patani (SP) - Co-opted Governor
Mandy Leatham (MK) - Parent Governor	Finella (Fin) Craig - Local Authority
Bhavini Doyle (BD) - Parent Governor	Sarah Clements, Guest
Shelly Wragg – Staff Governor	Pauline Mayne – Clerk

Apologies	
Ashley Smith (AS) Vice-Chair & Co-opted Governor	Hafsa Abokar (HA) - Parent Governor

Item no.	Item
1.	<p>Welcome</p> <p>The Chair welcomed all Governors and thanked everyone for attending the first FGB of the academic year.</p> <p>Shelly Wragg, who has replaced Sarah Bergin as Staff Governor, was formally introduced to the GB.</p>
2.	<p>2a. Business and Personal Interests</p> <p>The annual 2022-23 Register of Business Interest form has been posted on Governorhub noticeboard for all governors to complete. Please click HERE to access the Business and Personal Interests form on Governorhub.</p> <p>ACTION 2.1 All Governors are asked to review, complete, and upload the signed annual Business and Personal Interests form 2022-23 in the folder provided on Governorhub, or return the completed form to the Clerk.</p> <p>2b. Self-declaration (Disqualification) form</p> <p>The Chair and Vice Chair are required to complete the Self-declaration (Disqualification) form following their reappointments at the FGB on 19/10/2021. Please click HERE to access the Self-declaration (Disqualification) form on Governorhub.</p>

	<p>ACTION 2.2 Chair and Vice Chair to complete the Self-declaration (Disqualification) form and to upload the signed form in the folder provided on Governorhub or return the completed form to the Clerk.</p> <p>2c. Disclosure and Barring Service (DBS) Checks/Section 128 checks</p> <p>ACTION 2.3 FC to give the school office her DBS number.</p> <p>2d. National Database Up to date.</p> <p>2e. Code of conduct Up to date.</p>
3.	<p>3a. Election of Chair 2022-2023 Governors nominated and seconded CB as Chair.</p> <p>3b. Election of vice-chair 2022-2023 Governors nominated and seconded AS to remain as Vice Chair</p> <p>3c. Succession planning The Chair had previously stated that she would serve no more than one more year in the post and would be standing down as a governor in 2023. During this period, the Chair will begin handing over to DH, who has expressed interest in becoming the new Chair. Subject to a vote of the FGB, DH will take over as Chair from June 2023. The GB confirmed that they agreed with the succession plan.</p> <p>ACTION 3.1 CB is to commence handover to DH.</p>
4.	<p>Composition of the Governing Body</p> <p>4a. Review of committees</p> <p>The current Chairs of committees confirmed that they are willing to continue in their role, and no changes were required.</p> <p>The Chair informed governors that SP would be taking a sabbatical from her job and will be absent from her role as Chair of the Finance Committee for three months. SP is liaising with AS who will chair the Finance Committee in her absence.</p> <p>ACTION 4.1 SP to handover her Chair of the Finance Committee duties to AS until February 2023.</p> <p>4b. Appointment of an Equalities Governor</p> <p>The Chair reiterated the need to appoint an Equalities Governor. ML expressed an interest in the role. It was agreed that the Chair would make sure that neither of the governors absent from the meeting had an interest in taking on the role and would then confirm with ML.</p> <p>ACTION 4.2 The Chair to find out if other governors are interested in the Equalities Governor role before confirming with ML.</p>
5.	<p><u>Minutes of the previous meeting</u></p> <p>No matters arose, and the minutes of the previous meeting were signed and agreed upon as an accurate record.</p>

ACTION: 5.1 Signed copy of the minutes is to be sent to the Clerk for uploading to Governorhub.

6. Presentation by Sarah Clements, Chair of Friends of Gillespie (FOG)

SC shared a summary of FOG's finances as presented at their recent AGM.

- They started with a balance of **£51,181**
- Raised **£14,349**
- Funded **£40,790** for school activities and projects
- Ended the year with a balance of **£24,564**

Looking ahead to the coming year:

- They expect to fundraise **£12,000**
- The cost of continuing to fund forest school, strings tuition, classroom budgets and subsidising trips and workshops amounts to **£17,400 per year**.

While a healthy bank balance will cover planned activities through this year, the current funding commitments are not sustainable in the long term: FOG needs to increase fundraising or reduce the number of school activities it supports.

These currently include:

- £200 budget for each class teacher
- Around £500 towards a school trip per class
- Strings tutor for years 4,5, +6 (total £6,300 last year)
- Forest School for Reception and Year 1

The Chair thanked SC for taking the lead in re-activating FOG post-Covid and the way in which the group had helped reconnect the parent community. The high quality of information about FOG provided in the school newsletter was also acknowledged. MO expressed his excitement about the future of FOG under the leadership of SC and her team.

Given the very tight school budget, governors asked whether there might be any FOG funds that could be directed towards other areas. SC responded that FOG had already committed their funds for the year, but there may be a small amount left over, and their allocation to other activities could be discussed later in the financial year.

MO suggested that it be made clear to parents that funding for the strings tutor has previously come from individual donations, not from FOG fundraising activities. The last donation ended in April 2022; FOG is filling the gap, but an alternative will have to be sought if the strings programme is to continue. Equally, parents should understand that participation in Forest Schools is not a core school activity but is funded by FOG.

Discussion followed about how best to communicate to parents the need to raise funds for continuing activities, and for additional programmes to support families through the cost-of-living crisis. For example, through subsidising breakfast club for more children.

SC agreed that during March/April, the GB and FOG should work together to communicate the growing costs and lack of funding being experienced by all schools. SC said that FOG would continue communicating to parents the funding requirements for the strings tutor and Forest Schools.

ACTION 6.1 At the beginning of Spring (March/April), the GB and FOG will communicate with parents to make clear that enrichment activities and support for families will have to come from donations.

	<p>A governor suggested that either FOG or the school itself apply to the LA's Local Initiative Fund. MO said he would look into the initiative, which can be accessed HERE.</p> <p>ACTION 6.2 MO to look into the Islington Local Initiatives Fund.</p>
7.	<p>Head teacher and Teacher's appraisal and pay</p> <p>CB and AS met MO at the Pay Panel to review teacher appraisals and pay scale recommendations. The appraisal process had been thorough and recommendations for progression were agreed. CB and AS, together with external advisor June Hall, had also completed the Head Teacher's appraisal. The GB agreed to appoint the Chair and Vice Chair to undertake the Head Teacher's next appraisal (2022/23) and to again appoint June Hall as the external advisor.</p>
8.	<p>Head teacher's Report</p> <p>As everyone had had a chance to read the report, the Chair asked the governors to raise questions on any sections of the report.</p> <p>Nursery numbers</p> <p>The Chair raised concerns about the nursery numbers and the implications of the exceptionally low full-time and part-time take-up of places. Governors wanted to know whether this was likely to change.</p> <p>MO said the current pattern was likely to continue. Although Gillespie is the most heavily over-subscribed school for Reception, the nursery is under-subscribed. Primary schools have been badly affected by the change to 30 hours free nursery provision for working parents introduced four years ago. Parents have more choice and most of the care supplied in nurseries outside school settings includes wrap-around provision.</p> <p>MO had investigated the possibility of the school offering wrap-around provision, with a partner organisation. However, Gillespie's numbers were too small to make this financially viable. After discussions, governors resolved that options for nursery financing should be looked at in more detail by the Finance Committee</p> <p>At the suggestion of a governor, the following factors would be taken into consideration:</p> <ol style="list-style-type: none"> 1. The future impact of the closure of many private nurseries in Islington, which could, in time, increase take-ups in schools. 2. A wraparound model in which teaching assistants are given the option to work as child-minders in the nursery. 3. Discussion with Islington about helping to support places for local children whose parents do not qualify for the 30 hours-free provisions. <p>ACTION 8.1 The Finance Committee to look into more detail at the nursery's finances and when doing so to consider the three points raised above.</p> <p>Attendance</p> <p>Clarification of the dates covered in the attendance figures was sought. KM confirmed that the figures covered the 2021/22 school year. Data for this term will be provided at the next FGB. KM confirmed that two CIN with poor attendance had left the school in the summer. Meetings were continuing with the family of another child with particularly poor attendance and progress will be reported at the next FGB.</p>

Teaching and Learning

Governors were very pleased to note that the quality of teaching and learning continued to be of the highest standards, which was very encouraging.

After School Clubs – including the number of PP children attending

The school now subsidises one free club and one at half-price to all Pupil Premium children. School Admin officer Rebecca was acknowledged for her outstanding efforts to get PP families to take up the offer. It was noted however that while PP children were attending one free club in significant numbers, they were not attending an additional half-price club suggesting that cost remains a factor. MO said the school would look into the possibility of further subsidies.

Governors wanted to know whether parents had been surveyed for their opinions about the clubs and the system for enrolling in them.

MO said while a formal survey was yet to be conducted, anecdotally, the clubs were extremely popular. The organisation running them has capacity to offer a bigger range and the school had sent out a survey to parents asking what additional clubs children might like.

ACTION 8.2 MO to survey parents and pupil's views of after school clubs.

Well-being of staff and pupils

Governors asked for an update on behaviour and resilience since the return of children from the summer break. This had been an issue post lockdown. However, MO said staff reflected positively on pupils getting back to normal school life by the end of the last school year. Classes have transitioned and settled in well this year although it has been noticeable that some children joining the EYFS have more profound developmental and social needs. In general, across the school, however, there has been steady improvement in wellbeing. SW agreed that while the impacts of missed learning were still evident for many children, their social behaviour and mental health were considerably better this term.

For the staff, MO said everyone was feeling the impact of fewer resources. This was especially the case when it came to staff sickness and the resulting pressure on colleagues.

Pupil Premium Statement

A discussion was had around the Pupil Premium Statement and its clarity. The school must account for the additional money it receives for disadvantaged children. The official criteria mean many families may have disadvantages but do not qualify as PP children.

MO: Outlined the various ways in which PP children are supported using the additional funds. Some interventions are targeted, others form part of the broader enrichment programmes in the school.

A Governor referred to the 2022 Year 6 SATs results noting that 40% of Pupil Premium children had exceeded national expected levels in reading. However, they had not done so well in writing.

MO explained that lower writing scores had been seen across the entire school. This was related to lockdown where writing had been most affected by the move to online learning. Writing is a school priority for this year.

	<p>A governor asked whether there was any evidence that absence is connected to progress for pupil premium children.</p> <p>KM said this had not been looked at in detail but can be in the future.</p> <p>ACTION 8.3 KM to look at absence in relation to progress for pupil premium children.</p>
9.	<p>School Improvement Plan</p> <p>Governors received and approved the school improvement plan discussed at the Learning Committee meeting on 04/10/2022, which can be accessed by clicking HERE.</p>
10.	<p>Minutes/Reports from Committees</p> <p>Learning Committee 04/10/2022</p> <p>Minutes of the meeting held on 04/10/2022 at which the School Improvement plan was discussed the minutes of the meeting can accessed HERE.</p> <p>The next meeting will focus on analysis of official progress and attainment data The meeting is scheduled to take place on 16/11/2022 and will be led by external advisor June Hall. The Chair reminded governors that they are welcome to attend regardless of whether they are on the Learning Committee.</p> <p>CB asked the committee chair, JR, to liaise with MO and suggest topics for spring or summer governor school visits.</p> <p>ACTION 10.1 JR and MO to liaise on the subjects for governor visits</p> <p>Finance Committee - update on budget and plans for monitoring</p> <p>The next Finance Committee meeting is on 23/11/2022 at which a full update on budget monitoring and budget prospects for the next year would be discussed. Governors were told that, without any increases from central government, it would once again be a very difficult budget process with the likelihood of the need for more cuts.</p> <p>Safeguarding Committee</p> <p>A meeting was held on 13/10/2022.</p> <p>BD spoke on some of the points below at the FGB.</p> <ul style="list-style-type: none"> - There were safeguarding policies that needed to be approved (see item 11 below). - All governors are required to undertake their safeguarding training or refresher training. - BD asked that all governors let her know if and when they had done the training or when they intended to. - BD will update governors on the safeguarding training dates as they become available. <p>ACTION 10.2 All governors are to let BD know their safeguarding training date.</p>
11.	<p>Approval of updated policies</p> <p>The Child Protection Policy and the Online Safety Policy had been updated and circulated in advance.</p> <p>The GB approved the Child Protection Policy.</p> <p>The GB also approved the Online Safety policy.</p>

	ACTION 11.1 MO to ensure that the Child Protection and Online Safety policies are uploaded to the website.
12.	<p>Islington School Organisation Plan</p> <p>Governors had seen Islington’s plan for schools that highlights the problem of falling rolls. Thirty per cent of the borough’s schools are undersubscribed.</p> <p>The document does not include specific plans for individual schools although it mentions the future viability of single-form entry schools. There is a suggestion that some schools will need to federate or merge. The Chair suggested that the SLT and governors start thinking about Gillespie’s position in Islington’s vision for education in the borough. It will be important to have our own clear plan for what the school can offer.</p> <p>After discussion, it was agreed that MO, in consultation with the SLT, should start looking at options with a view to presenting ideas to the FGB in the Spring.</p> <p>The Islington School Organisation Plan can be accessed by clicking HERE.</p> <p>ACTION 12.1 MO to start putting together a proposal/vision of where he would like the school to go in the context of all the changes and to bring a draft at the next FGB.</p>
13.	<p><u>Governor Training and Development and Governors’ Briefings</u></p> <p>Training</p> <p>The next Governors’ Briefing is Thursday, 20 October, 6.00pm - 7.30pm on Zoom.</p> <p>All governors are to note the Governors and Equalities Training on Thursday, 24 November, 6.00pm – 8.00pm, on Zoom.</p>
14.	<p><u>Future meeting dates</u></p> <p>Wednesday 1 March 2023</p> <p>Wednesday 14 June 2023</p>
15.	<p><u>Any Further Business</u></p> <p>The Chair asked if Action 8.1 from the minutes of 15/06/2022 had been actioned?</p> <p><i>“Action 8.1 MO to contact FOG regarding the wording used in information about food and allergies.”</i></p> <p>MO confirmed that a conversation was had with FOG around the above matter and therefore it had been actioned.</p>

PART TWO – CONFIDENTIAL ITEMS

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

16.	<p><u>Confidential Business</u></p> <p>None.</p>
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DATE OF NEXT MEETING: FGB – Wednesday 1 March 2023 at 6.00pm to 7.30pm.

There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 19.37pm.

Pauline Mayne - Clerk to Governors

Islington Governor Services, Islington Council

Chair:  _____

Date: _____ 1st March 2023 _____



**GILLESPIE PRIMARY SCHOOL
ACTIONS ARISING FROM THE FGB MEETING OF
19 OCTOBER 2022**

ACTION NUMBER	ACTION REQUIRED	BY
ACTION 2.1	ACTION 2.1 All Governors are asked to review, complete, and upload the signed annual Business and Personal Interests form 2022-23 in the folder provided on Governorhub or return the completed form to the Clerk.	All Governors
ACTION 2.2	Chair and Vice Chair to complete the Self-declaration (Disqualification) form and to upload the signed form in the folder provided on Governorhub or return the completed form to the Clerk.	CB, AS
ACTION 2.3	FC to give the school office her DBS number.	FC
ACTION 3.1	CB is to commence handover to DH.	CB, DH
ACTION 4.1	SP to handover her Chair of the Finance Committee duties to AS until February 2023.	SP, AS
ACTION 4.2	The Chair to find out if other governors are interested in the Equalities Governor role before confirming with ML.	CB, AS
ACTION: 5.1	Signed copy of the minutes is to be sent to the Clerk for uploading to Governorhub.	Clerk
ACTION 6.1	At the beginning of Spring (March/April), the GB and FOG will communicate with parents to make clear that enrichment activities and support for families will have to come from donations.	GB, FOG
ACTION 6.2	MO to look into the Islington Local Initiatives Fund.	MO
ACTION 8.1	<p>The Finance Committee to look into more detail at the nursery's finances and when doing so to consider the three points below:</p> <ol style="list-style-type: none"> 1. The future impact of the closure of many private nurseries in Islington, which could, in time, increase take-ups in schools. 2. A wraparound model in which teaching assistants are given the option to work as child-minders in the nursery. 	Finance Committee

ACTION NUMBER	ACTION REQUIRED	BY
	3. Discussion with Islington about helping to support places for local children whose parents do not qualify for the 30 hours-free provisions.	
ACTION 8.2	MO to survey parents and pupil's views of after school clubs.	MO
ACTION 8.3	KM to look at absence in relation to progress for pupil premium children.	KM
ACTION 10.1	JR and MO to liaise on the subjects for governor visits.	JR, MO
ACTION 10.2	All governors are to let BD know their safeguarding training date.	All Governors
ACTION 11.1	MO to ensure that the Child Protection and Online Safety policies are uploaded to the website.	MO
ACTION 12.1	MO to start putting together a proposal/vision of where he would like the school to go in the context of all the changes and to bring a draft at the next FGB.	MO