



GILLESPIE PRIMARY SCHOOL

Gillespie Rd, London N5 1LH

MINUTES FROM

FULL GOVERNING BOARD MEETING HELD ON

Wednesday 18th October 2023 at 6.00PM

<u>Membership</u>	
Dan Hamilton (DH) Chair of the Governors & Co-opted Governor	Joseph Gibber (JG) – Co-opted Governor
Mark Owen (MO) – Head teacher	Bhavini Doyle (BD) - Parent Governor
Shelley Wragg (SW) - Staff Governor	Fin Craig (FC) – LA Governor
Mandy Leatham (MK) - Parent Governor	Ashley Smith (AS) Vice - Chair & Co-opted Governor
Carly Davis (CD) - Co-opted Governor	Jodie Reed (JR) - Parent Governor
Hafsa Abokar, (HA) - Parent Governor	Katrina Moses (KM) – Deputy Head (Observer)
<u>Other attendees</u>	
Jenny Bernard – (JB) Clerk, (Observer)	Tess Lundy – Clerk

RED denotes absent

Item no.	Item	Action
1.	<p><u>WELCOME & APOLOGIES</u></p> <p>The Chair welcomed all Governors and thanked them for attending the first FGB of the academic year 2023/2024.</p> <p>The meeting started at 18:08 and was quorate.</p>	

	Apologies received and accepted for HA and CD .	
2.	<p><u>2a. Business Interest forms</u> Due for renewal in March 2024. Action: JB will circulate ROBI's at FGB on February 28th 2024.</p> <p><u>2b. Self - declaration form</u> New forms to be sent to Chair and Vice Chair for completion following re-appointments at FGB 18/10/2023. Self-Declaration forms to be sent to new governors JG and CD for completion. Action: Clerk (TL) to send self-declaration forms to JG, CD DH and AS for completion. Forms to be returned to Sarah, SBM in the school office AND JB at Jennifer.Bernard@islington.gov.uk for upload to Governorhub.</p> <p><u>2c. DBS Checks</u> Most DBS checks are up to date JG is currently in the process of having DBS processed with school. Action: JG to chase school office for update on DBS application. Action: Chair to email Sarah, SBM for an update on DBS positions across the GB.</p> <p><u>2d. Get information about schools</u> Up to date.</p> <p><u>2e. Code of conduct</u> Up to date.</p> <p><u>2f. KCSIE 2023</u> The Chair confirmed he had received email confirmation from all governors confirming they had read the KCSIE 2023 changes.</p>	<p>CLERK</p> <p>CLERK</p> <p>JG, CD, DH, AS, JB.</p> <p>School Office</p> <p>JG</p> <p>CHAIR</p>
3.	<p><u>ELECTIONS</u></p> <p><u>Election of Chair</u> The clerk asked for Governors to Propose and second DH as Chair for the academic year 2023-2024. Being nominated and seconded by governors, DH was duly elected as Chair of Gillespie Primary school Governing Board for the academic year 2023-2024.</p>	

	<p>DH term of office as a co-opted governor ends on 3 March 2024.</p> <p>This will need to be reviewed for re-appointment at the next FGB on February 28th, 2024.</p> <p><u>Election of Vice Chair</u></p> <p>The clerk asked for Governors to Propose and seconded AS for Vice chair for the academic year 2023-2024.</p> <p>Being nominated and seconded by governors, AS was duly elected as Vice Chair of Gillespie Primary school Governing Board for the academic year 2023-2024.</p>	
<p>4.</p>	<p><u>Composition of the Governing Body</u></p> <p><u>4a. Review of committees, including membership, chairing, and terms of reference.</u></p> <p>Chair asked all Governors to select a first preference for committees that they will attend.</p> <p><u>Membership of Finance Committee.</u> AS – confirmed as Finance Committee Chair. JG DH ML (in an observer capacity)</p> <p>BD joined the meeting at 18:16pm FC joined the meeting at 18:16pm</p> <p><u>Membership of Learning Committee</u> JR – confirmed as Learning Committee Chair – JR has decided to step down from chairing the Learning Committee but will stay on until a replacement is found. FC JG ML SW</p> <p>JR encouraged all governors to attend the Learning Committee Meetings. The committee provided an opportunity to see the key functions of the school. You do not need to be a member of the committee to attend.</p> <p><u>Membership of Safeguarding Committee.</u> BD – confirmed as Safeguarding Committee Chair. MO FC AS CD</p> <p><u>Membership of Pay & Review Committee</u> AS - Confirmed as Pay & Review Committee Chair. DH</p> <p>Action: Chair to follow-up with HA, (who was ill), about what committee she would be interested in joining.</p>	<p>CHAIR</p>
<p>5.</p>	<p><u>Appointment of Link Governors</u></p>	

	<p>governors would be allocated a section of the School Improvement plan to review and feedback to MO.</p> <p>Action: MO to send JR School Improvement Plan to circulate to governors.</p> <p>Catch-up funds were now less but were still coming into the school’s budget, with the school match funding the provision. The school had enough for 22 days catch-up provision. Three to four teachers would spend a day doing catch-up intervention with children that needed extra support. This would run from early December through to June 2024.</p> <p>Art and Design, DT and Computing were curriculum focus areas for this year. Creation Station continues and would deliver workshops for the children.</p> <p>The school were trying to secure funding for the regeneration of the school’s garden to add to the Creation Station and enhance the SEN sensory elements.</p> <p>FC highlighted that funding for the garden had recently been approved at committee level.</p> <p>The number of children with SEN and complex needs continued to grow. Lynns room had been repurposed to provide a safe space in the mornings for children with ASD who needed a quiet space.</p> <p>Minutes would be circulated by JR shortly.</p> <p>Action: JR to circulate Learning Committee Meeting minutes from September 27th.</p> <p>A governor stated that there was a lack of understanding of ‘the system’ with some parents having unrealistic expectations. Parents were not clear about EHCPs, and what funding was available. Not all children with neurodiverse conditions had an EHCP in place.</p> <p>A Q&A factsheet was suggested combined with slides from Lynns presentation from the last Learning Committee Meeting</p> <p>Action: MO to explore explanatory document and slides presentation with Lynn.</p> <p>Action: BD and ML to work together and compile some questions for FAQ Meeting with Lynn.</p> <p>– Safeguarding Committee held on 3rd October 2023. BD, the committee Chair reported that the Annual safeguarding inspection took place recently. The school had its own supply of EPI pens, a defibrillator, and a supply of asthma pumps. Emergency lights were tested and worked for three hours, and the school was evacuated in a practice fire drill in 2 mins and 40 seconds. The Chair highlighted the value of the schools Premises Manager Pete, who was an invaluable and cost-effective asset to the school. Governors were reminded of the need to refresh their Safeguarding training annually and let the school office know that they had undertaken the KCSIE 2023 reading and confirmation.</p>	<p>MO, JR</p> <p>JR</p> <p>MO</p> <p>BD, ML</p>
10.	<u>HEADS REPORT</u>	

The report had been previously circulated to Governors prior to today's meeting and was taken as read with Governors invited to ask questions.

Headlines.

Pupil outcomes at the end of all key stages saw pupils making good progress. The school had achieved good results by the end of KS2. The national percentage of disadvantaged children across the UK was the same as Gillespie's percentage. The school was achieving at a much higher level. Yr. 6 had achieved higher results than the national average overall. The school had not caught up on writing at greater depth in KS1 and KS2 but were making good progress with writing being an area of focus for the school this year. KS1 results were good for the school last year.

Attendance

The head explained that attendance was a national issue with persistent absence being a nationwide problem.

The school was doing better than Islington and the national average on persistent absence. The figures were moving in the right direction, but there was further work to be done.

There was a visit from Islington Council planned for November to look at persistent absence and attendance and give the school ideas on how to tackle them.

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

A governor **highlighted** that some parents had mentioned that the Breakfast club were not accepting childcare vouchers which could be a potential barrier to attendance, punctuality etc.

MO stated that he was not aware of this and agreed to discuss the vouchers issue with the breakfast club.

Action: **MO** to discuss the vouchers issue with the breakfast club.

Catch-up programme.

The school has a much smaller budget for catch up this year. This meant interventions will need to be more strategically planned. Interventions will run for 22 days from the beginning of December 2023 through to the summer term to maximise impact.

Science for life (SFL)

The Science for Life partnership led by Megan, the school's resident scientist, continued to be a success with the scheme being accessed by other schools via Futurezone.

Futurezone

The school continues to benefit from its membership of Futurezone. The Science for Life partnership had been taken up by several schools across the partnership and was a huge success.

MO

	<p>A governor commented on Yr. 5 and Yr. 6 pupil and parent anxiety around transitions to secondary school. Som children had been sitting entrance exams and were feeling stressed and nervous.</p> <p>A governor mentioned the conflict in the Middle East and stated some children were aware of the conflict. Parents needed to be mindful of what children were accessing for information i.e., TikTok.</p> <p>MO stated that guidance for children around the conflict had been issued from the Safeguarding team, which would be shared with teachers.</p> <p>Action: MO to share guidance around Middle east conflict from Safeguarding Team with teachers.</p> <p>The Chair thanked the Head for a very comprehensive report.</p> <p>Governors can review the Heads Report on Governorhub HERE.</p>	MO
11.	<p><u>Islington Professional Partnership</u></p> <p>MO explained that schools within the borough were categorised according to the level of support required.</p> <p>Cat 1 – Intensive support i.e., requires improvement OFSTED rating. Cat 2 - Schools needing additional support. Cat 3 – Self improving schools.</p> <p>Gillespie was a Cat.3 school and received no support from the LA. This year, as the school was in the OFSTED inspection window, it had been identified as vulnerable to inspection this year. The LA were offering the school additional support and £1800 in extra funding.</p> <p>There was a meeting planned with a professional partner planned for after half-term, (November 2nd) with a school visit likely to follow. The school would receive two half-day visits in total.</p> <p>The school would continue working with June Hall if possible, to support governors with appraisal of the Headteacher and independent feedback on national data analysis of pupil attainment.</p>	
12	<p>REPORT FROM CHAIR OF THE FINANCE COMMITTEE (AS)</p> <p>The Chair reported that the Finance Committee had not sat since the last FGB in June 2023, but there had been a catch-up meeting held on October 3rd for budget monitoring.</p> <p>The school closed last year off with a £23K deficit in the budget. The budget for this and next year would see the deficit recover over time.</p> <p>Some areas had caused detriment to the budget, mainly the teachers salaries rise of 6.5%. AS was liaising closely with Sarah, the school’s Business Manager about this.</p> <p>The increase to salaries were welcomed, but there was a concern that the school may end up subsidising some of the 6.5% rise, possibly up to 2%, but this was not clear yet.</p>	

	<p>There had been a higher-than-normal number of supply and agency staff due to an increased level of staff absences through sickness.</p> <p>Nursery numbers were low, and MO and Sarah (SBM) were working on ideas to rationalise nursery provision.</p> <p>Overall, the position had worsened since the budget was set and the committee would be looking at mitigants and cost saving measures.</p> <p>The budget would be closely monitored for the next two terms.</p> <p>The Committee would meet in the first week of December with the full report being presented to the next FGB on February 28th, 2024.</p> <p>The Chair (AS) reminded all governors that they were all welcome to attend the finance committee meetings.</p>	
13	<p><u>SAFEGUARDING</u></p> <p>As discussed at Item 9.</p>	
14.	<p><u>EQUALITIES</u></p> <p>As discussed at Item 5.</p>	
15.	<p><u>POLICIES FOR ANNUAL REVIEW</u></p> <p>MO explained that all the policies below had been revised in line with the new KCSIE 2023 guidance. All the policies were encompassed under safeguarding and had been updated accordingly.</p> <p>The term 'Peer abuse' had been changed to 'Child-on-Child abuse'.</p> <p>Governors APPROVED the updated policies listed below:</p> <ul style="list-style-type: none"> • Child Protection Policy, October 2023 • Behaviour Policy, October 2023 • Anti-bullying Policy, October 2023 • Health and Safety Policy, October 2023 • Online Safety Policy, October 2023 	
16.	<p><u>Governor Training and Development and Governors' Briefings.</u></p> <p>The Chair highlighted the importance of Safeguarding training.</p> <p>Action: DH to check with Sarah (SBM) to review if there is any governors training outstanding.</p> <p>The Clerk highlighted that the new Islington Governor services brochure had been released today containing many new courses available for governors to book.</p> <p>Action: JG to register on Governorhub via registration email sent by Clerk on 24th October 2023.</p>	<p>CHAIR</p> <p>JG</p>
17.	<p>FUTURE MEETING DATES AND AGENDA ITEMS</p>	

	FGB 2 - 2023-2024	
	Wednesday 28th February 2024 at 6PM at the school.	
18.	<p>Any other Business</p> <p>MO shared a short video pupil that the Eco-Committee (compromised of children from across the school) had made for the governors on a new initiative to ban the use of single use plastics.</p> <p>The children had won a Green Flag award for their initiative.</p> <p>Action: MO to send link to Clerk to upload to GH.</p> <p>Governors enjoyed the video and agreed to write a co-ordinated response form the GB.</p>	MO

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 28th February 2024 at 6PM</p> <p>There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 19.57 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 18TH OCTOBER 2023

ITEM	ACTION	BY
2a.	JB to circulate ROBI's at FGB on February 28 th 2024.	CLERK (JB)
2b.	Chair and vice to complete and return SELF DEC forms to clerk at Jennifer.Bernard@islington.gov.uk following re-appointments at FGB on 18/10/2023	DH, AS
2b.	Clerk (TL) to send self-declaration forms to JG, CD DH and AS for completion. Forms to be returned to Sarah, SBM in the school office AND JB at Jennifer.Bernard@islington.gov.uk for upload to Governorhub.	CLERK (JB) JG, CD.
2c.	JG to chase school office for update on DBS application.	JG
2c.	Chair to email Sarah, (SBM) for an update on DBS positions across the GB.	DH
4.	Chair to follow-up with HA , (who had just given birth), about what committee she would be interested in joining.	HA
6.	Chair to sign off minutes electronically on Governorhub HERE using the marked as signed button.	DH, Clerk
7.	Item 4.11 To be advertised via the school newsletter. MO to follow this up.	MO
7.	Item 7.5 Remind parents about school policies. MO to signpost CP policies in this week's school newsletter- Friday 20 th October	MO

8.	Clerk to restrict visibility of confidential Pay Committee review minutes from 18 th July to Pay Committee only. Resolved.	Clerk
9.	MO to send JR School Improvement Plan to circulate to governors.	MO, JR
9.	JR to circulate Learning Committee Meeting minutes from September 27 th .	JR
9.	MO to explore explanatory document and slides presentation with Lynn.	MO
9.	BD and ML to work together and compile some questions for FAQ Meeting with Lynn	BD, ML
10.	MO to discuss the vouchers issue with the breakfast club.	MO
10.	MO to share guidance around Middle east conflict from Safeguarding Team with teachers.	MO
16.	DH to check with Sarah (SBM) to review if there is any governors training outstanding.	DH
16.	JG to register on Governorhub via registration email sent by Clerk on 24 th October 2023.	JG
18.	MO to send link to Clerk to upload to GH.	MO