



GILLESPIE PRIMARY SCHOOL
MINUTES OF
FULL GOVERNING BOARD MEETING HELD ON
Wednesday 28th February 2024 at 6.00pm

PRESENT

<u>NAME</u>	<u>ROLE</u>
Dan Hamilton (DH)	(Chair) Co-opted Governor
Mark Owen (MO)	Headteacher
Hafsa Abokar (HA)	Parent Governor
Fin Craig (FC)	LA Governor
Bhavini Doyle (BD)	Parent Governor
Mandy Leatham (ML)	Parent Governor
Ashley Smith (AS)	(Vice-Chair) Co-opted Governor
Shelley Wragg (SW)	Staff Governor

APOLOGIES

Jodie Reed	Parent Governor
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NOT IN ATTENDANCE

Carly Davis	Co-opted Governor
Joseph Gibber	Co-opted Governor

OTHER ATTENDEES

Katrina Moses (KM)	Deputy Headteacher
Jenny Bernard (JB)	Clerk

<p>1.</p>	<p><u>WELCOME & APOLOGIES</u></p> <p>The Chair welcomed all Governors.</p> <p>The meeting started at 18:10 and was quorate.</p> <p>Apologies were received from Jodie Reed and consent for absence given.</p> <p>Both Carly Davis and Joseph Gibber were absent, and no apologies had been received. The GB did not give consent for their absence.</p>
<p>2.</p> <p>2a.</p> <p>2b.</p> <p>2c.</p> <p>2d.</p> <p>2e.</p>	<p><u>COMPLIANCE</u></p> <p><u>Business Interest forms</u> Governors were reminded that the Register of Business Interest should be updated annually – ideally at or before the first FGB meeting in September. Not all governors were aware whether they had up-to-date declarations.</p> <p>ACTION: Clerk (JB) will check Governor Hub and notify any governors who are not up to date. ACTION: ANY governors who would prefer a paper form to contact JB to have one sent to them.</p> <p><u>Self - declaration form</u> Self-Declaration forms had been sent to new governors JG and CD and been completed.</p> <p><u>Enhanced DBS Check</u> JB had no information on status of JG DBS check, and JG was not present to give an update. ACTION: MO/Rebecca to check school records for an update on DBS status across the GB.</p> <p><u>Section 128 Check</u> In response to a question about who does Section 128 checks, MO confirmed checks were done by school. Section 128 refers to a list of people barred from working with children. SW reported that she does not appear on DfE’s list of Gillespie governors. ACTION: MO to check DfE records re SW and governing body.</p> <p><u>KCSIE 2023</u> The Chair confirmed that all governors had confirmed they had read and understood the KCSIE 2023 changes. However, governors need to tick the confirmation on Governor Hub. ACTION: All governors to check KCSIE status on Governor Hub and update if necessary.</p>
<p>3.</p> <p>3a.</p> <p>3b.</p>	<p><u>MEMBERSHIP OF THE GOVERNING BODY</u></p> <p>The Clerk informed governors that DH’s membership of the GB expires on 3 March. As a co-opted governor, the GB could renew his co-option or seek another member.</p> <p>DH left the meeting while the governors discussed the matter.</p> <p>Governors expressed their willingness to renew DH's co-option. The motion to renew co-option was formally proposed by AS and seconded by BD.</p>

	<p>The motion was carried unanimously, and DH returned to the meeting.</p> <p>ACTION: Clerk to update Governor Hub.</p>
4.	<p><u>LEARNING COMMITTEE CHAIR</u></p> <p>4a. DH reported that Jodie had resigned as chair of the Learning committee but was happy to stay on as a member. ML offered to stand as chair.</p> <p>4b. The governors expressed their approval and the motion to formally appoint ML as Chair of the Learning Committee was proposed by DH and seconded by FC. The motion was carried unanimously. ACTION: Clerk to update Governor Hub.</p> <p>4c. The governors formally recorded their immense thanks to Jodie for chairing the committee for the last 5 years.</p> <p>4d. ML asked whether another governor would take on her role as Pupil Premium governor. FC asked whether there was a job description for the role. MO reported that there was not. Essentially the role involves liaising with the Headteacher to submit 1 formal report per year to check that the school is meeting the needs of pupil premium students.</p> <p>4e. FC agreed to become the Pupil Premium governor. ACTION: Clerk to update Governor Hub.</p>
5.	<p><u>LINK GOVERNORS</u></p> <p>5a. DH asked whether there were any link roles that still required a governor. MO reported that all statutory roles had been filled but he would consider whether any further areas needed governor support.</p> <p>5b. MO advised all governors to attend committee meetings whenever they could – especially the Learning committee to keep up to date with curriculum matters. He asked that the dates and agenda for all committees be sent to all governors. Agendas were sent out a minimum of 7 days before the meeting.</p> <p>5c. ACTION: Going forward, Clerk to send meeting dates and Agendas for committees to all governors.</p>
6.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>6a. The minutes were approved as accurate. DH signed the paper copy (which has “draft” watermark).</p> <p>6b. ACTION: JB to remove watermark and upload final minutes to Governor Hub.</p>
7.	<p><u>MATTERS ARISING FROM THE PREVIOUS MINUTES</u></p> <p>7a. Item 2a: Dealt with as per item 2a above.</p> <p>7b. Item 2b: Dealt with as per item 2b above.</p> <p>7c. Item 2c: To deal with as per item 2c above.</p> <p>7d. Item 4: HA confirmed membership of Learning Committee.</p> <p>7e. Item 6: Dealt with.</p> <p>7f. Item 7: Parents have not yet been asked to help out with activities as currently there was no need. Any opportunities to help at the school will be advertised in the school’s weekly newsletter. MO reported that the school is currently working on the</p>

<p>7g. 7h. 7i. 7j. 7k. 7l. 7m. 7n. 7o. 7p. 7q.</p>	<p>logistics to arrange for governors to observe art teaching in the school during the summer term.</p> <p>Item 7: Child Protection policies had been signposted including Internet Safety Week.</p> <p>Item 8: Clerk (JB) to check with former clerk. ACTION</p> <p>Item 9: SIP has been circulated.</p> <p>Item 9: Learning Committee minutes of 27 September are still missing.</p> <p>Item 9: EHCP document has not yet been produced but is due to be done by end of term. ACTION</p> <p>Item 9: FAQs for Lynn are in progress. BD & ML reported that they have begun drafting them via informal consultations with parents. ACTION</p> <p>Item 10: MO reported that he had discussed the acceptance of childcare vouchers with caterer but it was unfeasible for them to accept them for Breakfast Club. No parents have raised the issue but will be informed on situation should they ask.</p> <p>Item 10: Islington guidance on safeguarding issues around the current middle east situation has been shared with staff. However the school has had no concerns raised recently.</p> <p>Item 16: Dealt with.</p> <p>Item 16: As Joseph not present Clerk to check Governor Hub status. ACTION</p> <p>Item 18: MO reported that he had not been able to upload the video link as didn't have permission. DH read out to the governors the letter he had written to the students to congratulate them on their work.</p>
<p>8. 8a. 8b.</p>	<p><u>CHAIR'S ACTION</u></p> <p>There was none.</p> <p>DH reported that a group of chairs of governors, chaired by Maggie Elliot, was proposing to write a letter to the new Chief Executive about the process of school closures and other matters. The letter is not being sent on behalf of the governors of the relevant schools, but DH was minded to put his name to it. He is happy to share the letter with any governor who wished to see it.</p> <p>ACTION: Governors who wish to see the letter to contact DH.</p>
<p>9. 9a. 9b. 9c.</p>	<p><u>MINUTES/REPORTS FROM COMMITTEES</u></p> <p>Finance Committee minutes 7 December 2023 to be circulated.</p> <p>Learning Committee minutes 12 December 2023 had been circulated.</p> <p>Safeguarding Committee minutes 3 October 2023 had been circulated.</p>
<p>10. 10a. 10b.</p>	<p><u>HEADTEACHER'S REPORT</u></p> <p>The report had been circulated prior to the meeting and read by governors. MO thanked the strong staff team, the governors, and the parents for the excellent Ofsted outcome. Governors were asked if they had any questions about the report. Governors felt that the report was self-explanatory and very impressive. MO informed governors that the new Ofsted Chief inspector Sir Martyn Oliver had sent a letter of congratulations to the school for retaining its status as Outstanding – something that only 5% of schools achieve.</p> <p>DH noted that the school's pupil premium results were higher than the national average for all pupils, not just other PP pupils, which is a great achievement. MO commented that the data summary showed that Gillespie was in the top 10 percentile nationally and in the top 5 percentile for maths. This was getting back to pre-pandemic levels but still need improvements in extended writing.</p>

<p>10c.</p> <p>10e.</p> <p>10f.</p> <p>10g.</p>	<p>KM reported that her review of in-house data comparing Autumn 22 to Autumn 23 showed that children were on track to achieve expectations. Some children had fallen behind but were being focussed on this term.</p> <p>MO informed governors that the school had been offered increased Science for Life funding. The funding from the Dame Alice Owen Foundation/the Master Brewers Company will support work with the Upward Bound programme providing science enrichment activities for disadvantaged secondary school pupils engaging with the programme.</p> <p>DH congratulated MO Mark, the SLT and everyone at the school for achieving the outstanding Ofsted rating. All the governors wholeheartedly agreed. He also thanked Megan Begley for instilling a passion for science in the school – which had been formally recognised in a letter from the Chief Inspector of OfSTED.</p> <p>BD noted that stress and tension had been very high in the lead up to the inspection and asked where the energy was flowing post-inspection. SW commented that the school was not changing its approach post-Ofsted and were sticking to core beliefs such as promoting reading for pleasure even though the modern curriculum provides less space for children to be individuals.</p>
<p>11.</p> <p>11a.</p> <p>11b.</p>	<p><u>CONSIDERATION OF REPORTS FROM SCHOOL PROFESSIONAL PARTNER</u></p> <p>MO reported that the Islington Professional Partner was an Islington initiative and initially focused on schools in the Ofsted window for inspection. Two partner visits had taken place, one a week before the Ofsted inspection. Reports from November '23 and February '24 were shared with governors.</p> <p>MO noted that the professional partner visit process had been useful as a dry run for Ofsted. There was a second visit in February which, in the main, focused on outcomes from the Ofsted report. MO reported that the LEA paid for the 2 visits but the professional partner, Vicky Parsey, informed the Head that a third meeting was not planned. However, the school could contact her in future if they wanted further support. It was agreed that this could be useful. MO informed governors that the school would continue with its current arrangement with June Hall, the School Improvement Partner.</p>
<p>12.</p>	<p><u>GOVERNOR VISITS</u></p> <p>Governors reported that no formal visits had happened. MO reported that the SLT would be reviewing the teaching/provision of art, hence the plan mentioned earlier to arrange governor observations early in the summer term.</p>
<p>13.</p> <p>13a.</p> <p>13b.</p>	<p><u>FINANCIAL MANAGEMENT/BUDGET</u></p> <p>Scheme for Financing Schools 2023-2024: AS reported that Finance Committee had met in mid-December to review nursery provision and monitor the budget. The nursery is financially viable and is budgeted to make a positive contribution to the budget. Budget actuals showed a potential closing deficit for the year due to the items beyond the school's control, such as the national 6% salary award not being fully funded. There would be an informal Finance Committee meeting next week to review the budget and consider how to present a balanced 2024-2025 budget.</p> <p>Schools Financial Value Standard: The SFVS questionnaire is a statutory requirement and considers governor skills in finance and challenging the school. Governors APPROVED the SFVS and thanked AS and Sara (SBM) for their work.</p>

<p>13c.</p> <p>13d.</p>	<p>Contracts and Services 2024-2025: The brochure of Traded Services had not yet been issued. The school had not yet been given budget indicators for 2024/25.</p> <p>Budget 2024 – 2027: Governors APPROVED the delegation of budget approval to the Finance Committee.</p>
<p>14.</p>	<p><u>ANNUAL SAFEGUARDING REPORT TO GOVERNORS 2022-2023</u></p> <p>MO had completed the report and it had been circulated before the meeting. He asked governors to check that their information was correct. ACTION: Governors to inform Rebecca of any amendments to their information.</p> <p>MO noted that the school does not have a policy on children with health issues who do not attend the school as there are none registered with the school. FC suggested that the school could look at adding to the absence policy how it safeguards/supervises children if they are not in school – if ill, etc. She offered to look for further guidance on the matter and draft something. ACTION: FC to draft addition to absence policy.</p>
<p>15.</p> <p>15a.</p> <p>15b.</p> <p>15c.</p>	<p><u>EQUALITIES</u></p> <p>ML informed governors that the next Global Majority Governors’ Network meeting was being held tomorrow (29 February) and was open to all governors. She had not yet attended one but believed you just have to register (via Governor Hub) or perhaps just turn up. The meetings were good for non-Global Majority governors to make connections but the network was not for them. Collecting data on the diversity of governing bodies is difficult – it can be done via Governor Hub but it is not obligatory.</p> <p>BD raised concerns about the language/emphasis of equality messaging as her daughter had used language in a way that she would not have experienced at home. MO stated that the school strives to reflect diversity in various areas of the curriculum and not just, for example, in Black History Month. All teachers have books reflecting diversity for every term. ML questioned whether the issue was curriculum-related and whether it could be a cultural emphasis.</p> <p>FC asked what transgender policies the school had. MO reported that there was no formal policy but there were 2 children who were exploring their identity. SW noted that the school had books available which are fully representative.</p>
<p>16.</p> <p>16a.</p> <p>16b.</p>	<p><u>GOVERNORS BRIEFINGS/TRAINING & DEVELOPMENT</u></p> <p>Governors noted the next Governor’ Briefing on 20 March on Teams.</p> <p>No governors had attended training recently.</p>
<p>17.</p>	<p><u>FUTURE MEETING DATES/AGENDA ITEMS</u></p> <p>The next Full Governing Body meeting will be on 12 June 2024.</p> <p>Governors noted that there would not be a Learning Committee meeting on 5 June 2024.</p>
<p>18.</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>There was none.</p>

PART TWO – CONFIDENTIAL BUSINESS

19.	<u>CONFIDENTIAL ITEMS</u>
	There were none.

There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 19.42 pm.

CHAIR: _____

DATE: _____

**ACTION LIST – FULL GOVERNING BODY MEETING
28 FEBRUARY 2024**

ITEM	ACTION	BY
2a.	JB to check ROBI on Governor Hub and notify any governors who are not up to date. ANY governors who would prefer a paper form to contact JB to have one sent to them.	CLERK (JB) ALL GOVERNORS
2c.	MO/Rebecca to check school records for an update on DBS status across the GB.	MO/REBECCA
2d.	MO to check DfE records re SW and governing body.	MO
2e.	All governors to check KCSIE status on Governor Hub and update if necessary.	ALL GOVERNORS
3b.	JB to update Governor Hub re DH re-co-option.	CLERK
4b.	JB to update Governor Hub re. appointment of ML as Chair of the Learning Committee	CLERK
4e.	JB to update Governor Hub re. appointment of FC as Pupil Premium governor.	CLERK
5c.	JB to send meeting dates and Agendas for committees to all governors .	CLERK
6b.	JB to remove watermark and upload final minutes to Governor Hub.	CLERK
7h.	JB to check with former clerk whether 18/7/23 Pay Committee minutes were restricted	CLERK/TESS LUNDY
7k.	EHCP to be completed by end of term.	MO/LYNN

7l.	BD & ML to complete FAQs for Lynn.	BD/ML
7p.	JB to check JG Governor Hub status.	CLERK
8b.	Governors to contact DH if they wished to see draft school closures letter.	ALL GOVERNORS/DH
14.	All Governors to inform Rebecca of any amendments to their safeguarding report information. FC to draft addition to absence policy re. safeguarding absent pupils.	ALL GOVERNORS FC