



HIGHGATE PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Tuesday 21 January 2020

Governing Body Membership	
Headteacher (1): William Dean (WD) <i>ex officio</i>	LA Governor (1): *Cllr. Liz Morris (LM) 20.09.20
Staff Governor (1): David Calvert (DC), 11.11.23	Parent Governors (5): Julie Bland (JB) 01.07.23 *Yousaf Bhatti (YB) 01.07.23 Louisa Caswell (LC) <i>Vice Chair</i> 18.09.21 Steven Porter <i>Chair</i> (SP) 20.09.20 Leona Asamoah (LA) 29.03.23
Co-opted Governors (4): Liam Frost (LF), 31.08.20 Rebecca Lewis (RL) 16.09.23 *Laura Eden (LE) 03.08.19 Jacob Baker(JB) 04.03.19 Claire Meier (CM) 31.08.23	Associate Members: *Billie-Jean Daniels (BJD) 31.08.19 Patricia Prichard (PP) 13.11.21 *Warren Swimer (WS) 31.08.19 *Sam Evans (SE) 19.03.23
Also in attendance: Felicity Baird - Clerk	

**Asterisk denotes absence*

Part 1

1. WELCOME & INTRODUCTIONS

- 1.1 The Chair welcomed all to the meeting.

2. APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST

- 2.1 Apologies for absence were received from SE, LE, BJD, LM, YB. No declarations of interest made in respect of items on the agenda.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 12 NOVEMBER 2019; MATTERS ARISING

- 3.1 The Minutes of the previous meeting were approved, were signed by the Chair and retained by the school.
- 3.2 It was agreed that LF would become the Maths Link Governor for the remainder of the academic year.
- 3.3 Q: Have the number of idling cars outside the school reduced?
A: Yes, the situation is much improved.

4. CHAIR'S ITEMS

- 4.1 It was agreed that LA would act as the BAME Link Governor, and SP would act as STEM Link Governor; this information would be shared with the Local Authority.
- 4.2 School Visits



The Chair reminded Governors that Committee Chairs should inform the GB Chair and HT of arranged Governor visits to the school. It was agreed that the HT would create a schedule of Governor visits to the school, which would link in with School Development Priority (SDP) areas, and other matters Committee had agreed should be looked at.

Action

5. HEADTEACHER'S REPORT

- 5.1 The HT reported that all teams within the school were fully staffed. Due to additional EHCPs, the school had recruited to additional SMSA and SNA posts.
- 5.2 The school roll was stable, with vacancies only in Y2, however, there was a waiting list of pupils.
- 5.3 It was reported that the leadership structure would need to be reviewed, as it was highly likely that Ruth Vince had requested her secondment to St Augustine's be made permanent. Peter Burge had reviewed the school's Assessment Policy, which would be brought to the Curriculum Committee meeting for review and approval. New curriculum unit samples would also go to the Curriculum Committee.
- 5.4 The HT reported that the school's January INSET day looked at the promotion of collaborative group work, with Ed Baines and Tony Russell from the Institute of Education (IoE). The school was making a commitment that all would teach these skills units. There was a possible opportunity for the school to work with the IoE going forward, and to roll this work out with other schools.
Q: Would this school be involved in running training sessions?
A: Yes, if it goes ahead.
Governors were invited to attend for a training session.
- 5.5 SPP (Schools Partnership Programme. One of the Education Development Trust's (formerly CfBT) flagship projects is the Schools Partnership Programme (SPP). This is based around partnerships of 3-7 schools working through a three part programme involving: self review; peer review; and follow up school-to-school support):
Oracy has been chosen as the school's area. St. Michael's and St James' would be visiting the school to take part in peer partnership work.
- 5.6 Predicted figures were looking good, although they were slightly lower in EYFS/Phonics. Planned interventions were taking place to raise the attainment of those pupils that were working at a lower level.
- 5.7 The HT informed Governors of additional enrichment activities that were not part of the curriculum. The school had been invited to take part in a football match, the winner of which would 'become' Tottenham Hotspur.
- 5.8 BAME
Marva Rollins undertook a BAME review, the subsequent report on the school was available to Governors upon request.
Q: Are there any suggestions for the school in the report?
A: No. The review was more of an information-gathering process, and a final borough-wide should be issued once all schools involved had been visited.



- 5.9 The HT reported that there were 14 children in the school with EHCPs (Education Health Care Plans) and 2 more in the process of being completed. Governors queried when the school would have to turn down pupils with EHCPs from being admitted to the school, and were informed that, currently, the school was able to meet statemented children's needs, therefore was obliged to take these children if there were spaces in the school.

Q: Are there any children in the school that should have an EHCP but may not get it?

A: Yes.

Governors were mindful of the impact on resources and workload for teachers, and a lack of collegiate approach by some schools to take their fair share of pupils with EHCPs. It was agreed that the GB would draft a letter to Nathan Jones, Interim Head of SEND, at Haringey Local Authority, to ask why some schools were not taking their fair share of SEND pupils and to ask for numbers of pupils with EHCPs in primaries to be shared.

Action

- 5.10 The GB heard that attendance and behaviour were both good at the school. All years had gone through the cookery curriculum, as part of the Healthy School SDP priority.
- 5.11 There had been positive feedback regarding the school's therapy team and the support and management provided by the school. Governors asked if children self-referred to the service and were informed that the option to drop-in to the therapy team was popular with some of the older children (from Y3 upwards). A mixed population of pupils used the provision. Governors asked if there was any capacity for outreach and were told that this was something that was previously looked at, but would currently be difficult. The GB heard that a growing trend of self-harm, suicide ideation, and eating disorders were becoming prevalent at earlier ages than previously.

6. PUPIL PREMIUM; SPORTS PREMIUM; SCHEME OF FINANCIAL DELEGATION

- 6.1 The GB reviewed the Pupil Premium grant planned expenditure for 2019-20, which was the same as the previous year, with an additional line on oracy. The Governors **approved** the expenditure, and the Chair signed this off.

Q: What is the biggest impact of PP?

A: Teacher awareness; knowing children fully. PP children are encouraged to attend after school clubs.

- 6.2 It was reported that a recent PSA meeting looked at the idea to provide for families that could not afford attend some events, by offering people the opportunity to buy an extra ticket if they were able to. The GB endorsed this idea.

- 6.3 Sports Premium Strategy Statement 19-20: The statement was unchanged from the previous year. Governors approved the statement, which was signed off by the Chair.

- 6.4 The Governors **approved** the Scheme of Financial Delegation, which was signed by the Chair, and returned to the school.

- 6.5 The Assessment Management Policy had been reviewed by the Resources Committee, which had agreed it and recommended it for ratification by the GB. The GB ratified the policy, it was signed by the Resources Chair and the GB Chair and returned to the school.



7. COMMITTEE REPORTS

7.1 It was agreed that Committee minutes should come to the GB meeting for information purposes.

7.2 Curriculum and Standards Committee

The meeting had been moved from November to January, so that it could sync with the collection of data. A report would come to the next GB meeting. A Governor visit to the school related to Curriculum and Standards had taken place.

7.3 Communications Committee

No update; the Committee had not met since the last GB meeting.

7.4 Family Centre Committee

This Committee had now been merged to become the Community Services Committee, and would be meeting on 30 January. A report would come to a future GB.

7.5 Resources Committee

The Resources Committee had met the previous day. An interim audit report had been received, containing 12 recommendations.

8. HARINGEY GOVERNOR TRAINING

8.1 JB had attended Introduction to being a Governor training; understanding the curriculum training; and would be attending safeguarding training.

8.2 LF would be attending safeguarding refresher training.

8.3 Governors were reminded to upload their training / visit reports / documents to Governor Hub.

8.4 Governors asked if there was training available for Committee Chairs.

Action

8.5 It was suggested that a Governor should attend the termly Governor briefing.

8.6 The HT suggested the GB could undertake whole-GB training (run by HEP) on the new Ofsted framework, which the Governors agreed with. It was agreed this could take place in the first half of the summer term.

9. GOVERNOR SCHOOL VISITS

9.1 JB had attended the school to undertake a Health and Safety visit.

10. SCHOOL COUNCIL

10.1 It was reported that the School Council was meant to meet today, however the meeting had been postponed. A report would come to a future GB meeting.

11. GREEN COUNCIL

11.1 The school was working with 3 parents with architectural backgrounds on a project to create an outdoor classroom.



- 11.2 The school was collaborating with OmVed Gardens and the World Food Programme on an event highlighting the issue of food waste. The feasibility of a wind turbine was still being looked at. Cycle training would take place for Y4 and Y5 this term.

12. ANY OTHER BUSINESS

There being no further Part 1 business, this section of the meeting closed.

ACTION LIST

ITEM NO.	ACTION	ASSIGNED TO
4.2	Create a schedule of governor visits to school	Headteacher
5.9	Draft a letter to Nathan Jones, Interim Head of SEND at Haringey LA regarding numbers of SEND pupils in primaries.	All (JB lead)
8.4	Find out if committee chair training is available via HEP	Clerk

SIGNED

CHAIR OF THE GOVERNING BODY

DATE