



HIGHGATE PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Tuesday 5 May 2020 at 7 pm on Zoom

Governing Body Membership	
Headteacher (1): William Dean (WD) <i>ex officio</i> Staff Governor (1): David Calvert (DC), 11.11.23 Co-opted Governors (4): Liam Frost (LF), 31.08.20 Rebecca Lewis (RL) 16.09.23 Laura Eden (LE) 03.08.19 (new date TBC) Jacob Baker(JB) 04.03.19 (new date TBC)	LA Governor (1): Cllr. Liz Morris (LM) 20.09.20 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 Associate Members: Billie-Jean Daniels (BJD)31.08.19 (new date TBC) *Patricia Prichard (PP) 13.11.21 *Warren Swimer (WS) 31.08.19 (new date TBC) Sam Evans (SE) 19.03.23
Also in attendance: Andreas Adamides–Clerk	

**Asterisk denotes absence*

Part 1

1. WELCOME & INTRODUCTIONS

- 1.1 The Chair welcomed everybody to the online meeting.

2. APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST

- 2.1 Apologies for absence were received from Julie Bland, due to technical issues.
2.2 No declarations of interest were made in respect of items on the agenda.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 21 JANUARY 2020; MATTERS ARISING

- 3.1 The Minutes of the previous meeting were approved, they will be signed by the Chair, scanned and emailed to be retained by the School.
- 3.2 The following matters arising were noted:
- 4.2 **Create a schedule of governor visits to school.** Action on hold but will be actioned when possible, particularly to look at the provision for vulnerable children. **Action**
 - 5.9 Draft a letter to Nathan Jones, Interim Head of SEND at Haringey LA regarding numbers of SEND pupils in primaries. Action completed.
- 8.4 **Find out if committee chair training is available via HEP.** Action outstanding. **Action**

4. HEADTEACHER'S REPORT



- 4.1 The HT sent a report in advance of the meeting including the following: Coronavirus update, Remote Learning, Key Worker Provision, Inclusion, Wellbeing, Return to school, Admissions, Staffing, Curriculum and Premises.
- 4.2 HT reported about the Coronavirus update and advised that the School continues to be closed until further notice. The Family Centre has been adapted to provide a school-based provision for the children of key workers and children considered vulnerable. Around 40 children are registered to attend either full or part time, but actual numbers are currently averaging at around 20 each day. HT met with NLC heads today and discussed ideas about pupils returning to schools. HT advised that it is best to wait until there is more information from the DfE.

Q= There are ideas about certain year groups starting back in school first?

A= The School will need to wait to for DfE advice and then plan for who will return. The number of staff available should be sufficient for the pupils.

Q= Will we be buying extra hand gel and washing items?

A= We will have a lead in time to sort this out, in general hand washing can be difficult for young children. The SLT is meeting to plan this.

- 4.3 A Governor noted that School can talk to HEP about PPE in schools.
- 4.4 HT previously circulated a report about home learning by year group. The report is based on discussions with teachers, and the positive feedback from parents. HT advised that home learning is not the same as education in school, it is remote learning. There is an issue about not all children having access to screens at home. Overall, the School is delivering an engaging and creative programme, children are actively participating, and it is going well.
- 4.5 HT advised that the numbers of pupils at the school-based provision (for the children of key workers and children considered vulnerable) is increasing. The School has had more enquiries and the numbers could increase to 30. The provision is split into two classes, one for EYFS/KS1 and the other for KS2, who are being supported to follow the home learning programme. Each room has a teacher and a TA, and other staff for the 3 children with EHCP plans.

Q= How many could we potentially have?

A= We are reluctant to go above 30 with the current space, the need for social distancing and the staffing.

Q= What should we call the provision, which includes the children of key workers, vulnerable children including those with social workers, and children with EHCPs? We are most worried about vulnerable Children?

A= We will change the name to school-based provision. We have included children in the provision who we felt were vulnerable, children with social workers, children with EHCPs and children of key workers.

- 4.6 HT advised about admissions, the Reception Year from September will be full based on 48 first choices and the School will have a waiting list, which is unprecedented; the pupil numbers will be good for funding.

Q= How do we arrange the pre-admission process with Reception children?



A= As soon as the list is firmed up, we will give them an induction pack, but we will have no meetings in school. We may delay the start for Reception pupils to work on the transition in September.

- 4.7 HT advised that finance is the main issue for the School, because of the loss of income due to the Coronavirus situation. The projected loss of income is £320k in the worst-case scenario. The only current guidance for schools to put together a plan for the LA. The Resources Committee discussed the budget setting for 2020/21 and agreed to a deficit budget. If the LA funding supports the School, it can get to a zero deficit. The School was given information about schools' budgets and carry forward. The School does not have a surplus to carry forward.

Q= How are we losing income?

A= In many ways, Night Owls is a loss of £100k in a year, school meals cannot happen with social distancing, lettings income, after school clubs, all these add up to a significant loss of income.

Q= Can we make any savings?

A= We can only furlough staff when it is their only job, this will not work for Night Owls which is staffed by TAs. We can furlough kitchen staff, which is very limited, saving only about £20k.

- 4.8 HT advised about Governors about premises issues. The LA Wave 2 capital works have been suspended, because companies currently cannot tender. However, the new boilers are close to completion, which will save energy costs. Plus works to the drains and the parameter wall repointing were completed.
- 4.9 HT reported that the School is continuing to teach the curriculum remotely. The Year 6 China topic was well received. There is a continuing focus on oracy, and children are recording themselves.
- 4.10 Governors noted the highlights about standards in the Head's report and that the Curriculum Committee will discuss standards.
- 4.11 HT advised that all trips have been cancelled, but enrichment continues where possible including with the Haringey Virtual Choir.
- 4.12 Rebecca Lewis (RL) reported on SEND. RL advised that the School has 3 pupils who have EHCPs who are attending school. The School encourages children to be looked after at home where possible, and keeps in regular weekly contact with families of about 50 children, offering support with accessing work. Children are well supported by many teachers. The LSAs are supporting teachers by providing resources for families. Overall, the situation is difficult for families of children with complex needs, but some remote contact is having a positive impact

Q= Do we have the risk assessments from the boroughs?

A= They are all completed from Haringey, Enfield and Brent. There are a few others still outstanding.

Q= Islington are advising that all children with social workers and EHCPs should be in school, is Haringey advising the same?

A= We only have 2 children with social worker support, and we are following best safeguarding practise, including about having them in school. For children with EHCPs, we looked at the support they have from parents, to stay at home, but have 3 in school.

Q= Will it be a disadvantage for children with EHCPs not being in School?

A= For many it has been a positive with 1 to 1 time with parents, supported by the School.



Q= Could there be an increase in children with the Pupil Premium (PP), because of the economy?

A= There could be an increase in numbers, we will encourage applications for FSMs where appropriate.

Q= Are we giving free school meal (FSM) vouchers?

A= Yes, we are sending out vouchers every 2 weeks.

Q= Have the FSM vouchers been late?

A= The first 4 weeks were on time, but they were late this week, we are chasing them, for families that are struggling we are making school meals available.

- 4.13 HT reported that attendance was very low in period before closure, it was about 40%. Behaviour at the school-based provision is very good.
- 4.13 HT reported about fundraising. The PSA will be asked to think about online fund raising in the absence of the Summer fair.
- 4.14 Billie-Jean Daniels (BJD)(Deputy DSL, pastoral support, health and wellbeing) reported that she is in contact with 63 children on a daily or weekly basis and is in contact with children's teachers, where there are concerns. Social work managers are doing risk assessments of children with a social worker and speaking to children who are on the child protection register. The School is further developing the wellbeing resources on the website. In addition to counsellors providing support via Zoom, the School has organised counselling online drop-in sessions for children who can access this if they are struggling at home. BJD attending meetings with social workers and attends teams around the family meetings.

Q= How do we know about children who may be vulnerable?

A= We know the families and have a relationship with the children and parents who are asking for support, we have made referrals remotely. Most contact is through parents, but children can be identified for teachers to speak to children directly.

Q= Is there a video about sport?

A= A teacher is doing sports videos in his garden to be put on the website.

- 4.15 Governors thanked the Headteacher, SLT and all staff who are working well at this difficult time.

5. COMMITTEE REPORTS

5.1 Resources Committee

- 5.2 Governors noted that the Resources Committee held 2 meetings. In early April it looked at the end of financial year, then last week looked at the new budget which will have a serious deficit due to the fall in income of about £300k.

6. BUDGET SETTING

- 6.1 HT advised that the School would need to set a balanced budget over 3 years. 2019/20 closed with a small surplus. HT presented a draft 3-year budget that balances with assumptions about any new teachers being NQTs.



- 6.2 HT advised that the deadline for approval of the new budget is now 30 June. Hopefully by then, there will be more information from the DfE about how schools will deal with the loss of income. HT advised that a secondment to another school helped the budget. Overall HT advised that it is not the time to restructure the School.

Q= Will we have the final new budget by June?

A= We will wait until end of year to know deficit, and we will have a recovery plan.

Q= What would have happened without COVID?

A= It would have been a balanced budget, e.g. Night Owls has had a great loss of income.

Q= Are we allowed to set a deficit budget?

A= We are under certain circumstances.

Q= Are there any exceptional costs?

A= Yes, we have put this in the budget.

- 6.3 **Governors agreed that the Resources Committee will meet to consider the new budget, followed by an FGB by the end of June for budget approval. Action**

- 6.4 Governors noted that the SFVS was approved by the Resources Committee for the Chair to sign.

7. ANY OTHER BUSINESS

None

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

ACTION LIST

ITEM NO.	ACTION	ASSIGNED TO
3.2	Create a schedule of governor visits to school when appropriate	Headteacher
3.2	Find out if committee chair training is available via HEP	Clerk
6.3	Resources Committee will meet to consider the new budget, followed by an FGB by the end of June for budget approval	FGB

SIGNED

CHAIR OF THE GOVERNING BODY

DATE