



HIGHGATE PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Tuesday 15th September 2020

Part 1

Governing Body Membership	
Headteacher (1): William Dean (WD) <i>ex officio</i>	LA Governor (1): Cllr. Liz Morris (LM) 14.09.24
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) Vice Chair 18.09.21 Leona Asamoah (LA) 29.03.23 <i>One vacancy</i>
Co-opted Governors (4): Rebecca Lewis (RL) 16.09.23 Laura Eden (LE) 02.08.23 Steven Porter Chair (SP) 14.09.24 <i>One vacancy</i>	Associate Members: Billie-Jean Daniels (BJD) 01.07.23 *Patricia Prichard (PP) 13.11.21 *Warren Swimer (WS) *Sam Evans (SE) 19.03.23 Liam Frost (LF) 14.09.24
Also in attendance: John Twomey - 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 were received from Sam Evans who was away. There were no declarations of interest.

3. GOVERNING BODY ADMINISTRATION

3.1 New Governor Appointments:

SP was appointed as a Co-Opted Governor.

LM was re-appointed as the Local Authority Governor. The Clerk will follow up with HEP in regard to the ratification of her appointment.

LF's term has expired but he will continue as an Associate Member.

It was recognised that WS had become inactive as an Associate Member and he was removed.

There are presently two Governor vacancies, one Co-Opted and one Parent. Three parents have expressed an interest to the school in becoming a parent governor. The school will arrange an election.



A parent, Claire Montgomery, who has finance skills, and is willing to assist with the Resources Committee, was appointed as an Associate Member.

3.2 Appointment of Chair and Vice Chair (this item was led by JT):

SP was nominated and unanimously elected as the GB's new Chair for 20/21.

LC was nominated and unanimously elected as the GB's new Vice Chair for 20/21.

3.3 Code of Conduct: The 2020/21 Governor Code of Conduct was signed by all Governors present and returned to the clerk. The Code provides that Governors agree to join at least one committee and make at least two visits to the school annually.

3.4 Annual Declaration of Interest: The 2020/21 Annual Declaration of Interest form was signed by all Governors present and returned to the clerk.

4. MINUTES OF THE PREVIOUS MEETING HELD ON 23 JUNE 2020; MATTERS ARISING

4.1 The Minutes of the previous meeting were AGREED and were signed by the Chair.

4.2 Matters Arising:

- Action 5 (Budget for 20/21): Governors noted that the budget had been approved by the Resources Committee and the Local Authority. For clarity, Governors agreed that the budget stood ratified.
- Action 6.1 (Resources Committee Meeting): The Committee is due to meet next week.
- SFVS (Schools Financial Value Standard) document: WD will distribute a copy to Governors for information.

5. HEADTEACHER'S REPORT

5.1 Governors noted the comprehensive written report dated September 2020, which had been circulated in advance. WD led Governors through the report highlighting key issues and responding to questions.

5.2 Attendance: Governors were pleased to learn that attendance rates among all year groups were very high since children returned after lockdown. It averaged over 95% and was as high as 99% in one year group. This compared with a national average of 81%.

5.3 Changes to school routines in response to COVID19/Temporary PPA Arrangements: Governors considered the comprehensive Risk Assessment for the Return to School of all Pupils that had been circulated in advance. It was noted that very significant changes had been made to minimise the spread of infection with the "bubble" concept being critical. WD advised that the school had received a liaison phone call from the HSE yesterday to probe the robustness of the RA and they had been very satisfied with it.

In response to a question from Governors, it was confirmed that the school had had one suspected COVID19 case involving one child. The school is still awaiting test results to confirm the presence of COVID19 or otherwise. In the meantime, as a necessary precaution, one bubble has had to be quarantined, along with one teacher and one TA.

The moving of teachers' PPA time to Friday afternoon is designed to protect class bubbles. Had this not been put in place, the Deputy Headteacher and a key TSA would have had to quarantine as a result of the suspected case.



The school was aware that if a staff member were to develop COVID19 symptoms, it could have wide consequences. It could lead to numerous “bubbles” having to be quarantined. In response to a question from Governors, it was confirmed that the school would be offering home learning to children who were quarantined. The school will consider whether it may be possible to provide Free School Meals for quarantined children.

- 5.4 **Admissions:** There is a waiting list in all years, 1-6. Nursery and Reception are on track to be full.
- 5.5 **School Finance:** The COVID19–related deficit has been licensed by the local authority. The exact amount is still being quantified as it has been possible to resume a certain amount of income-generating activity. The worst case scenario would be a deficit of £150k, repayable over three years. WD believes this would be achievable.
The school was successful in its initial bid to reclaim COVID19–related expenditure.
- 5.6 **Premises Development & Capital Works Programme:** Governors noted that work was continuing on this. The present focus is on planning the works. The major part of the works is not scheduled to begin before January 2022.
- 5.7 **Staffing:** Governors noted that all posts are currently filled. India Oliver has joined the staff as a Newly Qualified Teacher. India, who is teaching a Year 4 class, replaces Kathryn Eastman, who returns to Australia.
- 5.8 **School Development Plan:** see item 8 below.
- 5.9 **SEN:** There are 50 children on the SEND Register and it is expected that 20 will have EHCP’s. Governors queried if the school was still receiving referrals after making its representations to admission authorities in regard to its intake capacity. RL confirmed that it is, including out-of-borough referrals. In many cases, parents have nominated the school as the preferred school and this can have a strong influence on admissions.
Attendance is good among children with EHCP’s.
Some children have returned with noticeably higher levels of anxiety.
- 5.10 **School Meals:** Governors noted with sadness the passing of Michael Batoux, the school’s former chef and commended WD on his blog on the subject. The new chef, Julia Nonu, is settling into her role. In response to a Governor's query, WD advised that the menu continued to be a varied one with meat and vegetarian options being provided.

6. CHAIR’S ITEMS

- 6.1 There were none.

7. COMMITTEE REPORTS

- 7.1 The Committees haven’t met as yet this term.
The Family Centre Committee will henceforth be known as the Community Services Committee.
See the part 2 Minutes in regard to the Safeguarding Committee.

8. SCHOOL DEVELOPMENT PLAN



- 8.1 Governors noted the School Development Plan for 20-21 and the comprehensive Action Plans for each of the identified Priority Areas in the Plan which had been circulated in advance. It was also noted that the Headteacher's Report had addressed SDP issues at length. WD led Governors through the SDP and the Action Plan, highlighting key issues and responding to questions.
- 8.2 The SDP Priority Areas include:
- Curriculum
 - Reading
 - Health & Wellbeing
 - Catch-up programmes arising from school closure
 - Racial Equality and Anti-Racism
 - Premises Development
 - Subject Leadership
- 8.3 Reading had emerged as an SDP priority because teachers had noticed a fall-off in reading activity among pupils after their return post-lockdown.
- 8.4 Catch-Up Programme: Senior staff will be on hand to assist with this in order to supplement the targeted intervention being offered by support staff on Friday afternoons.
- 8.5 Remote Learning: Governors noted that contingency arrangements were being put in place for implementing remote learning for quarantined pupils. Different platforms were being investigated. The school recognised that interaction between teacher and pupil was integral to the success of the online learning experience.
- 8.6 Curriculum: In response to a Governor question, WD confirmed that the school would be looking to incorporate themes of equality into curriculum planning.
- 8.7 Health & Wellbeing: Governors noted that the school has a strong focus on pupil and staff wellbeing. RL and BJD led Governors through the school's therapy and drama therapy services which had now resumed. Governors asked if any unusual levels of anxiety had been noticed among BAME pupils. BJD advised not at the level that might have been anticipated. One pupil had suffered the loss of a close family member. Another pupil who is known to have been affected has yet to return.
- 8.8 Governors chose their areas of interest as follows, and will make arrangements to visit and liaise with the relevant school lead:
- Curriculum **LF**
 - Reading **SP**
 - Health & Wellbeing **LM**
 - Catch-up programmes arising from school closure **YB**
 - Racial Equality and Anti-Racism **LA**
 - Premises Development **LC**
 - Subject Leadership **LA**

9. DATES FOR GOVERNING BODY MEETINGS FOR 20/21



These were agreed as follows, all at 7:00 pm:

Tuesday 17th Nov

Tuesday 19th Jan

Tuesday 16th March

Tuesday 4th May

Tuesday 29th June

10. HARINGEY GOVERNOR AUTUMN TRAINING OFFER & LA UPDATE

- 10.1 Governors noted the latest training schedule offer that had been sent with the papers for the meeting.

11. GOVERNOR SCHOOL VISITS

- 11.1 SDP-related visits should be organised. These can take place virtually if necessary.

12. SCHOOL COUNCIL

- 12.1 The School Council hasn't met for COVID related reasons. The school is looking at virtual platforms as a way forward on this.

13. GREEN COUNCIL

- 13.1 The School Council hasn't met for COVID related reasons.

14. ANY OTHER BUSINESS

Breakfast Club: YB raised the issue of the Breakfast Club. He advised that this was a vital resource for working parents. It impacted on a household's ability to maintain its work commitments in these challenging times. In the absence of pre and post- school day provision, the schedules of working parents seem to be pressed at both ends of the working day. Were there any plans to resume the Club? WD acknowledged the issue but advised that there were difficulties. There was the challenge of protecting the "bubble" arrangements which might mean having to run seven different Clubs. Numbers attending have historically been modest, about 20-25, so there may be an issue of economic feasibility as well. Finally there is the general uncertainty about how events may evolve. The matter would be monitored, however.

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

ACTION LIST

ITEM NO.	ACTION	ASSIGNED TO
3.1	Follow up with HEP in regard to the ratification of LM's appointment as LA governor	Clerk
3.1	Arrange an election of a new parent governor	Headteacher
4.2	Distribute a copy of the SFVS to Governors for information.	Headteacher
8.8	Make arrangements to visit and liaise with the relevant school lead	LF, SP, LM, LA, YB and LC

SIGNED

CHAIR OF THE GOVERNING BODY

DATE