



HIGHGATE PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Tuesday 17th November 2020 at 7:00 pm via Zoom

Part 1

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): Rebecca Lewis (RL) 16.09.23 Laura Eden (LE) 02.08.23* Steven Porter Chair (SP) 14.09.24 Louisa Caswell (LC) Vice Chair 16.11.24*	LA Governor (1): Cllr. Liz Morris (LM) 14.09.24* Parent Governors (5): Julie Bland (JB) 01.07.23 Yousaf Bhatti (YB) 01.07.23 Leona Asamoah (LA) 29.03.23 Sue Cheung (SC) 16.11.24 James Green (JG) 16.11.24 Associate Members: Liam Frost (LF) 14.09.24 Billie-Jean Daniels (BJD) 01.07.23 * Patricia Prichard (PP) 13.11.21* Sam Evans (SE) 19.03.23*
Also in attendance: John Twomey - Clerk	

**Asterisk denotes absence*

Part 1

1. WELCOME & INTRODUCTIONS

1.1 **SP** welcomed all to the meeting. New governors **SC** and **JG** were warmly welcomed to the meeting.

2. APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST

2.1 Apologies were received from Liz Morris, Louisa Caswell and Sam Evans. There were no declarations of interest.

3. GOVERNING BODY ADMINISTRATION

3.1 New Governor Appointments:

LC has agreed to serve henceforth as a Co-opted governor rather than a Parent Governor.

Governors agreed to this and she was duly appointed. This left two Parent Governor vacancies. Two parents, Sue Cheung and James Green, had been the successful candidates from the school's recent recruitment exercise and it was possible to appoint both. **Governors agreed and both were duly appointed.** The clerk will send declaration of interest and code of conduct forms to them for signature.

3.2 It was noted that the Borough had formally approved the reappointment of **LM** as the Local Authority Governor.



4. MINUTES OF THE PREVIOUS MEETING HELD ON 15 SEPTEMBER 2020; MATTERS ARISING

4.1 The Minutes of the previous meeting were AGREED and would be digitally signed by the Chair and sent to the school.

4.2 Matters Arising:

All actions were noted to have been completed. A number of governors had completed virtual link visits. **SP** explained to the new Governors how link visits worked and how the visits are linked with the SDP and committees.

5. HEADTEACHER'S REPORT

Governors noted the comprehensive written HT's report which had been circulated in advance.

WD led Governors through the report highlighting key issues and responding to questions as follows:

5.1 COVID

It has been a challenging time for all schools but the school seems to have coped comparatively well. The safety routines and procedures are working well. Only one class has had to be closed, during the first week. Day-to-day school life does not seem to have been negatively affected. Communal events are much missed, however. COVID remains a constant challenge for staff nonetheless. At any one time, the school can be without two to five staff. No teacher has yet tested positive, thankfully.

Governors asked how staff absence is covered. BL: it depends on who is absent. It can be necessary to be creative viz. involving an SLT member, doubling up etc.

5.2 Admissions

The school's census number this year is 424. This is very satisfactory.

There has been high demand for the school's nursery spaces. The nursery is now located in the Family Centre, so the intake may be expected to increase in January. This will help with the future intake to the school itself and with revenue generally.

Governors asked if there was a waiting list for the current roll. Yes, there is and the list is worked through as spaces occur. It sometimes happens that on checking, the parents are no longer interested in the space.

5.3 Finance

The school's position is better than anticipated.

Governors asked how the deficit will be paid back. It will be a mix of measures – Catch Up premium, the special £20k local authority payment, contingency, normal revenues etc.

5.4 Staffing

Chrissie Warman will be going on maternity leave in February. The post has been advertised and there is a good internal candidate. New staff for Nursery and EHC posts will be needed.

5.5 SDP CURRICULUM

Governors asked if work is being done on unconscious bias. **WD** advised yes and it will remain integral to the programme.



5.6 CATCH UP PROGRAMME

RL advised that the programme is going very well. There has been positive engagement by parents and pupils. Preliminary data has already become available which has shown that the school has been correct in pinpointing where the programme has been needed. All years are covered except Reception although that is planned to be covered as well.

Governors asked if the national tutoring programme was being employed. It wasn't but it was something that could be considered at curriculum committee. Budgetary factors are relevant.

5.7 ASSESSMENT AND STANDARDS

The latest data available is from last spring. No summer data is available. The data is being processed via the Fisher Family Trust programme which appears to be better than the Target Tracker programme previously used. The analysed data will be referred to the curriculum committee

5.8 SDP RACIAL EQUALITY AND ANTI RACISM

Governors noted that Diversity and Inclusion Group of staff, governors and parents had been established. **LA** is a participating Governor. The Group plans to engage with the wider staff team. Unconscious bias training will be offered. It was noted that HEP has useful resources.

5.9 SEND

The school's SEND quotient is very high. There are 48 children on the SEND register and 18 children with EHCPs. The school is at capacity yet is still receiving referrals. The Borough of Haringey accepts that the school has reached its capacity but out of borough referrals remain a challenge. The school has had to decline a number of applicants this year.

5.10 ATTENDANCE

Attendance is similar to normal years. The school's figures compare favourably with local and national levels. Two headline children have required a lot of input. The school is responding in a strategic way and has involved the Borough.

5.11 PSA AND FUNDRAISING

There is still an active programme underway. The group has become bigger and closer through its virtual communications.

5.12 HEALTHY SCHOOL

Health and well being at pupil and staff level remain a priority for the school. **In response to a Governor's question**, there is a good spirit of cooperation and togetherness among the staff group and a willingness to support one another (per **DC**). The forest school has been a boon as it enables children to get out of the school building and experience the sense of having space. Ideally all classes would have this opportunity.

6. COVID UPDATE

6.1 See 5.1 above

7. REVIEW OF CURRENT ARRANGEMENTS FOR FRIDAY AFTERNOONS



- 7.1 **Governors reviewed the current arrangements for Friday afternoons.** There was a preliminary discussion as to whether the matter was strategic or operational and whether a formal vote would be necessary. At all events it was decided to discuss the matter and ascertain the general view among Governors.
- WD** advised that the arrangements were necessary for the school to deliver its present service levels. If they weren't in place, the senior leadership team would have to be taken away from their leadership roles. Presently, the school is running smoothly. The Catch Up programme is progressing well. Some of the lost learning time has been regained through the reduced number of assemblies and shorter lunch breaks.
- It is proposed to continue the present arrangements until the February half term. Hopefully by then, COVID infection rates will have dropped. The Catch Up programme will have completed its course. The seasonal incidence of coughs and colds among teachers will be receding. The weather will permit more outside activity and outside classes will be more feasible.
- Governors asked how teachers felt about possibly not getting a full 10% PPA time.** The school was doing its best to make alternative arrangements for cover. Staff looked forward to things getting back to normal but it's a logistical necessity.
- Governors asked about the reaction of parents to the arrangements.** It was mostly supportive. **WD** and **RL** had taken a *vox pop* of about 100 parents and over 90% supported it as an interim measure.
- Governors expressed the wish that the school could return to normal hours as soon as feasible.** At the end of the discussion an informal poll was taken by means of a show of hands. **All Governors supported the arrangements with one abstention.** No further action was deemed necessary.
8. **REVIEW TERMS OF REFERENCE OF COMMITTEES**
- 8.1 **Governors reviewed and approved the Terms of Reference for all committees.**
- JB** will be joining the curriculum committee.
- SP** explained the role of committees to the two new governors. They generally met four times a year. Governors were expected to serve on at least one committee.
9. **COMMITTEE REPORTS**
- 9.1 Curriculum
(Per **SP**) The committee has met and considered the following matters:
- Home learning policy
 - Equality policy
 - Catch-up curriculum
 - Pupil premium
 - Internal assessments
 - Governor visits
- 9.2 Resources
- WD** advised that finance issues have been largely covered in his report. The deficit may now be as low as £20-£30 K depending on the resumption of letting. This is better than had been feared.
- 9.3 Communications
- The Committee has met. There are no major issues to report. It was recognised that the website needs to be updated. This is progressing and a staff member has been working on it regularly.
- 9.4 Community Services



(Per LA) The Committee has met and minutes are being prepared. It considered the Family Centre and future lettings. The Clubs are continuing but Breakfast Club numbers are low. The Nightowls club is very active.

10. APPOINTMENT OF PAY COMMITTEE & HT PERFORMANCE MANAGEMENT COMMITTEE

- 10.1 The Committees have met. Targets have been considered and are expected to be finalised in the coming weeks.

11. SAFEGUARDING/KCSIE

- 11.1 See Part 2.

12. SCHOOL DEVELOPMENT PLAN UPDATE

This had been substantially covered in the Head Teacher's report.

13. POLICIES TO BE REVIEWED

13.1 The following policies were ratified by Governors:

- Complaints Procedure
- Governors Expenses
- Remote Learning
- Teachers Pay
- Health and Safety

14. CHAIR'S ITEMS

- 14.1 An Ofsted visit is expected this year. It is planned to set up a working group in preparation for it.
- 14.2 The Borough arranges regular online courses. It is suggested that Governors do a couple of courses a year. Training should be available in the link areas chosen by Governors.

15. SET OBJECTIVES FOR THE GOVERNING BOARD FOR THE YEAR

See 14 above.

16. MISCELLANEOUS ITEMS

- 16.1 Governor Visits are feasible via Zoom now.
- 16.2 The School Council is due to meet imminently. **B-JD** is the contact for this.
- 16.3 The Green Council hasn't formally met but there has been relevant activity.

17. ANY OTHER BUSINESS

- 17.1 **Governors were reminded** that all committee records could be stored on Governor Hub and were encouraged to update their respective committee's records there.
- 17.2 **A Governor mentioned that the pupil premium plan evaluation and sports premium needs to be approved.** WD advised that some summer data will be inputted next week in regard to the Pupil premium. Once this has been done, the approval can be agreed by email.



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

ACTION LIST

ITEM NO.	ACTION	ASSIGNED TO
3.1	Send declaration of interest and code of conduct forms to SC and JG	Clerk
17.1	Keep committee records on Governor Hub	Comm. Chairs
17.2	Agree pupil premium plan evaluation and sports premium via email	WD

SIGNED

CHAIR OF THE GOVERNING BODY

DATE