



HIGHGATE PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Tuesday 16th March 2021 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; APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST

The Chair welcomed all to the meeting. Apologies were received from Liz Morris. There were no declarations of interest.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 19 JANUARY 2021; MATTERS ARISING

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

2.2 Matters arising:

- Code of conduct: to be carried forward as **LM** is leading.
- Governor biogs: to be carried forward as **LM** is leading.
- Uploading of Safeguarding Committee minutes to Governor Hub: see part 2.
- Pupil premium plan: see finance item below.
- Daily uploads of remote learning material: these are in place.

3. Return to School Update:

The HT updated Governors on this, highlighting key areas and responding to questions.

3.1 Introduction



The return had gone well. The children had settled back into the school routine readily. There was a good atmosphere in the school. Behaviour was good. Attendance was high. Parents were clearly pleased at the return.

The indications are that the learning gaps will not prove extensive.

The risk assessment has been updated. The risk profile is broadly similar to the autumn term's.

The major change in protocol is twice- weekly testing. No positive cases have been found as yet.

The testing is going well.

3.2 Well Being

The children appear to have responded better to the second lockdown than the first. A very small number had struggled with the transition but they have been making progress.

Staff well being: Last week was a tiring one for staff but a satisfying one. There is a shared sense of an end being in sight.

3.3 Pupil Assessments

The school is looking to establish a baseline from this week. It will be using standardised tests in key stage 2 in maths and reading. Other formal assessments will be used as well. Test data should be collected by the end of this week and analysed next week.

3.4 Remote Education Provision

This appears to have gone very well. There were a lot of positive comments from parents. Teachers have been receiving a lot of gifts.

3.5 Governor Questions

- **The Chair asked about the attendance rate. The HT responded** that it was 98.7% on average. There were one or two families who are either shielding or living abroad.
- [Minute transferred to part 2, AOB]
- **A Governor questioned if all staff had returned. The HT responded** that they had. Many have had their vaccinations.

4. Finance Update

4.1 **Governors were pleased to have received a helpful summary report of the school's finance position in advance of the meeting.**

The report gave a clear explanation of the school's income and expenditure in the year to date by reference to both the original and reforecast budgets. It gave reasoned estimates of the end of year out-turn on all major items.

The key headline was that the overall in-year revenue deficit was likely to be £15K, with an underspend of £8k.

The school was fortunate to have secured a loan from the local authority which had greatly helped cash flow. It had successfully availed of the furlough scheme. There had been savings on catering and CPD items. There was an overspend on the boiler service contract. The Children In Need payment has been deferred to the next financial year but hasn't been lost.

The school is working on the preparation of the budget for next year with the school business manager. It is hoped to be able to set a balanced budget which is very satisfactory.



4.2 **Governors ratified the spending statements regarding the Pupil Premium, Sports Premium and Catch Up Premium which had been sent with the papers for the meeting.**

5. **Headteacher's Report**

A comprehensive written report had been sent out to Governors in advance of the meeting. This contained a detailed account of all aspects of school life by reference to the school's SDP.

Governors confirmed that they had read it and, moreover, many of the items mentioned in the report arose elsewhere in the meeting. Accordingly the report did not require to be revisited at length. **The HT took Governors through it**, highlighting certain items as follows:

- **Finances**

Finances had already been discussed but the position of the nursery was worth mentioning. The school had taken the decision to keep the nursery open during the lockdown. Parents had been cautious initially because of the perceived infection risk but the uptake had increased.

Fortunately, the government had latterly decided to pay for all places at the nursery, not just for the children who had been attending. So the school's income stream was maintained.

- **Staffing**

There have been a number of staffing changes. Maternity cover is in place for one teacher. The chef had left and has been replaced. The school had been looking for an assistant chef anyway and was able to recruit two chefs at the same time.

Two staff members will embark on teacher training from September. John Sukhdeo will train at the school. Minnie Sampson will train at Coldfall Primary.

The staffing plan is already in place for next year and there is an adequate budget to cover it.

- **Nursery Expansion**

Presently, the numbers in the nursery are very healthy. The family centre space is proving suitable. It is anticipated that the nursery will be expanded from September. The school plans to introduce wraparound care for the nursery as well. This will be separate from the other wraparound care that it offers. This means that families will have the benefit of a full childcare offer for nursery children.

A Governor asked how many children generally transferred from Nursery to Reception. The HT responded that the transfer rate was almost 100%.

- **Learning**

The Chair suggested that if an Ofsted inspection could be anticipated from September, Governor training would be necessary and the **HT** agreed.

- **Catch Up Programme**



42 children had participated in it. It went well. There was a great benefit in skills and confidence building for the learning support staff, some of whom are now proceeding to teacher training. **Governor YB had visited the programme.**

The National Tutoring Programme will focus on years 4 and 5, with fifteen children being taken from each year. They will work in groups of three.

- **Remote Learning**

Going forward, it is likely that the school will continue to avail of some remote learning tools e.g. Google Classroom and for our certain tasks e.g. homework.

A Governor questioned how engagement with remote learning was measured. The HT responded that non-engagement during lockdown was carefully monitored and acted upon. Some children had not engaged for a non-Covid reasons.

Some data analysis is planned to be done for the curriculum committee. **BL** added that she and **JB** are working on data insofar as BAME pupils are affected and it is hoped to have the data sometime next week.

- **Assessment and Standards**

The HT advised that the school would be doing the equivalent of standardised tests this year.

The Chair asked about the assessment plans for year 6. The HT responded that the school would use past papers or an equivalent. It will be running a SATs week or something similar. **The Chair asked if the results data would be shared with parents. The HT** responded that it was likely but it may be necessary to add some caveats, for prudence.

- **Enrichment**

The school had held a “Heath Robinson Day” to explore the workings of machines. It was very successful. Follow up events are planned in the summer term that for whole class and whole school projects in machine design. World Book Day was celebrated over a number of days. Red Nose Day is coming up on Friday. A Rainbow Day is planned for later in the year.

- **Inclusive School**

Training has been done on cultural capital. **BL** had attended the Haringey Education Partnership (HEP) Raising Black Caribbean and BAME Achievement SLT Champions Conference. The take away was that the school had progressed considerably more than other schools. **A Governor challenged whether it was appropriate for a white senior leader to represent the school. BL** responded that HEP had directed that an SLT member should attend the session and it was felt appropriate to follow this but it is planned that a BAME staff member will be the school representative at future sessions.

- **SEND (per BL)**



11 of the schools 18 pupils with EHCP's attended on site during the lockdown. The school was comfortable with the support levels it could offer to those who didn't attend. The TSA's did some one-to-one online support sessions. Other vulnerable children with lower level SEND attended on site and benefited from the smaller class sizes which enabled them to have more one-to-one adult involvement.

The termly reviews are being conducted by Zoom.

One EHCP is due to be approved shortly.

The school expects to be losing two EHCP pupils from Year 6 and one from Reception. A Year 3 pupil is abroad. A Year 2 pupil from Camden is struggling and is awaiting a special school place.

The SEN Information Report was approved by Governors. If Governors wished to make further comments on it, they should submit them to the school within seven days.

- **PSA**

Governors commended the PSA for their excellent work which had continued all through lockdown. The Summer Fair is planned for the 3rd of July.

- **Health and Safety**

The HT advised that school had its periodic audit today. This happened every three to five years. It had gone well. The local authority inspector had spent the day at the school. He had prepared a list of things that the school needed to attend to but this was usual. The overall verdict was positive.

It was agreed that the Chair and Vice Chair would send a letter of thanks from the Governing Body to Terry Bengston, Katie Swindle and Jaimini Lakhani for their work on this.

- **School Meals**

The Chair asked if the school was still providing vouchers. **The HT** responded that it was and this would continue through the Easter holidays.

- **Sustainability**

The borough have improved the pathway through to Sheldon Ave. Many more pupils are using bicycles and scooters now. The school had received a grant of £3K to instal shelters.

6. **School Development Plan Update**

See the Head Teachers Report.

7. **Committee Reports**

7.1 - **Resources Committee (per LC)**

The committee is due to meet in early April to consider the budget.



- 7.2 • **Curriculum and Standards Committee (per SP)**
The Committee had met. A teacher, Emma Judge, had given the committee a presentation on teaching at the school during lockdown.
Additionally, the Committee had considered:
- Policy reviews
 - Curriculum updates
 - The catch-up program
 - Pupil premium and BAME progression (ongoing item)
 - The empowerment of TAs (ongoing item)
- 7.3 • **Communications Committee (per JB)**
The Committee had met.
Fund raising opportunities have been limited. However, the Virtual Fair and the Ask The Family quiz were both successful events.
The website has been checked to see if it's Ofsted compliant.
Communication with families had been commended.
There is no update on grants applications at present.
The Donify and Amazon Smile schemes are now up and running. Donations are starting to come through.
The Summer Fair is planned for 3 July.
- 7.4 • **Community Services Committee (per WD)**
The Committee hadn't met because there has been very little scope for events. It does plan to meet next term.
- 7.5 • **Safeguarding Committee**
See Part 2 Minutes.

8. Policies for approval:

The following policies were ratified by governors:

- Allegations of Abuse Against Staff
- Anti-Bullying Policy
- Appraisal Policy
- Complaints procedures
- Curriculum Policy
- Educational visits
- Homework Policy
- Maths Policy
- Online Safety Policy
- PSHE and SRE
- Special Educational Needs
- Teaching and Learning Policy
- Whistleblowing

The Financial Management Policy will be considered at the summer term meeting.

9. SEND Information Report for approval



Already approved; see item 5 above.

10. Chair's Items

The Chair advised that it was very good to see everybody back at the school and expressed thanks on behalf of Governors to all staff.

Governors were reminded to keep their Committee folders on Governor Hub up to date.

11. Miscellaneous items:

BJD advised that the Pride Society will be meeting shortly to plan an event during LBGTQ+ month in June.

12. ANY OTHER BUSINESS

There was none.

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

ACTIONS LIST

ITEM NO.	ACTION	ASSIGNED TO
2	Update biogs and send to LM	All governors
5	Send a letter of thanks from the Governing Body to Terry Bengston, Katie Swindle and Jaimini Lakhani for their work on the H&S audit.	Chair and Vice Chair

SIGNED

CHAIR OF THE GOVERNING BODY

DATE