



**HIGHGATE PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**Tuesday 4<sup>th</sup> May 2021 at 7:00 pm via Zoom**

**Part 1**

<b>Governing Body Membership</b>	
<b>Headteacher (1):</b> William Dean (WD) <i>ex officio</i>	<b>LA Governor (1):</b> Cllr. Liz Morris (LM) 14.09.24
<b>Staff Governor (1):</b> David Calvert (DC) 11.11.23	<b>Parent Governors (5):</b> *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
<b>Co-opted Governors (4):</b> Rebecca Lewis (RL) 16.09.23 *Laura Eden (LE) 02.08.23 Steven Porter <b>Chair</b> (SP) 14.09.24 Louisa Caswell (LC) <b>Vice Chair</b> 16.11.24	<b>Associate Members:</b> 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
<b>Also in attendance:</b> 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 Laura Eden, Julie Bland and Billie-Jean Daniels. Yousaf Bhatti, Patricia Prichard and Sam Evans were absent. There were no declarations of interest.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 16 MARCH 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:**

- Update biogs: all Governor biogs are upto date. **LM to review Governor photos**
- A letter of thanks was sent from the Governing Body to Terry Bengston, Katie Swindle and Jaimini Lakhani for their work on the H&S audit.

**3. Finance Update**

**3.1 Governors were pleased to have received a summary report of the school's finance position and the draft budget 2021 2022 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. WD confirmed that the surplus at year end , 31 March 2021 would



be £7,985. This surplus had been achieved through lower expenditure, the cash benefit of the furlough scheme, savings on catering and CPD items and some letting and school meal income. The school had secured a loan from the local authority which was supporting cash flow.

4.2 **Governors ratified the year end statement**

4.3 **Governors had received a draft of the budget 2021/22 in advance of the meeting. It was noted that this had been discussed in full at the April meeting of the Resources Committee and was presented to the FGB with a recommendation for approval.**

- It was reported that this had been an easy budget to set. An in-year balance was budgeted with a and a carry forward from 2020 /21 of £7,985. Some salary costs had been reduced due to staff retirements. A 2% increase in staff costs had been included in the budget though this might become a contingency sum if the awards are not made. The SLA contract costs were assumed to be largely unchanged. It was noted that 2022/23 also showed a positive outcome though Y3 (2023/24) moves into a deficit position.
- The current staff structure was expected to be retained and the additional staff costs in the Nursery was covered by the income raised from the new joiners.
- A school roll of 424 was expected at September 2021.
- At present 80% of pupils were taking school meals and this was expected to rise to 90% or more.

4.4 The presented budget showed Income of £3,186k matched by the same Expenditure. There were plans to spend on improving classrooms and install acoustic ceilings and new flooring. The family Centre (Community Centre) was also due to be refurbished though grants would be sought to help cover costs.

4.5 **Governors approved the budget 2021/22 noting that it was both realistic and achievable.**

5. **Headteacher's Report and Return to school**

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 The HT took Governors through it, highlighting certain items as follows:

- **Covid-19**

**The school's risk assessment continues to be updated in line with the most recent government advice as things gradually start to return to something more normal.** Since the return to school on 12 April the feeling in school has been increasingly positive; it was hoped that once the 1 metre rule is removed on 17 May the school can return to normal. At present the bubble system, the staggered start to the day and use of masks in communal areas continue. The school is optimistic for the Summer term.

- **Finances**

Finances had already been discussed. **The governors' Resources Committee closed off the 2020/21 year with a small surplus of £7,985.** The school has confirmed its offer for wraparound care for nursery children which has been communicated to next year's intake. To date this has had a positive response and it is anticipated that numbers of families requesting top-up sessions will increase as children settle in.



Any additional staff costs would be covered by the additional income received for child care. The aim was to have 64 nursery places available – 20 f/t, 20 in the morning and 22 in the afternoon. It was hoped that this provision would improve the numbers deciding to transition into Reception. The role of Art Studio Manager would be advertised shortly.

- **Roll**

At present the school roll was 417; Y2 was full but Y3 and Y5 had some available places.

- **Capital Works**

It was noted that the major capital works under the Wave 2 scheme were due to start in February 2022. Other smaller works funded from the school budget and grant aid would include classroom refurbishment and a staff shower.

- **Staffing**

The Leadership team has agreed a draft staffing plan for September 2021. The main changes from the current structure arise through the following:

- Two changes within the teaching staff (see Part 2).
- The expansion of the nursery.
- The introduction of wraparound care within the nursery.
- Creation of the post of Art Studio Manager.
- A reduction in SEN staff due to changes in the numbers of children with EHCPs.

## **SDP**

### **A: Manage capital works programme to maximise impact on school infrastructure**

- Progress is continuing with improvements to the infrastructure of the school, with surveys now complete.
- The electrical wiring is scheduled to be upgraded over the summer period, whilst the bulk of the capital work is scheduled to take place from February 2022.
- The Headteacher and Business Manager are organising the premises development works that fall outside of envelope the Wave 2 project to include: relocation of Family Centre to old Nursery, upgrade of flooring and acoustics in remaining classrooms, installation of a shower for staff use and creation of an outdoor learning space (incorporating forest school equipment and clothing)

### **B. A school that loves learning: We want everyone to enjoy learning and to achieve the best they can**

Good progress has been made in a review and update of the Highgate Primary Curriculum in light of the revised Ofsted framework: the majority of actions completed. The school's scheme to promote reading for pleasure, 'Reading Adventure', has been extremely well received by the school



community and has already led to a marked increase in children's engagement and enthusiasm for reading at school. The scheme has now been extended from Key Stage 1.

### **Subject Leadership**

Governors noted that an Ofsted inspection could be made in 2022 but the school was preparing now for a possible Autumn 2021 inspection. Exemplification documents were being prepared by subject leaders and practice interviews would be held in September, supported by the SIP. All paperwork was up to date. A small team of Governors would support the inspection; training would be provided on the documents and the process. It was suggested that WD, LC and LE be the Governor team. Each document will include an exemplification of the subject curriculum from EYFS to Year 6, detailing continuity and progression in skills and knowledge, along with an evaluation of standards.

### **Assessment and Standards**

Governors noted that Spring data has been inputted on to The Fischer Family Trust database. This data will be shared at the next meeting of the governor's Curriculum Committee. The initial analysis shows that lockdown has clearly had an impact on the percentages of children currently on track, however the school is optimistic that the majority of children who have dipped below where they may have been expected to be, will recover lost ground by the end of the summer term. Progress in reading has been largely unaffected, unlike maths and writing. Pupil progress meetings took place at the end of the Spring Term to analyse performance on an individual pupil basis.

### **Enrichment**

Enrichment events have resumed to a limited extent: these now include: Rainbow Day, Census 2021 – 'The Big Count', Highgate Cemetery visit and after-school PE Clubs for Y3-6. The Y6 school journey to Pendarren on 21st June 2021 remains scheduled.

## **C. An inclusive school: We want everyone who uses our school to feel involved and included**

### **SDP Racial Equality and Anti-Racism**

A first draft of the Race Equality Policy has been produced and discussed with the school's SLT. The draft policy will go through the school's Diversity and Inclusion group before it is presented to governors, initially through the governor's Curriculum Committee. The policy falls under the umbrella of the Equalities Policy and focusses on the school's approach to narrowing gaps in attainment of underachieving ethnic groups. The draft policy will go to parents for consultation; the aim is to go live in September 2021.

### **SEN**

17 of the 18 SEN children with EHCPs are back in school, and most have settled back into school routines well. One child is believed being home-schooled prior to starting at a special school and liaison with the borough is taking place on this situation. It was expected that the number of EHCP pupils will be reduced to 13 in September, which will be a more manageable number. Speech and Language Therapy has returned to face to face sessions which is a significant improvement, though



at present the service is still only offered to children with EHCPs. Governors noted that several pupils are experiencing Covid related high levels of anxiety. One has been referred by parents to CAMHS. We are working with both families to try to support them and ensure good attendance at school.

**D. A supportive school: We want everyone involved with our school to feel supported, and feel they know where to look for support**

**Attendance**

Attendance since the return to school remains high with an overall level of 96.75% between 8th March and 27th April 2021.

**Behaviour**

Behaviour of children throughout the school continues to be very positive with no significant incidents recorded. The staggered start to the day and the bubble system might be factors in creating such a calm atmosphere. Each class also has a supervisor at lunch time which also supports behaviour management.

**PSA and Fundraising**

The PSA held an Easter Raffle, which raised about £1500. The Summer Fair is scheduled for Saturday 3rd July and priorities for PSA expenditure for the 2021 /22 include:

- Outdoor learning space/forest school hut.
- Development of the Community Centre in the old nursery.
- Upgrading audio-visual equipment in the hall.

**Extended Provision**

Plans are currently being drawn up to operate a full programme of after-school clubs in the second half of the summer term, at which point Night owls will extend until 6.00pm.

**Parent Consultations**

It was noted that parent consultations took place in March, conducted via Zoom. Feedback from staff and parents has been very positive with regard to the online format and this option this could be offered in the future.

**Family Centre**

The relocation of the nursery to its new premises in the Family Centre on Gaskell Road has created an opportunity to relaunch the Family Centre at Highgate Primary within the old nursery classroom. 'The Community Centre at Highgate Primary' would be a multi-purpose space that would be used throughout the week, including evening and weekend lettings. The main uses would include a range of courses, classes and drop-ins for families with babies or young children; a space for the Night Owls; a meeting space for the PSA; a space that could be let for children's parties, community



events and meetings; and an additional teaching space that could be used during the school day. It was noted that the school has appointed architects 'Collective Works' to produce initial designs, which should be available for governors to view at the forthcoming meeting.

### **Teacher Training**

The school is currently hosting two students in EYFS who are at the start of the three year BEd course, and three students completing their final teaching experience within the PGCE route.

## **E. A healthy school: We want our school to be a healthy place for our minds and our bodies**

### **Health and Wellbeing**

Teachers continue to work with their classes to assess the impact of the most recent lockdown on children's mental health and wellbeing. The school's pastoral team has returned to school to provide one-to-one therapy sessions for around 40 children. Barry Brosnan, drama therapist, has provided sessions for each class with a focus on wellbeing.

### **School Meals**

Head chefs Jaqueline Londono and Grace Morrissey have settled in very well and are cooking high quality food that is being well received by children and staff. 80% of pupils take the school meals – and it expected this will increase over time.

### **School Sport**

PE continues to be prioritised within the curriculum with all children having at least two sessions per week within the curriculum. Fixtures have resumed and the Sports Day is booked for 7 and 8 July at Highgate Wood fields.

## **F. A greener school: We want our school to look and be a greener place**

### **Sustainability**

The 'School Street' was implemented at the start of the summer term, restricting traffic to the roads surrounding the school between 8.30 and 9.30 am and at 3.00 – 4.00 pm. This initiative has had a positive impact on both noise and air pollution at drop off and pick. The school has taken part in a national event, 'The Big Pedal', promoting active travel to school. Numbers of children walking, cycling or scooting has increased significantly since the launch of the School Street. Louise Joll and the Green Council are currently putting together plans for a sustainability week towards the end of the academic year with a focus on climate change.

## **6. Committee Reports**

### **6.1 Resources Committee (per LC)**

The committee met twice in April to review the year end out-turn and the draft budget 2021/22. It was noted that the Headteacher had covered the key points in his report.

### **6.2 Curriculum and Standards Committee (per SP)**



The Committee was due to meet in May and would report to the June FGB.

**6.3 Communications Committee (per JB)**

The next meeting is scheduled for 17 May, on site.

**6.4 Community Services Committee (per WD)**

The Committee met in late April. The Headteacher had covered the plans for the Community centre, for after school activities, and plans for additional clubs. Lettings were expected to resume although the Choir has not yet returned to take its Sunday slot. A report to FGB in June.

**6.5 Safeguarding Committee**

The Committee met in March. See Part 2 Minutes.

**6.6** The Chair reminded Chairs of Committees to ensure that their Minutes and any documents be posted to Governorhub.

**7. School Vision**

**7.1** It was noted that in 2027 the school would celebrate its 150<sup>th</sup> Anniversary. WD proposed that discussions should start now about issues which the school community might face by 2027 and how the school can respond to the challenge to ensure all are supported for the future. Learning from previous Vision planning (for 2012 and 2020) the aim would be to develop some strategic thinking on how the school might be in 2027 and what is required to ensure that it continues to support its community to best effect and impact.

**7.2** It was noted that discussions had started at SLT and this process should now go wider to the governors. A set of questions would be circulated to governors and then focus groups established to continue the discussion and report to Committees. It was suggested that topics for discussion could include: the role of the STEM curriculum, pupil character development, communication skills, sustainability, financial wellbeing, and the demand for specialist provision.

**7.3** This would be an item for the FGB Agenda in June.

**7.4** WD suggested that discussions with staff and at Committees would lead to tangible outcomes providing a framework for the annual SDP which then would lead towards the agreed 2027 targets. **The aim was to launch the School Vision 2027 programme in September 2021.**

**8. Policies**

**8.1** It was reported that the aim was for all policies to be up to date by September 2021. Policies that require review in the Summer term should go to their respective Committees for ratification. **The aim was to present the policies to the June FGB for approval**

**9. Chair's Items**

The Chair raised no items for discussion.

**10. Miscellaneous items:**

WD reported that he was pleased to receive governors on site now. Any visit should be reported using the visit template and posted to Governorhub.



It was noted that the School Council has met and the minutes are on Governorhub.  
The Green Council has yet to meet.

**11. ANY OTHER BUSINESS**

- 11.1 LM suggested that the story of the School Street might be of interest to the local newspaper (Ham and High). WD agreed that he would meet a journalist to explain the concept.

There being no further Part 1 business, this section of the meeting closed at 20.19.

**ACTIONS LIST**

ITEM NO.	ACTION	ASSIGNED TO
<b>7.4</b>	The aim was to launch the School Vision 2027 programme in September 2021.	<b>WD</b>
<b>8.1</b>	The aim was to present the policies to the June FGB for approval	<b>WD</b>
<b>11.1</b>	WD to meet a H&H journalist to explain the concept of the School Street	<b>WD</b>

**SIGNED**

**CHAIR OF THE GOVERNING BODY**

**DATE**