



**HIGHGATE PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**Tuesday 29<sup>th</sup> June 2021 at 7:30 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: Chris Lambert - Clerk</b>	

\*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 Billie-Jean Daniels, Yousaf Bhatti and Sam Evans. There were no declarations of interest.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 4<sup>th</sup> MAY 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:

ITEM NO.	ACTION	Update
7.4	The aim was to launch the School Vision 2027 programme in September 2021.	Vision launched; on the Agenda
8.1	To present the policies to the June FGB for approval	On the Agenda
11.1	WD to meet a H&H journalist to explain the concept of the School Street	WD met the journalist and article published in



### **3. Finance Update**

3.1 WD reported that to date in the budget year 2021/22 costs were in line with projections. There was a concern about falling pupil numbers but the aim was to fill vacant places by the October census date. It was noted that there had been no Resources Committee meeting since the May FGB.

### **4. Headteacher's Report**

4.1 A comprehensive written report had been sent to Governors in advance which detailed key aspects of school life. Governors acknowledged receipt and the HT took Governors through it, highlighting items as follows:

#### **1. Covid-19**

The school's Risk Assessment continues to be updated in line with the most recent government advice. Since the last meeting there have been three cases of Covid reported amongst pupils in Y6, which resulted in the closure of one class for the week to half term. Several members of staff have had to isolate having been in contact with people outside the school community who have tested positive. This created pressure on day-to-day staffing.

#### **2. Staffing**

The school has recruited to all education support staff posts for the next academic year. Recruitment for the following posts is taking place: (a) site manager; (b) leader of the after-school club. Under the Haringey 'Kickstart gateway' the school is seeking to recruit apprentices for teaching assistant, catering assistant and admin posts. These are DfE funded, fixed term posts of six months.

#### **3. Nursery Expansion**

Numbers within the school nursery for the next academic year are as follows: Full time 18; Morning 16; Afternoon 4; Afternoon top-up 9. Governors noted that that this represents 34 children in the morning and 31 in the afternoon. It is hoped that the school nursery will be full following the January intake.

#### **4. Numbers on Roll**

The school has 404 pupils on Roll and 16 vacancies. Only Y2 and Y5 are full (60 pupils) with pupils on the waiting list. As with most schools in LBH pupil mobility is marked this summer with a number of families relocating outside London or moving out of Borough. Between February and September 2021 26 children will have left the school. Governors noted that numbers of children joining Haringey reception classes are down 13% across the borough. Governors noted the actions being taken to fill the vacant places.

**5. SDP:** It was noted that the capital works for February 2022 has gone out to tender but the quoted costs of re-wiring of the school have been high so this project might be postponed. Works that will proceed over the Summer include creation of Community Centre within the old nursery, upgrade of flooring and acoustics in remaining classrooms, installation of a shower for staff use, creation of an outdoor learning space (incorporating forest school equipment and clothing).

**6. School Vision:** Governors noted that the school has launched a consultation with the parents and wider community asking the question: 'What we do want Highgate Primary School to be like by the time of our 150 year in 2027? Responses will be shared with the governing body before the end of term.



**7. School Development Plan 2021/22:** discussions with the staff, senior leaders and governors have informed a first draft of the priority areas for development for the next academic year. Governors noted that the proposed priority areas are:

1. *Teaching and Learning:* Develop consistency in classroom practice in all areas of teaching and learning. The key is to develop best practice in teaching and learning building secure long-term memory and fluency.
2. *Foundation Subjects:* develop subject curricula to improve subject knowledge within each strand of the curriculum: update schemes of work; develop pedagogy to support long term recall of key information; review children's subject knowledge of topics covered.
3. *Maths:* To raise standards in maths; review the pedagogy in maths; provide high quality maths CPD for all staff; secure accelerated progress in maths of pupils negatively impacted by school closures.
4. *Science:* To raise standards in science and to develop an aspirational vision for science; to raise the profile and quality of science and implement a curriculum for science that is informed by research evidence and best practice data. To ensure teachers and children enjoy their science lessons
5. *Outdoor Learning:* Improve the quality of outdoor learning in Nursery, Reception and Year 1; improve quality of outside play equipment so that all areas of learning are addressed
6. *Create a Community Centre* at the school that will provide: classrooms and a drop-in centre for families with babies or young children plus a meeting space and a space that could be let to generate income.
7. *Premises Development* and the Wave 2 Capital Works Programme: manage capital works programme to maximise impact on school infrastructure.

7.1 Governors noted the achievement made in the SDP and the good progress recorded in each area. It was suggested that the evidence suggests that the school is Ofsted ready should an inspection occur in the Autumn term. It was noted that an HMI inspection of SEND was due to take place in July but an Ofsted inspection was likely to occur in late 2021 / early 2022. Governors were asked to review the SDP and revert to the Headteacher with any thoughts or additional proposals about the SDP.

**Action: An umbrella statement at the top of the SDP will refer to the actions being taken in the SDP as part of the Recovery from Covid plan**

7.2 Governors were reminded to complete the Visit Report form, for the record. This should record the key aspects of discussions with staff during the visit.

## **8 School Development Plan Review**

8.1 Governors noted the significant efforts made to review and complete the various strands of work set out in the SDP:

**Review and update the school Curriculum:** reference to the revised Ofsted framework: completed

**Reading:** completed

**Subject leadership:** completed; two staff meetings will take place this term to collate evidence of children's work in preparation for Ofsted 'deep dives' in all subjects



**Assessment and Standards:** Standardised assessments have taken place in Reading and Maths; Summer data will be input by 2nd July for presentation at the Curriculum Committee meeting in July; teachers are completing reports which are due to be circulated on Friday 16th July.

**Catch-up programmes arising from school closure:** a successful Maths tutoring programme through the National Tutoring Programme has supported 15 Y5 children and 15 Y4 children

**Enrichment:** some enrichment events have resumed: including a performance of 'Butterflies' by theatre company 'Tangled Feet'; a Y3 visit to OmVed Gardens, the Highgate Art Society lockdown project, and a School poetry competition with further events planned for the remainder of Term including a sports day and campfire evenings in school for Y2, 3, 4 and 5.

## **8.2 SEN**

Governors noted that 16 pupils have EHCP. Various pupils have transferred out of the school to special schools and one moved to a more local school. 30 termly or annual reviews are due to take place on Zoom. Speech and Language Therapy (SLT) continues with face to face sessions for EHCP children only so many pupils in KS1 have missed out on SLT input. Some children still show high levels of anxiety, and they are being supported or referred to CAMHS as appropriate for anxiety-related issues.

## **8.3 Attendance**

Attendance remains good at 95.57% between 8th March and 24th June 2021 but there has been a significant increase in holiday requests from parents and requests for children to attend doctors' appointments on Friday afternoons. The behavior of children throughout the school continues to be very positive.

## **8.4 PSA and Fundraising**

Due to Covid restrictions to 19 July the school Summer Fair has been rescheduled to Saturday 11th September.

## **8.5 Extended Provision**

Governors noted that 23 clubs now operate either at lunchtime or after school; Night Owls are expected to extend until 6.00pm from the Autumn Term. Summer camp for 60 children each week will operate for two weeks of the summer term.

## **8.6 Parent Consultations**

Parent consultations took place on Zoom in March with positive feedback from parents to the online format. A school open evening has been scheduled for Tuesday 20th July.

**Action: At the Open Evening LD to arrange circulation to parents of a questionnaire about the school as part of the planning for the next Ofsted visit.**

## **8.7 Community Centre**

The new Community Centre is expected to open in September after completion of summer works. Phase 2 of the works will be dependent on funding and the school's grant bid to the National Lottery 'Building Communities' fund has made it through the initial screening process.

## **8.8 Health and Wellbeing**

Governors noted the impact on staff health in teaching and supporting the school this past year. Successfully managing staff welfare over the last few weeks of term is the priority.



## 8.9 School Meals

The kitchen staff led by the school's head chefs have settled well and are a happy and productive team. The chefs are leading after-school cookery clubs and are planning to host pop-up supper clubs for the wider community in September.

## 8.10 School Sport

It was noted that Sports tournaments have resumed with the school participating in 13 sports tournaments this Term including cricket, athletics, girls and boys football, and tennis.

## 8.11 Sustainability

Governors noted that feedback about the new 'School Street' remains broadly positive. Pending the outcome of a formal consultation it is now likely that this temporary measure will become permanent. A second bicycle shelter has been installed in the lower playground. Plans for a sustainability week in July are being drafted with a focus on climate change with a talk on climate change by Lisa Thomson from Greenpeace and an Eco Summit workshop facilitated by parents from the Green Council.

## 9. Committee Reports

**9.1 Resources:** no meeting since the previous FGB so nothing to report

**9.2 Curriculum and Standards:** met recently and discussed the Race Equality policy. It was noted there was no attainment data to review. The use made of the Pupil Premium and the Catch-Up Premium was noted. The knowledge gaps in Maths was discussed and plans to address this issue in the Autumn were noted.

**Action: Governors to be trained to be better informed about the Attainment Data**

**9.3 Communications and Fundraising:** LM reported on regular posts to the school Twitter and Facebook pages. The Instagram account was being developed. Video functionality was being added to the website. A letter to parents would be circulated at Term End. The school had coverage in the Ham and High on the new School Street and the Cookbook. Fundraising activity includes bids to the National Lottery (£50k), School Food Matters Fund (£2k) and Children in Need. Online fundraising has generated £8k plus Gift Aid, the Cookbook sales raised £4k and the Raffle raised £1.5k.

**9.4 Community Services: not met since previous FGB**

## 10. Policies

### 10.1 Race Equality Policy

Governors had received the draft Policy and were invited to comment. It was noted that race equality was a priority for the school and the Policy describes the [school's](#) approach to be taken to narrow the attainment gap for the [its](#) Black Caribbean pupils, in particular. There was a discussion about the form of this support and whether it was positive discrimination which could [also](#) be defined as being institutionally racist. It was agreed that the Policy required careful reading to ensure that its form, tone and language expressed support for all pupils. It was noted that the school tends towards positive discrimination for all children who are under achieving as part of the scaffolding to support better attainment. It was suggested that the Policy should refer to research that underpins the case for positive discrimination to support attainment.



**Action: a statement to be inserted in the beginning of the Policy that refers to cites research that supports the case for positive discrimination to support attainment**

10.2 Governors asked if the aim was to narrow or eliminate the attainment gap and if so this should be reflected in the Policy. There was also a request for a more explicit reference to the teaching practice that encourages children to be anti racist and be prepared to challenge racist words and / or actions.

Governors were pleased to note that evidence indicates that Y6 have already adopted this approach.

Governors queried the use of the phrase Positive Discrimination and alternatives suggest as Affirmative Action or Inclusive Action were suggested. Governors asked that reference be made to Policies that align with the Anti-Racist Policy such as Safeguarding, E-Safety and Whistleblowing. It was noted that a draft of the Policy would be posted to the website but a review will now commence.

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**Action: The school will review the Draft Policy; final version to come to FGB in September.**

## **11. Chair's Items**

11.1 It was proposed that a review of the GB skill \_set be made in September as part of the Governor training programme. It was suggested that the Committee membership be revised to encourage more Governors to be better informed of the whole school agenda through the Committee works.

11.2 Governorhub would be updated as part of the preparation for new academic year.

## **12. Any Other Business**

12.1 It was suggested that the next meeting of the FGB take place in September either inside the school or outside on the premises, subject to Government guidance.

There was no further Pt 1 business and the meeting closed at 9.10pm

There were matters for discussion under Pt 2 – Confidential

**SIGNED**

Steven Porter

**CHAIR OF THE GOVERNING BODY**

**DATE**

## **Actions for the meeting of 29 June 2021**

7.1 An umbrella statement at the top of the SDP will refer to the actions being taken in the SDP as part of the Recovery from Covid plan



- 8.6 At the Open Evening LD to arrange circulation to parents of a questionnaire about the school as part of the planning for the next Ofsted visit.
- 9.2 Governors to be trained to be better informed about the Attainment Data
- 10.1 A statement to be inserted in the beginning of the draft Race Equality Policy that cites research that supports the case for positive discrimination to support attainment
- 10.2 The school will review the Draft Race Equality Policy; final version to come to FGB in September