



# Highgate Primary School Governing Body Meeting

## MINUTES

### Tuesday 18<sup>th</sup> January 2022 at 7:00pm

<p><b>Headteacher (I):</b> William Dean (WD) <i>ex officio</i>+</p> <p><b>Staff Governor (I):</b> David Calvert (DC) 11.11.23+</p> <p><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+</p> <p>** apologies accepted + attended</p>	<p><b>LA Governor (I):</b> Cllr. Liz Morris (LM) 14.09.24+</p> <p><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+</p> <p><b>Associate Members:</b> Liam Frost (LF) 14.09.24+ Sam Evans (SE) 19.03.23</p>
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#### Part 1

No.	Item		
1	<b>Welcome &amp; introductions.</b> CoG welcomed everyone to the meeting,		
2	<b>Apologies for absence; Declarations of interest.</b> Apologies were received from Leona Asamoah, Laura Eden and Yousaf Bhatti. These were accepted. There were no declarations of interest.		
3	<b>Governing Body Administration:</b> No actions needed these are all up to date.		
4	<b>Minutes of the previous meeting, held on 16<sup>th</sup> November 2021; Matters arising</b>		
	<b>Item Number</b>	<b>Action</b>	<b>Responsibility</b>
	4 (item 3)	Ofsted & Data training to be carried out. <b>WD confirmed that this is to take place on Tuesday 1<sup>st</sup> Feb – time tbc Action: Details to be circulated via Governor Hub.</b>	WD
	5	School Vision working party to meet again. – Working party has met and document circulate. <b>Action: SV working party to schedule date to meet again.</b>	WD
	5	Arrange a governors learning walk to look at White Rose. – <b>Action: LF to arrange</b>	LF
	5	Set a date for the working party to meet to review the racial equality and anti-racism policy - <b>Completed</b>	WD
		Committee to formally review the SEND inspection report. RL/LF to do a school SEND inspection visit <b>Action: LF to arrange</b>	Curriculum & Standards Committee
	6	Review the anti-bullying policy – <b>Action: This is to be sent to Curriculum Committee.</b>	Curriculum & Standards Committee

	7.2	Upload communication committee minutes to Governor Hub - <b>Completed</b>	JB
	9	Identify who would be called to meet with Ofsted minimum of 2, though with back up options just in case not available. WD noted that he would like Laura, Steve and Liam to be available but that everyone else is very welcome and encouraged them to come in if they were available. Expect the inspection to be in Sept/Oct and half days notice would be given. <b>Action: Governors to let SP know if they would be available at short notice for an Ofsted inspection.</b>	WD/SP
	10	YB – to arrange to meet with Emma regarding science before the end of term and look at school meals whilst at the school – <b>This is to be arranged</b>	YB
5	<p><b>Headteacher's Report</b></p> <p><b>Part 1</b></p> <p><b>A. Leadership</b></p> <p><b>1. Covid 19</b> – Noted that the school has been particularly affected this week. Outbreaks across the school and increased staff absences. The unvaccinated staff members are absent for 10 days at a time, due to contact not themselves being ill. In some cases staff have had to isolate on several occasions, this is hugely disruptive. Re-allocating staffing on a daily basis and managing well. LFT kits are being given to the children who need to test on a daily basis.</p> <p><b>What are the staff doing when they are isolating?</b>  <b>It varies, challenging to give support staff work to do and would take time/resources to set them up. Some class teachers have taught via zoom with support staff in the classroom.</b></p> <p><b>3. Numbers on role</b> – WD noted that there is a significant decline in demand in primary school places. In order to maintain numbers we need to be a school parents want to choose. For September 43 first choices most of these come from our existing nursery, the key will be to promote and expand our nursery. We have also been informed that the numbers who have put us as 2<sup>nd</sup> choice is very high.</p> <p><b>Q) Why was the intake so high in 2020?</b>  <b>A) Unsure of this, different years and trends.</b>  WD reiterated that HPS has to be a destination that people choose, offer things that other schools do not. Extra-curricular activities, specialised teachers. Church schools are really struggling and have been significantly affected by Brexit and Eastern Europeans returning to their home countries.</p> <p>Noted that the in- year admissions are stable.</p> <p><b>4. SDP: Capital works programme</b>– Rewiring project is completed and results are excellent. Fire safety system has also been fully upgraded.  The second phase beings at the end of March. There will be considerable disruption, with scaffolding around the whole school. Heating system and roofs will be replaced, outside will be re-rendered.</p> <p><b>5. School Vision</b> – A good document has been created which has been shared with governors. Next steps will be how to communicate this to our school community and identify what our pledges our for the forthcoming 150year anniversary. Anticipate a full launch in September 2022.</p> <p><b>B. A school that loves learning: We want everyone to enjoy learning and to achieve the best they can</b></p>		

**1. T&L** –Children are working hard and seem very focussed at present, attitudes to learning are very solid.

Tom Sherrington visited (he wrote the CPD package “ Teaching Walkthrus”. We now have to take on board the points he raised. Focus on monitoring T&L and observations on planning/ A collaborative/coaching model. Give teachers the power to be part of the dialogue. Teachers identify what they should be doing and what they want to do better. Then identify the CPD to support this. These are accessed digitally.

**2. Foundation Subjects** – Many of these are now on the website, a final two, to be uploaded. All in-line with the revised Ofsted requirements. They are very detailed and can clearly see what children are learning and the progression through the school.

**3. Raising standards in Maths** – Peter & Rob have revised the scheme of work based on White Rose, cross-referenced against the national curriculum. Also links to investigations with NRICH from Cambridge University, which promotes mathematical reasoning and a progression for developing mathematical fluency.

Further CPD has been provided and staff have fully embraced it.

**Q) Is there any new data?**

**A) This will be available next week and reviewed at the curriculum committee meeting.**

**4. Science** – Emma is continuing her work for the National Science Quality Mark, intention is to achieve this in the summer term.

Preparing for resources and activities to celebrate Science week at the end of the spring term.

**6. Reading - To adhere to the** requirement to have a scheme supported by fully decodeable books. Little Wandle has been introduced in reception and Yr 1.

Training has been given to all teachers and support staff. Priority has been KS1, this will be completed by half term. Then KS2 will be trained. Details of the scheme is on the website so parents can understand what we are implementing.

All the books will be available electronically. Child will read the book 3 x in a group and then read at home electronically.

#### **7. Assessments & Standards**

**Yr 2 children completed the national phonics screener, 72% achieved the national benchmark (lower than the national average of 82%) various reasons including the impact of lockdowns and missed learning but there are significant SEN numbers in this cohort.**

**It is expected that this year's Yr1 should be back on track.**

**Q) What measures are in place for the 28% who did not pass it?**

**A) Formal interventions are in place, more small groups and increase in reading.**

**8. PPG and Catch up premium** – WD feels a good set of interventions are in place. Booster groups, catch up. It is clear that Yr2 and Yr3 are the most impacted year groups. School is also using the NTP for writing and maths in Yrs 3, 4 & 5.

**Q) Does it fit the new End of Year Expectations for Year 1 for New National Curriculum?**

Evidence is needed against every action?

Action: LF to send the link to the template.

**9. Mandarin**, School is linked with the Confucius institute and Mandarin teaching has now been reinstated across the school.

**10. Enrichment.** Schools enrichment programme is up and running again with a wide range of visits, trips and experiences for the children.

**C Inclusive School –**

	<p><b>1. Race Equality &amp; Anti Racism</b> Race Equality &amp; Anti Racism Policy has been updated and ready for FGB approval</p> <p><b>2. SEN</b> – The annual report for governors has been completed by RL and circulated. Currently 14 EHCP's with two more awaiting a decision. We are trying to limit and reduce the numbers of children with EHCP's but as parents don't have to declare if they have an application pending when they apply to the school it is very difficult. It has been agreed that one reception child with an EHCP is not suitable to be in the mainstream but they will be with us until a place is available at a special school. Highlighted the disproportionate numbers of children with EHCP's compared to other local schools.  Governors found it a useful overview.</p> <p><b>Q) Are there higher numbers of SEN in particular cohorts?</b> <b>A) Yes, Yr 6 has a high level of need with 3 EHCP's Yr2 has 5 and there is an emerging cluster of lower level SEN. The rest is evenly spread.</b></p> <p>RL highlighted the issue of SEND magnet schools, this is clearly not just an issue at local level but is happening nationally. Action: RL to send link to article. The government SEND review is due in the coming months and hopes that it will address this issue.</p> <p>Issue was raised at the recent SENCO forum, discussion regarding money that is lost in the funding formula with higher numbers of SEN children. On paper, it is £6K but in reality, it is more. Noted it is not just about funding the needs of the children cannot be met.</p> <p><b>Governors asked what can they do to support the school with this issue? Writing to the new CEO of Haringey? There will be new cabinet members after the May local elections highlighting the issue through them and also linking with other Haringey schools who are magnet schools.</b></p> <p><b>Governors made it clear, that it is not the the school is not inclusive school but as a governing board are concerned the school has hit or is about to hit a tipping point in relation to funding and staffing issues across the school.</b></p> <p><b>D. A supportive school: We want everyone involved with our school to feel supported, and feel they know where to look for support</b></p> <p>Attendance not as good as it was pre-pandemic, but is higher than the national figures. Persistent absentees are closely monitored and RL works directly with these families.</p> <p>PSA – Summer and Winter fayre took place in the term in the same term and were both very successful. A programme of events have been planned for the rest of the academic year.</p> <p>Family Centre Whittington have said they want to return but have delayed this due to Omicron. We will open and host baby groups even if they have not returned.</p> <p><b>E. A healthy school: We want our school to be a healthy place for our minds and our bodies</b></p> <p>School Meals – WD noted that the numbers having school meals needs to rise, currently 72% would like it to be nearer 80%. <b>Action: WD to provide school meal data by class numbers for next FGB.</b></p> <p>School Sport is good with lots of tournaments in a variety of sports.</p>
<b>6</b>	<p><b>Chair's Items</b> <b>None</b></p>
<b>7</b>	<p><b>Finance Update 17.01.22</b> <b>Budget</b> – Key item is that there is a £22K deficit, but this is not seen as an issue. Main factor was due to reduction of income from nursery, fewer children attending in the autumn term and due to flexible working wrap around care is not utilised in the way it previously has been.</p>

	<p>Expenditure was a little over on salaries and on capital works, but this was brought forward.</p> <p>Q) Has the energy rises being factored into the forecast? A) WD was unsure but this will be raised with the business manager. <b>LF noted that his school has budgeted for a 60% increase.</b></p> <p>The budget will be set in Feb/March. Anticipated that staffing costs will be less than they currently are.</p>
<b>8</b>	<p><b>Committee Reports -</b></p> <ul style="list-style-type: none"> <li>Resources Committee</li> <li>Curriculum and Standards Committee – not met yet</li> <li>Communications Committee – not met yet <b>Action: meeting to be scheduled</b></li> <li>Extended Services Committee – one a term</li> <li>Safeguarding Committee – Covered in Part 2</li> </ul>
<b>9</b>	<b>School Development Plan Update – Covered in HT report</b>
<b>10</b>	<p><b>Governor School Visits</b> – JB to reschedule her meeting with with Peter and Kate to look at the outdoor classroom. LM is currently writing up her recent visit, which focussed on English. <b>Action: All governors to arrange their visits for this term.</b></p>
<b>11</b>	<p><b>Policies for approval:</b> Race Equality &amp; Anti-Racism Policy – <b>FGB agreed to approve and ratify this policy.</b> <b>Safeguarding – FGB agreed to approve and ratify this policy. (As LE was absent, governors agreed if she had any comments/amendments to the policy this could be brought to the next FGB and re-reviewed)</b></p>
<b>12</b>	<p><b>School Council/Green Council</b> Snacks – Agreed that only fruit and vegetables would be allowed for snacks. The healthy eating policy has been updated to reflect this and will be shared.  Single use plastic is to be reduced by ending the eating of snacks.  <b>Green council</b> are yet to meet.</p>
<b>13</b>	<p><b>Haringey Governor Autumn Training offer &amp; LA Update</b> <b>Governors are to upload details of any training completed onto Governor Hub.</b> LM attend a Safe guarding training LF has attended Prevent, peer on peer abuse, online safety, safer recruitment and H&amp;S training SP attended a training on diversity.</p>
<b>14</b>	<b>Any Other Business – None.</b>

<b>Item Number</b>	<b>Action</b>	<b>Responsibility</b>
4 (item 3)	WD to circulate details via Governor Hub of Ofsted training on 1/2/22	WD
4 (item 5)	SV working party to schedule date to meet again.	WD
4 (item 5)	LF to arrange learning walk to look at White Rose maths	LF
4	Committee to formally review the SEND inspection report. <b>Action: RL/LF to do a school SEND inspection visit</b>	RL/LF
4 (item 6)	Anti-bullying policy is to be reviewed by Curriculum Committee.	Curriculum & Standards Committee
4 (item 9)	Governors to let SP know if they would be available at short notice for an Ofsted inspection.	All FGB

4 (item 10)	YB – to arrange to meet with Emma regarding science before the end of term and look at school meals whilst at the school	YB
5	WD to provide school meal data by class for next FGB.	WD
10	Governors to arrange school visits for this term (2 each)	All FGB