



Highgate Primary School Governing Body Meeting
Minutes of the Full Governing Body Meeting
Tuesday 14th September 2021, 7:00pm

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): *Clr. 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: Helen Boundy - Clerk	

*Asterisk denotes absence

Part 1

No.	Item
1.	WELCOME & INTRODUCTIONS; APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST CoG welcomed all to the meeting, the first of the new academic year. Apologies were received from Liz Morris, Rebecca Lewis, Billie-Jean Daniels, Yousaf Bhatti and Sam Evans. There were no declarations of interest.
2.	Governing Body Administration: 2.1: Governor Membership SP noted that there a several governors who have not attended recent meetings. Action: SP is to contact those governors to ascertain their continued commitment. 2.2: Voting in of Chair & Vice Chair of GB, Chairs of Committees SP and LC agreed that if the board wanted they were happy to continue as CoG and Vice-CoG. SP & LC were proposed by WVD, seconded by LF and a unanimously agreed by the rest of the FGB. 2.3: Code of conduct to be signed by Governors Agreed this would be completed on Governor Hub 2.4: Annual declaration of interest to be signed by Governors – Agreed this would be completed on Governor Hub 2.5 KCSIE to be signed by Governors - Agreed this would be completed on Governor Hub Action: HB to send guide of how to sign declarations on Governor Hub. FGB agreed that they would complete this by 30.09.21.

3.	Minutes of the previous meeting, held on 29rd June 2021; Matters arising		
	ITEM NO.	ACTION	UPDATE
	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	Action Completed
	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.	Open evening was cancelled. Plan to have parent consultations in November combined with an open evening. Parents survey could be carried out at parents evening.
	9.2	Governors to be trained to be better informed about the Attainment Data	Agreed that the whole governing body would do this. Look at methodology/process/ acronyms. Enable more people to interrogate the data provide greater capacity to the board Action: WD to arrange and find date/trainer.
	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	An agenda item for this meeting in Part 2
	10.2	The school will review the Draft Race Equality Policy; final version to come to FGB in September	An agenda item for this meeting in Part 2
5.	<p>Headteacher's Report</p> <p>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</p> <p>A Leadership</p> <p>1. Covid-19 The school is returning to normal, hugely demanding for teachers.</p> <p>Q) Are you continuing with social distance/class bubbles</p> <p>A) No, as per the guidelines social distancing and class bubbles have ended.</p> <p>There are no whole school assemblies. 2 year groups at a time and children sit in their class groups for lunch. Staggered start and finish times have ended, though parents still just drop off at the gate, which provides a much calmer start for everyone. Pick up, we still use a separate gate for each class which provides a much calmer environment. Staff wear masks when meeting with people they do not usually meet with. We are continuing with good hygiene,</p> <p>Four members of staff have been unable to attend school since the start of term all with Covid related absences, which has created pressure on day-to-day staffing. Expectation that Covid related staff absences will continue throughout the term.</p> <p>2. Staffing</p> <p>The school has successfully recruited three new members of staff through the Haringey 'Kickstart gateway' (a government funded scheme to support young people into work) including two teaching assistants and one admin assistant.</p> <p>Randa Khalil has been appointed to the vacancy created by the resignation of Ellie Swinnevig, leader of Night Owls after-school club and it is going well. Ellie is keen to continue running the holiday camp.</p>		

The school are struggling to recruit for a site manager so making do with extra hours from other staff.

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FGB asked whether another person or two via the Kickstart gateway would be appropriate?

Action: WD to see if Kickstart would be a viable way to fill this post

3. Numbers on Roll

Currently 418 on roll. There are 25 in reception, this is the 13% down need and the school needs to work hard to increase these numbers. Will also go over numbers in other year groups where we can. Numbers are an issue across the borough some schools are reducing numbers of forms. First time ever that schools who are usually oversubscribed have spaces.

Q) Is there a risk for this happening to HPS?

A) No do not envisage this.

4. SDP: Capital Works programme – Full re-wiring of the school was due to start at the start of end of July but this did not happen. Project is sub-contracted from Haringey, which in reality means it is being managed by the school. They have now started and it is a 15-week programme, which should finish at Christmas. Wave 2 of capital works programme is scheduled to start in Feb. Currently moving two classes at a time using different spaces around the school to accommodate the works, results in lots of disruption and classroom moves.

The community centre was created over the summer in the old nursery, it is now fit for purpose. Health team from Whittington recently visited with a view to baby weighing resuming in January. It is also a good space for the night owls to use.

Unfortunately, the school has been unsuccessful with some of our grant applications. A recent Lottery application was rejected, they acknowledged we ticked every box but they are just overwhelmed with applications.

A log cabin has been installed in the lower playground to provide a base for Forest School activities. This will provide storage for all equipment and provide a place for children to change.

The new shower is completed.

Q) Has a risk assessment been completed for it?

A) Not as yet.

Action: WD to complete a RA for the new shower.

5. School Vision

A good response was received from both children and parents, which seems to be cohesive.

Overall the focus for the school is to be; healthier, greener, creative, inclusive, challenging inequality and more explicit on the commitment to science and technology.

Action: WD to look at the wording that goes with the school vision and look at the planning for the 150 anniversary with a series of pledges e.g plant 150 trees etc.

The FGB is to look at this is to be taken forward, create a sub-committee or the activities be part of an existing committee. Think as an FGB how we take this forward – sub committee or part of another one.

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

1. SDP: Teaching & Learning

Format of HT report – strands for Development plan. Look at how the pedagogy is working

Action: Arrangement will be made that governors lead on specifics of the plan

WD to send an email outlining these and face-to-face meetings will be had with subject leads.

Q) Do parents see the SDP? Would it be useful for them to see it?

A) There is no reason why we could not share the SDP but it may not be the most useful document to share with them. A detailed letter will instead be written.

Action: WD agreed to write a serious letter to the community outlining what we are planning to do to address some of the issues. This will be tied into the school vision.

Interweave our catch up work into concept of resilience/lost learning.

Also thank parents for their feedback and then present the vision to them.

2. SDP: Foundation Subjects This section of the SDP, led by the individual subject leaders, focuses specifically on mastery of subject knowledge and supporting children to retain essential knowledge into the future.

3. Maths: Children's knowledge in maths has certainly been impacted by Covid.

4. Science is a strength and continue to grow.

5. Outdoor learning – Log cabin has been installed to provide a space for the storage of their resources. Will end the time consuming activity of continually setting up / packing away.

6. Assessment & Standards – A full programme of formal standardised assessments are to resume, Reception base line, SATS KS1 & KS2, times table tests. Phonics screen will take place after half term for Yr 2. Phonics screen for Yr1 after ½ term in the summer. It will be Interesting to see the results. There has been no indication by DfE of any changes to SATS.

7. Catch up programme. Catch up runs through everything we do, further money is coming through for catch up work. SLT will look at how this is spent, previously used the national tutor service but we can decided to use our own members of staff, – decision to be made on this. Assessment will be used to inform where best to target resources.

8. Enrichment. Enrichment activities have resumed, hoping to have a full programme of enrichment before long.

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

1. Racism Equality and Anti-Racism. To be discussed in Part 2.

2. SEN Previously had 18 children with EHCP's currently have 14. However, some are in need who do not have them yet. Certainly a higher % of children with EHCP's, we have double the national average. There are 2 applications at the consultation stage and Becca is doing very well at preparing the applications.

Q) Are you happy that you have identified every child who should apply?

A) At the moment yes, and applications will be put in for them, need to show how you are using the money and show how children are not meeting standards. Prioritising those with the greatest need.

If parents are not co-operating with the school it is referred to safe guarding committee. There is a fine balance of when you are not meeting their emotional/educational needs. HPS good at identifying those who need it.

Noted that there was previously a child in reception who needed support, we pushed this with the parents and they withdrew the child. Also some autistic traits can mask neglect/abuse at home. Cases where a child is removed from parents and all traits disappear.

	<p>D. A supportive school: We want everyone involved with our school to feel supported, and feel they know where to look for support</p> <p>1. Pastoral Support; The funding for the drama therapy is coming to an end, (as this is 3yr funding from Children in Need)</p> <p>2. Behaviour; This is currently good and the children are using all playgrounds,</p> <p>3. PSA & Fundraising; The Summer Festival took place last weekend. It was an excellent event and was well supported by the school community. It was also lovely to see many of the recent leavers. JB anticipates that it made £8.5K.</p> <p>4. Extended Provision; night owls, early birds, after school & lunchtime clubs have restarted. 60 children attended the summer club. It was very successful and good feedback was received.</p> <p>E. A healthy school: We want our school to be a healthy place for our minds and our bodies</p> <p>1. School Meals; Healthy schools – Michael Bateaux’s cook book is available to buy in school and at local bookshops though it has sold out in Muswell Hill.</p> <p>2. School Sport John Sukhedo has now started his teacher training, Alpha Diaw is now leading this.</p> <p>F. A greener school: We want our school to look and be a greener place</p> <p>1. Sustainability – Louise Joli and the green council led sustainability week focussing on climate change at the end of term.</p> <p>2. Tom Bhanji is now sustainability lead, he was previously reading enrichment lead and has moved part of staff development</p>
6.	<p>Chair’s Items</p> <p>6.1 It was proposed that the committee membership be reshuffled to encourage more knowledge sharing and capacity within the board. Too much knowledge currently held in the small sub-committees. We are technically in the Ofsted window and as a board need to be prepared for this.</p> <p>Action: SP to review current committee membership</p>
7.	<p>Committee Reports: None have met since the last FGB.</p> <p>5.1: Resources Committee – meet next week</p> <p>5.2: Communications Committee -</p> <p>5.3: Family Centre Committee</p> <p>5.4: Curriculum and Standards Committee</p> <p>5.5: Safeguarding Committee</p> <p>Ideally Committees are to meet in the first half of the term, either face-to-face or virtually, whatever is most convenient for the group.</p> <p>Action: All Committee Chairs are to ensure all meeting minutes are up to date and available on Governor hub and update the calendar with meeting dates.</p>
8.	School Development Plan
9.	<p>Fixing of Dates for Governing Body Meetings for 20/21</p> <p>Proposed dates for this year have been shared with Governors, they will take place face to face and commence at 7:00 pm: The expectation is that Governors attend the meetings.</p>

	Date	Start	End	Committee	Meeting
	Tue 14 Sep 2021	19:00	21:00	Highgate Primary School	FGB Meeting
	Tue 16 Nov 2021	19:00	21:00	Highgate Primary School	Full Governing Board
	Thu 13 Jan 2022	19:30	20:30	Resources Committee	Resources Committee
	Tue 18 Jan 2022	19:00	21:00	Highgate Primary School	Full Governing Board
	Tue 15 Mar 2022	19:00	21:00	Highgate Primary School	Full Governing Board
	Tue 3 May 2022	19:00	21:00	Highgate Primary School	Full Governing Board
	Tue 28 Jun 2022	19:00	21:00	Highgate Primary School	Full Governing Board
10.	Haringey Governor Autumn Training offer & LA update Clerk outlined the HEP weekly digest, she will put this on Governor Hub each Monday. Also, the autumn term training delivered by HEP is now available. Clerk will share this information via Governor Hub. SP noted that the expectation is that governors attend at least two trainings per year. Action: HB to share HEP weekly digest and Governing Training schedule for this year.				
11.	Governor School Visits The Governor visits can now resume expectation is that governors undertake two visits per year and provide feedback at FGB's. WD to plan visits based on SDP focus. Action: WD to send a list of focus' for governor visits				
12.	School Council Give a few weeks for this to be established, 2 reps to be chosen from each class and meet 1/2termly. Important to have children involved.				
13.	Green Council Tom Bhanji is now sustainability lead.				
14.	Any Other Business Q) With the children having been out of school what is the overall sense of where they are at? Are you confident they will catch up? A) Evidence suggests that the Yr6 is where they should be but with a bit of of maths to catch up on. The picture is very similar for Yr5. Younger children are more effected. Current Yr3 have big gaps as their education in Yr1 and 2 was significantly disrupted gaps in phonics knowledge and number sense. We will be re-teaching children but we do have lots of time for them to catch up but this will be informed by the assessments. There is a a clear gap between those children who had a "good" lockdown and those who did not. If the foundations of learning are not in place unable to build. The new Reception coming in and Yr 1's have clearly had a lot of time with their parents and generally, they seem to be just fine. Q) Are parents explicitly told this? Certainly, feels like there is a level of anxiety within Yr 2 parents, maybe some clear communication from the school that you know what is to be addressed and how? A) Would expect parents to know this but will put this is letter, will also remind parents that you cannot compare children to siblings at the same stage who did not have any disruption.				

	<p>SP reiterated that maths could be more of a longer-term issue, potential of some children arriving in Yr7 and not being able to cope with a new curriculum, as they do not have the fundamental knowledge.</p> <p>Gaps in curriculum at HPS are much less, than there are nationally. Some parents are removing their children from schools as they weren't happy with lockdown learning.</p> <p>FGB felt that the school should reiterate its Pastoral care/ resilience, reassure parents that the school will continue its child centred learning. This will again be mentioned in any communications that are sent to parents. – reiterate pastoral side in newsletter.</p>
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SIGNED

[Steven Porter](#)

CHAIR OF THE GOVERNING BODY

DATE

Actions for the meeting of 16 November 2021

Item Number	Action	Responsibility
2.1	SP is to contact those governors to ascertain their continued commitment.	SP
2.5	HB to send guide of how to sign declarations on Governor Hub. FGB agreed that they would complete this by 30.09.21	HB (Clerk) FGB
3	WD to arrange and find date/trainer for governor training on attainment data.	WD
4	WD to complete a RA for the new shower	WD
5	WD to look at the wording that goes with the school vision and look at the planning for the 150 anniversary with a series of pledges e.g. plant 150 trees etc.	WD
5 (B1)	Arrangement will be made that governors lead on specifics of the plan WD to send an email outlining these and face-to-face meetings will be had with subject leads.	WD
5 (B1)	WD agreed to write a serious letter to the community outlining what we are planning to do to address some of the issues. This will be tied into the school vision. Interweave our catch up work into concept of resilience/lost learning. Also thank parents for their feedback and then present the vision to them.	WD
6	SP to review current committee membership	SP
7	All Committee Chairs are to ensure all meeting minutes are up to date and available on Governor hub and update the calendar with meeting dates.	Committee Chairs
10	HB to share HEP weekly digest and Governing Training schedule for this year	HB (Clerk)
11	WD to send a list of focus' for governor visits	