



Highgate Primary School Governing Body Meeting **Minutes of the Full Governing Body Meeting** **Tuesday 16th November 2021, 7:00pm**

<p>Headteacher (1): William Dean (WD) <i>ex officio</i></p> <p>Staff Governor (1): David Calvert (DC) 11.11.23</p> <p>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</p> <p>** Denotes absence</p>	<p>LA Governor (1): **Cllr. Liz Morris (LM) 14.09.24</p> <p>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</p> <p>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</p>
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Part I

No.	Item															
1.	WELCOME & INTRODUCTIONS; APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST CoG welcomed everyone to the meeting,															
2.	APOLOGIES FOR ABSENCE; DECLARATIONS OF INTEREST Apologies were received from Liz Morris Leona Asamoah and Louisa Caswell. There were no declarations of interest.															
3.	Governing Body Administration: 3.1.Patricia Prichard Term of Office – SP confirmed that she will no longer be an associate member. 3.2 Reminder re Code of Conduct and Annual Declaration of Interest															
4.	Minutes of the previous meeting, held on 14th September; Matters arising <table><tr><th>Item</th><th>Action</th><th>Update</th></tr><tr><td>2.1</td><td>SP is to contact those governors to ascertain their continued commitment. SE/PP/BJD</td><td>Completed</td></tr><tr><td>2.5</td><td>HB to send guide of how to sign declarations on Governor Hub. FGB agreed that they would complete this by 30.09.21 -</td><td>Completed</td></tr><tr><td>3</td><td>WD to arrange and find date/trainer for governor training on attainment data.</td><td>FGB agreed that a training will be attended that will cover both Ofsted & Data together – Action: WD to suggest dates for training</td></tr><tr><td>4</td><td>WD to complete a RA for the new shower</td><td>Completed</td></tr></table>	Item	Action	Update	2.1	SP is to contact those governors to ascertain their continued commitment. SE/PP/BJD	Completed	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 -	Completed	3	WD to arrange and find date/trainer for governor training on attainment data.	FGB agreed that a training will be attended that will cover both Ofsted & Data together – Action: WD to suggest dates for training	4	WD to complete a RA for the new shower	Completed
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	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.- To discuss	To continue to be discussed
	5 (BI)	Arrangement will be made that governors lead on specifics of the plan -	Completed
	5 (BI)	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. –	Completed and positive feedback was received from parents.
	6	SP to review current committee membership – Completed Liam chair of curriculum	Completed Liam Frost is the Chair of curriculum
	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. All met and feeding back.	Completed, all committees have met and are feeding back.
	10	HB to share HEP weekly digest and Governing Training schedule for this year	Completed
	11	WD to send a list of focus' for governor visits	Completed
5.	<p>Headteacher's Report - Part A – Leadership</p> <p>Covid: – 9 cases in Yr1, which required enhanced measures, also 9 members of staff required to isolate which has been quite challenging. There is a concern that the numbers will increase in the lead up to Christmas. The new air quality monitors have arrived in school and are working well.</p> <p>Staffing: Reception TA is leaving and a Nursery is to be recruited due to increase in numbers. New site manager Enoch is now working at the school.</p> <p>Numbers on roll Numbers are good, we are officially full on the annual census (PLASC) There are 18 children who due to family mobility have now not returned to school from abroad and procedures will now be taken to remove them from the roll.</p> <p>Q) Do we know where they are, does the school have any safe guarding concerns for these children? A) There were two children that we had raised concerns about.</p> <p>Capital Works: Final part of the rewiring is being completed. They will then start again in Feb/March with phase 2 of the project. The results of what they are doing is excellent.</p> <p>School Vision: Working party met regarding school vision it is six years until our 150th anniversary. Make a series of pledges, which will be agreed in conjunction with the school community. Need to reflect the changes that have taken place in society/education. Even in the eight years since the previous work on the vision was done the school is in a difference place. Issues to consider as part of our future vision; climate change, school finances, population size/mobility, SEN numbers and mental health issues.</p> <p>HT highlighted that maintaining a schools independence is critical keeps the schools uniqueness.</p>		

Also, need to think about succession planning and personnel including what the school body looks like ensuring that we have greater diversity.

The Vision Statements can be updated slightly, introduce a specific one on equality and updating school buildings/grounds to include climate change factors.

FGB noted that there were good themes and reflections within the document.

Q) How will we get the whole community involved?

A) Questionnaire will be sent to parents and ongoing discussions with the children.

Agreed that JG will lead on the communication strategy

Q) Did you ask for feedback on vision statement?

A) Yes, we have asked this based on current vision, responses focussed on the themes on climate change, resilience and equality.

Governors discussed the impact and use of social media, both the children's access to it as well as parents. Discussed the significant issues and negative aspects of social media and impact on well-being. Imperative that children understand what it is to be a digital citizen, part of e-safety education, starting earlier trying to mitigate some of the problems. The changes in technology are to be embraced within the vision. STEM needs to have a higher profile.

FGB felt that the way the school decides on the pledges, could be a very creative and collaborative project and engaging for the community.

Governors discussed the wording around inclusion vital that the language used is correct and contemporary so that it is able to continue being relevant into the future.

Action: Working party to meet again.

Part B

SDP: T&L –

School have invested in a CPD programme "Teaching walkthrus. SP has reviewed the materials and felt this is a good investment and moves CPD forwards.

SDP Foundation Subjects

Curriculum plans are on website, noted that in any Ofsted inspection, much of their work is done before they arrived based on a schools website. Ofsted wished to see the curriculum and the strands running through it. Want them in the classes when they come in.

HT noted we're 4 yrs. and 2 months since an inspection and need to be prepared

SDP: To raise standards in Maths

White Rose resources are being implemented; It has good resources and shows progression, is consistent between years and is now embedded. Staff have attended two inset training on this.

Action: Arrange a governors learning walk to look at White Rose.

SDP: Science

Work has been completed to achieve national quality mark.

Felt that science could be a deep dive for Ofsted.

There are currently 2 science clubs operating and are very popular. A recent visit by Dr Chris & Dr Xand Van Tulleken was very well received by the children.

YB confirmed that he is the lead governor for science.

6. Reading

New accredited reading scheme "Little Wandle" has been introduced in reception/Yr1

Letters and sound phonic scheme, framework Ofsted fully decodable books

Based on letters and sound framework partnership with harper Collins

	<p>No longer doing guided reading with this age group, children practice until they can read fluently. It is quite an investment and all staff are to be trained.</p> <p>Part C – Racial Equality and Anti-Racism The working party established to review the draft Racial Equality and Anti-Racism Policy, but has yet to meet. Action: Set a date for the working party to meet to review the racial equality and anti-racism policy</p> <p>SEN: HT noted that when requested the education psychologist visited within a day to see a Yr2 pupil. Recognised that they are not suitable for mainstream schooling hopefully LA will be able to</p> <p>Governors noted that the recent Haringey Education SEND inspection report has been discussed. and it will be formally reviewed at committee. Action: Committee to formally review the SEND inspection report. RL/LF to do a school SEND inspection visit</p> <p>HT felt that behaviour for learning is good. There have been a couple of issues in the playground and they have been addressed appropriately.</p> <p>Q) Do we keep a log of the type of incidents e.g bullying/sexual harassment/racial /prejudice language? A) Some analysis of these incidents took place. Monitoring the gender split and the usage of the traffic light system. The PPG /race groups were in line with the % of school population.</p> <p>HT noted that the yellow sheet is not used for bullying and that many people use the term bullying very quickly. Action: Review the anti-bullying policy</p> <p>Attendance - Though attendance is, lower than pre pandemic it is in line with the national average. However, there are some significant outliers with some only having 40% attendance. Individual attendance plans written for some children. School have a clear overview of the issue. The 18 children that were overseas were discussed in detail at the Safe Guarding Committee meeting.</p> <p>PSA – Recent fireworks display that was organised was excellent and well attended. The winter fayre is planned and will be an outdoor event.</p> <p>Family centre – This will be officially launched in January and the health team from the Whittington will return in January</p> <p>Q) Are the Whittington going to make a financial contribution? A) Yes a small amount</p> <p>School meals – Grace is to leave the school, which is a shame, but we have Jackeline the other chef, will look at personnel going forward. Currently 75% of children have hot meals, would like this to be over 80%</p> <p>School Street Initiative it is highly likely that it will become permanent. Local residents are not happy but parents are supportive of it and it is definitely safer for the children and a much calmer environment outside of the school.</p>
6.	<p>Chair's Items</p> <p>6.1 Admin tasks – Reminded Chairs of committees to ensure minutes from meeting are put on Governor Hub in a timely fashion.</p> <p>6.2 School visits paperwork – Ideally governors will visit once a term and use the template to write up the details of the visit.</p>

7.	<p>Committee Reports: None have met since the last FGB.</p> <p>7.1: Resources Committee – (to meet next week) – Though previously met and went through budget vs actual for Q2, which is on track for end of year. The rise in energy costs has been taken into account. The budget is certainly back on track post Covid, and some income is not being received from lettings. With the Night owls having returned this is a significant benefit. .</p> <p>7.2: Communications Committee – It was a good meeting, discussed looking at communication plan. Whether the balance of amount of communication is right. Some social media training would be useful and use this platform more. Looked at fundraising and discussed PSA plans. Langford Chase gave £780 for the 18 boards that went up and they have agreed to sponsor sports kit, currently discussing sponsorship of the winter fayre Action: JB to put minutes on gov hub</p> <p>Q) Are we active on Twitter? What are our communication objectives? Links with other agencies.</p> <p>A) Committee is to think about best channels to use. Review what is the purpose of social media activities and what do our parents use. Felt it is important tool in attracting new parents and having a presence in the community.</p> <p>Governors noted that HT's blog good, WD is to start to do this again but noted communication methods changed dramatically during lockdown.</p> <p>7.3: Extended Services Committee went through every aspect of the services, night owls, breakfast, clubs and summer clubs. This involved a significant number of children. Leona recently carried out a school visit on the family centre and after school club. Certainly felt that these services and back on track.</p> <p>7.4: Curriculum and Standards Committee LF noted that the committee had a significant look at data. Empirical data coming out on of lockdown shows that Yr3 have been quite affected as this is reflected in the schools recovery plan. Maths, main focus on SDP and data is highlighting that girls are underperforming compared to boys across the school –</p> <p>Noted that the wellbeing of children is good and the wellbeing of staff is ok, though staff certainly found the first half term difficult, though we have returned to normal, in reality nothing is normal.</p> <p>HT noted that the issue with Yr3 is common across all schools. The impact on reading and Ofsted are certainly focussing on reading in their current visits. Acknowledged that children who could already read, did better during lockdown than those who were just learning.</p> <p>5.5: Safeguarding Committee – Discussed in Part 2</p>
8.	<p>School Development Plan</p> <p>Meeting I feedback from relevant governors</p> <p>LA provided a visit report which is on Governor Hub following her visit to the Family Centre</p> <p>SP met with WD T&L, learning walk frequency and focus. Looked at the structure, CPD, curriculum delivery and how we will see the new curriculum in data. The next visit in February will be looking at quality.</p> <p>LF met with Rob and Peter re maths, reviewed draft SDP and looked at data in 2019 attainment was lower and again girls' attainment was lower. Need more visible physical girl maths role models.</p> <p>Maths mastery approach was discussed and agreed that the White rose resources are a good starting step to mastery. Strong that this is a long-term project.</p>

	<p>LF noted there was a feeling that there is feeling of an issue of resources, time poor for them to be released to do CPD/training.</p> <p>Governors noted that it is unusual that girls are under achieving, look to bring female role models into school. Both the maths lead and link governor are males.</p> <p>JG – Foundation subjects met with WD to understand the role, Outlined the integrated project based approach and the challenges of showing progression in subjects with this approach. Look at how this is demonstrated to Ofsted. More progression in some areas than others. Books being available to children a couple of years after they have studied the topic, so they continue to texts to reinforce previous topics.</p> <p>Q) PSHE? Is it foundation subject? A) HT has done a lot of work in this area and it is in a good place with all information updated on the website.</p> <p>School need to do an audit on the safeguarding outcomes to Everyone's Invited – 13 recommendations were made. Action: WD/RL to do the audit on 13 recommendations from Everyone's Invited.</p> <p>LM to carry out a governor visit focussing on reading tomorrow 17.11.21</p> <p>JB to meet with Peter and Kate next week. Action: YB – to arrange to meet with Emma regarding science before the end of term.</p>
9.	<p>Set objectives for the governing board for the year</p> <p>Training will be provided to governors regarding Data, need to be Ofsted ready HT noted that Schools do have the opportunity to Ofsted and guide deep dives they will do straight strands. Need to be Ofsted ready as a whole board. Action: Identify who would be called to meet with Ofsted minimum of 2, though with back up options just in case not available.</p> <p>Ofsted are focussing on bottom 20% and those underperforming. School need to be able to provide evidence of what we are doing to address this. The interventions and difference it is making. Governors to ensure that this is phased into all our discussions.</p> <p>Training on data analysis and Ofsted in January, using Peter and HEP resources.</p>
10.	<p>Governor School Visits – Covered in item 8. LE noted she has checked the SCR A visit to look at school meals is overdue. Action: YB will combine school meals this with his science visit.</p> <p>Noted that as part of the eco school, look to banning single use plastics.</p>
11.	<p>Policies to review/ratify - Bring to next meeting There will be a Safeguarding and Finance Policy</p>
12	<p>School Council / Green Council School council has been elected (children from Yr2-Yr6), met to discuss the purpose and format and agendas of the meetings. Agreed that one item will be discussed in detail at each meeting. A vote was taken about the order of which agenda items will be discussed. Healthy eating and snacks in school will be discussed at the meeting on 22nd November.</p>
13.	<p>Haringey Governor Autumn Training offer & LA update – Nothing to report.</p>
14.	<p>Any other Business – None</p>

Actions from 16.11.21 FGB

Item Number	Action	Responsibility
4 (item 3)	Ofsted & Data training to be carried out. Together WD to suggest dates for this	WD
5	School Vision working party to meet again.	WD
5	Arrange a governors learning walk to look at White Rose.	LF
5	Set a date for the working party to meet to review the racial equality and anti-racism policy	WD
	Committee to formally review the SEND inspection report. RL/LF to do a school SEND inspection visit	Curriculum & Standards Committee
6	Review the anti-bullying policy	Curriculum & Standards Committee
7.2	Upload communication committee minutes to Governor Hub	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/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	YB