



Highgate Primary School Governing Body Meeting

Minutes

Tuesday 3rd May 2022 at 7:00pm

Part 1

Headteacher (1): William Dean (WD) <i>ex officio</i> *	LA Governor (1): Cllr. Liz Morris (LM) 14.09.24*
Staff Governor (1): David Calvert (DC) 11.11.23*	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*
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*	Associate Members: Liam Frost (LF) 14.09.24* Pauline Mayne Helen Boundy

No.	Item		
1	Welcome & introductions; SP welcomed everyone to the meeting. Pauline Mayne a potential new clerk from HEP was shadowing HB and was welcomed.		
2	Apologies for absence; declarations of interest. YB was absent but no apologies had been received in advance.		
3	Governing Body Administration:		
4	Minutes of the previous meeting. Agreed actions from meeting held on 15th March 2022. = Happy		
	Item Number	Action	Responsibility
	3	HB to remove SE from Governor Hub. Completed	HB
	4	Item Carried forward: RL/LF to do a school SEND inspection visit – Completed	RL/LF
	4	Item Carried forward: LF to arrange learning walk to look at maths – Completed	LF
	4	Item Carried forward: Anti-bullying policy is to be reviewed by Curriculum Committee. This has been reviewed, there are some amendments to make ahead of being ratified.	Curriculum Committee
	5	WD will continue to monitor the political situation with China/Russia as to whether to stop links with Confucius. Continuing to work with Confucius due to China’s current stance	WD
	5	WD to address issue of how St Michael’s work with children with complex /emotional needs directly with the Headteacher. Carry Item Over	WD

	5	WD to review data on numbers attending from low-income group and proactively encourage more of these children to attend. Completed results showed that very low PPG take up for Night owls only 2%. Free places given to those requested and those we think are vulnerable. Action: Discuss at SLT low PPG numbers attending night owls and monitor the situation.	WD
	7	Budget to be ready for sign off at next FGB in May 2022. Completed and Ready for approval.	Finance Committee
	8	School to add a tab to the website containing information regarding internet safety. Work is in progress to add tab to website regarding internet safety	WD
	8	JB/JG to complete compliance check on website. HB to send checklist of items regarding website compliance. HB sent checklist JB/JG still to meet. Action: HB to send checklist from The Key to all Governors.	JG/JG/HB
	12	JG to come into school to meet with the school council to discuss the 150 pledges. On track JG continues to work on the 150 pledge	JG
	13	HB to send reminder of how to book training via Governor Hub and HEP's programme for the summer term. DSL training – Completed. Action: HB to send HEP summer list of training.	HB
5	Headteacher's Report A. Leadership 1. Numbers on Roll Monitoring numbers on roll, currently five spaces available across the school. Yr 4 has is our lowest year group. Ukrainian refugee children have joined the school and more are expected. The budget is based upon the school being full. 2. SDP: Capital works programme Capital works programme is due to start on 16 th May and complete in November. It will be problematic if this over runs. Q) Will this affect the cost if it over runs? A) No, but there will be an issue if we are without heating in the winter or having to have lessons outside. B. A school that loves learning: We want everyone to enjoy learning and to achieve the best they can 1. SDP: Teaching and Learning T&L – This is going well. The recent visit from our School Improvement Partner (SIP) was impressed with what she saw and conducted a deep dive in reading and provided a positive report, which has been shared with governors. Maths – The White Rose scheme has taken a little while to embed but the consistency and approach is beginning to pay off and this is reflected in the improvement in the data. Science - Emma Judge is continuing to work on the Science Quality mark and is on track to complete this. School would be pleased if this was a subject that was chosen by Ofsted as a Deep dive. A Science Day was recently held the children made penguin lists and came dressed as famous scientists; there was good diversity of characters. Outdoor Learning - The school are looking to reduce the space outside the reception area, turn this into a sensory garden. Would be a project for funding from the PSA. Reading – Teaching of Little Wandle is going well. Positive impact on reading in reception and Yr1 and those in Yr2 and Yr3 with gaps in their knowledge. Q) Is there a data trail to show the improvements? A) The report shows where we are, it is a formulaic approach but it works. Ensure we are targeting the		

children who need it most. Curriculum Committee review this.

Assessments & Standards – Teachers have inputted Spring data into the FFT database. A summary has been shared. Overall Year groups are on track though noted that Yr 2, are a high need cohort, with higher levels of SEN and have missed chunks of their formative education but they are making progress. **Yr 6 are working well though** Expect that this years SATS will be down on previous years (high SEN). The data will not be published but will go to the IDSR and used internally. There are no published league tables.

Q) Have Ofsted said how they will use data?

A) No they cannot hold schools to account over it.

PPG/catch up Programme The DfE are now naming and shaming those schools not using it. We are using ours will carry on next term covering this internally.

Enrichment – Various assemblies have taken place as well as trips to The Wetlands Centre, book awards and Highgate Cemetery.

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

There have been no incidents of discriminatory behaviour

SEN – HT and RL met with Mary Jarrett Head of SEN at Haringey. Discussed our concerns with her regarding unequal distribution of children with EHCP's across the borough. Outlined that despite our high numbers we would not be eligible for the contingency funding as our rate is 39% above the Haringey average (not national) and it would need to be 40% or above.

Q) Are we able to challenge this threshold?

A) No, it is arbitrary, not many schools meet this figure. She has given us the data for other schools.

Q) Aside from the issue of funding was there anything useful that she said about equitable distribution rates?

A) We made our point about the situation at HPS, and are building our relationship with her. They have however accepted our decisions regarding several consultations that we have turned down without any pushback.

Emma Healy is settling into her new role as SENCO.

Barnet turned down EHCP for a Yr6, threshold is currently very high. Ideally wanted it in place for secondary school. SP noted that he can reapply at secondary school. Two other EHCP's are in progress.

Child with complex needs left to go to a local school, but returned to us after one day. Our number of EHCP's remain at 16.

TA's received some good training from Downright Excellent a Down syndrome charity. Other staff completed some online training via Widgit.

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

Pastoral support – is going well, running coffee mornings for a small group of parents who have children with anxiety/mental health issues. This was a joint initiative between parents and school and they are grateful to have the space to discuss the issues with other experiencing similar things.

Attendance – Currently 93.2%, fluctuates especially around holiday times. Have threatened to fine families for the first time. Fixed penalty is per child, per parent.

	<p>A child in Yr 6 whose attendance is below 85% is being supported.</p> <p>PSA – One world evening was held recently. It was an excellent event and it was agreed that the money would be donated to Save the Children's Ukraine appeal. Auction of promises evening to be held later this month. Q) Can Non-parents buy tickets? A) Yes, they can buy directly through the PSA.</p> <p>Q) Where is the money from the auction of promises going? A) Developing the sensory garden, as well as finishing paying for the audio system. Some science and art resources. All money feeds back to the school for all children to benefit.</p> <p>Family Centre – The baby group with Blanche Neville is growing, midwifery services have returned as well as the space being used by Night Owls, PSA and for coffee mornings. It is unlikely that the baby weighing will return.</p> <p>E. A healthy school: We want our school to be a healthy place for our minds and our bodies</p> <p>Swimming lessons for Yr 5 have resumed looking if we can get Yr 6 to classes too as they missed out. last Wednesday.</p> <p>Currently preparing for sustainability week.</p>
6	Chair's Items – No Items
7.	<p>7.1 Finance Update (A finance spreadsheet was circulated at the meeting)</p> <p>A resources committee meeting was held on 03/05/2022, whereby the finance spreadsheet of the 2022/2023 financial spending was looked at in detail. Previous resources were also examined in great detail, and adjustments were made accordingly. Some of the headlines of the meeting were as follows.</p> <ul style="list-style-type: none"> • The 2021/2022 fiscal year ended in a deficit (-2,456). • It was projected that the 2022/2023 fiscal year would end with a surplus • Everything has become more expensive. The money coming in is approximately the same amount as last year, therefore there is no increase. • There is an additional £50,000 in special grants coming in, but this will only cover the national insurance and nothing else. • It is uncertain what special needs funding will look like at the moment, as it will be offset by the cost of educational support staff. Therefore, it is uncertain as to what the number of plans will be for next year. • Pupil premium is going down because of the demography of pupils at the school. • Catering has increased, as there has been a greater intake. • Lettings will go down because the school will be unable to let the site over the summer. • Covid costs are now reducing. • No further <p>7.2 The Budget</p> <ul style="list-style-type: none"> • The teaching staff structure is similar to last year, except for WD and RL, who will both working four days a week. Emma Judge and Natasha Matthews have both been appointed as Assistant Headteachers. Natasha will be working full-time and Emma Judge four days a week. Michael Ingalls-Clarke has also been appointed as a permanent teacher. The changes to teaching staff have been highlighted in part two of the minutes. • More diversity in staff including senior leader. • The budget for support staff may decrease as it will depend on the number of children with

	<p>EHCP's</p> <ul style="list-style-type: none"> One of the major changes is increased energy prices, which have doubled and pose the most significant risk. The other risk is that the leadership structure is only funded for seven-twelfth of the year. Building maintenance improvement is down significantly. <p>Q: There appears to be quite a significant jump to an £85K deficit for the 2023/2024 fiscal year. Is it something that should cause concern?</p> <p>A: Do not feel this is something that is cause for concern, but happy for the finance committee review the budgets from the previous two years.</p> <p>ACTION: Finance Committee to re-evaluate the predicted spending for 2023/2024.</p> <p>Q: We have restructured the senior leadership team, which means there is a deficit for next year. If we do not have the money in the budget, why would we create a different leadership structure?</p> <p>A: This was a course of action that was agreed previously. By recruiting externally, it has increased costs. Though future changes in staffing will lower the expenditure</p> <p>Q: What is the policy around PSA events for charities verses the PSA events for the school's needs? Furthermore, how is the decision made as to which charity to support?</p> <p>A: The fundraiser for Ukraine was a unique situation the whole school community felt that they wanted to do something and the one world event felt appropriate. Very transparent that this is where the money was going to. Also, the PSA funds are currently very healthy. There is always a safety net of £10K, but in the current account, there are savings of £21K.</p> <p>Q: Is it a PTA issue or a PSA issue as to where money from fundraising events goes?</p> <p>A: The PTA is set up as a separate charity, but it is run by the PSA.</p> <p>Funds will come to the school first and then pass onto the PTA. The PSA cannot pay for staffing, but it can pay for educational resources.</p> <p>It was noted that the school regularly raise funds for other charities e.g. BBC Children in Need, Red Nose Day.</p> <p>Action: JB to review the charity policy regarding the supporting of external charities.</p> <p>It was noted that the schools' toilets are painted in very gender specific colours, pink and blue. Can the school consider the toilets being painted in colours that are more neutral? Could PSA funds be allocated for this project?</p> <p>A governor noted that the response to the Ukraine appeal has been quite different to other refugee crisis' e.g. Afghanistan as a school, we need to ensure that we are inclusive.</p> <p>7.2 Ratification of Agreed budget 2022/2023</p> <p>The 2022/2023 budget was proposed.</p> <p>It was approved and ratified unanimously by the Board.</p> <p>ACTION The Chair to sign off the 2022/2023 budget.</p> <p>ACTION Financial Value Standard to be signed off by the Chair</p>
8	<p>Committee Reports</p> <p>Resources Committee</p> <p>A meeting was held, and the minutes of the meeting will be uploaded to Governor Hub.</p> <p>Action: LC to upload resources committee minutes to Governor Hub.</p> <p>Curriculum and Standards Committee</p> <p>A meeting was held on 26.04.22 Met with WD and focused on the SDP and areas that are relevant to the curriculum. An update was given on pupil premium and a catch up on SEND. They reviewed the</p>

	<p>anti-bullying policy as there are a couple of changes to the policy. Reviewed the Transition Policy and have brought to this committee for approval. Next meeting is scheduled for 12.07.22, SATS results will be available.</p> <p>Communications Committee Committee has met twice and the minutes have been shared via Governor Hub.</p> <p>Extended Services Committee Committee has met twice and the minutes have been shared via Governor Hub. Noted that attendance of extra-curricular clubs are doing well in terms of attendance. All the clubs were full to capacity. The family centre is to be formally opened.</p> <p>Q: Is the family centre was being advertised for venue hire on the school's website? A: Not at the moment.</p> <p>Safeguarding Committee (see part 2)</p>
9	<p>School Development Plan Update There were no comments, as this was covered in the Head's report.</p>
10	<p>Governor School Visits LF carried out a SEND link governor visit, RL's handover to EJ. LF was reassured that there was always somebody on-site with expertise if there was a crisis.</p> <p>LF also carried out a Maths visit. Met with Peter and Rob. The White Rose scheme has now been embedded and the school is looking to join the maths hub next year. Rob will take over as maths lead from September. Notes are on Governor Hub.</p> <p>Q: Was a deep dive in maths required? A: No. They are working through the SDP, and it is a work in progress.</p> <p>LM: English visit in November, saw the work that was being developed around phonics and the new scheme of work. Noted that when visited spelling was not where the school wanted it to be and this was being monitored. LM is due to visit later this month 16.05.22 or 17.05.22. ACTION WD to sign LM's visit report and LM to upload it to Governor Hub.</p> <ul style="list-style-type: none"> • JB visited to look at Outdoor learning and met with Kate and Peter. Another visit is planned for next week. • LC visited the Capital Works programme and is planning another visit. • JG has not yet done a visit but will be planning one shortly. • LA carried out a visit on the extended school day/clubs. Saw the cooking and coding club. Also carried out an unannounced Health & Safety visit. This was very useful and was very impressed as most of the teachers spaces were well kept and there was nothing hazardous. • SC visited at the end of January 2022. Based on her experience, the classrooms were well structured and accommodated pupils' learning requirements. Noted that the traffic light system needs to be discussed further. SC will plan another visit for this term. <p>LE did two visits one to look at the SCR. This was satisfactory. The volunteer process has now been finalised and the risk assessment for staff members with positive staff disclosures was highly robust.</p> <p>Q: Are governors' DBS up to date. A: Yes, they are all fine and in order.</p> <p>LE also did a safeguarding visit with RL. The focus was on the 'My Concern' database and ensuring that examples of peer-on-peer abuse were adequately met. She felt that certain staff members (SMSA) would need training on what is acceptable language. RL will be meeting with Curriculum and Standards Committee regarding peer-on-peer abuse and sexual harassment matters. There are ongoing issues with the LA not sending minutes of meetings even after a meeting with Mary Jarrett, Head of SEN at</p>

	<p>Haringey.</p> <p>Action: RL to chase minutes from LA meetings.</p> <p>SP confirmed he would be meeting WD next week.</p> <p>SP suggested that a running document is kept as an overview of the SDP because it is essential that the governors know the SDP. The target was to try to achieve two meetings a year but three if possible.</p> <p>Action: WD to put SDP targets on Governor Hub.</p> <p>A governor noted that some of the folders on Governor Hub were confusing and</p> <p>Action: SP to tidy up folders on Governor Hub.</p> <p>Action: Link Governor visits to be arranged by JG, LC, and SC before the end of term.</p>
11	<p>Policies for approval: -</p> <p>GDPR Policy –</p> <p>Action: GDPR Policy to be carried forward to next FGB.</p> <p>Transition Policy – Governors had a query regarding specific wording regarding information about safeguarding records being passed on. Didn't feel the policy was explicit enough that this information is shared. Agreed that a specific reference to records "including safeguarding" are passed on.</p> <p>Action: Include wording "including safeguarding records" then return to FGB for approval.</p> <p>Behaviour Policy – Agreed that some changes regarding the traffic light system are to be made.</p> <p>Action: Behaviour Policy to be reviewed by Curriculum Committee and brought to next FGB. LE to be CC'd into the draft Behaviour Policy.</p>
12	School Council/Green Council – Update at next meeting
13	<p>Haringey Governor Summer Training offer & LA Update</p> <p>LA attended Ofsted training</p> <p>SC/SP attended a First Aid course</p> <p>Action: HB to share HEP's summer training scheduled.</p>
14	<p>Any Other Business –</p> <p>JG outlined his thoughts regarding the creation of the 150 pledges. It needs to involve all parts of the school community. Provides an opportunity to use the process itself to secure a buy in to the pledges. Plan identified 5 different values, team to be created to look at each value. The teams would consist of a diverse group of people. Implementation and time frame for the plan are to be discussed further. Governors felt that the quicker the process is done the better, not draw it out over too long a timeframe.</p> <p>Action: Action: JG to circulate document re the 150 pledges summarising his ideas for governors to provide feedback.</p>

Item Number	Action	Responsibility
4 (item 5)	Item carried forward: WD to address issue of how St Michael's work with children with complex /emotional needs directly with the Headteacher.	WD
4 (item 5)	Discuss at SLT low PPG numbers attending night owls and monitor the situation.	WD
4 (item 8)	Work is in progress to add tab to website regarding internet safety	WD
4 (item 8)	HB to send checklist regarding website from The Key to all.	HB
7.2	Finance Committee to re-evaluate the predicted spending for 2023/2024.	Finance Committee
7.2	JB to review the charity policy regarding the supporting of external charities.	JB
7.2	SP to sign off the 2022/2023 budget.	SP
7.2	SP to sign off SFVS	SP
8	LC to upload resources committee minutes to Governor Hub.	LC

10	WD to sign LM's visit report and LM to upload it to Governor Hub.	WD/LM
10	RL to chase minutes from LA meetings.	RL
10	WD to put SDP targets on Governor Hub.	WD
10	SP to tidy up folders on Governor Hub.	SP
10	Link Governor visits to be arranged by JG, LC, and SC before the end of term.	JG,LC,SC
11	GDPR Policy to be carried forward to next FGB.	WD
11	Include wording "including safeguarding records" then return to FGB for approval into Transition Policy	WD/RL
11	Behaviour Policy to be reviewed by Curriculum Committee and brought to next FGB. LE to be CC'd into the draft Behaviour Policy.	WD/LE
13	HB to share HEP's summer training scheduled.	HB
14	JG to circulate document re the 150 pledges summarising his ideas for governors to provide feedback.	JG