



Highgate Primary School Governing Body Meeting
DRAFT MINUTES
Tuesday 15th March 2021 at 7:00pm
Part 1

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^ *attended ^apologies	LA Governor (1): Cllr. 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*
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No.	Item																					
1	Welcome & introductions; CoG welcomed everyone to the meeting																					
2	Apologies for absence; declarations of interest. Apologies were received from Leona Asamoah, Laura Eden. Sue Cheung and Louisa Caswell. These were accepted. There were no declarations of interest.																					
3	Governing Body Administration: CoG notified FGB that Sam Evans is no longer a Governor and will be removed from the boards. Action: HB to remove SE from Governor Hub. Discussion was had regarding LA Governor Role; LM will continue for the moment but maybe change after local elections. There are currently no other governor vacancies, could look at being an associate governor or change the loG.																					
4	Minutes of the previous meeting. Agreed actions from meeting held on 18th January 2022. <table><tr><th>Item Number</th><th>Action</th><th>Responsibility</th></tr><tr><td>4 (item 3)</td><td>WD to circulate details via Governor Hub of Ofsted training on 1/2/22 Completed and training completed</td><td>WD</td></tr><tr><td>4 (item 5)</td><td>SV working party to schedule date to meet again. Completed</td><td>WD</td></tr><tr><td>4 (item 5)</td><td>LF to arrange learning walk to look at White Rose maths – Carry item forward process of arranging</td><td>LF</td></tr><tr><td>4</td><td>Committee to formally review the SEND inspection report. Action: RL/LF to do a school SEND inspection visit – Carry forward proposed date.</td><td>RL/LF</td></tr><tr><td>4 (item 6)</td><td>Anti-bullying policy is to be reviewed by Curriculum Committee. Carry item forward</td><td>Curriculum & Standards Committee</td></tr><tr><td>4 (item</td><td>Governors to let SP know if they would be available at short</td><td>All FGB</td></tr></table>	Item Number	Action	Responsibility	4 (item 3)	WD to circulate details via Governor Hub of Ofsted training on 1/2/22 Completed and training completed	WD	4 (item 5)	SV working party to schedule date to meet again. Completed	WD	4 (item 5)	LF to arrange learning walk to look at White Rose maths – Carry item forward process of arranging	LF	4	Committee to formally review the SEND inspection report. Action: RL/LF to do a school SEND inspection visit – Carry forward proposed date.	RL/LF	4 (item 6)	Anti-bullying policy is to be reviewed by Curriculum Committee. Carry item forward	Curriculum & Standards Committee	4 (item	Governors to let SP know if they would be available at short	All FGB
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	9)	notice for an Ofsted inspection. – Completed LF, LC, LE have agreed Noted that Ofsted are a further 2 months behind scheduled expect inspection to be in November 2022, though prepared for any time. School will not be held to account on SATS. Nothing in IDSR, which is the Ofsted comparative data.	
	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 Completed Met with Emma and report has been uploaded. Emma will be invited to present at the Curriculum committee.	YB
	5	WD to provide school meal data by class for next FGB. Completed	WD
	10	Governors to arrange school visits for this term (2 each) Julie, (peter & Kate) will also come with SC and YB to meet with Peter and Kate look at school meals. LM to do a follow up visit to English. JG and SP to arrange their visits.	All FGB
5	<p>Headteacher's Report – Circulated ahead of the meeting.</p> <p>A. Leadership</p> <p>1. Covid numbers are increasing both pupils and teachers but the school is managing especially as unvaccinated staff no longer need to isolate if they are exposed to positive cases.</p> <p>School is still being slightly cautious and not holding whole school assemblies in the hall. Assemblies are happening but they are smaller, and age appropriate. PSA events are happening.</p> <p>3. School Roll – Has been some movement of children since beginning of year. Yr 1 and Yr4 currently have some spaces. A map was shared indicating school spaces across the borough, clear East/West split with church schools being most adversely affected.</p> <p>Governors pleased that 54 first place applications had been made, clear that the investment that was made in the nursery applications has paid dividends. WD anticipates a full cohort for September. School visits/tours have resumed.</p> <p>4. Capital works – Second phase will start in summer term and be completed by October half term. This will be disruptive; need to carefully plan perhaps outdoor classroom/marquee will be required. Ensure the library and Family Centre remains accessible. The contract went to Diamond Build who have done previous work and the electrical contractor is the same so confident with contractors.</p> <p>5. School Vision: Essential that we get the community to buy into the initiative. JG to run a creative event in the summer term inviting the school community to come up with the 150 ideas to mark the year. Action: JG to run community event for 150 pledges</p> <p>B. A school that loves learning: We want everyone to enjoy learning and to achieve the best they can</p> <p>1. T&L – Performance management, change in thinking recognising performance can be measured in many ways. Each time we interact books, popping in, talking to children all build a picture rather than just three formal observations. Teachers are taking ownership of their own CPD and then SLT validate what they do.</p> <p>Q) Progression, measure check quality – how do we measure this. Children developing /</p>		

progress I linked to CPD –

A) Looking at performance over the year, a much broader base than just the lesson observations. Ensure when we do pupil progress meetings, there are book looks and records are kept, triangulation of the monitoring processes.

2. Foundation subjects curriculum plans have all been uploaded to the website. Now work on the implementation and impact.

3. Maths: White Rose is going well and can see the positive impact. Initially some trepidation from both children and staff having used it in lockdown. However, all is going well, the resources are good and children understand the areas. Children are benefitting from the Maths retrieval quiz. There has been a significant amount of CPD around maths.

Q) Are you planning for a deep dive in maths?

A) It is difficult to know what Ofsted will want, but the school is certainly very happy if they look at maths.

4. Science – Emma Judge is continuing work to achieve National Science Quality Mark and activities are in place for celebrating British science week, next week.

6. Reading

A deep dive on Reading took place today. Looking at our use of Little Wandle, showed a good teaching of phonics, interventions and

Focus groups for KS1 & KS2 showed good comprehension and teaching. Need to ensure every book is matched to the child's reading ability particularly in the books they read for pleasure – is their phonic understanding good enough. Yr 4 & Yr5 need to focus on the outliers who are new to English. It is only 4 weeks since launching the programme, clearly progressed and are impressed with how the staff have embraced the programme.

7. Assessments & Standards – looking positive, internal data shows rapid progress in most year groups. Will be brought to curriculum committee for further scrutiny. Governors noted that having discussed the last data set at Curriculum Committee. Peter will change the way the data is presented in future to make it more insightful.

8. PPG & Catch up – This is going well, with both internal and external tutoring being used. Two of the external tutors have fitted in extremely well the other is ok. They work in small groups.

Q) Do you have evidence of the impact this tutoring is providing?

A) Yes this can be seen in the data drop.

9. Mandarin – WD highlighted an issue with the relationship with Confucius Institute. If China pursues their stance on Russia and will potentially fund the war in Ukraine, the school do not want to have links with the Confucius Institute as they are funded directly from the Chinese Government.

Q) If this occurs, what happens to the Mandarin programme?

A) The quality has not always been consistent but currently the two teachers we have are excellent. Though their salaries and visa sponsorship comes through Confucius.

If we were to sever links there is a teacher who came as a volunteer and who is British, who teaches reception/yr 1. She would like to continue and we could employ her as a TA so she can continue with the Mandarin programme. Not stopping the teaching of Mandarin, perhaps an additional teacher would need to be employed.

Action: WD will continue to monitor the political situation with China/Russia as to whether to stop links with Confucius.

Governors noted their support to the schools stance on this issue.

10. Enrichment – Significant numbers of trips have taken place and these will continue.

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

1.. Procedures for recording incidents of discriminatory behaviour will be reviewed by safeguarding

Emma Healy new SENCO has started and is working with RL on a handover, though has had a medical issue so is coming into school one or two days a week. She will attend external training to support her new role.

RL is maintaining the overview of Yr6 children for consistency and see them through to the end of their time at the school.

Currently trying to reduce numbers of EHCP's currently have 14 children with EHCP's with a further 2 pending. Raised the issue again of being a magnet school. Recently two children with complex/emotional needs have joined us from St Michael's, parents did not feel their children were welcome there, we had spaces and they came through the regular admissions system. A meeting with Mary Jarrett, Head of SEN at Haringey to discuss this issue is due shortly.

Governors suggested that the parents of the reception children who have recently joined would have a case for raising the issue with St Michaels to Ofsted.

Action: WD to address issue of how St Michael's work with children with complex /emotional needs directly with the Headteacher. Certainly appears to be a trend.

Confirmed that recently the school has refused admission to more children with EHCP's but the ones who have joined us do not have one. Parents often delay the process so they join the school.

Governors reiterated their and the schools support and passion about being an inclusive school. These children add value to our school. However the numbers that we now have which are far in excess of national and local averages causes concern regarding the resources that the school has to meet the needs of the most vulnerable and are concerned that we are not able to meet the needs of these children.

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

3. Attendance this is steadily improving – measures have been taken and a handful of cases have been escalated to further support families.

4. PSA – Is active, the recent Headteachers quiz took place and raised around £2000. An action of promises is planned for May along with One World Evening in April.

5. Extended provision The numbers attending this provision is certainly increasing. Wide range of other extra-curricular clubs with approx. 200 children attending at least one club?

Q) Is there a range of children attending these?

A) Yes there is a wide range of children attending these clubs. Probably are more middle class children though many free places are available in our external clubs for the PP/vulnerable children.

Action: WD to review data on numbers attending from low-income group and proactively encourage more of these children to attend.

	<p>6. Family Centre – Confirmation from midwifery service that they 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>1. Healthy Eating – 87% currently take a school meal, this is an increase in figures, will hopefully improve numbers in year 3 and 4 for further improvement.</p> <p>2. Swimming is set to resume for Yr 5 and Yr 6.</p>
6	Chair's Items – None
7	<p>Finance Update</p> <ul style="list-style-type: none"> Budget monitoring, year to date have set a balance budget in year. Budgetary projection for 2022/23 Significant difficulty will be energy costs (could be looking at 300% increase, equates to cost of 1.5 teachers) Worst-case scenario has been put in. Have put worst-case scenario Potentially close with a £20-30K deficit overspent this year, which will be brought forward from next year. There is a bit of a buffer, but budget is not ready for a sign off at this point just indicative for Governors. Apart from the energy costs everything else is looking ok. Action: Budget will be ready for sign off at next FGB in May. <p>Q) Are any redundancies be planned A) No.</p> <p>Q) If we end up with deficit budget what are the implications? A) Look to provide a recovery plan or adjust our in year spending</p>
8	<p>Committee Reports</p> <ul style="list-style-type: none"> Resources Committee – Met last week, main item draft budget plan to meet again for sign off. Curriculum and Standards Committee – Met in January, Reviewed data and drilled. Discussed predictions for yr6 data no league tables this year, lower than would have been pre-Covid. Update on maths was given by Peter. PPG/catch up. Set dates to meet for early next term and end of term. Communications Committee – JB will upload the minutes from the meeting. Committee discussed the website looking strong plenty of informative lots of work has been done. Action: School to add a tab to the website containing information regarding internet safety. Compliance – To ensure website is compliant JB/JG have agreed Yes had compliance check. Action: JB/JG to complete compliance check on website. HB to send checklist of items regarding website compliance. WD has completed some social media training. Recent article in the Archer, regarding the winter fayre bowling lane made by a parent from wood donation Grants – received a grant from Tottenham Grammar re music Lottery bid is being prepared for family centre. Extended Services Committee – Met in March LA has added minutes to Governor Hub Safeguarding Committee (see part 2)
9	School Development Plan Update – Completed
10	<p>Governor School Visits – Following visits are planned may spill over into summer term.</p> <p>LF – SEND, Maths T& L – SP Foundation – JG</p>

	Outdoor learning – JB Science - YB English - LM
11	<p>Policies for approval: -</p> <p>Governors agreed to approve all the policies that are listed below:</p> <p>Accessibility Plan Allegations of Abuse Against Staff Attendance Policy Behaviour Policy Children Looked After Policy Collection of Children Policy Educational Visits Policy Equality Policy Health & Safety Policy Healthy Eating Policy Home School Agreement Managing Medicines Safeguarding Policy Special Educational Needs</p> <p>Behaviour Policy – agreed that this policy would further discussed at the Curriculum Committee. However, Governors agreed to approve the current version and should changes occur at the committee it will be brought back to FGB for approval.</p>
12	<p>School Council/Green Council</p> <p>School council are yet to meet Green council met today</p> <p>Q) How often do the councils meet? A) At least once every half term.</p> <p>Governors agreed that the school council will be involved with identifying some of the 150 pledges. Action: JG to come into school to meet with the school council to discuss the 150 pledges.</p>
13	<p>Haringey Governor Autumn Training offer & LA Update</p> <p>Training has been undertaken by governors. Governors reminded to log any training they do on Governor hub. Any relevant training from a professional capacity too. Safer Recruitment carried out by: RL, SP, WD. Action: HB to send reminder of how to book training via Governor Hub and HEP's programme for the summer term.</p>
14	Any Other Business - None

Agreed actions FGB 15.03.22

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3	HB to remove SE from Governor Hub.	HB
4	Item Carried forward: RL/LF to do a school SEND inspection visit –	RL/LF
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5	WD to address issue of how St Michael's work with children with complex /emotional needs directly with the Headteacher. Certainly appears to be a trend.	WD
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8	School to add a tab to the website containing information regarding internet safety.	WD
8	JB/JG to complete compliance check on website. HB to send checklist of items regarding website compliance.	JG/JG/HB
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