



# Highgate Primary School Governing Body Meeting

## Minutes

### Tuesday 28<sup>th</sup> June at 7:00pm

<p><b>Headteacher (1):</b> William Dean (WD) <i>ex officio</i> *</p> <p><b>Staff Governor (1):</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>* attended ^ apologies</p>	<p><b>LA Governor (1):</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 *</p>
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## Part 1

No.	Item
1	<b>Welcome &amp; introductions;</b> SP welcomed everyone to the meeting, the final FGB of this academic year.
2	<b>Apologies for absence; declarations of interest.</b> Apologies for absence had been received in advance of the meeting from SC, LA and LC. These were all accepted. No declarations of interest were made
3	<b>Governing Body Administration:</b> LE informed FGB that she has made the difficult decision to step down as a Co-opted Governor. She agreed to remain on the board as an Associated governor and will do a handover when the new safeguarding governor is in place. SP thanked her on behalf of the board for her hard work and dedication to the school. WD also thanked her and really appreciated the expertise that she brought to the board and always holding the school to account with healthy challenge and the positive impact this has had on the SLT. Has improved the safeguarding within the school and ensured that all procedures and processes are followed correctly.  <b>Action: SP/WD to look for a new Co Opted Governor</b>

**Minutes of the previous meeting. Agreed actions from meeting held on 3<sup>rd</sup> May 2022.**

Item Number	Action	Responsibility
4 (item 5)	<b>Item carried forward:</b> WD to address issue of how St Michael's work with children with complex /emotional needs directly with the Headteacher. <b>Item to be carried forward again.</b> WD has not seen the Exec head at any event recently and the AHT was not the suitable person to discuss this issue with. HT noted that it is not just St Michael's that we have this issue with.	WD
4 (item 5)	Discuss at SLT low PPG numbers attending night owls and monitor the situation. – <b>Acknowledgement and this is a priority area moving forward. This is being tracked and look to use after school clubs to enhance their learning enrichment. Natasha new AHT will have oversight for PPG from September. WD confirmed that all clubs for PPG are funded for free. Looking to make extended day part of the curriculum for certain children.</b>	W
4 (item 8)	Work is in progress to add tab to website regarding internet safety - <b>This is almost completed to be finalised</b>	WD
4 (item 8)	HB to send checklist regarding website from The Key to all. <b>Completed</b>	HB
7.2	Finance Committee to re-evaluate the predicted spending for 2023/2024. <b>Carry item forward as finance committee are yet to meet, but this is not something that WD has any concerns over.</b>	Finance Committee
7.2	JB to review the charity policy regarding the supporting of external charities. <b>To carry forward</b>	JB
7.2	SP to sign off the 2022/2023 budget. <b>Completed</b>	SP
7.2	SP to sign off SFVS <b>Completed</b>	SP
8	LC to upload resources committee minutes to Governor Hub. <b>Completed</b>	LC
10	WD to sign LM's visit report and LM to upload it to Governor Hub. <b>Completed</b>	WD/LM
10	RL to chase minutes from LA <b>Completed</b>	RL
10	WD to put SDP targets on Governor Hub. <b>Completed</b> <b>Governors to refer back to targets when they visit</b>	WD
10	SP to tidy up folders on Governor Hub. <b>Completed</b>	SP
11	GDPR Policy to be carried forward to next FGB. <b>Carry forward to September</b>	WD
11	Include wording "including safeguarding records" then return to FGB for approval into Transition Policy – <b>Completed</b>	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. <b>Carry forward to September as Committee are set to meet next week.</b>	WD/LE
13	HB to share HEP's summer training scheduled. <b>Completed</b> <b>Action: HB to send Governor training record to SP</b>	HB
14	JG to circulate document re the 150 pledges summarising his ideas for governors to provide feedback. <b>Completed</b>	JG

5	<p><b>Headteacher's Report</b></p> <p>Numbers on Roll. WD noted that there are a considerable number of children leaving, particularly in Yrs 4 &amp; 5. Most are moving abroad, will try to keep as many on roll until October. In year, places are filled where we are able. There is a wait list for places lower down the school.</p> <p><b>Q) Do you go to 62/63 in a year group to make for these shortfalls?</b>  <b>A) Yes will make 31 a standard class size if necessary. Currently have six Ukrainian families.</b></p> <p>Reception in September is predicted to be full. A meeting for new reception and nursery parents is to be held this week.</p> <p><u>Capital works programme</u> – It is a huge £3.2m project that is causing considerable disruption but we are managing as best we can, moving children around where necessary. Have received complaints from parents and neighbours regarding the works, which have been passed onto the project manager. Will be completed internally by September.</p> <p>No budget to make good a meeting is to be held with the LA on 29/6/22 to discuss.</p> <p><u>SDP</u>  HT listed the six areas the SLT have identified to be prioritised for school development:</p> <p>Teaching and Learning- quality structure for coaching and CPD for senior leaders on how to coach. Professional conversation that is timetabled every half term to ensure teachers are grown in a professional way. Whole school CPD – needs to be targeted, self-audit where do individuals feel they need to improve. Teachers are in charge of their own self-development, more frequent observations but targeted.</p> <p>Reading – Implemented in February and is now being embedded. Interventions for those at risk to falling behind. Provide more support for those new to EAL in the upper years.</p> <p>Update the physical learning environment</p> <p>Humanities as not been a specific target for some time.</p> <p>School vision – secure commitment to identifying the 150 pledges and continue to work on this project with the whole school community.</p> <p>Quality of educational support - CPD of support staff with some specialised training for SEN support as a large % of the children now have additional needs.</p> <p>Governors were broadly happy with these suggestions but felt some areas needed expanding.</p> <p><b>Q) Do you feel that the SDP is ambitious enough by focussing on phonics? All staff have had training and we received a good review. It does not include all the children look how to extend it for those who do achieve.</b>  <b>A) There are lots of new to school with no English and they need to be taught phonics in a strategic way.</b></p> <p>Governors also felt that there's still a lot to be done on maths and this should still be part of the SDP. Particularly as Rob will start working with the maths hub next year.</p> <p><b>Action: SDP items to be discussed further at Curriculum Committee</b></p> <p>HT noted that league tables are again not being published.</p> <p><u>Update of current SDP</u>  School are pleased with the way T&amp;L has develop this year by working with Tom Sherrington (creator of Walkthrus CPD. Developed the coaching/mentoring approach to CPD.  All Foundation subjects all learning objectives are now on the website</p>
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White rose maths is having an impact. There has been significant progress in maths. Clear that maths was a difficult subject for parents to teach at home, the more consistency is having an impact.

**Action: Rob is to visit the maths lead at LF's school**

Science YB met with Emma Judge in February; made good progress with science within the school She submitted the application for the National Science Quality mark. Clear that she had a set of structures and ideas and has overhauled science links through all lessons. There is an active after school science club and wants a specific science space with more equipment. Emma is to go back and observe lessons and see where science has been embedded.

**Action: Awaiting outcome to the Science Quality Mark application.**

LB to visit the outdoor learning area next week. The sensory garden was highlighted as in this years SDP, looking to get further funding for this.

Assessments & Standards EYFS –

73% expected to reach Good Level of Development' in the EYFS standards, which the school are pleased with.

Yr1 Phonics screen 70% achieving the pass mark, lower than pre-pandemic results though class has significant SEN and EAL children. Though perhaps targeted the wrong children for interventions.

Yr2 phonics The great majority of children passed the Year 2 phonics screener, including some with SEN. Those who didn't pass were either new to school or have SEN.

Yr2 SATS were down on previous years. Progress across the year group has been extremely good, though they just missed national expectation.

Governors noted that greater depth, figures looks different to the Sprint term data –HT noted that writing is significantly down. This cohort of children though have less children with PPG more have SEN (1/3 of the cohort)

**Action: Look at YR 2 SATS greater depth data in further detail at the Curriculum Committee.**

Yr 6 SATS results are due next week. The cohort also has high numbers of SEN. Hoping that the GD in reading will be high. Already know that writing is 75%, as have already been moderated. Would have like to see this figure higher. Governors felt that this was a good result.

PPG/Catch up premiums

The school led catch up programme has gone well; Karen and Sam Burge who delivered this have been excellent.

**Q) Where children taken out of class to do this?**

**A) Children had catch up at different times, sometimes it overlapped with lunchtime, some were delivered after school, others during lessons.**

**Q) Will this continue next year?**

**A) Yes this will continue next year, though the funding of It is different and will be matched by the school.**

Enrichment –

Yr 6 Children returned from PGL in Shropshire

Yr4 & Yr 5 Children recently returned from the residential camping trip to Tolmers scout park in Hertfordshire. Children clearly have had a fabulous time.

Governors wanted their thanks to the staff for doing this and all the effort that went into organising these trips particularly the camping at Tolmers.

Yr 2 to recently had a good trip to Westcliff on Sea

Sports day went well today and Yr6 were given the responsibility to work with the younger children and did this brilliantly.

Racial Equality and Anti-Racism

No incidents of discriminatory behaviour since the last meeting.

SEN – Emma Healy has taken over the SENCO role and is doing well in the role. BL is assisting her in an advisory role and is still working with the current Yr6's and will do this until they leave.

Yr 2 child that had safeguarding concerns as well as special needs has now been removed from roll as he has moved abroad.

BL noted that there are several more EHCP's on the radar, two families who visited the school today. Despite 3 children with EHCP's who are leaving we will still have 16 children with EHCP's on roll and this figure increase in the next academic year. Will continue to monitor the situation closely.

There are long delays in EHCP panels and they are going beyond the statutory 20 weeks but have now been promised to backdate funding.

BL and EH recently attended a forum to discuss the LA Funding model and how it's broken. BL felt it was interesting that they are now consulting SENCO's regarding the issue. HPS is still just under the Haringey threshold of 40% of EHCP's to qualify for additional funding though if our EHCP numbers rise we will reach the threshold.

CACI training is being given on the digitalisation process of EHCP applications  
BL is handling the transition arrangements for those with more complex needs.

Pastoral

Therapeutic year is coming to a close. The two therapists have now qualified and are moving on. The school will retain two trainees and will take on more. The drama therapy will also continue. Currently funded 1 PPG+ and may give him two more. Noted that using trainees is a cheaper option.

**Q) How do you identify which children should be in receipt of these services?**  
**A) Teachers are asked if they feel the children need to remain in the programme or can, they be moved on and are there others who would benefit from this opportunity. All part of the mental health/well-being of the children.**

Behaviour is currently good. Attendance currently 93.84%, though this is lower than we want we have reviewed this and went through the outliers  
 95% is what we look to achieve. Initially any under 85% has an attendance plan, then anyone under 90%. BL noted that now Emma has taken on the SENCO role she could spend more time on attendance. Reviewing the list with class teachers and highlighting any of those that are problematic

HT felt that as of September need to be more rigorous with those families who take children out of school for holidays. Start fining families; though we have threatened this, we have never previously done this.

Governors suggested tracking faith holidays will absences, perhaps match holidays to days when children for religious holidays e.g. Yom Kippur.  
**Action: WD to look at when specific religious holidays are and potentially plan for inset days or link in with school holidays.**

One child with 55% attendance was referred to early help, parent has not engaged.  
 Governors suggested refer him to social services on grounds of neglect or to contact the Virtual School.

PSA auction of promises was an excellent event  
 Summer fayre is to be held this week.

Extended provision – Quality of offer is good, but as noted PPG numbers remain too low and will be tracked.  
**Action: Continue to monitor PPG numbers in attending extra-curricular activities.**

Family centre activities are currently postponed due to building works and needing to have the space as classroom. This will resume in September.

Yr 5 will swim again in Yr6.  
 Tom did a good job with sustainability – waste/waste management.

School Street –

	<p><b>Q) Has the school seen an increase in the number of children walking or taking public transport to school?</b></p> <p><b>A) WD expects that this has increased due to the school street scheme.</b></p>
<b>6</b>	<b>Chair's Items - None</b>
<b>7</b>	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>Budget monitoring, year to date – No update meet before end of term</li> </ul>
<b>8</b>	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>Resources Committee – roll over to Sept meet July</li> <li>Curriculum and Standards Committee – Meet July</li> <li>Communications Committee – Meet July</li> <li>Extended Services Committee – Meet July</li> <li>Safeguarding Committee (see part 2)</li> </ul>
<b>9</b>	<b>School Development Plan Update – Discussed in item 4</b>
<b>10</b>	<p><b>Governor School Visits</b></p> <p>Governors are completing their final visits of the year and schedule new visits in September.  SC &amp; LA recently visited BL.  LM to make a visit to English on Thursday  JG completed visit to look at Foundation subjects.  YB completed science visits this year, will look to have a different focus next year.</p>
<b>11</b>	<p><b>Policies for approval: -</b></p> <p>Behaviour Policy to be reviewed by Committees and sign off via email.  GDPR Policy to be brought to September FGB once it has been reviewed by Resources Committee.</p>
<b>12</b>	<p><b>School Council/Green Council</b></p> <p>School Council recently met to discuss issues that are important to them.  Discussed the building works and the impact this has had on the playground.  They requested a compressor to pump up balls and voted for the toilets to be painted blue.  Asked if they felt safe at school. Noted they don't like the bridge or the current drop off/pickup arrangements. Also the amount of stinging nettles currently in the playground.  They noted that there are gaps in the fencing that they would like mending and suggested having CCTV would make them feel safer.</p> <p><b>Action: School council to meet again on 6<sup>th</sup> July</b></p> <p>Green Council have not had a meeting recently.</p>
<b>13</b>	<p>Haringey Governor Autumn Training offer &amp; LA Update</p> <p>School Vision:  JG has circulated a document outlining his work so far on the School Vision. Pledges will be grouped in 5 areas. Intention is start recruitment to teams for each of the areas. Each team will have at least one Governor on it as well as a member of SLT as well as 3 children (Yrs 3 &amp; Yr4) as well as parents, member of the wider community and alumni. Identify pledges to go with each theme.</p> <p>Some governors identified which team they would like to be part of.  Love Learning – LF  Healthy Living – YB  Inclusive – BL, LA  Green – SP  Supportive – JB, LM</p> <p><b>Action: All Governors to identify which theme for the 150 pledges they will be part of.</b></p> <p><b>Action: look at how to raise the profile of 150 pledges project and communications strategy that will go with it. To be discussed at the next Communication Committee meeting</b></p>
<b>14</b>	<p>Any Other Business</p> <p>Website Compliance: JB met/JG met to review this and WD also met with an independent</p>

	<p>consultant who reviewed the website.</p> <p><b>Action: WD to meet independent website consultant to review content. JG/JB to review the report and all ensure website is fully compliant by September.</b></p> <p><b>Action: HB to download governor attendance and share with SP.</b></p> <p><b>Action: DC/LB to update the governor board.</b></p> <p><b>Action: WD to provide an update on his blog</b></p>
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#### **Actions agreed FGB 28.06.22 – Part 1**

Item Number	Action	Responsibility
4 (item 5)	<b>Item carried forward:</b> WD to address issue of how St Michael's work with children with complex /emotional needs directly with the Headteacher.	WD
4 (Item 7.2)	<b>Item carried forward</b> Finance Committee to re-evaluate the predicted spending for 2023/2024.	
4 (Item 11)	<b>Carry forward to September</b> GDPR Policy	WD
4 (Item 11)	<b>Item carried forward</b> Behaviour Policy to be reviewed by Curriculum Committee due to meet in July and bring to September FGB.	WD
4 (item 13)	HB to send Governor training record to SP	HB
5	Awaiting outcome to the Science Quality Mark application.	WD
5	Look at YR 2 SATS greater depth data in further detail at the Curriculum Committee.	Curriculum Committee
5	WD to look at when specific religious holidays are and potentially plan for inset days or link in with school holidays.	WD
5	Continue to monitor PPG numbers in attending extra-curricular activities.	WD
12	School council to meet again on 6 <sup>th</sup> July	WD
13	All Governors to identify which theme for the 150 pledges they will be part of.	FGB
13	Look at how to raise the profile of 150 pledges project and communications strategy that will go with it. To be discussed at the next Communication Committee meeting	JB/ Communications Committee
14	WD to meet independent website consultant to review content. JG/JB to review the report and all ensure website is fully compliant by September.	WD/JG/JB
14	HB to download governor attendance and share with SP.	HB/SP
14	DC/LB to update details/photos of the governor board.	DC/LB
14	WD to provide an update on his school blog	WD