



Highgate Primary School Governing Body Meeting Minutes

Tuesday 15th November 2022, 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 * Steven Porter Chair (SP) 14.09.24 * Louisa Caswell (LC) Vice Chair 16.11.24 - aps Vacancy</p>	<p>LA Governor (1): Cllr. Liz Morris (LM) 14.09.24 *</p> <p>Parent Governors (5): Julie Bland (JB) 01.07.23- aps Yousaf Bhatti (YB) 01.07.23* Leona Asamoah (LA) 29.03.23 - aps Sue Cheung (SC) 16.11.24 - aps James Green (JG) 16.11.24*</p> <p>Associate Members: Liam Frost (LF) 14.09.24 *</p>
---	---

Part I

No.	Item	Lead									
1.	Welcome & introductions - SP welcomed everyone to the meeting	Chair									
2.	Apologies for absence Louisa Causwell, Julie Bland, Leona Asamoah and Sue Cheung all sent apologies and were accepted.	Chair/Clerk									
3.	<p>Governing Body Administration:</p> <p>3.1: Governor Vacancies – Co-opted vacancy WD noted that a governor with an expertise in fundraising would be a very useful addition to the board, in light of the current economic climate. Also the community and communications committee should merge. Action: WD to ask within the school community as to whether anyone has fundraising experience.</p> <p>3.2: Code of conduct to be signed by Governors – Governors reminded that this needs to be completed. Action: HB to send JG governor hub user guide.</p>	Clerk									
	<p>Approve Minutes of the previous meeting. Agreed actions from meeting held on 22 September 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item Number</th><th style="width: 55%;">Action</th><th style="width: 35%;">Responsibility</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td><td>WD to prepare Ofsted deferral letter if they want to visit during the building works due to all the disruption.- Completed, though it was agreed that if Ofsted wanted to visit the school would outline the building situation and it would be their decision as to whether they go ahead with the inspection. School is happy for Ofsted to visit</td><td style="text-align: center;">WD</td></tr> <tr> <td style="text-align: center;">3</td><td>HB to send out a skills audit -- To chase responses</td><td style="text-align: center;">HB</td></tr> </tbody> </table>	Item Number	Action	Responsibility	1	WD to prepare Ofsted deferral letter if they want to visit during the building works due to all the disruption.- Completed, though it was agreed that if Ofsted wanted to visit the school would outline the building situation and it would be their decision as to whether they go ahead with the inspection. School is happy for Ofsted to visit	WD	3	HB to send out a skills audit -- To chase responses	HB	
Item Number	Action	Responsibility									
1	WD to prepare Ofsted deferral letter if they want to visit during the building works due to all the disruption.- Completed, though it was agreed that if Ofsted wanted to visit the school would outline the building situation and it would be their decision as to whether they go ahead with the inspection. School is happy for Ofsted to visit	WD									
3	HB to send out a skills audit -- To chase responses	HB									

	3.3	HB to upload agreed declaration for 2022-2023 on hub and will monitor that governors have signed this and will send out reminders if needed. Completed	HB	
	4 (item 4)	HB to check with HEP if RL can provide this training or if not, is there is a training available via HEP? – Action: HB resend email and SP will follow up with HEP.	HB	
	4 (item 13)	150 pledges to be discussed at the next Communication Committee meeting – Item on agenda	Communications Committee	
	4 (item 14)	Keep website review as an item on agenda for next FGB to follow up. – Completed	HB	
	5	LF to arrange a visit to meet Rob to review the assessment / standards data with SEN focus. Completed, LF noted Rob seems be managing the data well and knows he will assist him if required. LF also met him for a maths visit.	LF	
	5	WD to look into the reading grants for schools via HEP. Completed though it didn't seem to be for so much but will review again.	WD	
	7	Committee Chairs to coordinate meetings for this term asap. – Completed Curriculum have met and communications are scheduling a meeting.	FGB	
	11	Governors to schedule new visits this term linked to SPD – scheduled and visited. Completed. YB carried out a science visit but will also do one for Humanities. All other visits have taken place Action: SP to set up a file on Governor hub for them to be held so they can be easily monitored.	FGB	
	13	LM to send WD information regarding being an eco school. Completed	LM	
	14	WD to discuss with data protection officer regarding review of DPIA – Completed	WD	
5.	Headteacher's Report – shared with Governors ahead of the meeting. Numbers on Roll: Nursery applications and numbers are looking much better for the January intake. Capital works – The work is going well in most areas but the hall is proving problematic. LA to decide as to whether the new work that has been identified and needs resolving is carried out or in future. WD has been pushing the LA in order to make a decision. Currently two classes not in use but one should be able to be used shortly The scaffolding is partially coming down. Roofing work should be completed by Christmas and then able to reclaim the playground. Issue with window winders, unable to open or close them, not in the original spec so are not being provided though have always been told about this. Funding for this comes from LA's corporate budget. Action: SP on behalf of governors to write to LA regarding the window winders. Standards & Achievement: DfE has updated the school's Inspection Data Summary Report. Suggests the school performance falls within what is			Headteacher

	<p>expected, only two areas of any significance highlighted:</p> <p>KS1, greater depth in reading is 41%, significantly higher than national average of 20%.</p> <p>KS2 greater depth in maths was 35% again significantly higher than the national average of 20%.</p> <p>Expect an Ofsted inspection will focus on what they want to look at though we'll be able to guide them. Though expect it will be maths due to our historic data and Reading as this is what they always look at. Increasing number of section 5 inspections locally, as this is with a bigger team they would be able to see a lot more in school.</p> <p>The SIP recently carried out a mock deep dive that went well.</p> <p>SDP – T&L Formal coaching structure for staff is in place having had initial meetings and targets have been set. It has been well received by staff</p> <p>Q) How will you monitor the coaching programme's effectiveness? A) Mainly from feedback from staff, including questionnaires. Also, review data against their individual targets.</p> <p>Lots of work is continuing on reading and Little Wandle is being embedded. Excellent feedback from reception with intention that every child will be able to blend by Christmas. Certainly seems that this programme is working and the children seem further ahead than previous years were.</p> <p>45 parents recently attended the reading meeting for reception parents, a similar meeting is being arranged for Nursery and Yr1 parents.</p> <p>6 children have been retested for the phonics screen have now passed.</p> <p>Maths - Rob led a staff meeting tonight. Involved the NCETM. (national centre of excellence in the teaching of maths) Rob has a very strong vision for how maths should be taught. More creative, problem solving, pattern recognition. Ensuring children aren't just answering closed questions.</p> <p>Focus groups have been held and children particularly girls are talking very positively about the new approach. Data is coming through to support the strength in this area.</p> <p>Yr6 mock SATS were good and confident about the data for this year. Easy to identify those who need interventions. This cohort are further ahead than previous years.</p> <p>Action: SATS data to be reviewed at Curriculum committee</p> <p>Catch up tuition is continuing going well, working with Yrs 2 and 3 they receive 15 hours of tuition in one subject.</p> <p>Governors noted that these are all areas that Ofsted would want to see.</p> <p>Enrichment – Full programme of activities and trips are back on. Parents attended the Harvest celebration. Children are now preparing for the Christmas show of Scrooge. Dr Andrew Zhlygo, a Chemist and lecturer from the National Institute visited and gave science talks to children from Year 1</p>	
--	--	--

	<p>to Year 6. During black history month children celebrated the black hero of the day.</p> <p>There have been no incidents of discriminatory behaviour since the last meeting. Governors noted that the profile mix of those in the equality group has definitely improved and is now far more reflective of the population of the school.</p> <p>SEN : Currently 17 children with EHCP's with others being processed. Expect the figure to rise to 19 over the course of the school year. Currently six children in Reception have EHCP's and one other is working with the group. Two of the children are awaiting for special school places. New style of team working rather than 1:1's is in place and these children are now working with language and autism support.</p> <p>EHCP children further up the school have settled well and parents are happy with the provision/support.</p> <p>Emma the SENCO visited the autism unit at Mulberry primary feels that our provision is very similar but on a smaller scale in reception. When two of the children receive their special school places, the dynamic will change.</p> <p>Q) Is there any AP that sits between mainstream and special schools? A) No, there is the home tuition service but this is more for anxiety and then the ASC units within schools but nothing separate.</p> <p>Q) What have been the attitudes of other parents? A) A mixed response. Parents like the dynamic until behaviour is extreme and if lessons are disrupted.</p> <p>Pastoral: Currently 16 children are receiving the therapeutic provision. The well-being counsellor sees children in small groups if appropriate. The wait-list for this is reasonable and try to get the children who need this to access it. Making a difference for the children receiving this support.</p> <p>Michael Ingall-Clark has not started his work on pastoral care and behaviour as he has been covering a teacher absence for several weeks.</p> <p>BL noted that anxiety levels are higher than usual. With more presenting with SEND in reception and more school refusers, Post Covid, ASC is more ASC children impacted by not attending playgroups, social setting noted that speech is weaker and there is still a lack of language support. The effects of trauma can look very similar to ASC.</p> <p>Behaviour is good, though some issues with a group in Yr 6 which is being managed. Traffic light system is being discreetly implemented. Not intended to shame the children but a useful tool for teachers, but more discreet but not used to shame children. A tool useful for teachers.</p> <p>BL shared the yellow and green analysis sheets. behaviour document Highlighted some groups that are over represented in terms of school population, especially PPG boys. Action: BL to do further analysis of groups represented, ethnicity, demographic, gender in proportion to the school population.</p>	
--	--	--

	<p>Attendance – HT feels this is lower than where he would like it to be but it is not seen as a problem in comparison. Significant analysis has taken place and can account for most of with some cases of persistent absence Every child who has attendance below 90% has been written to and meetings have been held. Parents are engaging with the process. Feel it will improve. Reception, Yr1 and Yr2 have the lowest rates of attendance.</p> <p>Governors suggested that parents could be threatened with fines. HT noted one referral has been made to social care. .</p> <p>PSA – The new team is working well and being guided by the previous parents. The Laser lightshow was an excellent event that was well attended.</p> <p>Extended provision Attendance at both night owls and early birds is increasing with more parents returning to the office. Ellie will remain working with us until the end of term. This provides a good income for the school.</p> <p>Q) What is happening with the family centre? A) Keen to keep this as a community space, increase the weekend/evening lets. Remain in use for the deaf stay and play run with Blanche Neville, but certainly a much lower level of activity than previously.</p> <p>Swimming lessons are going well with approximately 85% of children who can swim well compared to the borough average of 28%</p> <p>Sustainability – Tom is continuing to promote green issues within the school, a recent assembly as well as children involved in the baton relay in advance of COP27</p>	
6.	<p>Chair's Items – SP highlighted that a Governor team needs to be in place ready for Ofsted. Action: HB to share NGA Ofsted information for governors and other prep sheets.</p>	Chair
7.	<p>Committee Reports: 7.1 Resources Committee – Met and reviewed the budget. 7.2: Communications Committee - Meeting to be arranged. 7.: Family Centre Committee 7.4: Curriculum and Standards Committee – met last week mostly covered in the Ofsted inspection summary</p> <ul style="list-style-type: none"> • SDP has been updated with a humanities focus. • White Rose is going well, noted it is not the speed that the children complete tasks it is the journey they go on. • Additional phonics screening has been completed. • Next meeting scheduled for Tuesday 13th December. 	Committee Chairs
8.	<p>School Development Plan – Visit feedback: YB carried out a Science visit met with staff who are continuing to develop science since being awarded the quality mark. Keen to have more community involvement in science. Staff were very enthusiastic, set some targets/questions for them and will do a follow up visit in spring term. Discussed resources and creating a register of parents with scientific backgrounds who could provide support.</p> <p>Governors agreed that now was not the right time to launch the school</p>	Headteacher

	vision, 150 pledges project. Re-visit in the spring term. Action: SP to request governors who were absent to ensure their reports are uploaded to the hub and share a brief visit report via email.	
9.	Academisation – HT noted that this issue seems to have gone quiet and rumours that forced academisation is to be withdrawn by DfE.	Headteacher
10.	Haringey Governor Autumn Training offer & LA update 10.1 Skills Audit – Governors to send completed questionnaires Action: HB to circulate skills audit analysis of responses.	Clerk
11.	Governor School Visits Completed	Chair/ Headteacher
12.	Policies for Approval Charging/financial management Teachers pay Scheme of financial delegation Been through the correct committees – Transition – HT confirmed no significant changes have been made to these policies. Governors agreed to approve the policies presented.	Headteacher
13.	School Council/Green Council School council have met and are meeting again tomorrow. Set items for the agenda they wish to discuss. Including playground, school trips, toilets, meals Green Council has met Tom Bhanji Yr1 teacher is leading on this. Action: TB to provide an update of Green Council activities for next meeting.	Headteacher
14.	Any Other Business - Website Review Website is completed Action: JG to do final review of website	Chair

Agreed actions: 15.11.22

Item Number	Action	Responsibility
3	WD to ask within the school community as to whether anyone has fundraising experience.	WD
4	HB resend email and SP will follow up with HEP re governor safeguarding training	HB
4	SP to set up a file on Governor hub for governor visit reports to be held so they can be easily monitored.	SP
5	SP on behalf of governors to write to LA regarding the window winders.	SP
5	SATS data to be reviewed at Curriculum committee	Curriculum Committee
5	BL to do further analysis of groups represented, ethnicity, demographic, gender in proportion to the school population.	BL
6	HB to share NGA Ofsted information for governors and other prep sheets.	HB
7	School to inform LA of the deficit budget and provide a 3-5 year plan on how to reduce this.	WD
8	SP to request governors who were absent to ensure their reports are uploaded to the hub and share a brief visit report via email.	SP
10	HB to circulate skills audit analysis of responses.	HB
13	Tom Bhanji to provide an update of Green Council activities for next meeting.	WD
14	JG to do final review of website	JG