



Highgate Primary School Governing Body Meeting Minutes Tuesday 22nd September 2022, 7:00pm

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 * Steven Porter Chair (SP) 14.09.24 * Louisa Caswell (LC) Vice Chair 16.11.24^ Vacancy * 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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Part I

No.	Item
1.	Welcome & introductions SP welcomed everyone to the first FGB of the academic year. WD noted that that as governors can see building works are continuing but are progressing well. Aware that the school is in the window for Ofsted and would look to defer them due to the current building works if they notified us of a visit in the next few weeks. Governors suggested having a draft letter for deferral prepared in advance. Action: WD to prepare Ofsted deferral letter if they want to visit during the building works due to all the disruption.
2.	Apologies for absence James Green, Louisa Causwell and /Yousaf Bhatti have sent apologies
3.	Governing Body Administration: 3.1: Governor Vacancies – There is currently a Co-opted vacancy following Laura Eden stepping down at the end of last term. Governors agreed that completing a skills audit would be useful to identify if there is any specific gap in skills set. This will be used to recruit a new governor Action: HB to send out a skills audit 3.2: Voting in of Chair & Vice Chair of GB, Chairs of Committees SP agreed that he would stand for Chair again this academic year, but that this would probably be his last. Issue of succession planning to be discussed in the coming months. RB proposed SP as Chair, LF seconded and a unanimous vote for his appointment was made. The decision on who will take the role of the vice chair will be carried out at the next FGB 3.3: Code of conduct to be signed by Governors – Code was agreed by governors. HB

will update this on Governor Hub and everyone will sign.

Action: 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.

3.4: Annual declaration of interest to be signed by Governors – Governors agreed they would sign this.

Confirmation of Dates for Governing Body Meetings for 22/23

Date	Start	End	Meeting
Tue 22 Sep 2022	19:00	21:00	Full Governing Board
Tue 15 Nov 2022	19:00	21:00	Full Governing Board
Tue 17 Jan 2023	19:00	21:00	Full Governing Board
Tue 14 Mar 2023	19:00	21:00	Full Governing Board
Tue 2 May 2023	19:00	21:00	Full Governing Board
Tue 27 Jun 2023	19:00	21:00	Full Governing Board

Approve Minutes of the previous meeting. Agreed actions from meeting held on 28 June 2022

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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. – Completed raised in NLC meeting	WD
4 (Item 7.2)	Item carried forward Finance Committee to re-evaluate the predicted spending for 2023/2024. – Action: Date for Finance Committee date tbc Every school is predicting deficit with pay increases and energy costs. If everyone is in deficit, LA's have significant issues. Will wait and see how this challenge develops and what guidance that comes from LA and DfE.	Finance Committee
4 (Item 11)	Carry forward to September GDPR Policy Drafted and circulated. Completed	WD
4 (Item 11)	Item carried forward Behaviour Policy to be reviewed by Curriculum Committee due to meet in July and bring to September FGB. Completed	WD
4 (item 13)	HB to send Governor training record to SP – Completed Noted that all governors must do safe guarding training. Action: HB to check with HEP if RL can provide this training or if not, is there is a training available via HEP?	HB

	5	Awaiting outcome to the Science Quality Mark application. – Still awaiting outcome of this	WD	
	5	Look at YR 2 SATS greater depth data in further detail at the Curriculum Committee. Completed	Curriculum Committee	
	5	WD to look at when specific religious holidays are and potentially plan for inset days or link in with school holidays. Completed Not able to make changes especially as Roshannah is next week and too early in the term to link with holiday. Also Eid you can't fully predict when this will be. Governors were please that it has been discussed and will be considered when viable.	WD	
	5	Continue to monitor PPG numbers in attending extra-curricular activities. This is being continually reviewed. Natasha is leading on this area. Clubs are free for PPG children to attend and are being promoted. Action: HB to keep this as an agenda item. – keep as an agenda item. (HB) free and pro	WD	
	12	School council to meet again on 6 th July Completed.	WD	
	13	All Governors to identify which theme for the 150 pledges they will be part of. James is lead on this and will update via email. WD has circulated his comms strategy.	FGB	
	13	Look at how to raise the profile of 150 pledges project and communications strategy that will go with it. Action: 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. Almost complete, will be finished by half term. Action: Keep website review as an item on agenda for next FGB to follow up.	WD/JG/JB	
	14	HB to download governor attendance and share with SP. Completed.	HB/SP	
	14	DC/LB to update details/photos of the governor board.- To be completed.	DC/LB	
	14	WD to provide an update on his school blog – To be completed, after half term.	WD	
5.	<p>Head teacher's Report - Shared with governors via Governor Hub.</p> <p>Numbers on roll – Numbers are ok and have slightly increased since report was written. A couple of classes have 31 children.</p> <p>Nursery numbers are currently down, if these were to stay as they are and be projected forward it would leave a considerable deficit. A good intake in January is needed.</p> <p>Q) How do these numbers compare to last year and how are you promoting places?</p> <p>A) Sept 21 there were 45 children this year there are 32. We are doing school tours and a large banner outside of school. Several children are also coming due to word of mouth recommendations.</p> <p>Capital works – There are some issues, dry/wet rot has been found in the school hall which needs to be resolved. This works will start shortly, the corporate landlord will fund this work. The lighting and heating works also needs to be completed. Works will be done in phases.</p>			

Q) When do you envisage the building works will end?

A) It is anticipated that it will be completed by mid-November internally and by Christmas for the roof. The Playground should be available in January. The builders agreed to make good some of the snagging items. It has been a slightly fraught relationship with the builders/contractors but it will be a great space when it is all completed.

SDP –

Confirmed that Maths has been added to this.

The leads for each area and SLT and finalising writing detailed plans at the moment.

Governors are also to have an overview of this.

SDP Link Governors were confirmed as:

LF – Maths

SP – Learning Environment

JG– School Vision

SC /JB- T & L / Coaching (Becca will support on how to do this (SC)

LC- English/Reading

YB Humanities (tbc)

SEN/ED support/CPD – LF (as part of SEN visits)

Assessment & Standards – currently looking at data and reviewing this. Especially focussing on the children who are the outliers and those who cross multiple groups e.g. SG/PPG/SEN.

Action LF to arrange a visit to meet Rob to review the assessment / standards data with SEN focus.

T&L –

New coaching plan for teachers is in place, SLT have attended training on coaching. It is a more purist approach to coaching, separate from line management.

Q) How will T&L be monitored going forward

A) There is now more triangulation and book looks and learning walks with a specific purpose. These will be shorter and more frequent, not formal observations. Staff will invite SLT to into their classroom to look at the aspects of their teaching that they have been working on. Staff are part of the monitoring process not just an activity done to them.

Governors noted that it will be interesting to review what impact the change in monitoring/coaching will have on T&L.

Reading – School are very pleased with the reading levels in Reception and Yr1 they are very competent. The standard in Yr1 is much better that it has been previously and phonics is also a strength. The reading room is well resourced. is much better than previously in Yr1. Phonics is very strong.

The new school improvement partner recently carried out an impromptu deep dive Ofsted style on reading, this went well and the feedback was very positive.

Yr2 having intensive reading sessions and will be screened again at half term to assess the impact of this intervention.

Governors informed WD about a reading grant for school that HEP was advertising. **Action: WD to look into the reading grants for schools via HEP.**

Maths – To continue to raise the standards in maths, Rob is developing a plan, which includes continuing to develop the new scheme, improving mental fluency with short interventions. Rob is now part of the maths hub and is embedding the White Rose scheme. Good feedback has been received regarding the workbooks. The children love using them, everyone knows what work is to be done each day and are well differentiated. Also noted by staff on a practical level that it saves a lot of time photocopying.

Observed the tutor led sessions – taking place with Yr4 and going well and making a difference has impact.

Enrichment – Continuing to develop the offering for children. End of term performance of Wizard of Oz was excellent.

Safari Pete with his assortment of exotic animals recently visited and other school visits/experiences are planned.

WD had nothing to report in terms of any occurrences of discriminatory behaviour.

Safe Guarding (update provided by RL)

Change in approach to managing children with EHCP's and complex needs. Using a team approach. 3 adults working with 6 children. Feel it is effective but it is taking staff a bit of time to get used to this new system Will review but feel that this is what we will do moving forward.

Meeting with Head of SEN from Haringey to discuss the numbers of SEN within the school. Two children with EHCP's have joined further up the school and they have settled in well.

Pastoral Support –

This is continuing and Michael has taken over much of this work, there is not so much at this point in the term. BL has picked up Lorraine's work as she is still absent.

School continues to have the trainee therapists in on a daily basis. The children that they are seeing are at different stages of their therapy journey. BL keen to keep the list fluid so children are not receiving constant therapy, there needs to be a genuine need but also children do need to have a break from therapy.

School therapist Barry works with some of the children privately and the parents pay for this though there is one child that the school pays for.

Behaviour within the school is currently good.

WD noted that following an Ofsted inspection, a local school went from being 'Good' to 'Inadequate' based on behaviour as a result of children reporting that they did not feel safe at school. This resulted in it becoming an Academy. The headteacher suspects the school had limited records of how they had dealt with behaviour issues/bullying.

WD confirmed that HPS ensures every incident has a paper trail and any instances of bullying are recorded onto My Concern.

Attendance WD noted that this has been an area of concern for 3 years and it has to be different this year. We are now giving final warnings and we will refer. Requests for extended holidays are received e.g. return to Ukraine for a holiday, a very valid reason but has an impact on attendance figures. Will aim for 97% and will monitor closely.

PSA – 3 new co-chairs have been appointed. Recently held a meeting for new parents with 50 people attending which was very encouraging. Leonie will continue as treasurer and LB/Jenny will shadow the new Chairs but will step away at the end of the year.

Extended provision – Numbers attending Night Owls has significantly increased.

	Family centre is currently a classroom
6.	<p>Chair's Items</p> <p>SP asked committee chairs to ensure that any outstanding minutes from meeting to be uploaded on to governor hub.</p> <p>Coordinate dates for meetings and put these on the governor hub calendar.</p>
7.	<p>Committee Reports:</p> <p>7.1 – Confirm governor membership of Committees and meeting dates.</p> <p>List of governor membership of Committees 22/23 confirmed below</p> <p><u>Safeguarding</u> Steven Porter (Chair) William Dean Leona Asamoah</p> <p><u>Resources</u> Louisa Caswell (Chair) Yousaf Bhatti William Dean Rebecca Lewis Leona Asamoah</p> <p><u>Community Services</u> Leona Asamoah (Chair) William Dean Rebecca Lewis</p> <p><u>Curriculum and Standards</u> Liam Frost (Chair) William Dean Liz Morris Yousaf Bhatti Sue Cheung</p> <p><u>Communications</u> James Green Julie Bland William Dean</p> <p>Action: Committee Chairs to coordinate meetings for this term asap.</p>
8.	School Development Plan – Item Covered
9.	<p>Academisation –</p> <p>Discussion from LA/HEP/NLC academisation of schools will happen. Labour are not going to oppose the White Paper</p> <p>Currently an LA school, aim of government is all schools become academies Schools will be part of an Academy Trust. There are advantages financially and in sharing expertise and best practice.</p> <p>We will need to find a family of schools decide which cluster we join.</p> <p>Awaiting an announcement from the LA, White Paper outlines that this will need to come into effect in the next 10 years but believe it will to come into effect much quicker.</p> <p>Agreed that the school needs to control its participation in the academy process and play an active role otherwise we will be swallowed up in it.</p>
10.	Haringey Governor Autumn Training offer & LA update

	HEP training update for autumn term has been shared.
11.	Governor School Visits SP recently visited to look at building works. LM recently visited to look at reading. A report has been shared on governor hub. Action: Governors to schedule new visits this term linked to SPD
12.	Policies for Approval GDPR Policy Behaviour Governors approved and ratified the GDPR and Behaviour policies that were
13.	School Council/Green Council Tom is now Green council, it has been active and elected green councillors. Action: WD to invite Tom to FGB meeting to outline the work he is doing with the Green Council. Q) Are we an eco school, and do we want to be one? A) Not explored this option but would be open to looking at the criteria. Action: LM to send WD information regarding being an eco school.
14.	Any Other Business Q) Has a review of the DPIA been made to assess compliance? A) WD to discuss with data protection officer? Action: WD to discuss with data protection officer regarding review of DPIA.

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3	HB to send out a skills audit	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.	
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?	
4 (item 13)	150 pledges to be discussed at the next Communication Committee meeting	Communications Committee
4 (item 14)	Keep website review as an item on agenda for next FGB to follow up.	HB
5	LF to arrange a visit to meet Rob to review the assessment / standards data with SEN focus.	LF
5	WD to look into the reading grants for schools via HEP.	WD
7	Committee Chairs to coordinate meetings for this term asap.	FGB
11	Governors to schedule new visits this term linked to SPD	FGB
13	LM to send WD information regarding being an eco school.	LM
14	WD to discuss with data protection officer regarding review of DPIA	WD