



Highgate Primary School Governing Body Meeting

Minutes

Tuesday 12th September 2023 at 7:00pm

Headteachers (1): William Dean (WD) <i>ex officio</i> * Rebecca Lewis (RL) <i>ex officio</i> * Staff Governor (1): David Calvert (DC) 11.11.23* Co-opted Governors (4): Leona Asamoah (LA) 13.03.27 * Jon Carr-West (JCW) 13.03.27* Julie Bland (JB) 30.06.27* 1 Vacancy	LA Governor (1): Cllr. Liz Morris (LM) 14.09.24* Parent Governors (5): Sue Cheung (SC) 16.11.24 James Green (JG) 16.11.24 * Grace Wilson (GW) 18.04.27* Alisa Gerrard (AG) 18.04.27 * 1 Vacancy Associate Members: Liam Frost (LF) 14.09.24 - late
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Part 1

No.	Item
1	Welcome & introductions; JCR welcomed everyone to the first meeting of the academic year. The first for WD/BL as Co-Heads of the school and the first for him as CoG. No apologies have been received though LF,LA,GW has sent advance notice that they might be a little late.
2	Apologies for absence; declarations of interest. none
3	Governing Body Administration: 3.1: Governor Vacancies/Terms of Office – - 1 x Co-opted vacancy It was agreed by governors that a skills audit would be completed ahead of the next FGB and this will identify any knowledge / expertise gaps in the governing board and will inform the Co-Opted Governor vacancy. Action: HB to send JCW copy of the NGA skills audit. - 1 x Parent Governor vacancy The school will organise a parent governor election Action: WD/BL to hold a parent governor election. - Staff Governor DC term of office expires 11.11.23 WD/BL will notify staff that they can nominate themselves for the role of staff governor as DC's term of office is ending. DC indicated that he would like to stand again for this role. Only if other candidates put themselves forward for this role would an election need to take place. Action: WD/BL to inform staff that nominations will be open for role of staff governor. Nominations to close before half term for an election (if necessary) to be held before the next FGB (12.11.23)

3.2: Voting in of Vice Chair

LM confirmed she is happy to continue in the role of Vice-Chair. JB proposed this nomination, seconded by BL and unanimous vote by all governors that LM should continue as Vice Chair.

3.3 Confirmation of Committee Chairs and membership of Committees

Committee	Agreed Membership 23-24	Chair of Committee 23/24
Resources Committee	LA, WD,BL,JCW, Clare Montgomery	JCR
Curriculum and Standards Committee	JB, WD, BL, LA, GW, AG, JG, LF,SC	To be agreed at first meeting
Community, Communications & Fundraising Committee	JB, LA, AG, WD, GW,BL	JB/LA (Co-Chairs)
Safeguarding Committee	Current membership to remain JCW,BL,WD,LM,LA	LM

LM agreed to remain as Chair of Curriculum and Standards Committee until the first meeting when a new chair for this academic year will be chosen

Action: Chair of Curriculum and Standards Committee to be agreed at first meeting of this academic year.

Action: Dates of Committee meeting to be cross checked and each committee's annual planner is to be uploaded onto Governor hub – WD/BL to confirm these asap.

Action: Committee membership for this year will be updated on Governor (HB)

3.4 Confirmation of Link Governor Roles 2023/2024

SDP:

T&L – GW/AG

Assessment – GW/AG

English – LM

Character dev JG

Leadership – JCW

Learning - JB

Computing – LF

Finance – JCR

Safeguarding – LM

Action: HB to create separate folders for each SDP area on Governor Hub.

3.5 Ensure following Confirmations are signed via Governor Hub:

- **Code of conduct 2023/2024**
- **Annual declaration of interest to be signed by Governors**
- **Confirmation of having read updated KCSIE 2023**

Action: HB to send instructions on how to sign declarations on Governor Hub and chase any unsigned declarations.

4	Confidential minutes of the previous meeting 4th July 2023 and agreed actions.		
	Agreed		
	Item	Action	Responsibility
	3	JCR to share his notes on the interview process with the FGB. Completed	JCR
	3	SP/JCR to contact Haringey HR to confirm appointment Completed	SP/JCR
	3	WD/BL to submit a document to the FGB outlining what the split in their strategic accountabilities will be at the earliest opportunity. Completed In Governor hub – comments if Governors have any LM/JCR have reviewed and provides clarity of roles	WD/BL
	4 (4)	JB to send document re Charity Extra to all FGB. – To Carry Forward	JB
	4 (7.2)	JB to update governor board over the holidays. GW/AG to send a photo and short bio to JB (received): To Carry Forward	GW/AG/JB
	6	A full analysis of statutory data will be presented to governor's at the first meeting of the new academic year Completed	WD/RL
	6	WD to look into having another air quality monitoring study done for the school. To Carry Forward	WD
	8	WD to share budget with first quarters figures via email before the end of term To Carry Forward	WD
	9	All Committees to feedback at FGB September 2023 Curriculum met. WD/BL outline conclusion. 20/7/23	Committees
	11	Display boards to be updated by parent in September – In progress JB is co-ordinating Topic boards are being updated Hayley Williams meeting In progress WD	JB
	13	WD to ensure that the minutes from Green Council are shared with governors. To Carry Forward	
	14	HB to share HEP Autumn '23 training offer when available and highlight relevant training for specific governors. Completed, new logins to access training to be provided	HB
	15	HB to add FGB meeting dates to the Governor Hub calendar along with the Committee meeting dates. – Committee dates to be finalized by WD/BL	HB
	15	WD/RL to ensure FGB Part 1 Minutes are uploaded to on the school website. Action: WD/BL to arrange for FGB minutes to be uploaded to school website.	WD/RL
5	Head Teachers' Report – Shared report ahead of the meeting, BL went through the report highlighting items. <ul style="list-style-type: none"> Leadership co-head up and running communication positive response from parents. Marva Rollins remains as the SIP Significant update to the IT system and new infrastructure as well additional interactive whiteboards and new chrome books for the children. Some teething problems with data migration. All staff have been trained on the new system. Q) Is the schools risk register up to date and do we have a critical incident plan (another school recently experienced a cyber-attack) A) WD will check and ensure the critical incident plan is up to date and accessible to staff. <ul style="list-style-type: none"> Numbers on roll currently 420, though 50 in Reception. Currently 10 spaces available across the lower years. Though children are arriving all the time. Q) Do you expect reception to fill through the year A) Yes, as receiving regular requests for places, there may be some that leave too as this often happens. WD noted he was attending the NLC meeting tomorrow 13/9/23 and will get a better		

understanding of admissions in the local area.

Q)The increase in admissions in Yr1 is excellent - Is there anything specific that attributed to this?

A)) The positive Ofsted report will have helped as well as a considerable migration from some other local school schools as well as families arriving from abroad notably Israel. The 6 new children that have joined this group are all very able.

Q) How many children from the nursery joined the Reception?

A) All joined except one

Governors felt that the school should be open with parents regarding the issue with falling roll in the lower years and that this trend is set to continue.

- Charity Extra initiative is set for after half term

Action: GA asked for doodle poll to be completed to get meeting dates to prepare for the Charity Extra event.

- Scaffolding has been removed and all works completed. Very pleased with the overall result and to have all areas of school functioning. Overall very happy with the result and it is fit for purpose. Confirmed that the school has no RAAC.
- Trees have been planted at the side of the school facing the road which looks good and provides additional curbside appeal.
- Reports at the end of term were in an electronic format and well received by parents.
- New grammar resources to be used. Training was provided on Pie Corbett's Jump Start Grammar. Learning walk for governors on this is planned
- School was very pleased with the progress that Yr 6 made at the SATS results. This was a cohort with high needs. Reflected well on progress post pandemic.
- Yr 6 SATS data shared highlighted well above the national average and did particularly well in GD reading.
- Making comparison between national and Haringey averages, the intention is to be well above national and above Haringey. Will also analyse the London data when it is available.

Q) There was quite a marked difference between attainment of boys and girls, with boys performing better were there particular reasons for this?

A) For this set of SATS we are confident that was just a cohort that had some very strong boys. Gender difference in attainment/progress is closely tracked throughout the school.

- EYFS results were good; children made good progress, the reception class had particularly high levels of SEN.
- New Yr 6 are a strong cohort as is the new Yr5.
- Rob burgess has moved from Yr 6 to Yr2 and settling well.
- New Yr 3's need to have an accelerated level of progress this year.
- Little Wandle has made a significant positive impact in Phonics

JCW noted that on behalf of the governors the school are to be congratulated on the SATS results as well as the progress that the other year groups have made.

Q) The data shows that HPS is below Haringey average for Yr1, what is in place to change this?

A) Further use of Little Wandle will have a positive impact and closely monitoring

	<p>their attainment.</p> <ul style="list-style-type: none"> • Natasha has done a significant piece of work to ensure that all PPG children receive a free place to one after school club. Most have taken up this offer. Natasha continues to work to engage with the families of those that aren't. • Every class had various enrichment activities at the end of the summer term with more planned for this term. • There have been no incidents of any discriminatory behaviour. • Currently 18 children with EHCPs and 52 on SEN register, the EHCP is expected to rise. Two applications are to be submitted this month. • Reports from secondary schools regarding transition for our children with more complex needs has been in nearly all cases very smooth. Also transition from Reception to Yr1 has been good. • School have subscribed to a UN programme for the school to become a "Rights Respecting School" Various activities will support this. Teachers are keen to participate and it will be enjoyable for the children. • Personal target booklets will be given to each child, link between what learners do well and what strategies can be implemented to improve. These will be non-academic targets • There will be an increase and refinement to the children's leadership roles within the school. (ICT monitors, librarians, play leaders) • Pastoral support continues for the children. Always a waitlist for counselling look at ways to support maximum number of children. • Behaviour across the school is good and children have started with a very positive attitude and are happy. • Attendance has improved and is higher than last year. With some even turning up on the inset day. • Looking at introducing a reward system but more as a class collective than on an individual basis. In parent meetings at start of the year the link between attendance and progress is highlighted. • PSA, summer fayre was great success and series of events/activities are already planned for this year. • Family centre is thriving the baby weighing clinic is very busy and now looking to add baby massage class. • Every child is now entitled to a free school meal, the dining hall is now very busy but <p>JCW noted clearly huge progress has been made and congratulated staff and children on the SATS on behalf of FGB, clearly a good end to the end academic year as well a good start to the new one.</p>
6	<p>Chair's Items</p> <p>6.1 Reminder to ensure Committee meeting minutes are uploaded to Governor Hub.</p> <p>6.2 Outline Committee and SDP processes.</p> <p>Committee Chairs are to ensure notes are taken and the minutes for these meetings are on Governor hub at least a week before the next FGB.</p> <p>Action: JCW to share a template for the Committee minutes and will develop with WD/BL and share via Governor Hub.</p> <p>JCW outlined that the Committee Meetings deal very much with the business as usual whereas the SDP processes focus on the items highlighted for this academic year as items to improve. There will be some overlap between the two.</p>

7	Finance Update Resources not met – Action: WD to share update budget for Q1 review.
8	Committee Reports 8.1 Resources Committee – Action: Confirm date for Resources Committee none fix date shortly review Q1 8.2 Curriculum and Standards Committee – 20/7/23 looked at figures that were discussed 8.3 Community, Communications & Fundraising Committee to meet next week (JCR to attend meeting) 28/9/23 <ul style="list-style-type: none"> - Charity extra event to take place in November, the overall target is ambitious. Need to clearly communicate to parents that this is a one off activity and it is different from other donations and is to go beyond the school community. Identify matched funders where possible. Action: JB to send Charity Extra proposal to governors. - Asking parents again to donate money they would have spent on school dinners now these are free. - LA to provide a report to Resources with a balance of both the PSA account and money that has been received on Donnerfy. Also identify any errors in the direct debits that aren't being collected monthly. - Action: LA to provide a report to Resources with a balance of both the PSA account and donnerfy.
9	School Development Plan Update – AG / GW fed back from their visits, detailed visit reports can be found in SDP folder on Governor Hub. <ul style="list-style-type: none"> • Area 1 – T&L July 2023 • Area 2 – Assessment July 2023. <p>Noted that contact this term will be virtually and ask staff to send schemes of work and examples of work and then visit in the Spring term.</p> <p>Regarding T&L met with middle leaders who confidentially talked through what they were doing very comprehensive.</p> <p>AG/GW felt that there is some cross over between completing SEN profiles and PPG profiles, completing them in different halves of the term could be beneficial and less repetitive as information from one feeds directly into the other.</p> <p>Agreed that the timescale for this works well April – March timeline.</p>
10	Governor School Visits – <ul style="list-style-type: none"> • Governors welcome to visit anytime. Email BL/WD to arrange a visit • Governors to attend Learning Walks Action: HB to Upload to Governor Hub visit form
11	Policies for approval: - Governors unanimously agreed to ratify all policies <ul style="list-style-type: none"> - PSHE & SRE - Freedom of Information Q Does the FoI Policy cover subject access requests? A) Unsure if it does would refer to Haringey for further advice. Special Educational Needs
12	School Council/Green Council – School and Green Councils are being voted for this week. Updates will be given at the next meeting.

13	Haringey Governor Training offer – HEP Training for Autumn '23 has been shared. A new way to book training is being rolled out. Action: HB to inform governors when new logins for booking training will be available.
14	Any Other Business Next FGB Tuesday 14th November 2023

Agreed Actions 12.09.23

Item	Action	Responsibility
3.1	HB to send JCW copy of the NGA skills audit.	HB
3.1	WD/BL to hold a parent governor election.	WD/BL
3.1	WD/BL to inform staff that nominations will be open for role of staff governor. Nominations to close before half term for an election (if necessary) to be held before the next FGB (12.11.23)	WD/BL
3.3	Committee membership for this year will be updated on Governor	HB
3.3	Chair of Curriculum and Standards Committee to be agreed at first meeting of this academic year.	Curriculum and Standards Committee
3.4	HB to create separate folders for each SDP area on Governor Hub.	HB
3.5	HB to send instructions on how to sign declarations on Governor Hub and chase any unsigned declarations.	HB
4 (Item 4)	JB to update governor board	JB
4 (Item 15)	Committee dates to be finalized by WD/BL and shared with FGB	WD/BL
4 (Item 15)	WD/BL to arrange for FGB minutes to be uploaded to school website.	WD/BL
5	GA asked for doodle poll to be completed to get meeting dates to prepare for the Charity Extra event.	CCF Committee
6.2	JCW to share a template for the Committee minutes and will develop with WD/BL and share via Governor Hub.	JCW/BL/WD
7	WD to share update budget for Q1 review.	WD
8.3	JB to send Charity Extra proposal to governors.	JB
8.3	LA to provide a report to Resources with a balance of both the PSA account and donnerfy.	LA
13	HB to inform governors when new logins for booking training will be available.	HB