



Highgate Primary School Governing Body Meeting **MINUTES** **Tuesday 17th January 2023, 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 ^ Vacancy</p> <p>* attended ^ apologies sent</p>	<p>LA Governor (1): Cllr. Liz Morris (LM) 14.09.24 *</p> <p>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 *</p> <p>Associate Members: Liam Frost (LF) 14.09.24 ^</p>
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Part 1

No.	Item															
1.	Welcome & introductions – SP welcomed everyone to the meeting															
2.	Apologies for absence Apologies have been received from LC, LF and LA															
3.	Governing Body Administration: 3.1: Governor Vacancies – Co-opted vacancy SP noted that terms of office for all governors are ending in the next 2 years and that some succession planning and discussion regarding this is need. Governors who are currently Parent Governors can stand for re-election as PG’s or can be co-opted. YB noted that he might not stand for re-election when his term of office expires. Action: WD/SP to review Governors terms of office/roles Notification of Governor vacancies to be made – Spring election															
4.	Approve Minutes of the previous meeting. Agreed actions from meeting held on 15 November 2022															
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	5	SATS data to be reviewed at Curriculum committee Completed	Curriculum Committee
	5	BL to do further analysis of groups represented, ethnicity, demographic, gender in proportion to the school population. – Behaviour analysis completed every summer holiday. Completed for attendance. (take off as an action)	BL
	6	HB to share NGA Ofsted information for governors and other prep sheets. – Completed	HB
	7	School to inform LA of the deficit budget and provide a 3-5 year plan on how to reduce this. Completed	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. Completed though still awaiting Resources.	SP
	10	HB to circulate skills audit analysis of responses. Completed	HB
	13	Tom Bhanji to provide an update of Green Council activities for next meeting. Completed	WD
	14	JG to do final review of website – Final self-evaluation has been completed. Action: JG to complete a final review of the website.	JG
5.	<p>Headteacher's Report - Circulated ahead of the meeting.</p> <p>Numbers on roll are down 408. Though school tours are busy and optimistic that places will be filled for September. Highlighted 10 new starters in Nursery, though currently the numbers are low for September.</p> <p>Capital works project –HT met with the project manager to identify the significant number of leaks for them to repair. Intention is for completion by half term. The scaffolding will be removed. The work on the roof will begin towards the end of the summer term and the hall will be impacted. Will discuss with one of the local independent schools to use their hall for the Yr6 production as they will have broken up by then</p> <p>Subject Leadership – Marva Rollins (SIP) who an ex Ofsted Inspector visited recently and carried out a deep dive in Science, Maths, History and Art DC reported this was a very good experience, Provided guidance on how to answer Ofsted style questions. Clear that subject leaders are to take control of these meetings and show their strengths.</p> <p>HT felt that currently 7 / 11 subjects are very strong and the remaining four though need some work are still good.</p> <p>Q) What areas would you like Ofsted to review A) Expect Reading, Maths and a humanity to be reviewed. History and Science would be good but also Mandarin and Art are also strong subjects. Some further work is to be done on RE.</p> <p>Q) What is a Deep Dive? A) Term for in-depth look at a subject area. An inspection begins with a 90 min phone call with HT/DHT and lead inspector where you negotiate the 5 subjects they will look at in depth. They observe teaching, the work in books and talk to children/parents.</p> <p>Predictions have been set for all end of year statutory assessments previous predictions have been accurate. Potential for current Yr6 is very good. Noted that the longer a child has been at the school the better the predictions. Coaching is continuing to go well, the coaches are now requesting meeting to discuss specific items.</p>		

Reading: Currently a good momentum in reading across the school. Every child that is not at the expected standard is having a well-structured intervention This for Yr2-Yr6 (lower years also have some work if needed) Yr 3 – 50% handful in yr4 Yr5/6 good on phonics but not reading getting a better reading partner.

Q) How do you measure the impact of these interventions?

A) The school monitors these through the various formal assessments e.g. – Yr2 phonics screening, Y6 SATS and internal assessments of % readers on track. There is also a reading assessment looking at phonic knowledge and a fluency test in Yr 5 on speed/accuracy.

Clear there is 1:1 analysis of each child and this was discussed in detail in the curriculum committee. Clear that if a child is not reading well they will struggle across the curriculum.

Action: LM to visit to see the reading groups.

Maths – Rob Burgess is doing a good job as maths lead. White Rose has been consolidated throughout the school. 65 children participated in Maths challenge an international competition; children did the best we have ever done with four children reaching the final.

PPG – Full report has been shared with governors.

Enrichment – Children in Yr1 to Yr6 took part in the excellent Scrooge, which was performed before Christmas. Nursery performed a nativity play. Children are currently preparing for to celebrate Chinese New Year, which is being run by Mandarin Team.

No incidents of discriminatory behaviour have been reported.

SEN :

Currently 18 EHCP's one, though another is about granted and a new child is joining Yr5 who has an existing EHCP. Take the total to 20. School is managing and the children are doing well. Noted that the Reception Cohort is the significant challenge with 7 EHCP's and with complex needs. Using family centre room 4.5 days a week as a space for these children, which is excellent though, this could be a challenge when others want to use this space again.

Emma has taken over as the role of SENCo though BL is supporting her with any difficult issues. Looking for when she will do her formal SENCo training, takes 18 months and will need time to release her to do this.

Emma delivered an inset training to staff on speech and language development.

JB is running a social skills group for Yr3-6. Two groups of 5 children who find it difficult to socially regulate. 30 minutes once a week, activity based and the first session went well.

Pastoral support – Michael Ingall -Clark has now started running intervention groups and this is going well. Breakfast catch up is with parents (behaviour plan) Good morning club is attended by the reluctant attendees. Also starting a lunchtime club for children to self-refer themselves to, children feel empowered by this choice. Just starting but there is much interest in them.

BL noted that school refusers are now referred to as Emotional Based School Absence (EBSA) we have several children who are in this group or showing signs of this.

Q) Can you remove EBSA children from the attendance statistics?

A) No, not EBSA but refugee children can be taken out of statistics.

Attendance data shared 92.8%

Felt that social contract between school and home was significantly damaged by Covid and has not been repaired. Many parents working for home so not the same childcare issues as before. As well as anxiety issues in both parents and children.

BL regularly checks attendance, figures better last month. Emails class teachers with

	<p>updates.</p> <p>BL has registered the school for the Education Welfare Service, used to support families. Previously a free service but now charged for.</p> <p>PSA - The new team are doing well, the winter fayre was an excellent. Quiz night is to be held in February.</p> <p>Extended services doing well – Ellie will stay until a replacement is found.</p> <p>Family centre – The bay weighing clinic is back which is excellent, often a good feeder into our nursery.</p> <p>Healthy Eating – Visited by someone from Department of Health who's responsible for school meals. Very complementary of our meals and food education within in the school.</p> <p>Jimmar Adepegba, and ex-pupil has taken on the role of the new PE lead and is working well.</p> <p>Green council –Tom has worked on sustainability curriculum, will look to present something at the next FGB. Sustainability week is to be held in June.</p>
6.	<p>Chair's Items –</p> <p>Succession Planning and Ofsted are the key items.</p> <p>Actions are in place to discuss succession planning and appointment of new governors.</p> <p>Ofsted: A working party of 4 governors are preparing for the inspection. LA, YB, LF, SP. Reviewing Ofsted style questions and school documents. Meet fortnightly with the intention that at least 3 will be present on the day of the inspection. Any other governor is welcome to be part of this group.</p>
7.	<p>Committee Reports:</p> <p>7.1: Resources Committee – Committee met and reviewed budget.</p> <p>7.2: Communications Committee 17.1.23. Agreed that going forward this committee with be combined with the Community/family centre committee. Will be known as the Community, Communication & Fundraising Committee. Will meet as this new group before half term.</p> <p>Discussed the new website content, agreed that it is an excellent reflection on the school and is Ofsted compliant. Now the content is sharp a re-design is to be looked at. WD will recommence his blogs for the website.</p> <p>PSA are doing exceptionally well with new activities planned.</p> <p>Pre-Ofsted survey has been sent to parents. Currently 79 responses (96% strongly agreeing they are happy with the school. Want as many parents as possible to complete the survey.</p> <p>School vision/plan update – Look for this to be launched in the summer term or Autumn 23.</p> <p>School tours are going well, currently average of 10 families visiting a week, JB to attend as a governor next week.</p> <p>Fundraising to become more of a focus at this committee and is a priority for the school. Positive fundraising meeting was held before Christmas. .</p> <p>7.3: Family Centre Committee - To meet as part of the new committee.</p> <p>7.4: Curriculum and Standards Committee 13.12.22 Rob Burges supplied data re teacher assessments. Reviewed expected standards, GD</p>

	<p>and PPG. Committee reviewed the cohorts across the year groups. Yr6 are strong readers with some work to do on maths for which there will be focussed interventions. There are a group of 10 Yr 6 girls who are receiving extra support for reading.</p> <p>Yr 3 has some significant need, and there is a high number of SEN but this cohort are being supported by rapid catch up and the tutoring programme.</p> <p>75% have English as 2nd language, 6% new to English –there are interventions in place for them.</p> <p>Data for Yr1 – phonics/ SATS reading is stronger than maths. 19% needed reading intervention and 25% in maths. Those at working at GD are very strong.</p> <p>For Yr6, Rob uses the same SATS paper (2018) and tests the children at the same time so he has several years of historical data to be able to predict and assess the children. Committee felt the presentation of the data was excellent and gave them a good grasp of the issues and were able to understand and interrogate assumptions</p> <p>Agreed that there needs to be a focussed study on PPG attainment.</p>
8.	School Development Plan – Discussed in Item 5
9.	Academisation – Agreed that this item can now be removed due to Government withdrawing the White Paper.
10.	Haringey Governor Autumn Training offer & LA update 10.1 Skills Audit – Action: All responses to be collated and analysis shared. (HB)
11.	Governor School Visits Action: All governors to identify a link and visit the school this term.
12.	Policies for Approval Action: HT/SP to check Policies timetable – review for next FGB
13.	School Council <p>They are a very engaged group of children. This meeting the agenda item was the toilets, an in-depth discussion was had. HT agreed that the toilets aren't good enough and are in the wrong places, there are none upstairs. This is now an item on the SLT agenda. Council were good.</p> <p>Next meeting agenda item is homework</p>
14.	Any Other Business - None

Agreed Actions 1i7.01.23

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3	HT/SP to review Governors terms of office/roles Notification of Governor vacancies to be made – Spring election	HT/SP
4 (14)	JG to complete a final review of the website.	JG
10	All responses to be collated and analysis shared of the skills audit	HB
11	All governors to identify a link and visit the school this term – LM agreed to visit Reading groups	All FGB
10	All responses to be collated and analysis shared	HB
12	HT/SP to check Policies timetable – review for next FGB	HT/SP