



**Highgate Primary School Governing Body Meeting  
Minutes  
Tuesday 14<sup>th</sup> March 2023, 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* Steven Porter <b>Chair</b> (SP) 14.09.24* Louisa Caswell (LC) <b>Vice Chair</b> 16.11.24 ^ Vacancy</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> <p>Also attended Helen Bound – Clerk Jon Carr-West – Prospective Governor</p>
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**Part I**

No.	Item
1.	<p><b>Welcome &amp; introductions – welcome</b> SP welcomed everyone to the meeting and to Jon Cass-West who is attending the FGB with a view of joining as a co-opted Governor</p>
2.	<p><b>Apologies for absence</b> LC and YB have sent their apologies.</p>
3.	<p><b>Governing Body Administration:</b> <b>3.1: Governor Vacancies – Co-opted vacancy</b></p> <p>SP confirmed that he will stand down as Chair and as Governor at the end of the academic year.</p> <p>SP introduced Jon Carr-West to the board, as well as being a parent at the school JCW has a skill set which is felt would be very beneficial to the governing board.</p> <p>JCW introduced himself to the board outlining his areas of expertise, which include governance and scrutiny within both the public and private sector, involvement with strategic facilitation with Local Authorities. Also was involved with setting up an Academy some years ago.</p> <p>Particular strength is running process. Primary desire to be a governor is that his two children are at the school and have benefited from everything the school has to offer and would like to give something back.</p> <p style="text-align: right;"><b>Clerks Note: JCW left the meeting</b></p> <p>Governors discussed JCW becoming a co-opted governor and felt he would be a very welcome addition to the board and know he has a huge passion for the school. Will be good to have him on board, as the school will be moving into Ofsted preparation again, confident he will keep the process tight.</p>

	<p style="text-align: right;"><b>Clerks Note: JCW returned to the meeting</b></p> <p>SP proposed JCW as a Co-opted Governor, seconded by JB and governors voted unanimously in favour of JCW becoming a Co-opted Governor. SP noted that intention would be for JCW to take over as Chair in September.</p> <p>SP informed governors of LC's decision to step down as a Co-opted Governor. She felt she could no longer give the time needed to fulfil the role and had tendered her resignation. SP accepted her resignation and thanked her for her work and commitment to the school.</p> <p>LA term of office as Parent Governor expires on 23.03.23. SP proposed that she is Co-opted. LM seconded the proposal and the FGB voted unanimously in LA being co-opted.</p> <p>SP shared a proposed new governor structure outlining the changes to the board and the potential vacancies. Noted that JB's and YB's term of office expires on 01.07.23.</p> <p>A Parent Governor election is to take place <b>Action: WD to hold a parent Governor election – potentially for 3 roles.</b></p>																		
4.	<p><b>Approve Minutes of the previous meeting. Agreed actions from meeting held on 17.01.23</b></p> <table><tr><th>Item Number</th><th>Action</th><th>Responsibility</th></tr><tr><td>3</td><td>HT/SP to review Governors terms of office/roles Notification of Governor vacancies to be made – Spring election - <b>Completed</b></td><td>HT/SP</td></tr><tr><td>4 (14)</td><td>JG to complete a final review of the website. – <b>Completed checked sectioned and Ofsted reviewed</b></td><td>JG</td></tr><tr><td>10</td><td>All responses to be collated and analysis shared of the skills audit <b>Completed</b></td><td>HB</td></tr><tr><td>11</td><td>All governors to identify a link and visit the school this term – <b>Completed LM agreed to visit Reading groups</b></td><td>All FGB</td></tr><tr><td>12</td><td>HT/SP to check Policies timetable – <b>HT to review for next FGB - updated and to circulate and take to sub committees.</b></td><td>HT/SP</td></tr></table>	Item Number	Action	Responsibility	3	HT/SP to review Governors terms of office/roles Notification of Governor vacancies to be made – Spring election - <b>Completed</b>	HT/SP	4 (14)	JG to complete a final review of the website. – <b>Completed checked sectioned and Ofsted reviewed</b>	JG	10	All responses to be collated and analysis shared of the skills audit <b>Completed</b>	HB	11	All governors to identify a link and visit the school this term – <b>Completed LM agreed to visit Reading groups</b>	All FGB	12	HT/SP to check Policies timetable – <b>HT to review for next FGB - updated and to circulate and take to sub committees.</b>	HT/SP
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5.	<p><b>Headteacher's Report - Shared with FGB via Governor Hub ahead of the meeting.</b></p> <ul style="list-style-type: none"><li>Currently 406 on roll, more spaces in the younger year groups, 14 spaces.</li><li>Capital works has mostly been completed, children now have full use of the playground and the scaffolding has been removed.</li><li>Many snagging items still to be completed</li><li>Marva Rollins has almost completed all Subject Leader interviews</li><li>Rob Burgess will present spring term data to Curriculum Committee next week</li><li>School Partnership review in early reading was completed by leaders at Cold Fall and St Michaels – they submitted the report ahead of the Ofsted and it was very positive. BL and WD to visit other schools as part of this programme.</li><li>Maths is continuing to be strong with Rob and Tom having a visit from the Maths Hub lead to focus on early years. White Rose is being well implemented.</li><li>PPG and Catch up programmers. Continuing to actively target PPG children to attend extended provision.</li></ul> <p><b>Action: WD to share report on uses extended provision.</b></p> <ul style="list-style-type: none"><li>Mandarin team organised an excellent assembly for the Chinese New Year.</li><li>WBD focused on reading fluency with children were filmed reading. Local MP</li></ul>																		

	<p>Catherine West also visited the school. More children than ever dressed up for the event. –</p> <ul style="list-style-type: none"> <li>one incident of a racist nature took place with negative Russian comments to a Russian child.</li> </ul> <p>SEN</p> <ul style="list-style-type: none"> <li>One child has secured a place at The Grove Special school, this will reduce some pressure in reception. Feel that two more should definitely be in</li> <li>Currently 19 children with EHCP's with a new starter in Yr5 who also has one. Not all children with EHCP's require 1:1 support, regularly assess their needs.</li> </ul> <p><b>Q) Does the school feel that the high numbers of SEN are putting parents off from sending their children to the school or contributing to why people leave?</b></p> <p><b>A) No don't feel that this is an issue or that children are leaving due to the SEN numbers.</b></p> <ul style="list-style-type: none"> <li>Working with Highgate Learning Partnership. Several Yr6 are being referred for support with transition. Those who are possibly at risk of exclusion in secondary school. HLP are being very supportive.</li> <li>Emma SENCo is working well and is attending lots of trainings</li> <li>Schools pastoral/therapeutic services were positively commented on in the Ofsted parent and pupil surveys.</li> <li>Michael Ingell-Clerk continues his pastoral support and these are well attended. Further developing Yr 6 playground buddy initiative</li> <li>Concern that mental health and anxiety issues are increasing. Two referrals to CAHMS have been made for more extreme cases.</li> </ul> <p><b>Q) Is there any year group that is particularly anxious?</b></p> <p><b>A) More so in Yr5 and Yr4 has some quite specific children.</b></p> <ul style="list-style-type: none"> <li>Attendance continues to improve. Now signed up to the EWS and the EWO sends out letters to parents and supports us with persistent absenteeism</li> <li>New PSA team are excellent, lots of new events and initiatives.</li> <li>Night Owls is well attended, Ellie is to leave at Easter and Sam will take over who is also very capable.</li> <li>Harnigey Families are to re-start a Toddler group and the baby-weighing clinic has already returned.</li> <li>Mayor's office confirmed free school meals for all London primary school children starting from September.</li> </ul> <p><b>Governors suggested parents could be asked to donate what they would have spent on school meals.</b></p> <ul style="list-style-type: none"> <li>Climate change consultant completed a detailed report looking at the issue of sustainability in regards to the school site. Most items relate to energy and water.</li> </ul> <p><b>Action: WD to share climate change report.</b></p>
6.	<p><b>Ofsted</b></p> <p>WD confirmed that the Ofsted inspection took place on 28<sup>th</sup> Feb and 1<sup>st</sup> March. It was an extremely positive experience. Full report should be available before the end of term.</p>
7.	<p><b>Chair's Items –</b></p> <p>Requested that the minutes from Committee meetings are ideally shared within 10 days of the meeting.</p>
8.	<p><b>Committee Reports:</b></p> <p>7.1: Resources Committee – Agreed that JCR would join Resources Committee. Noted that budgets are looking tight and review of all expenditure to ensure sustainability moving forwards.</p> <p><b>Action: JCR to join Resources Committee.</b></p> <p>7.2: Communications Committee - Met on Friday,</p>

	<ul style="list-style-type: none"> <li>Committee has now merged and is the Community, Communications &amp; Fundraising Committee. JB has shared minutes via hub.</li> <li>Agreed that the content of the website is excellent and it is looking good, but needs to be refreshed and enable more AV capability for film/sound.</li> <li>70% of traffic through website is accessed via mobile; website format needs to support this.</li> <li>Governors Board in school is now updated. JCR to provide a photo to be added to the looking good, but a review website looking great, WD time to think about refreshing the website more av capability – film/sound</li> </ul> <p><b>Action: Website to be reviewed to make more mobile friendly and have AV capabilities</b></p> <p><b>Action: JCR to be added to the governors board and governor biographies to be updated on the website – remove Louisa and Sam, add JCR.</b></p> <ul style="list-style-type: none"> <li>HT blog WD has shared two blogs recently, one that particularly resonated with the community about attendance.</li> <li>Various grant applications are being made.</li> <li>Friends of HP fund. One communication before Christmas has raised £26K (with gift aid) some one off, some ongoing. Looking to work with Charity Extra a professional fundraising organisation.</li> </ul> <p><b>Action: JB to report back at next FGB about work with Charity Extra.</b></p> <ul style="list-style-type: none"> <li>Easter holiday club to be run, open to SEN children at the school to provide respite for the families. Governors were very supportive of this activity and aware its purpose was not to raise funds.</li> <li>PSA – lots of events and activities are planned.</li> </ul> <p>7.3: Family Centre Committee – Now part of new Community/Communications &amp; Fundraising.</p> <p>7.4: Curriculum and Standards Committee – Committee to meet next week.</p>
9.	<p><b>School Development Plan –</b></p> <p>Governor link visits: SP asked governors to ensure that they arrange a time for their link visits this term.</p> <p><b>Action: JG to change to another area to be link governor for, for the Summer term.</b></p>
10.	<p><b>Haringey Governor Spring Training offer &amp; LA update</b></p> <p>10.1 Skills Audit – Shared with governors, available</p> <p>Training –</p> <p>JB/LM attended a Pupil /staff health mental health training by HEP.</p> <p><b>Action: JB/LM to share slides from HEP Pupil/Staff mental health training.</b></p> <p>Outlined a mental health training course that is funded by DfE. BL noted they had been trying to access this funding.</p> <p>Suggested having a governor who is responsible for Mental Health/Well-being within the school.</p> <p>WD acknowledge teaching is tough and teachers work hard, but a strong leadership team that supports staff is key.</p>
11.	<p><b>Governor School Visits</b></p> <p>SP/LA/LF/YB attended for Ofsted Inspection.</p> <p>LA did and unannounced H&amp;S visit. Noted so many issues / snags due to the building works. Since the works, there are now leaks were there weren't previously.</p> <p>WD noted that Haringey are fully supporting us with these issues and are holding back money to the builders until all the snagging is completed.</p>

	In discussions with Haringey regarding a lift, they won't pay for. Don't currently have any children who are registered disabled but one employee at Blanche Neville is.
<b>12.</b>	<b>Policies for Approval –</b> These will be reviewed at the next meeting, once reviewed via the committees
<b>13.</b>	<b>School Council/Green Council</b> Meeting next term
<b>14.</b>	<b>Any Other Business - None</b> Next Meeting Tuesday 2 <sup>nd</sup> May 7pm.

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