



**Highgate Primary School Governing Body Meeting
Minutes
Tuesday 2nd May 2023, 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* Leona Asamoah (LA) 13.03.27* Steven Porter Chair (SP) 14.09.24* Jon Carr-West (JC-W) 13.03.27* * Denotes attendance	LA Governor (1): Cllr. Liz Morris (LM) 14.09.24* Parent Governors (5): Julie Bland (JB) 01.07.23* Sue Cheung (SC) 16.11.24* James Green (JG) 16.11.24 * Grace Wilson (GW) 18.04.27 * Alisa Gerrard (AG) 18.04.27* Associate Members: Liam Frost (LF) 14.09.24 *
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Part 1

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No.	Item																	
1.	Welcome & introductions SP welcomed everyone to the meeting.																	
2.	Apologies for absence - No apologies made as everyone was present.																	
3.	Governing Body Administration: 3.1: New Parent Governors: SP welcomed the two newly elected Parent Governors, Grace Wilson & Alisa Gerrard SP confirmed that Yousaf Bhatti has resigned from the board, after completing his four year term of office as a parent governor. SP on behalf of the board thanked YB for all the work he has done and commitment that he has given.																	
4.	Approve Minutes of the previous meeting. Agreed actions from meeting held on 14 March 2023																	
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	7.2	Website to be reviewed to make more mobile friendly and have AV capabilities – Completed, Discussed further within the Communications committee.	WD
	7.2	JCR to be added to the governors board and governor biographies to be updated on the website Louisa and Sam, add JCR. – Item to be carried forward: Action: JB to co-ordinate ensuring new governors are also added. GW, AG to send photo and bio to JB.	WD/SP
	7.2	JB to report back at next FGB about work with Charity Extra. – JB/AG provided an update on the fundraising initiative: Met on 27.04.23 agreed that the date of 10/6/23 was too for this launch and will be pushed back to September. Further follow up meeting with Charity Extra on 11/5/23 at 11am. All governors are welcome to attend. AG shared her experience of being involved in these before, big event is run over two days, live crowd funding. Collection of small teams who drive the fundraising, minimum of 100 teams to ensure success. The pool of money the school has will be used as matched funding. Action: JB to share document regarding the Charity Extra platform and how it works.	JB
	9	JG to change to another area to be link governor for, for the Summer term. – Completed.	JG
5.	<p>Headteacher's Report - Shared ahead of the meeting</p> <p>Ofsted report has now been published and shared with the school community. The school are very happy with the report and have received great feedback. Copies have been sent to families of children who have been offered reception places in September. Staff are also happy, though realise that they will have to go through a Section 8 'graded' inspection within 18months. Good for maintaining development and put the development plan in place for five terms.</p> <p>SDP: The current one be closed shortly and a new one started. SDP will be whole school evaluation and pointers from the Ofsted report. WD highlighted issue off adaptation, focusing on Maths and further developing the GD children.</p> <p>Q) What is adaptation? A) Ensure that is teaching is personalized for each child. ability of teachers to adjust their teaching methods and strategies to meet the needs of individual students. It is a process that involves modifying the curriculum, teaching materials, and classroom environment to ensure that all students can learn effectively.</p> <p>Increased focus on foundation subjects ensure it is clear within subjects what OLO's are – what children are expected to do with exemplars for each unit of work?</p> <p>English – embed the work on reading, can already see the positive impact this is having on writing. Those coming through reception are further ahead in their reading than previous years. Continue to develop this through KS1.</p> <p>Spelling / Grammar is weaker than other areas, this is certainly a legacy of lockdown, now become a focus and a better scheme of work is in place.</p> <p>Continue to reinforce good behaviour and motivate the children to do the right thing. The playground volunteers are working well.</p> <p>Developing leadership within the school, expectation for all levels of teachers to take on more leadership roles. Middle Leader training is to take place.</p> <p>Computing: Ensure provision for computing meets needs of pupils, looking to move to a cloud-based server. Children use laptops and iPads.</p> <p>Numbers on roll – WD noted that there are not enough children to fill all available school places. Some schools are having their PAN reduced. HPS has 57 registered for September (3 spaces) 43</p>		

	<p>had chosen HPS as their first choice. Currently 413, with 9 places available spaces across the school, though some year groups have waitlists. Numbers to increase to 62 if needed.</p> <p>Q) Do you anticipate having more SEN children as school has a good reputation for A) Only if we have space in their year group do we have to take them. If they have an EHCP and it's a year group with a high number of children with need then we enter into a discussion with the LA.</p> <p>Capital works – More work than was anticipated is needed on the roof of the walkway around the hall. Work has been put out to tender, anticipated that Diamond Build (main contractor for phase one) will be appointed. Look to start on 16th June 2023 and will be funded by Haringey.</p> <p>T&L Assessment/Standards – Data has been reviewed at Curriculum Committee Yrs4/5/6 show good progress across the curriculum. Yrs 1-3 are not as strong, with high volume of SEN in Yrs 2 and 3. Good detail in meeting minutes available.</p> <p>Reading: WD is very pleased with the progress being made using Little Wandle. The rapid catch-up programme is good, it is a 14 week programme and clearly shows what the children can do and where the gaps are.</p> <p>There has been a considerable number of enrichment activities including the choir who have been recording a single which will be released. A family in Yr1 are heavily involved in this project.</p> <p>SEN – Number of EHCP's remains high, currently 20, we will lose two from Yr6 but expect there will be more. Emma is very busy with the SEN reviews. Made 7 referrals to the HLP but only two will be supported as it is only those going to secondary schools in Haringey who are eligible. This will a valuable support for the children receiving it. School is working closely with particular families in Yr3 and Yr5 regarding school attendance.</p> <p>Q) Do you know of any children with EHCP's that will be joining in September. A) Not at this stage, know some have needs but EHCP's are not granted. Know of some need in our existing nursery children and one that may qualify for an EHCP.</p> <p>Pastoral –Currently have 6 therapists, with 24 children receiving therapeutic care. Intention that children are moved through and not having ongoing therapy. Fortunate that we also have two TA's who are very qualified in a range of therapeutic practices. Currently one of the families are having a tribunal with Islington, we are supportive of the parents but as a school will be called by the LA. Relates to lack of special education provision in Islington.</p> <p>Behaviour is good and there is now a Yr6 lunch club where a group are taken to eat separately and are not in the playground. They either play inside or are taken to the woods or go on walks with Horace. This is working well for everyone.</p> <p>Change in Yr4 with different staffing working very well.</p> <p>Attendance: Significant focus is given to this and it is improving, currently 93.8% (above national average) There are relatively high number of persistent absentees, targeted meetings have been had with the families and often results in a clear improvement. School is now looking to fine a parent for removing child during term time for holidays.</p> <p>Q) What is the fine A) £60 per parent, per child. This is a significant step for the school and will be the first time we have done this.</p> <p>Q) Do you feel the social contract between school and home is still missing? A) To some degree yes, it is returning. It is the persistent absenteeism that is a concern and hard to shift.</p> <p>PSA – Currently very active and the one world evening was a great success. Extended Provision – Ellie is returning to her role which everyone is delighted about.</p>
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	<p>WD noted that Natasha is working to increase the numbers of PP children. Also full tracking of PPG numbers attending school clubs. There is an expectation that these children attend extracurricular clubs, there are no barriers to their participation. Enrichment is pretty much part of the curriculum.</p> <p>Q) How was the Easter club for SEN children? A) It was well received and excellent feedback from the parents. Staff were great, 5 children attended, though it was expensive to run but very beneficial for the families.</p> <p>Action: Enrichment activities to be added to item for Curriculum Committee to monitor</p> <p>Family centre – WD felt the need to invest in this area, currently 12 families attend the stay and play sessions on Tuesdays and the receives good reviews. We need these babies/toddlers as future pupils.</p> <p>Sport lots of activities are planned for the summer term.</p>
7.	<p>Chair's Items – Ensure that every governor is on a Committee. AG and GW to decide which Committee to join. AG has a fundraising background – Community, Communications & Fundraising Committee and GW has an education background, suggested the Curriculum Committee but will confirm to SP.</p> <p>Action: AG/GW to confirm which committees they will sit on.</p> <p>SP reminded governors to post committee minutes onto Governor Hub.</p>
8.	<p>Committee Reports: 7.1: Resources Committee – budget ratification Resources Committee met on 20/4 and reviewed the budget and 3 year proposed one.</p> <p>Q) Does the budget include the income from the PSA A) No this is kept separately but there is oversight between Resources Committee and the Fundraising Committee as BL/LA sit on both of these. SFVS – submitted to Haringey.</p> <p>Q) is there a fundraising target that we want to achieve to support the school budget? A) Yes £150K annually</p> <p>Governors unanimously agreed to the 2023/2024 budget that was present and 3-year plan. Confirmed that the SFVS has been submitted to LA.</p> <p>JCR noted item raised in the auditors report which has been resolved.</p> <ul style="list-style-type: none"> - Requested a narrative to accompany the three-year financial strategy. Will continue to provide one in future. <p>Safeguarding items, staff member had started without a reference. WD confirmed that it had been requested but a risk assessment was in place and that this would cover any questions raised about it.</p> <p>7.2: Community, Communications & Fundraising Committee – Committee met and discussed the strategic response to the community regarding Ofsted, we are proud of what we'd achieved but aware of issues currently surrounding Ofsted. The HT blog is to return and use activities going in the school to highlight them in local media e.g., music single,</p> <p>Fundraising – Work with Charity extra is key and the document to be shared with governors. Details of the meeting on 11/5/23 will be reported back at next FGB. Committee members will also look at other Trusts & Foundations that school is able to apply to. Discussed the idea of asking parents from September to donate the lunch money that would have been spent as this is now being provided from Government funding.</p> <p>7.4: Curriculum and Standards Committee – Met on 22/3 LM outlined that the clear the school is driving progress with ambitious predictions and focused</p>

	<p>targets. Yr6 there is great optimism for SATS. % at GD higher than previously above 50% across all 3. Noted that Rob is usually very accurate with his predictions. Q) What was the % of DG last year? A)30% last year</p> <p>At the next meeting Rob will in depth data relating to PPG Gender achievement is being focused on with boys in Yr 4/5&6 catching up. Issues in Yr3 are being addressed by Emma who is working hard with this cohort and providing additional interventions in reading/phonics.</p> <p>Confirmed the SEN policy has been updated. Action: Governors to be provided with a SEN report which will outline funding information.</p> <p>SDP – Committee to look at the Foundation curriculum in greater detail and subject leaders to give presentations.</p>
9.	<p>School Development Plan – Governors to volunteer to be a link governor ensure three visits are made per year. Action: WD to email governors highlighting areas for link governors and provide the senior lead staff member for governors to respond to expressing their preference.</p> <p>Next FGB agree to sign off new SDP, it has been updated for Ofsted and any relevant items will be carried over. Governors noted an air of caution regarding closing the SDP earlier than previous years. Existing SDP will have a summative paragraph for closure, citing evidence to show that its completed.</p> <p>Action: WD to circulate the new SDP to governors approve this at next FGB. Also amend SDP to include an evaluation box with space for governors to write a paragraph.</p> <p>Q) In the new SDP is there a way that we can include the work of the diversity and inclusion group? A) WD felt there was not enough for it to be a substantive time but is able to be woven into all of the priorities.</p> <p>Action: Diversity & Inclusion group to present their work at next FGB. SLT to look at how to include this as part of the SDP.</p>
10.	<p>Haringey Governor Summer Training offer & LA update – Action: HB to send training for rest of the term</p>
11.	<p>Governor School Visits –</p>
12.	<p>Policies for Approval – GDPR Safeguarding Governors ratified and approved policies presented.</p>
13.	<p>School Council/Green Council School Council – Yet to meet this term. Green council - Have met and report provided at next meeting. Action: Green Council update to be provided at next meeting</p>
14.	<p>Any Other Business – Update on staff and pupils Welfare (to be added as a standing item)</p> <p>WD felt that staff morale is good, acknowledged that staff are tired, and the return of Ofsted will add to their workload but feedback from staff interviews/questionnaires from the inspection was that staff are happy. Noted that some staff are experiences various personal challenges but are being well supported by the school and their colleagues.</p> <p>Next Meeting Tuesday 4th July 2023 7pm</p>

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4(7.2)	JB to share document regarding the Charity Extra platform and how it works.	JB
6	Enrichment activities to be added to item for Curriculum Committee to monitor	Curriculum Committee
7	AG/GW to confirm which committees they will sit on.	AG/GW
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10	HB to send HEP training schedule for rest of the term	HB