



**HIGHGATE PRIMARY SCHOOL**  
**Minutes of the Governing Body meeting**  
**Tuesday 13<sup>th</sup> November 2018, 6:30pm**

<b>Governing Body Membership</b>	
<b>Headteacher (1):</b> William Dean (WD) <i>ex officio</i>	<b>LA Governor (1):</b> Cllr. Liz Morris (LM) 21.09.20
<b>Staff Governor (1):</b> Oliver Parsons (OP) 22.09.19	<b>Parent Governors (5):</b> Jacob Baker (JB), <i>Chair</i> , 04.03.19 Laura Eden (LE) 31.10.18 Sharminee Kumaradevan (SK) 24.03.19 Lousia Caswell (LC) 19.09.21 *Stephen Porter (SP) 21.09.20
<b>Co-opted Governors (4):</b> Liam Frost (LF), <i>Vice Chair</i> , 21.09.20 Claire Meier (CM) 06.07.19 *Warren Swimer (WS) 06.07.19 Ruth Vince (RV) 06.07.19	<b>Associate Members (1):</b> Billie-Jean Daniels (BJD) Patricia Prichard (PP)
<b>Also in attendance:</b> Felicity Baird, Clerk to Governing Body	

\*Asterisk denotes absence

## Part 1

### 1. WELCOME AND INTRODUCTIONS

1.1 The Chair welcomed Governors to the meeting.

### 2. APOLOGIES FOR ABSENCE

2.1 Apologies were received from WS, and SP and were noted by the Governing Body (GB).

2.2 It was noted that SK's term expired in March 2019, and that LE's term as a Parent Governor had expired. The HT suggested that LE be co-opted onto the GB and that BAME applications encouraged for the Parent Governor vacancy. The Chair stated he would talk to WS and RV regarding their GB membership to determine if it would be more efficient for them to become Associate Members rather than full co-opted members. **Agreed** that action on change to membership would be taken following these discussions.

### 3. MINUTES OF THE PREVIOUS MEETING, HELD ON 18 SEPTEMBER 2018; MATTERS ARISING

3.1 The Minutes were **agreed** as an accurate record, were signed by the Chair and retained by the school.

3.2 Those Governors who had not previously signed the Governors' Code of Conduct did so.

### 4. 2<sup>ND</sup> QUARTER BUDGET

4.1 The GB was informed that the Resources Committee was not ready to report back on the 2<sup>nd</sup> Quarter, and wanted clarity on the numbers to ensure the correct information was communicated.



Governors were welcomed to raise any concerns they had. The Resources Committee would report back to the GB at the next meeting on Q2\*

**\*Action**

**5. CHAIR'S ITEMS**

5.1 Covered elsewhere on agenda.

**6. HEADTEACHER'S REPORT**

6.1 The GB heard that the HT supported by Ruth Vince and Katy Whitney, made a presentation at the NLC Conference in October. The talk detailed the school's approach to supporting the mental health and wellbeing of all sections of the school community. A visit from James Page (Haringey Education Partnership) arose from the HT's presentation, to discuss school exclusions and supporting emotional wellbeing. It was noted that the profile of the school was changing and becoming more visible.

6.2 It was noted that the school roll was a concern. Birth rates were lower throughout the borough and wider city, and there was a higher proportion of children with SEN. **Governors asked** if the school was full in September and were informed that some pupils had dropped out over the summer period. However, lots of school tours were taking place.

6.3 SATs predictions were circulated to Governors, who were informed that if pupils achieved the predicted grades, levels would be significantly above the national. It was noted that, with the right support in place, some SEN children would be able to achieve national grades.

6.4 Enrichment: Professor Robert Winston had visited the school, and had told staff that its ethos should be shared. Pupils had been on the Pendarren trip, which was reported as very successful. **Governors noted** that Y6 appeared to be very seamless, and mixed incredibly well across the year group. **Governors asked** if holding the Pendarren trip earlier in the school calendar helped and were informed that it did. The GB was told that the Online Safety day was reasonably well attended by parents in the evening.

6.5 The HT and DHT had carried out a Learning Walk with their new School Improvement Partner, Linda Sarr (HT at Risley Avenue Primary School), which focused on the experience of Black Caribbean pupils. **Governors asked** if focus could be widened to BAME pupils. The HT reported that Linda Sarr had provided some excellent advice and would visit the school 3 times during the year, providing support and advice.

6.6 The GB heard that the school had updated the SDP Action Plan with a greater focus on positive discrimination, parental engagement and raising aspiration. Many external lettings had taken place, and the school site was being used very well. The Chair noted that by the end of Q2, the school had already reached its lettings target.

6.7 The HT informed all that the Communications Policy had been redrafted and would be circulated prior to the next GB meeting\*.

**\*Action**



- 6.8 It was noted that it was a loss to the school's sport department to lose PE teacher, John. This matter was further discussed under Part 2.
- 6.9 SDP Priority: Black Achievement 18-19  
**Governors asked** if targets were achievable and were informed that targets were manageable. **Governors asked** about the numbers detailing exclusions and were told that less black children than was proportional were being excluded. **Governors asked** about school-based mentoring arrangements for BAME children. The GB heard that profiles were produced within SLT, that there was a need to decide which children would benefit from having a mentor and training would take place.
- 6.10 The LA had trialled a transition programme for children moving from Primary to Secondary school, which had run over the summer, for children who may have had problems arise from transitioning to Secondary. The HT stated it was easier to identify these children at Primary school and that the school would look at ways in which relationships with these pupils could continue following their departure, if this is what was needed by them.
- 6.11 PP Grant Planned Expenditure  
It was noted that the PP expenditure was not significantly different from the previous year, and that the previous year had achieved a good impact. It was noted that the Virtual HT, based at the LA was for Looked After Children (LAC) only. **Governors asked** about the amount of PP Grant received and were informed that less funding that expected had been received, therefore the school was making up the shortfall.
- 6.12 **The PP Grant Planned Expenditure was approved by the GB.**

## 7. COMMITTEE REPORTS

### 7.1 Curriculum and Standards Committee

The C&S Committee report was circulated and questions from Governors welcomed at any time.

### 7.2 Communications Committee

The Minutes of the Committee were circulated. The school was considering asking for voluntary contributions to school meals from parents between Reception and Y3, to fund enrichment activities. The HT was concerned that parents may feel pressured, and stated this was not the intention of the school. It was noted that £3,200 had already been made in voluntary contributions. The GB discussed various ways in which donations could be collected, and it was noted that having the ability to collect contributions in the playground would be useful. A leaflet on the role of Governors was to be completed and the HT was to liaise with CM on the design\*.

### **\*Action**

### 7.3 Family Centre Committee

The Family Centre was working well; the HT was happy with the model. The HT mentioned how the centre had impacted the families that use it, talked on focusing on the gap between the disadvantaged and non-disadvantaged and early intervention. There were a number of interventions already in use at the centre which the school could replicate.



- 7.4 The Whittington Midwifery team had started to question the funding of the centre and had requested a review of the funding agreement.
- 7.5 The GB discussed the success of the family centre. Sessions were always full and feedback from users was positive.
- 7.4 Resources Committee  
To be discussed under P2.
- 8. POLICIES FOR APPROVAL**
- 8.1 The GB **approved** the following policies: Anti-bullying; SEN & disabilities; Whistleblowing.
- 8.2 The HT reported that the policy review schedule had been circulated. Non-statutory policies were now reviewed every 4 years, unless required otherwise.
- 9. GOVERNOR SCHOOL VISITS**
- 9.1 SK had shared the minutes regarding Target Tracker in the Governors' Dropbox account. The Safeguarding visit was to take place the day after this GB meeting. Core Subject Leads were linking up with the relevant Governors. LE had attended assemblies at school.
- 10. SCHOOL COUNCIL**
- 10.1 Good feedback from children had been received, with lots of ideas linked to the SDP; a further meeting was to take place regarding next steps. It was reported that children had also had an articulate conversation around BAME people and having positive role models in school.
- 10.2 It was noted that the School Council meeting dates were: 19 Nov 2018; 10 Dec; 14 Jan 2019; 4 Feb; 11 Mar; 1 April.
- 11. GREEN COUNCIL**
- 11.1 The Green Council issued parked cars tickets to to reduce 'idling' during drop off and pick up. The school has achieved 'gold' accreditation from TfL
- 12. ANY OTHER BUSINESS**

There being no other Part 1 business, this section of the meeting closed.

#### **ACTIONS LIST**

<b>ITEM No.</b>	<b>ACTION</b>	<b>ASSIGNED TO</b>
<b>4.1</b>	<b>Present Q2 Report to GB</b>	<b>Resources Chair</b>
<b>6.7</b>	<b>Present Communications Policy to GB for ratification</b>	<b>Headteacher</b>
<b>7.2</b>	<b>Leaflet on role of Governors to be completed</b>	<b>Headteacher / CM</b>

**SIGNED:**

**CHAIR OF THE GOVERNING BODY**

**DATE:**