



**HIGHGATE PRIMARY SCHOOL**  
**Minutes of the Governing Body meeting**  
**Tuesday 18<sup>th</sup> September 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 Sharminnee Kumaradevan (SK) 24.03.2019 Lousia Caswell (LC) 19.09.21 Stephen Porter (SP) 21.09.20
<b>Co-opted Governors (4):</b> Liam Frost (LF) 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, LE, and BJD, were noted by the Governing Body (GB).

### 3. GOVERNING BODY ADMINISTRATION

3.1 The GB unanimously voted that JB remain in post as Chair for a further academic year.

3.2 The GB unanimously voted that LF remain in post as Vice Chair for a further academic year.

3.3 The GB unanimously voted that the all Chairs of Committees each remained in post for a further academic year.

3.4 It was agreed that the Code of Conduct and Governor Role Profile would be circulated via email to Governors, following the meeting.

### Action

### 4. MINUTES OF THE PREVIOUS MEETING, HELD ON 3<sup>RD</sup> JULY 2018; MATTERS ARISING

4.1 The Minutes were approved by the GB.

### 5. CHAIR'S ITEMS



5.1 To be covered under Part 2.

## 6. HEADTEACHER'S REPORT

6.1 The Headteacher's report reflected the agenda for the year ahead and he thanked the Governors for their contribution to the school. The Headteacher had been invited to meet with the School Council this week, to share priority areas to be focused on.

6.2 The newly formed Haringey Education Partnership (HEP), run by and for schools, which was taking the place of the LA's role in school improvement, offered opportunities to work in partnership with other schools. The Headteacher would be working with a new Headteacher at Belmont Infants. HPS' new School Improvement Advisor was Linda Sarr, Headteacher at Risley Avenue Primary School.

6.3 Staff meetings would be taking place to address targets on the School Development Plan (SDP). A summary of standards had been produced by HEP, and would be shared free, as part of the school's membership. HPS was doing well in attainment, and was above average in most subjects, less so with black Caribbean boys. The GB was informed that the school had an action plan in place and would be focusing on this issue. The GB was informed that it was expected the school's roll would be at capacity.

6.4 The school hosted a meet the parents event, involving 5 schools, it was the first time HPS had hosted the event and it was very well attended. Two weeks of summer club had taken place for 40 children, in addition to a film club which ran over the summer holidays. **Governors asked** if the clubs were affordable for parents and were informed that clubs averaged at about £5, although one or two were higher as they were run by external agencies. **Governors enquired** whether the school was encouraging black Caribbean boys to attend clubs and were told that it was, and that financial help was available to those families who could not afford, in line with the school's charging policy. The school also proactively sought out those who might benefit from financial help.

6.5 The Governors heard that the school was awaiting contact from the LA regarding its Wave 2 Capital programme. A school alarm was being installed over weekends. A Health & Safety review had taken place. The EYFS outside classroom was to be completed during the half term break and an application for funding for a sensory garden in the EYFS space had been made

## 7. COMMITTEE REPORTS

### 7.1 Curriculum and Standards Committee

It was reported that a Target Tracker meeting had taken place, which would be looked at during the first Curriculum and Standards Committee meeting.

### 7.2 Communications Committee

No meeting had taken place.

### 7.3 Family Centre Committee

No meeting had taken place.



#### 7.4 Resources Committee

The Committee had met twice at the end of the previous academic year however the minutes had not yet been circulated. At the end of the previous year, the Committee had looked at the budget, and was satisfied. A new accounting system had been introduced, allowing the school to share clear information to the Committee on more regular basis. It was reported that policy work was also looked at during the Committee meetings.

7.5 The Headteacher informed Governors that an audit had taken place, with a favourable report written. There was a need for some tightening up of processes such as signing off minutes and policies, and the Headteacher agreed that there was some work to be done to ensure there was an efficient process in place. It was noted that a pay increase had been announced during the summer holidays; 1.5% for SLT, 3.5% for main scale teachers.

7.6 The following policies were **approved** by the Governing Body: Governor Allowances; Financial Management. The Resources Committee was **approved**. It was **agreed** that Policies would be added as a standing item under Committee Reports in the GB agenda. **The Chair asked** which Governors had met with their linked SLT member; almost all had and the GB agreed that setting up early meetings had worked well.

#### 8. **SCHOOL DEVELOPMENT PLAN**

Covered under Headteacher's Report.

#### 9. **HARINGEY GOVERNOR AUTUMN TRAINING OFFER & LA UPDATE**

9.1 The Clerk circulated the autumn training offer from HEP. It was confirmed that the GB could receive one bespoke training session per academic year, as part of its purchase from Governor Services.

#### 10. **GOVERNOR SCHOOL VISITS**

#### 11. **SCHOOL COUNCIL**

11.1 The Headteacher introduced the children on the School Council to the SDP and asked them to talk about it and consider things to work on. Governors heard that the School Council was made up of mostly new members this academic year, from Y2 upwards. The children were interested in BAME achievement, the cookery school progress and social media. The Chair suggested it would show the value in pupil voice if a Governor visited the School Council; the Headteacher agreed to circulate the dates to the GB.

#### **Action**

#### 12. **GREEN COUNCIL**

12.1 It was reported that the Green Council's first meeting had taken place earlier in the day. A stars award travel plan of the school had been submitted to TFL – the school had passed through bronze and silver and it was hoped would receive gold. **Governors asked** about the criteria for the stars award, and it was explained that this included an annual travel survey, and sharing the percentage of those pupils that walked to school.



### **13. ANY OTHER BUSINESS**

- 13.1 The Headteacher said it had been a successful start to the year, with behaviour good and the nursery children having settled in well.
- 13.2 It was noted that use of the Governors' Dropbox had lapsed. Governors agreed to continue with its use.
- 13.3 It was noted that a LA survey had found that the immediate area surrounding the school had met the criteria for a CPZ consultation later in the year. It was stated that there was a strong case for teachers to be given essential work parking permits, if the area became a CPZ. In addition, the raised bank near the school on the Archway Road had been classed as unsafe and required rebuilding. A resident consultation was to take place, potentially at the school in the autumn. This work would result in approximately 9 months of disruption.

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>3.4</b>	<b>Circulate Code of Conduct to Governors</b>	<b>Clerk</b>
<b>11.1</b>	<b>Circulate dates of School Council meetings to Governors</b>	<b>Headteacher</b>

**SIGNED:**

**CHAIR OF THE GOVERNING BODY**

**DATE:**