HIGHGATE PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Tuesday 29th January 2019

<table>
<thead>
<tr>
<th>Governing Body Membership</th>
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<tr>
<td>Headteacher (1):</td>
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<tr>
<td>*William Dean (WD) ex officio</td>
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<td>Staff Governor (1):</td>
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<td>*Oliver Parsons (OP) 22.09.19</td>
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<td>Co-opted Governors (4):</td>
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<tr>
<td>Liam Frost (LF), 21.09.20</td>
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<tr>
<td>Claire Meier (CM) 06.07.19</td>
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<td>Ruth Vince (RV) 06.07.19 Depute Headteacher</td>
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<tr>
<td>Laura Eden (LE) 31.10.18</td>
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<td>LA Governor (1):</td>
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<td>Cllr. Liz Morris (LM) 21.09.20</td>
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<td>Parent Governors (5):</td>
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<tr>
<td>Jacob Baker (JB), Chair, 04.03.19</td>
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<tr>
<td>Sharminnee Kumaradevan (SK) 24.03.19</td>
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<tr>
<td>Louisa Caswell (LC) 19.09.21</td>
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<td>*Steven Porter (SP) 21.09.2 Vice Chair</td>
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<td>Leona Asamoah (LA) 29.01.2023</td>
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<td>Associate Members (3):</td>
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<td>Billie-Jean Daniels (BJD)</td>
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<td>Patricia Prichard (PP)</td>
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<td>*Warren Swimer (WS)</td>
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Also in attendance: Sam Evans; Sharon Bolton - Clerk to Governing Body

*Asterisk denotes absence

Part 1

1. WELCOME AND INTRODUCTIONS
   1.1 The Chair welcomed Governors to the meeting.
   1.2 The Governors agreed that LE could change her type of membership on the Governing Body from Parent Governor to Co-opted Governor.
   1.3 Warren stood down as a Co-opted Governor and has become an Associate member.
   1.4 It was agreed that clarity was needed on the following:
      • Whether the Chair could stand for re-election as he is no longer a parent at the school and
      • The end dates of all members of the Governing Body.

2. APOLOGIES FOR ABSENCE
   2.1 Apologies were received from LE, LM and WS. The apologies were accepted.

3. MINUTES OF THE PREVIOUS MEETING, HELD ON 13th November 2018; MATTERS ARISING
   3.1 The Minutes were agreed as an accurate record, were signed by the Chair and retained by the school.

4. 2ND QUARTER BUDGET
   This was covered in Part 2.

5. CHAIR’S ITEMS
   Covered elsewhere on agenda.
6. HEADTEACHER’S REPORT

6.1 The Governing Body heard that the Head completed the performance management with a representative from Islington. One of his targets was to work in partnership with other schools and to develop income streams for the school.

6.1.1 An arrangement has been brokered with St Augustine School in Kilburn. It is a one-form entry school, the Headteacher has left as well as a few other staff. There is an Acting Head. They had an Ofsted just before the last Head left.

6.1.2 The Head reported that it has been fascinating working there. The school is in the process of federating with an outstanding secondary school. It has also been a good development opportunity for The Deputy Headteacher (DHT).

6.1.3 Highgate Primary is being well run in the absence of the Head. The school is in a good place hence all systems are carrying on in the Head’s absence.

6.1.4 Governors asked for details of the actual role in the school. The Head is using a coaching model to support the relatively new staff and Ruth is working with staff to support pupils through SATs.

6.1.5 Ques? Is there anything that they do better than at Highgate? Ans. Each class has a visualizer to project children’s work. That is the key difference between the schools.

6.2 School Roll
The nursery in the afternoon is full for the first time.

6.3 Pupil Progress
The meetings have taken place. The progress has been particularly good especially Pupil Premium pupils.

6.4 Dance
There are quite a few dance initiatives in place. The School have commissioned a dance group - Alleyne Dance. They are Haringey residents (twins).

6.5 Enrichment
The Headteacher took a group of BME pupils to the Jamaican High Commission for a cultural celebration at Christmas.

6.6 The school has booked ‘The Lullaby Project’ to work with 15 BAME pupils to create a song that celebrates their identity.

6.6.1 Ques? Is it just reception children?
Ans. No it started with reception children, but this cohort is for older children.

6.7 School Council
There is a Working Party in the School Council who will be writing to Patrick Cozier (Head of Highgate Wood) amongst others to invite them to come in to do talks. The school is keen to raise the profile of local individuals.

6.8 Attendance
Not so good due to the time of year with illnesses etc.

6.9 Dan Thompson (footballer) has visited the school.

6.10 The school has had a positive meeting with Highgate School so that Highgate Primary students can use their pool. This will save the school some money for transportation.

6.11 Outdoor learning
The final phase of the playground will be completed by February half term.

6.12 OP reported on the imminent road works in the local area. The roadworks will last at least 8 months from January 2020.

6.13 One of the parents (Florence) has been appointed as the school gardener. It is a salaried position – 19hrs per week. She is also expected to engage with parents and children in the local community. She has already done quite a bit of voluntary work in and around the school.

7. COMMITTEE REPORTS
7.1 Curriculum and Standards Committee
The meeting has not taken place yet.

7.2 Communications Committee
No major issues. The parents’ letter was discussed – negative publicity. The communications policy has been merged with the policy for dealing with negative publicity.

7.3 Family Centre Committee
7.3.1 The Whittington Hospital no longer pays for the midwife. The midwife continues to use the premises as a good service is being provided to the community.

7.3.2 The Head stated that there is no need for a separate cost centre for the Family Centre as it is a part of the school. It is one entity. The children enter the primary school with high attainment results.

7.3.3 Ques? Should the name be reviewed and called Highgate Primary so that the community see the unit as one organization?
Action: Refer rebranding the School and Family Centre as one unit to the next meeting.

7.4 Resources Committee
Covered in Part 2.

8. POLICIES FOR APPROVAL
There were no policies for approval.

9. GOVERNOR SCHOOL VISITS
Since the last meeting the following visits were conducted:
LE – Safeguarding
LF – SDP focus
JB – Dance focus
CM – Science
10. **SCHOOL COUNCIL**

10.1 RV has stepped away from the School Council so that she can spend more time with Year 6.  
**Action:** BJD to write one-page document on the work of the School Council.

10.2 It was noted that the School Council meeting dates were: 11 Mar; 1 April.

11. **GREEN COUNCIL**

11.1 The parking situation is improving near the school. The road is much calmer in the mornings.

12. **ANY OTHER BUSINESS**

12.1 A parent who has missed the deadline for the admissions process and asked what the school does to remind the nursery parents of the deadlines for submitting applications.  
It was agreed that if the roll is likely to fall the school needs to be more vigilant in promoting the admissions deadlines. The school will bear this mind for next year.

12.2 It was stated that local parents are beginning to view the school as a special school due to the number of children with SEN. Many parents who use other local schools choose Highgate Primary for their children with SEN. Governors stated that if this continues the school will get to the point where they cannot meet the needs of all the pupils including the SEN. There is also a shortage of SENCOs across London Boroughs.  
**Action:** To be discussed again at the next Full Governing Body.

Meeting ended at 20:09pm

**ACTIONS LIST**

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<tr>
<th>ITEM No.</th>
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<td>7.3.3</td>
<td>Refer rebranding the School and Family Centre as one unit to the next meeting.</td>
<td>Chair and Head</td>
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<td>10.1</td>
<td>BJD to write one-page document on the work of the School Council.</td>
<td>BJD</td>
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<td>12.2</td>
<td>Meeting the needs of the growing number of pupils with SEN</td>
<td>Chair and Head</td>
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**SIGNED:**

CHAIR OF THE GOVERNING BODY

**DATE:**