

GOVERNING BODY OF HIGHFIELD SCHOOL

47 Highfield Road
 Winchmore Hill, N21 3HE
 020 8360 2149

14 September 2021

**MEMBERS**

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Bevin Betton	1 September 2020	31 August 2024
Parent Governors x 3	Tanya Ahmed	23 October 2020	22 October 2024
	Nikesh Tailor	23 October 2020	22 October 2024
	Dan Greenwood	23 November 2017	22 November 2021
Staff Governor	Abigail Brown	30 September 2019	29 September 2023
Co-opted Governors x 3	Ertan Hurer *	13 July 2019	12 July 2023
	Diana Wren (Chair)	13 July 2019	12 July 2023
	Tracyann Tyrell-Cowan	1 September 2019	30 August 2023
Headteacher	David Wilson	1 September 2019	

Also attending

Stephanie Morton - SLT

Mandy Newell – Minute and Advisory Clerk

* Denotes absence

MINUTES – PART 1**1. APOLOGIES FOR ABSENCE**

NOTED the absence of Ertan Hurer.

RESOLVED to agree to this absence.

2. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. ELECTION OF CHAIR AND VICE-CHAIR

(a) Term of Office

RESOLVED that the term of office for the Chair and Vice Chair be one year.

(b) Election of Chair

RESOLVED that Di Wren be elected Chair of Governors.

(c) Election of Vice-Chair (no paid employees to be elected)

RESOLVED that Bevin Betton be elected Vice Chair of Governors.

4. MEMBERSHIP AND CONSTITUTION

(a) Parent Governor

NOTED that the term of office for Dan Greenwood would come to an end on 22 November 2023 and he would not be restanding. As Dan Greenwood was unable to make the Finance and Premises meeting this term this would be his last meeting. Governors thanked him for all his hard work over the last four years.

RESOLVED to hold a Parent Governor election after half term.

ACTION: HEADTEACHER

(b) DBS Checks

NOTED that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election.

5. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct (To review)

RECEIVED the Code of Conduct, a copy of which is included in the Minute Book.

RESOLVED to agree the Code of Conduct.

(b) Governance Annual Statement

RECEIVED the Annual Governance Statement, a copy of which is included in the Minute Book

RESOLVED to agree the annual statement and that it be uploaded to the website.

ACTION: HEADTEACHER/SBM.

- (c) Register of Business Interests (annual requirement and with change in circumstance)

Governors were requested to complete the declarations page on their Governor Hub profile page and confirm they were correct.

ACTION:ALL GOVERNORS

- (d) Keeping Children Safe in Education

NOTED the Keeping Children Safe in Education guidance statutory guidance, September 2021 replaces January 2021 edition.

Governors were requested to complete the declarations page on their Governor Hub profile page to confirm they had read the guidance.

ACTION: ALL GOVERNORS

- (e) GovernorHub

NOTED that GovernorHub needed to be updated by individuals, this included Training details, DBS checks and contact details.

ACTION: ALL GOVERNORS

- (f) Virtual Meetings

RESOLVED that meetings be face to face from now on unless circumstances changed due to an increase in Covid cases.

6. COMMITTEE COMPOSITION AND ORGANISATION

- (a) **RESOLVED** that the Governing Body's Committees and Panels be finalised at the next meeting once the Chair, Vice Chair and Headteacher had met to review the individual Governor roles in more depth and considered the Ofsted priorities;

ACTION: CHAIR/VICE CHAIR/HEADTEACHER/CLERK

- (b) **RESOLVED** to agree the Governing Body's delegation of its responsibilities as detailed in the Organisational Arrangements document.

- (b) Skills audit.

REPORTED that

- (i) Governors discussed this in depth and recognised that that it would be beneficial to have more financial expertise on the Governing Body. During the discussion they considered the detailed reports the Headteacher provided and the fact that in some areas they would benefit from a summary of the information provided rather than just the detailed data which was not always easy to understand. They discussed that Covid-19 has meant information had

been delivered in a different way and that they had not been able to visit the School and meet with staff. At the end of the Summer term they had been able to come in again and been able to gain an understanding of how things were working. The need to have full understanding of relevant areas in order to question the Headteacher was discussed and they considered there was a need to look at what Governors needed to understand in order to fulfil their job effectively. They determined there was value in the more detailed information going to Governors with specific responsibilities who could report back to the others. [Following Governor's queries, the Headteacher pointed out that all statutory information must be given to all Governors;](#)

- (ii) Governors discussed the value of the ICE Pack in terms of helping them to answer any questions during an Ofsted visit and determined that this should be reviewed after the next Governing Body meeting. [In response to Governor's questions, the Headteacher explained that the School had been expecting an Ofsted Inspection in April 2021 but the pandemic had delayed inspections for about six terms which would mean that an inspection was likely during the next academic year but it was possible it could be sooner. However, some outstanding schools in Enfield had not been inspected for over ten years.](#)

RESOLVED that

- (A) the Ice Pack be reviewed later this term;
- (B) the Governing Body would benefit from a member with financial expertise.

ACTION: CLERK

7. **MINUTES/MATTERS ARISING FROM THE MINUTES**

RECEIVED the minutes of the meeting held on 12 July which were agreed as a correct record and signed as correct on GovernorHub There were no matters arising.

8. **HEADTEACHER UPDATE**

REPORTED that the Headteacher gave Governors a verbal update and the following matters were highlighted.

(a) Attendance

REPORTED that two children had not returned to School following the Summer holidays and their whereabouts was unknown. [In response to a query from the Chair, the Headteacher explained that regulations stated that they had to wait around eight weeks before they could be taken off roll.](#) The School had high mobility at present as many children were leaving due to families moving out of London. This was a Borough wide issue since Covid 19. Thirty children had left and there was a waiting list of eighteen. It was obviously important to have as many on roll as possible by the time the October census took place as the budget would be based on this. On a positive note the School had the highest applications in the Borough and many schools had spare places at present. Governors discussed the issue in depth and noted that over

the last few years the School had always been full with high demand for places. It was good that there was a waiting list to help fill some of the gaps and families were being contacted. However, the Headteacher pointed out that it had to be recognised that some parents might now be happy with the school their child had started at and would not necessarily wish to take up their waiting list place. [A Governor asked if the School might be asked to accommodate some refugee children and the Headteacher explained that to date the LA had said very little about this.](#) It was possible that some Afghan children might come to the School but there was no information about this at present. [Following a query about Fair Access, the Headteacher explained that](#) parents did have parental choice if there were spaces and the School would have to accommodate that child but not if they were full.

(b) Data Reports

REPORTED that [following a query from the Chair, Stephanie Morton was pleased to inform Governors that](#) the Early Years children who had transitioned to Year 1 had shown a positive start to the academic year and more formal learning would commence from this week and there was no reason to assume they would not make accelerated progress this year. The Headteacher added that last year was very disruptive and most year groups in respect of age related expectations were 15-20% lower than would normally be expected. There would be a focus on interventions to help address this issue. Governors were assured that teachers would make sure learning and outdoor activities were exciting to ensure engagement with learning and staff would not want children to feel they had not done as well as they could and be put off education as a result of this;

(c) Return to School

REPORTED that

- (i) the Headteacher was pleased to inform Governors that the children had settled back well and transitioned happily to their new key stages and year groups. There had been a focus on those transitioning from Early Years to KS1 and KS1 to KS2. It was recognised that children in early years had missed out on skills learnt through play and learning and this year this would be replicated in Year 1 whilst transitioning to a KS1 curriculum which was more formal than that in Early Years;
- (ii) at KS1-KS2 the children were being helped to settle into the new building and routines. They were used to an afternoon break and this would continue for a while before being phased out over time to reduce the sharp shock of too much change. [In response to queries, the Headteacher was pleased to say that the children seemed happy in their year groups and that interventions would commence shortly;](#)
- (iii) reception children were being given stay and play opportunities with half days gradually becoming full days for all the children;
- (iv) extra-curricular activities were in place again and these included archery for KS2 and an Art Club and Sports Clubs (netball, cross country and football).

Other clubs would also start up again soon. Stephanie Morton was coordinating the extra-curricular offer and would ensure that if it was felt any child was missing out they would be targeted and this would include Pupil Premium children. The importance of the value of these clubs to help build children's confidence was recognised by all;

- (v) [A Governor asked about how families with financial problems were catered for in terms of their children being able to attend clubs and was informed that](#) the Art and Frontline clubs were the only paid clubs. There were a number of sports clubs at KS2 which were free and the Art Club could in fact fund two children per half term. Carefully choices were made as to which children would benefit from this. KS1 sport clubs were being reviewed as a staff members should now be able to run these. The importance of offering lunchtime and free clubs was recognised by both staff and Governors. Stephanie Morton explained that the School now employed a full time sports coach and that Pupil Premium and those children with health and well being issues were being targeted. The sports coach would also be offering after school clubs;
 - (vi) [A Governor asked what enrichment activities were available for the more able children and was informed by Abigail Brown that](#) debating and science work had been conducted with other local schools and the School was working with Winchmore Secondary to look at a solar panelled car and learn about aero dynamics. 1:1 maths tuition was also in place and the Headteacher was pleased to inform Governors that enrichment activities were starting again fully after the pandemic.
- (d) CPD

REPORTED that staff were compiling action plans of their priorities. They were receiving training on the reading curriculum and how to teach the whole school curriculum. Walk thrus were taking place and workk was ongoing to look at the most important aspects of teaching for staff in order for them to be totally proficient and all staff had access to a booklet focusing on specific areas of training. The SLT were encouraging staff to feedback and the focus was on using resources and training to get to a high level of teaching across all areas in the School. Walk Thrus were on the strategic plan for the next 2-3 years. This week the SLT were working with the different year groups. Learning weeks were taking place and relevant conversations were being held. Governor were satisfied that the staff were being well supported.

- (e) Covid 19

REPORTED that there was a considerable number of cases within the community and two staff and six children had tested positive. There were three cases in one class (one child and two adults). The Headteacher had spoken to Public Health England and the advice had been to put each class into isolation. Measures had been put in place to reduce mixing with other classes. The Headteacher explained that the situation was not easy to manage and would be impossible if there were further cases in more classes. He was slightly concerned at the situation but measures were in place to minimise risk wherever possible. Extra cleaning was taking place and outside learning

was being conducted wherever possible. All Staff were doing daily lateral flow tests if they were working with the class that had been affected. A Year 1 teacher was off work and cover was required. [In response to Governor's queries, it was clarified that it there was no longer a requirement to inform parents about any Covid Cases.](#) There was no longer a need to self-isolate but the advice was to take a PCR test but it was up to the School how they wished to manage the situation and to do what made sense for all.

9. AIMS, VISION AND VALUES

REPORTED that the Aims Visions and Values remained the same and Governors were happy with this. These were Cooperation, Kindness and Respect and the School Council had also chosen Team Work for this academic year.

10. SCHOOL IMPROVEMENT PLAN 2021-22

RECEIVED the SIP and the draft three year strategic plan, copies of which are included in the Minute Book.

REPORTED that

- (a) [following a Governor's query regarding Walk Thrus, the Headteacher stated that he would report termly on this and a further update would be given at the next Governing Body meeting.](#) The training and process would be explained and Governors would be informed as to the work done to date. The success of how it was being embedded would be discussed and where this was not happening discussion would be held as to how to rectify this. The Headteacher explained that the project was not expensive and was being bought through the Haringey Education Partnership. Governors were impressed with the work that was being done;
- (b) Governors reviewed the draft three year strategic plan and the Headteacher explained that the SLT were working on a vision for the next three years. Governors were asked to feedback and their observations would be discussed with the SLT. A meeting was being held on Thursday this week regarding an online workshop and Governors were invited to attend. It was intended to look at the growth of technology in the School and how the budget effectively for this. The IT expert had contributed his views about what the school needed to do moving forward. [In response to a Governor's query, the Headteacher explained that the company they were working with was outstanding](#) and were working three days a week at the School as well as giving remote support. They would advise in terms of curriculum and technology for the pupils to ensure everyone was up to date . The Headteacher explained the need for this level of expertise and the fact that there was a high level of trust too. They also understood budget restraint;
- (c) [A Governor asked about the use of Google Educator qualifications for teachers.](#) The Headteacher said that the School had not looked into this but would not rule it out. At present school systems were being reviewed and they were moving to the use of Google Cloud as well as obtaining more devices for the children and working on the effectiveness of this;

- (d) A Governor pointed out that the embedding of the curriculum within the plan linked well into the SIP and reflected clearly what was being done. The Headteacher explained the “vertical and horizontal “ curriculum and explained the links between subjects and the skills being used to deliver these. There was a focus on understanding what a child had previously learnt and extending this in other lessons. Governors were shown a video explaining Walk Thrus. Governors discussed what Ofsted would be focusing on and it was agreed the embedding would come under the Quality of Education section. The importance of the use of technology in order to keep up to date was reiterated and Governors discussed the necessity of all children having access to the best education possible. They considered the areas in the plan that came under Quality of Education and a Governor commented that the plan was very focused in this area but that it could also benefit from having leadership and management and personal development and behaviour as part of it too. Following further queries the Headteacher explained that not all the content of the plan was new but it contained areas which would take time to get right properly and there were systems in place for developing Middle Leaders.

RESOLVED to

- (i) agree the SIP;
- (ii) add further Ofsted areas into the three year strategic plan.

ACTION: HEADTEACHER

11. SINGLE CENTRAL REGISTER

REPORTED that the Chair regularly checked the SCR with the SBM. Governors were happy that it was compliant.

12. GOVERNOR TRAINING

NOTED that all training sessions were listed in the Governor Training Brochure 2021-22, available on Governor Hub.

13. DATES OF FUTURE MEETINGS

NOTED future meeting dates as

AUTUMN TERM

Finance and Premises	Tuesday 19 October 2021	5pm
Staffing and Curriculum	Tuesday 16 November 2021	5pm
Governing Body	Tuesday 23 November 2021	5pm
SPRING TERM		
Finance and Premises	Tuesday 1 st February 2022	5pm
Staffing and Curriculum	Tuesday 8 March 2022	5pm
Governing Body	Tuesday 22 March 2022	5pm
SUMMER TERM		
Finance and Premises	Tuesday 24 May 2022	5pm

Staffing and Curriculum	Tuesday 21 June 2022	5.pm
Finance only	Monday 11 July 2022	4.30pm
Governing Body	Monday 11 July 2022	5 pm

Appendix

GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL COMMITTEE MEMBERSHIP 2020-21 FOR REVIEW

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees procedures annually. Listed below are details of the current Committees and Panels previously adopted by your Governing Body.

RESOLVED that

- in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel the Governing Body authorise the Chair to appoint any Governor to join that Committee;
- the membership of the Governors' various Committees and Panels with delegated responsibilities be as follows:

(a) Curriculum, Staffing and Pupil Discipline Committee

Quorum: 3 Governors

Headteacher
Ertan Hurer (Chair)
Diana Wren
Abigail Brown
Tanya Ahmed

Panels of 2 or 3 Governors to be drawn from the above members, as available, for:

- (i) staff appointments - Headteacher and Deputy Headteacher;
- (ii) staff appointments - teaching and non-teaching;
- (iii) staff discipline, redundancy, redeployment and salary assessment;
- (iv) staff capability and staff grievance initial and appeals panels;
- (v) staff dismissal committee.

(b) Headteacher's Performance Management Panel

Di Wren
Bevin Betton
School Improvement Advisor
Review Officer - School Improvement Advisor

(c) Finance and Premises Committee

Quorum: 3 Governors

Headteacher
Bevin Betton
Nikesh Tailor
Di Wren
Site Manager (Associate member without voting rights)

(d) Pupil Voice

Di Wren and Nikesh Tailor meet with the School Council termly. **NOTED** that during the Covid crisis School Council meetings were not in place. Plans were discussed as to how to manage pupil voice at this time.

(e) Complaints Against the School

Tanya Ahmed
Ertan Hurer
Di Wren

(f) Governor Recruitment Panel

Headteacher
Di Wren
Abigail Brown

(g) Governors with Individual Responsibilities

Literacy Governor –Tanya Ahmed
Numeracy Governor – vacancy;
Science Governor – Abigail Brown;
SEN and Child Protection Governor - Di Wren/Tracyann Tyrell-Cowan;
Health and Safety Governor - Bevin Betton/Tracyann Tyrell-Cowan;
Training and Development Governor – Bevin Betton.
R.E. Governor – vacancy;
Looked After Children Governor - Di Wren;
More Able Governor- Ertan Hurer;
Member Governor Forum – Bevin Betton;
Pupil Premium – Ertan Hurer;
Modern Foreign Languages – vacancy
GDPR Governor – vacancy;
Staff Wellbeing Governor – Tracyann Tyrell-Cowan