

GOVERNING BODY OF HIGHFIELD SCHOOL

47 Highfield Road

Winchmore Hill, N21 3HE

020 8360 2149

13 September 2022

**MEMBERS**

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Bevin Betton (joint Vice Chair)	1 September 2020	31 August 2024
Parent Governors x 3	Tanya Ahmed	23 October 2020	22 October 2024
	Nikesh Tailor (joint vice chair)	23 October 2020	22 October 2024
	Tim Guha	19 November 2021	18 November 2025
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	

*denotes absence

Also attending

Stephanie Morton – DHT

Mandy Newell – Minute and Advisory Clerk

MINUTES – PART 1**1. APOLOGIES FOR ABSENCE****NOTED** that all Governors were in attendance.

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 Chair and Vice-Chair have a term of office of one year.

(b) Election of Chair

RESOLVED that Di Wren be Chair of the Governing Body.

(c) Election of Vice-Chair

RESOLVED that Bevin Betton and Nikesh Shal be joint Vice-Chairs of the Governing Body.

4. **GOVERNANCE ARRANGEMENTS**

(a) Code of Conduct

RECEIVED the Governing Body's Code of Conduct and the 2022 NGA model Code of Conduct, copies of which are included in the Minute Book and available to view on GovernorHub.

RESOLVED to agree the Code of Conduct.

(b) Governance Annual Statement

RECEIVED the Annual Statement for 2021-22, a copy of which is included in the Minute Book.

RESOLVED to approve the annual statement and it be published on the School Website.

(c) Register of Business Interests

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

RESOLVED that all Governors complete to complete the declarations page on their

Governor Hub profile page and confirm they are correct.

ACTION: ALL GOVERNORS

(d) Keeping Children Safe in Education (KCSIE)

RECEIVED the latest Keeping Children Safe in Education information, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that the Keeping Children Safe in Education Guidance (KCSIE) 2022 came into force on 1 September 2022.

RESOLVED that all Governors complete to complete the declarations page on their Governor Hub profile page to confirm they have read the guidance.

ACTION: ALL GOVERNORS

(e) GovernorHub

REPORTED that Governors were reminded to keep their profile page updated, including training details, DBS checks, declarations and contact details.

RESOLVED to ensure that all information on Governor Hub was complete and current.

ACTION: GOVERNORS

5. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

RESOLVED

- (i) to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes;
- (ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes;

(b) Annual Review of Delegated Responsibilities

RECEIVED the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book and available to view on GovernorHub. The Document included recommended amendments to reflect recent changes in

education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

RESOLVED to agree the Organisational Arrangement Document.

6. **MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 11 July 2022 were confirmed and marked as signed on Governor Hub by the Chair as a correct record subject to amending the membership to reflect that Nikesh Tailor and Bevin Betton were joint Vice Chairs.

NOTED that there were no matters arising.

7. **KS1/KS2 DATA**

RECEIVED data for KS1 and 2, copies of which are included in the Minute book and available to view on GovernorHub

REPORTED

KS1

- (a) the Headteacher explained that the School would increasingly be using FFT for assessments as it worked well for staff and gave detailed reports to Leaders and Governors. However, this was not available for Early Years so Target Tracker was still being used but other options were being considered;
- (b) the Headteacher was pleased to inform Governors that it was a positive picture for KS1 with the exception of science, the same as in 2019. He would be speaking to the KS1 Lead to try and determine why this was. When viewing science books and undertaking learning walks they were happy with the work but results showed attainment was lower than national;
- (c) children with Educational Health Care Plans (EHCPs) had shown positive results but their profile was different to other children and each pupil's needs were individual. [In response to a queries from Nikesh Tailor, the Headteacher said he felt the science results were due to the assessments being too harsh.](#) He would be speaking to the Lead about this. In the past there had been more focus on how maths and reading were assessed so there was a need to review how science was being assessed. It was recognised that science results had been lower than desired in previous years too;
- (d) [the Chair asked what had been learnt from these results and was informed by the Headteacher that](#) the FFT national figures showed the results were positive for the School but that children on Free School Meals (FSM) were not attaining as highly as Non FSM. Compared to national the School was doing well overall, particularly in reading. [In response to a query from Tim Guha as to whether the data was compared to similar schools nationally,](#) the Headteacher stated that the FFT national data was for schools who used FFT only and was always higher than actual

national figures and they were not necessarily making a comparison with similar schools;

- (e) following a query from Tanya Ahmed, it was explained that the attendance target was 95% but the School was achieving around 94% last year. Nationally attendance had dropped but the Headteacher assured Governors that work on improving attendance continued but rewards for attendance had to be carefully considered as there were often genuine reasons why a child might be absent. Tanya Ahmed was pleased that headway had been made in reading, particularly for those working at Greater Depth (GD).

KS2

- (a) The number of children attaining at least ARE in all core areas for KS2 was 5% below national but the Headteacher explained this was due to the reading results. Progress in other areas was good. KS2 disadvantaged children were more affected by lockdown than the non-disadvantaged children and the progress figures reflected this. There was not a great deal of difference in attendance rates between the two groups and pre-covid progress was similar. EHCP figures looked low due to the profile of the children. Ofsted had recognised that SEND provision at the School was good;
- (b) the way reading was being taught had been changed. Whole school reading was in place along with smaller group and individual reading sessions. Year 6 children only had last year to work on some areas of learning and there hadn't been the time to see the impact of the changes on them. A close eye would be kept on KS2 pupils this year. Tim Guha considered the top level figures did not always do the data justice and the Headteacher agreed. Tim Guha asked if teachers had been consulted to add narrative to the data and was informed that they had. The Headteacher said that the year 6 cohort had been different to previous years, more immature with less opportunities than had been the case for previous cohorts. Abigail Brown explained that the comprehension paper had required speed to write and needed a great deal of reading stamina that this cohort had not had a chance to build up due to the fact they had missed two years of learning vocabulary. Disadvantaged children had found the text very hard and Stephanie Morton added that some children with English as an additional language (EAL) could be slower at reading than those with English as their first language;
- (c) Tanya Ahmed highlighted the fact that girls had made negative progress in reading rather than boys which was different to the national trend. Science at KS2 was above the national average and Nikesh Tailor asked what the difference was between KS1 and 2. The Headteacher explained that the Science Lead was a Year 6 teacher which had been a real benefit the children in that year but he recognised the need to have a better understanding as to why KS1 results were not as good as desired. Following a query, the Headteacher said he had given a clear message that the results in KS1 had to be accurate. For KS2 the focus had been to ensure that the overall curriculum was taught and that some subjects were not left out in

order to focus solely on comprehension for example. [Tanya Ahmed agreed that the School was not an exam factory and a broad and balanced curriculum was essential.](#);

- (d) Governors congratulated the Headteacher on the results overall and were pleased that the children had done well in many areas.

8. AIMS, VISION AND VALUES

The Governing Body reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

RESOLVED that no changes were required and to agree the Aims, Visions and Values.

9. SCHOOL IMPROVEMENT PLAN (SIP) 2022-2023

RECEIVED the SIP, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that the Headteacher highlighted the following;

- (a) there was a good approach to pedagogy at the School and teachers had excellent skills. The Headteacher wanted teachers to take more of a lead and Walk Thrus continued to be used successfully. Staff would be given areas to work on and work in small groups of 2 or 3 to focus on a particular area. It was planned that they would work together without SLT involvement initially and then the SLT would review progress. [In response to a query from Tim Guha it was explained that teachers would work with other teachers within their own phase;](#)
- (b) the Little Wandle Phonics scheme was a priority for next year. The DfE had stated that all Schools had to have a system in place similar to this one. The Government were keen to more the pass rate from 80% to 95%. Phonics workshops would be in place for parents in order that they could help their child in this area;
- (c) Covid catch up monies were still available and would be used to help Upper KS2;
- (d) the Headteacher was keen to arrange meetings with parents to discuss the teaching of reading and maths and it was planned to discuss the curriculum with parents at the meet the teacher evenings. [Tim Guha said that having attended one of these meetings he felt further meetings would be useful to help parents learn how to assist their children.](#) The Headteacher assured him further meetings would be arranged and he stated he was keen to reintroduce reading breakfasts which had not taken place since Covid;
- (e) the Additional Resource Provision (ARP) was being developed which would be in place for Autistic children in particular. Quotes had been received to develop the outside area and this would be done during the year [In response to a query from](#)

Nikesh Tailor, the Headteacher said that Dali Room would be part of the ARP. Nikesh asked if the ARP would mean more children with SEND joining the School and he was informed that the ARP was a separate admission process. However, the School would continue to have a high number of SEND children and resources would remain limited. The Headteacher explained that the ARP would receive £10,000 per child and he was happy with the funding for this;

- (f) Tanya Ahmed asked about the priorities in the Leadership and Management section of the SIP and training for Middle Leaders. She was assured that all of them received good training from the Haringey Education Partnership (HEP) and an NPQSL was being undertaken by one Leader. The Science Leader had completed the equivalent qualification for science and partnerships were being developed with other local schools to give Leaders the opportunities to visit other schools and share good practice. There could also be some limited secondment opportunities in the future. The Headteacher, Stephanie Morton and Louise Calder had already visited other schools and the Headteacher was meeting with the Head at Winchmore on Friday to discuss how they could work together. Following a query from Tanya Ahmed the Headteacher said that the take up of NPQs was good. She pointed out these were a free qualification and the Headteacher assured her the SLT would have opportunities to develop;
- (g) Nikesh Tailor asked about the advantages of the School working with Winchmore. The Headteacher considered there were opportunities to work on curriculum areas and the depth of subject knowledge within a secondary school could be shared. Work could also be done to help with transition. He considered that secondary specialists could help primary leads who were not necessarily specialists themselves. The Headteacher gave an example of when he had taken some children to Winchmore to work and science and explained how inspired they had been. Going into a secondary school could also help children who were nervous about leaving their primary setting. Winchmore Students who had already transitioned could explain the process and how it was for them.

RESOLVED to agree the SIP 2022-2023.

10. SINGLE CENTRAL REGISTER

RECEIVED an anonymised copy of the SCR, available to view on GovernorHub.

REPORTED that the Chair would be meeting with the SBM to review the SCR later this month.

11. ANNUAL SCHOOL AUDIT REPORT

RECEIVED the Annual School Audit Report, a copy of which is included in the Minute Book and available to view on GovernorHub

NOTED the contents.

12. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

All training sessions are listed in the Governor Training Brochure 2022-23, available on Governor Hub.

Please book Governor training via your School based booker, Catherine Moens.

<https://traded.enfield.gov.uk/professionallearning>.

Member Governor Forum

22 November 7pm

13. POLICIES/LA REFERRALS

RECEIVED the Safer Recruitment Policy, a copy of which is included in the Minute Book and available to view on GovernorHub.

RESOLVED to ratify the Safer Recruitment Policy.

14. GOVERNORS BRIEFING

NOTED the information in the Governors Newsletter Autumn 1 2022, available on Governor Hub.

15. DATES OF FUTURE MEETINGS

NOTED future meeting dates as

MEETING TYPE	DATE	TIME
AUTUMN TERM		
Governing Body	Tuesday 13 September 2022	5pm
Finance and Premises	Tuesday 18 October 2022	5pm
Staffing and Curriculum	Tuesday 15 November 2022	5pm
Governing Body	Tuesday 22 November 2022	5pm
SPRING TERM		
Finance and Premises	Tuesday 31 January 2023	5pm
Staffing and Curriculum	Tuesday 7 March 2023	5pm
Governing Body	Tuesday 21 March 2023	5pm

SUMMER TERM		
Finance and Premises	Tuesday 23 May 2023	5pm
Staffing and Curriculum	Tuesday 20 June 2023	5pm
Finance only	Monday 10 July 2023	4.30pm
Governing Body	Monday 10 July 2023	5 pm

Appendix

GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL
COMMITTEE MEMBERSHIP 2022-2023

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/Nikesh Tailor
School Improvement Advisor
Review Officer - School Improvement Advisor

(c) Finance and Premises Committee

Quorum: 3 Governors

Headteacher
Bevin Betton

Nikesh Tailor
Di Wren
Tim Guha
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 Responsibilities

Inclusion (incorporating Safeguarding, SEND, LAC, Health and Safety and Wellbeing)

Di Wren
Abigail Brown
Tracyann Tyrell-Cowan
Tim Guha

Curriculum

Tanya Ahmed
Ertan Hurer
Bevin Betton
Nikesh Tailor

Link Governors

Diana Wren/Tracyann Tyrell-Cowan – Safeguarding
Diana Wren/Tracyann Tyrell-Cowan - SEND