

**GOVERNING BODY OF HIGHFIELD SCHOOL**

47 Highfield Road

Winchmore Hill, N21 3HE

020 8360 2149

22 November 2022

**MEMBERS**

<b>Position</b>	<b>Name</b>	<b>Date of Appointment</b>	<b>End of Term of Office</b>
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** the absence of Bevin Betton.

**RESOLVED** to consent 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. **MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 13 September 2022 were confirmed as a correct record.

**RESOLVED** these be marked on GovernorHub by the Chair.

**ACTION: CHAIR**

The following matter arising was discussed.

KS1 and 2 results (Agenda item 7)(b))

In response to a query from Nikesh Tailor regarding the KS2 science results, the Headteacher explained that having discussed the issue of the reduced grades with teachers, they did feel that this was as a result of the papers being marked too harshly. Science was not cross checked to the same degree as maths and English which were peer moderated. The Headteacher was confident that the results were due to the way the assessment was made.

4. **SINGLE CENTRAL REGISTER**

**REPORTED** that the Chair had reviewed the SCR on 12<sup>th</sup> September and again on the 28<sup>th</sup> and was satisfied that all was in order.

5. **REPORT OF THE HEADTEACHER**

**RECEIVED** the written report of the Headteacher, David Wilson, a copy of which is included in the Minute Book. The following matters arose from discussion of the report and in response to Governors' questions:

- (a) Governors reviewed the characteristics of the School as of November 2022 and the patterns that were emerging.
  - (i) Number of pupils on roll (688) **688** out of a possible **697 (includes ARP)**.
  - (ii) Pupil mobility during Sept-Nov (31)**32** Pupils joining and (11) **7** Pupils leaving.
  - (iii) Pupils eligible for FSM (19%) 134 19 %.
  - (iv) Pupils first language not believed to be English is (32%) 191 28%.
  - (v) Pupils from minority ethnic groups is (72%) 482 70%.
  - (vi) (32) **35** different languages spoken.

(vii) the SEN register was in line with the July 2014 Code of Practice.

Nursery	5% 5 pupils
Reception	12.5% 12 pupils
Year 1	12.5% 12 pupils
Year 2	13.5% 13 pupils
Year 3	16% 15 pupils
Year 4	17% 17 pupils
Year 5	10% 10 pupils
Year 6	13.5% 13 pupils
Total of SEN for whole school	14.1% 97 pupils

(viii) Pupils with a EHCP was now at: (27) 31.

(ix) Pupils with Medical Needs: Care Plans (24) 20 . Pupils who get funding for Medical Needs: 0

(x) Referred for EHCP: 2 (2)

- (b) in response to a question from Nikesh Tailor, around pupil numbers the Headteacher explained that the School had high mobility, they were pretty full in most year groups but more children were leaving than in the past as a result of families leaving the area. Seven children had left and 32 had joined. Governors discussed the fact that 6 joiners in Year 6 was a high number. 2 had come from another school in the Borough, 1 from out of Borough, 1 from being home schooled and 2 from abroad. Following a question from Tim Guha about attainment figures, the Headteacher explained that if a child came with English as an additional language (EAL) they could be disapplied from the figures and results showed that if a child joined the School late it could affect the attainment figures;
- (c) Following a query from Tanya Ahmed, the Headteacher said they would be expecting more children with Educational Health Care Plans to apply for the School due to its Outstanding status;
- (d) Attendance was improving and was now at 95.4%. The target was 96%. Persistent absence was static. There were a small number of pupils with low attendance (below 90%) and this affected the figures. Work was being done with these pupils to try and rectify the problem;
- (e) Governors reviewed pages 13-14 of the report which detailed the KS1 and KS2 predictions for this year. KS2 predictions did not include 2 pupils that were educated in the ARP and KS2 predictions did not include 6 pupils who had recently joined the School. In response to Governor's questions, the Headteacher explained

that they considered the national figure for KS1 Age related expectations (ARE) would rise between 3-5%. The predicted figures for Greater Depth (GD) were above national. KS2 predictions for ARE were in line or a little higher than national and for GD were higher. 27 out of 30 pupils in Year 6 were pupil premium (PP). This number was due to the fact that if a child had received free school meals at any time they were automatically classed as PP. The gaps between PP and non PP were discussed and the figures predicted showed a closing of the gap from last year.

- (f) [in response to queries, the Headteacher explained that](#) there were always gaps in KS1 but by the end of KS2 these had usually closed for ARE. As a result of the issues faced during Covid 19 the School was seeing significant gaps in children's learning. They were putting in place measures to address these gaps but had seen some groups of pupils falling behind, particularly the disadvantaged pupils. The predictions were based on initial assessments and would be updated once end of term assessments had taken place. The Headteacher added the pandemic had not affected every child equally and they had not been able to put intervention groups in place during this time. [Tanya Ahmed asked if the curriculum had been changed to help close the gaps.](#) The Headteacher explained that when the children returned to School key skills were reviewed but they also had to teach the national curriculum and a wide range of knowledge was needed to become a good reader and writer. Without experiences that the children missed out on this was difficult to achieve. They had not considered changing or stripping back the curriculum as they did not feel this was beneficial to the children. Abigail Brown explained there were measures in place to help teachers close the gaps and the whole school focus was embedded across the School. The Headteacher added that it was vital to prepare children for their next stage of education and whilst SATS were important it was also vital that children wanted to learn about other things and have a wide knowledge across a variety of subjects. He agreed they could just focus on the key skills required to achieve excellent SATS results but did not feel this was in the long term best interest of the children;
- (g) [Tim Guha questioned the KS1 figures for combined at KS1 and was assured that pupils who achieved ARE at maths were also achieving this in other subjects too.](#) This had been checked;
- (h) work had been done on the ARP curriculum and the School was working with a mentor from Russet House. They were looking at how to adjust the curriculum which would evolve over the next few years. [The Chair asked about the number of children in the ARP and was told that](#) the maximum number was 10. 2 discretionary places were available for children from Highfield. There were 8 fully funded places, 7 of which were filled. The Headteacher explained that, due to the lack of SEND provision in the Borough, the LA were trying to get some children into the ARP who were not really suitable for the provision but if the School accepted these children it would have an effect on the others. [The Chair commented that she had been very impressed with the teaching when she visited Berry Class.](#) The

Headteacher said that it was hoped in time these pupils would integrate and spend more time in their own classes;

- (i) in response to a question from Tim Guha, the Headteacher said at present the areas of strength were not rag rated but this would be reviewed in the Spring term to establish where they could get to by the end of the academic year. If there were any concerns these could then be raised with Governors. He was happy to report that at present everything was on track.
- (j) the Headteacher was working closely with the Headteacher at Winchmore to try and get the both staff and pupils working together more. Governors were pleased with this initiative;
- (k) the School only had one nursery teacher. A network of nurseries was being built up for her to work with in order to build up good practice.
- (l) Pupil Pastoral Information

**REPORTED** that since the last meeting there had been:

- (i) 0 complaints;
- (ii) 2 Looked After Children, 4 PLA
- (iii) 12 child protection (Safeguarding) referrals to social care;
- (iv) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (v) 1 reported racial incidents;
- (vi) 1 Pupil with a child protection plan;
- (vii) 1 Pupil with child in need plan;
- (vi) 1 reported serious bullying incidents (child on child abuse)
- (viii) 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents
- (ix) 1 suspension (1 day) for a child behaving aggressively towards another child.

## ACCOUNTABILITY AND COMPLIANCE

### 6. STAFFING AND CURRICULUM

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- (a) **RECEIVED** the Minutes of the meeting of the Staffing and Curriculum Committee held on 15<sup>th</sup> November, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

**NOTED** the contents and the Chair commented that the Committee had been pleased at the low turnover of staff.

- (b) Governor Visits

**REPORTED** that the Chair had visited Berry Class and she and Nikesh Tailor had completed the Headteacher's Performance Management.

**RESOLVED** that the Spring Term timetable be sent to Governors to enable them to arrange meetings next term linked their assigned areas.

**ACTION: HEADTEACHER**

- (c) Data Update

**NOTED** data was discussed by the Committee.

## 7. **FINANCE AND PREMISES**

- (a) **RECEIVED** the Minutes of the meeting of the Finance and Premises Committee held on 18 October, and the SFVS, copies of which are included in the Minute Book. The following matters arose from discussion of these minutes.

**REPORTED** that

- (i) the School was on target to finish the year in credit but the pay rises that had now been awarded would have a large impact. Contingency was in place and the Headteacher said they were looking to reduce staffing by natural wastage. Any replacements needed for high level staff would be made by employing Early Careers Teachers (ECTs) which would help reduce costs. [Tim Guha asked if other schools were facing similar financial problems and was assured they were;](#)
- (ii) **The SFVS** had been completed and Governors reviewed the risks. The Headteacher guided Governors through the document and [in response to questions, explained that](#) they were above threshold for support staff due to the number of EHCPs in the School. Teaching costs were above the threshold as there were a large number of highly paid teachers. Lesson costs were high as a result of this. Management costs were high but the Headteacher pointed out the SLT drove the School Improvement which was vital. The Headteacher pointed out there were a number of reasons why the School was still outstanding. On further review a number of

discrepancies were found within the document and Governors determined they were unable to ratify it until these were clarified.

**RESOLVED** that the Headteacher speak to the SBM and that once the anomalies had been rectified the SFVS be sent to Governors by email for ratification before the 31 December deadline.

**ACTION: HEADTEACHER/SBM**

(b) Policies

**RECEIVED** the Financial Scheme of Delegation, a copy of which is available to view on GovernorHub and in the Minute Book.

**RESOLVED** to ratify the Financial Scheme of Delegation.

8. **PUPIL PREMIUM**

**RECEIVED** a report on the impact of the Pupil Premium expenditure 2021-2022 and draft Pupil Premium Expenditure Proposals for 2022-2023, a copy of which is available to view on GovernorHub and in the Minute Book.

**REPORTED** that

- (a) the statement detailed the School's use of pupil premium (and recovery premium for the 2022 to 2023 academic year) funding to help improve the attainment of disadvantaged pupils. It outlined the pupil premium strategy, how the School intended to spend the funding in this academic year and the effect that last year's spending of pupil premium had within the School;
- (b) PP funding for the academic year 2022-23 was £215,285;
- (c) Governors reviewed the Statement of Intent, Challenges, Intended Outcomes, Activity in this academic year, Targeted Support and the Wider Strategies, the Review of Outcomes in the previous year and the further information.
- (d) [Nikesh Tailor asked about Little Wandle, the new Phonics scheme and was informed that the feedback had been positive. Tanya Ahmed asked if it was validated by the DfE and was told it was.](#) The Headteacher said that they had looked at the different options but decided Little Wandle was the most suitable. They had been required to buy more books and had invested £12,000 in the project. [Addressing concerns around the budget raised by Nikesh Tailor, the Headteacher assured him that there would not be any further major outlay required but resources would need to be replaced over time. Tanya Ahmed asked for confirmation about which year groups used the Scheme and was told that it was](#)

being used in Reception, EYFS, Year 1 and for some children in Year 2 who had not passed phonics in Year 1. All staff were trained in how to use it;

- (e) [the Chair pointed out the value of Place2Be and wondered if the cost of this service had risen.](#) The Headteacher said they had not. Governors discussed the other interventions in place including the Art Consultant and Learning Mentors;
- (f) following further discussion the Headteacher said he would send the PP Governors report produced at the end of last year to Governors which showed the attainment of PP children across all the year groups.

**RESOLVED** that the Headteacher send the PP Governors report to all Governors.

**ACTION: HEADTEACHER**

## 9. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

- (a) Governor Training to be booked via the School based booker, Catherine Moens.  
<https://www.enfieldpdonline.org.uk/cpd/portal.asp>
- (b) Member Governor Forum

22 November 2022 7pm and 21 February 2023 at 7pm.

## 11. POLICIES/LA REFERRALS

**RECEIVED** the

- Safer Recruitment Policy;
- Induction Guidance for ECT's,
- Charging Policy;
- Debt Recovery Policy;
- Attendance and Punctuality Policy;
- Most Able Policy;
- Pay Policy;
- Safeguarding and Child Protection Policy;

copies of which are available to view on GovernorHub and in the Minute Book.

**NOTED** that [in response to Governor queries, it was explained that](#) the Safeguarding Policy had been updated in line with the most recent KCSIE advice. The Most Able Policy was considered and the Headteacher confirmed that the Lead for Most Able was a member of the SLT.

**RESOLVED** to ratify the LA model policies and School policies.



## 12 . GOVERNORS BRIEFING

**NOTED** the information in the Governors Newsletters Autumn 1 and 2 2022, available on Governor Hub.

## 13 DATES OF FUTURE MEETINGS

**NOTED** the following meeting dates for the academic year 2022-23:

<b>SPRING TERM</b>		
Finance and Premises	Tuesday 31 January 2023	5pm
Staffing and Curriculum	Tuesday 7 March 2023	5pm
Governing Body	Tuesday 21 March 2023	5pm
<b>SUMMER TERM</b>		
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	5pm