


<b>GOVERNING BODY OF HIGHFIELD SCHOOL</b> 47 Highfield Road Winchmore Hill, N21 3HE 020 8360 2149  10 July 2023	
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## 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  
Pansy Dalrymple-Rockett - Observer

## MINUTES PART 1

### 1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Tracyann Tyrell-Cowan and Tanya Ahmed.

**RESOLVED** to agree to these absences.

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. **MEMBERSHIP AND CONSTITUTION**

(a) Staff Governor

**NOTED** that the term of office for Abigail Brown would come to an end on 29 September 2023.

**RESOLVED** that a Staff Governor election be held.

**ACTION: HEADTEACHER**

(b) Co-opted Governor

**NOTED** that

- (i) the terms of office for Di Wren and Ertan Hurer would come to an end on 12<sup>th</sup> July 2023.
- (ii) the term of office for Tracyann Tyrell-Cowan would come to an end on 30 August 2023.

**REPORTED** that

- (A) Ertan Hurer's term of office had come to an end and he would not be re-standing. Tracyann Tryrell-Cowan was resigning from the Governing Body with immediate effect. Both were thanked for their time as Governors but particular thanks was given to Ertan who had served for 22 years. The Headteacher and Chair commented on the commitment and dedication he had given over the years and said he would be very much missed;
- (B) the Headteacher recommended that Pansy Dalrymple-Rockett be appointed as a Co-opted Governor with effect from 1 September 2023. Introductions were made.

**RESOLVED** that

- (AA) Di Wren be re-appointed from 13<sup>th</sup> July 2023;
- (BB) Pansy Dalrymple-Rockett be appointed as a Co-opted Governor with effect from 1<sup>st</sup> September 2023.

#### 4. MINUTES/MATTERS ARISING FROM THE MINUTES

The minutes of the meeting held on 21 March 2023 were agreed as a correct record.

**RESOLVED** that the minutes be signed on GovernorHub by the Chair.

**ACTION: CHAIR**

#### 5. HEADTEACHER UPDATE

**RECEIVED** the report of the Headteacher, Mr David Wilson, a copy of which is included in the Minute Book and available to view on GovernorHub

**REPORTED** that

(a) Characteristics

- (i) in June 2023 the number of pupils on roll was 687 out of a possible 690, including Alternative Resource Provision (ARP) which was very pleasing but nursery places were falling, particularly for the afternoon sessions. The numbers for the nursery had now been limited to 22 in order that there was no need to employ an extra member of staff. Reception would be full in September, which was excellent news, considering the issues with numbers many other local Schools were facing;
- (ii) the number of Educational Healthcare Plans (EHCPs) were growing as the School was seeing an increasing number of children with additional needs. The Headteacher explained that it was taking a long time to get the EHCPs in place for the children who were currently being referred;
- (iii) staff had seen an increase in the number of child protection issues that needed the involvement of external agencies. [The Chair asked what happened to these children in the Summer holidays and was reassured that the agencies would pick up any concerns;](#)
- (iv) Pupil mobility during Dec-Mar had 6 Pupils joining and 4 Pupils leaving. The children who had left had moved out of the Borough or abroad;
- (v) Pupils eligible for free school meals (FSM) were 142 - 20.5 %;
- (vi) Pupils first language not believed to be English was 221 - 32% and pupils coming from minority ethnic groups was 445 - 65%. 35 different languages were spoken.

(b) Roll numbers/Pupil Premium

There were 687 pupils on roll, of which 24% were pupil premium (PP). The School received £1,385 from Reception to Year 6 per child and £2,410 for a Looked After Child. It was planned to provide targeted interventions to further close the gap and to reduce attainment gaps where they existed.

**NOTED** that update on pupil premium 3 year plan was given to the staffing and curriculum committee.

(c) Attendance

Attendance for this term was 94.63% which although below the figures pre-Covid, was still higher than the national average, however there was a nationwide concern around attendance since the pandemic. The aim prior to this was to be at around 96% or above. Ertan Hurer asked if a study had been conducted around parents working at home and children's absence from school. The Headteacher said he was not aware of anything and considered that some parents just didn't bring their child into school or arrive on time. Sometimes children needed to be pushed to go to School and some parents did not do this. From September 22 – June 23 there had been 14% persistence absence. This meant a child had an attendance level of 90% or below. Following discussion and queries, it was established that some of this was due to extended holidays, particularly at the end of the Summer and the beginning of the Autumn term but it was more likely to be due to low level illnesses. The importance of good attendance was stressed to parents and they were sent letters and spoken to at parents' evenings. The Chair considered that now some parents worked at home it was easier to keep a child off School. The Headteacher agreed but reiterated there was no official study on this. Abigail Brown pointed out that strikes could also affect attendance. If a parent had a child in a class that was open and a child in one that was closed they might very well not bother to bring the child with the open class in that day.

(d) Pastoral information since the last GB meeting.

In the Spring Term 2023 there had been

- 2 school complaints – the Headteacher explained that other Headteachers were reporting an increase in complaints. In response to a query from Tim Guha, it was clarified that all parental complaints were looked into seriously but none had been upheld. The Headteacher said he would always want to hold a reasonable conversation with the parents and avoid conflict.
- 2 Children Looked After (LAC) and 4 Post LAC;
- 0 children with child protection plans;
- 1 child with a child in need plan;
- 13 Child Protection contacts with an external agency (6 families);
- allegations against staff reported to Lead Officer for Child Protection;
- 3 reported racial Incidents including other had incidents and homophobia; In response to a query from Nikesh Tailor, the Headteacher gave examples of what was deemed to be a racist or hate incident and assured Governors that parents were spoken to;
- 0 reported serious Bullying Incidents;
- 0 any significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;

- 0 exclusions.
- 0 Peer on peer.

(e) School Improvement Plan (SIP)

The Headteacher guided Governors through the next steps in the SIP and explained how areas were being embedded and the importance of consistency. The importance of ensuring pupils understood what they were being taught and the embedding of this knowledge was discussed. The Headteacher stressed the value of Walk Thrus which would be continuing. In response to a question from Tim Guha, the Headteacher explained that the blue areas were the Autumn update, the green ones were Spring and the red ones were Summer. Nikesh Tailor commented that he felt it was quite difficult to understand the information due to the way it was presented and the provision of dates would be useful. Tim Guha agreed. The Headteacher recognised this but said he was actually providing Governors with more information than they actually needed and it would be very difficult to add dates on every aspect included. Tim Guha asked if a highlights document could be produced. The Headteacher agreed that it would be possible to produce an A4 summary of the SIP at the beginning and end of the year

**RESOLVED** that an A4 SIP Summary Sheet be provided for Governors.

**ACTION: HEADTEACHER**

(f) National Tutoring Programme

The National Tutoring programme would be ending soon as the School could not afford to pay the extra required to top up the funding from the Government. In response to a question from the Chair, it was clarified that the SATS results would be published tomorrow;

(g) Assessment

The Headteacher assured Governors that teachers made good use of assessment at all times within their own classes which worked alongside and supported the national testing requirements. Assessment was used to ensure that pupils were making at least good progress in all areas of the curriculum. As a school Highfield had the highest possible expectations for all the pupils, no matter their age, gender, academic ability or any type of disadvantage. Governors reviewed the targets for this year.

**Early Years**

GLD – 69% - PP 59%, Non PP 71%

**Phonics**

Y1 78% - PP 56%, Non PP 87%

Y2 72% (6 pupils going into Y3 will need additional phonic support)

**KS1 results 2022-2023**

These results included 2 pupils that were educated in the school's ARP.

**All pupils**

	ARE (N)+	GD (A)
Reading	72%	25%
Writing	65%	16%
Maths	68%	22%
Combined	62%	13%

**PP Pupils (18 pupils)**

	ARE (N)+	GD (A)
Reading	61%	22%
Writing	60%	11%
Maths	56%	17%
Combined	50%	11%

**Non-PP Pupils (71 pupils)**

	ARE (N)+	GD (A)
Reading	74%	26%
Writing	69%	18%
Maths	72%	23%
Combined	65%	14%

Tim Guha commented that the results looked good bearing in mind the catch up that was needed after the pandemic. Governors discussed the effects that Covid and lack of time at School had on the children and the Headteacher said he felt that whilst the children who had been in School during the pandemic would catch up eventually, there were concerns about the younger ones and the additional needs they were now presenting with. Governors discussed the issues around sociability and considered that a child's ability to socialise had a lot to do with family circumstances. Following questions from Nikesh Tailor, the Headteacher pointed out that Year 1 phonics were nearly back to pre-Covid levels and the gap between PP and non PP was 31%. Pre-Covid there had also been a significant gap which had closed by Year 6. At present there was still a gap in Year 6 but this was less than 31%. The Headteacher very much hoped that the SATS results would show the School was in line or just above national. Governors reviewed the Summer 23 Teacher assessment data and it was clarified that yellow = PP and green non PP. There was a gradual increase in pupils on track and the gap between PP and non PP was starting to close. Governors asked if the data could be presented in a simpler way and the Headteacher said he could provide a clearer analysis for Years 2 and 6.

**RESOLVED** that the data be shared in simpler way in future reports

**ACTION: HEADTEACHER**

**NOTED** Governors thanked the Headteacher for his comprehensive report.

6. **STAFFING AND CURRICULUM**

**RECEIVED** the minutes of the meeting held on 20 June 2023, a copy of which is included in the Minute Book and available to view on GovernorHub.

**NOTED** the contents. Governors thanked Ertan Hurer for chairing the Committee.

Governor Visit reports

**NOTED** no reports were received at this meeting.

7 **FINANCE AND PREMISES**

**RECEIVED** the minutes of the meeting held on 23 May 2023, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that

- (a) the Site Manager would be reappointed once their contract came to an end;
- (b) some of the Capital Funding had been put in the wrong area of the budget which meant the contingencies had been reduced and made the in year deficit look bigger than it was. This had now been rectified;

**NOTED** the contents of the minutes

**RESOLVED** to ratify the

- LA approved Staff Code of Conduct policy;
- Three Year Budget Plan.

7. **SCHEME OF DELEGATION**

**REPORTED** that Audit had reviewed the Scheme of Delegation and recommended that it was amended to be more explicit that expenditure over £10,000 for simple transactions or virements over £25,000 were agreed by the Governing Body or relevant committee.

**RESOLVED** to make the relevant changes to the Scheme of Delegation when it was reviewed at the September meeting.

**ACTION: CLERK/SBM/HEADTEACHER**

8. **BUSINESS CONTINUITY**

**RECEIVED** the Business Continuity Plan, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that there was new insurance in place for the ARP. Jane Hill's name had been removed from the plan. Audit had noted that there was no plan in place if there was a shortage of staff. The SBM would be attending Business Continuity training to establish what to do in this situation arose. [In response to query from Tim Guha, it was confirmed that staff would be told what they could or could not do in terms of data recovery.](#)

9. **GOVERNOR'S SKILLS SELF ASSESSMENT**

**RESOLVED** to review the Skills Audit in September.

**ACTION: CLERK/GOVERNORS**

10. **SURVEYS**

**RECEIVED** a Parent Survey and a Staff Survey, copies of which are included in the Minute Book and available to view on GovernorHub.

(a) Staff survey

**REPORTED** that this had been conducted anonymously and a separate survey had been conducted for support staff. Overall the survey was positive. Governors reviewed the survey in detail and discussed the questions that had been asked and the reasons for the responses to these. [Tim Guha asked if the survey results would be shared with staff and was told they would be in September.](#) Governors commented on the number of positive comments and the Headteacher pointed out this was reflected in the low turnover of staff.

(b) Parent survey

**REPORTED** that there had been a good response rate to this survey and the comments had been generally positive. There had been some critical comments, particularly around the fact parents wanted more extracurricular provision. The Headteacher understood this but pointed out that the after school club was oversubscribed. Some parents had offered to help and the headteacher said he would consider this as long as they had room to offer more provision. He considered that the current after school provision was very good, particularly for sport. Governors discussed the fact that the Art Club teacher was leaving. The Headteacher explained he was holding discussions

about replacing this provision 2 or 3 days per week and said he would be looking at other potential clubs too.

## 11. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

### NOTED

- (a) that Governor training could be booked via the School based booker, Catherine Moens.
- (b) the following training sessions - details of future sessions could be found in the Training Diary, available to view on GovernorHub.

Wed 20th Sept 2023	6.30pm-8.30pm Highlands School	Roles and Responsibilities: <i>'Knowing my school'</i>	Tbc
Wed 11th October 2023	6.30pm-8.30pm Highlands School	Understanding School Data: <i>'What governors need to know'</i>	Tbc
Wed 8th Nov 2023	6.30pm-8.30pm Highlands School	School Improvement: <i>'Strategic Role of Governors'</i>	Tbc
Mon 13 November 2023	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 1	Tbc
Wed 6th December 2023	10-11am Teams	Prevent	Tbc
Wed 24th Jan 2024	6.30pm-8.30pm Highlands School	Induction for New Governors	Tbc
Mon 19th Feb 2024	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 2	Tbc
Wed 21st Feb 2024	6.30pm-8.30pm Highlands School	Inclusion and Equality: <i>'Knocking down barriers, building life chances'</i>	Tbc
Wed 20th Mar 2024	6.30pm-8.30pm Highlands School	Strong Governance: <i>'How to make a difference'</i>	Tbc

## 12. LA REFERRALS/SCHOOLPOLICIES

## RECEIVED

- the updated, LA approved Staff Code of Conduct policy
- the LA Pay Policy ;
- the Cyber Security Management Letter;
- Charging Policy;
- RSE Policy;
- Community Action Plan.

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

**NOTED** the information in the Cyber Security Management Letter. Governors were assured that this was reviewed constantly at the School. [Tim Guha commented now good the community action plan was and considered it should be shared more widely.](#) The Headteacher agreed

**RESOLVED** to ratify the above policies.

### 13. GOVERNORS BRIEFING

**NOTED** the information in the Governors Newsletter Summer 2023 available on Governor Hub. **Information Sharing** – There is a weekly Round Up of news items on the Hub. A lot of offers and useful information from LBE is placed on there. To sign up to The Hub newsletter, please email [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk)

### 14. DATES OF FUTURE MEETINGS

**RESOLVED** that future meeting dates be as follows

MEETING TYPE	DATE	TIME
<b>AUTUMN TERM</b>		
Governing Body	Tuesday 12 September 2023	5pm
Finance and Premises	Tuesday 17 October 2023	5pm
Staffing and Curriculum	Tuesday 14 November 2023	5pm
Governing Body	Tuesday 21 November 2023	5pm
<b>SPRING TERM</b>		
Finance and Premises	Tuesday 16 January 2024	5pm
Staffing and Curriculum	Tuesday 12 March 2024	5pm
Governing Body	Tuesday 19 March 2024	5pm
<b>SUMMER TERM</b>		
Finance and Premises	Tuesday 21 May 2024	5pm
Staffing and Curriculum	Tuesday 18 June 2024	5pm

Finance only	Monday 8 July 2024	4.30pm
Governing Body	Monday 8 July 2024	5 pm