

GOVERNING BODY OF HIGHFIELD SCHOOL

47 Highfield Road

Winchmore Hill, N21 3HE

020 8360 2149

21 March 2023

**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**

An apology for absence was received from Di Wren.

RESOLVED to agree to this absence.

In the absence of Di Wren, the meeting was Chaired by Nikesh Tailor.

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 22 November 2022 were confirmed as a correct record and signed on GovernorHub by Nikesh Taylor.

There were no matters arising.

4. **REPORT OF THE HEADTEACHER**

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

REPORTED that the Headteacher guided Governors through the report and the following matters were highlighted;

- (a) the Headteacher highlighted the information on page 2 of the report and explained the trends that were being seen. The number of children claiming free school meals (FSM) was reducing and was currently 20% of the school population. This was down from around 23-24% and had been reducing over the last few years which affected the budget. The Headteacher teacher explained he would be writing to parents in September encouraging the families eligible for Pupil Premium, (PP) to apply for FSM as from September all children would be given FSM for a year under a scheme agreed by the Mayor of London. The Headteacher was therefore concerned that families eligible for PP might not inform the School and as such the School would not receive the funding it was entitled to. [In response to Governors' queries, the Headteacher explained that he would have to be clear to parents/carers what the School did with the money to help PP children in order to encourage them to let the School know their circumstances.](#) He added that the degree of mobility at the School in all Year groups and the new reception children meant the PP numbers varied over the year;
- (b) the number of children with English as an additional language (EAL) was reducing slowly but steadily and had gone down from 36% -32% recently. [The Chair asked why this was and the Headteacher said that he honestly wasn't sure but numbers were most likely being affected by families returning home due to Brexit or during the pandemic and not returning to the UK;](#)
- (c) thirty two pupils now had an Educational Health Care Plan (EHCP) and applications had been made for three more. Numbers continued to rise.

- (d) Attendance - the Headteacher guided Governors through the information on page 7 and was pleased to inform Governors that attendance was now improving following the pandemic. Overall attendance was 94.20%. Prior to the pandemic it had averaged around 96% and it was hoped that it would rise to this again, however national levels still remained lower than before Covid-19. [In response to a query from Bevin Betton, the Headteacher said he would provide Governors with national comparisons at the end of the year but he could state that at present the School figures were slightly above the national average;](#)
- (e) Governors' attention was drawn to page 13 of the report and the KS1 and KS2 predictions. [Following discussions and comments,](#) the Headteacher explained that all pupils included those in the Alternative Resource Provision (ARP) as they were all named on a class register. If it was found that these pupils could not spend time in class then specialist provision was sought;
- (f) the KS2 predictions included six pupils who had very recently joined the School. The Headteacher explained that six had left and five of these had been on track to make age related expectations (ARE) Only two of the new joiners were on track for ARE in all areas. Governors reviewed the gap between PP and non PP. [in response to a question from the Chair, the Headteacher stated that the School's PP figures were 5% higher last year than national. Following a query from Tanya Ahmed,](#) the Headteacher confirmed that the gap was closing and it was hoped it would continue to do so. Interventions and relevant targeting had helped reduce the gap;
- (g) Governors discussed the information on page 25 and the Headteacher explained that they planned to develop teachers knowledge of how technology could be used to improve teaching and learning in the classroom and for this to be applied in lessons. They would continue with CPD for staff and link opportunities for using technology (use of apps) to planning. A 5 day training bundle had been purchased from academia at a cost of £1450. Thirty new ipads had been purchased and a programme had been planned and agreed with academia. The first training session with TAs and teachers had taken place. A meeting with SLT took place on 15th March to link vision for use of tech with school vision and it was agreed what steps needed to happen to achieve and then sustain this.. It was also agreed what the role of the technology leaders in the school would be and an advert for these roles was now out. Moving forward it was planned to further increase the number of ipads available to children;
- (h) [following observations from the Chair about the use of Google products,](#) the Headteacher assured him that he would expect the vast majority of teachers to be able to use these effectively. [Governors discussed parent's ability to use Google Classroom and Tim Guha wondered if training for them might be useful.](#) It was pointed out that there were videos that could help parents with this. [Tim Guha wondered if there was a need for individual CPD for staff around the use of technology](#) and the Headteacher assured him that the Tech Leads would be looking at this. At present all staff were being upskilled and the Headteacher said they were aware of staff's strengths and weaknesses. Stephanie Morton explained that a lot

of issues would be resolved using the academia package. Tanya Ahmed asked if the Tech Leads were a permanent role and was informed that they would be a teaching learning responsibility (TLR) for one year, after which they would be reviewed;

- (i) In response to a query from Bevin Betton around class numbers, the Headteacher explained that the maximum number should be 30 but due to appeals some classes had 31 pupils and if pupils in the ARP were included in the numbers this could also take them over 30, however most ARP pupils were taught in Berry Class;
- (j) Bevin Betton commented on the excellent ethos he felt the School had around diversity and respect for others. He hoped in the light of the positive comments from Ofsted about this, the ethos would continue. The Headteacher assured him it would and that as a School they wanted everyone to feel welcome and valued. He gave an example of children with EAL being able to celebrate their home language and culture with others whilst also discussing what everyone had in common and what brings everyone together.

(k) Pupil Pastoral Information

In the Spring term there had been;

- 2 complaints;
 - 2 Children Looked After, 4 PLA
 - 12 Child Protection contact with an external agency;
 - 1 child with a child protection plan and 1 child with a child in need plan;
 - 0 allegations against staff reported to the Lead Officer for Child Protection;
 - 5 reported racist and other hate incidents;
 - 0 serious bullying incidents;
 - 1 homophobic incident.
 - 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
 - 0 exclusion/ suspensions.
 - 0 Child on child abuse
- (i) the Headteacher was sorry to have to report a significant increase in racial comments and hate incidents this term. He explained that children had been using the “N” word in some silly contexts, not necessarily calling other children by this name. The issues were being addressed with the children, their parents and in PSHE lessons. The wider School had received some information in the newsletter but the Headteacher explained the need to be careful not to spread the use of abusive language by highlighting it too much;
- (ii) Tim Guha asked if they children understood what they were saying and the Headteacher explained that they knew it was a bad word and something to do with race but did not fully understand its connotations. He added that it

could be difficult to explain why it was an unacceptable word to use to such young children as they did not yet fully understand the history behind it. Parents had been very supportive in trying to help. [In response to question from the Chair, the Headteacher stated the issues were in years 3, 4 and 5.](#) [Following a query from Tanya Ahmed](#) the Headteacher explained that sanctions were being used alongside educating the children. [Bevin Betton asked if the issue had been a one off and the Headteacher stated that unfortunately it was more than that.](#) He determined that if the situation continued next term they would have to consider further how to deal with it;

- (iii) Governors wondered if the language was coming from things the children were viewing on line. The Headteacher said that this had been raised with parents who had assured him that their children were supervised on line which in reality was difficult to do sometimes. Abigail Brown explained that the children found it funny and did not understand what they were saying was offensive. She reiterated that the word was not being used in an abusive way to others but it obviously had to be stopped. There was one particular on line area where they believed the children were picking it up from;
- (iv) [In response to Governor queries about the homophobic incident, the Headteacher explained this comment had been directed at another child.](#) The parents had been called and sanctions put in place. The victim's parents had also been contacted. The matter had been dealt with and there had been no further incidents.

NOTED that Governors thanked the Headteacher for his comprehensive report.

5. **PLACE2BE REPORTS**

RECEIVED reports from Place2Be, copies of which are included in the Minute Book and available to view on GovernorHub

REPORTED that

- (a) there had been an increase in staff using the Place2Be space but the Headteacher assured Governors that they had checked this was not impacting on the children's time. [Tim Guha commented that he felt it was excellent that the service was available to staff too](#) . Governors reviewed the key data and it was confirmed that Place2Talk was a self-referral service;
- (b) the Headteacher explained that the impact of the cost of living crisis was affecting pupils and Governors reviewed the case studies. . The Headteacher explained that twice as many girls than boys used the service and friendships were the main issue;

- (c) [the Chair asked if there were particular times of the year when the service was used more than others.](#) The Headteacher said there were and considered that anxiety levels grew around SATS time. Some children got very stressed about the tests but Governors were assured that the School did all they could to help them and not put pressure on the children. Teachers made sure the children understood that learning was not just about SATS. The Headteacher explained that some children got anxious about visiting secondary schools but he was pleased that secondaries were now managing transition better than in the past. Highfield had a very good relationship with Winchmore and Years 5 and 6 had attended lessons there. [Following further discussion,](#) the Headteacher explained that if children had found the holidays difficult and child protection concerns had arisen this was managed effectively and carefully;
- (d) [in response to a query from the Chair around capacity,](#) the Headteacher stated that that Place2Be did have an impact on the budget but they recognised its value and the need to keep it for as long as possible. It would definitely be in place next year. At present they were at full capacity;
- (e) [Tim Guha asked if parents knew if their child attended Place2BE.](#) Abigail Brown explained that they did not necessarily know if their child attended Place2Talk but parents had to give permission for attendance at Place2Be. Assessments were undertaken pre and post attendance. [The Chair asked if the School pushed the use of Place2Be to parents.](#) Stephanie Morton said they did but some parents were reluctant at first for their child to access it and in these cases the School worked with them to explain its benefits and they usually then agreed to their child attending. Teachers could refer a child and if parents had concerns their first point of contact would usually be the class teacher who would make the relevant referrals.

6. STAFFING AND CURRICULUM

RECEIVED the minutes of the meeting held on 7 March, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents.

7. FINANCE AND PREMISES

RECEIVED the minutes of the meeting held on 31 January, copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that

- (a) the budget was in quite a good place at present but the unfunded pay rise for teachers and support staff would have an effect. Some support staff were receiving around a 8-10% increase. The Headteacher considered that next year's budget

was not ideal but they would not go into deficit. Further years were a concern. A report on the new budget would be available to Governors next term;

- (b) the teacher strikes were discussed and [in response to Governors' questions](#), the Headteacher said that parents had been very supportive about staff's action. He had been grateful to staff who planned to strike informing him of their intentions prior to strike day so that parents could be kept updated. Following discussion, the Headteacher added that the Government would say that they had increased national funding for schools but this was not at an appropriate rate and in real terms staff were facing a pay cut.

8. SERVICE LEVEL AGREEMENTS (SLAs)

RECEIVED the SLAs for 2023/24, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that there had been no major changes to the SLAs for next year. Governors reviewed them and [Tim Guha commented that it would be useful to have an extra column to indicate what changes there had been.](#)

RESOLVED

- (a) to agree the SLAs for the next year;
- (b) that the Headteacher speak to the SBM about adding an extra column indicating any changes to the SLAs.

ACTION: HEADTEACHER

9. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that Governor training could be booked via the School based booker, Catherine Moens

<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

10. GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)

RESOLVED to remain with GSS for the Clerking Service.

11. ADMISSION NUMBERS 2022-23

NOTED that these would be confirmed on April 11th but the Headteacher expected the School to be full

12. LA REFERRALS AND POLICIES/REVIEW OF SCHOOL POLICIES

RECEIVED the following policies, copies of which are included in the Minute Book and available to view on GovernorHub.

- Anti-bullying policy;
- Anti cyber bullying policy;
- Equality Policy;
- Health and Safety Policy;
- Lettings Policy;
- Model Safer recruitment Policy

NOTED

- (a) there were no major changes to the policies;
- (b) the contents of the termly newsletter.

RESOLVED to agree the above policies.

13. DATES OF FUTURE MEETINGS

NOTED future meeting dates as

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

END OF PART 1 OF THE MEETING