

**GOVERNING BODY OF HIGHFIELD SCHOOL**

47 Highfield Road

Winchmore Hill, N21 3HE

020 8360 2149

12 September 2023



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
	Tim Guha (Chair)	19 November 2021	18 November 2025
Staff Governor	Abigail Brown	30 September 2019	29 September 2023
Co-opted Governors x 3	Diana Wren	13 July 2019	12 July 2023
	Vacancy x 2		
Headteacher	David Wilson	1 September 2019	

\*denotes absence

Also attending

Stephanie Morton – DHT

Mandy Newell – Minute and Advisory Clerk

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MINUTES – PART 1

**1. APOLOGIES FOR ABSENCE**

**Apologies** for absence from this meeting were received from Bevin Betton and Nikesh Tailor.

**RESOLVED** to consent 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. **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 Tim Guha be Chair of the Governing Body.

**NOTED** that the Headteacher thanked Di Wren for her time as Chair of the Governing Body and for all her support and work at the School during her time in Office.

(c) Election of Vice-Chair

**RESOLVED** that in the absence of Bevin Betton and Nikesh Tailor the election of Vice Chair be deferred until the next meeting.

**ACTION: CLERK**

4. **MEMBERSHIP AND CONSTITUTION**

(a) Co-opted Governors

**REPORTED** the resignation of Pansy Dalrymple-Rockett with effect from 1<sup>st</sup> September 2023.

**NOTED** the vacancies

(b) Staff Governor

**NOTED** the term of office for Abigail Brown would come to an end on 29 September and she would not be re-standing. Governors and the Headteacher thanked Abigail for all her hard work during her time on the Governing Body.

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

**ACTION: HEADTEACHER**

(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.

**RESOLVED** to agree the Code of Conduct.

(b) Governance Annual Statement

**RECEIVED** the Annual Statement for 2022-23, a copy of which is included in the Minute Book.

**NOTED** that Governors discussed this in depth and following their discussions determined that this should be reconsidered at the next meeting.

**RESOLVED** to review the Governance Annual Statement at the next meeting.

**ACTION: CLERK**

(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)

**REPORTED** that the Keeping Children Safe in Education Guidance (KCSIE) 2023 came into force on 1 September 2023.

**NOTED** that all Governors had read the guidance.

**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**

(f) Virtual Meetings

**RESOLVED** that meetings should take place in person but in exceptional circumstances a Governor could join the meeting virtually.

6. 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;
- (iii) to review again in November due to the fact Bevin Betton and Nikesh Tailor were not present at this meeting.

**ACTION: CLERK**

(b) Annual Review of Delegated Responsibilities

**RECEIVED** the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. 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.

(c) Annual School Audit Report

**NOTED** that an audit had been held and some systems had been amended following the observations made by the Auditor.

**RESOLVED** that

- (i) the report be forwarded to the Finance Committee for consideration.
- (ii) the report be forwarded to the Clerk and uploaded on GovernorHub.

**ACTION: HEADTEACHER/CLERK**

**7. MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 10 July were confirmed as a correct record

**RESOLVED** these should be marked as signed on Governor Hub by the Chair.

**ACTION: CHAIR**

**NOTED** that there were no matters arising.

**8. AIMS, VISION AND VALUES**

**RECEIVED** the Aims, Vision and Values, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that the Governing Body reviewed the School’s Aims, Vision and Values to ensure they continued to reflect the ethos of the School. These were discussed in depth and Governors considered whether the School motto “Together we achieve more” should be highlighted more in the Aims, Visions and Values. [Following Governors’ questions, Abigail Brown assured them that the children all knew the motto very well.](#)

**NOTED** that amendments had been highlighted in red.

**RESOLVED** to agree the Aims, Visions and Values.

**9. REVIEW OF KEY ATTAINMENT DATA FROM 2023.**

**RECEIVED** the Key Attainment data from 2023, copies of which are included in the Minute Book and available to view on GovernorHub

**REPORTED** that the Headteacher guided Governors through the detailed data and the following matters were highlighted.

- (a) the Headteacher explained that the EYFS data came from the Family Fisher Trust, who analysed and provided data before the official Government figures. Overall the School was in line with National and was likely to be around 2% higher once the final official figures were received. There were no areas where the School was significantly below national. [In response to a query from the Chair, the Headteacher explained that the figures were a comparison but not necessarily with like for like schools;](#)

- (b) Governors were guided through the attainment figures in detail and noted the significant difference between free school meals (FSM) and non FSMi
- (c) [in response to a question from Tanya Ahmed, the Headteacher clarified that GLD = good level of development.](#) Governors considered the fact that children born in the Autumn had an advantage over those born in the Summer months but the difference between those born in the Spring and Summer was negligible;
- (d) Governors considered the fact that overall attendance for FSM children had an effect on attainment. FSM attendance was low at around 94%. [Following Governors' questions,](#) the Headteacher explained that there were patterns to be seen in the data and Covid had exacerbated the gaps between FSM and non FSM. Governors reviewed the attainment data for both groups in detail and noted that whilst a gap remained the School was doing well in trying to close it and work would continue on improving attendance;
- (e) [the Chair asked about KS1 data and was informed this was gleaned from the KS1 tests.](#) The Headteacher explained that in some years children with an Educational Health Care Plan (EHCP) did take these tests but they had not this year. Governors were assured that there was always a focus on SEND children and that this data would be drilled down in more detail. The Headteacher explained that staff looked carefully at how SEND children accessed learning;
- (f) [Tim Guha wondered if the data was used to show parents/carers the importance of attendance vs attainment.](#) The Headteacher stated that this was something to look at and consideration would be given as to the best way to communicate this. He recognised the need to emphasise how bad attendance = reduced attainment. Governors discussed the fact that the problem was mainly with persistent absentees and not necessarily those children who had a few extra days holiday in term time. The Headteacher informed Governors that the national average for persistent absenteeism was 22% and at the School was 17%;
- (g) Governors reviewed the KS2 data and the Headteacher informed them that the ARE (age related expectation) figure for reading was 5% below national. This was a concern and ways to rectify this were highlighted in the School Improvement Plan. There was a need to address the gap for attainment and progress in reading versus maths and writing which were more positive and above national. [The Chair pointed out the main concern appeared to be in the middle band of and the Headteacher explained this was to do with how they adjusted teaching in the classroom.](#) He assured Governors that this issue was highlighted in the SIP and measures would be put in place to help to rectify this. Work would be done on vocabulary acquisition, retention of vocabulary and reading skills.

- (h) the Headteacher highlighted the value added figures for reading, writing and maths and the patterns since Covid 19.
- (i) Abigail Brown explained that the School had been moderated again this year and had done well. The Year 6 data was as follows

	2022		2023	
	ARE		ARE	
	School	National	School	National
Reading	70%	75%	68%	73%
Writing	74%	69%	75%	71%
Maths	74%	71%	78%	73%
Combined	55%	59%	58%	59%
SPAG	75%	73%	82%	72%
Science	83%	79%	81%	80%

	2022		2023	
	GD		GD	
	School	National	School	National
Reading	22%	28%	32%	29%
Writing	22%	13%	29%	13%
Maths	37%	22%	27%	24%
Combined	12%	7%	18%	8%
SPAG	34%	28%	33%	30%

It was clear that the reading data was dragging down the combined figure but the GD combined figure was 10% above national. The figures clearly showed areas of strength and areas that required work. [In response to a query from Di Wren about the middle ability children in the current Year 6, the Headteacher said there were similar patterns to last year.](#)

**NOTED** that Governors thanked the Headteacher for the detailed data.

10. **SCHOOL IMPROVEMENT PLAN 2023-2024**

**RECEIVED** the School Improvement Plan, the SEF and a summary of both, copies of which are included in the Minute Book and available to view on GovernorHub.

**REPORTED** that Governors were guided through the summary of the SIP in detail. Governors reviewed the priorities for this year and the following matters were highlighted as a result of their discussions.

(a) **Quality of Education**

The Headteacher explained it was planned

- to embed 'Check for Understanding' Walkthru Strategies;
- to ensure deliberate vocabulary development is taught consistently across the whole curriculum;
- to ensure fluency strategies are fully embedded in Y2 - Y6 Reading Lessons & lessons adapted appropriately for all learners;
- to embed the use of technology across the curriculum;
- to increase opportunities for creative and hands-on and outdoor learning.

(b) **Behaviour and Attitudes**

There were no new priorities for this year but Governors were assured that there was a continual focus on this area and strong systems were in place. [In response to a query from the Chair, the Headteacher assured him that they would continue to measure behaviour and attitudes as had been done in the past.](#)

(c) **Personal Development**

It was planned to develop all children's aspirations for the future and [following Governor's questions, the Headteacher explained that personal development linked to attainment gaps. Disadvantaged children might say they aspired to be rich and have a big car without a plan to achieve this, whilst non disadvantaged children might express a desire to be a Doctor or a Lawyer and have more aspirations in terms of what they wanted to achieve in life. In response to a question from the Chair as to how the School would know if the plans were working, the Headteacher said that the Pupil Premium Lead would be discussing aspirations with the disadvantaged children and their responses would be measured as different points during the year;](#)

(d) **Leadership and Management**

The Headteacher explained that they planned



- to work towards further mainstream integration for ARP pupils when they are ready;
- to develop moderation opportunities for the ARP across the LA Specialist Provision Network in the next academic year;
- to put plans in place to develop the Nursery Provision and look at the possibility of opening a second ARP.

The Chair asked about the new nursery and the Headteacher explained that he would be meeting with TG Escapes to finalise the design and costs. He would then arrange to meet with the the Director of Education, Peter Nathan to see if funding could be agreed. The Headteacher said he hoped the nursery would be open in September 2025.

(e) **The Effectiveness of the Early Years Provision : Quality and Standards.**

It was planned to focus on

- Child initiated/independent writing for the new cohort;
- to meet the diverse needs of pupils joining the School.

(f) Following a query from Tanya Ahmed, the Headteacher guided her to the more detailed SIP and also highlighted the information in the Self Evaluation Form (SEF);

(g) Governors discussed the measuring success criteria moving forward.

**RESOLVED** to agree the School Improvement Plan.

11. **SINGLE CENTRAL REGISTER (SCR)**

**RECEIVED** an anonymised copy of the SCR, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that Di Wren regularly reviewed this and was pleased to assure Governors that she had no concerns from her last meeting with the SBM who did an excellent job in keeping this up to date. As Chair, Tim Guha would be taking over responsibility for this and he asked that he and Di Wren meet to she could explain in more detail what was required from him in order to check the SCR.

**RESOLVED** that Chair and Di Wren meet outside of this meeting to discuss the SCR.

**ACTION: CHAIR/DI WREN**

12 **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

(a) Governor Training could be booked via the School based booker, Catherine Moens

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

Wed 20th Sept 2023	6.30pm-8.30pm Highlands School	Roles and Responsibilities: <i>'Knowing my school'</i>
Wed 11th October 2023	6.30pm-8.30pm Highlands School	Understanding School Data: <i>'What governors need to know'</i>
Wed 8th Nov 2023	6.30pm-8.30pm Highlands School	School Improvement: <i>'Strategic Role of Governors'</i>
Mon 13 November 2023	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 1
Wed 6th December 2023	10-11am Teams	Prevent

(b) Member Governor Forum

22 November 2022 7pm and 20 February 2023 at 7pm. (tbc)

13. **DATES OF FUTURE MEETINGS**

**NOTED** the following meeting dates for the academic year 2023-24:

MEETING TYPE	DATE	TIME
<b>AUTUMN TERM</b>		
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

14. **ANY OTHER BUSINESS**

- (a) **Cyber Security Audit** – Noted the need to consider issues and review recommendations.
- (b) **NOTED 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)

15 **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that none of the above be considered confidential.

Confirmed and signed at a  
meeting of the Governing  
Body held on the      day  
of                              2023

GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL  
COMMITTEE MEMBERSHIP 2023-24

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  
Chair of Governors  
Staff Governor  
Di Wren  
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

Chair  
Vice Chair  
School Improvement Advisor  
Review Officer - School Improvement Advisor

(c) Finance and Premises Committee

Quorum: 3 Governors

Headteacher  
Bevin Betton  
Nikesh Tailor  
Tim Guha

(d) Pupil Voice

Chair and Nikesh Tailor to meet with the School Council termly.

(e) Complaints Against the School

Tim Guha  
Di Wren  
Vacancy

(f) Governor Recruitment Panel

Headteacher  
Chair  
Staff Governor

(g) Governors Responsibilities

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

Di Wren  
Staff Governor  
Tim Guha  
Vacancy

Curriculum

Tanya Ahmed  
Bevin Betton  
Nikesh Tailor  
Vacancy

Link Governors

Diana Wren/Vacancy – Safeguarding  
Diana Wren/Vacancy – SEND

GDPR Governor

Tim Guha