

GOVERNING BODY OF HIGHFIELD SCHOOL

47 Highfield Road

Winchmore Hill, N21 3HE

020 8360 2149

21 November 2023

**MEMBERS**

Position	Name	Date of Appointment	End of Term of Office
LA Governor x 1	Bevin Betton	1 September 2020	31 August 2024
Parent Governors x 3	Nikesh Tailor	23 October 2020	22 October 2024
	Tanya Ahmed	23 October 2020	22 October 2024
	Tim Guha (Chair)	19 November 2021	18 November 2025
Staff Governor x 1	Stephanie Morton	18 September 2023	17 September 2027
Co-opted Governors x 3	Sophia Loizia	21 November 2023	20 November 2027
	Vacancy x 2		
Headteacher	David Wilson	1 September 2019	

*denotes absence

Also attending

Mandy Newell – Minute and Advisory Clerk

Sophia Loizia was welcomed to the meeting and introductions were made.

MINUTES – PART 1**1. APOLOGIES FOR ABSENCE**

REPORTED that Di Wren tendered her resignation. She was thanked for all she had done over her many years as Governor and she left the meeting.

An apology for late arrival was received from Bevin Betton

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 VICE CHAIR**

RESOLVED that Nikesh Tailor be Vice Chair of the Governing Body.

4. **MEMBERSHIP AND CONSTITUTION**

(a) Co-opted Governor

REPORTED the resignation of Di Wren with effect from 21 November 2023.

NOTED that there were two vacancies and that the Clerk would speak to Sujal Zaveri to ascertain if she knew of anyone who might be interested in becoming a Governor.

RESOLVED to appoint Sophia Loizia as a Co-opted Governor.

(b) Staff Governor

REPORTED the election of Stephanie Morton as Staff Governor with effect from 18 September 2023.

(c) DBS Checks

NOTED that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election. Sophia Loizia has arranged her DBS check with the SBM.

5. **GOVERNANCE ARRANGEMENTS**

(a) Governance Annual Statement

RECEIVED the Governance Annual Statement, a copy of which is available to view on GovernorHub and in the Minute Book.

NOTED

(a) the contents;

- (b) that Governors discussed the need to undertake some learning walks. The Headteacher determined that one should take place in the Spring term around SEND provision and one in the Summer term around the use of technology which was a School Improvement objective. [In response to a query from Tanya Ahmed, the Headteacher](#) explained that these learning walks would not be looking at individual teachers but would be for Governors to see the provision and ask questions about this;
- (c) [in response to a question from Tanya Ahmed about Governors having a focus on reading](#), the Headteacher explained that the School Improvement Advisor would be visiting in the Spring term to look at reading and he would not want to double up in this area/increase the workload for staff. The Headteacher explained how visits worked and assured Governors there would be ways in which Governors could look at reading in School. During visits they could undertake book looks and speak to the children.

RESOLVED to agree the Governance Annual Statement and that it be uploaded to the School website once amendments had been made to the membership of the Governing Body.

ACTION : HEADTEACHER

- (b) Register of Business Interests

NOTED that Governors were reminded to check they had completed the declarations page on their Governor Hub profile page and confirmed they were correct.

- (c) Keeping Children Safe in Education

NOTED that Governors were reminded to complete the declarations page on their Governor Hub profile page to confirm they had read the guidance.

- (d) GovernorHub

NOTED that GovernorHub needed to be updated by individuals and that this included Training details, DBS checks and contact details.

6. **MINUTES/MATTERS ARISING FROM THE MINUTES**

The minutes of the meeting held on 12th September were agreed as a correct record.

RESOLVED that these be signed on GovernorHub.

ACTION: CHAIR

The following matter arising was considered.

Governor responsibilities

RESOLVED that these be amended as detailed in the appendix to these minutes.

7. **SINGLE CENTRAL REGISTER**

REPORTED that the Chair had met with Di Wren regarding the handover of responsibility for checking this. He had then met with the SBM and reviewed the SCR in depth.

NOTED that the Chair was happy that the SCR was up to date and was in order. He would review it again in due course.

8. **REPORT OF THE HEADTEACHER**

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

REPORTED

(a) Safeguarding and pastoral update for the last Term

In the Autumn term there had been

- 1 complaint. This had been followed up after an issue around the Headteacher not receiving the initial email and the matter had been resolved;
- 3 Children Looked After; 5 PLA;
- 6 Child Protection (Safeguarding) referrals to social care (4 child protection plans and 2 child in need plans);
- 0 allegations against staff reported to the Lead Officer for Child Protection;
- 4 reported racist incidents (including 1 homophobic incident) Work had been conducted with the families to help the children understand why their behaviour was unacceptable;
- 1 reported serious bullying incident – this was the same child mentioned above in respect of being homophobic.
- 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- 1 internal suspension which was for the homophobic and bullying incident along with general behaviour issues. Governors discussed this in depth.
- 0 Child on child abuse

Tanya Ahmed asked about the recording of low level behaviour and was informed that this was recorded and each class had a behaviour log. Teachers could liaise with Learning Mentors and Phase Leaders if necessary and report cards were issued if required. Tanya wondered if there patterns to the strikes and the Headteacher considered that there were issues in particular classes who had more behavioural issues than others but work was put in with the

children and their families and he did not see any particular trend in behaviours across the School.

In response to query from Bevin Betton regarding the child who had been suspended, the Headteacher said that the parents accepted that this behaviour had been unacceptable and inappropriate. Since the internal suspension the parents had said that their child was happier at School and felt things were going well. The Headteacher stated that there had been no further issues.

(b) Attendance

- (a) The Headteacher was delighted to report that attendance to date had been excellent this term. As at 15 November whole school attendance was 96.62%. All groups had significantly higher attendance than this time last year. Attendance figures for disadvantaged children was 95.23%, SEND – 95.66%, English as an additional language – 96.26% and black Caribbean was 97.91%.
- (b) Persistent absence figures (attendance lower than 90%) were 8.8%, half of the national figure. The Chair commented that the figures were excellent and Tanya Ahmed considered them to be very impressive.
- (c) following discussion, the Headteacher said that overall fining families did not seem to help with attendance. He considered that the School needed to make a child want to come to school and this is what staff did their best to do and the children enjoyed being at Highfield. In response to a query from Nikesh Tailor, the Headteacher explained that they had focussed on creative and collaborative learning which was how the children had said they liked to learn. This had been discussed in depth at the Staffing and Curriculum Committee. The Chair had said he had received good feedback from his son about the recent creative writing week and Tanya Ahmed commented that the success around attendance was indicative of the relationship the children had with their teachers;
- (d) whilst being pleased with the attendance figures, the Headteacher pointed out the need to be mindful that winter was a time when attendance could fall due to the usual illnesses suffered at this time of the year. Following questions from Sophia Loizia and Bevin Betton, the Headteacher said that there had been more illnesses over the last few weeks but this was normal at this time of year. There had not been a large outbreak of chickenpox at the School. Governors were informed that parents were encouraged to send their children in if an illness was not serious. However, Stephanie Morton explained that overall parents were good about following NHS guidance around the 48 hours non-attendance after a child had a sickness bug. It was clarified that in the case of Covid, it was advised to take three days off but the Chair pointed out that the cost of testing now could be a deterrent for some people to test.

NOTED the remainder of the Headteacher's report.

9. **STAFFING AND CURRICULUM**

RECEIVED the notes of the inquorate meeting held on 14 November.

REPORTED that the meeting had focussed on the impressive attendance figures and the reasons for these. They were particularly impressive at a time when national attendance was still suffering after the pandemic. They had also discussed Pupil Premium and interventions in detail.

10. **FINANCE AND PREMISES**

RECEIVED the minutes of the meeting held on 17 October.

NOTED the contents.

RESOLVED to ratify

- The SFVS;
- Disciplinary Procedure (LA)

that the Financial Scheme of Delegation be deferred to the next Finance and Premises meeting.

ACTION: CLERK

11. **PUPIL PREMIUM (PP)**

RECEIVED KS2 data for 2022 and 2023, copies of which are included in the Minute Book and available to view on GovernorHub.

REPORTED by the Headteacher that in 2022 there had been a significant increase in the gap between PP and non PP children but by 2023 the gap had significantly closed in respect of progress. The attainment gap would close as progress improved. [In response to Governors' queries, the Headteacher said that reading remained a priority](#) and the School was on a journey to achieve higher progress for PP and the attainment gap shrinking. Interventions were in place but it was high quality teaching across the School that had the biggest impact.

NOTED that this had been discussed in depth at the Staffing and Curriculum Committee.

12. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

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

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

Member Governor Forum

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

13. **DATES OF FUTURE MEETINGS**

MEETING TYPE	DATE	TIME
SPRING TERM		
Finance and Premises	Tuesday 16 January 2024	5pm
Staffing and Curriculum	Tuesday 12 March 2024	5pm
Governing Body	Tuesday 19 March 2024	5pm
SUMMER TERM		
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. **ITEMS TO REMAIN CONFIDENTIAL**

To **indicate** any items which should be dealt with on a confidential basis.

15. **ANY OTHER BUSINESS**

(a) Nursery

REPORTED that

- (i) a design for the new nursery was in place but the LA needed to give the go ahead and inform the School the process they wanted them to take. The plans were for a two class nursery in a modular building. The old nursery could then become an ARP (Alternative Resource Provision). The Headteacher was frustrated with LA finance as an agreement around funding was needed. He had met with Peter Nathan, the Director of Education at the end of the summer term and at the end of September/early October to discuss the viability of the plans and to discuss the plans once they had a definite quote for the works. The Headteacher planned to send him an email tomorrow asking for an update.

- (ii) following discussion, the Headteacher said that they would ideally want to obtain a loan from the LA but if this proved impossible they would need to consider other finance options. The cost of the works would be around £3.4m and the Headteacher said he recognised they would need to move fast if the provision was to be in place by September 2024. Sophia Loizia said that it was possible to achieve and gave an example of another School where they had started work in March and been able to use the build by the September;
- (iii) [in response to queries from Nikesh Tailor](#), the Headteacher said that he would share plans with the Governing Body once he had more clarification from the LA and that he did not believe that there were any grants available although the LA did have a budget for SEND provision so they might be able to access some of these funds. They might also be able to obtain some small grants for the playground works but these were unlikely to be very much even if they could be sourced.

RESOLVED that the Headteacher update the Governing Body following his communication with Peter Nathan.

ACTION: HEADTEACHER

(b) 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;
- Behaviour Policy;
- Lettings Policy;
- Safeguarding and Child Protection Policy

NOTED there were no changes to the policies with the exception of the Safeguarding and Child Protection Policy which had been amended to reflect the changes to the Keeping Children Safe in Education (KCSIE) guidance.

RESOLVED to ratify the above policies.

(c) Information Sharing

NOTED there was a weekly Round Up of news items on the Hub. A lot of offers and useful information from LBE was placed on there. Governors could sign up to The Hub newsletter by emailing sts@enfield.gov.uk

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
Sophia Loizia
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
Nikesh Tailor
Vacancy

(f) Governor Recruitment Panel

Headteacher
Chair
Staff Governor

(g) Governors Responsibilities

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

Sophia Loizia
Staff Governor
Tim Guha
Vacancy

Curriculum

Tanya Ahmed
Bevin Betton
Nikesh Tailor
Vacancy

Link Governors

Tim Guha/Nikesh Tailor – Safeguarding
Tim Guha/Nikesh Tailor – SEND

GDPR Governor

Tim Guha

