

GOVERNING BODY OF HIGHFIELD SCHOOL

47 Highfield Road
Winchmore Hill, N21 3HE
020 8360 2149

19 March 2024



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	<i>Sophia Loizia</i>	21 November 2023	20 November 2027
	Vacancy x 2		
Headteacher	David Wilson	1 September 2019	

Italics denotes absence.

ALSO ATTENDING

Mandy Newell – Clerk to Governors

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Sophia Loizia. An apology for late arrival due to parents' evening was received from Tanya Ahmed.

RESOLVED to consent to this absence.

2. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THIS 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 IN CONSTITUTION

Co-opted Governors

NOTED the vacancies and that GSS were looking to see if they had anyone suitable to fill them.

Committee membership

NOTED that all committee membership was up to date.

4. MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 21 November were confirmed as a correct record

RESOLVED the minutes be signed on GovernorHub.

ACTION: CHAIR

NOTED there were no matters arising to consider.

5. REPORT OF THE HEADTEACHER

RECEIVED the written report of the Headteacher, Mr 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:

REPORTED that

- (a) there were 692 pupils on roll out of a possible 697 (including the ARP). Pupil mobility during December -March = 5 Pupils joining and 1 Pupil leaving. Pupils eligible for FSM = 138 (20 %). This was a slight reduction on previous figures. Pupils first language not believed to be English was 205 (29.62%) and this had dropped slightly Pupils from minority ethnic groups was 439 (63.44%) and there were 32 different languages spoken;
- (b) the Chair had undertaken a SEND learning walk recently and spoken with the SEND Coordinator about the numbers which he considered to be high at around 20% of pupils. [In response to Governor's questions](#), the Headteacher said that 37 pupils had an Educational Healthcare Plan (EHCP) which posed challenge to the School;
- (c) [Bevin Betton wondered why FSM numbers were reducing](#). The Headteacher explained that it could be due to the change in threshold or certain changes in

the local area around housing or eligibility. He added that the change was very gradual and whilst Winchmore Hill was an affluent area than the average, FSM in the Highfield Ward were around the national average.

(b) Pupil Pastoral Information

REPORTED that since the last meeting there had been:

- 0 school complaints;
- 4 Children Looked After; 3 Post LAC.
- 3 children with Child Protection Plans and 5 with Child in Need Plans
- 0 allegations against staff reported to LADO
- 0 reported serious Bullying Incidents;
- 6 racial comments and other hate incidents.
- 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- 0 E Safety issues
- 0 permanent Exclusions
- 4 internal suspensions – these were for two children. One child received suspensions for breaking school rules and the other was for a deregulated child who had been sent home for the rest of the day. [The Chair wondered if the suspensions had worked.](#) The Headteacher said that in one case not really but the other child had been moved to another class and this had helped. Behaviour Support were also working with them and a meeting was due to take place this week. Support for both the child and family was being reviewed. [Following a query from Nikesh Tailor, the Headteacher said they never suspended lightly.](#)

Governors discussed the fact that the School had more boys than girls at present by around 20 pupils. [Following a query from the Chair, the Headteacher said that this could change or a class could be impacted the nature of a class if a child left as the first on the waiting list would receive a place regardless of the sex of the child who had left.](#)

[Governors asked about the nature of the racist incidents.](#) The Headteacher explained that these were not just racist but could also be homophobic or as a result of another child tricking them into saying a racist word. Incidents were usually reported by the pupils themselves but sometimes a staff member might overhear a comment being made.

- (c) Attendance- the Headteacher said that overall attendance was not as good at it had been but they remained in the top 25% of schools for attendance. Currently it was 95.14%, down from the September – October figure of 97.09% overall. Ideally it would always be around 96% and the Headteacher hoped that the Summer term would show an improvement with levels returning to pre-covid figures. Attendance was a national issue. [Nikesh Tailor considered it would be beneficial to have the information broken down](#)

further to help Governors understand the reasons around absences. The Headteacher said they could look at the figures for authorised absences versus non-authorised and said he would be happy to share this information with Governors. He informed Governors that persistent absence was when a child had under 90% attendance and this had increased over the last term and had to be improved. It had risen from 10.12% in the Autumn term to 16.33% now. Attendance was reviewed at Child Protection meetings and if concerns were noted actions was taken. The School Attendance Officer worked with the Educational Welfare Officer (EWO) and where necessary contact was made with parents. Phase Leaders also monitored the correlation between attendance and attainment and the situation was discussed at parents evenings. In response to a question from Nikesh Tailor, the Headteacher informed Governors that the national p/a figures were over 20%.

- (d) Governors noted the quality of education section within the report and that this had been discussed in depth at the Staffing and Curriculum meeting;
- (e) Governors reviewed the School Development Plan (SDP) targets and the Chair wondered if these could be given a RAG rating in order to make their status clearer and ensure any concerns were clearly highlighted. The Headteacher agreed this could be done. Most targets were on track but one was taking longer than was wanted. This was to embed the use of technology across the curriculum. Work around this was improving and tech was being used more effectively in many classes but there was a need for further training to ensure consistency across the School. Work on this was taking longer due to the two Tech Leaders having Leadership roles. Work in this area would continue during the Summer term but the Headteacher did not consider they would get to where they had hoped before the end of the school year. Nikesh Tailor asked if technology was helping with learning and the Headteacher said it was. He explained how they wanted children to be able to present their work in different ways and have high expectations. Tech was helping the learning experience and staff were getting better at sharing how to make this happen. They wanted children to work together to show what they were doing;
- (f) the Headteacher explained how they wanted to have clear expectations around skills and what the children were learning in each year group. Sharing good practice was vital. In response to a question from Tanya Ahmed, the Headteacher said they undertook book looks, spoke to pupils about their learning experiences and surveyed staff at the end of the year. A key question to staff would be about how tech was being used. Governors discussed where opportunities were taken for the children to present their work and the use of QR codes. The Headteacher said the work being done was impactful but was not necessarily consistent. Nikesh Tailor wondered if staff had said they did not always feel confident and the Headteacher said they had. He added that around 1/3 of staff were confident, 1/3 were not an

the other 1/3 were gaining in confidence. Digital Leaders were running regular workshops. The Chair said he recognised that most of the work being done at present was not quantifiable but felt it would be useful to have an idea of how many teachers were really confident in the use of technology. The Headteacher said that a survey would be conducted at the end of the Summer term and a column would be added to his report to Governors to reflect the findings

RESOLVED that the SDP targets be Rag rated.

ACTION: HEADTEACHER

- (g) Governors were guided through the KS1 and KS2 predictions for this year. the Headteacher said that phonics was around the national level of 80% and the gap between pupil premium (PP) and non PP was reducing. Phonics had been reviewed by an external person and recommendations made had been actioned. The Chair said he considered external input on a regular basis to be very valuable. KS1 predictions were a little above national and the gap between PP and non PP at this stage was considered normal. Pre Covid gaps for Age Related Expectations (ARE) had reduced by the end of KS2 but this was not necessarily always the case now. Predictions were based on the Spring term assessments. For KS2 the combined predictions for ARE were 66% and for Greater Depth (GD) 20%. ARE figures were around national, mainly due to reading and this had been reviewed in depth. Work being done was showing an impact now and the next focus would be on Maths. The gap between PP and Non PP had reduced last year and should do so again this year but a gap still remained. In response to a query from the Chair, the Headteacher said they would have three years of post-Covid data which should show a more accurate trend. This would be shared with Governors.
- (h) Tanya Ahmed considered that the 66% combined figure seemed low. The Headteacher explained that the national figure had been around 59% since Covid and there was a need to understand the real impact the different experiences the children who came to this school experienced. Whilst there were a large number of advantaged pupils, many of them were not and it was very important to ensure classrooms were inclusive. Stephanie Morton pointed out that there were a significant number of children with EAL or EHCPs in Year 6 and results always depended on the cohort. Governors discussed ARE expectations for SEND children and those with EAL. It was a challenge to get some of these to ARE;
- (i) In response to a query from Nikesh Tailor, the Headteacher said they were judged on PP and non-PP results. It could be possible to get more detailed data for EAL pupils but the small numbers of pupils with EHCPs within a year group meant the data would be insufficient. Governors considered that a more detailed analysis for EAL would be useful. The Headteacher said the

School had wide range of EAL and they would ideally need to look at individual children.

- (j) following discussions and a question from Nikesh Tailor, the Headteacher said that aspirations were evidenced when speaking to the children. A log had been produced and the PP Lead had spoken to PP children about their aspirations. The Headteacher considered the children were becoming clear about this. Tanya Ahmed considered Student Voice would be impactful around the children's aspirations and Stephanie Morton clarified they had this. The document could be added to the Hub for Governor's information.

RESOLVED that the Student Voice document be added to GovernorHub.

ACTION: STEPHANIE MORTON

- (k) Governors reviewed the Leadership and Management section of the report and noted that a priority was to further develop a flexible approach to mainstream integration for Alternate Provision (ARP) pupils when they were ready. The Headteacher explained that each pupil in the ARP was very individual so the wording in the SDP had been amended to reflect this;
- (l) the new nursery provision the Headteacher hoped to put in place would not now go ahead. Whilst the LA had not said the School would not be given the loan needed to fund this the Headteacher did not think they had the money at present and he was not sure how it could be funded. Governors discussed 30 hour provision and 15 hour provision entitlements and the needs of the local area in depth. In response to a question from Bevin Betton, the Headteacher said there was a demand for more provision and a survey conducted confirmed that any places made available would be filled. Following a query from Nikesh Tailor about the national trend around pupil numbers, the Headteacher confirmed that there was a shortage of pupils in Enfield and this was predicted to reduce further over the next three years. Highfield was one of a reducing number of Schools that was full and would continue to be so this year in reception. They also had a waiting list. The LA did not seem to have a plan to manage the dwindling numbers. The Headteacher added that 109 parents had chosen Highfield as their first choice this year so he was confident they would have been able to fill a 60 place nursery but this was not going to be possible due to funding.

6. STAFFING AND CURRICULUM COMMITTEE

RECEIVED the Minutes of the meeting of the Staffing and Curriculum Committee held on 12 March, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents and that Sophia Loizia would be Chair for the remainder of the

year.

7. FINANCE AND PREMISES

RECEIVED the Minutes of the meeting of the Finance and Premises Committee held on 16 January, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents

RESOLVED to ratify the budget 2023-24.

8. SERVICE LEVEL AGREEMENTS (SLAS)

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

REPORTED that the Chair highlighted the issues that had arisen around the catering provision from The Pantry. There had been several complaints from parents. Governors were assured that the Headteacher had been speaking to the Senior Team at The Pantry and an action list had been received which would hopefully address the issues. [Nikesh Tailor asked if the children liked the food and was informed that everyone had been reasonably happy in the Autumn term but at times this year the quality of the food had not been good enough and communication had been poor.](#) [Bevin Betton asked if the food was cooked on site and it was confirmed it was.](#) Following further conversation the Headteacher said that funding could sometimes be an issue when trying to produce the quality of food expected.

RESOLVED to agree the SLAS for 24/25.

9. GOVERNOR TRAINING

REPORTED that the Chair encouraged Governors to undertake some training and informed them he had completed safer recruitment training. He had completed his training information on the Hub and asked other Governors to do the same.

NOTED that the following sessions were available from Enfield

Exclusion Training / Governor Training	15 April 24	18.30	Civic 1st Flr B- Block- Corridor Place Shaping	Paul Brightly Jones
LADO training for Governors	18 April 24	10.00	Teams	Bruno Capela

Induction for New Governors with MM prospective	24 April 24	18.30	Highlands	Matt Miller
Inclusion for Governors Session 3 Inclusive Language	1 May 24	18.30	Teams	Shonagh Reid
Headteacher Performance Management for Governors	13 May 24	18.00	Teams	Lucy Nutt and Sujal Zaveri
Governor Conference	Saturday 18 th May 24	09:00-	Dugdale Centre	Sujal Zaveri
Curriculum- what do governors need to know?	20 May 24	18.30	Teams	Steve Barker
Building Relationships	22 May 24	18:30	Highlands	Matt Miller
Health and Safety for Governors	13 Jun 24	18.30	Teams	Julia Moulton and Paul Bishop
Inclusion for Governors Session 4	25 Jun 24	18.30	Teams	Shonagh Reid

Governors were reminded to book sessions via the school based booker, Catherine Moens.

All sessions could be viewed on <https://www.enfieldpdonline.org.uk/cpd/portal.asp>

Newsletter to Governors

NOTED this was available to view on GovernorHub

10. ADMINSSIONS NUMBERS

REPORTED that Highfield was the first choice for 109 parents and a choice for another 305. This figure was slightly down on last year which had been 334. This was indicative of the fact less children needed school places as discussed earlier in the meeting.

Nikesh Tailor wondered how many were sibling places and the Headteacher said he would need to check this but it was usually around half. The admission numbers were positive.

11. POLICIES

RECEIVED the Safer Recruitment and Pay Policy copies of which are available to view on GovernorHub and in the minute book.

RESOLVED to ratify the above policies.

12. DATES OF FUTURE MEETINGS

NOTED dates of future meetings as

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

Confirmed and signed at a meeting of the Governing Body held on the day
of 2024