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| GOVERNING BODY OF HIGHFIELD SCHOOL 47 Highfield Road  Winchmore Hill, N21 3HE  020 8360 2149  10 SEPTEMBER 2024 | highfield logo |

# 

MEMBERS

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Date of Appointment** | **End of Term of Office** |
| LA Governor x 1 | *Bevin Betton* | 1 September 2024 | 31 August 2024 |
|  |  |  |  |
| Parent Governors x 3 | Tanya Ahmed | 23 October 2020 | 22 October 2024 |
|  | Tim Guha (Chair) | 19 November 2021 | 18 November 2025 |
|  | Vacancy x 1 |  |  |
|  |  |  |  |
| 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 |
|  | Sandra Johnson | 10 September 2024 | 9 September 2028 |
|  | Vacancy x 1 |  |  |
| Headteacher | David Wilson | 1 September 2019 |  |

Also attending

Mandy Newell – Clerk to Governors

*Italics denotes absence.*

MINUTES – PART 1

# APOLOGIES FOR ABSENCE

An apology for absence was received from Bevin Betton.

An apology for late arrival was received from Sophia Loizia.

**RESOLVED** to consent to this absence.

# 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.

# 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.

(c) Election of Vice-Chair

**RESOLVED** that this item be deferred until the next meeting of the Governing Body.

**ACTION: CLERK**

# MEMBERSHIP AND CONSTITUTION

1. Parent Governor

**REPORTED** that the term of office for Tanya Ahmed would end on 22 October 2024

**RESOLVED** that a Parent Governor election be arranged.

**ACTION: HEADTEACHER**

## Co-opted Governors

**REPORTED** that Sandra Johnson was introduced to Governors and Tim Guha recommended her appointment as a Co-opted Governor. Introductions were made.

**RESOLVED** to appoint Sandra Johnson as a Co-opted Governor with effect from 10 September 2024

**NOTED** the vacancy.

## LA Governor

**REPORTED** that the Governor Appointment Panel were yet to finally approve the recommendation to reappoint Bevin Betton as Local Authority Governor.

**RESOLVED** to appoint Bevin Betton as Local Authority Governor with effect from 1 September 2024 subject to approval from the LA.

# GOVERNANCE ARRANGEMENTS

### (a) Code of Conduct

**RECEIVED** the Governing Body’s Code of Conduct which is included in the Minute Book and available to view on GovernorHub.

**NOTED** that the Chair had produced a draft Governor’s guide which had been sent to the Headteacher for review and which would be discussed at a future meeting.

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

### 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**

### Keeping Children Safe in Education (KCSIE)

**REPORTED** that the Keeping Children Safe in Education Guidance (KCSIE) 2024 came into force on 1 September 2024.

**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**

### 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**

### Minutes Protocol

**RECEIVED** the minutes protocol a copy of which is in the minute book and on GovernorHub.

**RESOLVED** to ratify the protocol.

1. Governance Annual Statement

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

**REPORTED** that Governors reviewed this in depth and discussed the fact they considered that future plans should include Governors ensuring the quality of provision for SEND children. They also considered they should add that Governors would review the digital technology provision at the School over the next year. Following Governors’ questions, the Headteacher said they would be reviewing the Behaviour Policy to reflect the changes in culture at the School. He explained the rationale behind this. In response to a Governor’s query, the Headteacher said that they were moving to a more restorative practice now and the Behaviour Policy needed to reflect this. The Chair commented that he considered the community work/activities the children and the staff were doing should be strongly highlighted to parents. A Governor asked about who was responsible for supporting the development of pupils to become responsible, respectful and active citizens. The Headteacher explained that a senior member of staff managed this and the PSHE Lead’s action plan had this item on it. Stephanie Morton assured Governors that every child would be supported in a variety of ways.

**RESOLVED** to agree the Governance Annual Statement and that it be uploaded to the website.

**ACTION: HEADTEACHER**

# 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 theGoverning 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;

#### 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.

# MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 16 July 2024 were confirmed as a correct record.

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

**ACTION: CHAIR**

# AIMS, VISION AND VALUES

The Governing Body reviewed the School’s Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

**NOTED** that the Aims, Visions and Values had not changed but “Together we achieve more” would be added to the top of the document and there would be a line added into the document to say that a core value was chosen each term by the School Council.

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

# SCHOOL IMPROVEMENT PLAN (SIP) 2024-2025

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

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

1. Priority 1.1 - To embed ‘Check for Understanding’ Walkthru Strategies. Governors were told that staff would b reminded about these as they were now embedded but there was a need to ensure staff were confident in using them;
2. Priority 1.2 - To embed the use of technology across the curriculum remained a priority. Governors were informed about the use of chrome books and the importance of the staff using NearPod. In response to a Governor’s query, Stephanie Morton said that there were specific expectations around its use and a key area was to ensure consistency of practice. As part of Governor visits, they would review technology and discuss its use with the children as part of the monitoring process;
3. Priority 1.3 - To increase opportunities for creative and hands-on and outdoor learning (incl. Creative Writing) was a major focus for this year. Learning walks and book looks would be taking place;
4. Priority 1.4 – To develop and implement a whole school long term writing plan so that all pupils have varied writing opportunities would be evidenced in book looks. In response to a Governor’s query, it was established that outcomes would be specified and a range of writing genres would be in place, ie what writing outcomes needed to be each half term would be mapped from Years 1-6. It was clarified that the national curriculum did not specify what had to be covered in terms of writing genres and that individual schools decided what each year group did;
5. Priority 1.5 - To ensure that maths lessons have the correct balance between arithmetic and reasoning and that reasoning is an integral part of the maths curriculum was discussed. The Headteacher said that training had been completed to ensure amendments were in place to ensure adjustments to maths lessons;
6. The Priority 4.1 - Have systems in place to ensure that SLT continues to work effectively was discussed in depth. The Headteacher highlighted the fact that there was a need to ensure the workload for staff remained manageable whilst working effectively. A Governor asked if the AHTS would have more responsibility than they currently did and was told they would not but the DHTS now had more responsibility than they did last year which impacted how they could work strategically and there was a need to review how this would work moving forward. A Governor asked if the School had HLTAs in place and was informed there were three. The Headteacher added that their timetables were already full and they also covered absences. Stephanie Morton explained that the support staff went above and beyond in respect of what they took on. The Chair said he recognised the need to ringfence time for some staff. The Headteacher agreed and said that whilst the SLT had met in the afternoons previously, they now held their meetings after school and that theirs and other staffs’ hours were increasing. Governors were assured that well-being was a focus in the SIP for all staff. A Governor asked if the HLTAS were disgruntled at the amount they had to do. The Headteacher and Stephanie Morton assured her they were not as they enjoyed their jobs and understood the bigger picture around the financial issues the School was facing. The Headteacher added that they would have a better idea as to how the HLTAs were coping as the term moved on. The Chair said he had spoken to them and was pleased that they seemed positive at the present time. Governors discussed the fact that all teachers understood the budget was stretched and this meant everyone working harder than before. Stephanie Morton added that it was a given by the Senior Leaders that they would have to teach as well as cover their other roles;
7. Priority 5 – Effectiveness of Early Years Provision highlighted the fact that there would be a focus on EYS to have high quality teaching of phonics in place to ensure the results continued to improve. The Headteacher highlighted the need to have consistency in teaching in early years. Following a Governor’s query it was confirmed the School used Little Wandle to teach phonics and it was agreed that this was a very good system.

**RESOLVED** to agree the School Improvement Plan

# GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

(a) Governor Training to be booked viayour School based booker, Catherine Moens

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

(b) Member Governor Forum

**NOTED** the dates as Tues 19 November 2024 7pm and Tuesday 11 February 2024 at 7pm.

# POLICIES/LA REFERRALS

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

**NOTED** that in response to a Governor’s query, the Headteacher clarified that the nurture group consisted of five pupils in Year 1 and five in Reception. He confirmed that the School did not qualify for funding for this group.

**RESOLVED** to ratify the Dali Policy.

# GOVERNORS BRIEFING

**NOTED** the information in the Governors Newsletter Autumn 1 2024, available on Governor Hub.

# DATES OF FUTURE MEETINGS

**NOTED** the followingmeetingdates for the academic year 2024-25

|  |  |  |
| --- | --- | --- |
| **MEETING TYPE** | **DATE** | **TIME** |
| **AUTUMN TERM** |  |  |
|  |  |  |
| Finance and Premises | Tuesday 22 October 2024 | 5pm |
| Staffing and Curriculum | Tuesday 12 November 2024 | 5pm |
| Governing Body | Tuesday 26 November 2024 | 5pm |
|  |  |  |
| **SPRING TERM** |  |  |
| Finance and Premises | Tuesday 14 January 2025 | 5pm |
| Staffing and Curriculum | Tuesday 11 March 2025 | 5pm |
| Governing Body | Tuesday 18 March 2025 | 5pm |
|  |  |  |
| **SUMMER TERM** |  |  |
| Finance and Premises | Tuesday 20 May 2025 | 5pm |
| Staffing and Curriculum | Tuesday 17 June 2025 | 5pm |
| Finance only | Monday 14 July 2025 | 4.30pm |
| Governing Body | Monday 14 July 2025 | 5 pm |

# ITEMS TO REMAIN CONFIDENTIAL

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

# ANY OTHER BUSINESS

**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)

**Annual School Internal Audit Report 2023-24**

**RECEIVED** the Annual School Internal Report, a copy of which is included in the Minute Book and available to view on GovernorHub.

**NOTED** the contents.

# Proposal to ask Parents for Voluntary Contribution

**RECEIVED** a proposal from the Headteacher, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that the Headteacher reminded Governors of the School’s financial situation .and asked Governors to consider the idea of parents being asked to make a voluntary contribution of £35 per annum to help provide resources for their children. He highlighted the fact that if half of parents made the contribution it would result in over £10k a year for the School. Governors reviewed the letter that would be sent to parents and made some suggestions where the wording could be changed. They discussed the differing financial situations of the families at the School and the fact that no one should be made to feel that they had to contribute. They also considered that any small amount would be welcomed and that some parents would be able to give more than the proposed £35 and some less.

**RESOLVED** to agree the proposal that parents be asked to give a voluntary contribution to the School and that the Headteacher send out the agreed letter.

**ACTION: HEADTEACHER**

Tanya Ahmed had informed Governors that she would not be standing for re-election as a Parent Governor and this would be her last Governing Body meeting. The Chair thanked her on behalf of the Governors for all she had done during her term of office and the Headteacher added his thanks for her valuable contribution.

Appendix

## GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL

## COMMITTEE MEMBERSHIP 2024-25

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.

**1. Membership of the Governing Body’s Teams and panels**

1. Finance and Premises Committee

Bevin Betton (Chair)

David Wilson (Headteacher)

Tim Guha

Tanya Ahmed

Sandra Johnson

(b) Curriculum, Staffing and Pupil Discipline

Tim Guha

David Wilson (Headteacher)

Tanya Ahmed

Sophia Loizia (Chair)

Stephanie Morton

Panels of 2 or 3 Governors to be drawn from the above members, as available, for:

1. staff appointments - Headteacher and Deputy Headteacher;
2. staff appointments - teaching and non-teaching;
3. staff discipline, redundancy, redeployment and salary assessment;
4. staff capability and staff grievance initial and appeals panels;
5. staff dismissal committee.

(d) Pupil Voice

Chair and a Governor (tbc) to meet with the School Council termly.

(e) Complaints Against the School

Tim Guha

Plus 2 Governors

(f) Governor Recruitment Panel

Headteacher

Chair

Staff Governor

(g) Governors Responsibilities

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

Staff Governor

Tim Guha

Vacancy x 2

Curriculum

Tanya Ahmed

Bevin Betton

Sandra Johnson

Vacancy x 1

Link Governors

Safeguarding – Sandra Johnson

SEND – Sophia Loizia

GDPR Governor

Tim Guha