

**MINUTES OF A MEETING OF THE GOVERNORS OF HIGHWOOD PRIMARY SCHOOL HELD virtually via Teams**  
**ON MONDAY 7<sup>th</sup> December 2020 at 5.15pm**

**PRESENT**

Mr Matt Hickey	Head teacher
Mrs Wendy Sabaroche	Parent Governor
Dr Lois Beaver	Co-opted Governor
Mr Nick Allaway	Staff Governor
Mr Rehan Kamal	Co-opted Governor
Mrs Beth Rowland	LA Governor
Mrs Kay Bridges	Co-opted Governor
Mrs Zahida Younis	Co-opted Governor
Mr Dharmesh Modi	Parent Governor
Mrs Claire Vaux	Deputy Head

**CLERK**

Mrs H Westall

		Action
001 20/21	<b><u>Welcome and school news</u></b> It was noted that the meeting would be recorded. Governors were welcomed.	
002 20/21	<b><u>Apologies and acceptance for absence</u></b> DM to attend late.	
003 20/21	<b><u>Declaration of any business interest relating to the agenda and annual declaration</u></b> There were no declared business interests.	
004 20/21	<b><u>Items for AOB – if declared previously</u></b> <ul style="list-style-type: none"><li>• Term dates 2021/22 – MH</li><li>• Assessing and reporting arrangements – MH</li><li>• Recent governance update – WS</li></ul>	

	<ul style="list-style-type: none"> <li>• Ofsted – WS</li> <li>• Governor details on Single Central Record (SCR)</li> </ul>	
005 20/21	<p><b><u>Minutes of previous meeting and matters arising – 05.10.20</u></b></p> <p>The minutes of the last meeting were circulated with the agenda.</p> <p><i>NA arrived.</i></p> <p><b>Dr Beaver asked whether virtual meetings had been added to the Terms of Reference.</b></p> <p>Mrs Sabaroche said that she would add this to the Terms of Reference.</p> <p>The clerk had made the suggested amendments to the minutes.</p> <p><i>DM arrived.</i></p> <p>The actions were reviewed.</p> <p>Minute 4 – WS to discuss link governor visits – this had been discussed at the Quality of Education (QE) meeting.</p> <p>Minute 4 – The Terms of Reference to be amended and circulated</p> <p>Minute 8 – All governors to confirm that they had read the Keeping Children Safe in Education (KCSIE) document. – The clerk will send a link to the document for confirmation.</p> <p>Minute 9 – WS to contact Ms Harrington-Brown regarding becoming a governor. No response had been received so this action would be removed.</p> <p>The clerk would keep a running list of actions to be completed on the minutes to highlight what requires completion.</p> <p>The minutes were duly approved.</p>	<p><b><u>Approved</u></b></p> <p><b><u>Mrs Sabaroche to add virtual meetings to the Terms of Reference</u></b></p> <p><b><u>Clerk to send link to KCSIE document</u></b></p> <p><b><u>Clerk to keep running list of actions to be completed</u></b></p>

006  
20/21

### **Headteacher report**

The Headteacher report had been circulated with the agenda.

A number of questions were submitted and these will be attached with the minutes.

**Mrs Sabaroche asked whether there had been any challenges regarding dropping off the children when the 4A class returned after their isolation.**

Mr Hickey said that there had not been any issues.

**Mr Modi asked whether it could be established how many had downloaded the online packs.**

Mr Hickey said that many of the children had brought in their work. Mr Allaway said that parents had been asked to email the work that had been completed. Initially around half had done this but it had lessened over the week. Many had brought their work in afterwards so there was a folder of work. A handful had not done any of the work but had done other stuff and a couple had done none at all.

**Mr Modi asked about access to the work and whether the work was easy to understand.**

Mr Allaway advised that he had kept a spreadsheet of contact and work submitted and parents had been contacted if they had not responded. Work packs had been posted out to some parents.

It was noted that the full name with acronym should be included in reports at least once for governors.

Mr Hickey highlighted that the areas of focus were as follows;

- comprehension skills in reading
- stamina in writing
- calculation and fractions in maths needs reteaching

Presentations from Phase leaders would be a focus at QE meetings.

Mr Hickey highlighted the attendance data and monitoring groups. One family had been removed from the school roll due to an extended period of absence.

**Mr Modi asked if there had been any contact with the family and what steps had been taken.**

Mr Hickey explained that text and voicemail contact had been received and an education welfare check had been made and the children were not in the country. All legal procedures had been carried out.

The Year 2 children had sat the phonics check and 85% had passed. (88% Mainstream or 91% mainstream eligible) 1 child had joined from abroad and 2 children were non-verbal.

	<p>Mrs Sabaroche advised that the school was working with the Schools Learning Alliance (SLA), which was a group of schools working together on projects to develop learning. The school was at a try before you buy stage. Mr Hickey advised that half termly Headteacher meetings took place as well as group meetings, depending upon the groups the school was involved in. The school would need to decide by the end of the academic year whether it would become a full member.</p> <p><b>Mrs Sabaroche asked about the cost implications of involvement in the SLA.</b></p> <p>Mr Hickey said that this would be factored into the budget and was thought to be around £650. A summary would be produced for the next FGB meeting and it was suggested that the SLA was a rolling agenda item.</p> <p>Mr Hickey advised that he had offered Speech and Language support to the SLA and a package of support would be put together.</p>	<p><b><u>Mr Hickey to provide a summary of SLA projects</u></b></p> <p><b><u>SLA to be a rolling agenda item.</u></b></p>
007 20/21	<p><b><u>Governing Body Matters</u></b></p> <p><u>Governor action plan review</u></p> <p>Mrs Sabaroche advised that she had set up the planner function in Teams and allocated statutory actions from the annual planner to governors.</p> <p><b>Dr Beaver asked if the planner was interactive.</b></p> <p>Mrs Sabaroche said that some actions could be linked to forms.</p> <p><u>Committee updates</u></p> <p><u>Resources meeting – 19.10.20</u></p> <p>Mr Modi advised that the next meeting had been brought forward to Tuesday 19<sup>th</sup> January to approve the budget.</p> <p>A Pay Panel was required and a date would be agreed at the end of the meeting. The meeting could be virtual and ideally to take place before Christmas. Dr Beaver, Mr Kamal and Mrs Rowland would be on the Pay Panel.</p> <p><u>QE meeting – 02.11.20</u></p> <p>Dr Beaver advised that there were 2 meeting dates next term but it had been decided that only the February meeting would take place.</p>	<p><b><u>Pay Panel meeting to be arranged (DM)</u></b></p>

Mrs Bridges and Dr Beaver had met with Mrs Vaux to discuss reading and a date would be arranged for January to look at Autumn 2 data.

Mrs Vaux said that writing would be included with the reading group. All meetings would take place on Teams.

#### Monitoring updates

Mrs Bridges would review Health and Safety. This could be done remotely.

Mr Modi suggested the following areas could be reviewed;

- green barrier in carpark
- line playground markings and use due to weather change
- Personal Protective Equipment (PPE) provision for staff
- Screen in reception – were there any issues
- Check deep clean records

Mr Hickey responded with the following;

- quotes were being sought for the fencing and permanent gates
- There was a rota for use of the playground, staggered lunches and cones were used to separate areas

Mr Modi asked about drainage as there had been problems previously.

Mr Hickey said that the puddles had gone and there was no impact to the play area.

- there were no concerns with the screen in reception
- The cleaning company signed off the weekly fogging and lunchtime cleaning also took place
- PPE provision was well stocked

Dr Beaver asked where documents would be stored in Teams.

Mrs Sabaroche advised that she would discuss file storage with the clerk and advise governors.

#### Development and training

Mrs Sabaroche said that she would keep a record of training attended by governors.

Dr Beaver advised that she had undertaken Prevent and Access & Inclusion training.

Format of training record to be agreed (WS)

Mrs Sabaroche advised that she had attended an Ofsted session with Majid Ali (Wokingham School Improvement Officer).

Celebrating diversity

Mr Hickey highlighted the Mirrors and Windows project that was being undertaken jointly with South Lake. The aim of the project was to show that diversity was valued at Highwood and not to be tokenistic and to challenge racism. 52% of the children were English as a Additional Language (EAL). An audit of books was taking place, with the aim to have a wide range of books representing all members of the community.

Volunteers were being sought from parents to work on the project. So far there had been 2 volunteers, both of who were white British.

History subject leaders from both schools would review the people studied in history to ensure there was diversity.

An updated version of the project details would be sent to governors.

Mr Hickey advised that Wokingham had signed up to the Race Charter and was actively asking schools to look at.

Mr Kamal said that it was a fantastic initiative and agreed to support as well as Mrs Sabaroche and Mrs Bridges.

Mrs Bridges asked whether this was being done on an individual basis or as a class.

Mr Hickey said that both was being done. Books were being swapped with other texts and that there was a wide range in class readers.

Mrs Bridges asked how the impact of this could be monitored and whether this was feasible.

Mr Hickey said that the children would see nice new books and will pick them up.

Mrs Younis said that she would also like to be involved with the project.

Strategic discussion: Highwood – planning for the future

Mr Hickey referred to the Blue Sky thinking document which was circulated. The school was now in a different place than previously and it was important to look at the strategy to move the school forward, with the governors at the forefront of this. Staff had been asked for ideas and now Governors were asked for their input;

Curriculum

- Foreign trip - Mrs Sabaroche said that she would like there to be an overseas trip in the future as this would improve the development of language.
- Wildlife/garden area - Mrs Bridges said that she would like to see a wildlife and garden area. This was a particular current issue with climate change and would give the children first hand practical experience. The children could plant seeds, grow vegetables and flowers. Mrs Rowland said that this would show children where food came from as well as promote healthy eating.
- STEM development - Mrs Sabaroche said that she would like to see more STEM work and the links with Reading Blue Coat could help with this. i.e. coding and experiments.
- Bike repair Hut - A bike repair hut was another suggestion.
- Finance/School Bank - Mrs Rowland said that she would like to see the children learn about finance. A school bank had been suggested previously.
- Construction – Mr Modi suggested having construction companies visit to talk about their work.
- Career Day – Mrs Sabaroche suggested having a careers day or advice on careers.

Mr Hickey said that a Careers Day had been run previously and fitted in with one of the Year 6 key questions.

Mrs Sabaroche suggested looking at the curriculum and seeing how it could relate to jobs.

Mr Modi said that he would raise Finance/School Bank at the Resources meeting.

Mrs Rowland said that she could provide information regarding running a School Bank.

**Finance/School Bank  
suggestion to be  
raised at Resources  
meeting (DM)**

Mrs Bridges said that company volunteer groups may be able to help with creating gardens. Mrs Rowland suggested that the local allotment holders could be involved.

#### Building & Premises

Mr Allaway said that he would like to have a bigger adventure play area and an all-weather surface.

Dr Beaver asked about increasing pupil numbers.

Mrs Rowland said that this would be a Local Authority decision.

Mr Hickey said that the school was currently 2 form entry and had no control over numbers.

Mrs Vaux suggested having an outdoor classroom or Forest School.

#### School within our community

	<p>Mr Kamal said that the school had done well to raise its profile in the community by visiting the Senior Living home.</p> <p><u>Financial opportunities</u></p> <p>Links within the parent body and companies could be made.</p> <p>Mr Allaway said that Friends of Highwood (FOH) try their hardest to raise funds but they are desperately short of helpers, with only 2 members plus himself. Mr Hickey said that the school would attempt to increase support once the Coronavirus situation was over.</p> <p>Mrs Sabaroche said that she was happy to support and be the link from governors.</p> <p>Mrs Bridges suggested promoting the FOH via the next Governing Body newsletter.</p>	<p><b><u>FOH to be promoted in next Newsletter (HW)</u></b></p>
<b>008 20/21</b>	<p><b><u>Policies for review and approval</u></b></p> <p>The following policies were circulated for approval.</p> <p><u>Governor Induction Policy</u></p> <p>The use of Teams would be included in the policy.</p> <p>The Governor Induction Policy was duly approved.</p> <p><u>Public Sector Equality Duty Statement</u></p> <p>Dr Beaver said that she had reviewed the policy and had no concerns.</p> <p>The Public Sector Equality Duty Statement was duly approved.</p> <p><u>Pupil Premium Strategy</u></p> <p>Dr Beaver said that she had reviewed the document and had no concerns.</p> <p>The Pupil Premium Strategy was duly approved.</p>	<p><b><u>Approved</u></b></p> <p><b><u>Approved</u></b></p> <p><b><u>Approved</u></b></p>
<b>009 20/21</b>	<p><b><u>Any other business</u></b></p> <p>Dr Bridges asked about staff wellbeing.</p> <p>Mr Hickey advised that an end of term Virtual Quiz had been planned for staff.</p> <p><u>Term dates – 2021/2022</u></p> <p>The following inset days had been identified for the next academic year;</p>	

1<sup>st</sup> September 2021  
4<sup>th</sup> January 2022  
18<sup>th</sup> February 2022  
25<sup>th</sup> April 2022  
21<sup>st</sup> July 2022

The Inset days were duly approved.

Approved

Assessing & reporting arrangements

Mr Hickey gave an update on changes to assessment for the end of the academic year. The changes included a bigger window for assessment.

**Mrs Sabaroche asked whether there were any concerns regarding the assessment changes.**

Mr Hickey said that the government wanted to see the impact of COVID to children.

**Mrs Bridges said that multiplication was crucial for children.**

Mr Hickey said that this was a high priority in school.

Governance update

Mrs Sabaroche said that she had signposted the recent governance update to governors.

Ofsted

**Mrs Sabaroche asked about Ofsted.**

Mr Hickey said that there would be the same monitoring but no judgements. Visits would start again in the summer term.

Check if governor details required on SCR (HW)

Governor details on SCR (Single Central Record)

This would be checked with the School Business Manager.

Pupil survey

**Mrs Sabaroche said that carrying out a pupil survey had been suggested on her recent training.**

Mr Hickey said that he had spoken with Mrs Vaux and they were looking into possible children's surveys.

Newsletter

The deadline was Monday 14<sup>th</sup> December for the governor newsletter page. This would be a 2-page spread with fun activities for the children, with the option to respond via twitter.

	<p><u>Changes Policy</u>  <b>Mrs Sabaroche asked whether the Changes Policy had been reviewed any further.</b>  Mrs Vaux advised that the policy had been updated at the end of the previous academic year, but required further discussion. Parent meetings already took place in Years 5 and 6 and parents would be advised of any changes.   A reminder of the meeting dates for the rest of the year would be sent by the clerk.   The next FGB meeting would take place on Monday 22<sup>nd</sup> February 2021 at 5.15pm.</p>	<p><b><u>A reminder of meeting dates to be sent by clerk (HW)</u></b></p>
<b>010 20/21</b>	<p><b><u>Any items deemed confidential</u></b>  There were no Part II minutes.</p>	
	<p>The meeting ended at 7.12pm</p>	

Minutes prepared by ..... dated .....

Minutes agreed by ..... dated .....

**Actions to be completed;**

- Mrs Sabaroche to add virtual meetings to the Terms of Reference. (WS)
- Clerk to send link to KCSIE document for governors to read and confirm. (HW)
- Clerk to keep running list of actions to be completed on the minutes. (HW)
- Mr Hickey to provide a summary of SLA projects. (MH)
- SLA to be a rolling agenda item. (HW)
- Pay Panel meeting to be arranged (DM)
- Format of training record to be agreed (WS)
- Finance/School Bank suggestion to be raised at Resources meeting (DM)
- FOH to be promoted in next Newsletter (HW)
- Requirement for governor details on SCR to be checked. (HW)

- A reminder of meeting dates to be sent by clerk (HW)