

**MINUTES OF A MEETING OF THE GOVERNORS OF HIGHWOOD PRIMARY SCHOOL HELD virtually via Teams**  
**ON Monday 26<sup>th</sup> April 2021 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 Kay Bridges	Co-opted Governor
Mrs Zahida Younis	Co-opted Governor
Mr Dharmesh Modi	Parent Governor

**CLERK**

Mrs H Westall

		<b>Action</b>
<b>001</b> <b>20/21</b>	<b><u>Welcome and school news</u></b> Governors were welcomed.	
<b>002</b> <b>20/21</b>	<b><u>Apologies and acceptance for absence</u></b> Apologies were received from Mrs Vaux and Mrs Rowland.	
<b>003</b> <b>20/21</b>	<b><u>Declaration of any business interest relating to the agenda and annual declaration</u></b> There were no declared business interests.	
<b>004</b> <b>20/21</b>	<b><u>Items for AOB – if declared previously</u></b> <ul style="list-style-type: none"> <li>• SLA deep dive – Mrs Sabaroche</li> <li>• Resource base – Mr Hickey</li> </ul>	
<b>005</b> <b>20/21</b>	<b><u>Minutes of previous meeting and matters arising – 22.02.21 – Part I &amp; II</u></b> The minutes of the last meeting were circulated with the agenda.	

	<p><b>Dr Beaver asked whether the SEF had been updated.</b> Mr Hickey advised that the first 2 sections of the SEF had been updated and suggested that a separate working party of governors meet to discuss the SEF only.</p> <p><b>Dr Beaver advised that a reading monitoring report had been added to the files on Teams and highlighted a couple of changes to names on the minutes.</b></p> <p><b>Mrs Sabaroche advised that the recent School Improvement Board (SIB) minutes had been added to the FGB files on Teams.</b></p> <p>The minutes were duly approved and would be saved on the school website. (Clerk to action)</p>	<b><u>Approved</u></b>
006 20/21	<p><b><u>Headteacher report</u></b> The Headteacher report had been circulated to governors prior to the meeting.</p> <p>Mr Hickey highlighted the following;</p> <ul style="list-style-type: none"> <li>• All children had returned to school with only one child on a behaviour plan.</li> <li>• Individual meetings were taking place this week with teachers to discuss the next academic year and their wellbeing.</li> <li>• The new oracy project had been introduced in the recent Inset day.</li> <li>• 413 children were now on roll.</li> <li>• 51 children had been allocated to F2/Reception for September. Although disappointing, numbers across the authority were lower with some other schools not full, who would be normally.</li> </ul> <p><i>NA arrived.</i></p> <p><b>Mrs Sabaroche questioned whether the high percentage of EAL in Years 2 and 3 was an issue.</b> Mr Hickey advised that there was not an issue as many of the children were bi-lingual and were categorised as EAL as they had been exposed to another language.</p> <p><b>Mrs Sabaroche questioned the high absence percentage for Spring 2021.</b> Mr Hickey advised that the national average was not known yet and was only advised at the end of the year. A comparison had been done with other schools in the Schools Learning Alliance (SLA) and the</p>	

school had been found to be higher. However, the school was impacted by having a high number of EHCP and vulnerable children, particularly Resource children, who had not attended school during the lockdown but had to be coded as C (authorised absence) rather than X (not required to attend) which had impacted upon the attendance percentage.

Four-week targets were being given to those children whose attendance was lower since school returned.

*Mr Modi arrived.*

#### Schools Learning Alliance (SLA) update

Mr Hickey advised that he was leading the Deputy Head buddy system. Miss Capp was being buddied by an experienced Deputy Head. Mrs Vaux was buddying a Deputy Head at another school.

Highwood and South Lake were buddy schools due to their proximity.

The SLA were looking to replicate the model of the Ealing Learning Partnership. A document detailing the workings of the Ealing Learning Partnership had been uploaded onto TEAMS. The SLA were looking at joint procurement, SEN, revenue and grants.

A School Business Manager Network had been set up and Action Research groups looking at reading and phonics and Shared practice approaches in spelling.

The SLA were looking at using the same Early Career's Framework (ECF) provider. This was replacing the Newly Qualified Teacher (NQT) programme and was now over 2 years with 10% of the teacher's time being given to training in the first year and 5% of time in the second year. This was a fully funded programme.

#### Staffing & CPD

Currently advertising for 2 teachers, one in KS1 and 1 in KS2. Online tours were taking place. There had been 20 expressions of interest. Teacher vacancies were being added to the Government Teaching Vacancy site and candidates were being asked where they had seen the jobs.

Three TA's were leaving to go into Teacher training.

The Early Years Framework was changing from September 2021. See report attached to the minutes.

Mrs Raines had reviewed the music curriculum. See Model Music Curriculum attached to the minutes. Miss Majer had applied to the Mobius Maths Hub to become a Maths Mastery Teacher. If successful she would be able to sell her time.

Mr Hickey advised that he would be having a consultation with Support Staff to align all the job descriptions, as some staff had different ones. A cost analysis was also being carried out on the impact of aligning start and finish times for the Teaching Assistants.

**Mr Modi asked whether WBC were able to help with this.**

Mr Hickey advised that WBC HR had provided all the required information and this was being reviewed before being shared with staff. The priority was to ensure the needs of staff were being met.

**Mr Modi asked how the school would demonstrate that the outcome was not a foregone conclusion.**

Mr Hickey said that 3 different options would be presented to staff. The Equality Act states that staff cannot refuse to work with a particular child. Additional training may be required. If the financial impact was too big then the start and finish times might not be changed. All new job descriptions contain working 1 to 1 with children and cover intimate care following the legal framework.

**Mr Modi asked whether contracts contained anything designated by the Headteacher.**

Mr Hickey said that they do but that the contracts need to be more specific in relation to intimate care.

**Dr Beaver and Mrs Sabaroche said that they were happy to be involved in the process.**

Mr Hickey highlighted that some TA's were part time and some did not cover lunchtimes. Some also did not include inset days.

**Mrs Sabaroche asked how the Assistant Headteachers were managing change due to the changes in the Early Years Framework and the Year 5 bulge class.**

Mr Hickey advised that there had been a big lead in to the Early Years Framework as this should have happened during the previous year. The main change was to the approach rather than to the actual curriculum, although there were some changes. There was now no Foundation Stage Profile at the end of the year. Only year 5 had been told of the new bulge class.

**Mrs Sabaroche suggested inviting Mrs Parker and Mrs Raines to the next QE meeting to present the Early Years Framework and the Music curriculum.**

#### Safeguarding

**Mrs Sabaroche asked if there were any safeguarding concerns.**

**Clerk to put Early Years Framework & Music curriculum on QE agenda (Clerk)**

Mr Hickey advised that there were no major concerns with no children at risk of removal with some cases having closed if not for Covid. Attendance and parental engagement required review. Mediation with some families was taking place where there was parental separation.

#### Remote education

This was being offered as blended learning.

#### Bulge Year 5 class

Mr Hickey gave a presentation concerning the request from the Local Authority to have a Year 5 Bulge Class due to a significant need for places in Year 5 in the area. The number of pupils being offered a place is expected to be around 15 and of these 3 may have SEN but no EHCP. Some are New to England. The school would receive 95% of funding, totalling about £58,000 to employ a teacher and Teaching Assistant. The proposal is to recruit a teacher from an agency for the rest of the term and have the children in the bulge class for maths and English and then integrate the 2 classes in the afternoon. This would result in having 2 smaller Year 6 classes in September.

**Dr Beaver said that this did not give the school much time to make them Highwood children and asked whether there would be additional funding and what would happen with regard to SATs in Year 6.**

Mr Hickey said that he was contacting agencies and that the school would receive funding for 28 pupils. The current Year 5 was a strong cohort and if SATs returned next year the data would be presented as home grown and bulge class data. In Year 6 there would be targeted support as they would be smaller classes.

Mr Hickey said that he had wanted governors to be comfortable with the proposal before he went back to the Local Authority.

**Dr Beaver said that she was happy that data could be presented separately.**

Mr Hickey highlighted that the current Year 4 class were a bulge class in Year 2 and many of the diverted children had chosen to stay.

**Mrs Bridges asked if there would be any issues in having the bulge class for the summer term.**

Mr Hickey said that only downside was in having a teacher who was new to the school and a TA may need to be deployed to the class to ensure integration into Highwood. The new children would join together and a meeting would be arranged with the current Year 5 parents. The main questions previously had been around friendship groups and splitting the class the following year.

	<p>Governors approved the creation of a new Year 5 class.</p> <p>Mr Hickey said that he would contact the Local Authority and contact agencies to recruit the teacher.</p>	<p><b><u>Approved</u></b></p>
<p><b>007 20/21</b></p>	<p><b><u>Governing Body Matters</u></b></p> <p><u>Governor action plan</u></p> <ul style="list-style-type: none"> <li>• SFVS - Mr Kamal said that he had reviewed the SFVS and approved submission.</li> <li>• Equality information and objectives – this had been reviewed in December 2020 and would be reviewed in September 2021.</li> <li>• CFR (Consistent Financial Reporting) – this would be confirmed at the Resources meeting.</li> <li>• Code of Conduct – clerk to remind governors who had not completed this.</li> </ul> <p><u>Committee updates</u></p> <p><u>Resources meeting</u> Mr Modi advised that a meeting was due to take place on 27<sup>th</sup> April. Discussions would be on extended care and wraparound care due to the recent losses. Mr Modi suggested advertising the extended care more and the need to increase prices.</p> <p>Mr Hickey advised that he had asked the School Business Manager to do a costing on predicted income and costs.</p> <p>Mr Modi highlighted that the budget carry forward was good.</p> <p><u>QE meeting – 29.03.21</u> Dr Beaver advised that the committee had discussed the curriculum intent and provision for more able children.</p>	<p><b><u>Clerk to remind governors to complete the Code of Conduct (Clerk)</u></b></p>

Monitoring updates – reading and maths

Dr Beaver advised that she was due to meet Mrs Vaux. Reading and writing overviews had been completed for the 3D curriculum.

Mrs Younis advised that she had met with Mrs Vaux and Miss Majer on 31<sup>st</sup> March and Miss Majer had presented the Big Ideas in maths. Examples of work were presented from before lockdown and during the remote learning where some children were in school and some at home. The next meeting was taking place in May to look at the maths action plan.

School Improvement Board (SIB) meeting

Mrs Sabaroche advised that the latest SIB meeting minutes had been put on Teams. The SIB was pleased with the progress the school was making and Majid Ali, the School Improvement Officer (SIO) had been invited to join the SLA deep dive.

Mr Hickey advised that he had asked the Senior Leadership Team if they would like more Ofsted style interviews. This would be carried out following recommendations from the deep dive.

Mr Hickey highlighted that on the inset day subject portfolios had been discussed and that there was a software tool that could be used to store answers to questions for each subject. Governors could be given access to it so that they could see the diagonal links. This would be discussed further at the next QE meeting.

Development and training

Dr Beaver advised that she had booked onto an Implementation of Pay Policy course.

Mrs Bridges said that she would book onto a Safer Recruitment course. Mrs Sabaroche highlighted that all governors involved with recruitment should undertake the Safer Recruitment training.

Governors had undertaken Ofsted training with Majid Ali.

Newsletter

Mr Kamal had written a piece for the end of term newsletter.

Mrs Bridges volunteered to write a piece in the next newsletter. It was suggested that this could be a summary of actions from the QE meetings.

**Subject portfolios to be discussed at QE meeting. (Clerk)**

**Mrs Bridges to write piece for next newsletter (KB)**

	<p><u>SEF</u> Mr Hickey would arrange a meeting with the SEF working group consisting of Mrs Sabaroche, Dr Beaver and Mrs Bridges.</p> <p><u>Website</u> Mrs Sabaroche advised that she review the website with the clerk.</p>	<p><b><u>SEF working group meeting to be arranged (MH)</u></b></p>
<p><b>008 20/21</b></p>	<p><b><u>Policies for review and approval</u></b> There were no policies that required review.</p>	
<p><b>009 20/21</b></p>	<p><b><u>Any other business</u></b></p> <p><u>SLA Deep Dive</u> Mr Hickey advised that a group of Headteachers from other schools would be carrying out a deep dive. The proposed date was on 27<sup>th</sup> May and there was the possibility that the Headteachers would be able to come into school. Majid Ali would join remotely. The deep dive would be like an Ofsted visit and would look at two subjects; maths and computing. This would involve the subject leads as well as a number of teachers. There would also be conversations with pupils.</p> <p>Mr Hickey suggested governors were involved in the deep dive as this would enable them to see the types of questions they may be asked and help them to articulate the answers.</p> <p><b>Mrs Sabaroche suggested a plan of the day be circulated to governors in order to check availability. Mrs Bridges, Mrs Younis and Mr Kamal confirmed their availability.</b></p> <p><u>Resource Base</u> Mr Hickey advised that he had met with Dan Robinson, from WBC, who was reviewing the processes of the Wokingham SEN department, panel process and funding. A Service Level Agreement was awaited and some questions had been sent in.</p> <p>Mr Hickey advised that he would discuss further at his meetings with the Chair of Governors and bring to a subsequent meeting.</p> <p><b>Mrs Sabaroche asked whether a Pupil Survey would be carried out.</b></p>	

	<p>Mr Hickey advised that one had been created and that it was on the agenda for a staff meeting. The aim was to share the results in the next newsletter. More work on Pupil voice was required and it was hoped that some pupils would be able to attend a future meeting. The oracy project will help with pupils being able to talk to adults.</p> <p><b>Mrs Sabaroche asked about the status of the Friends of Highwood as everything was currently virtual.</b></p> <p><b>Mrs Sabaroche asked about thoughts on having a recognition award for staff.</b></p> <p>Mr Hickey advised that this had been attempted before, but had not been overly successful. Mr Allaway said that everyone was proud of the school's achievement as a whole, rather than personal achievement, however he would gauge interest from staff.</p> <p><u>Date of next meeting</u> The next FGB meeting is due to take place on Monday 12<sup>th</sup> July 2021 at 5.15pm.</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 7.03pm</p>	

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

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

**Actions to be completed;**

- **Approved FGB minutes to be put in the website (clerk)**
- **Clerk to put Early Years Framework & Music curriculum on QE agenda (Clerk)**
- **Clerk to remind governors to complete the Code of Conduct (Clerk)**
- **Subject portfolios to be discussed at QE meeting. (Clerk)**
- **Mrs Bridges to write piece for next newsletter (KB)**
- **SEF working group meeting to be arranged (MH)**