

**MINUTES OF A MEETING OF THE GOVERNORS OF HIGHWOOD PRIMARY SCHOOL HELD virtually via Teams
ON Monday 4TH OCTOBER 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
Mrs Kay Bridges	Co-opted Governor
Mrs Zahida Younis	Co-opted Governor
Mr Dharmesh Modi	Co-opted Governor

CLERK

Mrs H Westall

		Action
001 21/22	<u>Welcome and school news</u> Governors were welcomed.	
002 21/22	<u>Apologies and acceptance for absence</u> Apologies were received from Mrs Rowland and Mr Kamal.	
003 21/22	<u>Election of Chair and Vice Chair</u> This was carried forward to another meeting to allow discussion with current persons in post.	
004 21/22	<u>Review of Terms of Reference</u> The Terms of Reference had been circulated to governors. There were no changes required other than changes of dates. The Terms of Reference were duly approved. A parent election would be organised for the Spring Term.	<u>Approved</u>

005 21/22	<p><u>Declaration of any business interest relating to the agenda and annual declaration</u> There were no declared business interests and governors were reminded to complete the annual declaration.</p>	
006 21/22	<p><u>Items for AOB – if declared previously</u> BAME mentoring project – MH</p>	
007 21/22	<p><u>Minutes of previous meeting and matters arising – 12.07.21</u> The minutes of the last meeting were circulated with the agenda.</p> <p>The minutes were duly approved and would be saved on the school website. (Clerk to action)</p>	<u>Approved</u>
008 21/22	<p><u>Headteacher report</u> Mr Hickey gave a verbal update.</p> <ul style="list-style-type: none"> • The demographic report from Insight was shown. • The schools size had increased from around 250 pupils in 2017 to 456 pupils now. • There were now only a few spaces left to fill. • The school was still above the National Average for pupils with an EHCP but below National Average for pupils with SEN. This was due to the increase in numbers of children. Some children were being assessed for SEN. • The school was now below the National Average for free school meals. • The absence percentage was in line with the National average. <p><u>Staffing</u> There had been 3 Teaching Assistant resignations and their roles were being advertised. A specialist Teaching Assistant from an agency had been employed on a temporary contract.</p> <p>Dr Beaver asked whether there was any training that was required. Mr Hickey said that Team Teach training had been carried out for the Year 2 staff. Foundry College were also supporting the school.</p>	

Mr Hickey advised that a Teacher was leaving but their replacement had already been recruited and their induction had started.

A new SENCO had started and was providing a hands on approach. Mr Hickey advised that he was supporting her with some of the paperwork.

Mr Hickey advised that Mrs Schofield and Mrs Inwards were providing cover to enable the IT (Mr Allaway) and Art (Miss Bocutt) subject leaders to review their subjects across the school this term.

Mrs Sabaroche asked how the new members of staff were interacting with the existing staff.

Mr Hickey advised that it was not possible to tell who was new and that the new staff had been partnered which was easier now the school was a fully 2 form entry school. Miss Hargreaves, a new Early Career Teacher was being supported by Mrs Parker and mentored by Mr Allaway. Miss Hughes was being mentored by Miss Bicheno.

Performance management meetings had started.

Attendance

There had been a decrease in the absence percentage but an increase in the persistent absence percentage. Two children had been stuck abroad since the beginning of term and the missing in education process had been started through the education welfare service. The children were accessing work on Teams.

Schools Learning Alliance (SLA) update and School Development Plan priorities

Mr Hickey highlighted the areas that the school were involved with through its membership with the SLA. These areas fitted in with the School Development Plan which had 10 areas of focus. A one-page profile of development priorities would be created which would link to the action plan and would be circulated to governors.

Mrs Sabaroche asked whether the 10 priority areas would be published on the website.

Mr Hickey said that the priorities would be published on the website once funding had been approved following the next Resources meeting. The Headteacher section of the weekly Headteacher Bulletin would be used to identify areas from the School Development Plan that parents can help with.

Mr Hickey to circulate the School Development Plan (SDP)

Mrs Sabaroche asked how school activities were going.

Mr Hickey said that the Meet the Teacher evening had gone well and there had been a good turnout of parents. The feedback on the 3D curriculum had been positive. Feedback on the recent parent survey had been given in the meeting. The stages of the behaviour policy and process had been explained.

Mr Allaway said that he had more parents attend than usual at the recent literacy workshop.

Mrs Sabaroche asked about communicating with parents who had not attended the meetings.

Mr Hickey said that teachers were talking to parents who were not able to attend and the videos from the previous year were also available. Online software was still available for parent meetings.

Safeguarding

Mr Hickey highlighted the recent changes to the Keeping Children Safe in Education (KCSIE) document and advised that staff had received Safeguarding training on the recent inset day.

Mrs Sabaroche reminded governors to confirm their annual Declaration of Business interest and to confirm that they had read the KCSIE document.

Mr Hickey advised that he was doing refresher Designated Safeguarding Lead training on 7th October and had added the new SENCO onto the training as standby.

Behaviour

Mr Hickey advised that there had been 2 fixed term exclusions this term.

GDPR

There had been one non-reportable GDPR incident where an email had been sent to the wrong person. The email had been recalled within 4 minutes and conversations had taken place with the persons involved. The ICO had confirmed that they were happy with the steps taken.

COVID

Mr Hickey went through the WBC Covid contingency plan and the process followed. Currently there were no positive Covid cases in school.

Mr Modi said that the process of informing parents of positive cases by text was good and asked whether the process could be shared with parents.

Mr Hickey to send governors the KCSIE document to read

	<p>Mr Hickey said that the process would be published to parents.</p> <p><u>Mirrors & windows</u> Mrs Sabaroche advised that she had been to a meeting with the Racial Equity Group who wanted to readdress the racial equity balance in schools. The group was run by Emily Waddilove at Wokingham. Mrs Sabaroche advised that she had spoken to Miss Capp and she would like governors from other backgrounds to be involved and contribute to meetings to discuss where we would like the school to be.</p> <p>Mr Hickey highlighted that a huge amount of work had been carried out with the reading spines to find books that reflected the backgrounds of the children as well as looking for significant persons in history that reflected them too in order to make them meaningful for the children. A forum had been started and teachers and governors were wanted to join as well. A racial equity audit would also be carried out.</p> <p>Mr Hickey talked about the Joshua Academy, which was a BAME mentorship programme which identified children who would benefit from role models. The Local Authority were keen to start up a pilot project on this and had approached the school as we had a high number of children from ethnic minorities.</p>	
<p>009 21/22</p>	<p><u>Governing Body Matters</u></p> <p><u>Committee structure</u> Governor committee membership and subject links were agreed.</p> <p>The Quality of Education committee would remain the same membership with Dr Beaver as Chair and Mrs Bridges as Vice Chair.</p> <p>Mr Modi would discuss with Mr Kamal the Chair and Vice Chair positions. Following the meeting it was agreed that Mr Kamal would be Chair and Mr Modi Vice Chair.</p> <p>Headteacher Performance Management was taking place the following week.</p> <p><u>Governor monitoring visits</u> A Learning walk on phonics, whole class reading and English across the school was taking place on 17th November from 9am to 10.30am. Mrs Bridges would attend.</p>	

	<p><u>Governor day</u> Majid Ali, School Improvement Officer, from Wokingham was carrying out a visit on 14th October. The School Learning Alliance (SLA) was carrying out a computing deep dive on the 29th November.</p> <p>Mrs Sabaroche will set up a doodle poll to agree a suitable date for a Governor day preferably in the first half of the Spring Term which can then be factored into the monitoring schedule.</p> <p><u>Annual governor letter to parents</u> A letter saying what governors had done the previous academic year would be sent to parents.</p> <p><u>Governor vacancies</u> There was a parent governor and co-opted governor vacancy.</p>	<p><u>Mrs Sabaroche to agree date for Governor day</u></p> <p><u>Mrs Sabaroche to do annual letter to parents</u></p>
<p>010 21/22</p>	<p><u>Policies for review and approval</u></p> <p><u>Public Sector Equality Duty Statement</u> The Public Sector Equality Duty Statement had been reviewed and circulated to governors.</p> <p>The Public Sector Equality Duty Statement was duly approved.</p> <p><u>Grievance Policy & Toolkit</u> The Grievance Policy & Toolkit had been reviewed by Wokingham and circulated to governors.</p> <p>The Grievance Policy & Toolkit was duly approved.</p> <p><u>Dignity at Work & Toolkit</u> The Dignity at work and Toolkit was a reviewed by Wokingham and circulated to governors.</p> <p>The Dignity at work & toolkit was duly approved.</p> <p><u>Data Protection Policy</u> The Data Protection Policy had been reviewed and circulated to governors.</p> <p>The Data Protection Policy was duly approved.</p>	<p><u>Approved</u></p> <p><u>Approved</u></p> <p><u>Approved</u></p> <p><u>Approved</u></p>

<p>011 21/22</p>	<p><u>Any other business</u></p> <ul style="list-style-type: none"> • Mr Hickey to report on staff attendance in HT report - this would be covered in the Headteacher report. • Mrs Sabaroche to provide article for newsletter – this had been done. • Clerk to put Nursery Admission Policy on the website – this had been done. • Mrs Rowland to provide information from her governor away day – as Mrs Rowland was not present at the meeting this would be carried forward to a future meeting. <p>Mr Hickey advised that he would add staff attendance to the Headteacher report.</p> <p><u>Actions from previous meeting</u></p> <p><u>Date of next meeting</u> Future meeting dates as follows;</p> <p>Resources – 19.10.21 QE – 01.11.21 FGB – 06.12.21</p>	
<p>012 21/22</p>	<p><u>Any items deemed confidential</u> There were no Part II minutes.</p>	
	<p>The meeting ended at 6.32pm</p>	

Minutes prepared by dated

Minutes agreed by dated

Actions to be completed;

- **Mr Hickey to circulate the School Development Plan (SDP) (MH)**
- **Mr Hickey to send the KCSIE document to read (MH)**
- **Mrs Sabaroche to do a doodle poll on a date for Governor Day (WS)**
- **Mrs Sabaroche to do the annual governor letter to parents (WS)**
- **Mrs Rowland to provide information from her governor away day (ER) – c/f from previous meeting**