

**MINUTES OF A MEETING OF THE GOVERNORS OF HIGHWOOD PRIMARY SCHOOL HELD virtually via Teams
ON Monday 6th December 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
Mrs Beth Rowland	LA Governor
Mr Rehan Kamal	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> There were no apologies.	
003 21/22	<u>Declaration of any business interest relating to the agenda and annual declaration</u> Mrs Rowland declared that she was a Member and Trustee of Waingels.	
004 21/22	<u>Items for AOB – if declared previously</u> Staff lunch	
005 21/22	<u>Minutes of previous meeting and matters arising – 04.10.21</u> The minutes of the last meeting were circulated with the agenda. The minutes were duly approved and would be saved on the school website. (Clerk to action)	<u>Approved</u>

006
21/22

Headteacher report

Mr Hickey gave a verbal update.

SLA update

Mr Hickey advised that the school was involved in the following activities through the SLA;

- Deputy Head CPD work
- Nursery & F2 staff were involved in a network of Early Years staff. Some nursery staff from other schools had visited Highwood Nursery
- The school was involved in an Effective Pupil voice group which was looking at how children can be involved in meta cognition of planning. A trial on planning was taking place with Years 5 and 6.
- Deep dive in Art had taken place
- A teacher had supported another school with DT
- A shared practices workshop had taken place for 3 schools in the SLA who were Requires Improvement

A writing moderation would take place the following term.

PGL update

Mr Hickey advised that he was waiting for the final Ofsted report on the review of health and safety issues found at the PGL centre. The Activity providers had reviewed the centres and had not found any issues and no further action was being taken.

Joshua Academy

Mr Hickey highlighted that Highwood was the most culturally diverse school in Wokingham. The Joshua Academy was working with 11 pupils in the school (6 boys & 5 girls) to build their confidence, resilience and skills. The children are separated into 2 groups by gender. Highwood is the first Primary School that the Joshua Academy is working with and it is a 10 to 12 week project. Feedback so far has been that the children were very articulate. A report would be provided at the end of the project.

Inset day change

Originally Thursday 21st July 2022 was selected as an inset day. However due to the extra Bank Holiday given to the country for the Queen's Diamond Jubilee schools had been given this day as an extra day's holiday in lieu of this. Therefore, it was agreed that Wednesday 20th July would now be an inset day.

Approved

007
21/22

Governing Body Matters

Chair & Vice Chair of Governor

This had been deferred to this meeting to allow for discussions with the current post holders. Mrs Rowland had decided to step down as Vice Chair of governors.

Mrs Sabaroche agreed to continue as Chair of Governors.

Mrs Bridges agreed to taken on the role of Vice Chair.

Mrs Rowland advised that she may step down as governor following the Ofsted inspection.

Dr Bridges advised that she would check with Dr Love if she was interested in joining the governing body.

Governor Action Plan

Mrs Sabaroche advised that Ofsted had seen the Governor Action Plan and actions taken and had recognised the work of governors.

Committee updates

Dr Beaver advised that she had no update with regard to the QE committee.

Mr Kamal advised that he had no updates with regard to the Resources committee.

Monitoring updates

This would be covered under lessons learnt from Ofsted.

Development & training updates

Development governor updates were sent out at the last meeting but new dates for the Spring term have not been received yet.

Governor Day

This had been previously suggested for mid January. Mr Hickey suggested that this would be best in the second half of the Spring Term due to the recent Ofsted inspection. Mr Hickey and Mrs Sabaroche would discuss a suitable date.

Clerk arrangements

The clerk was stepping down and was thanked. Mrs Sabaroche advised that she was discussing alternative arrangements with Mrs Edwards.

Monitoring update to be circulated (MH)

Governor Day to be agreed (MH & WS)

<p>008 21/22</p>	<p><u>Policies for review and approval</u></p> <p><u>Pupil Premium Strategy</u> The Pupil Premium Strategy document was based upon the new template provided to schools and had been circulated to governors. Dr Bridges would be added as Link Governor.</p> <p>The Pupil Premium Strategy was duly approved.</p> <p><u>Sports Premium Strategy</u> The Sports Premium strategy had been reviewed and circulated to governors. Dr Bridges was the Link Governor.</p> <p>The Sports Premium Strategy was duly approved.</p> <p><u>Pay Policy</u> The Pay Policy had been circulated to staff and unions. The changes relate to the frequency of increments for teachers on the UPS scale which will remain as over 2 years unless there was exceptional performance. No comments had been received from staff.</p> <p>The Pay Policy was duly approved.</p> <p><u>Child Protection & Safeguarding Policy</u> The Child Protection and Safeguarding Policy was reviewed by a group of Headteachers and local arrangements relating to the Keeping Children Safe in Education document had been added.</p> <p>The Child Protection & Safeguarding 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>009 21/22</p>	<p><u>Any other business</u></p> <p><u>Staff lunch</u> Mr Kamal said that the non-staff governors would like to provide a lunch for staff as a thank you for their work over the last few years and the recent Ofsted. Mr Hickey said that he would discuss this with the Senior Leadership Team.</p> <p><u>FGB lessons learnt</u> Governors had given feedback following the recent inspection. Governors felt mostly prepared and said that they had the appropriate materials. Mrs Sabaroche went through governors’ feedback.</p>	

	<p>Governors were thanked for all their work in being prepared and meeting the night before and involvement on the days.</p> <p>Mr Kamal reiterated his thanks for everyone's hard work.</p> <p>Mrs Bridges highlighted that the inspector mentioned that the children need more information on online safety. This had already been recognised by Mr Allaway as an action.</p> <p><u>Date of next meeting</u> Future meeting dates as follows;</p> <p>Resources – 18.01.22 QE – 07.02.22 FGB – 14.02.22 QE – 28.03.22</p>	
010 21/22	<p><u>Any items deemed confidential</u> There were Part II minutes.</p>	
	The meeting ended at 7.02pm	

Minutes prepared by dated

Minutes agreed by dated

Actions to be completed;

- Mr Hickey to circulate the monitoring update (MH)
- Mr Hickey & Mrs Sabaroche to agree the Governor Day (MH & WS)