

**EXTRAORDINARY MINUTES OF A MEETING OF THE GOVERNORS OF HIGHWOOD PRIMARY SCHOOL**  
**HELD via Teams**  
**ON Monday 11<sup>th</sup> July 2022 at 5.15pm**

**PRESENT**

Mr Matt Hickey	Head teacher
Mrs Wendy Sabaroche	Parent Governor
Mr Rehan Kamal	Co-opted Governor
Dr Anne Love	Co-opted Governor
Mrs Kay Bridges	Co-opted Governor
Mrs Jainishta Ravindran	Parent Governor

**CLERK**

Mrs Wendy Sabaroche (Interim)

		<b>Action</b>
<b>001</b> <b>21/22</b>	<b><u>Welcome and school news</u></b> Governors were welcomed.	
<b>002</b> <b>21/22</b>	<b><u>Apologies and acceptance for absence</u></b> Apologies were received from: Mr Allaway, Dr Beaver & Mrs Younis	
<b>003</b> <b>21/22</b>	<b><u>Declaration of any business interest relating to the agenda</u></b> None.	
<b>004</b> <b>21/22</b>	<b><u>Items for AOB – if declared previously</u></b> None.	
<b>005</b> <b>21/22</b>	<b><u>Minutes of previous meeting and matters arising</u></b> No minutes were circulated at this meeting. Clerk to make available for the next meeting to be approved.	<b><u>Clerk to circulate minutes for approval at next meeting (WS)</u></b>

<b>006</b> <b>21/22</b>	<p><b><u>Headteacher report</u></b></p> <p>The Headteacher report had been circulated with the agenda.</p> <p>Mr Hickey highlighted the following from his report:</p> <ul style="list-style-type: none"><li>• Pupil numbers were at 479</li><li>• Persistent absence was at 18.5% (lower than national average, but also includes COVID absences)</li><li>• 3 new pupil admissions: 1 direction from Wokingham, 1 under Fair Access Protocol &amp; 1 via appeal</li><li>• New staffing structure from September 2022 and all teaching positions have been filled</li><li>• Recruitment for TA vacancies is ongoing, but there is enough staff to be effective in September.</li><li>• A new member of the admin team has been appointed to oversee school attendance.</li><li>• KS2 End of stage date was below national average across RWM. Year 6 did have a bulge class and a number of new children joining the key stage.</li><li>• Phonics 65%, no national averages have been released</li><li>• Multiplication check average 19/25. No national averages will be released</li><li>• New changes to Keeping Children Safe in Education (KCSIE) from Sept 2022, which the school staff will have training on in the September INSET day</li></ul> <p><b>Mrs Ravindran asked what GLD stood for.</b></p> <p>Mr Hickey explained GLD means 'Good Level of Development', pupils are either emerging or expected (on track) at a particular subject.</p> <p><b>Mrs Ravindran asked why KS1 Writing might be lower than the national average.</b></p> <p>Mr Hickey explained KS1 books were moderated this year, so the SLT know that this is an accurate reflect of where we are. The School Development Plan (SDP) has actions to address this by encouraging the children's quality of work to be better by re-establishing the foundations lost during the covid periods.</p> <p><b>Mrs Sabaroche asked if there were any year group cohorts causing concern for RWM.</b></p> <p>Mr Hickey stated that all year groups were pretty similar and the actions plans within the SDP would help to address the gaps across the school. He emphasised that in EYFS the results shown when a cohort has been in school for the entirety of the year, the results narrative is strong. Therefore, the SLT plan to work out where the gaps are and ensure the new staffing team is briefed and able to focus on the interventions required.</p>	

	<p>Mrs Bridges commented that it would be informative to know how other Wokingham schools compared as her research has shown that Reading and Writing is a great concern for teachers.</p> <p>Mr Kamal asked if there was a combined score for KS2. Mr Hickey replied this was 45% at expected standard, national average was 59%. 5% of children got greater depth in RWM.</p> <p>Mrs Ravindran asked if it was possible to compare a cohort's data against its starting point (e.g. Year 5 &gt; 6). Mr Hickey responded that the data was available. This would be available as a report at the next QE meeting in the new academic year.</p> <p>Mrs Rowland asked how many of the children were SEND or EAL within the data. Mr Hickey replied that it was difficult to attribute the results to this. Some of the new additions were strong in Maths, but not other areas.</p> <p>Mrs Sabaroche asked if the number of children in F1 was likely to stay as is (currently 13). Mr Hickey stated that this was the recent intake and they were not at Reception age. More children are expected to join through the new academic year.</p> <p><u>SLA update</u> The action research groups Highwood is signed up for:</p> <ul style="list-style-type: none"> <li>• Writing</li> <li>• Deputy Head development</li> <li>• Subject leader networks</li> </ul>	
<p><b>007</b> <b>21/22</b></p>	<p><b><u>Governing Body Matters</u></b></p> <p><u>Schools Learning Alliance academy follow up</u> The vision day was facilitated by Dan Morrow, CEO from the Dartmoor Multi Academy Trust. It was an opportunity for the stakeholders to determine what they did/did not want from the MAT, to have a discussion on the educational landscape and decide steering groups for next steps. The steering groups will focus on:</p> <ol style="list-style-type: none"> <li>1. Name, vision, values and mission statements</li> <li>2. Strategy and strategic priorities</li> </ol>	

	<p>Mr Hickey had discussed with the chair to send an update to parents in the final newsletter regarding the academy discussions so far and brief parents on the government academy white paper.</p> <p>Mrs Sabaroche and the governing body thanked Mrs Rowland for her help and support as a Highwood governor over the years, and continued success in her recent appointment as Deputy Mayor.</p>	
<b>008</b> <b>21/22</b>	<p><b><u>Policies for review and approval</u></b> No policies were put forward for approval.</p>	
<b>009</b> <b>21/22</b>	<p><b><u>Any other business</u></b>  <u>Date of forthcoming meetings</u> Proposed meeting dates to be confirmed by SLT and will be sent to governors.</p>	<b><u>Clerk to confirm meeting dates (WS)</u></b>
<b>012</b> <b>21/22</b>	<p><b><u>Any items deemed confidential</u></b> None</p>	
	The meeting ended at 6.15pm	

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

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

**Actions to be completed:**

- Clerk to circulate minutes for approval at next meeting (WS)
- Clerk to confirm meeting dates (WS)