



**MINUTES OF A MEETING OF THE HIGHAMS PARK SCHOOL TRUSTEE FULL BOARD
MEETING HELD ON THURSDAY 2 FEBRUARY 2023 5pm
AT THE SCHOOL**

Trustees Present: Tracy Penfold – (Chair), Claudine Crossley, Christina Proffitt, Andy Sikora, Alan Benton, Dave Brown, Richard Palmer, Nigel Armsby (Principal), Maria Eze, Ginette Hogan joined virtually, Erik Mesel joined virtually,

Also in Attendance Nick Hyde, Tom Capewell Deputy Principals
Ange Osman Associate Deputy Principal
Jacob Adeshina, (ABO)

Tim Morris, Company Secretary

Clerk to the Governors: Charlotte Herbert

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1	ACTION: December 8 th , 2022, minutes to be read and approved online.	All	As soon as possible
4.2 (6.3)	ACTION: Chair will forward 1 page summary to trustees. ACTION: NH to speak to Chris about offering more Art and Drama after school, possibly within period 6. ACTION: EM to send NH research on the effectiveness of external practitioners in these areas.	Chair NH EM	As soon as possible
6.1	ACTION: NH to look at why the attendance profile was not given out in the last report parents received. ACTION: Next Company Secretary's Report to ensure the absence codes are explained. ACTION: School to seek information on fines and payments for governors		Next FB
6.4	Agreed to approve 8 th May 2023 as a bank holiday to be added into the school calendar		
7.3	Agreed to approve the Schools Resource Management Self-Assessment as presented.		



13.1+13.2	Agreed to adopt the Children with Medical Needs Policy Agreed to adopt the Initial Teacher Training Policy		
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1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

Mrs Penfold welcomed all present to the meeting; the meeting noted that meeting was being recorded.

1.2. Apologies for Absence

No apologies for absence were received.

1.3. Quorum

The meeting was quorate with 10 trustees present.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

There were none.

2.2 Standing declarations – those noted in the published document on the school website – it was confirmed by the Chair that it is up to date.

3. TRUST BODY

3.1 To confirm Trust Board membership

There were no current vacancies.

3.2 Ensure details held about Trustees on GIAS and Companies House are up to date.

The Chair confirmed that this is all up to date.

4. MINUTES OF THE FULL BOARD MEETING – 8TH DECEMBER 2022

4.1 Minutes of the Last Meeting

The Chair noted that these minutes will be uploaded tonight onto the portal.

ACTION: Governors to read and approval to be made online for these to be signed off.

4.2 Matters Arising

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
?	School wrote to parents re canteen rota		Completed
?	English and Math's have increased by one period a week, looking at ways to deliver citizenship and sex education across the whole year group and the option of using external practitioners. Dance is being	Further conversation around this topic is noted below.	



	replaced with Art, Drama and Music. Dance is still an option for the second P.E lesson of the week.		
8.1	Pupil premium statement published		Completed
6.3	The 1-page summary was produced and sent to parents; ACTION: Chair will forward to trustees.	Chair	As soon as possible
13	All policies were approved on email.		Completed

Previous Action Discussion

Q. The staff spoke of subjects like knife crime being delivered through other lessons like drama rather than citizenship. Concerns around if done just through drama, as some pupils might not like drama. **A.** Topics on gangs and knife crime, staff would still look to book external practitioners and cover these issues in assemblies, but it is felt that engagement is still higher in Drama over than Citizenship lessons.

Q. The extra English and Maths lessons are introduced in year 9, for how long? **A.** No structural change, introducing another English and Maths lesson allows us to have external practitioners in to talk about gangs in these slots.

Q. Could we offer more Art and Drama after school instead? **A.** Already have lots of extra-curricular activities, we could talk to Chris about it, perhaps could be a period 6 option. We can have a look at it.

ACTION: NH to speak to Chris about offering more Art and Drama after school, possibly within period 6.

Q. It is a shame that performing arts are being cut back, although the same across the country. Getting external organisations to talk about knife crime for example, evidence shows this doesn't work and is counterproductive, generally people wouldn't fund this as it doesn't work. **A.** NH would value research to make informed decisions, please do send my way. So many topics are covered in citizenship, sex education for example can be more effective by using an outside practitioner.

ACTION: EM to send NH research on the effectiveness of external practitioners in these areas.

A deeper discussion then took place around this topic

TC noted that the school should not focus on knife crime, there were other topics that took greater prevalence, protected characteristics, online safety, what young people were saying to each other rather than what they were doing. GH said that external speakers could work depending on the topic. Young advisors were well evaluated for example. EM said that he was not against external speakers, and it did depend on topic. NH noted that he will look further into it.

5. ACTIONS FROM FULL BOARD MEETING 8TH DECEMBER 2022

The Chair confirmed that members had completed their interest forms.



6. STRATEGIC SCHOOL ITEMS

6.1. Company Secretary's Report

Trustees were asked to note the Company Secretary's Report which was shared on the screen.

Number on Roll

Compared figures from Sept 2022 to Jan 2023. Some pupils have left, some have joined, some on AP, or dual role. Looked at joiners and leavers.

Q. What is the change of status numbers? **A.** It is a confidential list of pupils, for example a Ukrainian pupil came and went. The is also a list of joiners.

Q. Do we know the reasons why they left **A.** Some have emigrated, returned to Ukraine, being home educated, left the area, change of status could be that they are now in a different provision i.e., boxing academy or on a beauty course, or have moved to a more appropriate school setting. Trustees can view the list if they wish to. Sixth form numbers have dropped a bit – moved to do different course, Year 12 numbers can change as early in the year still.

Open evening 6th Form – 19th January 2023

Danielle registered all the students who came to the open evening, For the first time more external students than last year. 1/3 higher than the previous year, which was a positive sign.

Q. Are there external factors for this growth? Highest since 2016? **A.** The reputation of the school is growing, we're the best in the borough, results are really good. Good staff, which is all positive.

Free School Meals

This may increase with the current economic climate and will be monitored. Pupil Premium has decreased slightly. It was asked to remember that there is no Pupil Premium in Sixth Form. The percentages shown are for the total number in the school.

Looked after students – LACS

Some have moved into the borough from elsewhere.

Report on suspension figures

It was noted that this was spoken on in detail at the Academy Effectiveness Meeting. Numbers of suspensions and the re-integration room are up from last term. 193 compared to 100 last year. Numbers have gone up. TC will be looking into this before the next Academy Effectiveness meeting. He will also be looking into why staff have chosen 'Other' as their reasons. TC will be looking into what the 'Other' reasons are. More detail to follow at next meeting

Quality of teaching and learning

This touched on observations, key areas for developments and pupils challenged in lessons.

Q. Can you explain further on the upper prior attainers **A.** We look at the pupils' grades in mocks, what they want to do in sixth form, we have taken these 30 pupils that were identified to mentor, we're currently looking at revising methods with them, we have sent out a presentation to the ones we were targeting.

Q. The presentation has not been sent to everyone? **A.** No, we're going to see if what we've sent out about revision techniques has made a difference first to these 30 pupils.



There is a specific focus on upper attainers however all pupils have been looked into, there are 180 underachievers identified in the inset day, they are the lowest in that grade compared to their other subjects, there are lots of marginal gains to be made by supporting and equipping.

Adaptive teaching

Cally was back supporting as Enuma is currently off on long term sick leave. She will be here to at least Easter, if not a few weeks afterwards to help with handover for staff taking on new responsibilities in the summer term.

Cally has submitted a report to Academy Effectiveness. She has a plan on how to cut down on absences. Attendance is currently okay, we need to work on students' lateness, she has some strategies around this.

Q. Are these new strategies or different, as this is the same issue as before. **A.** We are seeing some improvement already.

Q. There was no attendance profile in the last report that parents received. Use to get a printout of the attendance register which was useful for parents. **A.** Not sure why that was.

ACTION: NH to look at why the attendance profile was not given out in the last report parents received.

Q. It would be nice to know what the absence codes mean. **A.** These will be included in the next report.

ACTION: Next Company Secretary's Report to ensure the absence codes are explained.

Q. It was noted that the attendance is below national average but reported as if were okay. **A.** Last week the strikes did impact our figures on FFT.

Q. Can we change this in Arbor? **A.** Yes, we can change on the DFE and should be able to change on Arbor as it's an internal database.

Q. Has Cally got a target, has a date been set when you want to see a change in punctuality? **A.** Punctuality is going down, there is a significant reduction already. took a couple of weeks to get going, is making a difference,

The meeting discussed that the LA were responsible for the issuing of fines and asked that, if possible, information be obtained on the number of fines issued and paid each term.

ACTION: School to seek information on fines and payments for governors

The board discussed the school's attendance report and asked if a more detailed report could be issued for the next AEC meeting.

Having considered the schools attendance report, it was agreed that the school's policy should be reviewed earlier than currently scheduled to enable feedback and amendments to be implemented by the school.

The board was advised that pupil Attendance was currently 92.1% compared with 90.9% nationally.



6.2. School Development Plan 22/23

Trustees were asked to note the progress on the Leadership and Management actions during the Autumn Term.

The Principal advised the board that the schools Leadership and Management team were looking at the impact of the strike day, Wednesday 1 February and would be using information to plan for the next anticipated strike action.

Trustees noted that whilst the school was closed to many pupils, pupils considered vulnerable and those of critical workers students could come in and work at the school and have lunch.

The board discussed the teaching strike, the schools' predictions, the actual numbers, and the impact. The principal noted that of the whole school, there were eight critical workers children in school, three pupils with an EHCP, no children eligible for FSM came in to collect their meal.

Q. Considering the Trusts Employee assistance programme, what does this offer? **A.** Counselling, financial, law advice and general help.

Trustees discussed how the school was able to obtain a picture of who was using the programme, the topics of help being sought and the impact of this. The Principal offered to source some more in depth information on take up of the EAP and share this with trustees post meeting.

The Principle then shared how SLT are recognising staff who have gone over and above. There was discussion on whether there was a need for an anti-harassment poster to be displayed in reception.

6.3 School Rebuilding Programme

Trustees were asked to note the progress to date.

It was noted to the board that the programme had now reached the next milestone and was expected to go to the planning stage.

Trustees noted that the cost of temporary buildings is currently very high - works were anticipated to commence in July 2023.

6.4 School Dates 23/24

Trustees were asked to acknowledge the extra bank holiday for the Coronation on 8th May 2023. Trustees were asked to approve the amendment to the school dates 22/23 – the removal of the 'moving day' on September 8th 2023. The school will now be open. As not moving into temporary buildings till spring.

Agreed to 8th May 2023 as a bank holiday being added into the school calendar.

7. FEEDBACK FROM SUB COMMITTEE MEETINGS

7.1. RCM 26th January 2023

Trustees were asked to note feedback.

The Chair is arranging a meeting to discuss way forward for fixed asset register. Self-assessment form, catering, further info for rebate £16k, and contract extension – The Chair will send out information ahead for the next resources meeting and full board. It was noted that the school meals tariff is expecting to increase so will need looking into in the future



7.2. December Monthly Finance Report

Trustees were asked to note December finance position.

A discussion was held around staff costs and premises. Jacob stated that they will be looking into the half a million deficit. Staff costs have been complicated by salary reviews along with the backdated pay. Looking at sharpening up resources, without increasing costs. The Chair noted that they need to know of additional posts so they can adjust the budgets accordingly, she noted that we cannot use reserves as fixed cost year on year, especially with the new build coming up.

7.3 School Resource Management Self-Assessment

Trustees considered the schools SRMSA submission; deadline 15 March 2023.

Ms Penfold advised the board that she had gone through the form, highlighted in blue any changes since last year and that the boards Resources Committee had reviewed this document with a recommendation for Board to approve.

Q. Point 21B – can't we say yes? **A.** We have the strategy document but working to generate overall schools' vision 3-5 year strategy, this then feeds into estates plan. The Trust are working to tie those aspects altogether, so have put 'in part' as this was a work in progress.

Trustees held a vote and unanimously **agreed to approve the Schools Resource Management Self-Assessment as presented.**

7.4 Feedback from Academy Effectiveness Committee held 11th January 2023

GH gave an update to the board. Minutes are still being formalised, Catherine Taylor presented on reading levels, support offered to pupils with low reading levels. Only done once in year 7, recommended the programme be done a second time to be more effective. Flagged up vacancies within SEN and the need for a librarian. Nigel to cost it out – waiting for the report. Looked at attendance data, hopefully Cally can make our next meeting. Autumn attainment data looked at support to underperforming students. SEND, raising attainment, PDP priorities. National tutoring programmes.

No follow up questions. Chair thanked GH for her report.

8. **TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW**

KS3 Data – Nick Hyde

From September 2022, 25,000 assessments have been undertaken. The data shows a breakdown of students by different groups, shows who is performing lower and who needs extra support. NH also said they receive a report with the teachers' opinion of each student's progress. With all this information they have now introduced an intervention calendar so they can map out and make manageable changes throughout the year to the students who need extra support. The progress and behaviour of each student can be looked at, and data can also be viewed by subject. Pupils can be identified who might be falling behind in just one particular subject but excelling in other areas.



9. SAFEGUARDING

9.1 Safeguarding Link Visit – Tracy Penfold

Trustees to note the report from the safeguarding link governor.

TP went to see James, visiting again next week for another visit.
There were no questions.

10. LINK TRUSTEE VISIT REPORTS

The board discussed the suspensions of SEN pupils and how these are made. It was noted that when all reasonable adjustments have been made but certain behaviours are still carrying on, sanctions need to be put in place. Suspensions are a last resort for those particular SEN pupils

11. TRUSTEE TRAINING

Remind trustees to tell Governor Services of any training courses you have been on to enable records to be kept updated.

12. CHAIR'S ACTIONS

Sent round staff survey to re look at.

13. POLICIES FOR APPROVAL

Trustees were asked to approve the following policies

13.1 Children with Medical Needs

Trustees considered the policy as presented and agreed to adopt the Children with Medical Needs Policy

13.2 Initial Teacher Training

Trustees considered the policy as presented and agreed to adopt the Initial Teacher Training Policy

14. DATES AND TIMES OF NEXT MEETINGS

Audit Committee 2nd March 2023 at 8.00am

Resources Committee 9th March 2023 at 10.15am

Full Board Meeting 16th March 2023 at 5pm

15. ANY OTHER BUSINESS

None.

The meeting closed at 7.07pm

Chair: (print)

..... (sign)

Date: