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| BLACK HERITAGE GROUPFIRS FARM PRIMARY SCHOOLAddress: The School, Rayleigh Road, Palmers Green, London N13 5QPTelephone No: 020 8807 4292 | School Logo |

**Meeting: 10th March 2023 4.00PM**

 **ORIGINAL COMPOSITION/MEMBERSHIP**

Mr Christie \*

Ms Ajibola \*

Ms Adeoye \*

Ms Fringpong \*

Ms Cambell \*

Mr Dodoo \*

Ms Mahmood \*

**Ms Ambrose- Chair**

**Ms Raphael**

**Ms Brobbey**

**Ms Herbert – Teacher**

**Ms Blackstock – Teacher**

**Ms Brown - Teacher**

**Ms Husband - Headteacher**

Roulla Spencer – Clerk

\* Denotes absence

**MINUTES**

 **1. WELCOME/APOLOGIES FOR ABSENCE / MINUTES**

 The Chair welcomed all to the meeting. No apologies for absence were received.

 Minutes of the last meeting held on 27 January 2023

 The minutes from the last meeting had been circulated to all members.

 **RECEIVED**

 **Matters Arising**

 **Web Page**

 Ms Ambrose had agreed to update the web page outlining the:

* + Objectives of the group
	+ Action Plan
	+ Achievements to date
	+ Contact form

However, she was unable to do so as she was not able to access the page. **Ms Herbert agreed to work with Ms Ambrose to action this by the end of April. Membership, Action Plan and Date of Next Meeting would be included.**

 **ACTION: MS AMBROSE/ MS HERBERT**

 **Parental Engagement**

 Ms Ambrose asked if there was any data from the parent consultations held in February. **The Headteacher stated that information had been collated from the teachers and that an analyses of this would be brought to the next meeting.**

 **ACTION: HEADTEACHER**

 **Conscious / Unconscious Bias**

 Ms Ambrose reported that she had met with the Equality Enablement Lead that would be delivering the staff Inset on 24 April. The training would be focusing on staff on staff bias and the following would be covered:

* + Learning Objectives
	+ Equality / Diversity / Inclusion
	+ Impact of conscious / unconscious bias and micro aggressions within the workforce / colleagues
	+ Equality ally Strategy
	+ Inclusive Leadership Practise
	+ Trailhead: Equality Learning Platform (On-line Platform)

 Inset will take place on line on 24th April at 3.30pm.

  **ACTION: HEAD / MS AMBROSE**

 **2. ACTION PLAN DISCUSSION**

 **(a)** **Book Spine / Library**

 The Headteacher circulated the Diversity book list agreed by Ms Brobbey and Ms Hughes, to members at the meeting, and agreed to upload this, as well as a larger, more comprehensive list for members’ consideration**. Members were asked to nominate core texts as well as recommending additional texts.** The books would be kept in the school library rather than in classroom book corners and the library will be promoted as the hub for ‘Reading for Pleasure’. **Ms Brobbey suggested that older children should also be asked to nominate their recommendations.**

 In addition to the funding already secured for the book spine, the Headteacher stated that some funding from the recent sponsored read, which raised almost £3000, would also be used for the Diversity book spine. Agreed books would be purchased after April.

 **ACTION: ALL MEMBERS / HEADTEACHER**

 **(b)** **Transition Work – Year 6 / Secondary School Projects**

 The Headteacher reported that Year 6 were currently booking transition meetings with secondary schools and the **Head of Year 6 would be asked to ensure there was a BH focus.**

 **ACTION: HEAD / MS XENOPHONTOS**

 The Head stated that the gaps in learning in KS2 were not huge, and work was being done to target children with the aim of closing the gaps. More worrying, however, was the data that showed that the gaps in learning for BH children grew considerably in KS3. It was clear that work needed to be carried out to ensure that children were equipped with the skills, learning and qualities to ensure that they were prepared and could thrive during the transition from primary to secondary school.

 Ms Brobbey and Ms Raphael belived that conscious /unconscious bias was more of an issue at secondary school as children became more anonymous due to the nature of secondary schools. Ms Raphael stated that children needed to be motivated, confident, focused and aspirational so that they could cope well with the transition. Ms Raphael stated that Jason Arday could be held up as an excellent example for children. He became the youngest black person ever appointed to a professorship at Cambridge and is best known for his research on race and racism. *(Additional information provided by Clerk for information: Born in 1985; grew up on a Council Estate in Clapham; diagnosed with Autism at 3 years old; didn’t speak until 11 years old due to global development delay.)*

 The Head stated that in preparation for transition, a Citizenship Day was organised with members of TFL explaining oyster cards; members of the Met Police informing/ advising children about personal safety, and Group Leaders informing children of after school clubs/activities. In addition, children spent a day at their secondary school. In the past, Year 6 organised a day for the children, mimicking what it would be like in secondary school. **The Head stated that she would discuss the possibility of reinstating this with the Year 6 teachers.**

 **Ms Ambrose asked the Head to inform the secondary schools of the work currently being carried out and request that, if possible, BH children be nominated a ‘buddy’ that they could relate to. The Head agreed to raise this with the Borough’s Transition Group.**

 **ACTION: HEAD**

 **(c) Careers Fair**

 Career Advisors Update

 Ms Brobbey informed the meeting that she had uploaded information / application form on Teams regarding available advisors. In addition, she would be discussing the possible availability of a Careers Advisor attending the day. Ms Blackstock agreed to ask her brother, a Deputy Headteacher, if he was available to attend, as it was agreed that it was important to have a black male professional as a role model for boys. It was also agreed that attempts be made to secure a Motivational Speaker. **It was agreed that the Head sign up using the application form on Teams.** The Head proposed that 10 careers leaders be invited. They could be stationed at tables/ stations in the hall and children could move from station to station. **Ms Brobbey agreed to coordinate the pupil voice / briefing / debriefing for the event and the Head agreed to provide the names of children. Arrangements would need to be secured by 5th May.**

 **It was agreed that Ms Brobbey and the Head would meet before the next meeting.**

 **ACTION: HEAD/ MS BROBBEY**

Business involvement

 Ms Ambrose informed the meeting that she had uploaded a draft letter inviting businesses in to work with the school. **Ms Ambrose asked Members to look at the letter this week and if there were no amendments / suggestions she would be sending the letter out.** Ms **Ambrose also suggested that contact be made with parents to see if they could offer their support**.

 **The Headteacher stated that she would contact the Shine Academy to find out whether it was possible to arrange visits to Universities for PP children.**

 **ACTION: MS AMBROSE/ HEAD**

 **3. ACTION PLAN**

 There were no further updates to report.

 **4. DATE OF NEXT MEETING**

 FRIDAY 28th ARIL: 2.30PM

 FRIDAY 19th MAY: 2.30PM

 Both meetings to be Chaired by Nancy Brobbey.

 **5. AOB**

**BH – Leadership /Headship**

Ms Blackstock updated the group on the course, “Position for Success” that she was attending. She had attended 2 sessions to date and stated that these had been extremely useful and inspiring. The next 2 sessions would be focusing on Personal Statements and Interview Preparation. Sessions were led by Marva Rollins.

The Chair closed the meeting at 5.00pm.