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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: 25H November 2022 9.00AM**

 **ORIGINAL COMPOSITION/MEMBERSHIP**

Mr Christie \*

Ms Rapahel \*

**Ms Brobbey – Chair for the meeting**

**Ms Ambrose**

Ms Ajibola \*

Ms Adeoye \*

Ms Fringpong \*

Ms Cambell \*

Mr Dodoo \*

Ms Mahmood \*

**Ms Herbert – Teacher**

**Ms Blackstock – Teacher**

**Ms Husband - Headteacher**

Roulla Spencer – Clerk

\* Denotes absence

MINUTES

 **1. WELCOME/APOLOGIES FOR ABSENCE/NOTES FROM PREVIOUS MEETING**

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

 Minutes of the last meeting held on 16 September 2022

 The minutes from the last meeting had been circulated to all members. All matters arising had been included on the agenda.

 It was agreed that the web page would be updated with actions taken by the group to encourage membership and attendance. This could be followed by a coffee morning to share actions/successes carried out.

 **RECEIVED**

 **ACTION: LAURA AMBROSE/NANCY BROBBEY/HEAD**

 **2.ACTION PLAN**

 **Black History Month**

The outline of events had been circulated to all members prior to the meeting. Ms Herbert stated that the month had been extremely successful. It had begun with a whole school assembly and ended with the whole school dancing to Jerusalema in an assembly.

Ms Herbert agreed to create an Evidence Folder on to TEAMS and upload examples of work from children, as well as the assembly slides for the group’s information.

It was also agreed that evidence of Pupil Voice would also be uploaded – Charleen/KS1; Jayne KS2.

 **ACTION: MS HERBERT /MS BLACKSTOCK**

  **Reading material for the library**

Ms Brobbey had met with the Reading Lead, Ms Hughes, and discussed reading material for the library.

Ms Ambrose had secured grant for books which was dependant on evidencing work being carried out in support of the school/ library. Ms Ambrose would be visiting the school on 9th December to assist in work in the library, with parents, including cataloguing, checking; inventory etc. Once that takes place, the grant (£1500) should be released.

Ms Ambrose explained that applications can be made up to 5 times a year. In order to be prepared for this, she suggested a long term plan for collaborative work with the school/children. Ideas would be needed for activities, which could include online activities with children. The Head stated that in the short term, advice regarding marketing / making profits etc. would be welcomed for the Year 6 Enterprise scheme in the summer term. This could be done online or face to face. Future events, such as Science Week and Hour of Code can also be opportunities for collaborative work with external agencies.

 **ACTION: HEAD/ MS AMBROSE**

**Raise the profile of Black excellence via engagement with the community**

Ms Ambrose had identified two local businesses – Lawyers and Hairdressers, but had not actioned this further,r due to priority given to the work on the library.

Ms Brobbey had also made an initial request to the Careers Lead at Aylward Academy and would be following this up.

 **ACTION: MS BROBBEY / MS AMBROSE**

**Year 5/6 Career / Academic Pathways Event – 5th July 2023**

Ms Ambrose would be leading on this.

 **ACTION: MS AMBROSE**

Possibility of Saturday schools - Haringey

The Head stated that it had been hoped that the scheme run by Haringey could be extended to Enfield schools, however, unfortunately this had not been viably possible.

The Head and Ms Herbert explained that as part of HEP (Haringey Education Partnership) the school had full access to the History/ Geography and Science curriculum, which was extensive, comprehensive and diverse.

**Grant suggestions**

Ms Ambrose stated that there was an opportunity to apply for a grant of £20000. This was based again on evidencing collaborative work with the school, which demonstrated working closely with the school, adding value to the school’s action plan, support, and effective engagement. It was agreed that the Head would produce an Acton Plan/ Evidence log for this purpose.

 **ACTION: HEAD/ MS AMBROSE/BHM**

 **3. ACTION PLAN**

The updated Black Heritage Action Plan 2022-2025 was presented at the meeting. Updated information had been highlighted in red. The Head stated that information on data analyses would be updated next week following the school’s data drop.

 **ACTION: HEAD**

**4. FEEDBACK ON DIVERSITY CHAMPIONS**

The Head stated that she would raise this with SLT with a view to the roles being given to members of the School Council.

 **ACTION: HEAD**

**5. READING MATERIAL FOR THE LIBRARY**

Ms Brobbey had met with Ms Hughes, the Reading Lead and was awaiting information.

 **ACTION: HEAD**

**6. PARENT/CARER ENGAGEMENT WITH SUPPORTING THEIR CHILDREN**

Ms Brobbey and Ms Ambrose asked how the school provided information to all parents on ways that they could support their children at home; as well as if there was any targeting support for those parents of children falling behind in terms of attainment.

The Head stated that teachers communicated with parents directly and provided resources where necessary to support children at home. The English and Maths Cafes would also be reinstated. Ms Herbert added that experienced teachers were providing additional support where necessary during lunch times and after school.

The Head also added that there were many factors which affected the level of support that was given by parents. These ranged from cultural, personal experiences of the education system, personal/ emotional experiences, EAL etc.

Ms Brobbey agreed to provide some information directed at parents, by way of a visual “map”, on ways to support children in different year groups. Ms Brobbey also agreed to looking into the possibility of pupils from Aylward Academy coming in to read to younger children.

Ms Ambrose also agreed to look into the possibility of securing funding for the scheme, Tutor Mate, which pairs children up, on line, with tutoring support.

 **ACTION: MS BROBBEY / MS AMBROSE**

**5. CHAIR FOR NEXT MEETING**

It was agreed that Ms Brobbey and Ms Ambrose would Co-Chair the meetings.

 **ACTION: MS BROBBEY/MS AMBROSE**

**6. DATE OF FUTURE MEETINGS**

**FRIDAY 27 JANUARY 2023 4.00PM**

**(Friday 3 March – 5.00pm)**

The Chair closed the meeting at 10.00am