

# Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 16<sup>th</sup> March 2017 at 6.30pm.

<b>Representative Governors</b>	<b>Parent Governors</b>	<b>Co-opted Governors</b>
*Kath Howell (24-11-17)	*Lorraine Gerrard (20-11-17)	*Melian Mansfield (27-11-17)
<b>Headteacher Governor</b>	^Amanda Jones (1-3-19)	*Sam James – Chair - (29-6-20)
^Leon Choueke	*Sibylle Erdmann (1-3-19)	^Eddie Webb (14-10-18)
<b>Staff Governor</b>	^Maud Waret (1-3-19)	^Richard Holmes (1-2-18)
Vacancy	*Paul Eadie (01-11-20)	*Dominic May (20-11-18)
		*Lizzie Davies (20-11-18)
		*Nina Job (28-1-19)
		^Elena Wolf (28-1-19)
		*Olly Cheng (28-1-19)
		*Alex Pepe (07-10-19)
		*Kate Ibbotson (07-10-19)
		*Lucy Buzzoni (01-12-20)

\*denotes governor present

^denotes apology received

+denotes apology not received

## **Also present**

Ben Strange - Deputy Headteacher; Nina Grimes - Deputy Headteacher

Isha Sankoh – Clerk

Observers: Corrina Phillips – Assistant Headteacher; Louise Foulkes – Assistant Headteacher

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## **Part 1**

### **1 WELCOME**

1.1 The Chair welcomed everyone to the meeting. The Meeting was quorate with 13 governors present. The meeting started at 6.34pm.

### **2. APOLOGIES FOR ABSENCE**

2.1 Apologies for absence received and accepted from Leon Choueke, Eddie Webb, Richard Holmes, Maud Waret, Amanda Jones and Elena Wolf.

### **3. GOVERNORS DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA**

3.1 No declarations were made.

### **4. ANNUAL DECLARATION OF INTEREST**

4.1 PE signed the declaration of Interest form for this academic year (2016/17). A signed copy was given back to the school for filing.

### **5. GOVERNING BODY MEMBERSHIP**

5.1 x1 staff governor vacancy to be recruited to.

**ACTION: Nominations / appointment of staff governor vacancy to be completed by the next FGB meeting.**

### **6. LATE ITEMS AND ORDER OF BUSINESS**

None declared.

**7. MINUTES OF THE MEETING HELD ON THE 26<sup>TH</sup> JANUARY 2017**

7.1 The minutes dated 26<sup>th</sup> January 2017 were agreed as a true and accurate record subject to the following amendment:

- Item 15.1 amend “Paul Kitt” to “Paula Kitt”.
- Item 16.2 amend “meeting held 16<sup>th</sup> January 2017” to “meeting held 16<sup>th</sup> January 2017”
- Item 16.5 amend “meeting held 17<sup>th</sup> January 2017” to “meeting held 17<sup>th</sup> January 2017”

One set of minutes was signed by the Chair, and handed back to the school for filing.

**8. MATTERS ARISING FROM MEETING HELD ON 26<sup>TH</sup> JANUARY 2017**

8.1 The Chair reported that the Campaign for Fair Funding meeting took place at Coleridge on 21<sup>st</sup> February 2017, with over 200 people in attendance. Governors / parents / friends of Coleridge are strongly encouraged to either write to the Department of Education, their local MP or complete the fair funding for all schools petition online; opposing the proposed cuts to school funding set to take place.

8.2 Learning enhancement fund. Governors will to be sent a copy of the letter next week upon LC's return before it goes out to the school.

Nina Job enters the meeting at 6:40pm.

8.3 Governors Surgery. The meeting set for 24<sup>th</sup> February 2017 went ahead, with a potential complaint for the school, which was ultimately not pursued as a formal complaint. Future meeting dates are: 21<sup>st</sup> April 2017 & 9<sup>th</sup> June 2017.

Paul Eadie enters the meeting at 6:43pm.

**9. SCHOOL DEVELOPMENT PLAN**

9.1 The School Development Plan (SDP) is now in its second year of a two year rolling cycle. This is the first time that Coleridge have had a SDP spanning two years, and the additional time has proved beneficial for embedding initiatives, fulfilling targets, and evaluating successes and shortcomings.

**10. BUDGET UPDATE**

10.1 See agenda item 17.2.

**11. HEADTEACHER'S REPORT**

11.1 Governors' received a copy of the Headteacher's report ahead of today's meeting. The Headteacher's report was presented by Deputy Headteacher, Ben Strange, as Headteacher, LC is recovering from an operation to his arm. LC is hoping to return to work on 27<sup>th</sup> March 2017.

## **Citizenship and Values Education**

11.2 BS reported that Lizzie Davies is currently working on a project looking at the delivery of Personal, Social and Health Education (PSHE) across the school.

## **Science**

11.3 The Science Team have been working with Highgate Private School to organise another Science Enrichment day for 120 disadvantaged children from schools all across Haringey. The event is set to take place on Friday 26<sup>th</sup> May. This year, the team have decided to significantly upscale the event, which will held at the Professional Development Centre. Coleridge and Highgate Private School are delivering the day totally free of charge, in an effort to inspire disadvantaged children to take an interest in the sciences.

## **Maths**

11.4 The 'Teach for Mastery' pedagogy continues to roll out across the school. All staff received training on the key principles of Mastery during an INSET in February; many thanks to those members of the governing body who gave up their time to attend.

11.5 BS advised that on 14<sup>th</sup> March 2017, a group of Year Six children took part in a public speaking competition at Blenheim Palace in Oxfordshire, and won. The Coleridge team beat off competition from some of the most prestigious prep schools in the country, and accepted the award from the Duchess of Marlborough.

11.6 Governors thanked BS for presenting today's Headteacher's report, and acknowledged the achievements of the Year 6 children, teachers and parents involved in winning the competition.

## **12. SELF EVALUATION FORM (SEF)**

12.1 The SEF is a non statutory document, where at Coleridge, the document is completed and updated to promote best practice examples across all areas of the school.

**BS to circulate SEF in preparation for the next FGB Meeting.**

## **13. POLICY REVIEW**

13.1 The following policy was **APPROVED** by the GB:

- Lettings Policy (2017)

## **14. CHAIR'S REPORT**

No items to report.

## **15. GOVERNORS' TRAINING**

15.1 Governor training attended so far this term are:

<b>Date</b>	<b>Training</b>	<b>Governor</b>
1 <sup>st</sup> /3 <sup>rd</sup> March 2017	Safer Recruitment	Lorraine Gerrard, Kath Howell
7 <sup>th</sup> March 2017	Haringey Governors' Association	Melian Mansfield, Lorraine Gerrard
<b>UPCOMING TRAINING</b>		
25/03/17	Haringey's Governance Conference	Leon Choueke, Melian Mansfield, Paul Eadie

## 16. **GOVERNORS VISITS**

16.1 Table highlighting governor visits completed since the last FGB meeting.

<b>Date</b>	<b>Purpose of visit</b>	<b>Governor</b>
30/01/2017	SEND Parents Meeting - dyslexia and dispraxia	EW, SE, LG
02/02/2017	Maths Mastery INSET	SJ, LG, PE, MM
02 and 03/02/17	H&S Site Inspections	KH
09/02/2017	H&S Fire Management meeting	KH
21/02/2001	Fair Funding for All School Campaign Meeting	SJ, KH, LG. MM
24/02/2017	Policies meeting with DHT, Nina Grimes	KH
28/02/2017	Governor Surgery	SJ, EW
28/02/2017	Meeting on impact of National Funding Formula with Cathy Ching	LG
01/03/2017	National Funding Formula drop-in sessions	LG, MM, KH, MW
02/03/2017	National Funding Formula drop-in sessions	LG, KH, PE
02/03/2017	H&S Site Inspections	KH
14/03/2017	School Council - visit to Food Bank	LG

## 17. **REPORTS FROM SUBGROUPS**

### 17.1 **THE ENVIRONMENT, HEALTH & SAFETY COMMITTEE (EHSC)**

The minutes from the recent meeting held on 9<sup>th</sup> March 2017 were circulated to the GB.

### 17.2 **RESOURCES COMMITTEE**

The minutes from the recent meeting held 6<sup>th</sup> March 2017 were circulated to the GB.

17.2.1 DM reported that the budget projections now shows an in-year deficit of only £-16k, compared to the budgeted deficit of £-124k. The projected carry forward balance for the next financial year (2017/18) is approximately £134k. The improvement to the above figures comes from a mixture of an increase in income from nursery admissions, clubs and general lettings. A small reduction in many of the premises costs and supplies, also contributed to the overall improvements.

**QUESTION / CHALLENGE:** There is a huge difference in the budget vs actual projection forecast for this financial year. What method is being used to ensure that the projected actual figure is in line / close to the budgeted figures?

**Answer:** In the reporting of the budget vs actual projections, the School Business Manager takes a very cautious approach with the budget estimations given with each report.

17.2.2 DM explained that an increase in salary costs of approximately 3% (due to national insurance, pensions contributions, and raising pay scales of teachers) is forecasted for the next financial year. Additional income generation to be explored are; Shirley Boffey House, an increase in club memberships, lettings, and nursery admissions.

**QUESTION:** When will the budget for 2017/2018 be presented?

**Answer:** The budget forecast for 2017 / 2018 will first be presented at the next Resources Committee scheduled for 24<sup>th</sup> April 2017. A full presentation will then be given at the next FGB meeting on 11<sup>th</sup> May 2017.

**17.3 CHILD AND COMMUNITY COMMITTEE**

The minutes of the Child and Community Committee meeting held on 7<sup>th</sup> March 2017 were circulated to the GB.

**17.4 CHARITIES AND SPONSORSHIP COMMITTEE (CSC):**

No meeting has taken place.

**17.5 SEND**

No meeting has taken place.

**18. ITEMS FOR NEXT AGENDA**

17.1 The following items to be included on the next GB meeting agenda May 2017:

- Budget Update – 2016/17 & 2017/18

**18. DATE OF MEETINGS 2016-17:**

SUMMER TERM 2017 Thursday 11th May & Thursday 29th June

All GB meeting will commence at the earlier time of 6.30pm

*Clerk's note: Part 1 ended at 7:08 pm*

Chair of Governors.....Date.....  
Coleridge Primary School Governing Body