

# Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 17<sup>th</sup> November 2016 at 6.30pm.

<b>Representative Governors</b>	<b>Parent Governors</b>	<b>Co-opted Governors</b>
<p>*Kath Howell (24-11-17)</p> <p><b>Headteacher Governor</b> *Leon Choueke</p> <p><b>Staff Governor</b> *Julia Preston (29-1-17)</p>	<p>*Lorraine Gerrard (20-11-17) *Amanda Jones (1-3-19) *Sibylle Erdmann (1-3-19) *Maud Waret (1-3-19) ^Paul Eadie (02-11-20)</p>	<p>^Melian Mansfield (27-11-17) *Sam James – Chair - (29-6-20) *Eddie Webb (14-10-18) *Richard Holmes (1-2-18) ^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) 1 VACANCY</p>

\*denotes governor present

^denotes apology received

## **Also present**

Nina Grimes - Deputy Headteacher; Ben Strange - Deputy Headteacher;

Isha Sankoh - Clerk;

Observers: Corrina Phillips – Assistant headteacher.

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## **Part 1**

### **1 WELCOME**

1.1 The Chair welcomed everyone to the meeting. The Meeting was quorate.

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

2.1 Apologies for absence were received and noted from Kath Howell, Paul Eadie, Melian Mansfield, Dominic May, Lizzie Davies, Nina Job, Elena Wolf, Olly Cheng, Alex Pepe & Kate Ibbotson.

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

No declarations were made.

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

NJ to sign Governor Interest form for this academic year.

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

5.1 Paul Eadie was elected as the new parent governor effective from 03.11.16.

5.2 Two applications were filed for the school's co-opted governor vacancy. Additional discussions to be held with both candidates; with an update given at the next Full Governing Body (FGB) Meeting.

**ACTION: SJ & LC**

6. LATE ITEMS AND ORDER OF BUSINESS

6.1 Haringey have **agreed** to pay £10,000 towards the cost of school fencing and back entrance gate. This means approval for the balance is £12,244. Fencing is also needing to be replaced on Haslemere road side of East site. It is economical to do this at the same time at a cost of £4,240.

The GB **APPROVED** the balance funding required towards the cost of repairing the school fencing, and the back gate entrance. The funds required for the replacement of the fence on Haslemere road side of East site was also **APPROVED**.

6.2 Discussion held on the establishment of Governors Surgeries to act as another channel for parents to communicate with the school, and bring forward any issues they may have. Identified that up to 3 governors would be required for each session, and this decision will be reviewed over time. Governors highlighted the importance of documenting and efficiently resolving any potential issues raised, and noted the need to have clear objectives outlining the merits of this forum. Sessions to be held from 9:00am – 10:00am, and these will be promoted on the school's website.

7. MINUTES OF THE MEETING HELD ON THE 27<sup>TH</sup> NOVEMBER 2016

7.1 The minutes dated 27<sup>th</sup> September 2016 were agreed as a true and accurate record and signed by the Chair with the following amendments:

Pg 5 - item 10.7: should read "the school" not "both the East & West Wing".

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

8. MATTERS ARISING FROM MEETING HELD ON 29<sup>TH</sup> SEPT 2016 NOT ON AGENDA

8.1 Schools Finance Value Statement (SFVS). Discussion carried over to the next FGB meeting.

8.2 The Headteacher confirmed that funding for Disability Awareness training will be taken out of the Continuous Professional Development (CPD) budget. It is hoped that staff will receive this training before the end of this financial year.

**ACTION: Headteacher**

9. HEADTEACHER'S REPORT

Governors' received a copy of the Headteacher's report ahead of the meeting.

9.1 The Headteacher reported that the Senior Leadership Team (SLT) have completed a round of observations of the teaching staff. This year, the school will not be grading lessons, instead, clear next steps will be provided to teachers to improve their practice. The SLT have observed lessons jointly to ensure that judgements made are accurate. This performance management measure has been implemented across a number of schools in England.

9.2 Overall, observations showed that children enjoy their lessons, are making very good progress, and are challenged appropriately. When feeding back, there has been some very rich

discussion between observers and staff; where staff were able to think through areas for development.

9.3 The Leadership team have been evaluating and improving the school's marking, presentation and handwriting guidelines to a consistent and progressive approach across the school. The guidelines have been refined to ensure that marking is meaningful, manageable, motivational and measurable.

9.4 The school has begun closing the playground at 3.45pm each day. All children still have 30 minutes to play outside and socialise. So far, there has been a positive impact; there is less litter, fewer behaviour incidents and damage to school grounds and property.

9.5 The Headteacher advised that Kath Howell has been nominated for Governor of the Year. The award ceremony is scheduled to take place on 5<sup>th</sup> Dec 2016.

9.6 With respect to the playground closing at 3:45pm, The Chair informed the Governing Body that Catherine West (MP - Hornsey and Wood Green) had written a letter of complaint (on behalf of constituent) to the school, challenging the early closure. The Chair advised that they have written back to Catherine West (MP) outlining the reasons for this change.

9.7 QUESTION: Do we usually get letters of complaints from MP? No, the school does not get any letters of complaints from Members of Parliament.

## 10. KS1 AND KS2 RESULTS

Deputy Headteacher BS gave a PowerPoint presentation incorporating: KS1 & KS2 Results, Raiseonline data & Assessments.

10.1 As the DFE themselves point out, this year's RAISE on-line data - which is based on the results of the new national curriculum tests - should not be compared directly to data from previous years. Because of the changes made to the content and structure of the new tests, and because of the now higher thresholds for 'national expectation', performance data for all schools across the country was appreciably lower in 2016. Cross-comparison of this year's data with that of the 2015 and before, is therefore potentially misleading. Nevertheless, BS did make reference to 2015 data in order to give governors an indication of the new national expectation and the hike in standards.

The key issues highlighted in the data include:

KS2 Results:

- percentage of children working 'at or above the expected standard', was down in all subject areas this year. This is unsurprising given the increased demands of the new tests
- 82% of children were at or above the expected standard for reading. This figure is 16% lower than 2015
- 79% of children were at or above the expected standard for writing. This figure is 17% lower than 2015

- 90% of children were at or above the expected standard for SPAG. This figure is 5% lower than 2015
- 94% of children were at or above the expected standard maths. This figure is only 1% lower than 2015

#### KS1 Results:

- percentage of children working 'at or above the expected standard', was down in all subject areas this year. Again, this is unsurprising given the increased demands of the new tests
- Coleridge saw much greater drop offs in attainment than either the national average or the Local Authority (LA)
- 77% of children were at or above the expected standard for reading. This figure is 10% lower than 2015
- 77% of children were at or above the expected standard for writing. This figure is 5% lower than 2015. Unusually, EAL children significantly outperformed non-EAL children in writing (86% vs 75%)
- 78% of children were at or above the expected standard for maths. This figure is 11% lower than 2015

#### EYFS:

- Attainment was down since 2015 in all prime areas and specific areas of the curriculum
- Despite a small decrease in our performance, we remain just above the LA average for Communication and Language.
- Girls performed much better than boys (79% vs 64 % respectively)
- Attainments gaps have widened since 2015 for EAL vs Non EAL, and FSM vs Non FSM
- Attainments gaps have narrowed since 2015 for SEN vs Non SEN, and for ethnic groups

10.2 A new school Improvement Officer has been appointed, and the school is confident in its own data collection and analysis of its pupils.

#### 11 RAISE ONLINE DATA

11.1 BS discussed RAISEonline data 2016, as per the above content.

#### 12 ASSESSMENT (REPORT BY BS)

12.1 The school's assessment results were discussed during BS presentation.

#### 13 SELF EVALUATION FORM (SEF)

Deferred to the next meeting.

**ACTION: Headteacher**

#### 14. POLICY REVIEW

14.1 Complaints Procedures Policy **APPROVED** by the GB.

#### 15. CHAIR'S REPORT

No items to report.

## 16. GOVERNORS' TRAINING

16.1 Details of governor's training attended so far this term.

- Converting to an Academy – Dominic May
- Autumn Briefing (Haringey STEM, Early Help, Early Years 30 hour offer, Traded services – Lorraine Gerrard, Melian Mansfield
- Supporting your child to deal with anxiety – Elena Wolf
- Premises Matter: Governor Responsibilities – Kath Howell, Lorraine Gerrard
- Getting the best Education Health and Care Plan (EHCP)
- HGA Termly Meeting: Future Funding - Dominic May, Olly Cheng, Melian Mansfield
- New Governor Training – Paul Eadie
- A jumble of number? Making sense of Performance data - Lorraine Gerrard
- 30 hour entitlement workshops - Lorraine Gerrard

## 17. GOVERNORS VISITS

17.1 Table highlighting governor visits completed so far this term.

<b>Date</b>	<b>Purpose of visit</b>	<b>Governor</b>
29/09/2016	Mr Choueke on communication with parents	MW
19/09/2016	"Future of Coleridge" talks with parents	LG, KH
26/09/2016	"Future of Coleridge" talks with parents	LG, KH, SJ, OC
28/09/2016	Meeting with Leon re: CCC plans for 2016/17	LG
Continuous	Reading Volunteer (Tuesdays continuous)	LG
Continuous	Headteacher & Chair of Governing weekly meeting	SJ
31/10/2016	Maths INSET Day	LG
05/11/2016	Meeting with Dave Ashworth, IT Mgr, re school website, governor section	LG
06/11/2016	Meeting with Ben Strange re: Assessment and Data	LG, ,SE
06/11/2016	Reception Parents Evening	LG
07/11/2016	Reception Parents Coffee	LG
18/11/2016	Trip to Discovery Centre with RG	LG
	30-hour entitlement - Mtg regarding parental survey and	
02/11/2016	Nursery provision	LG
03/11/2016	Policy review meeting with Nina	KH, LG
03/11/2016	5H school trip "Emily Rising" Little Angel Theatre	LG
04/11/2016	RAISEonline meeting with Ben Strange	LG, SE
07/11/2016	Sorting Lost property	MW
11/11/2016	Meeting with SEND Team	MM, EW
Ongoing	Weekly review meeting: Sam & Leon	SJ

## 18. REPORTS FROM SUBGROUPS

### 18.1 THE ENVIRONMENT, HEALTH & SAFETY COMMITTEE (EHSC)

The minutes from the recent meeting held 3<sup>rd</sup> November 2016 were circulated to the GB.

**18.2** RESOURCES COMMITTEE

The minutes from the recent meeting held 7<sup>th</sup> November 2016 were circulated to the GB.

**18.3** CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held on 8<sup>th</sup> November 2016 were circulated.

18.3.1 The committee reviewed and recommended the GB formally agree the policies listed below: The GB **APPROVED** the following policies:

- Attendance Policy
- Complaints Policy
- Sex and Relationship (SRE) Education
- Single Equalities
- Intimate Care

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

18.4.1 The CSC reviewed and approved the Sponsorship Policy proposed by Coleridge Families; and also a Charity Christmas Jumper proposal from a member of staff.

**18.5** SEND

18.5.1 No minutes circulated.

**19.** ITEMS FOR NEXT AGENDA

19.1 Feedback from Governors' Surgery

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

SPRING TERM 2017      Thursday 26<sup>th</sup> January & Thursday 16<sup>th</sup> March

SUMMER TERM 2017      Thursday 11<sup>th</sup> May & Thursday 29<sup>th</sup> June

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

*Clerk's note: Part 1 ended at 7.30pm*

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