

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 26th January 2017 at 6.30pm.

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

Isha Sankoh - Clerk;

Observers: Corrina Phillips – Assistant Headteacher.

Part 1

1 WELCOME

1.1 The Chair welcomed everyone to the meeting. The Meeting was quorate with 16 governors present. The meeting started at 6.33pm.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence received and noted from Amanda Jones, Richard Holmes and Eddie Webb. Apologies for absence not received from Maud Waret.

3. GOVERNORS DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA

No declarations were made.

4. ANNUAL DECLARATION OF INTEREST

NJ & LB signed the declaration of Interest form for this academic year. Signed copies were given to the School for filing.

ACTION: PE to sign their declaration of interest form.

5. GOVERNING BODY MEMBERSHIP

5.1 Lucy Buzzoni was elected as the new Co-opted governor effective from 02.12.16. LB will join Resources Committee, and Charity and Sponsorship Committee. PE to join The Environment, Health & Safety Committee.

5.2 Julia Preston's term as staff governor ceases on 27-01-17. The Chair on behalf of the Full Governing Body (FGB) thanked JP for her contribution to the governing body during her term.

ACTION: x1 Staff Governor vacancy to be filled.

6. LATE ITEMS AND ORDER OF BUSINESS

6.1 Campaign for Fair Funding – initial meeting held on 17th January 2017. The next meeting is planned for 21st February 2017 to be held at Coleridge, with SJ chairing. Coleridge community are strongly advised to join this nationwide campaign against the proposed spending cuts directed at schools.

6.2 Learning Enhancement Fund – letter written to parents has been drafted outlining ways to which additional funds can be raised for the school. Funds raised will be spent on specific project within the school.

Q: Parents who have donated to the fund, can they be identified? (CHALLENGE)

A: No, full confidentiality will be maintained at all times between the school, and families who have donated.

Q: What methods will the school use to advise families of how much money has been raised?

A: Information will be given on the Headteacher's blog, and on the school's various newsletters.

ACTION: LC to circulate draft letter to governors for approval.

7. MINUTES OF THE MEETING HELD ON THE 17TH NOVEMBER 2016

7.1 The minutes dated 17th November 2016 were agreed as a true and accurate record and signed by the Chair.

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

8. MATTERS ARISING FROM MEETING HELD ON 17TH NOV 2016 NOT ON AGENDA

8.1 The School Finance Value Statement (SFVS) was circulated to governors ahead of today's meeting. The GB **APPROVED** the SFVS.

9. GOVERNORS SURGERY

9.1 Since its establishment, x2 Governor Surgeries have been held, with turnout improving. Surgery dates are published on the school's website with additional promotional materials displayed across the school on the day of each session.

10. HEADTEACHER'S REPORT

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

10.1 The Headteacher advised that a new format for governor reporting has been adopted; aligning the reporting template with the School's current Self Evaluation Form (SEF). Going forward, governor's report will provide updates on the following areas:

- Leadership and Management
- Quality of Teaching and Learning and Assessment
- Personal Development and Welfare
- Outcomes for pupils – Outstanding
- Effectiveness of the Early Years Provision

10.2 The following highlights were noted from January's reporting:

Leadership and Management

- Current Raise online data has shown that our disadvantaged pupils and Black pupils are not making sufficient progress. School is investigating this trend across the school & will put in place appropriate strategies to support learning of these groups of children.
- To further develop school's current practice of observation and appraisal to ensure all staff being developed appropriately.
- To work alongside the NLC working group looking at raising progress and attainment of disadvantaged children.

Quality of Teaching and Learning and Assessment

- To embed new marking and feedback guidelines
- To ensure all staff understand how to use the new assess maths, writing and reading and to use it to inform their planning and practice.
- To relook at foundation subjects and to ensure that the school has a broad and balanced curriculum and to amend practice where appropriate.

Personal Development and Welfare

- To run well-being questionnaire for staff
- To plan time for consultations with pupils on specific areas of school life.
- To look at and refine our current practice on supporting our vulnerable children

Outcomes for pupils – Outstanding

- Key Stage 1: Boys writing need to increase % of children at or above expected standard in reading.
- Key Stage 2: To develop more accurate moderation of writing assessments. In school and across the NLC.
- Advance the progress of Pupil Premium children in reading and writing.

Effectiveness of the Early Years Provision

- To increase number of children achieving GLD coming out of Reception.
- Boys' attainment in Moving and Handling (specifically fine motor skills), self-confidence and awareness.

- To embed and evaluate new teaching pedagogy which has been designed to ensure children are moved on and supported more effectively in the learning.

11. SELF EVALUATION FORM (SEF)

No updates given.

12. POLICY REVIEW

12.1 The following policies were **APPROVED** by the GB:

Safety from Violence and Aggression Policy
Debt Management Policy (2017)
Sponsorship Policy (2017)

13. CHAIR'S REPORT

No items to report.

14. GOVERNORS' TRAINING

14.1 Governor training attended so far this term are:

Date	Training	Governor
12/01/17 <i>UPCOMING:</i>	Haringey Business Surgery for Nursery 30-hr entitlement	Lorraine Gerrard (with Cathy Ching, Laura Goodey, Shirin Fountain Kishore)
24/01/17	New Governor Induction Training	Lucy Buzzoni
31/01/17	HR Panels – Roles and Responsibilities of Governors	Lorraine Gerrard, Kath Howell, Paul Eadie
01/03/17 & 03/03/17	Safer Recruitment	Lorraine Gerrard, Kath Howell

15. GOVERNORS VISITS

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

Date	Purpose of visit	Governor
30/11/2016	Meeting on 30hr Nursery provision with Schirin	LG
06/12/2016	Meeting on 30hr Nursery provision with Laura Goody, SKF, CC	LG

2017

Weekly	Weekly review meeting: Sam & Leon	SJ
09/01/2017	Trip to Parliament with School Council	LG
10/01/2017	Meeting on 30hr Nursery provision with LG, SKF, CC, NG	LG
11/01/2017	CCC catch up with Leon	LG
12/01/2017	H&S meeting with Paul Kitt	KH
16/01/2017	School Council Meeting	LG
17/01/2017	Meeting with SEND Team	MM, EW
18/01/2017	Meeting on 30hr Nursery provision with LC, SKF, CC	LG SJ, OC, MW, EW,
20/01/2017	Governor Surgery	PE
23/01/2017	School Council Meeting	LG
25/01/2017	Meeting finalising Nursery application form and letter with LC, SKF, CC	LG

16. REPORTS FROM SUBGROUPS

16.1 THE ENVIRONMENT, HEALTH & SAFETY COMMITTEE (EHSC)

The minutes from the recent meeting held on 19th January 2017 were circulated to the GB.

16.1.1 KH reported that contractors will most likely start work to repair fencing for the back gate entrance, and fencing on Haslemere Road (East site) during the spring half-term break.

16.2 RESOURCES COMMITTEE

The minutes from the recent meeting held 16th January 2017 were circulated to the GB.

16.2.1 DM reported that projection for the end of year accounts shows an improvement of approximately £10k compared to previous budget forecasts; providing a surplus of approximately £35k instead of the projected sum of £25k. Additional budget meeting to be held over the coming weeks, with invite extended to Resources Committee members, to plan for the next financial year.

16.2.2 Letter written to Jon Abbey (Director of Children Services) requesting that the school's post-expansion debt is written off, in light of the failure by the Council to complete all aspects of the expansion project and taking into account the school's current financial position.

16.2.3 The audit has taken place, with no major concerns reported. There was to be an Audit follow-up visit the following week.

16.2.4 Asset Register and Pupil Premium Report were both **APPROVED**.

16.3 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held on 17th January 2017 were circulated to the GB.

16.3.1 Paul Eadie identified as STEM Link Governor.

16.3.2 Early years update provided by LG. LG reported that following a parental survey, Coleridge will now offer an extended provision at Coleridge Nursery, including the option of buying additional sessions on top of any free entitlement. For parents eligible for 30 hours Free Early Education offer, this will be extended to 6pm, and families eligible for 15 hours will extend to either 3pm or 6pm. Staffing is a big element of the planning. The nursery needs staff with Level 2 and Level 3 qualifications in Early Education. The plan is to use some existing staff, but also to recruit if needed.

16.4 CHARITIES AND SPONSORSHIP COMMITTEE (CSC):

16.4.1 The CSC have reviewed the Sponsorship Policy after discussions with Coleridge Families. The updated policy was **APPROVED** by the FGB.

16.5 SEND

The minutes from the recent meeting held 17th January 2016 were circulated.

16.5.1 The training workshop for all staff on Dyslexia is planned for 2nd of February 2017, and 9th of March 2017.

17. ITEMS FOR NEXT AGENDA

17.1 The following items to be included on the next GB meeting agenda March 2016:

- Campaign for Fair Funding (update)
- School Development Plan (SDP)
- Budget update

18. DATE OF MEETINGS 2016-17:

SPRING TERM 2017 Thursday 16th March

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 7:09 pm

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