

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 29th September 2016 at 6.30 pm.

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 (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)	1 VACANCY	*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

*denotes governor present

^denotes apology received

Also present

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

Helen Holloway - Senior Clerk;

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

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 Nina Job.

3. GOVERNORS DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA

No declarations were made.

4. ELECTION OF CHAIR AND CO-VICE CHAIRS

4.1 Sam James was nominated and seconded to be elected as Chair of Governors for a term of 1 year effective from 29/09/2016.

4.2 Kath Howell and Lorraine Gerrard were nominated and seconded for the role of co-Vice Chair for a term of 1 year effective from 29/09/2016

5. GOVERNING BODY MEMBERSHIP

5.1 There is a vacancy for a parent governor and this will be advertised in the school newsletter. The GB AGREED any nominations for the parent governors to be received by half term break. The parent vote will take place after the mid-term break.

ACTION: LG

5.2 There is a vacancy for a co-opted governor and the GB AGREED to advertise this vacancy in the school newsletter, informing parents the governing body is ideally seeking someone with fundraising experience and social media/marketing skills.

5.3 It was proposed there should be a Governors' Stall at the Parents' Evening on 20th October 2016.

6. MEMBERSHIP OF GB COMMITTEES / GOVERNOR ROLES WITH RESPONSIBILITIES

6.1 The GB AGREED to merge the Environment Committee with Health and Safety Committee. Committee membership for 2016-17:

6.1.1. Environment, Health & Safety Committee:

Kath Howell (Chair & Clerk)	Leon Choueke
Lorraine Gerrard	Maud Waret
Ben Strange – Deputy Head	Cathy Ching – School Business Manager
Paul Baker – Site Manager	Paula Kitt – Health & Safety Officer

6.1.2 Child & Community Committee:

Lorraine Gerrard (Chair)	Amanda Jones (Clerk)
Leon Choueke	Lizzie Davies
Sibylle Erdmann	Kate Ibbotson
Nina Job	Melian Mansfield
Alex Pepe	Jules Preston
Elena Wolf	Nina Grimes – Deputy Head
Ben Strange – Deputy Head	Corinna Phillips – Assistant Head
Louise Foulkes – Assistant Head	

6.1.3 Resources Committee:

Dominic May (Chair & Clerk)	Olly Cheng
Leon Choueke	Sibylle Erdmann
Lorraine Gerrard	Kath Howell
Richard Holmes	Sam James
Eddie Webb	Elena Wolf
Nina Grimes – Deputy Head	Corinna Phillips – Assistant Head

6.1.4 Pay Committee:

Sam James (Chair)	Dominic May
Olly Cheng	Leon Choueke
Lorraine Gerrard	Richard Holmes
Kath Howell	Eddie Webb

6.1.5 Charities & Sponsorship Committee:

Sam James (Chair)	Leon Choueke
Richard Holmes	Eddie Webb

6.2 The School Development working party members are:

Sam James	Melian Mansfield	Richard Holmes
Lizzie Davies	Alex Pepe	Lorraine Gerrard
Sibylle Erdmann	Kate Ibbotson	Maud Waret
Elena Wolf	Louise Foulkes	

6.3 Governors with additional responsibilities for 2016/17:

<u>Assessment & Reporting</u>	Lorraine Gerrard
<u>Child Protection and Safeguarding</u>	Melian Mansfield, Amanda Jones, Elena Wolf, Maud Waret
<u>Citizenship & Values</u>	Sibylle Erdmann
<u>Coleridge Families link governor</u>	Amanda Jones
<u>Communication with parents/school community</u>	Sibylle Erdmann, Nina Job, Maud Waret
<u>Creative Arts</u>	Amanda Jones, Melian Mansfield
<u>Data Analysis</u>	Lorraine Gerrard, Sibylle Erdmann
<u>Early Years Foundation Stage</u>	Melian Mansfield, Lorraine Gerrard
<u>English</u>	Sam James
<u>Equalities</u>	Elena Wolf
<u>Governor Induction and Training</u>	Melian Mansfield
<u>Headteacher Review Panel</u>	Sam James, Kath Howell, Richard Holmes, Eddie Webb
<u>Health & Well-Being</u>	Nina Job, Sibylle Erdmann, Maud Waret
<u>ICT</u>	Eddie Webb
<u>Maths</u>	Olly Cheng, Richard Holmes
<u>Science</u>	Dominic May
<u>School Council link governor</u>	Lorraine Gerrard
<u>Special Educational Needs and Disability (SEND) and Looked After Children (LAC)</u>	Melian Mansfield, Elena Wolf, Maud Waret
<u>Website – Governor Section</u>	Lorraine Gerrard
<u>Disciplinary Committee – Exclusions</u>	Members of Child and Community Committee to make up panel
<u>Disciplinary Committee – Staffing Issues</u>	Members of Resources Committee to make up panel
<u>Disciplinary Committee – Staffing Appeals</u>	Members of Resources Committee to make up panel

7. LATE ITEMS AND ORDER OF BUSINESS

No late items received.

8. MINUTES OF THE MEETING HELD ON THE 30TH JUNE 2016

The minutes dated 30th June 2016 were agreed as a true and accurate record and signed by the Chair with the following amendments:

8.1 (Point 12.4) Title should read “Healthy Schools”, instead of H&S Committee

8.2 (Pg 6 point 14.1) Noted that the company Newmann Construction was not one of the companies originally involved in the tendering process.

9. MATTERS ARISING FROM MEETING HELD ON 10TH MARCH 2016 NOT ON AGENDA

9.1 QUESTION: Were the new security procedures reviewed at the end of the summer term? The Headteacher informed the GB a meeting took place to receive feedback from parents on the new security procedures and only 3 parents attended. The feedback received indicates parents/carers are happy with the new procedures in place.

9.2 It was noted the Schools Finance Value Statement has not been received by all Governors.
ACTION: SBM to email to the GB

9.3 QUESTION: Have all staff received Disability Awareness training? The Headteacher confirmed this is not the case and AGREED to look at Disability Awareness Training for all staff.

ACTION: Headteacher

9.4 The Governing Body was informed the new National Funding Formula has been delayed until 2018.

9.5 The new Early Years funding will be implemented April 2017.

10. HEADTEACHER'S REPORT

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

10.1 The Headteacher reported there had been a great start to the new academic year and extended credit to all staff for their efforts settling in the children.

10.2 The Key Stage 2 results are being analysed and the Key Stage 1 results are detailed in the HT's report.

10.3 School Development Plan 2016-17: The GB was informed a new School Improvement Advisor has been appointed. The priorities in the SDP this year are the same as last year with the addition of Maths so the school can embed a 'mastery' approach across some year groups.

Other priorities include:

- Continue with Citizenship and Values
- Develop the PSHE curriculum
- Reading and Talk for writing, incorporating Poetry
- Science
- Look at foundation subjects (such as Art)

10.4 There will also be a focus on KS1 developing good practice and will also involve conducting a review of the timetable.

10.5 The KS1 results were down in all subject areas which may be the result of the increased demands of the introduction of a new curriculum. It was also noted this particular cohort had a high percentage of SEN (23%).

10.6 The INSET day for staff at the beginning of the year was on Attachment Theory assisting staff to think about how best to support a pupil struggling to make relationships with others. An Emotional Well-Being team has been set up led by Nina Grimes and includes therapists, senior leaders, teaching staff and teaching assistants. The school is looking at adopting a consistent approach to supporting vulnerable children.

10.7 The Headteacher publicly thanked Dominic May for all his time, effort and support to complete the Coleridge Halls project which has made a phenomenal difference to the school. The School and Coleridge Families are now looking at raising funds for staging and lighting.

11. SELF EVALUATION FORM (SEF)

11.1 The SEF is no longer an OFSTED requirement; however it is deemed good practice to focus on school improvement. The leadership team have already started the process reviewing the SEF and considering what they perceive an outstanding school looks like.

11.2 Governors were invited to take ownership of the section within the SEF on Governance; they were asked to complete a practical exercise during the meeting which involved reviewing their role of governance against grade descriptors and supporting each statement with evidence and identifying actions required to improve governance. The Headteacher AGREED to email the results of the practical exercise to the GB.

ACTION: Headteacher

12. POLICY REVIEW

12.1 Complaints Procedures Policy: The policy review is ongoing and will be deferred to the Child and Community Committee for completion.

ACTION: Child and Community Committee

12.2 Pay Policy – The Pay Policy was previously circulated to the Pay Committee for review and some points are to be clarified by HR. Once the policy has been revised it will be circulated to the GB for approval.

ACTION: Pay Committee

13. CHAIR'S REPORT

No items to report.

14. GOVERNORS' TRAINING / VISITS

14.1 The Clerk emailed the Haringey Governors' Training Programme to all governors.

14.2 Governors were reminded to send details of training courses completed to LG to keep the Governors' training record up-to-date.

15. REPORTS FROM SUBGROUPS

15.1 THE ENVIRONMENT COMMITTEE. KH reported.

15.1.1 The Legionella Risk management Policy was reviewed by the Committee and recommended to the GB. The GB **APPROVED** the policy.

15.1.2 The Health and Safety audit will take place in School next week.

15.1.3 A volunteer has come forward offering to take on the crossing patrol officer job. Haringey has agreed to conduct an interview next week.

15.1.4 Discussions are ongoing with the local authority with regards to the responsibility for funding the replacement of the perimeter fencing around the back of the school.

QUESTION: Has the committee discussed the 30 hour nursery provision? In response it was noted there is a shortfall in morning and afternoon places this year, and the school has offered out extra provision at a cost of £25 per session and the take up has been positive. The next step is for the school to look at the offer of 30 hours and also consider how to generate income.

QUESTION: How many children are in the nursery? Currently there are 56 children on roll; 22 staying all day, and 15 children sometimes staying all day.

16.2 RESOURCES COMMITTEE

The minutes from the recent meeting held 19th September 2016 were circulated to the GB. DM reported:

16.2.1 The committee reviewed cost savings to reduce the budget deficit. It was reported the deficit is currently reduced from £108k to £65k approximately and work is ongoing to find more savings.

16.2.1 The Debt Management Business Plan is ongoing and an update will be presented at the next GB meeting.

ACTION: Resources Committee

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

- Financial Regulations
- Financial Procedures
- Personnel Procedures
- Scheme of Delegation
- Best Value Statement
- School Charging and Permissions
- Whistle Blowing Policy
- Governors' Allowances Policy

16.3 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held on 20th September 2016 were circulated: LG reported.

16.3.1 The Committee agreed a list of items for the committee to focus on in the year.

16.3.2 A proposal was made to introduce monthly governor surgeries with parents/carers and each session would be linked to a particular theme. It was recommended a staff governor should also be present at the monthly surgeries.

16.4 CHARITIES AND SPONSORSHIP COMMITTEE:

No meeting had taken place.

16.6 SEND

No meeting had taken place.

16.6.1 It was reported a meeting for parents of SEN children is planned to take place at the school on 13th October 2016.

17. COLERIDGE HALLS GROUP

DM reported.

17.1 The Coleridge Halls project is now complete and was on budget. The final defects period finishes in December 2016.

17.2 A proposed cost of £6k approximately is required for staging and lighting. New storage space is being built for PE equipment.

17.3 The Chair of Governors, on behalf of the GB, extended thanks to Dominic for all his efforts on this project. The Coleridge Halls group is now formally disbanded.

18. HEALTHY SCHOOLS

The Governing Body AGREED to remove healthy schools as a standing item from all future agendas.

19. ITEMS FOR NEXT AGENDA

19.1 Complaints Procedures Policy

19.2 KS1 and KS2 Results

19.3 RAISE online data

19.4 Assessment (Report by BS)

20. DATE OF MEETINGS 2016-17:

AUTUMN TERM 2016 Thursday 17th November

SPRING TERM 2017 Thursday 26th January & 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 9.00pm

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