

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 16th November 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	*Sibylle Erdmann (1-3-19)	*Sam James (29-6-20)
^Leon Choueke	*Paul Eadie (01-12-20)	*Eddie Webb (14-10-18)
Staff Governor	^Debby Kuypers (09-11-21)	^Richard Holmes (1-2-18)
*Julia Yesilirmak (10-05-21)	*Clare Brilliant (09-11-21)	*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)
		^Darren Heath (27-09-21)

*denotes governor present

^denotes apology received

Also present

Ben Strange - Deputy Headteacher;

Nina Grimes – Deputy Headteacher

Helen Holloway - Senior Clerk;

Observers: Louise Foulkes – Assistant Headteacher

Part 1

1 WELCOME

- 1.1 The Chair welcomed Clare (newly elected parent governor to the meeting) and introductions were made.

2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received and noted from Leon Choueke, Richard Holmes, Olly Cheng; Alex Pepe, Darren Heath, Debby Kuyers and Corinna Phillips (AHT). The meeting was quorate.

3. GOVERNORS DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS

3.1 No declarations were made with items on the agenda.

3.2 New governors were asked to sign the Governors' Register of Interests. Noted some governors have not signed the Governors' Register of Interests for the 2017-18 academic year and the Clerk will follow this up via email.

ACTION: Clerk

4. GOVERNING BODY MEMBERSHIP

4.1 Parent Governors: There were 6 candidates for the recent parent governor ballot and Clare Brilliant and Debby Kuypers were elected on 10th November 2017.

5. **Governors Roles with responsibilities for 2017/18:**

5.1 A list of agreed GB roles and responsibilities was sent to the GB ahead of the meeting.
Please see Appendix 1.

6. LATE ITEMS AND ORDER OF BUSINESS

No late items to report.

7. MINUTES OF THE MEETING HELD ON THE 28th September 2017

7.1 The minutes dated 28th September 2017 were agreed as a true and accurate record and signed by the Chair. There were a few amendments to the GB committee memberships as follows:

CC Committee: Remove Jules Preston. Add Julia Yesilirmak

Resources Committee: Add Nina Grimes.

(See Appendix 2 GB membership 2017-2018)

8. MATTERS ARISING FROM MEETING NOT ON THE AGENDA

8.1 There were no matters arising not already included in the agenda.

9. HEADTEACHER'S REPORT

9.1 In the Headteacher's absence, Ben Strange, Acting HT circulated the Act HT's report to the GB ahead of the meeting. There were no questions.

9.2 The issue of traffic chaos outside the school was flagged up and discussed on how best to manage the situation. It was noted the Council are not doing anything and the parking attendant on duty in the area has experienced aggressive and intimidating behaviour from parents. It was reported parents are sending complaints into the school about the situation.

9.3 It was concluded to manage the traffic chaos the school should

- Continue to report traffic chaos incidents to the police and the council.
- Staff should not be putting themselves at risk by going outside the school to manage heated situations which are not taking place on school property.
- Give the children more ownership by talking about safe parking
- Noted the School is having an assembly on air pollution which will contribute to this.
- The Chair **AGREED** to compile a standard letter which can be sent out to anyone raising a concern about the traffic situation outside the school. **ACTION: Chair**

9.4 An invite was extended to all governors to attend the assembly on air pollution on Monday morning.

10. POLICY REVIEW

10.1 Agreed to roll the Pay Policy to the next GB meeting. **ACTION: Clerk / agenda item**

11. CHAIR'S REPORT

11.1 The Chair referred back to the meeting that had taken place in June with Eveleen Riordan Sayers at Haringey in connection with the deficit repayments, which had been discussed at the GB meeting in September. Nothing further had been heard despite chasing up until this week when in response to a further chaser email Eveleen had advised that the loan repayments could start again once the Martyn Gerard Boffey House loan had been fully repaid. The Chair had replied to this email advising that this was conflating two unrelated issues and that following the June meeting, Haringey had agreed to look into the decisions and events around the expansion that led to the deficit position arising in the first place. At the time of the meeting a response was awaited to that email. Also of note was the fact that the agreement following

the June meeting had been that whilst discussions are ongoing, repayments on the loan had been suspended. However, Haringey has started taking money again for the repayment, and again this has been brought to Haringey's attention. Funding for the playground has been promised and Mike Baldwin will be visiting the playground.

11.2 KH attended the Haringey Educational Partnership (HEP) to which all Headteachers in Haringey and Chair of Governors were invited. The HEP is set up to replace the School Improvement Advisers which are to be removed from Haringey local authority. The HEP will cost £19 per child and is capped at £12500 per annum. The HEP will be discussed at the next Resources Committee meeting.

11.3 MM reported the HGA meeting had taken place and informed the GB of two ongoing DfE consultations

- (i) the National Funding Formula consultation which closes at the end of the month (29th November). It was **AGREED** the GB would have a further 24 hours to present any responses to the Chair of Governors, and all comments would be collated into one response on behalf of the school. **ACTION: CoG**
- (ii) HEP consultation. A team of headteachers in Haringey have been working on the proposal for the educational partnership. It was **AGREED** the HEP consultation would be circulated to the GB for their comments. **ACTION: CoG / GB**

12. GOVERNORS' TRAINING / VISITS

Date	Training Course	Attendees
November 2017	Behaviour and Inclusion Audit	LG and MM
November 2017	Schools Financial Health	LG and MM

13. REPORTS FROM SUBGROUPS

13.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE. KH reported. The minutes of the EHS Committee were circulated ahead of the meeting. There were no questions.

13.1.1 Noted the School Emergency Plan team meeting has been delayed until 6th December 2017.

13.1.2 There are ongoing discussions about the schools lock down procedures and compiling a policy.

13.2 RESOURCES COMMITTEE

13.2.1 DM reported. The minutes of the Resources Committee meeting which took place on 6th November 2017 were circulated to the governors ahead of the meeting.

13.2.2 The Resources Committee reviewed and recommended the following policies to be approved by the GB:

- Absences Management.
- Annual & Special Leave

- Equality & Diversity
- Family Friendly Policies
- Flexible Working
- Recruitment (incorporating Safer Recruitment)
- Whistleblowing.

QUESTION: The query was raised about the numerous policies received by the School from Haringey and whether the School needs to adopt all of them. It was proposed it would be useful if Haringey Council could offer a list of required policies for Haringey Schools. The Clerk agreed to consult with Haringey Governors' Services to find out if there is any guidance on the policies from the Borough.

QUESTION: Is there a requirement for absence reporting to the GB? The Clerk informed the number of absences should be reported to the GB for monitoring and would usually be included in the HT's report.

13.3.3 It was noted as part of the Equality and Diversity Policy the GB are required to compile an annual report. Nina Grimes agreed to look into this and cross reference with the in-house equalities policy. **ACTION: Nina Grimes**

13.3.4 The Staff Survey has been distributed and will be reviewed by the GB.

13.3.5 The Budget continues to be monitored half termly.

13.3.6 PPG report: The GB discussed the statutory requirements for schools to publish a PPG report on the school website annually showing how the spend of PPG funding impacts and benefits the pupils. It was recommended to involve the link governors (SE and NJ) with the review process as part of their responsibility for Diminishing the Difference for individual groups.

13.3.7 The GDPR Sub Group met and it was agreed the minutes of the meeting would be circulated to the GB. **ACTION: KH**

13.4 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held on 7th November 2017 were circulated: LG reported:

13.4.1 LF gave an in depth analysis presentation to the Committee on Pupil Premium children and individual barriers to learning.

13.4.2 SE reported on proposals for two small medical projects

- i. How the School can store and share pupil information regarding children's allergies with other medical professions
- ii. Recovery project to look at what happens after a child has an accident in school. What happens next / how to make schools safer? Louise, Sybille will meet with the school nurse to explore this further.

13.4.3 The Committee reviewed and recommend to the GB the following policies:

- LAC policy
- Single Equality Policy

The GB **APPROVED** the LAC and Single Equality Policies.

13.5 CHARITIES AND SPONSORSHIP COMMITTEE:

13.5.1 The Chair reported the committee has approved, via email, the Martyn Gerrard sponsorship for another year with the same terms as last year.

13.6 SEND

13.6.1 A meeting had taken place between the SEND link Governors (EW and MM) and CP, SEND Assistant (MF) and SENDCo (RK). Training is ongoing for CP. Another meeting is planned at the end of the term.

13.6.2 It was reported that the transfer of statements to Educational Health Care Plans (EHCP) is taking a lot longer in Haringey than other boroughs.

13.6.3 The Chair commended the SEND Assistant (MD) on successfully completing her MA training in Dyslexia and noted how fortunate the school is to have a fully qualified member of staff at Coleridge Primary School.

14. ITEMS FOR NEXT AGENDA

14.1 The following items were agreed for the next agenda:

- Haringey Educational Partnership
- National Funding Formula

14.2 A discussion took place about incorporating reports from small project groups as a standing item on all future agendas. It was **AGREED** these reports would be slotted in to the HTs report.

15. DATE OF MEETINGS 2017-18:

All meetings will commence at 6.30pm

SPRING TERM 2018 Thursday 25th January 2018
 Thursday 15th March 2018

SUMMER TERM 2018 Thursday 10th May 2018
 Thursday 28th June 2018

*Clerk's note: Part 1 ended at 7.30pm
Staff governors and members of staff left the meeting and part 2 followed.*

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

APPENDIX 1

Additional Governor Responsibilities

AREA	GOVERNOR	STAFF LINK
Assessment (SDP), Reporting & Data Analysis	Lorraine Gerrard, Sibylle Erdmann	Ben
Child Protection and Safeguarding	Elena Wolf, Kath Howell, Lizzie Davies	Nina & Corinna
Data Protection	Kath Howell, Elena Wolf, Sibylle Erdmann, Darren Health	Dave, Ben
Diminishing the Difference (SDP)	Sibylle Erdmann, Nina Job,	Louise
EYFS	Melian Mansfield, Lorraine Gerrard	Maria Daniels Laura Goody
Equalities	Elena Wolf	Nina
Haringey and HASGB	Melian Mansfield	Leon
Wellbeing	Nina Job, Sibylle Erdmann	Nina
Online safety	Kath Howell, Elena Wolf	Jamie
Maths	Lorraine Gerrard	Louise
Music	Dominic May	Louisa Munro
School environment (SDP)	Sam James	Leon
SEND	Melian Mansfield, Elena Wolf	Ruth & Corinna
Looked After Children	Alex Pepe	Nina
STEM	Paul Eadie	Jamie

APPENDIX 2

GB COMMITTEE MEMBERSHIP 2017-2018

Environment, Health & Safety Committee

Kath Howell (Chair)	Leon Choueke
Lorraine Gerrard	Sam James
Nina Grimes – Deputy Head	Cathy Ching – School Business Manager
Paul Baker – Site Manager	Paula Kitt – Health & Safety Officer (Clerk)
Paul Eadie	

Child & Community Committee

Lorraine Gerrard (Chair & Clerk)	Leon Choueke
Lizzie Davies	Sibylle Erdmann
Kate Ibbotson	Nina Job
Melian Mansfield	Alex Pepe
Julia Yesilirmark	Elena Wolf
Nina Grimes – Deputy Head	Ben Strange – Deputy Head
Corinna Phillips – Asst. Head	Louise Foulkes – Asst. Head

Resources Committee

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

Pay Committee

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

Charities & Sponsorship Committee

Sam James (Chair)	Leon Choueke
Richard Holmes	Eddie Webb
Paul Eadie	

It was proposed Darren Heath may join this committee