

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 28th September 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 (29-6-20)
*Leon Choueke	*Sibylle Erdmann (1-3-19)	^Eddie Webb (14-10-18)
Staff Governor	*Paul Eadie (01-12-20)	*Richard Holmes (1-2-18)
*Julia Yesilirmak (10-05-21)	1 x 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 x VACANCY

*denotes governor present

^denotes apology received

Also present

Ben Strange - Deputy Headteacher;

Helen Holloway - Senior Clerk;

Observers: Louise Foulkes – 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; Olly Cheng; Eddie Webb; Amanda Jones, Nina Grimes (DHT), and Corinna Phillips (Asst HT). The meeting was quorate.

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 28/09/2017.

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 28/09/2017

5. GOVERNING BODY MEMBERSHIP

5.1 As discussed in the summer term GB, it was proposed to reconstitute and change the composition of the Governing Body by increasing the Co-opted Governors' category by 1, and reducing the Parent Governors' category by 1. The Governing Body **AGREED** to reconstitute. The Clerk will liaise with Governors' Services to draw up a new Instrument of Government.

ACTION: Clerk

5.2 Melian Mansfield, a Co-opted governor, ends her term of office 27th November 2017. The GB **AGREED** to re-elect Melian as a co-opted governor.

5.3 Kath Howell, LA Governor, ends her term of office on 24th November 2017. The Clerk has completed the administration with Haringey local authority and it has been agreed Kath Howell can be re-elected as a local authority governor. The GB **AGREED** to re-elect Kath Howell as an LA Governor.

5.4 Lorraine Gerrard will end term of office as a parent governor on 20th November 2017. It was proposed under the new constitution of the Governing Body Lorraine Gerrard takes on the role of co-opted governor. The GB **AGREED** to this proposal.

5.5 Maud Waret, has resigned from her role as a parent governor. The Chair, on behalf of the governing body, thanked Maud for all her contributions over the past two years.

5.6 A former parent of a pupil at Coleridge School, has volunteered to serve as a school governor. The Chair proposed Darren Heath take on the co-opted governor role. The GB **AGREED** to elect Darren Heath as a co-opted governor. The School office will organise the DBS checks and once completed Darren Heath can commence his governor role. Lorraine Gerrard will arrange Governor Induction for Darren Heath.

5.6 There is a vacancy for a parent governor and this will be advertised on the school website with an election as required. **ACTION: HT**

5.7 POST MEETING: The Chair informed the governors via email that Amanda Jones, parent governor has resigned from the GB. The Chair, on behalf of the Governing Body, thanked Amanda for all her contribution to the work of the Governing Body. There are now two vacancies for parent governors.

6. MEMBERSHIP OF GB COMMITTEES

6.1 The GB AGREED Committee membership for 2017-18:

6.1.1. Environment, Health & Safety Committee:

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

6.1.2 Child & Community Committee:

Lorraine Gerrard (Chair)	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 – Asst. Head	Louise Foulkes – Asst 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
Paul Eadie	Ben Strange – Deputy Head
Corinna Phillips – Asst 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
Paul Eadie	

It was proposed Darren Heath may join this committee

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 Roles with responsibilities for 2017/18:

The GB discussed the various governors' roles with responsibilities and how these roles link with the new project groups being set up this academic year. It was concluded for each committee to review obvious link governor roles they would like to continue with this academic year. The governors' roles with responsibilities will be reviewed at the next GB meeting and linked with the project groups for curriculum areas.

ACTION: Governing Body / Committees

7. LATE ITEMS AND ORDER OF BUSINESS

The Headteacher informed the GB of a late item: feedback from the OFSTED research inspection. The Chair invited the Headteacher to provide feedback under late items.

7.1 The Headteacher reported the school have been part of an OFSTED research inspection which had taken place today, 28th September 2017 and the focus was on PE and Healthy Eating. The feedback received indicated the inspector enjoyed visiting the school and described the children as very confident, articulate and positive. The curriculum showed great breadth and depth, and equality of access to all.

The report of the research inspection will be published in January 2018. The questionnaire to parents and pupils will be sent out tomorrow.

The Chair, on behalf of the Governing Body, congratulated the Headteacher and all Staff on their achievement.

QUESTION: How many other schools are involved in the research OFSTED?

R: There are about 60 schools involved all over the country.

8. MINUTES OF THE MEETING HELD ON THE 29TH JUNE 2017

The minutes dated 29th June 2017 were agreed as a true and accurate record and signed by the Chair.

9. MATTERS ARISING FROM MEETING NOT ON THE AGENDA

9.1 The Governing Body previously requested training from Haringey Governors' Services on using the Governors database. It was reported the Schools IT system will now be able to include a governors' page and this option is preferred. Therefore, the Governors agreed not to go ahead with the database training. The Chair expressed thanks to Brenda Bruno at Haringey Governors' Services for agreeing to offer training to the Governing Body.

10. HEADTEACHER'S REPORT

10.1 The Headteacher informed the GB due to the OFSTED preparation and inspection there is no written Headteacher's report.

10.2 The SEF was circulated to the GB ahead of the meeting. The Headteacher reported the SEF is very targeted, and rates outcome for learners as "good", with a view to the School raising their game over the next few years to raise their achievement above the Haringey average.

10.3 The Headteacher informed the GB there was a meeting earlier in the week for parents to look at the focus and achievement for this academic Year, and all this information will be published on the school website. It was noted the meeting was very well attended.

11. END OF YEAR ACHIEVEMENT

Ben Strange reported on the KS2 results and informed the GB the data presented is not validated. It was noted RAISEONLINE is now gone and will be replaced by Assessing School Performance (ASP) online. It was confirmed there will also be a governors' version available and an online link will be set up.

The following areas were highlighted during the presentation:

11.1 Socio-economics of the school is changing

11.2 EAL increasing as the catchment area of the school is extending. Noted catchment area has extended further into Islington.

11.3 Pupil Premium numbers are reducing. Despite the reduction in pupil premium numbers it is necessary to remember there are still several pupils on the cusp.

Early Years

11.4 Pupils achieving a good level of development – 73%

11.5 Gap between boys and girls is 11% which is significantly less than last year and the national average.

11.6 Moving and Handling area is still below national average.

QUESTION: Does the school mark itself on objectives for moving and handling?

R: Yes, the School does but the school is also moderated. The moving and handling objectives cross over into writing and other areas of the curriculum. It was noted the National Average is increasing in this area.

PHONICS:

11.7 Result of 79%. The Phonics results were disappointing as they are below the national average and dipped by 10% from last year. It was noted that the dip in results could not be entirely explained by the cohort. It was proposed that phonics practice may not be as good as other schools.

11.8 Year 1 team leaders have already met to review the phonics practice and look at preparation work in Reception to develop ways forward.

KS1 SATS

SUBJECT	At or above expected standard		Above expected standard	
	2016	2017	2016	2017
Reading	77%	84%	32%	38%
Writing	77%	80%	22%	22%
Maths	78%	85%	32%	33%

11.9 The national average is slightly below expected standard.

11.10 The progress of Pupil Premium children in some areas of the curriculum is not as good as it should be.

KS2 SATS

SUBJECT	At or above expected standard		Above expected standard	
	2016	2017	2016	2017
Reading	82%	93%	32%	41%
Writing	79%	86%	23%	25%
Maths	94%	88%	34%	36%
SPAG	90%	89%	35%	46%

11.11 Noted any score above 90% is very good achievement.

Progress measures

This score is the measure of pupil progress from KS1 to end of KS2. Noted 0 = national average.

KS1 to KS2 Progress	2016	2017
READING	+1.1%	+2.9%
WRITING	-1.6%	-0.2%
MATHS	+2.2%	+1.9%

11.12 Good improvement shown in reading and maths. However, progress is still behind in writing.

Pupil Premium

11.13 SEND Children, Pupil Premium and EAL children all achieved exceptionally well in reading and Maths.

The Chair, on behalf of the Governing Body, commended all the staff for their efforts.

12. POLICY REVIEW

12.1 The following policies were circulated for review ahead of the meeting and APPROVED by the Governing Body:

- School Charging and Permissions
- Governors' Allowances Policy
- Scheme of Delegation – noted any expenditure over £10k must be approved by the GB.
 - The GB approved £17,000 spend from the Education Enhancement Fund for replacing several out of date whiteboards and also the insurance claim for replacing the outside stage canopy damaged by falling trees last term
- Sports Premium Policy
- Pay Policy

12.2 The GB **AGREED** to follow Haringey Financial and Personnel procedures in particular with regard to Discipline, Grievance, Positive Handling and Whistleblowing procedures.

13. CHAIR'S REPORT

No items to report.

14. GOVERNORS' TRAINING / VISITS

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

14.2 Julie Yesilirmak reported attendance at the Haringey Governors' Induction Day training on 7th October 2017

15. PARENTS' EVENING

15.1 A discussion took place about the presence of Governors at Parents' Evening. The next Parents' Evening is scheduled for three weeks' time. It was agreed it is positive for parents to meet with the governors. It was noted there are more opportunities through Governors' surgeries enabling parents to meet with governors.

15.2 It was proposed it would be a good focus to consider seeking a parent to fill the parent governor vacancies who could join the Environment Group and promote fundraising. Nominations for the parent governor vacancies will be due by October half term. LG agreed to arrange for details to be posted on the school website. **ACTION: LG**

16. REPORTS FROM SUBGROUPS

16.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE. KH reported. The minutes of the EHS Committee on 21st September 2017 were circulated ahead of the meeting. There were no questions.

16.1.1 KH reported the school is still waiting for a response from Haringey to the request for an asbestos survey.

16.2 RESOURCES COMMITTEE

DM reported. The minutes of the Resources Committee meeting which took place on 18th September 2017 were circulated to the governors ahead of the meeting.

The following issues were noted:

16.2.1 The debt repayment is not waived; however monthly payments are suspended at present. Discussions are ongoing in relation to additional funding for the state of the school grounds.

16.2.2 Shirley Boffey House update. The new one bed flat will be completed this month. It was noted the project commenced in 2014 and the progress of this project was commendable.

16.2.3 Budget update: It was reported there has been a deterioration in the budget with a reduction in income of approximately £38k. The budget continues to be monitored closely.

16.2.4 Pupil Premium report presented by the Headteacher to the Resources Committee. An evaluation of last year's funding needs to be included in the report and once complete will be presented at the next Resources Committee meeting.

16.2.5 General Data Protection Regulations: The committee noted the schools needs to undertake an audit to ensure compliance with the new GDPR.

16.3 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held on 19th September 2017 were circulated: LG reported.

16.3.1 Nina Grimes is the dedicated teacher with responsibility for LAC/adopted children

16.3.2 The Committee reviewed the SDP and priorities for the 2017-18

16.3.3 The school now only gets 3 free visits per year from the Educational Psychologist. Additional visits over this will need to be paid for.

16.3.4 The Speech and language therapist no longer works directly with children; instead S&L therapist is providing an advisory role and monitoring service.

16.4 CHARITIES AND SPONSORSHIP COMMITTEE:

No meeting had taken place.

16.5 SEND

No meeting had taken place.

17. ITEMS FOR NEXT AGENDA

There were no additional items for next meeting.

18. DATE OF MEETINGS 2017-18:

All meetings will commence at 6.30pm

AUTUMN TERM 2017 Thursday 16th November 2017

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 7.55pm

Staff governors and members of staff left the meeting and part 2 followed.

Chair of Governors.....Date.....

Coleridge Primary School Governing Body