

# Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 29<sup>th</sup> June 2017 at 6.30pm.

<b>Representative Governors</b>	<b>Parent Governors</b>	<b>Co-opted Governors</b>
*Kath Howell (24-11-17)	*Lorraine Gerrard (20-11-17)	*Melian Mansfield (27-11-17)
<b>Headteacher Governor</b>	*Amanda Jones (1-3-19)	^Sam James (29-6-20)
*Leon Choueke	*Sibylle Erdmann (1-3-19)	^Eddie Webb (14-10-18)
<b>Staff Governor</b>	^Maud Waret (1-3-19)	^Richard Holmes (1-2-18)
*Julia Yesilirmak (10-05-21)	*Paul Eadie (01-12-20)	*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

## **Also present**

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

Helen Holloway - Senior Clerk;

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

## **Part 1**

### **1. WELCOME**

1.1 In the absence of the Chair, the Vice Chair (LG) chaired the meeting and welcomed everyone. The meeting was quorate.

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

2.1 Apologies for absence were received and noted from Sam James, Nina Job, Maud Waret, Eddie Webb, Richard Holmes and Olly Cheng. Lucy Buzzoni was absent. The vice-Chair welcomed Julia Yesilirmak, newly appointed staff governor, to the meeting. JY will need to sign a Declaration of Interest Form which the Clerk AGREED to email, and once completed the form can be returned to the school.

**ACTION: Clerk**

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

No declarations were made.

### **4. GOVERNING BODY MEMBERSHIP**

4.1 Melian Mansfield, a Co-opted governor, ends her term of office 27<sup>th</sup> November 2017. MM has agreed to continue as a co-opted governor and re-election will take place at the GB meeting in the Autumn Term.

**ACTION: Clerk**

4.2 Kath Howell, a LA Governor, ends her term of office on 24<sup>th</sup> November 2017. KH has agreed to continue serving as a Governor. The Clerk will notify the Haringey Governors' Services for re-election in the autumn term.

**ACTION: Clerk**

4.3 Lorraine Gerrard will end term of office as a parent governor on 20<sup>th</sup> November 2017.

4.4 The GB discussed the possibility of reconstituting to incorporate an extra co-opted Governor and decrease the category of parent governor by one. The Clerk will investigate to find out how long it will take to reconstitute.

**ACTION: Clerk**

5. LATE ITEMS AND ORDER OF BUSINESS

No late items received.

6. MINUTES OF THE MEETING HELD ON THE 11<sup>TH</sup> MAY 2017

6.1 The minutes dated 11<sup>th</sup> May 2017 were **AGREED** as a true and accurate record and signed by the Vice-Chair.

6.2 The minutes of the extra GB meeting dated 24<sup>th</sup> May 2017, to discuss and approve the Budget 2017-18 were **AGREED** as a true and accurate record and signed by the Vice-Chair.

7. MATTERS ARISING FROM MEETING HELD ON 11<sup>TH</sup> MAY 2017 NOT ON AGENDA

No matters arising items.

8. SCHOOL DEVELOPMENT PLAN

8.1 The Head Teacher reported. The School Development Plan (SDP) is now a long term plan highlighting 3 main priorities which have been identified through discussions with the Senior Leaders and leadership team: The 3 main priorities are i) Assessment; ii) Diminishing the Difference; and iii) School Environment

8.2 Previously the School set up Teaching and Learning teams and SDP teams. This year, the School will set up working parties and all members of staff will be expected to sit on one or two working parties during the academic year to deal with any ongoing issues.

8.3 Parents will also be encouraged to join some of the working parties to encourage parental involvement in the community.

*Clerk's Note: MM arrived 6.50pm*

The proposed working parties are

- Annual cycle of assessment
- Increasing staff confidence interpreting data
- Moderation
- How to engage families in learning
- Auditing views of SEND, EAL, PPG pupils and their parents
- Inclusivity in the classroom
- Developing grounds of West Coleridge (find out what people want and how the space can be used to benefit the curriculum)
- Whole School Community approach – engage parents

8.4 Next year there will be a cyclical work approach to the SDP and everything from the various working parties will feed back into the three main development areas identified.

8.5 The Head Teacher invited all governors to consider if they feel they are fully informed about the areas of the SDP; If not, what could be done differently. Finally, what evidence would Governors ask for to gain a full picture of how the School is performing in each area. During the discussion the following suggestions were noted:

- Presenting case studies to governors sharing success stories with interventions. Also look at case studies which have not been successful and the reasons why they have failed
- A case study of a child's journey through Coleridge primary school
- Learning walks- really useful to observe lessons in progress
- Governors attending assembly / lunchtime to meet the pupils
- Invite Governors to join the working parties
- Invite Governors to participate in class lessons during the Governors day
- Review all Governor roles
- Head Teacher to be more demanding of Governors
- Continue governor involvement with SLT interpreting school data (RAISE online etc.) as this worked very well last year

8.6 The Head Teacher thanked the governors for their input. The HT agreed to email the presentation to the GB; it was noted the SDP presentation is still a work in progress so may be subject to some changes.

**ACTION: Head Teacher**

## **9. BUDGET UPDATE**

The Governing Body **APPROVED** the Budget 2017-18 at a special budget GB meeting held on 24<sup>th</sup> May 2017 (See *GB minutes 24<sup>th</sup> May 2017*).

It was reported staffing changes have had an impact on the budget (See Part 2 minutes).

One Teaching Assistant has been recruited onto the Teaching London Programme. The cost to the School is £9k; however, there is a saving of approximately £15k. It was noted there may be a second Teaching Assistant interested in joining the teaching programme in the future.

During the discussion it was suggested the School may consider growing this model of TA development in the future which will promote raising attainment and continuous professional development for the TA role. In the current climate there are difficulties recruiting primary school teachers across all schools as there are more competitive job offers. Retaining TAs and training TAs to become teachers may be a way forward. It was noted Coldfall Primary School has adopted this approach.

10. HEADTEACHER'S REPORT

10.1 The Head Teacher's summer term report was circulated to the GB ahead of the meeting.

10.2 The Head Teacher gave a verbal report on one additional item not included in his report: There are about forty plus Haringey Schools who have joined in the Schools Partnership Programme. The idea is for the schools in the partnership to provide peer review with each other. The Head Teacher from one school visits your school and identifies an area for review. A team of Deputy Head Teachers will visit the school to collate evidence and present a clear picture for the review. It was noted the role is not a problem solving one.

QUESTION: Will this create an extra workload for staff?

R: It was confirmed this will not be an extra load of work. Everyone will be learning through each other's schools. Research has shown the benefits of this approach. As the School Improvement Team at Haringey is being disbanded this will be the way forward. All Chairs of the NLC groups will be self-evaluating.

QUESTION: A query was presented about the interplay between medical and welfare of pupils. Are all accidents logged and is there a mechanism to identify a common link with accidents?

R: It was confirmed the School does keep a log of all accidents; the log is regularly presented and reviewed at the Environment, Health and Safety Committee. SE was invited to attend the next Environment H&S Committee Meeting.

**ACTION: SE**

11. SELF EVALUATION FORM

It was noted more data targets will be incorporated into the SEF.

12. CHAIR'S REPORT

The Vice-Chair reported on behalf of the Chair: The Chair thanked all Governors for their fantastic work and support throughout what has been a challenging year. The Chair also expressed, on behalf of the governors, heartfelt appreciation to all the staff and the SLT, and especially the Head Teacher, for all their hard work and for making Coleridge continue to be just the most aspiring and supportive learning environment we could hope for.

13. GOVERNORS' TRAINING / VISITS

14.1 Training

Date	Training Course	Attendees
June 2017	HGA Chaired by Melian Mansfield	Melina Mansfield

14.1.1 MM highlighted the Haringey Portal which governors' can use to access documents and details of governor training events. It was recommended it would be very beneficial to have an in-house training session on how to access the portal. The Clerk agreed to contact Governor Services to arrange a training session at the beginning of a GB meeting in the autumn term.

**ACTION: Clerk**

## 14.2 Visits

Date	Visits to School	Attendees
19 <sup>th</sup> May 2017	Safeguarding meeting with LC and Jo Burston to review and sign approval of Coleridge Record keeping	AJ; EW
22 <sup>nd</sup> May 2017	Induction meeting with Julia Yesilirmak	LG
23 <sup>rd</sup> May 2017	Interview panel for teacher recruitment	LG
26 <sup>TH</sup> June 2017	Absence hearing	PE; SE; AJ
29 <sup>th</sup> June 2017	Poetry Event	LG
29 <sup>th</sup> June 2017	School Trip policy meeting	KH

## 14. REPORTS FROM SUBGROUPS

### 14.1 The Environment, Health and Safety Committee

Minutes of the meeting held 22<sup>nd</sup> June 2017 were circulated to the GB. KH reported.

14.1.1 The Committee reviewed the Educational Visits Policy which was circulated to GB ahead of the meeting. The GB **APPROVED** the Educational Visits Policy.

14.1.2 It was reported the School is introducing a change in the way money is collected for school trips. With effect from September 2017 all parents will be asked to contribute a flat rate contribution of £30 for school trips for their child during the academic year.

QUESTION: What if the trips in the year do not add up to £30?

R: The money collected is for the entire year group and letters will be sent out detailing the trips from previous years, and costs incurred, if any, for the listed trips. This will provide more clarity on how the flat rate fee is calculated.

QUESTION: What if someone does not pay their contribution?

R: The Year group will have to work with the total sum of money donated for their Year group. If some parents do not pay it will affect the entire year group.

### 14.2 Resources Committee

14.2.1 DM reported. The minutes from the recent Resources meeting had not been circulated to the GB but would be post-meeting. DM highlighted issues discussed at the recent Resources Committee meeting which included: i) setting the right rent rates for affordable housing in Shirley Boffey house; School Budget update; donations for School trips.

14.2.2 The minutes of the recent Resources Meeting to be circulated to the GB post meeting.

**ACTION: DM**

### 14.3 Child and the Community Committee

14.3.1 The minutes of the Child and Community Committee meeting held on 13<sup>th</sup> June 2017 were circulated: LG reported:

14.3.1 The Committee reviewed the Behaviour Policy, Supporting Children with Medical Needs Policy, and the Positive Handling Policy. All policies were **APPROVED** by the GB

14.3.2 The Committee discussed ideas for next meetings which would require approval from the Head Teacher before being adopted by the Committee: The ideas included Having the School Development Plan as a standing item on all future Child and the Community Committee agendas; proposals to offer one-2-one slots as well as the existing drop-in sessions.

14.3.3 The Committee also conducted an end of year review and reflected on what they had achieved against the Committee Terms of Reference by reviewing the minutes and actions throughout the academic year. Other governors agreed this is a good model of best practice for committee end of year review and the model will be adopted by the Resources committee.

#### 15.4 Charities and Sponsorship Committee

LC gave a verbal report advising the Charities and Sponsorship Committee met with Coleridge Families and Simon Gerrard in connection with sponsorship of the School and discussed how to widen the sponsorship.

#### 15.5 SEND

MM and EW are making arrangements to meet with the SENDCo and the Assistant Head teacher (CP) before the end of the summer term.

#### 16. ITEMS FOR NEXT AGENDA

16.1 The following items were agreed for the next agenda

- Analysis of KS2 results (BS to present)
- Review of Committees and Governors' roles
- GB development

#### 17. MEETING DATES 2017-18:

The dates for next year's GB meetings were **AGREED** by the GB

##### AUTUMN TERM

Thursday 28<sup>th</sup> September 2017

Thursday 16<sup>th</sup> November 2017

##### SPRING TERM

Thursday 25<sup>th</sup> January 2018

Thursday 15<sup>th</sup> March 2018

##### SUMMER TERM

Thursday 10<sup>th</sup> May 2018

Thursday 28<sup>th</sup> May 2018

*Clerk's note: Part 1 ended at 7.58pm*

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