

# Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 25<sup>th</sup> January 2018 at 6.30pm.

<b>Representative Governors</b>	<b>Parent Governors</b>	<b>Co-opted Governors</b>
*Kath Howell (23-11-21)	*Sibylle Erdmann (1-3-19)	*Melian Mansfield (26-11-21)
<b>Headteacher Governor</b>	*Paul Eadie (01-12-20)	*Sam James (29-6-20)
*Leon Choueke	*Debby Kuypers (09-11-21)	*Eddie Webb (14-10-18)
<b>Staff Governor</b>	*Clare Brilliant (09-11-21)	*Richard Holmes (1-2-18)
*Julia Yesilirmak (10-05-21)		*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)
		*Lorraine Gerrard (19-11-21)

\*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;

Corinna Phillips – Assistant Headteacher

---

## Part 1

### 1 WELCOME

- 1.1 The Chair welcomed everyone to the meeting and introduced newly elected parent governors, Debby Kuypers and Clare Brilliant.

### 2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence received and noted from Olly Cheng, Kate Ibbotson and Nina Job. 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 Two recently elected governors signed the Governors' Register of Interests at the meeting.

### 4. GOVERNING BODY MEMBERSHIP

4.1 Richard Holmes term of office as a co-opted governor ends on 1<sup>st</sup> February 2018. The chair proposed RH is re-elected as a co-opted governor for a term of 4 years and the GB **AGREED** this.

### 5. LATE ITEMS AND ORDER OF BUSINESS

No late items to report.

6. MINUTES OF THE MEETING HELD ON THE 16<sup>th</sup> November 2017

6.1 The minutes dated 16<sup>th</sup> November 2017 were agreed as a true and accurate record and signed by the Chair with one amendment to section 13.3.4 The Staff Survey *is to be* distributed and once completed will be reviewed by the GB.

7. MATTERS ARISING FROM MEETING NOT ON THE AGENDA

7.1 (Item 13.3.3) – It was confirmed the NG will review of the Equality and Diversity Policy and present the policy to the next CCC meeting.

**ACTION: NG**

7.2 (Item 13.2.7) The minutes of the recent GDPR meeting were circulated to the GB.

7.3 The consultation for the National Funding Formula is now closed. It was reported schools are likely to receive a 0.5% increase on the delegated budget rather than the proposed 0.25%.

8. HARINGEY EDUCATIONAL PARTNERSHIP

8.1 The Chair reported the Resources Committee have discussed at length the offer presented by the newly formed company Haringey Educational Partnership (HEP). Information about the HEP was circulated to the GB ahead of the GB meeting.

8.2 The GB unanimously **AGREED** Coleridge Primary School would join the HEP. The Headteacher will complete the membership form.

**ACTION: HT**

9. HEADTEACHER'S REPORT

9.1 The Headteacher's report was circulated to the GB ahead of the meeting and governors invited to ask questions. There were no questions.

9.2 Governors confirmed they would like to receive a report on the number of staff absences so they can monitor staff absences.

9.3 It was confirmed pupil behaviour reports will be received and monitored in the CC committee.

9.4 The Headteacher reported that senior leaders are considering using "My Concern" software package to store pupil information centrally. The benefits of this system is it can be accessed by more than one authorised staff user and is beneficial for presenting a timeline of events and tracking behaviour systems.

QUESTION: Is the software compliant with GDPR?

R: Yes the software package is.

10. FIVE YEAR VISION

10.1 The Chair invited the Governing Body to participate in a practical exercise to consider the long- term vision of the School. Governors' were divided into groups and asked to consider the long-term vision in different areas of school life such as peers, teachers, local community,

parents, Ofsted and the children. The GB discussed the results during the meeting. The Chair agreed to compile a summary of the results.

**ACTION: CoG**

10.2 As a follow-on from this exercise and discussion, the Chair recommended and the GB **AGREED** to reconvene the *Future Thinking Group*. Governors interested in joining this group should send an email to the Chair of Governors expressing their interest.

**ACTION: GB**

10.3 The GB will review the results of the Parental survey results and feed this into the future vision of the School plan with the results from the GB and Staff.

10.4 The Headteacher reported the future vision plan does include looking at ways the School can collaborate in the future to benefit the School and other schools and promote diminishing the difference.

10.5 Governors suggested more financial benchmarking type reports in different areas of school life would be beneficial to monitor and ensure the school is funding all priorities correctly and spending money effectively. The Chair asked all Committees to consider a financial report style they would find useful.

**ACTION: Committee Chairs**

11. POLICY REVIEW

11.1 Agreed to roll the Pay Policy to the next GB meeting.

**ACTION: Clerk / agenda item**

12. CHAIR'S REPORT

No Chair's action to report.

13. GOVERNORS' TRAINING / VISITS

<b>Date</b>	<b>Training Course</b>	<b>Attendees</b>
24 <sup>th</sup> January 2018	Financial Scrutiny for Governors	Dominic May
28th November 2017	BME Conference	Lorraine Gerrard Louise Foulkes Melian Mansfield
28th November 2017	Understanding School Data and Assessment	Lorraine Gerrard
15 <sup>th</sup> January 2018	GDPR training	Kath Howell, Elena Wolf
23 <sup>rd</sup> January 2018	New Governor Induction	Debby Kuypers, Clare Brilliant

14. REPORTS FROM SUBGROUPS

14.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE. KH reported.

14.1.1 The minutes of the EHS Committee held on 18<sup>th</sup> January 2018 were circulated ahead of the meeting. There were no questions.

14.1.2 Health and Safety Policy reviewed and recommended to the GB. The GB **APPROVED the H&S Policy**.

14.1.3 The Asset Register was reviewed and spot checks took place.

14.1.4 The minutes from the School Emergency Team Meeting (SEMT) held on 6<sup>th</sup> December 2017 were circulated to the GB. Security concerns after school hours were raised and the school gates are open and after-school clubs are ongoing. A proposal has been presented to consider staffing the school office for longer hours.

## 14.2 RESOURCES COMMITTEE

14.2.1 DM reported. The minutes of the Resources Committee meeting, which took place on 15<sup>th</sup> January 2018, were circulated to the governors.

14.2.2 Budget 2017-18: The Chair of Resources Committee reported the budget is looking much healthier than originally anticipated and at the year-end, there will be a surplus of £215k. The surplus has been a result of higher PPG income; however, the GB noted an increase in PP children would incur additional resources and increase expenditure. There has also been a reduction in energy bills and reduced staffing costs by not replacing all posts when staff leave.

14.2.3 The Chair reported the surplus will be used for capital projects and presented a proposed list of projects for approval

- £40k for replacing roof west side halls
- £24k for renewal of hall floor
- £18k for replacement of boilers
- £1050 for replacing refrigerators in the kitchen
- £4700 for redecoration to year 3 & 4 WCs and east PPA room.

The GB **APPROVED** all of the proposed capital projects

14.2.3 Dealing with Allegations of abuse against staff procedures were reviewed by the Committee. The Committee recommended the procedures for approval. The GB **APPROVED** the procedures.

14.2.4 It was recommend the new governors complete the Governors' Skills matrix. The Chair of Resources Committee will email the matrix to new governors for completion.

**ACTION: Chair of Resources**

14.2.5 GDPR: The minutes of the GDPR meetings held 18<sup>th</sup> January 2018 were circulated to the GB ahead of the meeting. It was reported much work has already been completed in the School to meet the GDPR requirements. In future governor contact details should include email addresses and contact telephone number. It was agreed addresses are no longer necessary.

14.2.6 The Clerk recommended the use of governors personal email addresses for receipt of governors' documentation may not be best practice. The GDPR Committee agreed to review this.

**ACTION: GDPR Committee**

## 14.3 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held on 16<sup>th</sup> January 2018 were circulated to the GB ahead of the meeting. LG reported.

14.3.1 The Committee reviewed EYFS and met with Maria Danieleles, Phase Leader, to review changes in Reception and Nursery and look at the 30-hour nursery provision.

14.3.2 The Committee discussed the Behaviour and Anti-Bullying Policy.

14.3.3 LG, MM and LF attended the Haringey BME Achievement Conference

**14.4** CHARITIES AND SPONSORSHIP COMMITTEE:

14.4.1 The Chair reported consideration was given to a request to place leaflets in schoolbook bags for an external organisation and the committee have agreed to decline this request.

**14.5** SEND

14.5.1 EW reported a meeting is scheduled for 6<sup>th</sup> February with the Inclusion Manager and Deputy Headteacher.

**15.** ITEMS FOR NEXT AGENDA

15.1 No additional items added for the next agenda.

**16.** DATE OF MEETINGS 2017-18:

All meetings will commence at 6.30pm

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

SUMMER TERM 2018 Thursday 10<sup>th</sup> May 2018  
Thursday 28<sup>th</sup> June 2018

*Clerk's note: Part 1 ended at 8pm  
Staff governors and members of staff left the meeting and part 2 followed.*

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