

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 15th March 2018 at 6.30pm.

Representative Governors	Parent Governors	Co-opted Governors
*Kath Howell (23-11-21)	*Sibylle Erdmann (1-3-19)	*Melian Mansfield (26-11-21)
Headteacher Governor	*Paul Eadie (01-12-20)	*Sam James (29-6-20)
*Leon Choueke	*Debby Kuypers (09-11-21)	*Eddie Webb (14-10-18)
Staff Governor	*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;

Part 1

1 WELCOME

1.1 The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence received and noted from Dominic May, Alex Pepe, Nina Job, Corinna Phillips and Louise Foulkes.

2.2 Apologies for late arrival received from Darren Heath.

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

3.1 No declarations were made with items on the agenda.

4. GOVERNING BODY MEMBERSHIP

4.1 AP leaves the school at the end of the spring term and there will be co-opted Governor vacancy. The GB **AGREED** all committees will review the skills they have and identify any gaps they would like to try to fill.

ACTION: Chair of Committees

4.2 It was noted the role of Looked after Children (LAC) link governor will also be vacant when AP leaves. LD offered to take over the LAC link governor role.

5. LATE ITEMS AND ORDER OF BUSINESS

No late items to report.

6. MINUTES OF THE MEETING HELD ON THE 30th January 2018

6.1 The minutes dated 30th January 2018 were **AGREED** as a true and accurate record with an amendment to page 2, item 6.1, which should read 'Parental', survey instead of 'staff' survey and signed by the Chair.

7. MATTERS ARISING FROM MEETING NOT ON THE AGENDA

7.1 (Item 13.3.3) – The Equality and Diversity Policy will be reviewed alongside the school's equality statement at the CCC meeting.

ACTION: CCC

QUESTION: Is there any update on the HEP?

It was reported the HEP website is up and running and interviews have taken place for the CEO of HEP.

8. HEADTEACHER'S REPORT

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

9. NGA GUIDANCE – GB BEING STRATEGIC

9.1 The link for the NGA guidance document on GB Being Strategic was sent to the GB ahead of the meeting. The guidance provides a good framework for strategic governance. The GB **AGREED** to review the document in each committee seeking ways in which governors can implement more strategic governance.

ACTION: Committee Chairs

9.2 All committees will feed back to the GB at the end of the academic year meeting 28th June 2018.

ACTION: Clerk / Agenda item 28th June 2018

9.3 It was noted not all Governors are receiving the Haringey Schools Bulletin. The Clerk **AGREED** to email the latest edition of the School Bulletin to the governors and in future, the clerk or the Chair will continue to email the bulletins to the GB.

ACTION: Clerk

10. POLICY REVIEW

10.1 Pay Policy: The Resources Committee is continuing to review the Pay Policy and the policy will be presented to the next GB meeting.

ACTION: Clerk / agenda item

10.2 Ethical Sponsorship Policy – This policy was circulated to the GB ahead of the meeting. There were no comments and the policy was **APPROVED**.

11. CHAIR'S REPORT

11.1 The display board in the school showing all the winning team was commended and the Chair, on behalf of the Governors, thanked staff for this excellent achievement.

11.2 The Chair, on behalf the Governors, congratulated the group of children from Year 6 who won the prestigious public speaking competition at Blenheim Palace. This is the second year in a row the School has won.

The children will be rerunning their performance at the school assembly tomorrow morning (Friday 16th March) and all governors are invited to attend.

12. GOVERNORS' TRAINING / VISITS

Date	Training Course	Attendees
02/02/2018	Meeting re medical information	EW
06/02/2018	Meeting with SEND team regarding GDPR	EW
08/02/2018	SEND team meeting	MM, EW
08/02/2018	GDPR training at Haringey	EW, KH
23/02/2018	School visit with Leon for new governors	DH, CB, DK
27/02/2018	Health & Safety Training at Haringey	KH
01/03/2018	GDPR group meeting with Ben Strange to review training slides	EW, KH
09/03/2018	Governor Surgery	LG, EW, PE
13/03/2018	Safeguarding training	KH
14/03/2018	Attendance at NLC meeting – presentation from Judicium on their services to schools for GDPR	KH
14/03/2018	Staff interviews	LG
Spring 2018	GDPR training	MM
Spring 2018	Finance Training for Governors and HTs	MM

13. REPORTS FROM SUBGROUPS

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

13.1.1 The minutes of the EHS Committee held on 8th March 2018 were circulated ahead of the meeting.

13.1.2 Noted JS, DK and C have all agreed to join the Environment, Health and Safety Committee.

13.1.3 The following items were highlighted:

- Finalising the educational visits procedures
- Review of Safety Procedures for After School Clubs

There were no questions.

13.2 RESOURCES COMMITTEE

13.2.1 The minutes of the Resources Committee meeting, which took place on 18th March 2018, were circulated to the governors. SJ reported in the absence of DM.

Noted:

13.2.2 There are ongoing discussions with the local authority about the Haringey loan.

13.2.3 The Committee reviewed the use of personal emails addresses in light of the implementation of General Data Protection Regulations (GDPR) in May 2018.

Clerk's Note: DH arrived 7pm

13.2.3 It is recommended the School should consider appointing a Data Protection Officer at an approximate cost of £4,700 per annum. However, if a cluster of schools sign up then the cost will be shared and Schools in the NLC are keen to register an interest. It is recommended best practice is to appoint someone external, rather than a member of staff, to take on the DPO role.

13.2.4 The Budget Year End 31st March 2018 carry forward is estimated to be £99k. The final Year End report and Budget 2018-19 forecast will be presented to the Committee at the next committee meeting.

13.2.5 The Schools Financial Value Statement (SFVS) was reviewed by the Resources Committee and emailed to the GB ahead of the meeting. The GB **APPROVED** the SFVS.

13.3 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held 8th March 2018 were circulated to the GB ahead of the meeting. LG reported.

13.3.1 The Committee reviewed the Behaviour, Anti-Bullying, Exclusions and Emotional Wellbeing policies. The SLT will review and revise policies following the feedback from the CCC. **ACTION: SLT**

13.4 CHARITIES AND SPONSORSHIP COMMITTEE:

13.4.1 It was reported the CSC have approved sponsorship for the parent led bike ride fundraiser to Amsterdam.

13.5 SEND

13.5.1 EW reported a meeting taken place with the SEN team on 8th February 2018 and new approaches are being adopted with parents and teaching assistants.

13.5.2 The changes for School arrangements for purchasing Educational Psychology from the Local Authority was highlighted resulting in schools now paying for each visit. It was noted the School is receiving good value for money.

13.5.3 School Counselling: It was reported trainee counsellors will be coming to the school to work alongside the School Counsellor. Three candidates were interviewed and two of the candidates were offered placements at Coleridge Primary School 1 day per week for the year.

13.6 FUTURE THINKING GROUP

13.6.1 The Future Thinking group met after the Resources Committee meeting on 18th March. The group looked at future projections for school admissions. It was noted there will be fewer siblings joining the School in September 2018 and therefore with lower sibling numbers the catchment area will be broader.

13.6.2 The Chair of Governors and HT are seeking ways to market the School for future admissions.

13.6.3 It was noted the Haringey Schools Bulletin flags up the trend in schools with reduced admission numbers and if this trend continues, there may be a need to reduce class numbers.

14. ITEMS FOR NEXT AGENDA

14.1 No additional items added for the next agenda.

15. DATE OF MEETINGS:

All meetings will commence at 6.30pm

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

Clerk's note: Part 1 ended at 7.15pm

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

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