

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 10th May 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 (01-02-22)
*Julia Yesilirmak (10-05-21)		*Dominic May (20-11-18)
		*Lizzie Davies (20-11-18)
		^Nina Job (28-01-19)
		*Elena Wolf (28-01-19)
		*Kate Ibbotson (07-10-19)
		*Darren Heath (27-09-21)
		*Lorraine Gerrard (19-11-21)
		2 x vacancies

*denotes governor present

^denotes apology received

Also present

Ben Strange - Deputy Headteacher

Nina Grimes – Deputy Headteacher

Louise Foulkes – Assistant Headteacher

Corinna Phillips – Assistant 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 Sybille Erdmann, Richard Holmes, Melian Mansfield, Nina Job. 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 in relation to items on the agenda.

4. GOVERNING BODY MEMBERSHIP

4.1 It was reported Olly Cheng, co-opted governor has resigned with immediate effect. The Chair, on behalf of the governing body, thanked Olly for his contribution to the work of the GB.

4.2 There are currently two co-opted governor vacancies. It was **AGREED** one of the co-opted governor vacancies should be replaced with a staff member who would also be a member of the Resources Committee. The Headteacher will follow-up to determine interest from staff members.

ACTION: Headteacher

4.3 The GB agreed it would be preferable to find a co-opted governor with financial skills, and proposed to review the recent applications for parent governors to see if there are any parents with these skills.

4.4 DM announced whilst he will continue as Chair of the Resources committee, if any other governor is interested in taking on this position, he would be happy to relinquish the role. It was **AGREED** to discuss the role of the Chair and succession planning at the next Resources Committee meeting.
ACTION: Resources Committee

5. LATE ITEMS AND ORDER OF BUSINESS

5.1 The Headteacher presented one late item relating to the SATS. The Headteacher informed the GB It is now a requirement for a governor to be present when opening the SATS papers each morning. Governors who could be available during the SATs week volunteered to be at the school each morning at 8.45am to witness the SATs papers being opened.

6. MINUTES OF THE MEETING HELD ON THE 15th March 2018

6.1 The minutes dated 15th March 2018 were **AGREED** as a true and accurate record with an amendment to attendees – Nina Job was present. The Chair signed the minutes.

7. MATTERS ARISING FROM MEETING NOT ON THE AGENDA

7.1 NGA guidance for Governors – Feedback from Committee Chairs at the next GB meeting on 28th June.
ACTION: Clerk / agenda item

8. HEADTEACHER'S REPORT

8.1 The Headteacher's report was circulated to the GB ahead of the meeting. The following issues were highlighted.

8.2 Reception intake is covering a wider catchment area and increasing year on year.

8.3 Secondary school transfer for Year 6 pupils has extended to 31 different locations this year.

8.4 The Headteacher circulated a power point presentation to the GB ahead of the meeting showing a summary of the Parents' Survey. The results of the survey were discussed and it was noted there are some actions for the school to manage. Some of the areas highlighted included homework versus home learning, community and healthy living, and communication with parents.

8.5. The Headteacher extended a thank you to all governors involved in the KS1 survey. The KS2 pupil survey and the Staff survey to follow.

QUESTION: Will there be any follow-up with parents?

R: The Headteacher replied it is more useful to respond to the parent survey once the School has the broader picture of all the results including the staff and pupil survey results. The School can then build in more detail to their findings and the School response. The GB were reminded at the beginning of the academic year there is a talk led by the Headteacher and parent survey results could be discussed in this forum. It was noted 6 months is a long time for parents to wait to receive a response to the survey so it was **AGREED** there will be a letter from the Headteacher in response to the parent survey before the end of this academic year.

ACTION: Headteacher

8.6 The Chair highlighted the positive feedback on school meals and thanked Nina Grimes for all her hard work promoting the improvement of school meals.

QUESTION: A governor queried when the GB would receive reports on the progress of small project groups.

R: The Headteacher replied small project groups are ongoing working to different timelines and actions for each group are very specific linked to teacher led school events. It was **AGREED** an update on project groups will be included in the Headteacher's report at the next GB meeting.

ACTION: HT report (June 2018)

9. BUDGET UPDATE

9.1 DM reported. The Resources Committee met two weeks ago and the HT and SBM presented the final draft budget 2018-19. However, since this meeting additional information has been received and the budget will require updating. The Chair of the Resources Committee also expressed concern about the operating costs year on year. Consequently, the budget 2018-19 will be reviewed and updated. The deadline for presenting the budget 2018-19 to the local authority is 31st May 2018. There will be special GB Budget meeting called before this date and governors will be invited to attend to approve the budget. The date will be announced via email. The Chair will minute the meeting in the absence of the Clerk.

ACTION: GB

Clerk's Note: Darren arrived at 7.25pm

10. NGA GUIDANCE – SCHOOL VISITS

10.1 The NGA guidance on School visits was circulated to the GB ahead of the meeting. The Chair encouraged all governors to read the guidance. It was proposed it would be useful to compile a planned programme of visits over the year, which the GB could agree at the first meeting of the academic year in the autumn term 2018. It was **AGREED** SJ and DH would revise the draft GB School Visits document and email to the GB for review.

ACTION: SJ and DH

10.2 A schedule of planned visits for the year will be agreed at the first GB meeting in the autumn term.

ACTION: Clerk / agenda item

10.3 GB Statutory Obligations

The Chair reminded all governors about their statutory obligations reviewing and approving statutory policies. All committees were reminded to check the statutory policies on their lists and review if there are any additional policies to be added. It was confirmed the Governing Body does have a spreadsheet in place with all the policies listed and their review dates. KH and NG **AGREED** to review the policy list.

ACTION: KH and NG

11. POLICY REVIEW

11.1 Pay Policy: The Resources Committee approved the Pay Policy and recommended to the GB. The GB approved the Pay Policy.

11.2 The GB also ratified the following policies

- *Managing Allegations Against other Children* – Reviewed by the CC Committee and recommended to the GB.

- *Safeguarding and Child Protection* – Review by H&S, Environment Committee and recommended to the GB.

11.3 The Chair reported JY has taken on the role of Educational Visits Coordinator. JY informed the GB all records of educational trips are held centrally and each trip is assessed and approved by the Educational Visits Coordinator before it can take place.

12. CHAIR'S REPORT

12.1 The Chair reported attending a meeting with a parent to discuss the school menu and responding to another parent on the same topic.

13. GOVERNORS' TRAINING

14/03/2018	Exclusion appeal panel refresher training	EW
07/03/2018	Governor Induction	DH
25/04/2018	Safeguarding- Are your children safe?	EW

GOVERNORS' VISITS

The following governors' visits were reported:

16/03/2018	Year 6 winning debating team (Bleinham Palace) Assembly	LG, MM
20/03/2018	Meeting Leon re playground	DK
21/03/2018	Meeting to finalise school visits policy	KH
21/03/2018	Importance of Play and Emotional Wellbeing Talk	LG
22/03/2018	West side ground site inspection	DK
22/03/2018	Nursery Visits - seeing "In the moment planning"	LG
17/04/2018	Meeting with Nina Grimes re: Safeguarding and Child Protection Policy	LG
17/04/2018	Contractor meeting playground	DK
27/04/2018	Meeting with Leon re: CCC planning	LG
30/04/2018	Meeting with Chris Fox	DK
02/05/2018	Contractor meeting re playground	DK
04/05/2018	Governor surgery	DK
09/05/18 – 10/05/2018	Conducting children's survey on Infants	MM, EW, CB, LG

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 8th March 2018 were circulated ahead of the meeting. There were no questions.

14.2 RESOURCES COMMITTEE

14.2.1 The minutes of the Resources Committee meeting, which took place on, 23rd April 2018 were circulated to the governors. DM reported:

14.2.2 The School has employed a Data Protection Officer from Judicium to oversee the implementation of GDPR. The School has shown it is compliant with GDPR requirements. There are documents that need to be published on the school website and a meeting is taking place next week to follow this up.

14.2.3 All staff have also received GDPR training.

14.2.4 A discussion took place about the recent theft of i-pads from Nursery and a review of security.

14.2.5 A volunteer is required to audit the unofficial funds. NG knows someone who may be able to help and will follow up this lead.

ACTION: NG

14.3 CHILD AND COMMUNITY COMMITTEE

14.3.1 The minutes of the Child and Community Committee meeting held 1st May 2018 were circulated to the GB ahead of the meeting. LG reported the Committee discussed Pupil Attendance and Set System teaching. There were no questions.

14.4 CHARITIES AND SPONSORSHIP COMMITTEE:

14.4.1 No meeting has taken place since the previous GB meeting.

14.5 SEND

14.5.1 EW reported a meeting taken place and the report will be circulated to the GB in due course.

ACTION: EW

14.5.2 The committee received an SEND data presentation from BS, which was well received. A recommendation from the Committee was made to repeat the presentation to the GB at the next meeting in June.

ACTION: Clerk / agenda item

15. ITEMS FOR NEXT AGENDA

15.1 No additional items added for the next agenda.

16. DATE OF NEXT MEETING:

SUMMER TERM 2018 Thursday 28th June 2018 @ 6.30pm

*Clerk's note: Part 1 ended at 7.35pm
Part 2 followed. Staff governors were invited to stay.*

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