

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 22nd November 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)
Head Teacher Governor	*Paul Eadie (01-12-20)	^Eddie Webb (26-09-22)
*Leon Choueke	*Debby Kuypers (09-11-21)	^Richard Holmes (01-02-22)
Staff Governor	*Clare Brilliant (09-11-21)	*Dominic May (26-09-22)
*Julia Yesilirmak (10-05-21)		^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), Chair
		*Matt Chick (14-06-22)
		*Selin Akyildiz (26-09-22)
		*Tim Ibbotson (26-09-22)
		1 x vacancy

*denotes governor present

^denotes apology received

Also present

Ben Strange - Deputy Head Teacher

Nina Grimes – Deputy Head Teacher

Louise Foulkes – Assistant Head Teacher

Helen Holloway - Senior Clerk

Part 1

1. WELCOME

1.1 The Chair welcomed everyone to the meeting. KH and DK co-chaired the meetings in the Chair's absence.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence received and noted from LG; RH; EW and NJ.

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 There is one co-opted governor vacancy and the Chair plans to write to parents and external agencies to make the aware of the co-opted governor vacancy.

4.2 All governors were reminded to complete the Governors' skills audit and return to the Chair. The audit will assist in identifying any skills gap within the GB. The Chair will report back on the outcome.

ACTION: Chair

4.3 CB has joined the Charities and Sponsorship Committee.

5. LATE ITEMS AND ORDER OF BUSINESS

No late items.

6. MINUTES OF THE MEETING HELD ON THE 27TH SEPTEMBER 2018

6.1 The minutes dated 27TH September 2018 were **AGREED** as a true and accurate record, and signed by the Chair subject to a minor amendment to page 2, section 6.10 to separate the item to read as follows:

7. MATTERS ARISING FROM MEETING HELD 27TH SEPTEMBER NOT ON THE AGENDA

Item	Action	Status
6.2	Investigate a record of GB audit skills	Work in progress
7.1	Amendment to be made to the Code of Conduct	Complete
9.1	Amend minutes of the previous part 1 minutes and resend	Complete
10.1	Check with absent governors to ascertain if they are using the new email system	Complete
10.1	Set up trial of Governor Hub including governor login and meeting documentation	Trial ongoing. GB AGREED to trail for one year. Admin access rights to be given to the Clerk.
10.2	Actions from minutes to be located at the end of the minutes	Complete
13.1	Comments/Suggestions regarding vision and values to be emailed to Debby	-Meetings with TA's early December. Meetings with Site staff and office staff also planned. -Responses will be forwarded to CB and DK -Workshop for Governors proposed for January 2019.
13.2	Head Teacher to get views/suggestions regarding vision and values from staff	
13.3	Head Teacher to share information collected from staff with Debby	
14.3	Whistle Blowing Policy – views to be sent to Kath	Complete
15.1	Letter to be drafted for Sam James and Lizzie Davies	Complete
16.2	New staff governors to consider attending induction training	New Governors attending Induction Training on 23 rd November 2018
16.3	Chair to investigate if HEP training had been bought into	Yes, at cost of £1300 per annum. Governors encouraged to attend training sessions.
17.5	Circulate minutes of how children were being supported by the school	Complete

20.1	A list of parent names and email addresses to be sent to the Head Teacher	Marketing group is now set up and names and email addresses of volunteers are known and can be made available.
20.2	Governors to consider suggestions of what should be recorded under governor section of vision statement	<p>Chair to email the DfE guidance on "Good Governance to the GB.</p> <p>GB now members of NGA. All Governors have received a copy of "Welcome to Governance"</p>

8. HEADTEACHER'S REPORT

9.1 The Head Teacher's report was circulated to the GB ahead of the meeting. The following issues were highlighted.

9.2 The Staff Well Being survey is now complete and the SLT are looking at improvements and targeting some of the issues presented in the feedback such as limited resources and the impact on staff; working conditions; work life balance and looking at how "excellence" is defined at Coleridge primary school. The Head Teacher thanked SE for all her assistance with the staff survey.

9.3 AGM with Coleridge families took place last week and the meeting was very well attended. The condition of the playground was an issue and clearly a frustration to all as Haringey is not moving fast enough with managing the essential works. The Coleridge families group agreed they would like to use the money from recent fund raising to assist with the development of the Millennium Garden, replacing the gates and fencing. A follow-up meeting is scheduled for 4th December 2018 with the Head Teacher and interested parents. It was reported there will be a series of workshops and events for parents and pupils to have their say about the development of the playground.

10. SAFEGUARDING

10.1 CP gave a presentation to the GB on recent Safeguarding changes following the *Keeping Children Safe in Education* document published November 2018.

Some of the highlights:

- Safeguarding policy updated to reflect the changes
- The Designated Safeguarding Lead (DSL) is appointed by the GB. Corinna Philips is the Designated Safeguarding Lead (DSL); and Nina Grimes the Deputy Safeguarding lead.
- Leads must have Safeguarding higher level 3 training which is updated every two years

- All staff to have Child Protection training.
- Safeguarding training session for staff scheduled for 29th November, 4th December and 7th December
- All staff must read part 1 of the Safeguarding policy and sign to evidence they have done so
- Annex A must also be read by all staff working directly with children
- All staff must know who is the DSL, be aware of the Behaviour Policy; Safeguarding Policy, Staff Code of Conduct; Safeguarding response to those missing in education; FGM concerns to be flagged to Social Services immediately;
- GB responsible to ensure there are clear processes and procedures for Safeguarding
- GB responsible to ensure children are taught about online safety and safeguarding.

10.2 The Chair, on behalf of the GB, thanked Corinna for her presentation. CP to email the power point presentation and DfE document KCSIE November 2018 to the GB.

ACTION: CP

11. SCHOOL DEVELOPMENT PLAN (SDP)

11.1 The SDP was circulated to the GB ahead of the meeting. Link governors were finalised at the CCC. Assessment – LG; Writing – CB, TI. Diminishing the Difference – SE, NJ

12. POLICY REVIEW

12.1 Pay Policy – Reviewed and approved by the Pay Committee. KH to email the Pay Policy to the GB.

ACTION: KH

12.2 Behaviour Policy – Discussed at the Child and Community Committee and APPROVED.

12.3 Harassment and Bullying Policy, Absence Management policy; Annual leave policy discussed at the Child and Community Committee meeting and sent to the GB ahead of the meeting for information.

12.4 The following policies were reviewed and recommended to the GB by the Resources committee and APPROVED by the GB:

- Scheme of Delegation
- Governors' Allowances
- Charging and Remissions Policy
- Whistle Blowing Policy

12.5 The Absence Policy will be taken to the Child and Community Committee for further review as a query was presented about the absence of children who have ongoing health issues.

ACTION: CC Committee

13. CHAIR'S REPORT

13.1 The Chair suggested reinstating Governors' surgeries as an appointment system allowing 15-20 minutes per session. However, it was agreed that the decision on reinstating Governors' surgeries should be part of the wider discussion on Parental communication

ACTION: Chair of Governors/HT

13.2 It was proposed to arrange a Communications workshop with Parents. It was noted there is an overlap here with the Marketing Group recently set up which is looking at how School Communicates with Parents.

14. GOVERNORS' TRAINING AND VISITS

14.1 All governors were reminded the HEP training programme is available and all governors are expected to attend at least one training session. Please email the Chair of any details of training completed.

14.2 Details of training completed:

4/10/18	Prevent-Safeguarding against extremism in schools	Elena Wolf
17/10/18	Running your HeadTeacher Performance Management	Lorraine Gerrard
31/10/18	SENDCo / Inclusion Manager Forum	Elena Wolf
20/11/18	Understanding School Data and Assessment	Clare Brilliant

15. GOVERNORS' VISITS

15.1 The Chair circulated Governors' visits protocol to the GB ahead of the meeting with suggested format for visits to the school. The GB **APPROVED** the visits protocol.

15.2 During the discussion on visits it was proposed to have a Governors' Day so all governors are present on one day.

15.3 CB and TI have arranged to visit the school to see Writing.

Clerk's note: MM arrived at 7.45pm

REPORTS FROM SUBGROUPS

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

16.1.1 The minutes of the EHS Committee held on 15th November 2018 were circulated ahead of the meeting.

16.1.2 DK reported on ongoing concerns which included:

- Refurbishment of the children's toilets – quotes have been sought.
- Fire Strategy for the East wing access to the top floors and whether an evacuation chair is required.
- Haringey to visit and survey the building and sites and accessibility.
- Replacement costs for blinds, carpets etc.
- West corridor floor replacement is ongoing.
- Meeting with parents to discuss the playground works.

16.1.3 Parents attended a meeting with the Head Teacher to discuss the closure of the school playground at 3.30pm due to there being no supervision of pupils at this time. The Head

Teacher suggested the parents could run their own stay and play group but to do so they would need their own public liability insurance; all staff working in the play group must be DBS checked, provide a full list of paying children; details of the maximum number of children allowed to ensure the correct adult/child ration is adhered to.

16.1.4 The GB were alerted to the Council's plans to close roads around the school during pick up and drop off times. It was recorded this will have an impact on staff who park on neighbouring roads to the school. .

16.1.5 Noted yew trees were planted by the local authority on the border of the Reception playground. This has been referred to the risk register and will be followed up at a meeting tomorrow (23rd November 2018).

ACTION: KH.

Clerk's note: PE left the meeting at 7.50pm

16.2 RESOURCES COMMITTEE

16.2.1 The minutes of the recent Resources Committee meeting had not been circulated to the governors.

ACTION: Chair Resources Committee

DM highlighted the following

16.2.2 A one off debt of £480 was presented to the GB and recommended by the Committee. The GB **APPROVED** the write off.

16.2.3 The sum of £84,000 has been written off the Haringey loan. The balance of £64,000 will be repaid over 9 months.

16.2.4 Budget Year End and Forecast – *See Part 2 minutes*

16.3 CHILD AND COMMUNITY COMMITTEE

16.3.1 The minutes of the Child and Community Committee meeting held 8th November 2018 were circulated to the GB ahead of the meeting. CB highlighted issues discussed by the Committee which included:

- SDP update
- School Visits
- Staff Survey
- Behaviour Policy Review

There were no questions.

16.4 CHARITIES AND SPONSORSHIP COMMITTEE:

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

16.5 SEND

16.5.1 EW reported minutes of the recent meeting had been emailed to the GB today.

16.6 GDPR

16.6.1 The Data Breach Policy was **APPROVED** by the GB.

16.6.2 It was noted Judicium will be conducting a GDPR audit tomorrow.

17. ITEMS FOR NEXT AGENDA

No items presented.

18. GB MEETING DATES

SPRING TERM

Thursday 24th January 2019

Thursday 14th March 2019

SUMMER TERM

Thursday 16th May 2019

Thursday 20th June 2019

19. ANY OTHER BUSINESS

19.1 The Chair, on behalf of the GB, congratulated MM for her MBE on the honours list in June. It was suggested it would be a good idea to talk to the children at assembly about receiving an MBE.

The Chair thanked everyone for attending the meeting.

Clerk's note: Part 1 ended at 8.20pm

Part 2 followed. Staff governors were invited to stay.

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

APPENDIX A – ACTIONS FROM GB MEETING HELD 22ND NOVEMBER 2018

Minute ref.	Details	Action by
4.2	Governors' skills audit – outcome report	Chair
10.2	CP to email Safeguarding Power Point presentation and DfE document KCSIE (Nov'18)	CP
12.5	Absence Policy for further review	Child and Community Committee
13.1	Chair reinstating Governors' surgeries – date to be agreed	CoG
16.1.5	Yew trees – Feedback from meeting held on 23/11/2018	KH
16.2.1	Resources Committee minutes to be emailed to GB	DM