

Coleridge Primary School Governing Body

Minutes of the meeting held on
Thursday 24th January 2019 at 6.30pm.

Representative Governors *Kath Howell (23-11-21) Head Teacher Governor *Leon Choueke Staff Governor ^Julia Yesilirmak (10-05-21)	Parent Governors *Sibylle Erdmann (1-3-19) *Paul Eadie (01-12-20) *Debby Kuypers (09-11-21) *Clare Brilliant (09-11-21)	Co-opted Governors *Melian Mansfield (26-11-21) *Eddie Webb (26-09-22) ^Richard Holmes (01-02-22) ^Dominic May (26-09-22) *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
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*denotes governor present

^denotes apology received

Also present

Ben Strange - Deputy Head Teacher

Nina Grimes – Deputy Head Teacher

Louise Foulkes – Assistant Head Teacher

Corinna Phillips – Assistant Head Teacher / SENDCo

Helen Holloway - Senior Clerk

Part 1

1. WELCOME

1.1 The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

2.1 Apologies received and noted from JY, RH, DH and DM. The meeting was quorate.

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 The Chair informed the GB that SE's term of office ends on 01.03.19 and this would be her last GB meeting. The Chair, on behalf of the GB, thanked SE for all her efforts supporting the work of the GB.

4.2 The Chair announced there would be a secret ballot to appoint a co-opted governor. Three nominations were received by the Chair for the co-opted governor role and the statements for each candidate circulated to the GB

ahead of the meeting. However, the Chair reported, one candidate has withdrawn her application as she is to be appointed as a governor in another school. A secret ballot took place for the remaining candidates.

Georgia Norton was **elected as the co-opted governor** for a term of 4 years. The GB **AGREED** to elect Claudia Simms Abram **elected as an associate member** with immediate effect for a term of one year.

4.3 There will be a parent governor vacancy in the spring term. The Chair will send out a letter to the parents advising of the vacancy and inviting nominations.

ACTION: Chair of Governors

4.4 MM has agreed to take over the link governor role overseeing Diminishing the Difference.

5. LATE ITEMS AND ORDER OF BUSINESS

No late items.

6. MINUTES OF THE MEETING HELD ON THE 22ND NOVEMBER 2018

6.1 The minutes dated 22nd November 2018 were **AGREED** as a true and accurate record, and signed by the Chair

7. MATTERS ARISING FROM MEETING HELD 22ND NOVEMBER

Minute ref.	Details	Status
4.2	Governors' skills audit – outcome report	9 governors have completed the Skills Audit and 5 are still outstanding. Good excellent skills across the GB. For the future would like to recruit Governors with more financial expertise.
10.2	CP to email Safeguarding Power Point presentation and DfE document KCSIE (Nov'18)	Completed
12.5	Absence Policy for further review	Absence Policy approved by CCC
13.1	Chair reinstating Governors' surgeries – date to be agreed	It has been agreed to put Governors' Surgeries on hold

		and review Parental communication later in the year.
16.1.5	Yew trees – Feedback from meeting held on 23/11/2018	This is ongoing.
16.2.1	Resources Committee minutes to be emailed to GB	Circulated to the GB. Complete

7.2 The GB agreed they favoured a Governors' Day and a date for this will be arranged.

ACTION: CoG

7.3 The Head teacher reported there has been no further developments from the Stay and Play group.

8. HEADTEACHER'S REPORT

8.1 The Head Teacher's report was circulated to the GB ahead of the meeting. The GB agreed they welcomed the weekly briefing documents received by the Head Teacher. The Head Teacher agreed the weekly briefings were well received by staff and governors. It was noted there will be duplication of information with the weekly briefings and the Head teacher's report to Governors; It was concluded that Head teacher's report in the future may be a one page summary.

9. POLICY REVIEW

The following policies were presented and **APPROVED** by the GB

9.1 Absence Policy – Reviewed and commended by the Child and Community Committee.

9.2 Attendance Policy – Reviewed and commended by the Child and Community Committee

9.3 Safety from Aggression Policy – Reviewed and commended by the Environment, Health and Safety Committee.

9.4 Recruitment Policy – Reviewd and commended by the Resources Committee.

10. CHAIR'S ITEMS

10.1 The Chair of Governors met with James Page, Chair of HEP and spoke about future developments seeking ways to collaborate with other Governors. There will be more information on this going forward.

11. GOVERNORS' TRAINING AND VISITS

11.2 Details of training completed:

27/11/18 + 2/12/18	Additional Safeguarding update	MM, LG
11/12/18	Are you fulfilling your strategic objectives effectively?	CB, LG
15/1/19	Health and Safety in Schools - What are Governors responsibilities	CB
22/1/19	Finance basics – Essentials for all governors	CB, LG
28/1/19 (Upcoming)	Haringey Chairs Briefing	LG

12. FUTURE SCHOOL FUNDING NGA

12.1 The Chair reported on the NGA week of action for future school funding. The link to the website was circulated to the GB on the GB agenda.

(See link: <https://www.nga.org.uk/fundthefuture.aspx>)

Governors approved taking part in the NGA's Week of Action on 28th February. The Chair informed governors that she would report back to the NGA about the school's participation.

ACTION: CoG

13. REPORTS FROM SUBGROUPS

13.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE. KH reported. The minutes of the EHS Committee held on 17th January 2019 were circulated ahead of the meeting.

13.1.1 The SBM has had difficulty getting hold of companies to fulfil their maintenance contract duties. The HT has asked the site managers to start overseeing this going through the school's existing contracts. The SBM has prepared a spreadsheet detailing all the contracts and progress.

13.1.2 DK has supported the school with the Adult and YR3 and YR 4 WC project, some of which are currently out of order. DK has compiled architect drawings which outline the scope of works required. The options were discussed at the EHS meeting and preferred option agreed. Updated drawings have now been issued to several contractors to obtain competitive quotes.

13.1.3 The room temperatures in the west building are very high and resolving this situation is ongoing and the issue should be raised as a high priority when the site survey is completed by Haringey.

13.1.4 The Haringey site survey did not take place during the Christmas holiday. KH has been following this up and was informed that a project team will be announced w/c 4.2.19. After which Haringey will confirm the date to complete the survey. No date currently agreed.

13.1.5 The School has replaced orders for blinds & carpets in some classrooms. The specification for new boilers has been agreed. An updated quote has been requested for the school to place the order against.

13.1.6 The Playground Fact Finding project - which will establish the masterplan brief has commenced. Desk top studies/ observations, consultation and workshops with the children have been completed. The team running the consultation have been very impressed with the children's imagination and creativity. Next half term they will be consulting with parents and staff through workshops and a survey. Once complete we can establish a masterplan brief and then agree what we can implement as a phase 1 - to be funded by CF whilst waiting for the Haringey major works scope to be confirmed.

13.2 CHILD AND COMMUNITY COMMITTEE

13.2.1 The minutes of the Child and Community Committee meeting held 15th January 2019 were circulated to the GB ahead of the meeting. CB reported the Committee reviewed the Attendance Policy and received an update on pupil assessment presented by the Deputy Head teacher. The Chair of Governors has met with Deputy Head teacher to review assessment as part of her link governor role.

13.2.3 All governors are encouraged to complete a visit form once they have completed a school visit. LG and LC agreed to meet and review how visits should be reported to governors and how visit forms should be circulated.

ACTION: HT / CoG

13.3 RESOURCES COMMITTEE

The Chair of Governors reported in the absence of DM.

13.3.1 A Finance working party has been set up to look at budget efficiencies. The party will review income and expenditure, maintenance contracts ensuring best value is being maintained, and long term budget planning

13.3.2 DK reported the marketing group has now had its third meeting and the group is working together on the school's new website and surveying this year's reception and Y1 parents for feedback on their experiences of communication from the school. Georgia Norton is part of the Marketing Group. The group will meet monthly and this year the focus will be on:

- Admissions and prospective parents.
- Streamlining how the school communicates with current parents (and how they communicate with the school).
- Commenting on the new website and creating video content.

13.3.3 Coleridge Primary School has been selected for a local authority financial audit this year.

13.4 GDPR:
13.4.1 KH reported. Judicium has completed an audit and the School overall has done very well. A few actions have been recommended and will be emailed to the Resources Committee to follow up.

13.5 CHARITIES AND SPONSORSHIP COMMITTEE:
13.5.1 CB agreed to continue follow-up with Coleridge Families on the Martyn Gerrard sponsorship agreement. **ACTION: CB**

13.6 SEND
13.6.1 The Chair, on behalf of the GB, thanked the Inclusion Manager for circulated the SEND report.

14. ITEMS FOR NEXT AGENDA
The following items to be included in the agenda for next GB Meeting:

- Governors' Strategy follow-up
- Update on the Grounds development
- Resources Committee - SFVS and policies for review

15. GB MEETING DATES

SPRING TERM

Thursday 14th March 2019 @ 6.30pm

SUMMER TERM

Thursday 16th May 2019

Thursday 20th June 2019

16. ANY OTHER BUSINESS
GOVERNORS' STRATEGY

All governors were invited to participate in a practical activity looking at the vision for the school over the next 3 to 5 years. The Head teacher informed the GB this exercise has taken place with the teachers and teaching assistants/Governors (LG; DK and CB) have also been involved in several meetings to discuss governors' strategy and will meet again to review the results of the governors input exercise. Governors were invited to look at the school's vision statement, and the three core values – Creativity, Caring and Resilient and consider areas of strength and development under the five Ofsted headings. which will be translated into over-arching statements in the SEF The results of the practical session are reported in Appendix A (attached).

*Clerk's note: Part 1 ended at 8.19pm
Part 2 followed. Staff governors left the meeting..*

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

APPENDIX A – ACTIONS FROM GB MEETING HELD 24TH JANUARY 2019

Minute Ref	Action	By Whom
4.3	There will be a parent governor vacancy in the spring term. The chair will send out a letter to the parents advising of the vacancy and inviting nominations.	CoG
7.2	The GB agreed they favoured a Governors' Day and a date for this will be arranged.	CoG
12.1	Governors approved taking part in the NGA's Week of Action on 28 th February. The Chair informed governors that she would report back to the NGA about the school's participation.	CoG
13.2.3	All governors are encouraged to complete a visit form once they have completed a school visit. LG and LC agreed to meet and review how visits should be reported to governors and how visit forms should be circulated.	HT / CoG
13.5.1	CB agreed to continue follow-up with Coleridge Families on the Martyn Gerrard sponsorship agreement.	CB

APPENDIX A

Strategy Workshop Session – GB meeting 24th January 2019

Leadership and Management

Votes	
	Complementary skills within leadership team and governors
5	Finance stability – sustainable model that maintains excellence throughout the school.
2	Maintaining staff morale and wellbeing through period of challenging change
	More certainty and security
	Strong, skilled visionary leadership which enables good communication
5	Valuing all staff by building on their strengths, talents and interests
2	Creating an open dialogue by building on their strengths, talents and interest
1	Being positive role models for outstanding, exemplary leadership
	Being adaptive and responsive to the needs of the community, and changing external environment (economic, political etc.)
	Being able to make difficult/unpopular decisions
	Ensuring the impact of decisions in managed to avoid negativity
1	School stays the number 1 choice for teachers in the borough
	Be mindful of succession planning and sharing skill sets.
4	Financially robust while safeguarding our core vision statement
	Strong communication with governors, staff, parents and children

Quality of teaching, learning and assessment

Votes	
7	Adapting our teaching and learning skills and strategies to meet the needs of children in a changing demographic (EAL, weaker speech & language, too much screen time!) and a very changing world.
2	Retaining and recruiting high calibre of teachers.
	Continue developing and investing in broad and creative curriculum
	Explore a more in-depth project-based learning approach
4	Imbedding technology in creative learning
	Ongoing development of staff and sharing of best practice
	Assessment system that effectively informs planning for children's future learning.
1	Assessment for progressing children; not labelling them
1	Celebrating and supporting all teaching staff
	Effectively utilising the broad skills set of all teachers
3	Continually reflecting on and improving teaching practice
	Making sure Coleridge is viewed as the #1 school to work at
	Staff given opportunity to take on responsibility

Pupil development, welfare and behaviour

Votes	
	More involvement with the <u>local</u> community (yourself, include parents? School)
	More involvement with (and awareness of) the <u>wider</u> community
	More involvement with the <u>global</u> community
1	Inclusive approach evident in all areas of school life
1	Values are embedded and understood across the school community
6	Robust structures/systems in place to support and develop children's, parents and staff wellbeing.
1	Promoting positive behaviours (caring, respectful, kind)
4	Encouraging self-awareness by creating safe spaces for children to articulate their thoughts feelings and opinions
5	Value difference
1	Support in place for all children covering a variety of needs

Outcomes for pupils

Votes	
3	Children are adaptive, innovative and agile in their thinking
8	All learners will make excellent progress and excel in their own way.
4	Children will be given opportunities to develop their own interests and talents through a broad and balanced curriculum/
2	All children, irrespective of background are given the same opportunity opportunities to fulfil their potential.
1	Children have high expectations for themselves and take a sense of pride in what they do.
	Children are well-prepared for the next stage of education and life.
1	Children achieve highly but not at the expense of the vision statement.
	We have fostered a sense of self-confidence which will prepare them for the next stage of their life.
1	Children thrive emotionally and mentally
	Children feel both challenged and supported in their learning
	Maintain high levels of attainment and progress meeting the needs of individuals.

Effectiveness of the early years

Votes	
4	Children are socially adept and have excellent empathy skills
7	Love learning and look forward to attending school each day. They learn skills necessary to be good future learners without realising it.
	Children are emotionally and socially robust and are developing strategies to self-regulate and cope in an ever-changing world
	Children and their families lead an active and healthy lifestyle.
	First time parents are supported through this change
	"Catch" hard to reach parents at the earliest stage
2	Create that class sense of community from the beginning
2	Highly skilled staff attuned to the needs of children of this age and their needs.
1	Stimulating, vibrant learning environment
	Providing enjoyment, play and fun!
3	Rich and stimulating environment both indoor and out offering varied and exciting experiences
1	Acknowledgement that these are the most important years of a child's learning journey