



Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 27th September 2018 at 6.30pm.

<p>Representative Governors *Kath Howell (23-11-21), Vice Chair</p> <p>Headteacher Governor *Leon Choueke</p> <p>Staff Governor *Julia Yesilirmak (10-05-21)</p>	<p>Parent Governors ^Sibylle Erdmann (1-3-19) *Paul Eadie (01-12-20) *Debby Kuypers (09-11-21), Vice Chair ^Clare Brilliant (09-11-21)</p>	<p>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</p>
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*denotes governor present

^denotes apology received

Also present

Ben Strange - Deputy Headteacher

Nina Grimes – Deputy Headteacher

Louise Foulkes – Assistant Headteacher

Lineth Hypolite-Lett, Locum Clerk

Part 1

1 WELCOME / INTRODUCTIONS

1.1 Lorraine Gerrard (acting Chair) commenced by welcoming those present to the meeting. Sam James was thanked for her tireless hard work as Chair.

1.2 Introductions were then made by all.

2 APOLOGIES FOR ABSENCE

2.1 Apologies for absence was received and accepted from Clare Brilliant, Sibylle Erdmann, Elena Wolf and Lizzie Davies.

3 DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

3.1 There were no such declarations.

4 GOVERNORS REGISTER OF INTEREST

- 4.1 All Governors present completed a register of business interests including nil returns. Those were checked by the Clerk before submitting to the Headteacher for filing at the school.

5 ELECTION OF CHAIR/VICE CHAIR

5.1 Chair

The GB made a unanimous decision to appoint Lorraine Gerrard as Chair of the GB.

5.2 Vice Chair

The GB made a unanimous decision to appoint Kath Howell and Debby Kuypers as co-Vice Chairs to the GB.

- 5.3 It was noted that both positions would serve for a term of one year.

6 MEMBERSHIP OF THE GB, COMMITTEES AND LINK GOVERNORS

6.1 Governing Body

The GB appointed the following co-opted members:

Dominic May (reappointed)

Eddie Webb (reappointed)

Tim Ibbotson (newly appointed staff teacher)

Selin Akyildiz (newly appointed staff teacher)

Lizzie Davies has ended her term as a co-opted governor as of 27.09.18

6.2 Co-opted Vacancy

A discussion took place in relation to filling the co-opted vacancy. As a way forward, it was suggested that the GB reevaluate what the gaps were in terms of skills. It was uncertain however, if there was a record made of a GB skills audit. Kath Howell offered to investigate the matter. **Action: KH**

6.3 Committees

The GB approved the committee structures as follows:

6.4 Environment, Health and Safety Committee

Kath Howell (Co-chair), Debby Kuypers (Co-chair), Clare Brilliant, Leon Choueke, Paul Eadie, Lorraine Gerrard and Julia Yesilirmak with Paula Kitt (Clerk), Nina Grimes, Cathy Ching and site manager Paul Baker in attendance.

6.5 Child and the Community Committee

The Chair indicated that she was happy to continue chairing this Committee with a view in the future to handing over to someone else. Clare Brilliant had agreed at the last CCC to clerk the meeting going forward. Members are: Clare Brilliant, Selin Akyildiz, Leon Choueke, Paul Eadie, Sibylle Erdmann, Kate Ibbotson, Tim Ibbotson, Nina Job, Melian Mansfield, Elena Wolf, Julia Yesilirmak with Ben Strange and Louise Foulkes also in attendance.

6.6 Resources Committee

Dominic May (Chair & Clerk), Leon Choueke, Matt Chick, Paul Eadie, Sibylle Erdmann, Lorraine Gerrard, Darren Heath, Kath Howell, Richard Holmes, Debby Kuypers, Eddie Webb, Elena Wolf with Nina Grimes, Ben Strange, Corinna Phillips and Cathy Ching (SBM) also in attendance.

6.7 Pay Committee

Richard Holmes agreed to take over as Chair from Sam and Debby Kuypers agreed to join. Members are: Leon Choueke, Lorraine Gerrard, Debby Kuypers, Kath Howell, Dominic May and Eddie Webb.

6.8 HTP

Lorraine Gerrard, Eddie Webb, Richard Holmes. Nina Job agreed to join the panel.

6.9 Charities and Sponsorships Committee

It was noted that a chair was needed for this Committee and an extra member. The Chair said that she would investigate to ascertain volunteers. Current members: Leon Choueke, Paul Eadie, Darren Heath, Richard Holmes, Eddie Webb. **Action: Chair**

6.10 GDPR group

Kath Howell, Ben Strange, Sibylle Erdmann, Darren Heath, Elena Wolf, David Ashworth, Jo Burston, Cathy Ching.

The Chair advised governors wherever possible appeal panels involving parental complaints would consist of non-parental members.

It was noted that Committees had approved ToRs.

6.11 Link Governors:

The following link governors were **approved** by the GB:

Child Protection and Safeguarding – Kate Ibbotson, Elena Wolf

LAC – Kate Ibbotson

EYFS – Lorraine Gerrard, Melian Mansfield

Equalities – Elena Wolf

Local Authority – Melian Mansfield

Wellbeing – Sibylle Erdmann, Nina Job

E-Safety – Kath Howell, Elena Wolf

SEND – Melian Mansfield, Elena Wolf

STEM – to be revisited at a later date

Health & Safety – Kath Howell

SDP link governors to be confirmed at a later date

7 CODE OF CONDUCT

- 7.1 The Chair circulated an updated Governor Code of Conduct prior to the meeting. It was noted that appropriate use of social media had been included for governors. After a brief discussion, all governors approved and signed the paper subject to a typographical error noted on page 2 (5th bullet point down). **Action: Chair**

8 LATE ITEMS AND ORDER OF BUSINESS

- 8.1 There were no late items and order of business for discussion.

9 MINUTES OF THE MEETING HELD ON 28TH JUNE 2018

- 9.1 Minutes of the previous meeting held on 28th June 2018 were **approved** as true and accurate record and were duly signed and dated by the Chair subject to the following amendment:

[13.1]: Cut and place sentence in confidential items. **Action: Locum Clerk**

10 MATTERS ARISING FROM THE MINUTES 28TH JUNE 2018

- 10.1 **[5.1]** The Chair informed governors that a trial of GovernorHub has been set up for a period of one month. All governors will be set up with a login and meeting documents uploaded. **ACTION: Chair/CB**

[5.2]: The Chair indicated that she would check with absent governors to ascertain if they were now using the new secured school email. **Action: Chair**

[9.6]: The Chair made an enquiry in relation to Year 6 Writing moderation? The Headteacher responded by saying that grammar and punctuation issues were being addressed.

[11.1]: The Chair circulated an initial draft paper regarding the protocol for school visits. It was noted that Clare Brilliant would liaise with the Chair to work on developing a final draft protocol. The Chair further confirmed that recently governors no longer logged visits as some were not deemed as strategic. However it would be useful to resume logging all visits for now.

10.2 In relation to recording actions from GB minutes, a suggestion was made to ask the Clerk to record actions at the end of the minutes. This was **agreed**. **Action: Substantive Clerk**

11 **HEADTEACHER'S REPORT**

11.1 The Headteacher's report was circulated to governors in advance of the meeting. He commenced by reporting that a meeting was held for parents to talk to them about where the school was currently at and where it was going. It was noted that around 100 parents attended including a high number of parents from Reception aged children. He then proceeded to deliver a visual presentation on the SDP. The three SDP areas for this year are: Diminishing the Difference, Assessment and Writing.

The following was highlighted:

- a) Events were held on a Saturday to work on the outside Nursery space.
- b) The children worked with **'Minecraft'** using it for design ideas for the school playground.
- c) The school was frustrated about the lack of support from the LA in relation to grounds issues such as erosion and possible subsidence. It was deemed as a serious health and safety matter. The school had attempted to engage with the LA about concerns without any real urgent success. The school felt disappointed with the lack of support that was proving to be a real struggle for the school.

11.2 **WHAT NEXT?**

If delays continue, the school prefers to undertake the work themselves by way of the LA handing over the management of the project with a view to LA funding the works. It was felt that this method would enable the work to be carried out quickly. It was noted however, that the LA had not yet confirmed how much they funding they intend to provide. It was noted that remedial work was in progress.

11.3 **HIGHLIGHTS**

Pupil Premium - A lot of fact finding from families had been undertaken by the school. One of the school's aim was to understand barriers to learning. The research had enabled the school to have a clearer picture of who those children are and the barriers they are facing. In addition, it was noted that the PTA were involved with initiatives to engage PP families.

11.4 **CAVEAT**

Work currently being done will not have a large impact on data in the interim. The school wants to widen the initiative to families on the fringe of benefiting from pupil premium.

Q: What might be measurable in terms of families and children benefiting from pupil premium?

A: Case studies will be carried out, there will be follow up with those families concerned as well as feedback.

11.5 **NEXT STEP**

The numbers of children in receipt of pupil premium was very small. For instance, there were only 4 children in Year 4. It was noted that many other families, not in receipt of PP were also being reached by the school's initiatives. The aim is to strengthen the community of the school.

11.6 **ASSESSMENT HIGHLIGHT**

This area commenced last year as a school priority to ensure that staff are clear about how children are assessed appropriately. As there was not much in the way of staff insets, staff training takes place in

twilights throughout the year. Support staff are also included.

11.7 **NEXT STEPS – ASSESSMENT:**

The school needs to ensure that its method of assessment is fit for purpose and identifies the gaps.

Q: Will the school move away from having 5 assessment bands to the 3 that the DfE use? Will this be better?

A: Yes. It needs to look more like the national testing bands by the end of the year.

11.8 **SDP**

Writing will be joining priorities for this year.

12 SCHOOL PERFORMANCE DATA

12.1 A visual presentation on the analysis of Phonics, KS1, KS2 results and overall school performance was delivered by Ben Strange. The following was noted:

- a) Creativity work carried out by support staff was not measured in terms of data. A lot of good work was being done in this area.

12.2 **Our School**

- a) Forecasts relating to falling birth rates indicate there will be an excess of school places in Haringey. This was a concern for the school in terms of the budget. The number of children from ethnic minority groups had increased. The school was pleased that there was good diversity in the school but it was noted that this brings challenges to the school such as an increase in EAL.
- b) GLD in EYFS had significantly increased although, not as much for boys. The results were: Boys = 69%, Girls 93%, whole school = 79% for 2018. The number of boys in EYFS affects results each year as nationally boys tend not to do so well as girls early on in their education. **KS1 Phonics**
87% for 2018 as opposed to 78% in 2017.

12.3 **Key Stage 1 (Year 2)**

There was a significant dip in results for Reading, Writing and Maths. This year the cohort was weaker than in previous years and there were also high numbers of children with severe SEND. However, there were higher numbers achieving Greater Depth in Reading and Maths than in 2017.

12.4 **Key Stage 2 (Year 6)**

Results were strong and generally up.

- a) Writing - progress had improved to 0.7% and higher numbers achieved EXS
- b) Good numbers at Greater Depth.
- c) Maths – excellent results
- d) SEND children performed well

12.5 The Chair asked for two volunteers to become link governors for each of the SDP areas – Diminishing the Difference, Assessment and Writing. **ACTION: non-staff governors**

13 SCHOOL STRATEGY UPDATE

13.1 As new governors CB and DK found that the format of the Strategic Vision could be made more accessible. After researching relevant reference material as well as reviewing the existing documents, an action plan was established:

To review the 'Mission Statement', re-evaluate the schools 'Values' and review the 'Vision Statement' which could then be summarised into the 'Strategy Document'. Several discussions and liaison meetings, as well as a full day workshop, were held with the Chair (and at times Vice Chairs) and HT. During this process a framework was developed, which was then presented to the GB at a special meeting on 13.9.18. At this meeting, the outline strategy was presented and it was agreed that the content would be discussed further once the GB members

had a chance to reflect. A workshop was therefore suggested. Date to be agreed. DK asked governors to email any comments and views regarding the Mission/ Vision and Values prior to the workshop. **Action: GB**

13.2 The Headteacher indicated that he would seek the views of staff in the first instance. **Action: LC**

13.3 DK suggested that all the information obtained be shared after which it will be collated. **Action: LC**

14 POLICY REVIEW

14.1 The GB reviewed and approved the following policies:

Intimate Care

Scheme of Delegation (no changes)

Charging & Remissions (no changes)

Governors Allowances (no changes)

14.2 For the record, the GB agreed to follow Haringey's Finance and Personnel policies. Individual policies will be reviewed by the RC on a rolling basis.

14.3 The Chair advised governors that a Pay Committee needed to be held within the next two weeks in October at which, the Pay Policy would be looked at. **Action: Chair to organise**

14.4 **A questioned was raised in relation to the Whistleblowing Policy.** As a way forward, it was noted that Darren Heath would send his views to the Vice Chair in the first instance. **Action: DH/KH**

15 CHAIR'S REPORT

15.1 On behalf of the GB, the Chair took the opportunity to thank Sam James for all her support as Chair for the past two years. In addition to that, for all her hard work during her 6 years as a governor for the school. She also thanked Lizzie Davies for all her support to the GB and CCC during her 8 years in post as a governor. The Chair indicated that she would draft a letter to them on behalf of the GB. **Action: Chair**

15.2 The Chair sought the views of governors in relation to buying into the NGA membership at a cost of £90 for the year. This was **approved** by the GB.

16 GOVERNORS' TRAINING

16.1 Governor's acknowledged receipt of the HEP Governors' training programme for the Autumn term 2018-19

16.2 The Chair highlighted Induction training due to take place later this term for new governors. She urged staff governors to sign up to it. **Action: TI/SA**

16.3 An action was agreed to investigate if the school had bought into HEP governor training. **Action: Chair**

17 REPORTS FROM SUBGROUPS

17.1 **The Environment, Health and Safety Committee**

The Vice Chair summarised the key points as follows:

- a) An additional meeting was held to tie up loose ends before the end of the summer term.
- b) Lock-down procedures were discussed by the Committee in depth. Some relative information will be going out to staff.
- c) The Committee was focusing on the ongoing issues relating to changes in temperatures in certain areas of the school. A solution on how to rectify the situation had not yet been identified.
- d) **Clarity was sought in relation to the need for urgent work to be carried out to the flooring in West corridors.** The Headteacher's response was that a letter had gone out today concerning the matter. Governors were concerned as the matter was a health and safety issue.

17.2 **Resources Committee**

Dominic May reported the following:

- a) Confirmation was received in relation to £83k of the loan being written off. Commendation was paid to Sam James for her input with this matter.
- b) DM wanted governors to be mindful of running the school on an unsustainable budget. With this in mind it was agreed that a full report come to the next meeting in terms of details relating to how the budget would be made sustainable for next year.
- c) Following a question raised, DM indicated that he would investigate whether the budget had been signed off. **Action: DM**

17.3 **Child and the Community Committee**

The Chair reported that the key points of the meeting had been discussing an update on the Sets system, looking at SATs results and school performance and an overview of this year's SDP and plan for the year. Governors noted that the Committee intends to continue monitoring progress as well as agree plans for this academic year.

17.4 **Charities and Sponsorship Committee**

There were no urgent matters to report from the Committee thus far.

17.5 **SEND Governor**

Melian Mansfield reported the following:

- a) She had visited the school earlier in the day and met with Kate Wells, a new member of the team.
- b) All teachers have access to electronic files for every child.
- c) Annual SEND reviews were looked at.
- d) MM and EW plan to visit the school prior to the next GB to look at the SEND policy and information provided for parents.
- e) A child protection meeting was planned for 3rd December.
- f) Meetings were in the process of being organised after half term for parents with children that have SEND. It was noted that such meetings would give parents the opportunity to meet the team and to meet with other parents.
- g) MM indicated that she would circulate minutes of how children were being supported by the school. She further indicated that she was satisfied that those children concerned were developing very well.

ACTION: MM

18 **ITEMS FOR NEXT AGENDA**

18.1 Safeguarding training for governors – 22nd November 2018

19 **DATE OF NEXT GB MEETING**

19.1 **AUTUMN TERM**

Thursday 22nd November 2018

SPRING TERM

Thursday 24th January 2019

Thursday 14th March 2019

SUMMER TERM

Thursday 16th May 2019

Thursday 20th June 2019

20. ANY OTHER BUSINESS

- 20.1 **Debby Kuypers said that some parents were asking about marketing?** The Headteacher asked that she put together a list of email addresses and names. **Action: DK**
- 20.2 DM commented on governance in relation to the school being strategic. He was of the view that there was still a place for the GB to think about how it can improve its own strategic performance. He felt that the GB should consider adding more to the vision statement in terms of governance. He therefore, suggested that governors consider ways. DM further suggested having a standalone section on GB included in the vision as he was of the view that the GB could aim to be a selling point for the school. This was **agreed**. **Action: GB**
- 20.3 The Chair gave apologies, as she will not be able to attend the next Governing Body meeting in November

Signed: _____ signed: _____

Lorraine Gerrard, Chair of Coleridge Primary School Governing Body

Agreed Actions of 27th September 2018

Item	Action	Who
6.2	Investigate a record of GB audit skills	Kath
7.1	Amendment to be made to the Code of Conduct	Lorraine
9.1	Amend minutes of the previous part 1 minutes and resend	Lineth
10.1	Check with absent governors to ascertain if they are using the new email system	Lorraine
10.1	Set up trail of GovernorHub including governor login and meeting documentation	Lorraine/Clare
10.2	Actions from minutes to be located at the end of the minutes	Helen
13.1	Comments/Suggestions regarding vision and values to be emailed to Debby	All Governors
13.2	Headteacher to get views/suggestions regarding vision and values from staff	Leon
13.3	Headteacher to share information collected from staff with Debby	Leon
14.3	Whistle Blowing Policy – views to be sent to Kath	Darren
15.1	Letter to be drafted for Sam James and Lizzie Davies	Lorraine
16.2	New staff governors to consider attending induction training	Selin/Tim
16.3	Chair to investigate if HEP training had been bought into	Lorraine
17.2c	Check to see if the budget has been signed	Dominic
17.5	Circulate minutes of how children were being supported by the school	Melian
20.1	A list of parent names and email addresses to be sent to the Headteacher	Debby
20.2	Governors to consider suggestions of what should be recorded under governor section of vision statement	All Governors