

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 14th March 2019 at 6.30pm.

Attendees:

Representative Governors *Kath Howell (23-11-2021) - Co-Vice Chair	Co-opted Governors *Melian Mansfield (26-11-2021) ^Eddie Webb (26-09-2022) *Richard Holmes (01-02-2022) ^Dominic May (26-09-2022) *Nina Job (28-01-2019) *Elena Wolf (28-01-2019) *Kate Ibbotson (07-10-2019) *Darren Heath (27-09-2021) *Lorraine Gerrard (19-11-2021) - Chair *Matt Chick (14-06-2022) *Tim Ibbotson (26-09-2022) *Selin Akyildiz (26-09-2022) *Georgia Norton (23-01-2023)
Headteacher Governor *Leon Choueke	
Staff Governor *Julia Yesilirmak (10-05-2021)	
Parent Governors *Paul Eadie (01-12-2020) *Debby Kuypers (09-11-2021) - Co-Vice Chair *Clare Brilliant (09-11-2021) *Claudia Simms Abram (01-03-2023)	

*denotes governor present
^denotes apology received

Also in attendance:

Ben Strange – Deputy Head teacher
Nina Grimes – Deputy Head teacher
Corinna Philips – Assistant Head Teacher / SENDCo
Louise Foulkes – Assistant Head teacher
Helen Holloway – Senior Governance Officer, HEP

Part 1

1 WELCOME

1.1 The Chair welcomed everyone to the meeting and introductions were made as two newly elected governors Claudia Simms Abram (CSA) - Parent Governor, and Georgia North (GN) - Co-opted were present.

PRESENTATION TO GB – NEW PROPOSED OFSTED FRAMEWORK

1.2 The meeting commenced with a presentation by Fran Hargrove, School Improvement Advisor HEP, on the new proposed OfSTED framework which is currently in consultation and due to be implemented in September 2019.

The presentation ended at 7.20pm

2. APOLOGIES FOR ABSENCE

2.1 Apologies received and noted from Eddie Webb and Dominic May. 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.

3.2 Two newly appointed Governors CSA and GB completed the Register of Interest forms for 2018/19.

4. GOVERNING BODY MEMBERSHIP

4.1 Claudia-Simms Abram was appointed as a parent governor with effect from 2nd March 2019.

4.2 The GB agreed the new governors (CSA and GN will attend all committee meetings this term to determine which Committees they would like to join.

4.3 The GB voted to re-elect Nina Job and Elena Wolf as co-opted governors for a term of 4 years with effect from 14th March 2019.

4.4 The Chair of Resources (DM) has announced he will be stepping down as Chair of the Committee. In interim whilst organizing a replacement Chair for the committee, LG, KH and DK have agreed to oversee the chair of Resources Committee responsibilities. It has also been AGREED HH will clerk the summer term Resources Committee meetings.

4.5 The Chair announced the Chair and the Head Teacher have arranged a meeting with someone who has a background in finance and could be a potential candidate to join the governing body as an associate member.

4.6 The Finance working party are scheduled to meet on 28th March at 8am to scrutinize the budget. RH and LG agreed they will attend; The Chair extended the invitation to all governors to attend.

5. LATE ITEMS AND ORDER OF BUSINESS

No late items.

6. MINUTES OF THE MEETING HELD ON THE 24th JANUARY 2019

6.1 The minutes dated 24th January 2019 were **AGREED** as a true and accurate record, and signed by the Chair

7. MATTERS ARISING FROM MEETING HELD 24th January 2019

7.1 (*Minute reference 7.2*) Governors' Day - A vote was taken and 8 governors showed interest in participating in a Governors' Day. The HT and CoG will look at days and forward to the GB. **ACTION: HT / CoG**

7.2 (*Minute reference 12.1*) NGA Governors' Week of Action 28th Feb 2019 – See item

7.3 (*Minute reference 13.2.3*) Governors' Visit form: All governors are encouraged to complete a visit form once they have completed a school visit.

7.4 (*Minute reference 13.5.1*) – CB to continue following up with Coleridge Families on the Martyn Gerrard sponsorship.

Clerk's note: GN left the meeting at 7.40pm

8. HEADTEACHER'S REPORT

8.1 The Head Teacher's report was circulated to the GB ahead of the meeting. There were no questions.

8.2 The Head Teacher reported the School Improvement partner visit took place on Tuesday 12th March. The visit was by SIP, Angela McNicholas, currently a serving Head Teacher of an outstanding school in the Borough. A learning walk took place to observe the challenge to pupils, support and implementation. Overall the feedback on the visit was very positive and the final report will be circulated to the GB once received.

8.3 Governors' Strategy

The Governors' Strategy document was circulated to the GB ahead of the meeting and also filed on Governor Hub. It shows the five overarching aims under the new Ofsted heading drilling down to the strategies as approved by the GB. The Governors' strategy document will be reviewed again in September 2020.

ACTION: Governing Body (Agenda – Review date 2020)

Question: How are we going to measure and monitor our objectives?

R: "The current SEP / SDP documents will be updated to draw from the Governors' Strategy and a new versions of the SEF / SDP will be ready for governors at the next GB meeting. Both documents are monitored and regularly reviewed to measure the school is achieving aims and objectives. There will be opportunities to feedback in the Teaching and Learning Child & Community Committee. There is also a priority on the SDP to incorporate pupil voice to drive forward some school improvement.

ACTION: HT to update SEF / SDP for next GB

The Chair thanked Clare and Debby for all their work in spearheading the strategy document.

9. UPDATE ON GROUNDS DEVELOPMENT

9.1 DK reported. The parent survey is now complete and 80 responses received; overall the results look good.

9.2 Two parent workshops took place this term in connection with the grounds development and unfortunately attendance was very poor.

9.3 KH reported Haringey local authority completed a site survey during the mid-term break in February looking at the condition of the building, the grounds and the trees. The visit will be followed-up with a published report which the school is waiting to receive.

10. POLICY REVIEW

10.1 The following policies were reviewed by Committees and presented for approval by the GB. The GB **APPROVED** the:

- Anti Bullying Policy
- Debt Management Policy
- Ethical Sponsorship Policy
- Complaints Policy

A query was presented about the wording in the paragraph relating to vexatious issues. The GB **APPROVED** the Complaints Policy subject to a review of the wording for vexatious issues.

ACTION: HT / CoG

11. CHAIR'S ITEMS

11.1 FUTURE SCHOOL FUNDING - NGA WEEK OF ACTION

The Chair of Governors reported 130 governors went to parliament to lobby about the education funding constraints on schools. The CoG and the Head Teacher also meet with Catherine West, MP seeking support against the funding constraints and in particular discuss the increased costs to schools to meet the rise in teacher pension contributions up to 23%.

11.2 The Chair of Governors reported she has signed a letter sent on behalf of a group of Haringey Chair of Governors to Haringey Finance to express their deep frustration experienced by schools around the budgeting process.

11.3 The Chair of Governors asked if all governors were able to access their "@coleridge" email accounts and all governors confirmed they have been able to do so.

12. GOVERNORS' TRAINING AND VISITS

12.1 Details of training completed:

15/01/2019	Health and Safety in Schools - What are Governors responsibilities	CB
22/01/2019	Finance basics – Essentials for all governors	CB; LG
28/01/2019	Haringey Chairs Briefing	LG
5/02/2019	Fraud Awareness	EdW
9/02/2019	Headteachers and Governors conference	KH;LG;MM
26/02/2019	Audit and Risk Management in Schools	CB;LG; DK
07/03/2019	HGA- How to manage on diminishing budgets	LG; MM.

12.2 Details of Governors' visits during the spring term:

Half Term	Meeting with Haringey team for site survey	KH/DK
28/02/2018	EYFS visit to Reception Class	MM/LG

04/03/2019	Demo of PARAGO Software	KH/LG
05/03/2019	Interview panel for teacher post	LG
11/03/2019	Meeting of SEND team	MM/EW

13. REPORTS FROM SUBGROUPS

13.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE. KH reported. The minutes of the EHS Committee held on 7th March 2019 were circulated ahead of the meeting.

The following issues were highlighted:

- Year 3 and Year 4 toilet refurbishment project scheduled to take place in the summer holidays 2019
- Haringey Grounds site survey (see above item 9.3)
- Medical health management and research into software to support maintain central records

There were no questions

13.2 CHILD AND COMMUNITY COMMITTEE

13.2.1 The minutes of the Child and Community Committee meeting held 5th March 2019 were circulated to the GB ahead of the meeting. CB reported.

The following issues were presented:

13.2.2 The Committee has been involved in reviewing the improvement in pupil punctuality. SLT members have been conducting spot checks at the school gates and this has resulted in improved punctuality

13.2.3 Reception and Year 1 parent survey will be conducted to evaluate communication in general and feedback on the induction experience for new pupils joining the school.

13.3 RESOURCES COMMITTEE

The Chair of Governors reported in the absence of DM.

13.3.1 The Schools Financial Value Statement (SFVS) was **APPROVED** by the GB and Signed by the Chair of Governors.

13.5 CHARITIES AND SPONSORSHIP COMMITTEE:

13.5.1 CB continuing to follow-up with Coleridge Families on the Martyn Gerrard sponsorship agreement. **ACTION: CB**

13.6 SEND

13.6.1 SEND Parent Coffee morning scheduled to take place on 25th March 2019 providing an opportunity to get to know the members of the SEND team and receive parent feedback.

14. ITEMS FOR NEXT AGENDA
14.1 There were no items listed.

15. GB MEETING DATES

SUMMER TERM

Thursday 16th May 2019 @ 6.30pm
Thursday 20th June 2019 @ 6.30pm

16. ANY OTHER BUSINESS

*Clerk's note: Part 1 ended at 8.30pm
Part 2 follows*

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

APPENDIX A – ACTIONS FROM GB MEETING HELD 14TH MARCH 2019

Minute Ref	Action	By Whom
7.1	Governors' Day - A vote was taken and 8 governors showed interest in participating in a Governors' Day. The HT and CoG will look at days and forward to the GB.	HT / CoG
8.3	The Governors' strategy document will be reviewed again in September 2020.	Governing Body Agenda – Review date 2020
10.1	Complaints Policy A query was presented about the wording in the paragraph relating to vexatious issues. The GB APPROVED the Complaints Policy subject to a review of the wording for vexatious issues.	HT / CoG
13.5.1	CB continuing to follow-up with Coleridge Families on the Martyn Gerrard sponsorship agreement.	CB