

# Coleridge Primary School Governing Body

## Minutes of the meeting held on Thursday 16<sup>th</sup> May 2019 at 6.30pm.

Attendees:

<b>Representative Governors</b> *Kath Howell (23-11-2021) - <b>Co-Vice Chair</b>	<b>Co-opted Governors</b> ^Melian Mansfield (26-11-2021) *Eddie Webb (26-09-2022) ^Richard Holmes (01-02-2022) *Dominic May (26-09-2022) *Nina Job (28-01-2023) *Elena Wolf (28-01-2023) ^Kate Ibbotson (07-10-2019) *Darren Heath (27-09-2021) *Lorraine Gerrard (19-11-2021) - <b>Chair</b> *Matt Chick (14-06-2022) *Tim Ibbotson (26-09-2022) *Selin Akyildiz (26-09-2022) ^Georgia Norton (23-01-2023)
<b>HeadTeacher Governor</b> *Leon Choueke	
<b>Staff Governor</b> ^Julia Yesilirmak (10-05-2021)	
<b>Parent Governors</b> *Paul Eadie (01-12-2020) *Debby Kuypers (09-11-2021) - <b>Co-Vice Chair</b> *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  
Louise Foulkes – Assistant Head teacher  
Helen Holloway – Senior Governance Officer, HEP

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### Part 1

1. WELCOME  
1.1 The Chair welcomed everyone to the meeting.
2. APOLOGIES FOR ABSENCE  
2.1 Apologies received and noted from Richard Holmes, Corinna Philips, Melian Mansfield, Kate Ibbotson, Julie Yesilirmak and Georgia Norton. Apologies for lateness received from Darren Heath and Nina Job. The meeting was quorate.
3. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS  
3.1 No declarations were made.
4. GOVERNING BODY MEMBERSHIP  
4.1 The GB **AGREED** to appoint Naomi Rhodes as an Associate Member for a term of one year to join the Resources Committee offering expertise in finance.
5. LATE ITEMS AND ORDER OF BUSINESS  
No late items.

6. MINUTES OF THE MEETING HELD ON THE 24<sup>th</sup> JANUARY 2019

6.1 The minutes dated 14<sup>th</sup> March 2019 were **AGREED** as a true and accurate record, and signed by the Chair subject to an amendment on the end date of terms of office for NJ and EW.

7. MATTERS ARISING FROM MEETING HELD 24<sup>th</sup> January 2019

7.1 (*Minute reference 7.1*) Governors' Day – There was a very low response from Governors to participate in the Governors' Day at School. Instead the GB is now proposing to organise an away day to be held in the autumn term.

7.2 (*Minute reference 10.1*) The Complaints Policy was circulated to GB again following an addition to the section for vexatious complaints and **APPROVED**.

7.3 (*Minute reference 13.5.1*) – A final version of the Sponsorship agreement has been circulated to the GB.

7.4 It was noted updating the SEF and the SDP is a work in progress.

8. HEADTEACHER'S REPORT

8.1 The Head Teacher's report was circulated to the GB ahead of the meeting.

8.2 The Head Teacher reported there has been an increase in lateness over the last five weeks. This may be due to the fact SLT members of staff have not been at the gate due to commitments in school. It was noted that having SLT members of staff at the school gate had a positive impact on pupils' punctuality.

QUESTION: The summer tests for years 3, 4 and 5 pupils – are these new?  
R: Yes this is a new approach for internal assessment and will supplement the results of tests alongside classwork and observations of pupils' achievement.

8.3 The Head Teacher reported how proud staff have been of the Year 2 and Year 6 pupils' attitude towards the SATs tests showing great resilience.

8.4 The School currently has 17 pupils with EHCPs and the school has to fund the first £6k every year alongside the staff on costs for each health care plan. In the current round of admissions enquiries there have been enquiries from three new children with EHCPs. The School has a priority SEN focus for children already on roll with EHCP. Each SEN application is evaluated on the individual needs of the care plan and reviewing the level of needs already in the year group the child is seeking to join. If the school is able to offer a place to new pupils with an EHCP, then the parents and child will be invited to come and visit the school to address their individual questions and find out what the school can offer to support them.

9. HOW DO WE MONITOR A SCHOOL DEVELOPMENT PLAN (SDP)

9.1 The Head Teacher gave a presentation looking at the background to compiling the SEF and SDP and how Governors are involved in monitoring the SDP. Governors can be involved in discussions with the SLT to set objectives by looking at information about pupil performance data, financial information, the results of staff, parent and pupil surveys, and previous SDPs and the outcomes.

9.2 It is the Governors' role to monitor the SDP. Previously this function has been largely carried out by the members of the CC Committee. The most common way for monitoring the SDP would be to assign key objectives to the relevant GB committee.

The progress of each objective would be monitored regularly in Committee meetings and the member of staff responsible (the link governor) to provide an update on progress.

9.3 During the discussion about monitoring it was noted Governors' visits provide an opportunity to monitor objectives and witness the day-to-day activities in the school. Questions were presented about how governors report back to the GB on their school visits and whether this should be a verbal or written report. It was agreed specific responsibilities should be shared across the entire GB to share the workload and as the GB at Coleridge is a larger GB this is a benefit so everyone can take a role sharing the responsibilities.

9.4 The GB AGREED Link governors will meet next term to review monitoring of the SDP. Link governors should fill out a governor's visit form providing details of the context, summary and impact of a school visit. Proposals would also be considered about the possibility of link governors giving a verbal report to the GB.

**ACTION: Link Governors**

9.5 During the meeting Governors were invited to participate in a 20 minute practical exercise whereby Governors were divided into three groups to look at three specific areas of the SDP: The three areas selected were i) Diminishing the Difference; ii) Assessment and iii) Writing.

Governors evaluated the action plan for each area asking the following questions:

- Does the action plan you've looked at give you enough information as a governor to understand why we have chosen these priorities?
- Does it give you enough information to understand what the school has done to address each area and the impact our actions have had?
- Do you know enough from, attending committees or reading the minutes of the different committees to feel confident that the SDP is being effectively monitored by governors?
- What recommendations can you make about how we should be monitoring the SDP next year?

9.6 At the end the practical session there was a brief discussion; it was agreed the results from each group will be written up by the Chair of Governors and circulated to the GB.

**ACTION: Chair of Governors**

## 10. GOVERNORS' AWAY DAY

10.1 A Governors' away day is proposed for the autumn term led by Fran Hargrove, HEP School Improvement lead and will involve looking at more effective governance, evaluation processes and ensuring the GB are supporting the school priorities. All Governors will be expected to attend the Governors' Away Day and the Head Teacher confirmed cover will be provided for Staff Governors to attend. The Chair of Governors will co-ordinate dates and a form was circulated during the meeting for all governors to express their preference on possible dates.

**ACTION: Chair of Governors**

## 11. BUDGET 2019-20

11.1 The Budget 2019-20 was presented to the GB as a balanced budget with an in-year deficit. The GB **APPROVED** the Budget 2019-20

12. GOVERNORS' STRATEGY

12.1 The Governors' Strategy document was formally **APPROVED** by the GB.

13. GROUNDS DEVELOPMENT UPDATE

DK reported and highlighted the following:

13.1 The workshops are now complete and the next step is to prioritise the activities.

13.2 There will be an additional gate installed on the West during the mid-term break to assist with easing congestion at pick-up times.

13.3 The Playground Group will be developing the Millenium garden and wildlife area during the summer term. The project will be funded by Coleridge families' fund.

13.4 Leon is to attend a meeting with Liveable Crouch End group again with regards to air pollution due to increased traffic in the area as a result of proposed road closures. Catherine West, a local MP is also involved in the impact of increased traffic on primary and secondary schools in the local area with the proposed local road closures.

13.5 The site survey report from Haringey is still not received by the School; it was due over 4 months ago.

13.6 Modifications are currently being made to the building to be able to accommodate a pupil in a wheelchair from September 2019.

14. POLICY REVIEW

14.1 Health and Safety Policy

The Health and Safety Policy is to be reviewed by the EH&S Committee; a minor update is required about calling ambulances.

14.2 It was reported policies are not always easy to find on the school website and suggestions to remedy this included incorporating an introduction or heading for a group of policies. NG and BS agreed to review the policies.

**ACTION: NG and BS**

14.3 The Chair thanked Leon and Dave for the new school website and reported parents' feedback has been positive saying the new website is much easier to use.

15. CHAIR'S ITEMS

15.1 The Chair asked if Governors were still using Governors' secure area on the school website. As no one is using this it was **AGREED** to stop updating the Governors' area with immediate effect.

15.2 The Chair attended the Chairs Forum which is taking a collaborative approach to draw more attention nationally about the funding issue.

15.3 Haringey finance are planning to run training on a proposed new financial planner tool.

## 16. GOVERNORS' TRAINING AND VISITS

16.1 Details of training completed:

24.04.19	Governors HEP Briefing	LG
30.04.19	Narrowing the Gap	LG
02.05.19	Safeguarding; Are your Children Safe?	PE

16.2 Visits:

- MM and NJ visited Louise Foulkes to discuss Diminishing the Difference
- Administration of SATS overseen by three governors during the week of SATS

## 17. REPORTS FROM SUBGROUPS

### 17.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE. KH reported.

The minutes of the EHS Committee meeting held on 2<sup>nd</sup> May 2019 were circulated ahead of the meeting.

The following issues were highlighted:

17.1.1 The Terms of Reference for the EH&S Committee were reviewed and circulated to the GB. The new Terms of Reference for the EHSC were APPROVED.

17.1.2 PB has built a ramp for wheelchair accessibility on the West. KH, on behalf the GB, thanked PB for the storage he has also built alongside the West hall.

17.1.3 Discussions are ongoing about the legionella management contract and quotes are being sought from other suppliers.

17.1.4 The Committee looked at current system in place to report on H&S issues. It was noted site inspections do need to be signed off and dates added when works are completed. Reports will be reviewed each time there is an inspection.

17.1.5 The Committee are continuing to review accessibility in both buildings especially moving children in wheelchairs in the event of an emergency.

### 17.2 RESOURCES COMMITTEE

LG reported. The minutes of the Resources Committee meeting held on 29<sup>th</sup> April 2019 were circulated to the GB ahead of the meeting. The following was highlighted:

17.2.1 There is an under-spend on the Capital budget due to works which were previously earmarked in the region of £138k; these works are due to take place this financial year.

17.2.2 A Financial Working Party has been set up to review the budget going forward. The group are to agree a date to meet and draw up an action plan for the working party.

**ACTION: FWP**

### 17.3 CHILD AND COMMUNITY COMMITTEE

The minutes of the Child and Community Committee meeting held 30<sup>th</sup> April 2019 were circulated to the GB ahead of the meeting. CB reported.

The following issues were presented:

17.3.1 The Committee received a presented from Jane O'Rourke, Head of Counselling Service at Coleridge.

17.3.2 The Committee reviewed pupil assessment with BS.

17.3.3 LF gave a presentation to the Committee on Diminishing the Difference.

17.3.4 Members of the Committee attended the school during the SATs week to oversee the administration of SATS.

**17.4** SEND

17.4.1 EW reported school visits had taken place to see Teaching Assistants and different interventions in action.

**18.** ITEMS FOR NEXT AGENDA

- Evaluation of SDP by link governors
- SDP 2019-20

**19.** GB MEETING DATES

SUMMER TERM

Thursday 20<sup>th</sup> June 2019 @ 6.30pm

**20.** ANY OTHER BUSINESS

*Clerk's note: Part 1 ended at 8.14pm*

*Part 2 follows*

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

APPENDIX A – ACTIONS FROM GB MEETING HELD 16<sup>th</sup> MAY 2019

Minute Ref	Action	By Whom
9.4	The GB AGREED Link governors will meet next term to review monitoring of the SDP. Link governors will also consider compiling a governors' summary template document for all governors to complete providing details of the context, summary and impact of a school visit. Proposals would also be considered about the possibility of link governors giving a verbal report to the GB.	Link Governors
9.6	The results from the Governors practical session "Monitoring the SDP" to be written up by the Chair of Governors and circulated to the GB.	Chair of Governors
10.1	A Governors' away day is proposed for the autumn term led by Fran Hargrove, The Chair of Governors will co-ordinate dates and a form was circulated during the meeting for all governors to express their preference on possible dates.	Chair of Governors
14.2	It was reported policies are not always easy to find on the school website. NG and BS agreed to review the policies.	NG and BS
17.2.2	A Financial Working Party has been set up to review the budget going forward. The group are to agree a date to meet and draw up an action plan for the working party.	FWP