

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 20th June 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 (28-01-2023) *Elena Wolf (28-01-2023) *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

- ^Ben Strange – Deputy Head teacher
- *Nina Grimes – Deputy Head teacher
- ^Louise Foulkes – Assistant Head teacher
- *Naomi Rhodes – Associate Member
- *Helen Holloway – Senior Governance Officer, HEP

Part 1

1. WELCOME
1.1 The Chair welcomed everyone to the meeting.
2. APOLOGIES FOR ABSENCE
2.1 Apologies received and noted from Dominic May, Nina Job, Tim Ibbotson, Selin Akiyldiz, Georgia Norton, Ben Strange and Louise Foulkes. Apologies for lateness received from Darren Heath. 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
No items to report.
5. LATE ITEMS AND ORDER OF BUSINESS
Two late items to be presented under Committee reports:
 - 5.1.1 Audit of unofficial funds (See item 17.2.4)

5.1.2 The terms of reference for the Head Teacher Review Panel were circulated to the GB ahead of the meeting for review. The GB **APPROVED** the Terms of Reference for the Head Teacher Review Panel.

6. MINUTES OF THE MEETING HELD ON THE 16TH MAY 2019

6.1 The minutes dated 16th May 2019 were **AGREED** as a true and accurate record, and signed by the Chair.

7. MATTERS ARISING FROM MEETING HELD 16TH MAY 2019

7.1 (Minute ref 9.4 16.05.219) – It was confirmed the GB will continue to use the existing Governors' Visit Form for reporting back to the GB on visits.

7.2 (Minute ref 9.6 16.05.20190 – The Chair of Governors emailed the completed "*Monitoring the SDP*" document to the GB

7.3 (Minute ref 10.1 16.05.2019) – Governors' Away Day scheduled to take place on Friday 20th September 2019.

7.4 (Minutes ref 14.2 16.05.2019) – A review of statutory and non-statutory policies on school website is ongoing. **ACTION NG and BS**

7.5 (Minute ref 17.2.2 16.05.2019) – The Financial Working Party (FWP) met on 13th June and agreed a general remit for the group. The next meeting is scheduled before the end of the summer term on 15th July. The FWP have agreed to have monthly meetings with the School Business Manager.

8. HEADTEACHER'S REPORT / SCHOOL DEVELOPMENT PLAN

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

8.2 The report detailed the staffing plan for next academic year. The School is fully staffed.

8.3 The School Development Plan priorities for next year 2019-20 were reported and are as follows:

i. Feedback and Marking

The focus is to ensure good quality feedback is given to children. It is important to find time in the classroom within a lesson to provide feedback to children. The Marking Policy was tweaked at the beginning of last academic year. There will also be a focus on other areas of the curriculum and the learning impact for children.

ii) Curriculum

The curriculum should reflect the Schools' core values. The SLT completed an audit of the current curriculum and this was discussed at the CCC. The next step is to review the wider curriculum as in the past the focus has been heavily on literacy and numeracy. The School has secured funding for the next five years to develop music across the whole school.

HEP will be supporting school and offering training and support for the new Ofsted framework.

iii) Supporting teachers to teach mixed ability classes

Following a move away from teaching sets in English and Math across the whole of Juniors, all teachers will be supported in how to cater for mixed ability class teaching offering training to develop skills and focusing on how best to provide support and challenge for all pupils. . A Sets analysis document was shared with the GB.

8.4 Governors were reminded of the focus areas approved by the GB last year in September 2019 which were writing, assessment and diminishing the difference. All of these areas will continue to be closely aligned in the new SDP for 2019-20 alongside the new priorities.

8.5 The Head Teacher invited questions from the governors at the meeting. There were no questions. Governors were also informed questions could be emailed to the Head Teacher post meeting.

The GB **APPROVED** the SDP areas for 2019.20.

8.6 The Head Teacher reported on a *Caring Coleridge* initiative which will promote pupils' well-being; the project involves Year 6 pupils being buddies and visiting other classes to offer support. This initiative will continue throughout the academic year.

9. LINK GOVERNORS'

The following link governor visits were reported:

9.1 LG, link governor for assessment, to meet with Ben Strange during the first week of July.

9.2 CB, link governor for literacy visited the school on 23rd May to review writing.

9.3 The Chair invited Governors to send an email expressing their preferences for areas of the curriculum where they may be interested in being a link governor next academic year.

ACTION: GB

10. TEACHING AND LEARNING: SETS

10.1 A document entitled "Sets Analysis Report" was circulated to the GB ahead of the meeting. The report was well received by all offering valuable information and all feedback was positive. The benefits of teaching and learning in sets as well as in mixed ability classes was discussed with governors appreciating the pros and cons of both systems.

Q1: Are sets introduced across the whole school or just year 6. Currently Year 6 have sets for Maths and English. It was noted it generally works well to have children setted in Year 6 when preparing pupils for the SATs as each set can have a particular focus. The school moved away from sets for Years 3 and 4 and has whole class teaching. The current Year 5 cohort, used to have sets for English but now only have sets for Maths. The school are still considering whether the current Year 5 will be setted for English next year.

10.2 The GB asked about the communication to parents and it was confirmed all parents will be sent a letter explaining the school's rationale around mixed ability teaching and teaching sets.

11. POLICIES

11.1 The following policies were all **APPROVED** by the Child and Community committee and recommended to the GB:

- Teaching British Values
- Personal, Social, Health Education (PSHE) and Relationships and Sex Education (RSE) Policy
All schools are expected to adopt a new Relationships and Sex Education Policy for September 2020. Coleridge (PSHE) and (RSE) Policy is in line with the new policy. Lizzie Davies will be attending a training session run by HEP next week and will share information from the training session with staff.
- Supporting Pupils with medical needs
- Debt Recovery Policy
- Positive Handling Policy
- Legionella Management Plan

The GB **APPROVED** all of the above policies.

12. CHAIR'S REPORT

12.1 HEP are encouraging all school in Haringey to use GovernorHub to manage Governors' documents. To support this HEP have negotiated a discount fee of £150 per annum for all schools in HEP. Coleridge have now moved under the HEP umbrella and governors will now see a HEP icon on the GovernorHub site.

13. TRAINING AND VISITS

13.1 The Chair attended the HEP Chair of Governors' Steering Group on 19/06/2019.

13.2 Visits during the summer term 2:

06/06/2019	Site EHS inspection internal West	DK
10/06/2019	Meeting school counsellor Jane O'Rouke	NJ / MM
14/06/2019	Snagging review of new Gates / Millennium Garden West	DK

14. REPORTS FROM SUBGROUPS

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

14.1.1 The next EHS Committee meeting is to be held on 27th June 2019.

KH gave a verbal update:

14.1.1 Building developments are ongoing with the installation of a ramp to make the West building wheelchair accessible.

14.1.2 Nursery playground – A full inspection of the nursery playground is booked for the beginning of July.

14.1.3 KH reported the EHSC Terms of Reference was circulated to the GB ahead of the meeting and recommended for approval.

The GB **APPROVED** the EHSC Terms of Reference.

GROUNDS DEVELOPMENT UPDATE

DK reported the following:

14.1.4 Haringey are still being chased for the follow-up report following the site survey which took place earlier in the year.

14.1.5 A new fence and gate were installed during the May half term. During the summer holiday there will be renovations to the Millennium garden, the wildlife area, as well as the tree and beds next to the ping pong tables.

17.2 RESOURCES COMMITTEE

17.2.1 LG reported. The minutes of the Resources Committee meeting held on 10th June 2019 were circulated to the GB ahead of the meeting. The following was highlighted:

17.2.2 The SBM prepared a list of the school contracts, IT and non-IT which were reviewed by the Committee.

17.2.3 The budget and SBM report received and reviewed.

17.2.4 It was reported the Unofficial Funds have been externally audited and no concerns were presented.

17.2.5 The Committee received a diversity staff report prepared by the HT. The report will be presented to the Resources committee annually.

17.2.6 Haringey local authority will be conducting a financial audit on 3rd July.

17.3 CHILD AND COMMUNITY COMMITTEE

17.3.1 The minutes of the Child and Community Committee meeting held 11th June 2019 were circulated to the GB ahead of the meeting. CB reported.

17.3.2 The Committee received a sample of writing work from Year 2 pupils to review and understand what constitutes various levels (WT, EXS, GD) of attainment.

17.3.3 The Head Teacher gave an outline of the numerous interventions used in the school to support pupils.

17.4 SEND

17.4.1 EW and MM met with the SENDCo and the SEN team, and plans are in place to meet once a term to observe interventions in action.

17.4.2 The Committee reviewed how SEND pupils managed SATs.

17.4.3 A second coffee morning for parents of SEND children is scheduled to take place on 8th July 2019. The coffee morning is an opportunity for parents to network, share knowledge and support each other and meet the SEND team. The coffee mornings are aimed at reaching out to both parents of SEND children and there is a proposal to set up a group for fathers.

17.5 CHARITIES AND SPONSORSHIP COMMITTEE

No meeting.

18. ITEMS FOR NEXT AGENDA

No items presented.

19. GB MEETING DATES 2019-20

AUTUMN TERM Thursday 26th September 2019
 Thursday 21st November 2019

SPRING TERM Thursday 23rd January 2020
 Thursday 12th March 2020

SUMMER TERM Thursday 14th May 2020
 Thursday 2nd July 2020

20. ANY OTHER BUSINESS

No other items.

*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 2nd JULY 2019

Minute Ref	Action	By Whom
7.4	A review of statutory and non-statutory policies on school website is ongoing.	NG and BS
9.3	The Chair invited Governors to send an email expressing their preferences for areas of the curriculum where they may be interested in being a link governor next academic year.	GB