

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 26th September 2019 at 6.30pm.

Attendees:

Representative Governors *Kath Howell (23-11-2021) - Co-Vice Chair HeadTeacher Governor *Leon Choueke Staff Governor VACANCY 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)	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)
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*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 CB, PE, MM. Apologies for lateness received from RH. The meeting was quorate.
3. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS
3.1 No declarations were made.
4. LATE ITEMS AND ORDER OF BUSINESS
No late items presented.
5. GOVERNORS' REGISTER OF INTERESTS
5.1 All governors present were asked to sign the Register of Interests for 2019-2020.

5.2 An email will be sent to governors who were absent from the GB meeting to sign the ROI and return to the school office.

ACTION: Clerk / CoG

6. GOVERNORS' CODE OF CONDUCT

6.1 The Governors' Code of Conduct for 2019-2020 was circulated to the GB ahead of the meeting. The Governors' Code of Conduct was accepted by the GB and signed by each Governor. The signed document was left in the school for safe keeping.

6.2 Governors who were absent from the GB meeting will need to sign the Governors' Code of Conduct at the next GB meeting.

ACTION: Clerk / CoG

7. GB MEMBERSHIP

7.1 The staff Governor, Julia Yesilirmak has stepped down as a staff governor with immediate effect. The Head Teacher will email the staff to see if there are any expressions of interest for the staff governor role.

ACTION: Head Teacher

7.2 A proposal was made for one of the members of staff in the Co-opted role to consider moving into the Staff Governor role if there was no interest from other members of staff. This would then enable the GB to seek another Co-opted Governor. Alternatively the GB could opt to reduce the size of the GB and reconstitute. It was agreed to defer a decision until the next GB meeting.

ACTION: Clerk / agenda item

7.3 Kate Ibbotson ends her term of office as a Co-opted governor on the 7th October 2019. The Chair, on behalf of the Governing Board, thanked Kate for all her work and support. The Chair proposed, the Co-opted role could be offered to Naomi Rhodes, currently an associate member with the GB. The GB unanimously **AGREED** to appoint Naomi Rhodes to the Co-opted Governor role with effect from 8th October 2019. The Clerk will update the GB membership details.

ACTION: Clerk

8. ELECTION OF CHAIR AND CO-VICE CHAIRS / TERM OF OFFICE

8.1 Lorraine Gerrard was appointed as Chair of Governors for a term of 1 year.

8.2 Kath Howell and Debby Kuypers were elected as Co Vice-Chairs of Governors for a term of 1 year.

9. COMMITTEE MEMBERSHIP FOR 2019-2020

See Appendix A

10. COMMITTEES TERMS OF REFERENCE

10.1 All committees reviewed their terms of reference in the first meeting of the academic year. The Terms of reference for the each Committee were circulated to the GB for review and **APPROVED** by the GB.

11. LINK GOVERNOR ROLES AND ADDITIONAL RESPONSIBILITIES FOR 2019-2020

See Appendix B

12. MINUTES OF THE MEETING HELD ON THE 28TH JUNE 2019

12.1 The minutes dated 28th June 2019 were **AGREED** as a true and accurate record, and signed by the Chair. The signed minutes were left in the school for safekeeping.

12.2 A request was made for a copy of the minutes from the previous GB meetings to be included in the GB meeting folders on Governor Hub for the next GB meeting to offer easier access of documents for each GB meeting. The Clerk agreed to facilitate this.

ACTION: CLERK

13. MATTERS ARISING FROM MEETING HELD 28TH JUNE 2019

13.1 (*Minute reference 7.4*) A review of statutory and non-statutory policies on school website is now complete and all policies are on the school website are up-to-date.

13.2 (*Minute reference 9.3*) Governors have expressed their preferences for areas of the curriculum where they may be interested in being a link governor next academic year.

14. HEADTEACHER'S REPORT / SCHOOL DEVELOPMENT PLAN

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

14.2 School Development Plan 2018-2019 update & evaluation:

The Head Teacher reported the school will continue to be monitor last year's SDP foci throughout this academic year to embed the excellent work that has taken place. This year's focus areas all link in some way to last and are a continuation of work undertaken.

Writing

The work undertaken to improve writing at Coleridge has had a significant impact and as the chart below illustrates, since 2016 there has been a significant improvement in our writing progress.

2016	2017	2018	2019
-1.6	-0.2	+0.57	+1.95

(A progress score below 0 is below the national average.)

Amongst other developments at the end of the academic year, a lesson study ran in developing shared writing in Y4. There will be a staff training session in two weeks, which will be to disseminate the findings of the lesson study and to further develop practice around shared writing.

This year the staff are looking at mixed ability teaching. Part of this work will have a focus on writing. The School has planned 3 further Lesson studies in writing Y1, Y5 and Y6. The findings of this will be used to further develop the pedagogy of writing across the school.

There is an INSET in October, which will be a full day on writing. This will look at editing, composition and spelling.

14.3 The Head Teacher held a meeting this week for parents to inform them of and discuss the SDP priorities so both governors and parents are aware of how the school is moving forward. The meeting with parents was very well received by the parents.

14.4 In reception 120 pupil places were offered and there are currently 14 children on the waiting list.

14.5 It was noted Year 1 and Year 2 is an area of struggle for increasing pupil numbers as there are no children on the waiting list. It was noted this is an issue across the Borough.

14.6 It was reported there is a demand from the parents for pre-school care and after school care and the school will be looking to see if there is a viable solution to offer these services to parents.

14.7 Secondary school transfer and destinations for September 2019 were discussed. The Head Teacher reported the Head Teacher of Highgate Wood Secondary School will be attending the secondary school transfer meeting for current Year 6 parents on 10th October to publicise the school.

15. SEF

15.1 The SEF is a work in progress and has been reviewed by senior leaders and some governors. The next step is to circulate the SEF to the Governing Board ready for presentation at the next GB meeting.

ACTION: Head Teacher

16. SCHOOL PERFORMANCE DATA

16.1 Year 1 Phonics: There was a significant improvement in the school results for the Year 1 phonics screening check, with 89% passing the threshold. It was noted this is the School's best ever result.

16.2 KS1 results were mixed: the percentage of children achieving EXS+ writing and reading were in line with the national average, and thus low by Coleridge standards. However, the percentage of children achieving GDS (Greater Depth Standard), were slightly up on the previous year. Maths results for both EXS+ and GDS+ were well above the national and London averages.

KS1 RESULTS	% of children working at or above the national expectation		% of children working above national standard	
	Coleridge	National Average	Coleridge	National Average
Reading	76%	75%	44%	26%
Writing	73%	70%	18%	16%
Mathematics	79%	76%	41%	22%

16.3 KS2 results were our highest since the introduction of the new tests in 2016 and were excellent across the board. There were improvements in all areas except Maths GDS and Writing EXS+ where there was no change from the previous year.

KS2 RESULTS	% of children working at or above the national expectation		% of children working above national standard	
	Coleridge	National Average	Coleridge	National Average
Reading	94%	73%	45%	27%
Writing	93%	78%	29%	20%
Mathematics	96%	79%	39%	27%
GPS	94%	78%	51%	36%

16.5 Progress measures at Coleridge Primary School across all areas has steadily increased in recent years, compared with Haringey progress, which has decreased. The Head Teacher explained that compared with other London boroughs, Haringey is currently third from the bottom in terms of performance. This is being monitored by HEP.

16.6 Progress measures from KS1 – KS2 were better than last year, and were all significantly better than both the national averages and the London averages. The School was particularly pleased with the reading progress measure (now +3.7) and writing measure (+2.0). Both these results were up on the previous year and reflect the time and effort put into trying to improve these subject areas in recent years.

16.7 All three progress measures for disadvantaged children (those in receipt of the Pupil Premium Grant) were above the national average, and in the case of maths, were close to that of non-disadvantaged children.

16.8 BAME: Coleridge has a very small number of BAME (Black And Minority Ethnic) children compared with other primary schools in Haringey. This makes it difficult to work out meaningfully whether there is an issue in BAME performance at Coleridge. The School will continue to focus our efforts on disadvantaged children from low starting points, in addition to BAME children. It was noted these groups are extremely small, with tiny numbers listed in each of the 3 BAME categories (Black African, Black Caribbean & Turkish). It was also noted of this small number of children listed as BAME, most also fall into other categories such as Disadvantage and EAL, and are generally from low starting points, making it hard to determine what their greatest barrier to learning actually is.

16.9 It was noted BAME groups also progressed very well based on last year's nationally published data, in many cases doing better than the rest of the cohort.

17. POLICY REVIEW

17.1 The following policies were all **APPROVED** in their relevant committees and recommended to the GB:

- Scheme of Delegation
- Charging and Remission
- Governors Allowance Policy
- Whistleblowing
- Haringey Finance and Personnel Policies
- Online Safety Policy
- Safeguarding and Child Protection
- Staff Code of Conduct

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

17.2 The School will run a parental consultation on the new RSE policy.

18. CHAIR'S REPORT

18.1 Governors' Away Day took place on 20th September 2019.

During the meeting Governors were asked for their feedback on one area they identified during the away day where the GB could be improved. The following suggestions were presented:

- GB be more challenging
- Committee structure to overlap and work together
- Good communication maintained
- Define link governor roles to specific areas with more focus so they can add value
- Visiting other governing boards and benchmarking
- Sharing information with other GBs and best practice
- Emphasize in meetings the school mantra
- Be more visible to the staff and parents
- All governors to take advantage of HEP training
- Visits to the school
- Improve relationships between Committees with more crossover between Resources and CC committee
- Governors more involved in the school and/or Governors' day
- There is currently a mix of governors on the Board (new and experienced). To challenge properly all governors need a deep level of understanding of the school
- Away day as a positive day offering governors time to reflect and explore
- Induction training for new governors –Propose a day at Coleridge Primary School as part of induction process
- More understanding of the staff governor role and how to share this with other staff
- Close budget analysis on how much money spent to support great results in writing this academic year. If more or less funds were allocated would achievement be the same, higher or less?
- All school visits to be sharply targeted
- More in-house governor training
- Governors' surgeries

19. GOVERNORS' TRAINING AND VISITS

19.1 The Chair attended the HEP Governors' Briefing on 28th October.

20. REPORTS FROM SUBGROUPS

20.1 The GB **AGREED** all future Committee Minutes will be approved and signed at GB meetings.

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

20.2.1 A meeting has been planned to discuss the Haringey survey.

20.2.2. There has been very positive feedback to the playground development over the summer holidays. There are still a few snagging issues to be completed. The Chair, on behalf of the Governing Board, thanked DK for all her efforts on this project.

20.2.3 The EHSC Committee minutes from 27th June were **approved** at the GB and signed.

20.3 RESOURCES COMMITTEE

The Resources Committee minutes of 16th September 2019 were **approved** and signed at the GB meeting.

20.4 CHILD AND COMMUNITY COMMITTEE

The Committee received a data presentation by BS at their meeting held on 17th September 2019.

20.5 SEND

No meeting had taken place.

20.6 CHARITIES AND SPONSORSHIP COMMITTEE

The Head Teacher reported the School is looking at how to increase the parental take-up of Estate Agent boards with Martyn Gerrard.

21. GB MEETING DATES 2019-20

AUTUMN TERM Thursday 21st November 2019 @ 6.30pm

SPRING TERM Thursday 23rd January 2020 @ 6.30pm
Thursday 12th March 2020 @ 6.30pm

SUMMER TERM Thursday 14th May 2020 @ 6.30pm
Thursday 2nd July 2020 @ 6.30pm

22. ANY OTHER BUSINESS

No other items.

Clerk's note: Part 1 ended at 8.20pm

Part 2 follows

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

ACTIONS FROM GB MEETING HELD 26TH SEPTEMBER 2019

Minute Ref	Action	By Whom
5.2	An email will be sent to governors who were absent from the GB meeting to sign the ROI and return to the school office.	Clerk / CoG COMPLETE
6.2	Governors who were absent from the GB meeting will need to sign the Governors' Code of Conduct at the next GB meeting.	Clerk / CoG
7.1	The Head Teacher will email the staff to see if there are any expressions of interest for the staff governor role.	Head Teacher
7.3	Naomi Rhodes Co-opted Governor role with effect from 8 th October 2019. The Clerk will update the GB membership details.	Clerk
12.2	A request was made for a copy of the minutes from the previous GB meetings to be included in the GB meeting folders on Governor Hub for the next GB meeting to offer easier access of documents for each GB meeting. The Clerk agreed to facilitate this.	Clerk
15.1	The SEF to be circulated the SEF to the Governing Board ready for presentation at the next GB meeting.	Clerk

APPENDIX A

COMMITTEE MEMBERSHIP 2019-2020

Environment, Health and Safety Committee

Kath Howell (Co-Chair H&S)	Debby Kuypers (Co-Chair Environment)	Leon Choueke
Paula Kitt (H&S Officer / Clerk)	Lorraine Gerrard	Paul Eadie
Paul Baker	Cathy Ching	Nina Grimes

Child and the Community Committee

Lorraine Gerrard (Chair)	Clare Brilliant (Clerk)	Selin Akyildiz	Leon Choueke
Paul Eadie	Tim Ibbotson	Nina Job	Melian Mansfield
Elena Wolf	Ben Strange	Louise Foulkes	

Resources Committee

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

Pay Committee

Lorraine Gerrard (Chair & Clerk)		
Dominic May	Kath Howell	Richard Holmes
Debby Kuypers	Eddie Webb	Leon Choueke

HTP

Lorraine Gerrard (Chair)	Richard Holmes	Eddie Webb
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Charities and Sponsorships Committee

Clare Brilliant (Chair)	Leon Choueke (HT)	Paul Eadie	Darren Heath
Richard Holmes	Eddie Webb.		

GDPR group

Ben Strange (Deputy Head)	Kath Howell (Governor)	Elena Wolf (Governor)
Dave Ashworth (Network Manager)	Cathy Ching (SBM)	Jo Burstons (Admin Officer)

APPENDIX B

GOVERNORS' ROLE AND RESPONSIBILITIES 2019-2020

School Development Plan Priorities:	
Feedback and Marking	Lorraine Gerrard
Mixed Ability Teaching	Claudia Simms Abrams
Wider Curriculum	Selin Akyildiz, Clare Brilliant, Kath Howell
BAME Lead (Black and Minority Ethnic)	Lorraine Gerrard
Coleridge Families link	Georgia Norton
Child Protection and Safeguarding	Elena Wolf, Kath Howell
Data Analysis	Lorraine Gerrard, Naomi Rhodes
EYFS	Melian Mansfield, Georgia Norton
Equalities	Elena Wolf
GDPR	Kath Howell, Elena Wolf, Darren Heath
Haringey and HASGB	Melian Mansfield
Health & Safety	Kath Howell, Debby Kuypers
Looked After Children	Tim Ibbotson
Online Safety	Debby Kuypers, Elena Wolf
Special educational needs and disability (SEND)	Melian Mansfield, Elena Wolf
Wellbeing	Nina Job