

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 21st November 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) ^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) *Naomi Rhodes (07.10.2023)
HeadTeacher Governor *Leon Choueke	
Staff Governor *Stuart Goodey (20.11.2023)	
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
- *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 KH, CB, DH, CSA. The meeting was quorate. NJ was absent.
3. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS
3.1 No declarations were made. SG, new staff governor to sign ROI form.
ACTION: Clerk
4. LATE ITEMS AND ORDER OF BUSINESS
No late items presented.
5. GB MEMBERSHIP
5.1 Stuart Goodey has been appointed as the new staff governor with effect from 21st November 2019.
6. MINUTES OF THE MEETING HELD ON THE 26th September 2019
6.1 The minutes dated 26th September 2019 were **AGREED** as a true and accurate record, and signed by the Chair. The signed minutes were left in the school for safekeeping.

7. MATTERS ARISING FROM MEETING HELD 26th SEPTEMBER 2019

7.1 (*Minute reference 5.2*) All governors absent from previous GB meeting have been emailed an electronic version of Register of Interests form to complete and return to the school.

7.2 (*Minute reference 6.2*) The Governors' Code of Conduct was circulated at the meeting for governors who were absent from the previous GB meeting, to sign.

7.3 (*Minute reference 7.1*) Staff governor elected.

7.4 (*Minute reference 7.3*) Clerk updated GB membership details for newly elected co-opted governor NR

7.5 (*Minute reference 12.2*) The previous minutes copied into folder for the GB meeting – action completed.

7.6 (*Minute reference 15.1*) SEF emailed to GB ahead of the meeting.

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 School Improvement Advisor (SIA) visited the school during the autumn term and has compiled a draft report on her findings all of which is very complimentary to the school. The Head Teacher will email the final report to the GB.

ACTION: Head Teacher

8.3 During the next school visit, the SIA will review feedback and marking, take part in a learning walk across the whole school, and review the staff appraisal system.

8.4 The SLT are reviewing Reading across the school and this will also be an agenda item on the CCC committee in the near future.

8.5 The Learning Enhancement Fund letter has been sent out to current parents of the school. The Head Teacher reported he has contacted *Future First* a company working alongside secondary schools to set up alumni networks. *Future First* has already met with HEP is looking to pilot a primary school scheme at a cost of £900; Leon has agreed to meet with the project leader to discuss.

9. SELF EVALUATION FORM (SEF) / SCHOOL DEVELOPMENT PLAN (SDP)

9.1 The SEF was circulated to the GB ahead of the meeting. It was noted the SDP will be colour coded to monitor progress.

9.2 The SLT have worked hard supporting the Head Teacher compiling the SEF which provides a direct link to what the school is working on and feeds into the SDP showing the budget allocation for each area.

QUESTION: How often should the GB receive a report on the SEF/SDP?

R: Each area of the SDP does have an assigned link governor and it is the role of the link governor to meet with the subject leader the report back to the GB.

9.3 Currently all the link governors are members of the CCC and it would be good to get more volunteer governors to take on these key link roles to oversee the financial impact. Noted KH is the link governor for mixed ability teaching

ACTION: GB

9.4 A suggestion was made to attach an appendix to the SEF detailing the staff roles and governor link roles.

ACTION: Head Teacher

10. POLICY REVIEW

10.1 The following policies were all **APPROVED** by the CC committee and recommended to the GB:

- Pay Policy:
- Looked After Children (LAC) Policy

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

11. CHAIR'S REPORT

11.1 The Chair reported the survey to parents about communications was sent out yesterday and already a number of responses have been received. GN is overseeing the survey responses and will provide a report to the GB.

ACTION: GN

12. GOVERNORS' TRAINING AND VISITS

12.1 The following visit to school were reported:

10/10/2019 SDP – Wider Curriculum Attendees: CB/KH/SA

12.2 Governor Training since last meeting:

14/10/2019	SEF/SDP	LG
16/10/2019	Preparing for mandatory Relationships and Sex Education	LG / ElenaW
28/10/19	Safeguarding training	KH;MM;EW;LG
28/10/19	Governors Briefing	LG
12/11/2019	How to support, challenge and ask effective questions	LG / EddieW
November 2019	Safer Recruitment	ElenaW

13. REPORTS FROM SUBGROUPS

Clerk's Note: Committee Minutes are approved and signed at GB meetings (as previously agreed by the GB).

13.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

The minutes of the previous EHSC meeting held on 14/11/2019 were agreed and signed. DK reported highlighting the following issues:

- Paul Baker, Premises Officer has successfully completed Legionella training.
- Concerns over the air quality in classrooms; discussions are ongoing with a company to visit the school and test the air.
- There is a drive to encourage everyone to use less plastic and consider sustainability.

There were no questions.

13.2 RESOURCES COMMITTEE

The minutes of the previous meeting had not been circulated to the GB. The Chair of Resources will circulate to the GB after the meeting. The minutes will be carried forward to be signed off at the next GB meeting

ACTION: Chair of Resources Committee

13.3 CHILD AND COMMUNITY COMMITTEE

13.3.1 The minutes of the previous meeting on 12/11/2019 were agreed and signed.

13.3.2 The Chair of CCC highlighted the following issues:

- The Committee reviewed the Wider Curriculum as part of the SDP.
- There was a focus on early reading strategy and phonics.
- Parental consultation on RSE to be held next term

There were no questions.

13.4 CHARITIES AND SPONSORSHIP COMMITTEE

No meeting had taken place.

13.5 SEND

EW reported:

- SEND report circulated to the GB from the SENDCo.
- SEND parents' coffee morning has taken place; plans to continue running this event and invite key speakers to attend.
- SEND Policy reviewed and the SEND offer updated
- Looking at a website for SEND / strategic day for SEND
- Zones of regulation training being run on Tues 3rd December by Haringey Autism Team.

14. GB MEETING DATES 2019-20

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

15. ANY OTHER BUSINESS

15.1 The Head Teacher reminded all Governors it is essential the Single Central Record is up-to-date. Some governors do have some gaps in their records and are required to submit paperwork or sign documents. Jo, in the office, will email governors directly to advise if any documents are outstanding.

ACTION: GB

15.2 NG suggested it may be beneficial to offer Governors a Well-Being report providing details of is being offered to support pupils. It was agreed by the GB the report would be good idea and it was proposed to have a Well-Being report submitted in the summer term 2020.

15.3 It was reported the Children and Staff Well-Being survey is ongoing and an update on the findings of the survey will be available in January 2020

15.4 The Clerk informed all Governors of the forthcoming HEP Governors' Conference scheduled to take place on 29th February 2020 1pm to 5pm and advised more details will follow.

Clerk's note: Part 1 ended at 7.22pm

Part 2 follows

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

ACTIONS FROM GB MEETING HELD 21st NOVEMBER 2019

Minute Ref	Action	By Whom
3.1	No declarations were made. SG, new staff governor to sign ROI form.	Clerk
8.2	The Head Teacher will email the SIA final report to the GB.	Head Teacher
9.3	Currently all the link governors are members of the CCC and it would be good to get more volunteer governors to take on these key link roles to oversee the financial impact.	GB
9.4	A suggestion was made to attach an appendix to the SEF detailing the staff roles and governor link roles.	Head Teacher
11.1	Results of survey to parents about communications to be reported to the GB.	GN
15.1	The Head Teacher reminded all Governors it is essential the Single Central Record is up-to-date. Some governors do have some gaps in their records and are required to submit paperwork or sign documents. Jo, in the office, will email governors directly to advise if any documents are outstanding.	GB