

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 23rd January 2020 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) |
| 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 governor absent

- *Ben Strange – Deputy Head teacher
- *Nina Grimes – Deputy Head teacher
- *Louise Foulkes – Assistant Head teacher
- *Corinna Philips – Assistant Head teacher/ SENDCo
- *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, and MC. The meeting was quorate. NJ and DM were absent.
3. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS
3.1 No declarations were made.

3.2 MM signed the ROI form for 2019-2020.
4. LATE ITEMS AND ORDER OF BUSINESS
No late items presented.
5. GB MEMBERSHIP
5.1 NJ has tendered her resignation as a co-opted governor with immediate effect. There are currently two co-opted governor vacancies the GB would ideally like to seek someone with financial skills for at least one of those positions.

5.2 RH has agreed to Chair future Resources Committee this academic year, and KH has agreed to Clerk the Resources committee meetings.

6. MINUTES OF THE PREVIOUS MEETING HELD 21ST NOVEMBER 2019

6.1 The minutes dated 21st November 2019 were **AGREED** with one amendment on Page 2, item 9.3 to read: *KH is the link governor for the wider curriculum*. The minutes were signed by the Chair and left in the school for safekeeping.

7. MATTERS ARISING FROM MEETING HELD November 2019

7.1 (Minute ref 3.1): Complete. SG signed the ROI form for 2019-2020.

7.2 (Minute ref 8.2): Complete. The SIA final report emailed to the GB

7.3 (Minute ref 9.3): Complete. Link governors for the wider curriculum are KH, CB and SA.

7.4 (Minute ref 9.4): Complete. Appendix to SEF detailing staff roles and governor link roles.

7.5 (Minute ref 11.1): Survey to Parents – Agenda item 23.01.2020

7.6 (Minute ref 15.1) Governors were reminded there are still some governors with outstanding items of paperwork to be submitted or documents to be signed as part of the school's requirement to keep the Single Central Record up to date.

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 Head teacher reported landscape designers have visited the school site and invited governors to be on a panel to evaluate the tenders for the landscape works. The Head teacher and co-vice chair (DK) will be on the panel to evaluate the tenders for the works.

8.3 The Head teacher thanked the co-vice chair (KH) for all her efforts in liaising with Steve Grimes at Haringey local authority about the boiler and heating issues in the school.

8.4 The Head teacher confirmed NLC maths moderation is taking place at the school on 5th February with other local primary schools. The moderation day will involve teachers from all of the NLC cluster schools moderating a shared piece of learning that has been done in each year group. Last year in September, the focus for the NLC moderation was Early Years.

8.5 The cluster of schools in the NLC participated in shared Pupil Regulation training; the training was well received by all schools.

8.6 The Parents' Survey on communication was run by the Communications Group led by GN, which was set up 18 months ago. The communications survey is now complete and about a quarter of the parents have responded. The feedback has been collated and reviewed by the Child and Community Committee.

Some of the headlines from the survey are:

- 75% of parents are happy with the volume of communications and frequency

- Suggestions for top priority means of communication include email summary, pdf attachments; labelling of files; streaming of emails to avoid duplication
- 96% of parents would recommend the school to others
- The settling-in process for parents is not always clear who to go to
- Dual working parents find it difficult to engage with the school

Agreed actions going forward:

- Communications group to work with school IT staff to ensure the school website calendar is up to date
- Annual parent survey on communications to monitor if initiatives are working
- Define the role of the class representative
- Ensure staff are aware of what's going on with Coleridge Families so there is a clear two-way communication between staff and Coleridge families.

8.7 The Chair, on behalf of the GB, thanked GN for all her efforts on managing this survey.

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

9.1 One of the School's current foci in the SDP is developing the wider curriculum and staff have been involved in reviewing subjects across the curriculum and compiling action plans and termly plans.

9.2 During the GB meeting, Governors were invited to participate in a practical exercise which involved splitting into groups, and taking a pack containing an update on History and Geography in the curriculum, detailing what has been done so far, some background information, a draft document of the current vision for the subject, a recent blog and an action plan. The termly plans have been compiled by the year group teachers. As part of the practical exercise Governors were invited to scrutinise the packs and see if they have any requests for further information.

9.3 Some of the areas identified by the governors for further investigation were shared with the GB in an open discussion and included:

- Are all staff clear on Ofsted requirements?
- The new curriculum presents more pressures and more diversity – how are children responding?
- How is the school defining working to end points; are the learning objectives the end points?
- Ofsted requirements state history is taught in sequential order. If this is not the case, how can the school justify this?
- History and geography linked in the wider curriculum which is favourable
How can you test what the pupils have learnt / remembered / retained? If you cover a subject in Year 1 and revisit in Year 4 can pupils recall what was learnt?
- Meet with a wider group of teachers to find out more about their subject to enable all teachers have more confidence delivering the curriculum.

- What does the priority for SEND / disadvantaged pupils look like?
- Is the school planning to pre-teach vocabulary before lesson introduced?

9.4 The Chair of Governors, agreed to type up the group responses and circulate to the GB. The link governors will review the questions and provide feedback to the GB for the next GB meeting.

ACTION: Clerk / Agenda item

10. ENERGY CONTRACT

10.2 The Chair of Governors emailed the energy contract to the GB ahead of the meeting for review. The GB **APPROVED** the contract subject to further clarification being provided on the termination clause to give 2 years notice. This will be investigated further.

ACTION: Chair of Governors

11. POLICY REVIEW

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

- Health and Safety Policy
- Fire Management Plan
- Recruitment Policy
- Flexible Working Policy

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

12. CHAIR'S ITEMS

12.1 The Chair reported she has written a letter, on behalf of the GB, to the DfE expressing concern about the budget constraints and the impact on schools. While, the DfE responded, acknowledging the concerns and provided information about efficiency websites, the Chair was disappointed that the reply did not address the specific points raised and has responded accordingly.

12.2 The Chair reported there is a proposal for teachers' pay rises which has raised concerns nationally as schools will struggle to fund this with current budget constraints.

12.3 The RSE Policy consultation will take place late spring term/early summer term as the final agreed policy needs to be in place for September 2020.

12.4 The DfE Early Years consultation is open and the Chair of Governors will email the DfE link to the GB.

ACTION: Chair of Governors

12.5 There has been a low response to the recent leaflet drop publicising the Learning Enhancement Fund. The Communications Group **AGREED** to review this.

ACTION: Communications Group

12.6 The Resources Committee and Child and Community Committee have **AGREED** to swap dates for the spring term meetings:

2nd March 2020 – Child and Community Committee

3rd March 2020 – Resources Committee

12.7 The Chair reminded Governors the HEP Governors' Conference is taking place on Saturday 29th February 1pm-5pm.

13. GOVERNORS' TRAINING AND VISITS

13.1 Governor Training since last meeting:

| GOVERNORS' TRAINING | | |
|---------------------|----------------------------------|--------|
| Nov 2019 | EYFS | GN |
| 09/12/2019 | HEP's Approach to KS2 Curriculum | KH; LG |
| 16/12/2019 | Governors' Briefing | LG; MM |

| GOVERNORS' VISITS | | |
|-------------------|------------------------|---------|
| December 2018 | Safeguarding | ELW; KH |
| January 2020 | 2 meetings with SENDCo | ELW; MM |

14. REPORTS FROM SUBGROUPS

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

14.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

14.1.1. The minutes of the previous EHSC meeting held on 16/01/2019 were agreed and signed.

14.1.2 KH reported highlighting the following issues:

- The review of First Aid stations on East are all completed
- The School Lettings policy is being reviewed and a review of all the clubs will take place looking at the type of activities offered and attendance figures.
- Works identified from Haringey site survey include
 - o boilers requiring remedial works
 - o installation of thirteen new fire proof doors
 - o School boundaries to be more substantial

13.2 RESOURCES COMMITTEE

13.2.1 The minutes of the previous meeting 11/11/2019 and 16/01/2020 were circulated to the GB ahead of the meeting, agreed and signed.

13.2.2 KH reported the West playground project commenced and all bids for the redevelopment works are due to be submitted by the deadline 4th February 2020.

13.2.3 The Resources Committee reviewed policies and commended them to the GB (See item 11).

13.3 CHILD AND COMMUNITY COMMITTEE

13.3.1 The minutes of the previous meeting on 14/01/2020 were agreed and signed.

13.3.2 The Chair of CCC highlighted the following issues:

- The Committee discussed BAME and the next steps
- Staff Survey responses were reviewed and the Head teacher provided a summary of findings in the weekly staff briefing
- Reviewed the parents' communications survey and how to communicate the feedback to parents.

There were no questions.

13.4 CHARITIES AND SPONSORSHIP COMMITTEE

No meeting had taken place.

13.5 SEND

13.5.1 ELW and MM visited the school to see SEND Interventions in action with pupils.

13.5.2 It was reported the review of the SEND policy is ongoing.

14. GB MEETING DATES 2019-20

SPRING TERM Thursday 12th March 2020 @ 6.30pm

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

15. ANY OTHER BUSINESS

No items to report.

Clerk's note: Part 1 ended at 8.12pm

Part 2 follows

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

ACTIONS FROM GB MEETING HELD 23RD JANUARY 2020

| Minute Ref | Action | By Whom |
|------------|---|----------------------|
| | | |
| 9.4 | The link governors will review the questions and provide feedback to the GB for the next GB meeting. | Clerk / Agenda item |
| 10.2 | The GB APPROVED the contract subject to further clarification being provided on the termination clause to give 2 years notice. This will be investigated further. | Chair of Governors |
| 12.4 | The DfE Early Years consultation is open and the Chair of Governors will email the DfE link to the GB. | Chair of Governors |
| 12.5 | Communications Group to review low response to the recent leaflet drop publicising the Learning Enhancement Fund. | Communications Group |