

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 12th March 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) *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) 2 x vacancies
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 PE, CSA; EW. Apologies for late arrival from RH and MM. DM was absent. 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. GB MEMBERSHIP
5.1 The GB currently has two co-opted governor vacancies. During recent discussions it was proposed to reduce the size of the GB as it is the largest in the London Borough of Haringey currently consisting of 20 members. A proposal was put forward to the GB to consider reducing the size of the GB from 20 to 18 members reducing the number of co-opted governors from 13 to 11. The GB AGREED to the proposal. The draft Instrument of Government will be drawn up for the GB to approve.
ACTION: CLERK

5.2 It was suggested, if possible, in the future to find someone with financial expertise to join the GB as an Associate Member and going forward to look at making the GB more ethnically diverse.

6. MINUTES OF THE PREVIOUS MEETING HELD 23RD JANUARY 2020

6.1 The minutes dated 23rd January 2020 were **AGREED** and signed by the Chair and left in the school for safekeeping.

7. MATTERS ARISING FROM MEETING HELD 23RD JANUARY 2020

7.1 (Minute ref 9.4) Link governors feedback will take place in the summer term. See agenda item 12.

7.2 (Minute ref. 10.2) It was reported the Energy contract was approved with no change to the termination clause.

7.3 (Minute ref. 12.4) The Chair emailed the link to the DfE Early years consultation to the GB.

7.4 (Minute ref. 12.5) Communications discussions are ongoing seeking ways to improve responses to the Learning Enhancement Fund.

8. HEADTEACHER'S REPORT / SCHOOL DEVELOPMENT PLAN

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

8.1.1 There have been 62 stage 3 incidents recorded on the school behaviour log. More resources are being put in place to manage this and some children would benefit from one-to-one support. However, due to ongoing budget constraints it is not always an option to offer one-to-one support and limited resources are being stretched.

QUESTION: Is extra support available to support pupil behaviour?

R: External services such as TBAP (Behaviour support), school counselling services, CAMHS and social services at Haringey offer support to the school. For any child to be assessed for one-to-one support, the school has to present a vast amount of supporting evidence for each case, and the entire process can take up to a term and a half before an assessment is given. There is regular contact with parents and carers so they are kept informed and aware of their child's behaviour.

8.1.2 Year 6 pupils have been offered their secondary school place for September. 17 pupils offered Fortismere School and 59 pupils offered Highgate Wood. These figures are subject to change as a number of pupils have private school offers and may therefore will not accept the state school offer.

8.1.3 School finances are all on target. The SLT and SBM continue to monitor the budget closely.

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

There were no items to report.

10. POLICY REVIEW

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

- ICT Loans
- School Emergency Management Plan (SEMP)
- Business Continuity Plan
- SEND Policy
- Ethical Sponsorship Policy
- ICT Disaster Recovery Policy
- ICT Disposal Policy

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

11. CHAIR'S ITEMS

11.1 The World Book Day podcast had 1,448 views in the last 7 days on the podcast page on the school website; the idea was initiated by the Communications group and has been very well received.

11.2 The SRE survey was sent out to parents on 2nd March 2020. To-date 78 responses have been received and early findings show 44% parents would like to see more of what the school is teaching. It was reported in the meeting the school does send out information via the newsletter and weekly emails detailing subject areas to be taught in class. Parents have also expressed they would like more support talking to their children about relationships and sex.

QUESTION: What is the total percentage response?

R: There are 600 families including the nursery.

11.3 There is a new feature on Governor Hub allowing the use of review dates and this would be useful for school policies. The Chair agreed to set this up for the school policies review cycle. **ACTION: Chair of Governors**

11.4 The Chair informed the GB the Head of Governor Services, Carolyn Banks will be leaving HEP mid-April 2020.

12. LINK GOVERNORS' FEEDBACK REPORT

Feedback from link governors will be carried forward to the next GB meeting.

ACTION: Clerk / agenda item

13. GOVERNORS' TRAINING AND VISITS

13.1 Governor Training since last meeting:

GOVERNORS' TRAINING		
24 th February 2020	Governors Briefing	GN, MM
29 th February 2020	HEP Governors' Conference	MM;DK; GN; LG
March 2020	Admission Appeals	EdW

GOVERNORS' VISITS		
CSA	Link governor visit for mixed ability teaching	Mar 2020
GN	EYFS visit	3 rd March 2020

14. REPORTS FROM SUBGROUPS

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

14.1 CORONAVIRUS:

14.1.1 The Head teacher reported the school has sent out regular updates to parents and carers throughout the developments of the pandemic. Some parents have chosen to take their children out of school and self-isolate.

14.1.2 The Head teacher and KH (Co-Vice Chair) reviewed the school's action plan to manage communications, school cleaning, facilitating vulnerable families, operating with staff shortages, visitors to the school and educational trips. It was reported there are no known coronavirus cases in the school to-date.

QUESTION: How is a child's absence being recorded?

R: If a parents chooses not to send their child to school, then this is recorded as an unauthorised absence. If a member of the family is unwell or the child unwell, then this absence is authorised. Each case is being assessed individually.

14.1.3 The Head teacher reported as a health and safety measure in the current climate, following the government order restricting gatherings of large groups, community events run by Coleridge Families such as the Cultures of Coleridge and the Comedy Event are to be cancelled. Parents' eve is scheduled to go ahead next week.

Post meeting update: Parents' evening was subsequently cancelled the next day

14.1.4 Plans are in place to enable all pupils to continue with home learning if the school is closed.

14.2 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

14.2.1 The minutes of the previous EHSC meeting held on 05/03/2020 were agreed and signed.

14.2.2 It was reported the development works for the West playground project is waiting to go ahead. On receipt of Council's approval Haringey have awarded the landscape consultancy contract to Ares Landscape Architects (ALA). Once queries about staff resourcing and tenders for works in current climate have been confirmed, then Haringey will be in touch to organise an inception meeting (on-line) and possible site visits.

14.2.3 The School has compiled a Sustainability Plan.

14.2.4 There is an ongoing review of current school lettings and looking at the possibility of increasing the hours of the after school club from September.

14.2.5 At the Committee meeting on 5th March it was reported a Fire Risk Assessment was scheduled to take place on 9th March 2020.

Clerk's note: CB left the meeting at 7.45pm

14.3 RESOURCES COMMITTEE

14.3.1 The Chair thanked RH for chairing the Resources committee meeting. The minutes of the previous meeting 03/03/2020 were circulated to the GB ahead of the meeting, **agreed** and signed.

14.3.2 The documents listed below were circulated to the GB ahead of the meeting, and the Committee commended the following to the GB for approval:

- The Asset Inventory which was checked and approved by the Committee.
- The 5-year ICT Plan
- Schools Financial Value Statement (SFVS)

The GB **APPROVED** the Asset Inventory, the 5-year ICT Plan and the SFVS.

14.4 CHILD AND COMMUNITY COMMITTEE

14.4.1 The minutes of the previous meeting on 02/03/2020 were circulated to the GB ahead of the meeting, agreed and signed.

Areas highlighted included:

- a written report from CSA to follow on visit to look at mixed ability teaching.
- Ongoing review of school clubs
- BAME agreed action plan to follow

There were no questions.

14.5 CHARITIES AND SPONSORSHIP COMMITTEE

14.5.1 The Charities and Sponsorship Committee terms of reference were reviewed by the committee and circulated to the GB. The terms of reference were **APPROVED** by the GB.

14.6 SEND

14.6 No meeting had taken place. The SEND Policy is currently being reviewed and will be presented in the summer term.

15. GB MEETING DATES 2019-20

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

16. ANY OTHER BUSINESS

16.1 The Chair reminded the GB that the EGM will take place on Monday 23rd March at 6pm.

*Clerk's note: Part 1 ended at 7.50pm
Part 2 follows*

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

ACTIONS FROM GB MEETING HELD 12TH MARCH 2020

Minute Ref	Action	By Whom
5.1	The draft Instrument of Government will be drawn up for the GB to approve.	Clerk
11.3	The Chair agreed to set up school policies on Governor Hub with review dates.	Chair of Governors
12	Feedback from link governors to be carried forward to the next GB meeting	Clerk/ agenda item