

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 14th May 2020 at 7.00pm.

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)
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 SA. Apologies for late arrival received from MM. DM was absent and no apologies received. The meeting was quorate.
3. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS
3.1 No declarations were made.
4. GB MEMBERSHIP
4.1 The new Instrument of Government (IoG), with a reduced composition of 18 governors, was circulated to the GB ahead of the meeting. The Instrument of Government is effective from 14th May 2020.

5.2 There are currently no vacancies on the GB.

5.3 The GB discussed the long absence of one governor who has failed to send apologies or communicate with any member of the GB for non-attendance at recent GB and Committee meetings. Concern was expressed about the governors' commitment level to the GB and breach of the Governors' Code of Conduct. Despite

repeated attempts by the Chair to contact the governor to follow-up on his wellbeing there has been no response. It was noted that in the past this governor has been extremely supportive and committed to the work of developing the School. DH and RH agreed to speak with the co-opted governor and report back to the Chair of Governors.

6. MINUTES OF THE PREVIOUS MEETING HELD 12TH MARCH 2020

6.1 The minutes dated 12th March 2020 were **AGREED** by the GB. The minutes will be signed by the Chair when the school reopens. **ACTION: Chair of Governors**

7. MATTERS ARISING FROM MEETING HELD 12TH MARCH 2020

Not covered elsewhere on the agenda.

7.1 (Minute ref 9.4) Link governors feedback will take place in the summer term. Agreed to carry this item forward.

7.2 (minutes ref 11.3) The Chair of Governors has uploaded all policies on Governorhub with review dates. The system has a feature whereby it colour codes policies up for imminent review which is very useful.

7.3 The Chair reported the RSE survey feedback from parents is complete. The RSE Policy has been updated. The GB **AGREED** a notification should be sent to parents to notify them the RSE Policy is published on the website.

ACTION: Chair of Governors / Head Teacher

8. HEADTEACHER'S REPORT

8.1 Due to the increased demands of planning for re-opening the school, there was no Head teacher's written report. The Head teacher reported on the following:

8.2 COVID-19

SCHOOL CLOSURE / HOME LEARNING

8.2.1 Keyworker provision – 31 children in school. The school has been responsive to the needs of parents. Staff have phoned every family and been able to offer assistance if required. EHCP children receive regular phone calls managed by the SENDCo and Deputy Head teacher.

8.2.2 Any issues presented via email from the pupils have been responded to quickly. Generally feedback has been positive on home learning. In addition to home learning children have shared details of other activities they have been engaging in at home. Projects have been set for different year groups and these have been very successful.

8.2.3 Phone calls are beginning to be made to all families and every phone call is being logged by staff.

Q1: How have you managed any child not engaging with the online learning?

R: Teachers will start by phoning the family where the child has not engaged with the online learning to see if there are any difficulties – for example the child may not have access to a device to access the online material.

STAFF WELFARE

8.2.4 HT reported he has spoken to all team leaders to find out how staff are coping and staff welfare is good. Work load has been an issue as teachers are very busy

planning and managing the remote learning. Currently teachers are also writing pupil reports, managing phone calls to all pupils in their class as well as being in school to manage the key workers' children attending each day. In some cases staff are also juggling this alongside childcare for their own children. The Head teacher has offered staff the opportunity to bring their children to school if necessary.

8.2.5 Teachers have worked through from January to current day as the school has remained open during the Easter holidays. For the mid-term break in May, SLT and Teaching Assistants will continue managing the school for key workers' children and all other staff will take a week off to recuperate.

RE-OPENING THE SCHOOL

8.2.6 The next main challenge is re-opening the school. The Head teacher circulated a summary document on Governorhub detailing the proposed plans for re-opening and informed the GB this is the first draft of the plan and will be tweaked as more guidance is received.

8.2.7 The SLT met last night (13th May) to discuss proposed plans for re-opening the school in June and a governors meeting was held this morning (14th May). The Head Teacher will meet with teachers tomorrow (15th May) morning to discuss the proposed plans.

8.2.8 The unions are taking a firm action on schools re-openings and have stated teachers should not engage with any planning. The Head teacher has invited teachers to engage with planning discussions if they wish to do so, and if they choose not to, the planning will still continue.

Q1: How will remote learning and school teaching continue alongside each other?
R: Year 6, Year 1 and Reception classes as they are returning to school will have a paired down version of home learning. For the classes at home, Year 4, 5 and 6, there would be a team of teachers who will plan remote learning for these year groups.

8.2.9 Haringey local authority are to conduct a health and safety audit.

Q1: Will there be more cleaners employed during the day?
R: The SBM and two governors are meeting on Monday 18th May to plan for additional clearing on the premises, especially for the communal areas, and to factor in the additional costs to the school budget. It was noted it may be possible to present a business case to the local authority to claim back additional costs due to COVID-19.

8.2.10 The Government's aspiration is for all year groups to return to school before the end of the academic year. Concern was expressed from governors about the need for all children to have an opportunity to reconnect with their class teachers. This will be looked at in more detail at a future meeting once the first group of children have returned to school and the situation is reviewed.

PGL 2020

8.2.10 A discussion took place about the pending residential trip for Year 6 pupils in June. PGL have stated all trips after 1st June 2020 will be going ahead. If the school cancels the trip now, the deposit of £12k approximately will be lost. In conclusion to the discussion, the GB **AGREED** the school does not cancel the trip at this stage and continues to keep the communication open with PGL up to the 24th May, which is one week before the balance payment is due for the forthcoming trip in June. In the event

the school does lose the deposit payment it was suggested it may be possible to claim for the loss from Haringey insurance. **ACTION: SBM**

RECEPTION INTAKE 2020

8.2.11 The HT reported reception is full for September 2020. Four parents have asked to defer their admission until next year, and these four places for this year 2020, will be offered to families on the admissions waiting list.

10. POLICY REVIEW

10.1 The following policies were commended to the GB:

- PSHE and RSE Policy
- Contractors in School
- Lettings Policy

The GB **APPROVED** the above policies.

11. CHAIR'S ITEMS

No items to report.

14. BUDGET UPDATE

14.1.1 The Resources Committee met on 4th May 2020 and the minutes were circulated to the GB ahead of the meeting, and **agreed**. The minutes will be signed when the school re-opens.

14.1.2 The Year End 2019-2020 carry forward figure at £296k is slightly greater than anticipated. This is due to extra income and lower expenses. The Resources Committee have reviewed the Year end.

14.1.3 The Budget 2020-2021 is to be submitted to the local authority by 30th June 2020. Work is ongoing and the budget will be presented to the GB for approval.

REPORTS FROM SUBGROUPS

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

14.2 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

14.2.1 The minutes of the previous EHSC meeting held on 07/05/2020 were agreed. The minutes will be signed when the school re-opens.

Highlights from the meeting included:

14.2.2 A virtual meeting took place with the Haringey officers and landscape designers on 24th April. Health and Safety remedial works will be prioritised during the summer holidays to make the West playground safe.

14.2.3 DK reported that the minutes of the meeting with Haringey Officers and landscape designers on 24th April have not been received. DK will compile summary notes from the meeting and circulate to the GB.

ACTION: DK

14.3 RESOURCES COMMITTEE **See Budget update – item 14.1**

14.4 CHILD AND COMMUNITY COMMITTEE

14.4.1 The minutes of the previous CCC meeting held on 5th May 2020 were **agreed**. The minutes will be signed when the school re-opens.

14.4.2 Headlines from the Committee meeting included:

- Feedback from the Headteacher and governors (who are also parents) on remote learning
- Review of the Early Years visit report from spring term (March 2020)
- Discussion on plans for re-opening the school in June 2020

14.5 CHARITIES AND SPONSORSHIP COMMITTEE

No items to report.

14.6 SEND

The Head teacher provided an update:

14.6.1 There are 9 EHCP pupils; online provision for these pupils is continually assessed. Regular phone calls to all EHCP children are taking place during the school closure.

14.6.2 Before the school closure in March, two pupils were referred to the Educational Psychologist for assessment; however the referrals are on hold at present due to the school closure.

14.6.3 Virtual transition meetings are now taking place in preparation for SEND pupils transferring to secondary school in September. HEP are currently engaging in discussions with schools to plan for transition meetings.

15. GB MEETING DATES 2019-20

15.1 The next GB meeting is scheduled on Thursday 2nd July 2020 @ 6.30pm

15.2 The Clerk advised the Budget 2020-2021 will need to be approved by the GB for submission to the local authority on 30th June 2020. The committee meeting dates and GB meeting date are to be reviewed. **ACTION: CoG / HT**

16. ANY OTHER BUSINESS

16.1 MM attended the online NAHT meeting earlier this evening and gave an update on the position about re-opening schools.

16.2 The Chair informed the GB policies will need to be revisited as part of the plans to re-open the school and risk assessment. The Chair agreed to compile a list of policies required for revision during the pandemic.

*Clerk's note: Part 1 ended at 7.56pm
Part 2 follows*

Chair of Governors..... Date.....

ACTIONS FROM GB MEETING HELD 14th May 2020

Minute Ref	Action	By Whom
6.1	The minutes dated 12 TH March 2020 will be signed by the Chair when the school reopens.	CoG
7.3	The GB AGREED a notification should be sent to parents to notify them the RSE Policy is published on the website.	CoG / HT
8.2.10	PGL 2020: The GB AGREED the school does not cancel the trip at this stage and continues to keep the communication open with PGL up to the 24 th May which is one week before the balance payment is due for the forthcoming trip in June. In the event the school does lose the deposit payment it was suggested it may be possible to claim for the loss from Haringey insurance.	SBM
14.2.3	DK reported that the minutes of the last meeting with Swift Pro have not been received. DK will compile summary notes from the meeting and circulate to the GB.	DK
15.2	The Clerk advised the Budget 2020-2021 will need to be approved by the GB for submission to the local authority on 30 th June 2020. The committee meeting dates and GB meeting date are to be reviewed.	CoG / HT

