

Coleridge Primary School Governing Body

Minutes of the meeting held on Tuesday 23rd June 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)
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, CSA. 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
4.3 Following on from the previous meeting fellow governors, and the Chair of Governors have managed to make contact with DM who has been absent from a number of GB and Committee meetings. All parties agreed it would be best if DM was considered to become an Associate Member linked to the Resources Committee, and step down from his co-opted governor role. The GB voted to elect DM to be an associate member on the Resources Committee with effect from 23.06.2020 for one year.

Clerk's Note Post Meeting: Further correspondence with the Chair of Governors after the GB meeting, DM tendered his resignation from the GB with immediate effect

on 24th June 2020. The Chair, on behalf of the GB, thanked DM for all his work as a co-opted governor and support to the school over many years.

4.4 There is one co-opted governor vacancy. The GB agreed it is important to maintain the diversity of the GB when seeking a new governor. The Chair invited members of the GB to forward details of any potential nominations for the proposed co-opted governor role.

5. MINUTES OF THE PREVIOUS MEETING HELD 14th MAY 2020

5.1 The minutes dated 14th May 2020 were **AGREED** by the GB. The minutes will be signed by the Chair when the school reopens. **ACTION: Chair of Governors**

6. MATTERS ARISING FROM MEETING HELD 14TH MAY 2020 NOT COVERED ON THE AGENDA

6.1 PGL UPDATE. The SBM has submitted a claim to the school's insurers for non-refundable deposits paid to PGL. All parents that had paid the full amount (which was being held by the school) have been contacted by the school and asked to express a preference for either: a full balance refund, a deferred credit to a sibling for a future residential trip, or donate the money to the school.

Clerk's Note Post Meeting: 2nd July 2020 – SBM received confirmation from insurers that the claim had been settled. The school will receive approx. £14K, to be returned to parents.

6.2 Haringey Finance have moved the submission date for the budget 2020-2021 to end July. The budget is an agenda item.

6.3 There is a meeting scheduled in two weeks' time with Swift Pro with regards to the development of the West Playground.

7. HEADTEACHER'S REPORT

7.1 The Headteacher's written report was circulated to the GB ahead of the meeting

7.2 Assessment for Years 2, 3, 4 and Year 5 pupils will be carried out to identify pupils' progress. Children requiring extra support will be identified for remote learning with Teaching Assistants to support them.

7.3 The Government's proposal is for all children to return to school in September 2020; Re-opening the school in September will involve managing a number of issues and further guidance is awaited from the government. The Head teacher is part of a HEP working party and together they are all sharing good practice and plans for re-opening the school.

7.4 The School had decided it will not be offering key worker provision over the summer holidays; it was identified the need is not so high as the number of coronavirus cases in the local area has declined, and it is important staff have a break for their own wellbeing.

7.5 There will be a summer sport camp running on the school site during the summer holiday; already there has been keen interest from parents for their children to attend the sport camp.

7.6 The School is currently conducting a remote learning survey and to-date 275 responses have been received. It was reported one focus area very dominant so far is requests for more teacher video and more teacher interaction with the pupils.

7.7 The pupil attendance figures are high for the year groups that have been invited to return to school on a regular basis: currently there are 40 pupils missing in Year 1, and 45 pupils missing from Reception.

7.8 Overall, the pupils returning to school since the lockdown have settled in very well. For Year 6 pupils there is a focus on preparing the children for transition to secondary school and making sure they enjoy their last few weeks of Year 6.

7.9 There has been positive feedback from parents on the resources for home learning. The amount of information available on the school website has also been well received.

7.10 The School Development Plan (SDP) has been reviewed and discussed at the CCC. It was **AGREED** all SDP objectives will be carried forward and a detailed review of the SDP will take place in the autumn term. In the autumn term there will be a priority for pupils' emotional wellbeing, offering support to parents, reviewing the curriculum going forward and addressing the gaps identified, and planning on how to spend the additional funds from the DfE to support pupils' learning.

QUESTION: How much additional money from the DfE is being allocated?

R: It is estimated the DfE additional funding will be £80 - £90 approximately per child to support the tutoring programme. To-date no guidance has been received on when or how the additional funds will be allocated. The money can be used for 1-to-1 and small group tuition.

7.11 It was confirmed one pupil at Coleridge will receive a laptop from the government scheme.

8. CHAIR'S ITEMS

8.1 The Chair of Governors reported the NLC group of Chairs have written a letter of complaint to Haringey Finance complaining about the poor communication and lack of support to schools particularly during the recent COVID-19 pandemic.

9. BUDGET 2020-2021

9.1 The budget 2020-2021 was circulated to the GB ahead of the meeting. The budget document was also shared online during the meeting.

9.2 Income received for 2020-2021 is 4.7m which is less than the previous year. There is also a reduction in the income from lettings.

9.3 Expenditure has increased and this is largely contributed to increasing salary costs, as well as redundancy costs.

9.5 A discussion took place about the budget and where the school budget was this time last year; and it was reported this time last year 83% of the budget was spent on salary costs. Staffing costs continue to rise due to the increase in NJC pay scales, currently estimated at two per cent in the budget.

9.6 The capital costs are showing an in-year deficit of £16k.

9.7 The DfE have announced funds are available for reimbursement for additional costs due to COVID-19; a detailed business plan is required to be submitted to present a claim for additional expenses.

9.8 The GB **APPROVED** the Budget 2020-2021.
Further discussion in part 2 minutes - Budget Item 15.

10. POLICIES

10.1 The following policies, previously approved in their individual committees, were presented to the GB and all **APPROVED**. It was agreed to review The Accessibility Plan Policy every 2 years.

- COVID-19 Policies Annex
- Accessibility Plan Policy
- Asset Management Policy
- Data Protection Policy
- Freedom of Information Policy

11. REPORTS FROM SUBGROUPS

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

11.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

11.1.1 The minutes of the previous EHSC meeting held on 18/06//2020 were agreed. The minutes will be signed when the school re-opens. The following was highlighted:

11.1.2 The West Playground project is ongoing and various surveys taking place. Another meeting is scheduled to take place in two weeks' time to review the final plans which include a large activity area in the playground leading onto quieter areas. It is anticipated there will be minimal works over the summer holidays as the timescale is now so short for planning.

QUESTION: Are there any plans for the Early Years playground?

R: The plans are only for the West Playground as the condition of the playground is so poor and there are health and safety issues to address such as tripping hazards.

11.1.3 The Committee reviewed concerns about the cleaning of the premises with reduced staff effort as currently one member of premises staff and two cleaners are not at work. The Head Teacher confirmed there will be an offer of a one year fixed term post to support the premises manager and cleaning effort required on the premises in the current climate.

11.2 RESOURCES COMMITTEE

11.2.1 The minutes of the previous Resources meeting held on 15/06//2020 were agreed. The minutes will be signed when the school re-opens. The Chair reported:

11.2.2 The Committee reviewed the Budget 2020-2021 – See **Budget update – agenda item 9.**

11.2.3 Annexes to various policies in relation to COVID-19 were reviewed by the Committee.

11.3 CHILD AND COMMUNITY COMMITTEE

11.3.1 The minutes of the previous CCC meeting held on 16/06/2020 were **agreed**. The minutes will be signed when the school re-opens.

14.4.2 Headlines from the Committee meeting included:

- Review of remote learning
- Plans to reopen the School in September; schools are waiting for further guidance from the DfE
- New Reception Starters September 2020: the school has sent a pre-recorded video to parents and invited parents to send in their questions so these can be addressed on the video.
- Instead of home visits, new starters will receive a phone call from the class teacher.

11.4 CHARITIES AND SPONSORSHIP COMMITTEE

11.4.1 There has been no meeting. DH reported the review and re-negotiation of the sponsorship agreement would usually take place in the summer term, however this has not happened in the current climate. The Chair of Governors agreed to follow up on this. **ACTION: CoG**

11.5 SEND

11.5.1 The SENDCo has provided regular contact with children on the SEND register and provided updates for governors.

11.5.2 The SENDCo is currently managing transition arrangements for SEND pupils to secondary school.

11.5.3 It was reported three new starters in September 2020 are high need and two of these three children have an existing EHCP.

12. GB MEETING DATES 2019-20

12.1 Proposed meeting dates 2020-2021

AUTUMN TERM

24th September 2020

19th November 2020

SPRING TERM

21st January 2021

11th March 2021

SUMMER TERM

13th May 2021

1st July 2021

Post Meeting: The Clerk circulated the meeting dates for 2020-2021 to the GB

13. ANY OTHER BUSINESS

13.1 The GB were reminded there were changes to the Keeping Children Safe in Education Policy which will be implemented in September 2020; all governors were encouraged to look at this.

13.2 The IOG approved at the previous meeting had an error on the document as it read 13 co-opted governors instead of 11; this has now been revised with the correct numbers to reflect the GB constitution of 18 members. The Clerk will file a copy of the IOG on Governor Hub. **ACTION: Clerk**

13.3 The Chair thanked everyone for attending the meeting.

Clerk's note: The meeting ended at 8.02pm. Items reported in part 2 minutes.

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

ACTIONS FROM GB MEETING HELD 23rd June 2020

Minute Ref	Action	By Whom
Summer Term 2020	Minutes dated 12th March 2020; 23 rd March 2020; 14 th May 2020 will be signed by the Chair when the school reopens.	CoG
11.4.1	The review and re-negotiation of the sponsorship agreement would usually take place in the summer term, however this has not happened in the current climate. The Chair of Governors agreed to follow up on this.	CoG to follow up on annual review of sponsorship agreement.
13.2	The Clerk will file a copy of the IOG on Governor Hub	Clerk - COMPLETE