

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 24th September 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) *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) 1 vacancy
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 *Claudia Simms Abram (01-03-2023) 1 vacancy	

*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 for late arrival received from MM. 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 items to report.
5. GOVERNORS' REGISTER OF INTERESTS FORM
All governors were reminded to sign the Declarations of Interests Form and return to the Clerk via email.
ACTION: GB / Clerk
6. GOVERNORS' CODE OF CONDUCT AND KCSIE
6.1 The Governors' Code of Conduct for 2020-2021 was circulated to the GB ahead of the meeting. All governors were asked to confirm, via email to the Clerk, they have read and adopt the Governors Code of Conduct for 2020-2021.

6.2 All governors were asked, to confirm via email, to the Clerk they have read Keeping Children Safe in Education – September 2020.

ACTION: GB

7. GB MEMBERSHIP

7.1 There is one co-opted governor vacancy. The Chair has received four applications from Inspiring governance for the role. A discussion took place about how to make a selection for a new co-opted governor. It was **AGREED** the Chair and Vice Chairs will have an online chat with each applicant reviewing their skills and what they could bring to the GB. The Chair will report back to the GB via email.

ACTION: Chair of Governors

8. ELECTION OF CHAIR AND VICE CHAIR / TERM OF OFFICE

8.1 Lorraine Gerrard was elected as Chair of the Governing Board for a term of one year.

8.2 Georgia Norton and Debby Kuypers were elected as co-vice chairs for a term of one year. The chair on behalf of the GB extended a huge thank you to Kath Howell, for all her dedication and support to the work of the GB in her role as co-vice chair for a number of years.

9. COMMITTEE MEMBERSHIP FOR 2020-2021

See Appendix A

10. COMMITTEE TERMS OF REFERENCE

10.1 The terms of reference were approved at each individual committee and ratified by the GB.

10.2 The Head teacher review panel committee terms of reference were tabled online at the meeting for the GB to ratify. The GB ratified the Head teacher review panel terms.

10.3 The Pay Committee members for 2020-2021 are Lorraine Gerrard, Kath Howell, Debby Kuypers, Richard Holmes, and Eddie Webb.

11. LINK GOVERNOR ROLES AND ADDITIONAL RESPONSIBILITIES 2020-2021

11.1 It was agreed to continue with the existing link governor roles and responsibilities as agreed in 2019-2020 (See Appendix B). However, the SDP will be revised in response to the lost learning period and after this it will be necessary to revisit the link governor roles to ensure they are in line with the revised SDP Priorities going forward.

ACTION: GB

12. MINUTES OF THE PREVIOUS MEETING HELD 23RD JUNE 2020

12.1 The minutes dated 23rd June 2020 were **AGREED** by the GB subject to one change on page 2 – point 6.3 should read “meeting with Haringey”. The minutes will be signed by the Chair when a visit to the school can be arranged.

ACTION: Chair of Governors

13. MATTERS ARISING FROM MEETING HELD 23RD JUNE 2020

13.1 (Minute ref 11.4.1) The Chair of Governors confirmed the sponsorship money has been paid to the school.

14. HEADTEACHER'S REPORT

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

14.2 The Headteacher reported all is going well since school re-opened in September 2020. There are challenges facing the staff teaching in class and preparing work for online teaching as a number of children are continuously absent awaiting test results until they can return to school.

14.3 The School is conducting a lockdown survey with parents and so far has received a good level of response. A reminder will be sent out again to parents to complete if they have not done so already.

14.4 Risk Assessment: The National Health and Safety Executive is satisfied with the regular communications sent out from the school to parents.

14.5 The GB on behalf of the School has sent out a letter declaring their commitment as an anti-racist school and promoting black history month. Coleridge Families are looking at ways in which they can support Black History Month. The HT thanked governors for their support in putting the letter together to support this.

14.6 The Head teacher provided a list showing the breakdown of Year 6 pupils and the secondary schools they have gone to for September 2020.

14.7 Google Classroom is being implemented and next week staff will have time out of class for training. Children will be trained in class and crib sheets will be available to support parents. A proposal was made to compile tutorial videos for parents in addition to crib sheets.

14.8 It was noted if there is a school lockdown before everyone is trained on Google Class, then the school will revert back to the posting remote learning on the school website which was used during the lockdown in the summer term 2020.

14.9 If a year group locks down this will also include the absence of four teachers from a year group; reduced staffing due to the lockdown of a year group will impact greatly on the teaching effort remaining in the school trying to juggle full time teaching in school alongside the provision of online learning.

14.10 Attendance: 95.1 percent attendance so far this term. 50 pupils are out of school this week, and of this group 14 children are awaiting tests.

14.11 The current Risk Assessment was circulated to the GB via Governor Hub in August 2020. Areas highlighted for the GB included:

- Members of the SLT are on the gates monitoring parents
- Classes have a staggered times for releasing on to the playground.
- Lunches are staggered – however some further tweaking required
- Continuous managing of staffing and staffing levels. If staff have to isolate then it may be necessary to grow bubbles to keep the pupils and school.
- Continuous support to ensure the wellbeing of all staff
- Consideration being presented for parental volunteers to support lunchtime.

14.12 The SLT are finalising the Contingency Plan and this will be circulated to the GB for approval.

ACTION: Head teacher

15. SCHOOL DEVELOPMENT PLAN / SEF
 15.1 The HT reported all pupils to be assessed in autumn term 1. The baseline assessments will be used to look at the SDP priorities and make necessary adjustments to the curriculum and wider curriculum plans to accommodate the pupils' lost learning.

16. POLICY REVIEW
 16.1 The Chair reminded the GB all policies are filed on Governor Hub in folders.
 16.2 The GB were informed there is a Governors' visits profile detailing the protocols to adopt when visiting the school.
 16.3 It was noted there is a COVID-19 paragraph added to the top of the policy for Educational Trips. The Educational Trips policy was **APPROVED** by the GB.

16.4 The following policies were reviewed and **APPROVED** by the GB:

16.4.1 Intimate Care Policy

16.4.2 Scheme of Delegation. It was noted the school continues to follow the Haringey Finance and Personnel Policies and regulations, including the Whistleblowing Policy.

16.4.3 Charging and Remissions Policy

16.4.4 Child Protection Policy

16.4.5 Safeguarding Policy

16.5 A new Pay Policy is due to be published Oct 2020.

16.6 The Appraisal Policy is based on the LA one from 2016 which is still current. It has been reviewed for this year and will be presented to the GB for approval at the next GB meeting. **ACTION: Clerk / agenda item**

16.7 It was confirmed all Covid policy annexes were circulated to the GB from KH.

16.8 It was confirmed all policies are added to the Staff Drive.

QUESTION: How are changes to policies communicated to staff?

R: Headlines are shared with Team leaders who then pass this information on to their teams. The Staff Handbook and Risk Assessments have changes highlighted to keep staff up to speed with changes to any procedures.

17. CHAIR'S ITEMS
 No items to report.

18. GOVERNORS' TRAINING
 18.1 HEP governor training details circulated.

TRAINING COURSE	ATTENDEES
HEP Governors' Briefing (08/09/2020)	LR; MM; GN; KH; EW; PE
How to Make the GB More Diverse	LG; GN
Health and Safety Training (22.06.2020)	KH

18.2 The PowerPoint presentation from the How to Make the GB More Diverse training session will be circulated to the GB for information.

19. REPORTS FROM SUBGROUPS

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

19.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

19.1.1 The minutes of the previous EHSC meeting held on 17/09/2020 were agreed and will be duly signed when governors are permitted to visit the school.

The following was highlighted:

19.1.2 Thank you to DK for all her efforts re: toilet refurbishment which has made a significant difference to the school environment. Installation of sixteen new toilets and sinks and hand-driers wall mounted. Some snagging works to conclude before signing off the works. The Chair, on behalf of the GB, thanked Coleridge families who have funded this project.

19.1.3 Year 6 Leavers Garden project was commended and a thank you extended to all the volunteers involved in the project over the summer holidays.

19.1.4 The GB extended thanks to both Site Managers for their work during lockdown - (Paul Baker who had to self-isolate but continued to work on various school building projects at home; Darren Whyne who took on the extra load of covering both his own and Paul's duties during this time.

19.1.5 The GB expressed their disappointment as Haringey have failed to do any works to develop the West Playground during the summer holidays. Haringey have confirmed remedial works will commence in the October half term with the main works to be done in summer 2021. Concern was raised as to whether the lengthy tendering process might put this schedule at risk.

19.2 RESOURCES COMMITTEE

19.2.1 The minutes of the previous Resources meeting held on 14/09/2020 were agreed. The minutes will be signed when governors are permitted to visit the school.

19.2.2 The Chair reported there were a number of variances in the Budget.

19.3 CHILD AND COMMUNITY COMMITTEE

19.3.1 The minutes of the previous CCC meeting held on 16/06/2020 were **agreed and will be signed** when governors are permitted to visit the school.

Chair required for the Committee. GN to clerk.

19.4 CHARITIES AND SPONSORSHIP COMMITTEE

19.4.1 See matters arising for update on sponsorship funds.

19.4.2 The GB were reminded a Chair is required for the Charities and Sponsorship Committee.

19.5 SEND

A meeting will be organised for October 2020.

20. GB MEETING DATES 2019-20

20.1 Proposed meeting dates 2020-2021

AUTUMN TERM

19th November 2020

SPRING TERM

21st January 2021

11th March 2021

SUMMER TERM

13th May 2021

1st July 2021

21. ANY OTHER BUSINESS

21.1 A query was presented expressing concern about the seating arrangements in the classroom; in the past children were seated in groups of 6 and now they are sitting in twos and this is a significant change for the children. How long will this continue?

R: It was confirmed the school is following government guidance and the evidence presented shows children have a good concentration focus sitting in twos. The School is continually reviewing the arrangements as part of the risk assessments to mitigate risk. It was reported children are already being moved around in their classroom settings.

21.2 The Chair thanked everyone for attending the meeting.

Clerk's note: The meeting ended at 8.17pm. Items reported in part 2 minutes.

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

APPENDIX A

COMMITTEE MEMBERSHIP 2020-2021

Environment, Health and Safety Committee

Kath Howell (Co-Chair H&S)	Debby Kuypers (Co-Chair Environment)	Leon Choueke
Paula Kitt (H&S Officer / Clerk)	Lorraine Gerrard	Paul Eadie
Paul Baker	Cathy Ching	Nina Grimes
Georgia Norton		

Child and the Community Committee

Lorraine Gerrard (Chair)	Georgia Norton (Clerk)	Selin Akyildiz	Leon Choueke
Paul Eadie	Tim Ibbotson	Melian Mansfield	Elena Wolf
Claudia Simms Abram	Ben Strange	Louise Foulkes	

Resources Committee

Richard Holmes (Chair & Clerk)	Leon Choueke	Matt Chick	Paul Eadie
Lorraine Gerrard	Darren Heath	Kath Howell	Debby Kuypers
Eddie Webb	Elena Wolf	Nina Grimes	Ben Strange
Corinna Phillips	Cathy Ching (SBM)		

Pay Committee

Lorraine Gerrard (Chair & Clerk)	Kath Howell	Richard Holmes	Debby Kuypers
Eddie Webb	Leon Choueke		

HTP

Lorraine Gerrard (Chair)	Richard Holmes	Eddie Webb
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Charities and Sponsorships Committee

Leon Choueke (HT)	Paul Eadie	Darren Heath
Richard Holmes	Eddie Webb (Chair)	

GDPR group

Ben Strange (Deputy Head)	Kath Howell (Governor)	Elena Wolf (Governor)
Dave Ashworth (Network Manager)	Cathy Ching (SBM)	Jo Burston (Admin Officer)
Darren Heath		

APPENDIX B

GOVERNORS' ROLE AND RESPONSIBILITIES 2020-2021

School Development Plan Priorities:	
Feedback and Marking	Lorraine Gerrard
Mixed Ability Teaching	Claudia Simms Abrams
Wider Curriculum	Selin Akyildiz, Kath Howell
BAME Lead (Black and Minority Ethnic)	Lorraine Gerrard
Coleridge Families link	Georgia Norton
Child Protection and Safeguarding	Elena Wolf, Kath Howell
Data Analysis	Lorraine Gerrard
EYFS	Melian Mansfield, Georgia Norton
Equalities	Elena Wolf
GDPR	Kath Howell, Elena Wolf, Darren Heath
Haringey and HASGB	Melian Mansfield
Health & Safety	Kath Howell, Debby Kuypers
Looked After Children	Tim Ibbotson
Online Safety	Debby Kuypers, Elena Wolf
Special educational needs and disability (SEND)	Melian Mansfield, Elena Wolf
Wellbeing	Vacant

ACTIONS FROM GB MEETING HELD 24th September 2020

Minute Ref	Action	By Whom
Summer Term 2020	The following Minutes to be signed by the Chair of Governors	CoG
	12th March 2020; 23 rd March 2020; 14 th May 2020	
Autumn term 2020	23 rd June 2020	
5	All governors to sign Rol for 2020-21	GB
6	All governors to send email to clerk to confirm accept Code of Conduct 2020-2021 and have read KCSIE Sept 2020	GB
7.1	Informal chat with potential candidates for co-opted governor vacancy	CoG / Co vice-chairs
11.1	Revisit the link governor roles to ensure they are in line with the revised SDP Priorities going forward.	GB
14.12	The SLT are finalising the Contingency Plan and this will be circulated to the GB for approval.	HT
16.6	The GB agreed to carry the Appraisal Policy forward to the next GB meeting in November 2020.	Clerk / agenda item