

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 19th November 2020 at 6.30pm.

Attendees:

Representative Governors *Kath Howell (23-11-2021)	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) Co-Vice Chair *Fergus Todd (18.11.2024)
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) *Morinade Akinbobola (05.11.2024)	

*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
- *Jean-Michel Garcia-Alvarez – Associate Member
- *Nomi Tsyman - Observer

Part 1

1. WELCOME

1.1 The Chair welcomed everyone to the meeting and introduced Fran Hargrove.

2. HEP – PRESENTATION

Fran Hargrove – Lead for School Improvement at Haringey Education Partnership joined the meeting to present an overview of Haringey borough.

2.1 Place Planning: There has been a significant shift in the number of pupils in schools in Haringey as a result of lower birth rate, families choosing to relocate to their country of birth; families moving outside London and an increase in the number of families electing for home schooling. Ultimately lower numbers on roll will impact on school finances.

2.2 Finance: Many schools within the Borough of Haringey are facing financial difficulties with significant challenges ahead; several schools will be faced with staff restructuring as this is the only savings that can be made going forward.

2.3 All head teachers have a challenging role continually managing communities and making in the moment decisions. It was noted one head teacher has reported it takes up to three hours to manage a response to a positive COVID-19 case and managing the closure of that bubble. The Head teachers have a great deal of added

responsibility overseeing the day-to-day management of the school alongside meeting the needs of anxiety within the community from staff, children and parents.

2.4 Schools are not operating in the usual way they were able to do so before Covid19 and governors are feeling very remote and unable to fulfil their link governor role visits to the school.

2.5 Formal Ofsted inspections are currently suspended and informal online visits have taken place; generally schools have found the experience supportive and no judgements have been made. Ofsted are planning to resume formal inspections in January 2021 and schools that were previously “outstanding” will not be exempt from the inspection cycle.

QUESTION: Are there any additional requirements for the school website to be compliant?

R: Details of how the DfES catch up funding is spent will need to be published on the school website. One head teacher has already compiled a template and has agreed to share it with HEP to circulate to schools.

QUESTION: What’s are the expectations on governors with the School’s Development Plan (SDP)?

R: One or two governors could be responsible for challenging areas of the SDP. One governor could take responsibility for reviewing the Risk Assessment every half term to maintain contact directly with the school. The Safeguarding governor could conduct regular meetings via Zoom to maintain a link and safety check with the school. The SDP should be reduced to reflect the learning gaps that need to be met and should not be more than one page of priorities. The Head teacher’s report will cover areas of the curriculum.

QUESTION: Is there likely to be a new Ofsted framework to review how schools have managed the COVID restrictions?

R: Ofsted inspectorate cannot change the inspection framework without a consultation process. Most areas of the current Ofsted framework will capture areas of response to COVID– for example: “Quality Education” will incorporate remote learning; vulnerable children needs will be reviewed under “Safeguarding”.

QUESTION: Do you see a future role for governors in crisis planning or evaluating how the crisis is managed?

R: Your school responded very well during the national lockdown and Coleridge Primary School was a hub school in Haringey with a robust team. The school has evaluated every step of the way and lessons learnt along the way. Certainly the acceleration of use of technology for home learning has come into place.

QUESTION: Have there been Health and Safety spot checks on schools?

R: Yes, Coleridge primary school had one. The H&S Spot was managed by a phone call and if the school didn’t respond to the scripted questions correctly then a visit was triggered. No School in the Borough of Haringey has received a visit.

There were no further questions. The Chair thanked Fran for attending the meeting.

Clerk’s Note: Fran left the meeting at 18.54hours.

3. APOLOGIES FOR ABSENCE

3.1 Apologies for late arrival received from Jean Michel Garcia-Alvarez. Apologies received from MC. The meeting was quorate. The Chair welcomed everyone, and introduced the new governors.

3. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS

4.1 No declarations were made.

4. LATE ITEMS AND ORDER OF BUSINESS

No items to report.

5. GB MEMBERSHIP

5.1 Fergus Todd was interviewed and the GB agreed to formally elect him as a Co-opted governor with effect from 19th November 2020. The GB also interviewed and agreed to formally elect Jean Michel Garcia-Alvarez as an associate member to join the Resources Committee with effect from 19th November 2020 for a term of 4 years.

5.2 There were ten candidates nominated for the recent parent governor vacancy. Morinade Akinbobola was elected as the Parent governor with effect from 6th November 2020

5.3 Nomi Tysman attending as an observer and elected as a second parent governor who will take up her role on 1st December 2020, when Paul Eadie ends his term of office as a parent governor. Paul will become an Associate member until the end of the academic year.

6. MINUTES OF THE PREVIOUS MEETING HELD 24th SEPTEMBER 2020

6.1 The minutes dated 24th September 2020 were **AGREED** by the GB and will be signed by the Chair when a visit to the school can be arranged.

ACTION: Chair of Governors

7. MATTERS ARISING FROM GB MEETING HELD 24th SEPTEMBER 2020

7.1:	The following Minutes to be signed by the Chair of Governors SUMMER TERM: 12th March 2020; 23 rd March 2020; 14 th May 2020 AUTUMN TERM: 23 rd June 2020	CoG
7.2	(Minute ref: 5.0) All governors to sign RoI for 2020-21	Reminder to be sent as not all governors have replied. CLERK
7.3	(Minute ref: 6.0) All governors to send email to clerk to confirm accept Code of Conduct 2020-2021 and have read KCSIE Sept 2020	Reminder to be sent as not all governors have replied. CLERK
7.4	(Minute ref: 7.1) Informal chat with potential candidates for co-opted governor vacancy	ACTION COMPLETE.

7.5	(Minute ref: 11.1) Revisit the link governor roles to ensure they are in line with the revised SDP Priorities going forward.	AGENDA ITEM
7.6	(Minute ref: 14.12) The SLT are finalising the Contingency Plan and this will be circulated to the GB for approval.	AGENDA ITEM
7.7	(Minute ref: 16.6) The GB agreed to carry the Appraisal Policy forward to the next GB meeting in November 2020.	AGENDA ITEM

Matters Arising from the CCC:

7.8 The COVID Contingency plan has been evaluated, updated and filed on Governor Hub for all Governors to access.

7.9 For 2020-2021 there will be three main priorities on the SDP. Assessments of pupil progress in class has shown there are greater gaps for the younger readers; consequently Reading and Phonics will be SDP priorities. Wider Curriculum will be carried over from last year and the third area will be Back to School covering remote/blended learning, ensuring COVID-catch up fund is used to maximum effect, engaging with National Tutoring Programme, staff training to run interventions and supporting wellbeing.

7.10 The urgent Health and Safety playground works took place during the mid-October half term break. The redevelopment of the playground project is now in stage three and Haringey will request tenders for the works in April 2021 with a view to the works taking place in summer 2021. To date 42% of the works budget has been allocated on non-constructive work and this issue has been challenged by the School with Haringey local authority.

8. HEADTEACHER'S REPORT

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

8.2 The Head Teacher and SLT are pleased the school has remained open during the current lockdown. Children are happy to be at school and generally behaviour is good.

8.3 In recent days there has been one bubble closure which has involved ensuring the wellbeing of all children and knowing all children can access remote learning, ongoing follow-up with families and where necessary ensuring free school meal vouchers are available for those eligible.

8.4 The Head teacher reported there is a huge emphasis on continuing to market the school. A video for perspective parents has been compiled and is on the school's website. The Government guidance does not allow perspective parents to visit the school during opening hours. However, the HT has agreed to manage tours to take place after school hours. All prospective parents will be invited to a question and answer session via zoom.

9. SCHOOL DEVELOPMENT PLAN / SEF

9.1 The SDP was shared online with the GB ahead of the meeting. The Chair reported there was a brief evaluation of the SDP last year before the national lockdown.

9.2 It was noted the school's priority re-opening in September 2020 was for the school to be set up and a safe environment and for the wellbeing of every child returning to school. The curriculum catch up will take a long time to achieve.

9.3 One of the main focus areas last year for the wider school was a focus on handwriting and this focus will continue this year to improve children's hand writing.

QUESTION: Is the school continuing sets for maths in Year 5 and Year 6?

R: The plan is still to go ahead with sets for Maths and carry out lesson studies which to-date have not taken place. The current Year 6 group are the first cohort to go throughout without sets. Running sets for English is still an area for discussion.

QUESTION: if the School is working in bubbles for COVID-19 restrictions, how can the school manage sets?

R: The bubbles are a year group and the sets can continue within their individual year groups and each child will bring their own resources.

QUESTION: How is the school targeting the video for news starters / prospective parents?

R: Prospective parents can make a request via email and the video link is sent along with a message to join the question and answer session.

9.4 The Head teacher reported all pupils have completed their baseline assessment and action plans are now being put in place, which will then feed into the SEF.

9.5 The Chair reported on the Strategic priorities identified last year around the five key Ofsted areas. The HT reminded the GB the strategic priorities do not need to change but must be realistic milestones in light of the increased restrictions in schools around COVID19. The Chair informed the governors of the need to appoint a governor with responsibility for keeping the governors' strategic priorities documents up to date throughout the academic year as the governor responsible left the GB at the end of August 2020. Any governor interested in taking on this responsibility should let the Chair or Vice Chair know.

ACTION: GB

QUESTION: Will the strategic priorities include the wider curriculum in home learning and in school?

R: Yes it will. The remote home learning will reflect what the children have been learning in school. The feedback from parents on remote learning following the bubble closure have been very positive.

10. POLICY REVIEW

10.1 All policies for review were circulated to the GB ahead of the meeting and reviewed in their relevant committees. The GB **APPROVED** the following policies:

- Annual and Special Leave Policy
- Appraisal Policy
- Behaviour Policy
- Charging and Remissions Policy
- Data Breach Policy
- Equality Policy
- Governors' Allowance Policy
- Pay Policy

10.2 The GB **APPROVED** the

- Terms of Reference Finance Working Party (FWP)
- Terms of Reference Pay Committee

11. CHAIR'S ITEMS

11.1 The Chair reported an extra-ordinary GB meeting took place on 15th October 2020 on Future Financial Resilience. A letter on behalf of the GB, signed by the Chair was sent to all parents requesting voluntary donations to support the school. To date 80 families are contributing with approximately £4k regular donations each month. It is anticipated the school is likely to receive about £75k in voluntary donations. It was agreed families will only be encouraged to make voluntary donations if they are able to do so as it is a difficult time for so many families. The Head teacher expressed extreme gratitude for the families that have been able to support this school. The GB agreed families should be thanked in writing for their generosity and provided with an update on how the funds are to be spent.

ACTION: CoG

11.2 School Website: The School will need to publish a report on the school website showing how the DfE catch-up funding is used. The School is planning to recruit two Teaching Assistants and seek additional support from the National Tutoring Programme.

11.3 In January 2021 there will be an evaluation of the Chair of Governors and the GB. The GB will use a template compiled by HEP to conduct the review.

11.4 The GB were informed about the school's possible use of the COVID Symptom app. Schools are being encouraged to sign up to use the app; the HT informed the GB more information is required via the NLC before collective agreement to use the App is made.

ACTION: Head Teacher

11.5 The meeting scheduled to take place on Friday 27th November at 9.15am for all members of the Finance working party (FWP) will need to be rescheduled as the SBM is not available on Fridays. New date to be confirmed.

ACTION: CoG

12. GOVERNORS' TRAINING

12.1 HEP governor training:

	TRAINING COURSE	ATTENDEES
1 st October 2020	WEBINAR - Remote Learning – seeking assurance it is fit for purpose	LG
1 st October 2020	Finance for Governors 1	LG
5 th October 2020	Running Head Teacher Performance Management	EdW, LG
17 th October 2020	New governor induction	J-MA
3 rd November 2020	Integrated Curriculum & Financial Planning – training for SBMs	LG; LC
3 rd November 2020	Special Education School Briefing part 1	EleW
3 rd November 2020	Safeguarding Training – Part 2	EleW
5 th November 2020	Finance for Governors 2	KH;LG;PE
12 th November 2020	WEBINAR: Supporting pupil wellbeing from a strategic position	EleW, LG
18 th November 2020	How to be an effective governor	J-MA; MA; MM; LG
UPCOMING		
27 th November 2020	New Governor induction	MA

13. REPORTS FROM SUBGROUPS

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

13.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

13.1.1 The EHSC met this morning – 19.11.2020. The minutes of this meeting will be circulated in due course to the GB. The Committee reviewed the Energy Supplier Programme and agreed further information is required from the SBM which will be presented to the Resources Committee to make an informed decision.

13.1.2 The ongoing playground development project was also discussed.
(See Matters Arising)

13.2 RESOURCES COMMITTEE

13.2.1 The minutes of the previous Resources meeting held on 09.11.2020 were AGREED. The minutes will be signed when governors are permitted to visit the school.

Items discussed by the committee included:

- Budget 2020-2021 review. It was noted the budget position has improved slightly; the in-year deficit has reduced to £245k

- The Pay Committee Terms of Reference were reviewed and approved and commended to the GB for approval. The Pay Committee Terms of Reference were APPROVED by the GB.

13.3 CHILD AND COMMUNITY COMMITTEE

13.3.1 The minutes of the previous CCC meeting held on 17.11.2020 were **agreed and will be signed** when governors are permitted to visit the school.

Items discussed by the committee included:

- Anti-racism
- Remote learning
- Sports / PPG grants
- National tutoring Programme
- Safeguarding update

13.4 CHARITIES AND SPONSORSHIP COMMITTEE

It was reported Eddie Webb has agreed to Chair the Charities and Sponsorship Committee. The Committee agreed proposals for funding a Cook Book and Show Racism the Red Card Day at school.

13.5 SEND

13.5.1 A meeting took place on 08.10.2020 with the SENDCo; discussions included reviewing the transition and well being of pupils on the SEND register. There has been ongoing support to families with vulnerable children and it was reported there has been positive feedback from these families with regards to home learning and support.

13.5.2 A Diversity and Inclusion Week is planned to take place at School in the spring term 2021.

13.5.3 An International Disability Day will take place on 3rd December 2020.

14. GB MEETING DATES 2020-21
SPRING TERM 21st January 2021
11th March 2021

SUMMER TERM 13th May 2021
1st July 2021

15. ANY OTHER BUSINESS

21.2 The Chair thanked everyone for attending the meeting.

Clerk's note: The meeting ended at 8.10pm. 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 19th November 2020

Minute Ref	Action	By Whom
Summer Term 2020	The following Minutes to be signed by the Chair of Governors 12 th March 2020; 23 rd March 2020; 14 th May 2020	Chair of Governors
Autumn term 2020	23 rd June 2020 24 th September 2020	
7.2	All governors to sign RoI for 2020-21	GB – Clerk to follow up
7.3	All governors to send email to clerk to confirm accept Code of Conduct 2020-2021 and have read KCSIE Sept 2020	GB – Clerk to follow up
9.5	The Chair informed the governors of the need to appoint a governor with responsibility for keeping the governors' strategic priorities documents up to date throughout the academic year. Any governor interested in taking on this responsibility should let the Chair of Vice Chair know.	GB
11.1	Voluntary Fund: The GB agreed each family should be thanked in writing for their generosity and provided with an update on how the funds are to be spent.	Chair of Governors
11.4	The GB were informed about the school's possible use of the COVID Symptom app. Schools are being encouraged to sign up to use the app; the HT informed the GB more information is required via the NLC before collective agreement to use the App is made.	Head Teacher
11.5	The meeting scheduled to take place on Friday 27 th November at 9.15am for all members of the Restructuring Finance working party will need to be rescheduled as the SBM is not available on Fridays. New date to be confirmed.	Chair of Governors