

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 11th February 2021 at 6.30pm via Zoom

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 *Jean-Michel Garcia-Alvarez (10-02-2025) *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

^Matt Chick – Associate Member

*Paul Eadie – Associate Member

*Ben Strange – Deputy Head teacher

*Nina Grimes – Deputy Head teacher

*Louise Foulkes – Assistant Head teacher

*Corinna Philips – Assistant Head teacher/ SENDCo

*Saru Balakrishnan, Clerk

Part 1

1. WELCOME
1.1 The Chair welcomed everyone to the meeting.
2. APOLOGIES FOR ABSENCE
2.1 Apologies received from MC. 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
4.1 No items to report.
5. GB MEMBERSHIP
5.1 There is one change to report, MC is stepping down from his role as Co-opted Governor and it is proposed he take on a role as Associate for one year. Governors **AGREED** this appointment.

5.2 It is proposed to appoint J-MG-A as a Co-opted Governor.

Governors **AGREED** this appointment.

**ACTION Clerk to
update GovernorHub**

5.3 The Governor responsibilities were discussed at the last FGB meeting. If Governors have any further thoughts on this, they should let LG know. **ACTION GB**

6. MINUTES OF THE PREVIOUS MEETING HELD 19th NOVEMBER 2020

6.1 The minutes dated 19th November 2020 were **AGREED** by the GB, subject to the following amendments.

The EGB was held on 5th October, not the 15th.

The Appendix with the Governor responsibilities is not the latest version. and will be signed by the Chair when a visit to the school can be arranged.

ACTION: Chair to liaise with Clerk

7. MATTERS ARISING FROM GB MEETING HELD 19th NOVEMBER 2020

7.1:	The following Minutes to be signed by the Chair of Governors SUMMER TERM: 12 th March 2020; 23 rd March 2020; 14 th May 2020 AUTUMN TERM: 23 rd June 2020 19 th November 2020	The Chair noted that GovernorHub has introduced an electronic signature feature enabling the Minutes to be signed off virtually.
7.2	(Minute ref: 5.0) All governors to sign Rol for 2020-21	Governors who have not yet done so to complete and return these and the Chair will then update the school website.
7.3	(Minute ref: 6.0) All governors to send email to clerk to confirm acceptance of the Code of Conduct 2020-202 and that they have read KCSIE Sept 2020	Governors who have not yet done so to email the Clerk.
7.4	(Minute ref: 7.10) KH spoke to the Project Manager for the playground works this morning who and they are waiting to get final figures in the next few days. The project is progressing.	
7.5	It was noted that there has been a fall in Haringey numbers for places in Reception. However, this has not as yet affected Coleridge which is currently oversubscribed.	
7.6	The Chair and HT have written to parents thanking them for their support.	
	(Minute ref 9.5) Nomi has volunteered to oversee governors' strategic priorities document	
7.7	11.3 The evaluation of the Chair will take place towards the end of this academic year.	
7.8	11.4 The Covid symptom app is no longer relevant.	

11.5 The Finance Working Party meeting was rescheduled to 1 December with further meetings held since then.	
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QUESTION: 13.5.2 of the previous Minutes, what is happening with the Diversity week which was scheduled for the Spring term.

R: With the school closure this will have to be deferred.

8. HEADTEACHER'S REPORT

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

8.2 The Head Teacher gave huge thanks to the staff for the running the school's provision. Almost a quarter of pupils are now attending. Teachers are providing remote provision as well as on site provision.

8.3 The results from the parent survey on remote learning are now in. There were 291 responses with the majority of children completing their work.

The majority of parents are happy with the amount of work set.

The majority of parents are working with their children.

The majority of parents feel they have sufficient knowledge to help their children.

Parents have really appreciated the feedback from staff on their children's' work.

ACTION Any further issues arising from the survey to go on the Agenda for the next CCC meeting

8.4 The Government will be announcing its decision on schools reopening on 22 February. It is important to continue to develop the remote learning provision as there may be closures of bubbles when the schools reopen.

Any updates to the Risk Assessment for the school's full re-opening to be circulated to Governors.

ACTION HT

QUESTION: Have there been closures this term.

R: Yes, part of Reception, due to a staff member testing positive.

QUESTION: Is the Nursery fully open.

R: It is open for keyworker children, the majority of parents did not want to send in their children at this time, seven did and they are attending two mornings per week. The Nursery is fully open but staffing restrictions mean that the available slots are limited.

QUESTION: The percentage of EHCP children is not the original number.

R: The school is being as responsive as it can be for family's needs, where children are not engaging with remote learning or where there are issues at home.

QUESTION: The report states that no families have asked about internet connection.

R: One child did previously, they were staying at their grandparents at the time. The phone networks have been very supportive, increasing data allowances to families. The school has loaned out a lot of devices.

QUESTION: Has there been more in-year movement with children leaving.

R: There has not been much movement out of London. Other schools in our cluster are seeing a dip. Coleridge has been quick to replace when families have left. This will be kept under review.

QUESTION: How is teacher workload, are there expectations around marking work.
R. The workload is fine. Morale is good. Teachers respond to pupils' work and give some feedback to them. However, teachers do not know how much parents are helping with the work.

QUESTION: Are children in Years 5 and 6 getting enough peer interaction and will this be encouraged when they return.

R. The school is always looking to develop this. A leadership meeting was held, all teams are doing Guided Reading and holding Zoom Groups. The school has aimed to ensure consistency, children at different ages learn in very different ways. All Reception families are called, there is not one size fits all. Some children really like Zoom and some don't but they are still submitting work. The school has moved forward a lot since last March.

QUESTION: Is the school keeping a record of different teaching methods, will the school be using these in the future.

R. The Catch-up will take time, there will be potential to use Google Classroom both in and out of school

QUESTION: Has the cancellation of SATS impacted Teaching and Learning.

R. The cancellation allowed more time to deliver the curriculum.

QUESTION: How do the children feel about the cancellation.

R. They are not really aware of it.

QUESTION: Should there be a staff wellbeing survey conducted.

R. It would be useful at some stage after re-opening. Support is provided to staff.

QUESTION: Would a 'reverse' parents evening be helpful for teacher to gauge from parents/carers how children have been at home.

R. Potentially something the school could consider.

QUESTION: With regards to assessment are there plans on children's return to compare progress between children who attended school and those who were at home.

R. Potentially something the school could look at.

9. SCHOOL DEVELOPMENT PLAN / SEF

9.1 There is an emphasis on Reading with the Covid catch up funding being invested in books. There will be over 1k books arriving next week and it is hoped to be able to double this by the end of the year.

10. POLICY REVIEW

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

- Legionella Risk Management Policy (and Written Scheme)
- Safety from Violence and Aggression Policy
- Health and Safety Policy (with Covid Policy Annexes)
- Recruitment Policy

10.2 The PP document to be posted on the school's website.

10.3 Sports Premium to be considered after the school re-opening.

11. CHAIR'S ITEMS

11.1 The Chair attended the Haringey BAME lead governors forum and there are more meetings planned. It was good to meet Governors from other schools. There is a need to look at data on achievement for BAME groups.

HEP have offered a free BAME review for schools. The documentation is very detailed and the school has been completing this, it will then go to Marva Rollins, BAME reviewer, who will meet some BAME pupils and parents from Years 5 and 6

11.2 Unconscious Bias training which was scheduled for all staff had to be cancelled in light of the school closure and will be rescheduled to either the end of the academic year or the Autumn term.

11.3 The Chair, HT, NG, SA, MM attended a HEP Big Ideas Talk with Prof Paul Miller last week which was recorded and will be forwarded to the school.

ACTION: CoG to circulate to Governors and HT to circulate to staff

11.4 The West Haringey Chairs Group met; it was noted that some vulnerable children who are attending school are making very good progress in a quieter setting.

12. YEAR-END PROJECTIONS AND BUDGET

12.1 The year-end figures are more positive than anticipated. At year end there will be a surplus of £168k, though it should be noted that the surplus figure will decrease each year. The figure has been helped by parents' donations. The Chair and HT will write to parents again thanking them.

ACTION CoG/HT

13. GOVERNORS' TRAINING

13.1 HEP governor training:

2020/21		
AUTUMN TERM 2020		
8 th Sept	Haringey Governors Briefing	Lorraine, Paul, Kath, Georgia, Melian, Elena
	WEBINAR – how to make your board more diverse	Lorraine, Georgia
30 th Sept	Safeguarding Training	Elena
1 st October	WEBINAR - Remote Learning – seeking assurance it is fit for purpose	Lorraine
1 st October	Finance for Governors 1	Lorraine
5 th October	Running Head Teacher Performance Management	Eddie, Lorraine
17 th October	New governor induction	Jean-Michel
3 rd November	Integrated Curriculum & Financial Planning – training for SBMs	Lorraine, Leon
3 rd November	Special Education School Briefing part 1	Elena
3 rd November	Safeguarding Training – Part 2	Elena
5 th November	Finance for Governors 2	Kath, Lorraine, Paul
12 th November	WEBINAR: Supporting pupil wellbeing from a strategic position	Elena, Lorraine

18 th November	How to be an effective governor	Jean-Michel. Morinade, Melian, Lorraine
23 rd November	Whole school Approach to Health and Well being	Morinade
27 th November	New Governor induction	Morinade, Nomi
1 st December	Health & Safety in School: Governors' responsibilities	Morinade
15 th December	Governor SEN Briefing for all schools	Morinade
SPRING TERM 2021		
13 th January	Safeguarding- How do governors fulfil their responsibility to Safeguard and protect their children	Morinade
18 th January 2021	Exclusion guidance from maintained schools, academies and pupil referral units in England	Eddie Webb
20 th January	HEP Half-termly briefing	Melian, Kath, Lorraine
25 th January 2021	Prevent	Eddie Webb
4 th February 2021	Webinar: Remote Learning – how do governors know it is effective?	Nomi, Debby, Lorraine
4 th February 2021	The Big Idea: Let's Talk About Race with Prof Paul Miller	Selin, Lorraine, Leon, Melian, [Nina – SLT]
4 th February 2021	BAME Lead governors introductory session	Lorraine

13.2 There will be a Governors Conference on Wednesday, 24 February 2021 at 4pm – Governing Beyond the Pandemic, which Governors should attend if they can. Places can be booked on GovernorHub.

ACTION Governors

14. REPORTS FROM SUBGROUPS

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

14.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

14.1.2 The ongoing playground development project was discussed.

14.1.3 A parent who is an architect was met with, they are interested in helping with the Learning Room and they have submitted drawings and outline costings.

14.1.4 Governors will be updated on the School Streets Plans as they are taken forward after Easter.

14.2 RESOURCES COMMITTEE

14.2.1 The budget was discussed.

14.3 CHILD AND COMMUNITY COMMITTEE

14.3.1 Remote Learning, Wellbeing and Safeguarding were discussed.

14.4 CHARITIES AND SPONSORSHIP COMMITTEE

14.4.1 The Martyn Gerrard agreement has been approved.

14.5 SEND

14.5.1 Nothing to report.

Governors approved the Minutes of the Committees.

15. GB MEETING DATES 2020-21
SPRING TERM 11th March 2021

SUMMER TERM 13th May 2021
1st July 2021

16. ANY OTHER BUSINESS

15.1 Coleridge Families has moved to a new model with new Chairs. Governors who have any suggestions on how the model can be developed to let GN know.

ACTION Governors

Clerk's note: Part 1 of the meeting ended at 7.48pm. Items reported in part 2 minutes.

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

ACTIONS FROM GB MEETING HELD 11th February 2021

Minute Ref	Action	By Whom
Summer Term 2020	The following Minutes to be signed by the Chair of Governors	Chair of Governors
Autumn term 2020	12 th March 2020; 23 rd March 2020; 14 th May 2020 19 th November 2020 23 rd June 2020 24 th September 2020 19 th November 2020	
5.2	Clerk to update Governor membership on GovernorHub	Clerk
6.1	CoG to liaise with Clerk on Minutes of 19 November 2020	CoG - Clerk
7.2	All governors to sign Rol for 2020-21	GB – Clerk to follow up
7.3	All governors to send email to clerk to confirm acceptance of Code of Conduct 2020-2021 and that they have read KCSIE Sept 2020	GB – Clerk to follow up
8.4	Any updates to the Risk Assessment for the full re-opening of the school to be circulated to Governors.	Head Teacher
8.3	Any issues arising from the remote learning survey to parents to be discussed at the next Child & Community Committee meeting	Clerk - Agenda
11.3	Chair to circulate Prof Paul Miller recording to Governors	Chair of Governors
11.3	HT to circulate the recording to staff	Head Teacher
12.1	Chair and HT to write to parents thanking them for their donations.	Chair of Governors/Headteacher
13.2	Governors to book on the Governors' Conference, Governing Beyond the Pandemic on 24 February on GovernorHub	Governors
16.1	Governors with suggestions on how to develop Coleridge Families model to send them to GN	Governors