

# Coleridge Primary School Governing Body

## Minutes of the meeting held on Thursday 11<sup>th</sup> March 2021 at 6.30pm via Zoom

### Attendees:

<b>Representative Governors</b> *Kath Howell (23-11-2021)	<b>Co-opted Governors</b> *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) – <b>Chair</b> ^Jean-Michel Garcia-Alvarez (10-02-2025) *Tim Ibbotson (26-09-2022) *Selin Akyildiz (26-09-2022) *Georgia Norton (23-01-2023) <b>Co-Vice Chair</b> *Fergus Todd (18.11.2024)
<b>HeadTeacher Governor</b> *Leon Choueke	
<b>Staff Governor</b> *Stuart Goodey (20.11.2023)	
<b>Parent Governors</b> *Debby Kuypers (09-11-2021) - <b>Co-Vice Chair</b> *Claudia Simms Abram (01-03-2023) *Morinade Akinbobola (05.11.2024) *Nomi Tysman (30.11.2024)	

\*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

\*Helen Holloway, Senior Clerk, HEP

---

### Part 1

1. WELCOME  
1.1 The Chair welcomed everyone to the meeting.
2. APOLOGIES FOR ABSENCE  
2.1 Apologies received from Jean Michel Garcia-Alvarez, Corinna Philips, and Paul Eadie. 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 Georgia Norton will be taking on the role of Chair of Child and Community Committee with effect from the next CC committee Meeting in the summer term.  
5.2 Morinade Akinbobola has agreed to clerk the CC committee meetings.

6. MINUTES OF THE PREVIOUS MEETING HELD 19<sup>th</sup> NOVEMBER 2020

6.1 The minutes dated 11<sup>th</sup> February 2021 were **AGREED** by the GB, and will be signed by the Chair in due course.

6.2 The part 2 minutes of the meeting held on 1<sup>st</sup> June 2020 were approved by the GB and will be signed by the Chair in due course.

The Appendix detailing Governors' responsibilities has been updated by the Chair

7. MATTERS ARISING FROM GB MEETING HELD 11<sup>th</sup> FEBRUARY 2021

7.1 Chair of Governors to sign approved minutes for previous GB Meetings

12<sup>th</sup> March 2020;  
23<sup>rd</sup> March 2020;  
14<sup>th</sup> May 2020  
23<sup>rd</sup> June 2020  
24<sup>th</sup> September 2020  
19<sup>th</sup> November 2020

**ACTION: CoG**

7.2 The Clerk to check all governors have signed the ROI for 2020-2021.

**ACTION: Clerk**

7.3 Playground works – the GB were informed the school has gone out to tender for the proposed playground works.

7.4 Parent survey on remote learning – feedback on the parent survey was presented at the GB meeting held in February 2021 and it was confirmed there is no further information to add.

7.5 The Pupil Premium report has been published on the school website

7.6 The recorded report from Professor Paul Miller as discussed in the previous GB meeting held in February 2021 has been circulated to the GB

8. HEADTEACHER'S REPORT

8.1 The Head teacher's written report was circulated to the GB ahead of this meeting LC reported:

8.2 The leadership team has reported the children have returned to school very positive and excited.

QUESTION: How is the success of the national tutoring programme judged?

R: The National Tutoring programme evaluation is a national project. All parents have been asked to consent to allow pupil data to be shared for a nationwide analysis to be compiled. The School will also manage their own assessment records on pupil progress.

8.3 It was reported the Head teacher's letter circulated to all parents / carers about pupils adjusting to their return to school has received very positive feedback. The Head teacher informed the GB the letter was compiled with the support of the Emotional Wellbeing Team at school. The HT welcomed the feedback.

9. SCHOOL DEVELOPMENT PLAN / SEF

9.1 It was noted the summer term would be an evaluative term with a focus on looking at where the School is post-COVID and a review of the school's strategic direction and whether the priorities for the five year School Development Plan need to change post COVID. The Chair of Governors reported the SDP / SEF will be carried forward to the next GB meeting on 13<sup>th</sup> May 2021.

**ACTION: Clerk / agenda item**

10. BUDGET UPDATE

10.1 At Year End there is a projected surplus of £168k (an in year deficit of £128k cushioned by the carry forward).

10.2 The Budget 2021-2022 will be presented at the next GB on 13<sup>th</sup> May for GB approval.

**ACTION: Clerk / agenda item**

10.3 The Year End accounts are due to be submitted to the local authority by 23<sup>rd</sup> April. The accounts will be presented to the GB at the next GB Meeting on 13<sup>th</sup> May 2021.

**ACTION: Clerk / agenda item**

10.4 It was reported the School is rolling out a new accounting system from Haringey called NOVUS to replace RM and the School Business Manager is in the process of migrating data over.

11. POLICY REVIEW

11.1 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:

- Attendance Policy
- Anti-Bullying Policy
- Complaints Procedure
- Raising Concerns and Complaints overview
- Debt Management Policy
- Debt Management Policy - parent version
- Drugs & Alcohol Policy
- COVID-19 Policy Annexes
- Ethical Sponsorship Policy
- CSC Guidelines
- Virtual Governance Policy

11.2 A reminder was highlighted to ensure all staff know when policies are updated. It was confirmed policies are transferred to the staff hard drive and a reference is made to flag up when changes are made to particular policies.

12. CHAIR'S ITEMS

12.1 The Chair encouraged all governors to attend HEP Training.

12.2 School visits were discussed for the future when COVID-19 restrictions are lifted. Any governor with a particular area of interest linked to a school subject area in the curriculum are encouraged to arrange a visit to the school when permitted to do so.

12.3 A discussion took place about how to increase the visibility of the GB; The Chair of Governors and Head Teacher will be looking at informal opportunities for when Governors can visit the school.

12.4 Marva Rollins from HEP is to visit Coleridge School on 23<sup>rd</sup> March 2021 to conduct a BAME review and parents have been asked to be volunteers to talk with the BAME lead.

QUESTION: How does our school sit with the wider statistics within the London Borough of Haringey?

R: The School is not only seeing this as a focus on attainment for BAME pupils but more a focus on seeing how the School can play a positive role with anti-racist work looking at all various groups within the community. The School has signed up to the HEP BAME pledge and this has been shared on Governor Hub with the GB. Members of staff and governors from the School will be attending the BAME Conference run by HEP on 18<sup>th</sup> March 2021.

### 13. GOVERNORS' TRAINING

13.1 HEP governor training:

SPRING TERM 2021		
9 <sup>th</sup> March	HEP half termly briefing	JMA; GL
10 <sup>th</sup> March	BAME Lead Governors half-termly meeting	LG

13.2 GOVERNOR VISITS: MM and EWo met via zoom with the SENDCo and the SEND Team on Monday 8<sup>th</sup> March 2021.

### 14. REPORTS FROM SUBGROUPS

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

14.0 The GB approved the Minutes of all the Committees

#### 14.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

14.1.1 KH reported and extended a thank you to all school staff for helping to get the school ready to re-open in March. The revised Risk Assessment has been filed on Governor Hub for the GB to review.

14.1.2 The asset inventory is now completed and has been signed off by the Head teacher.

14.1.3 Premises works over the Easter holidays include removal of Japanese knot weed in preparation for the school playground works in June 2021.

14.1.4 DK reported the playground tenders are ongoing and include works for the front of school and the ramp.

#### 14.2 RESOURCES COMMITTEE

14.2.1 RH reported. The Committee reviewed and approved the SFVS for 2021, the IT 5-year plan and were commended to the GB. The SFVS was filed on Governor Hub for the GB to review.

14.2.2 The GB **APPROVED** the SFVS for 2021 and the IT 5 year plan.

14.3 CHILD AND COMMUNITY COMMITTEE

14.3.1 LG reported the committee discussed the school focus for re-opening the whole school, and the school's BAME work.

14.4 CHARITIES AND SPONSORSHIP COMMITTEE

14.1 EdW reported an additional £1,250 has been received from Martyn Gerrard from selling properties of Coleridge parents, as part of the sponsorship deal to the School

14.5 SEND

14.5.1 MM and EWo met with the SENDCo and SEND Team last week. A SEND report will follow in the summer term when the pupils have been back in school for a longer period of time.

15. GB MEETING DATES 2020-21

SUMMER TERM

13<sup>th</sup> May 2021

1<sup>st</sup> July 2021

15.1 The Chair proposed that if restrictions allow the GB meeting scheduled for 1<sup>st</sup> July 2021 will be a face-to-face meeting.

16. ANY OTHER BUSINESS

No items to report.

*Clerk's note: Part 1 of the meeting ended at 7.50pm. Items reported in part 2 minutes.*

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

## ACTIONS FROM GB MEETING HELD 11<sup>th</sup> March 2021

Minute Ref	Action	By Whom
7.1	<p>The following Minutes to be signed by the Chair of Governors</p> <p><u>Summer Term 2020:</u>  12<sup>th</sup> March 2020;  23<sup>rd</sup> March 2020;  14<sup>th</sup> May 2020  23<sup>rd</sup> June 2020  <u>Autumn Term 2020</u>  24<sup>th</sup> September 2020  19<sup>th</sup> November 2020  <u>Spring Term 2021</u>  11<sup>th</sup> February 2021</p>	Chair of Governors
7.2	All governors to sign Rol for 2020-21	GB – Clerk to follow up
9.1	The Chair of Governors reported the SDP / SEF will be carried forward to the next GB meeting on 13 <sup>th</sup> May 2021.	Clerk / agenda item
10.2	The Budget 2021-2022 will be presented at the next GB on 13 <sup>th</sup> May for GB approval.	Clerk / agenda item
10.3	The Year End accounts are due to be submitted to the local authority by 23 <sup>rd</sup> April. The accounts will be presented to the GB at the next GB Meeting on 13 <sup>th</sup> May 2021.	Clerk / agenda item