

Coleridge Primary School Governing Body

Minutes of the meeting held on Thursday 13th May 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 *Debby Kuypers (09-11-2021) - Co-Vice Chair *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 Louise Foulkes, and apologies for late arrival from Claudia Simms Abram. 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
No changes to GB membership.
6. MINUTES OF THE PREVIOUS MEETING HELD 11TH MARCH 2021
6.1 The minutes dated 11th March 2021 were **AGREED** by the GB, and will be signed by the Chair in due course.

7. MATTERS ARISING FROM GB MEETING HELD 11TH MARCH 2021 NOT COVERED ELSEWHERE ON THE AGENDA

7.1 The following Minutes have been signed by the Chair of Governors

Summer Term 2020:

12th March 2020;

23rd March 2020;

14th May 2020

23rd June 2020

Autumn Term 2020

24th September 2020

19th November 2020

Spring Term 2021

11th February 2021

7.2 All governors have signed the ROI for 2020-2021

8. HEADTEACHER'S REPORT

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

There were no questions.

9. SCHOOL DEVELOPMENT PLAN / SEF

9.1 The CCC discussed the reading support programme which will be launched in September 2021. Additional training has also been purchased for teaching assistants, and a new phonics scheme or work. There was also focus on the national tutoring programme

Wider Curriculum

9.2 There is a new Head of Music at Haringey who has met with the senior leadership team at school and was extremely complimentary about the music offer provided; going forward additional support has been offered to the school from the Head of Music.

9.3 History and Geography is being offered to pupils and a representative from HEP will be coming into the school to observe lessons and offer more support.

9.4 The School Improvement Partner (SIP) has visited the school and compiled a report which will be circulated to the GB. The next SIP visit is scheduled for 9th June when there will be focus on drafting the SEF. **ACTION: HT**

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). The Year End report was signed off at the recent Resources committee meeting and shared with the GB via Governor Hub.

The GB **APPROVED** the Year End report.

10.2 The summary Budget 2021-2022 was shared online with the GB via Zoom. A balanced budget has been set using the surplus carried forward at Year End and the budget shows an in-year deficit of £134k. The budget forecast included a wage

freeze going forward, a full year of income from lettings. It was noted £90k has been raised in the Coleridge voluntary fund; £60k has been integrated in to the operational budget for 2021.2022, and £30k allocated to the Capital budget.

Question: What percentage of the total budget is allocated to staffing costs? It was confirmed 83%. Staffing costs have reduced due to voluntary redundancies last financial year.

The GB **APPROVED** the Budget for 2021-2022

11. SEND Provision

The Assistant Head/SENDCo gave a presentation on the new proposed SEND provision. - See *Part 2 minutes*

12. POLICY REVIEW

12.1 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:

- Emotional Health and Well-being
- Nursery Admissions
- Parental WhatsApp Groups – Code of Conduct
- Positive Handling
- Supporting pupils with medical needs
- Covid19 Health and Safety Policy Annex

13. CHAIR'S ITEMS

13.1 The Chair informed the GB she would like to invite all governors to take part in a 360 degree appraisal of the Chair in summer term 2; feedback will be presented in the July GB meeting. **ACTION: Clerk / agenda item**

13.2 The Chair will be catching up with all governors on a one-to-one basis before the end of the academic year to identify any support required and training.

ACTION: CoG

13.3 The Lead and Deputy Lead for Governor Services have offered to attend GB meetings and have been invited to attend the next GB meeting on 1st July to review effectiveness.

13.4 Governors' strategy will be reviewed in the autumn term meetings. DK and NT have agreed to conduct an initial review ahead of the autumn term meeting.

ACTION: DK and NT

13.5 A discussion took place about GB meetings in the autumn term and whether to continue with online meetings or face to face meetings. It was agreed a blended approach would be welcome starting with the first GB in September as a face to face meeting and every second GB meeting to take place online. Each committee chair will consider the views from their members with regards to continuing meetings online or face to face.

14. GOVERNORS' VISIBILITY

14.1 Photos are required from all governors to complete the governors' notice board at school and governors were invited to send in their own photos. A proposal was also made to use the Zoom screenshot showing all governors.

ACTION: CoG to create GB gallery

14.2 A discussion took place about ways of increasing the governors' visibility and suggestions included governors' blog / tweets; Governors' newsletter and updating the profile information on the school website for each governor.

14.3 Governors' visits will return and the Head Teacher and the Chair of Governors are revising the guidance on protocol for visits and will advise when visits to the school can resume.

14.4 The Chair of Governors has revised the governors' visit form and this will be published on Governor Hub for governors to access. **ACTION: CoG**

14.5 There was a proposal for a Governors' Day going forward in September 2021 or October 2021 and a time table for the event will be compiled.

15. GOVERNORS' TRAINING

15.1 HEP governor training:

SUMMER TERM 2021		
18 th March 2021	BAME Conference 2021	Lorraine, Morinade, Leon, Melian, Nina (SLT)
20 th March 2021	New Governor Induction	Jean-Michel
21 st March 2021	BAME Lead Governors half-termly meeting	Morinade, Melian
23 rd March 2021	Governors' SEN Briefing for all Schools	Elena
31 st March 2021	Special School Governors Session 3	Elena
8 th April 2021	Safeguarding – How do governors fulfil their responsibility to Safeguard and protect their children	Elena, Morinade
11 th May	Improving the Outcomes for Children at risk of Exclusion	Morinade
22 nd April 2021	Link Governor Visits	Lorraine, Morinade
23 rd April 2021	SEN Briefing	Morinade

16. REPORTS FROM SUBGROUPS

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

16.0 The GB approved the Minutes of all the Committees

16.1 THE ENVIRONMENT, HEALTH AND SAFETY COMMITTEE.

KH reported. The minutes of the recent EHSC held on 06.05.2021 were shared on Governor Hub for all to view and **agreed** by the GB. The following items were highlighted:

16.1.1 Playground works have gone to tender and the works are planned for the summer term.

16.1.2 The plans for the playground works are continually changing due to the limited funding available; it was confirmed there is still £280k allocated to the project.

16.1.3 The sensory room proposal have gone to planning at Haringey to be costed.

16.2 RESOURCES COMMITTEE

16.2.1 RH reported. **See item 10:** Budget Year End and Budget 2021-2022

16.2.2 The minutes of the recent committee meeting held on 26.04.2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

16.3 CHILD AND COMMUNITY COMMITTEE

16.3.1 GN reported. The minutes of the recent CCC Meeting held on 04.05.2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

16.3.2 The areas of focus at the recent Committee meeting included:

- Sports Premium funding
- Admissions for September 2021
- Black African / Caribbean report received on behalf of Haringey and looking at ways to engage this group.

16.4 CHARITIES AND SPONSORSHIP COMMITTEE

16.4.1 No items to report.

16.5 SEND

16.5.1 No items to report. (See also Part 2 Minutes SEN Provision).

16.6 A query was presented to the GB about the need for the GDPR Committee to continue as school staff are now managing the GDPR requirements. The GB **agreed** to disband the GDPR Committee with immediate effect and appoint a link governor for Data Protection. Any interested governor should contact the Chair.

ACTION: Governors

17. GB MEETING DATES 2020-21

SUMMER TERM 1st July 2021

17.1 The Chair proposed that if restrictions allow the GB meeting scheduled for 1st July 2021 will be a face-to-face meeting.

18. ANY OTHER BUSINESS

No items to report.

Clerk's note: Part 1 of the meeting ended at 8.11pm. Items reported in part 2 minutes.

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

ACTIONS FROM GB MEETING HELD 13TH MAY 2021

Minute Ref	Action	By Whom
6.1	Approved minutes (11.03.2021) to be signed by the CoG	CoG
9.4	The School Improvement Partner (SIP) has visited the school and compiled a report which will be circulated to the GB.	Head Teacher
13.1	The Chair informed the GB she would like to invite all governors to take part in a 360 degree appraisal of the Chair in summer term 2; feedback will be presented in the July GB meeting.	Clerk / agenda item
13.2	The Chair will be catching up with all governors on a one-to-one basis before the end of the academic year to identify any support required and training.	CoG
13.4	Governors' strategy will be reviewed in the autumn term meetings. DK and NT have agreed to conduct an initial review ahead of the autumn term meeting.	DK and NT
14.1	The Chair of Governors to create GB gallery	CoG
14.4	The Chair of Governors has revised the governors' visit form and this will be published on Governor Hub for governors to access.	CoG
16.6	Any governor wishing to be Data Protection link governor should contact Chair.	Governors