

# Coleridge Primary School Governing Body

Minutes of the meeting held on  
Thursday 1<sup>st</sup> July 2021 at 6.30pm  
Coleridge Primary School, East

## Attendees:

### **Representative Governors**

\*Kath Howell (23-11-2021)

### **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)

### **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)

\*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

\*Neetha Atukorale, Lead for Governor Services, HEP

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## Part 1

### 1. WELCOME

1.1 The Chair welcomed everyone to the meeting and introduced Neetha Atukorale, Lead for Governor Services, HEP.

### 2. APOLOGIES FOR ABSENCE

2.1 Apologies received from Corinna Phillips, Nina Grimes.

Melian Mansfield, Darren Heath, Stuart Goodey and Paul Eadie joined the meeting remotely. 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 Paul Eadie, ends his term of office as an associate member on 31.08.2021. The Chair, on behalf of the GB thanked PE for all his support and input as a governor.

5.2 Darren Heath, Co-opted governor ends his term on 27.09.2021 and it was proposed he moves to an associate member role for one year, to continue offering his legal expertise and support as a link governor for data protection. The GB **APPROVED** the appointment of DH as an **Associate Member** for a term of one year with effect from 28.09.2021.

5.3 Kath Howell, ends her term of office as the LA governor on 23.11.2021 after 27 years of service. Succession planning will be required to fill her roles as Clerk of the RC Committee, Chair of EHSC and link governor for H&S. **ACTION: GB**

5.4 Debby Kuypers ends her term as a parent governor on the 09.11.2021 and parent elections will take place in the autumn term. **ACTION: HT / School Office**

5.5 Morinade Akinbobola, has agreed to take over the role from LG as lead governor on Diversity, Inclusion and Equality with HEP.

6. MINUTES OF THE PREVIOUS MEETING HELD 13<sup>th</sup> MAY 2021

6.1 The minutes dated 13<sup>th</sup> May 2021 were agreed as an accurate record and **APPROVED** by the GB, and will be signed by the Chair in due course.

**ACTION: CoG**

7. MATTERS ARISING FROM GB MEETING HELD 13<sup>TH</sup> MAY 2021 NOT COVERED ELSEWHERE ON THE AGENDA

	Action	By Whom
7.1	(Minutes ref: 6.1) Approved minutes (11.03.2021 ) to be signed by the CoG	CoG - complete
7.2	(Minutes ref: 9.4) The School Improvement Partner (SIP) has visited the school and compiled a report which will be circulated to the GB.	SIP visit took place last week and a report will be circulated to the GB
7.3	(Minutes ref: 14.1) The Chair of Governors to create a GB gallery.	<b>Complete.</b> Governors pictures displayed in reception area for East and West wing.
7.4	(Minutes ref: 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.	LG, DK and NA have met ahead of the autumn term to review strategic priorities. Meeting planned for 12 <sup>th</sup> July and all governors invited to attend to review the strategy together.
7.5	(Minutes ref: 14.4) The Chair of Governors has revised the governors' visit form and this will be published on Governor Hub for governors to access.	New Governors' visit form completed and shared on Governor Hub. Governors reminded visits are permitted with permission.

7.6	(Minutes ref: 16.6) Any governor wishing to be the Data Protection link governor to contact the CoG	DH and EWo have agreed to share the role.
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7.7 The Chair, on behalf of the GB, extended a huge thank you to all the staff team at Coleridge for all their work keeping the school open throughout the pandemic over the last 18 months with many challenges. The efforts of all the staff are very much appreciated. The Head Teacher agreed to convey the GB's thanks to all staff.

## 8. HEADTEACHER'S REPORT

8.1 The Head teacher's written report was circulated to the GB via Governor Hub ahead of this meeting.

8.2 LC informed the GB since circulating his report; there is an additional item to report that the Reception bubble has been closed as there a child has tested positive with COIVD 19.

Governors' questions:

Q1: Under the Curriculum heading of your report – how will you measure your success?

R: There will be a round of observations led by SLT with the year team leaders and Simon Shield, Lead on Curriculum. To-date observations have evidenced children are engaged in lessons and children are able to make links to the vocabulary and topics taught in previous lessons.

Q2: How much time in the wider curriculum is dedicated to Black history?

R: Black history is woven into the new wider curriculum rather than be set aside for an independent topic.

## 9. SCHOOL DEVELOPMENT PLAN / SEF

The draft SDP and SEF will be circulated to the GB in September 2021.

**ACTION: Head Teacher**

## 10. GB SELF-EVALUATION

10.1 The GB Self Evaluation session was led by Neetha Atukorale Lead for Governor Services, HEP. Ahead of the meeting the Chair of Governors circulated a list of questions for governors to consider for evaluation of the GB.

*1) What has been the **impact** of the work of the governing board this academic year?*

*2) What have been the **challenges** faced by the governing board in providing strategic leadership?*

*3) What have been the **lessons learnt** by the governing board this year and how can we change the way we work in the future?*

*4) Have the **committee arrangements** worked well? Can arrangements be more **streamlined** for the next academic year?*

*5) Can the **workload and responsibilities** of the board be spread across a wider range of board members?*

*6) Should we as a board carry out a **more detailed self-evaluation** of our work in the next academic year?*

NA informed the GB this is the first stage of the GB self-evaluation and next year this can be extended to a deeper self-evaluation if the GB wish to do so.

## 10.2 Governors' feedback:

### 10.2.1 The impact of the work of the GB and the challenges:

- Good level of challenge presented to SLT
- Strength of GB guiding the school through the restructuring process
- Pro-active drive from the GB
- The launch of the Coleridge Voluntary Fund
- Challenge getting used to Zoom – online meetings
- Some governors have found it less easy to interact on Zoom, coupled with distractions at home/office during online meetings
- Strong support from the GB reviewing COVID Risk Assessments
- The HT and SLT really appreciated the Governor's support during the pandemic challenges
- Governors feel very isolated not being able to be in the school
- Health and Safety of the site maintained during the lockdown
- On reflection, it was agreed the GB achieved a lot working remotely during the lockdown
- The Chair of Governors has been constantly proactive and instrumental in keeping the GB working together remotely
- Improved communications with the parents and increased use of IT; (this was evidenced by the increased number of nominations for the recent parent governor role).
- Positive impact from the GB trickling down to staff
- Recruitment of four new governors during the lockdown (2 parent governors, 2 governors with financial expertise)
- Priorities brought into focus with continual risk assessments during the lockdown and the importance of hygiene and seeing the role of the school as much bigger than just being a school
- The wellbeing of all members of the community staff, children, parents
- Strengthened relations with staff at Haringey HR and unions
- HT communications to the parents handled very well with unilateral support from the GB.

### 10.2.2 What lessons have been learnt?

- Increase communications and more efficient ways with the use of IT for the GB to interact with parents
- Challenges identified for governors working remotely and use of IT
- GB mindful of the need to pick up the strategic plan priorities that were shelved at the beginning of the lockdown.

### 10.2.3 Committee structure:

- The GB identified the benefits of building a connection between the Curriculum and Community Committee and the Resources Committee on costings.
- It was also identified there is a need to enable the Resources committee time for evaluation of the SDP priorities against costings. Consideration was given to review the structure of the committees and how they link together.

Proposals were made for

- (i) A strategy group made up of the Chairs of the committees to meet once a term to join up the work in each committee,
- (ii) To set up a working group to review how connections with all committees.

It was agreed to set up a working group to review how connections with all committees can be improved, and seek improvements to develop a focus on resource impact. **ACTION: Chair of Governors**

#### 10.2.4 Workload responsibilities:

- Online tools and maintaining version control on documents
- How the school has evolved during the lockdown using IT and the need to continue developing these skills.

#### 10.2.5 Future self-evaluation

- The GB agreed to complete self-evaluation annually.
- As part of the evaluation governors need to show more evidence of school visits and engagement with parents and staff. A Governors' Day is proposed for October 2021. It was noted the GB did participate in an away day in 2019.

The Chair, on behalf of the GB, thanked Neetha for attending the GB meeting.

### 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

- Management of Asbestos Plan

### 12. CHAIR'S ITEMS

12.1 The Chair has completed one-to-one meetings with six governors; this has been very beneficial receiving feedback and identifying individual training needs. The Chair will continue to have one-to-one meetings with the other governors.

### 13. GOVERNORS' TRAINING

SUMMER TERM 2021 – TRAINING		
20/05/2021	Autism and Masking by AUsome Ireland	EWo
16/06/2021	Safeguarding against extremism by HEP	EWo
3/06/2021	SEN Briefing for governors of mainstream schools by HEP	EWo

SUMMER TERM VISITS		
20/05/2021	Interviewing candidates for p/t SEN teacher	EWo
15/06/2021	Reviewed and signed Single Central Register	EWo
16/06/2021	Interviewing for new leadership post	LG

### 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. The minutes of the recent EHSC held on 24.06.2021 were shared on Governor Hub for all to view and **agreed** by the GB. The following items were highlighted:

14.1.2 Haringey to fund all works for the school playground. Works will commence in August 2021 and run for 12 weeks.

The Chair, on behalf of the GB, thanked KH and DK for all the efforts on the school playground project.

#### 14.2 RESOURCES COMMITTEE

14.2.1 The minutes of the recent committee meeting held on 21.06.2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

14.2.2 The budget 2021-2022 is all on track for the first two months of the financial year.

14.2.3 The Coleridge Voluntary Fund will be relaunched in the autumn term

#### 14.3 CHILD AND COMMUNITY COMMITTEE

14.3.1 GN reported. The minutes of the recent CCC Meeting held on 22.06.2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

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

- Pupil attainment and summer term data
- Admissions for September
- Results of the staff survey
- Focus on the framework changes for the Early years.

#### 14.4 CHARITIES AND SPONSORSHIP COMMITTEE

14.4.1 No items to report.

#### 14.5 SEND

14.5.1 No items to report.

### 15. GB MEETING DATES 2020-21

#### AUTUMN TERM

Thursday 23<sup>rd</sup> September 2021 @ 7pm

Thursday 18<sup>th</sup> November 2021 @ 7pm

#### SPRING TERM

Thursday 20<sup>th</sup> January 2022 @ 7pm

Thursday 10<sup>th</sup> March 2022 @ 7pm

#### SUMMER TERM

Thursday 12<sup>th</sup> May 2022 @ 7pm

Thursday 30<sup>th</sup> June 2022 @ 7pm

### 16. ANY OTHER BUSINESS

No items to report.

*Clerk's note: Part 1 of the meeting ended at 8.00pm.  
Part 2 follows.*

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

## ACTIONS FROM GB MEETING HELD 1<sup>st</sup> JULY 2021

Minute Ref	Action	By Whom
5.3	Kath Howell, ends her term of office as the LA governor on 23.11.2021 after 27 years of service. Succession planning will be required to fill her roles as Clerk of the RC Committee, Chair of EHSC and link governor for H&S.	GB
5.4	Debby Kuypers ends her term as a parent governor on the 09.11.2021 and parent elections will take place in the autumn term.	HT / School Office
6.1	The minutes dated 13 <sup>th</sup> May 2021 were agreed as an accurate record and <b>APPROVED</b> by the GB, and will be signed by the Chair in due course.	CoG
9.	The draft SDP and SEF will be circulated to the GB in September 2021.	Head Teacher
10.2.3	It was agreed to set up a working group to review how connections with all committees can be improved, and seek improvements to develop a focus on resource impact.	CoG