

Coleridge Primary School Governing Body

Minutes of the Governing Body meeting held on Thursday 23rd September 2021 at 6.30pm Coleridge Primary School

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

*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 Claudia Simms Abram; Selin Akyildiz and Jean Michel Garcia-Alvarez. The meeting was quorate.
3. ELECTION OF CHAIR AND CO-VICE CHAIRS / TERM OF OFFICE
3.1 Lorraine Gerrard was nominated and seconded to continue as **Chair** of Governors for a term on one year.

3.2 Debby Kuypers and Georgia Norton were nominated and seconded to continue as **co-Vice Chairs** for a term of one year.
4. GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS
4.1 No declarations were made.

5. LATE ITEMS AND ORDER OF BUSINESS
5.1 No items to report.
6. GOVERNORS ANNUAL DECLARATIONS OF INTERESTS
6.1 The Register of Interests form was circulated to the GB via Governor Hub. All Governors present at the meeting signed a copy of the Register of Interests form. Absent governors (CSA; SA; JMG: will need to sign the ROI). **ACTION: Clerk**
7. GOVERNORS' CODE OF CONDUCT
7.1 Governors' Code of Conduct was circulated to the GB via Governor Hub. All governors present signed the document at the GB meeting agreeing to adopt the code. Absent Governors to forward a signed copy of the Code of Conduct to the Clerk / Chair. **ACTION: CA; SA; JMG**
8. KCSIE
8.1 The GB agreed to sign the declaration on Governor Hub to declare they have read Keeping Children Safe in Education Policy. **ACTION: GB**
9. GB MEMBERSHIP
9.1 Darren Heath ends his term of office as co-opted governor on 27.09.2021, and as agreed at the previous GB meeting (1st July 2021) will become an associate member to the GB for one year.

9.2 Debby Kuypers ends her term as a parent governor on 09.11.2021. The GB **AGREED** to elect Debby as a co-opted governor with effect from 10.11.2021.

9.2.1 Parent governor elections will take place in autumn term 2 to fill the parent governor vacancy.

9.3 Kath Howell – ends her term of office as a Local authority governor on 23.11.2021. Succession planning is required to fill the Local authority governor role, cover clerking the Resources Committee meetings, and fill the governor vacancy within the Pay Committee. Currently Kath co-chairs the EHSC with Debby and is a H&S link governor; Debby will continue as sole chair of the committee.

9.4 Lorraine Gerrard ends her term of office as a co-opted governor on 19.11.2021. The GB **AGREED** to elect LG for another term as Co-opted governor with effect from 20.11.2021
10. COMMITTEE MEMBERSHIP FOR 2021-2022
101. Debby Kuypers will join the HT Review panel

10.2 Jean Michel Garcia-Alvarez and Fergus Todd have joined the Pay committee.

See attached Committee Membership list 2021-2022
11. COMMITTEE TERMS OF REFERENCE FOR 2021-2022
The Terms of Reference for the Committees of the GB were shared on Governor Hub ahead of the meeting. The GB **APPROVED** all committee Terms of Reference for 2021-2022
12. LINK GOVERNOR ROLES AND ADDITIONAL RESPONSIBILITIES FOR 2021-2022

12.1 The GB **AGREED** the link governor roles and additional responsibilities for Governors. **See attached list Governors' Responsibilities**

13. MINUTES OF THE PREVIOUS MEETING HELD 1ST JULY 2021

13.1 The minutes dated 1st July 2021 were agreed as an accurate record and **APPROVED** by the GB, and signed by the Chair.

14. MATTERS ARISING FROM GB MEETING HELD 1ST JULY 2021 NOT COVERED ELSEWHERE ON THE AGENDA

14.1 (Minute ref 6.1): GB Minutes dated 13th May 2021 signed by the GB.

14.1 (Minute ref 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. Strategy meetings took place on 12th July 2021 and 13th September 2021 and outcomes will be incorporated into the SEF.

14.1 The SEF will be presented at the next GB and governors will have an opportunity to share their input. **ACTION: Clerk / agenda item**

15. HEADTEACHER'S REPORT

The Head Teachers report was circulated to the GB on Governor Hub ahead of the meeting. The following issues were highlighted:

15.1 COVID management continues to take up a great deal of time and the outbreak management plan has been stepped up; following the implementation of the management there has already been a reduction in the rising number of COVID cases.

15.2 Admissions - 36 children have left the school, many leaving London, and the waiting lists for various year groups are healthy.

15.3 The playground development project is taking up an inordinate amount of time and works have overrun. It is proposed the works will end on 7th November 2021.

15.4 Curriculum development: All staff are now looking across the breadth of the curriculum. The new SEND Base "Rainbow Class" has opened.

15.5 The school has two newly appointed ECTs (Early Career Teacher); as part of the induction programme the ECT is assigned a mentor and induction tutor.

15.6 The SEF will be presented to the GB at the next GB meeting

16. CHAIRS ITEMS

16.1 The Chair, on behalf of the GB, has drafted a welcome letter for new parents which also invites parents to consider voluntary donations to the school voluntary fund. The letter will be sent out before half term and the Chair will share a copy to the GB.

16.2 A Governors' Day is proposed to take place in January 2022.

17. POLICY REVIEW

11.1 The policies listed below were reviewed in their relevant committees and circulated on Governor Hub to the GB ahead of the meeting.

The GB **APPROVED** the

- Charging and Remissions Policy
- Nursery Admissions Policy
- Scheme of Delegation
- Whistle Blowing Policy

11.2 The following policies were presented to the CCC for review and updated:

- Child Protection and Safeguarding Policy and Procedures;
- Online Safety Policy

These policies will be circulated on Governor Hub and **governors to approve them via email** by end of autumn term 1: **ACTION: GB**

18. **SEND BASE**

The Assistant HT / SENDCo reported.

18.1 The SEND Base is now open and during the summer term the SENDCo held transition meetings with each set of parents and introduced them to the new teams and procedures to be put in place.

18.2 The SEND Base consists of a part time SEND teacher and three experienced TAs. 9 Children are currently accessing the SEND base which offers a specialised learning environment and a gym to support physio and other sensory needs. It was noted children with higher SEN need can also access the SEND Base.

18.3 SEND TAs are assigned to support individual year groups and children with an EHCP receive 1-to-1 support.

18.4 The SENDCo will meet with the TAs on a half termly basis to review the new work procedures.

18.5 The school staff meeting next week will focus on the SEND Base looking at the SEND and Intervention offer from the school

18.6 In the spring term the review will involve

- ensuring there is measurable data from the interventions used
- expand the offer
- meet with the parents

18.7 The SEND link governors visited the SEND base on 22nd September 2021 and their feedback was very positive.

18.8 There has also been very positive feedback from the parents.

19. **GOVERNORS' TRAINING**

| AUTUMN TERM 2021 – TRAINING | | |
|-----------------------------|------------|----|
| HEP Governors' Briefing | 20/09/2021 | MM |

| AUTUMN TERM 2021 – GOVERNORS’ VISITS | | |
|--------------------------------------|--|--------|
| School site visit | 31 st August 2021 | LG; KH |
| Playground Project Meetings | 6 th & 13 th July 2021 9 th & 22 nd Sept 2021 | KH, DK |
| Site Inspection of East Exterior | 23 rd September 2021 | KH |

20. 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 16/09/2021 were shared on Governor Hub for all to view and **agreed** by the GB. The following items were highlighted:

- New balustrade installed in the hall corridor
- New disabled toilet installed for pupils enabling wheelchair user to move to a new classroom
- The school library has been moved back having been a classroom with disabled pupil access following installation of the disabled toilet
- The committee reviewed the Online Safety Policy Review
- Reviewed the Sustainability Plan (clean air; eco friendly waste)
- Confirmed the School has adopted the Haringey Finance and Personnel policies and there are no changes to the policies.

14.1.2 It was noted some of the local streets on the East side of the school are part of the local authority School Streets plans which is undergoing a 6 month review period; it was reported there is poor signage and a number of drivers are receiving PCNs.

14.1.3 Road safety outside the school was flagged and it was proposed a reminder on road safety is presented to the children and parents via the school newsletter.

14.2 RESOURCES COMMITTEE

RH reported:

14.2.1 The minutes of the recent Resources committee meeting held on 13/09/2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

14.2.2 The Committee reviewed the budget full year projection. It was reported there is pressure on the budget with increased capital expenditure and possible non-teaching staff salary increases.

14.3 CHILD AND COMMUNITY COMMITTEE

14.3.1 GN reported. The minutes of the recent CCC Meeting held on 14/09/2021 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:

- Return to school
- Consultation with the children to hear their views and feelings
- Discussed proposals for reaching out to Alumni for diversity plan
- Governors' visibility
- Use of technology (success of the online parents' evening)
- Pupil Premium Grant strategies

14.4 CHARITIES AND SPONSORSHIP COMMITTEE

14.4.1 No items to report.

14.5 SEND

14.5.1 The SEND link governors (MM and EWo) visited the new SEND Base on 22nd September 2021 and shared their experience and positive feedback with the GB.

14.6 DIVERSITY, EQUITY AND INCLUSION (DEI) Group met to look at the school's action plan, and how black history topics are to be woven through the curriculum. Parents will be invited to be involved in the activities for black history month.

15. GB MEETING DATES 2021-22

AUTUMN TERM

Thursday 18th November 2021 @ 7pm

SPRING TERM

Thursday 20th January 2022 @ 7pm

Thursday 10th March 2022 @ 7pm

SUMMER TERM

Thursday 12th May 2022 @ 7pm

Thursday 30th June 2022 @ 7pm

16. ANY OTHER BUSINESS

No items to report.

Clerk's note: Part 1 of the meeting ended at 8.15pm.

Staff left the meeting

Part 2 follows.

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

ACTIONS FROM GB MEETING HELD 23RD SEPTEMBER 2021

| Minute Ref | Action | By Whom |
|------------|--|---------------------|
| 6.1 | Absent governors (CSA; SA; JMG: will need to sign the ROI). | Clerk |
| 7.1 | Absent Governors to forward a signed copy of the Code of Conduct to the Clerk / Chair. | CA; SA; JMG |
| 8.1 | The GB agreed to sign the declaration on Governor Hub to declare they have read Keeping Children Safe in Education Policy. | GB |
| 9.3 | 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 |
| 14.1 | The SEF will be presented at the next GB and governors will have an opportunity to share their input. | Clerk / agenda item |
| 11.2 | <ul style="list-style-type: none"> - Safeguarding Policy; - Child Protection Policy; - Online Safety Policy <p>These policies will be circulated on Governor Hub and governors to approve them via email by end of autumn term 1</p> | GB |

COMMITTEE MEMBERSHIP 2021-2022

| | |
|---|--|
| Environment, Health & Safety Committee | Resources Committee |
| Debby Kuypers (Co-chair) Paula Kitt – (Health & Safety Officer, Clerk) Leon Choueke Lorraine Gerrard Kath Howell Georgia Norton Nomi Tysman <i>Also in attendance:</i> Nina Grimes – Deputy Head Cathy Ching – School Business Manager Paul Baker – Site Manager | Richard Holmes (Chair) Kath Howell Leon Choueke Matt Chick Jean-Michel Garcia-Alvarez Lorraine Gerrard Darren Heath Debby Kuypers Fergus Todd Eddie Webb Elena Wolf <i>Also in attendance:</i> Ben Strange – Deputy Head Corinna Phillips – Assistant Head Cathy Ching – School Business Manager |
| Child & Community Committee | Pay Committee |
| Georgia Norton (Chair) Morinade Akinbobola (Clerk) Selin Akyildiz Leon Choueke Lorraine Gerrard Stuart Goodey Tim Ibbotson Melian Mansfield Claudia Simms Abram Nomi Tysman Elena Wolf <i>Also in attendance:</i> Nina Grimes – Deputy Head Ben Strange – Deputy Head Louise Foulkes – Assistant Head | Lorraine Gerrard (Chair) Leon Choueke Jean-Michel Garcia-Alvarez Debby Kuypers Richard Holmes Fergus Todd Eddie Webb |
| | Charities & Sponsorship Committee |
| | Eddie Webb (Chair) Leon Choueke Darren Heath Richard Holmes |

Additional Governor Responsibilities 2021-2022

| Area of responsibility | Link Governor | Staff Counterpart |
|--|---|--|
| SDP (School Development Plan) Priorities 2021/22: | | |
| Reading & Phonics | Nomi Tysman, Lorraine Gerrard | Louise Foulkes |
| Diversity, Equity & Inclusion | Morinade Akinbobola | Nina Grimes |
| Wider Curriculum | Claudia Simms Abram | Simon Shiel |
| SDP Financial Oversight | Fergus Todd | Cathy Ching and SDP leads |
| Coleridge Families link | Georgia Norton | Leon Choueke |
| Child Protection and Safeguarding | Elena Wolf, Nomi Tysman | Corinna Phillips, Nina Grimes |
| Data Analysis | Lorraine Gerrard | Ben Strange |
| Data Protection | Darren Heath, Elena Wolf | Ben Strange |
| Diversity, Equity & Inclusion | Morinade Akinbobola (lead), Lorraine Gerrard Melian Mansfield, Georgia Norton | Nina Grimes |
| EYFS – Nursery and Reception | Melian Mansfield, Georgia Norton, Stuart Goodey | Laura Goodey, Jenny Leung |
| Haringey and HASGB | Melian Mansfield | n/a |
| Health & Safety | Debby Kuypers | Leon Choueke |
| Looked After Children | Tim Ibbotson | Nina Grimes |
| Special educational needs and disability (SEND) | Melian Mansfield, Elena Wolf | Corinna Phillips |
| Wellbeing | Claudia Simms Abram, Nomi Tysman, Stuart Goodey | Nina Grimes, Corinna Phillips, Jane O'Rourke |