

# Coleridge Primary School Governing Body

## Minutes of the Governing Body meeting held on Thursday 18<sup>th</sup> November 2021 at 6.30pm Coleridge Primary School

### 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) *Lorraine Gerrard (19-11-2025) – <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) *Debby Kuypers (09.11.2025) <b>Co-Vice Chair</b>
<b>HeadTeacher Governor</b> *Leon Choueke	
<b>Staff Governor</b> *Stuart Goodey (20.11.2023)	
<b>Parent Governors</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

\*Darren Heath – Associate Member (27.09.2022)

\*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 BUSINESS

#### 1.1 WELCOME AND APOLOGIES

1.1.1 The Chair welcomed everyone to the meeting. Apologies received and noted from Fergus Todd, Elena Wolf and Tim Ibbotson. The meeting was quorate.

#### 1.2. GB MEMBERSHIP

1.2.1 Kath Howell ends her term of office as a local authority governor on 23.11.2021. A thank you and appreciation was extended to Kath for her dedicated service to the GB over 30 years,

1.2.2 Melian Mansfield ends her term of office as a co-opted governor on 26.11.2021 and it is proposed to nominate Melian to become the local authority governor. The Chair will write to the HEP Governor services to propose this appointment.

**ACTION: CoG**

1.2.3 The CoG presented a proposal to the GB to consider a reduction in the size of the GB by two members to a smaller size of 16 governors. The draft IOG was circulated to the GB ahead of the meeting. There are currently two vacancies on the GB - a parent governor and a co-opted governor. The GB **AGREED** to reconstitute to a smaller size. The clerk will present the draft IOG to HEP for approval.

**ACTION: CLERK**

1.2.4 Debby Kuypers agreed to take on the *Health and Safety link governor* role with immediate effect.

1.3 GOVERNORS' DECLARATIONS OF INTEREST WITH ITEMS ON THE AGENDA / REGISTER OF INTERESTS

1.3.1 No declarations were made.

1.3.2 No late items to report.

1.4 MINUTES OF THE PREVIOUS MEETING

1.4.1 The minutes dated 23<sup>rd</sup> September 2021 were agreed as an accurate record and **APPROVED** by the GB, and signed by the Chair.

1.5. MATTERS ARISING FROM GB MEETING HELD 23<sup>rd</sup> SEPTEMBER 2021 NOT COVERED ELSEWHERE ON THE AGENDA

1.5.1 It was proposed there is greater representation of the community within the GB and a proposal for an advisory group / workshop to be set up to encourage others from all diverse groups in the community to join and learn more about being a governor. It was recommended this advisory group is part of the EDI plan.

1.5.2 ROI and Governors Code of Conduct signed by JM; CS and SA at the meeting.

1.5.3 GB members participated in strategy meetings on 12<sup>th</sup> July 2021 and 13<sup>th</sup> September 2021 and the outcomes will be incorporated into the SEF.

## 2. SCHOOL IMPROVEMENT

2.1 HEADTEACHER'S REPORT

2.1.1 The Head Teachers report was circulated to the GB on Governor Hub ahead of the meeting.

2.1.2 The Head teacher reminded the GB "outstanding" schools are back in the framework for Ofsted inspections. In preparation for Ofsted the SLT are

- Talking with staff about the new Ofsted framework
- SLT meeting twice a week and one meeting per week focus on Ofsted
- Staff attending Ofsted training sessions
- School Improvement Advisor supporting the school
- School Improvement Lead at HEP (Fran Hargrove) supporting the school

2.1.3 It was recommended the Governors set up an Ofsted working party which can tie in with the link governor roles. Any governor interested in joining the working party were invited to email their expression of interest to the CoG.

**ACTION: GB**

2.2 SELF EVALUATION FORM (SEF) / SCHOOL IMPROVEMENT PLAN (SIP):

2.2.1 School staff, the senior leadership Team (SLT) and governors have all contributed to the SIP and during a recent visit the SIA has also given feedback. A copy of the SIP has been distributed to all staff.

**QUESTION:** In the SIP there is reference to a new Early Years Curriculum – can you clarify?

**R:** Yes the Early Years leader is mapping out a progression plan linked to the KS1 curriculum tailored to Coleridge School.

2.2.2 During the meeting the Head teacher invited the Governors to take part in a practical session; governors split into smaller groups to review the SIP actions plans for Reading; EDI; and the Curriculum.

2.2.3 A general discussion took place afterwards and the key points captured:

**READING:**

- Look at progress targets
- Phonics assessment
- End of Year national assessment
- Year 3 phonics wide variation
- Governor visits are useful sessions for staff as they assist with providing a focal point
- And timely (once a term)
- Reading checklist – easier tick list for governors to monitor progress on SIP
- Impact of engaging parents (reading at home; inclusion at school)
- Film a presentation and promote on google classroom / parents WhatsApp group

**EDI:**

- Challenging as first year EDI is part of formal plan
- Broad EDI version, need a specific focus
- Difficult to evaluate
- Lots of new initiative
- Tick box for monitoring progress
- How to measure impact (language changing; observations; topics being talked about; attitudes)
- Propose to seek any charities to support the school in looking at ways to be more diverse GB

**CURRICULUM:**

- Divide wider curriculum into two parts: i. History, Geography & RE;  
ii. Music
- Meet with senior leader (Simon) to review new format for new curriculum
- End of unit and end of year tests
- Impact of new curriculum (measure on children's knowledge – what they know)
- Schedule a visit to KS2 lesson
- It was proposed to invite a member of staff to give a curriculum presentation to the GB at the next GB meeting e.g.. Music.

2.2.4 Governors were invited to email any additional notes from their group discussions to the Chair of Governors.

**ACTION: GB**

## 2.3 REPORTS FROM SUBGROUPS

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

2.3.1 The GB approved the Minutes of all the Committees

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

KH reported. The minutes of the recent EHSC held on 11/11/2021 were shared on Governor Hub for all to view and **agreed** by the GB. The following items were highlighted:

- Playground refurbishment almost complete
- All playground fixtures and fittings are compliant with approved specification
- Risk Assessment completed by Builders
- Prep talks have taken place with children preparing them to use the new equipment safely
- The Head teacher has been out on the playground observing play on new equipment to identify any potential hazards
- Concerns have been expressed about some of the sharp edges. This will be formally passed back to the builders to modify.
- A tripping hazard on the ground with raised surface was reported and this will be addressed under the snags and defects list
- Committee reviewed the DfE Sustainability & Climate Change draft strategy and the NGA Environmental Sustainability as the school is applying for an accreditation in this area.

### 2.3.3 RESOURCES COMMITTEE

The minutes of the recent Resources committee meeting held on 08/11/2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

RH reported on the budget headlines:

- The school has an operating deficit but a cumulative projected year end surplus (see 3.3)
- There is pressure on the budget with increased capital expenditure.
- Ongoing monitoring of the budget.

### 2.3.4 CHILD AND COMMUNITY COMMITTEE

GN reported. The minutes of the recent CCC Meeting held on 09/11/2021 were shared on Governor Hub for all governors to view and **agreed** by the GB.

The areas of focus at the recent Committee meeting included:

- Pupil Premium Grant (PPG) strategy
- Reports from different working groups (Wellbeing; Communications; Parental Engagement) reviewed

### 2.3.5 CHARITIES AND SPONSORSHIP COMMITTEE

No items to report.

### 2.3.6 SEND

Next visit planned for spring term

## 2.4 GOVERNORS' TRAINING AND VISITS

AUTUMN TERM 2021 – TRAINING		
20th Sept 2021	HEP Governors' Briefing	MM
4th Oct 2021	Making effective use of your school's data (ASP and IDSR)	LG; MM; MA
12 Oct 2021	Schools finance : The responsibility of the governing body - session 1	LG + MA
Autumn 2	first of two Safeguarding sessions	EW
2nd Nov 2021	SEN Briefing for all schools	EW + MM

AUTUMN TERM 2021 – GOVERNORS' VISITS		
Data Link Governor	2 <sup>nd</sup> Nov 2021	LG / BS
EYFS	15 <sup>th</sup> Nov 2021	GN
Wellbeing	Autumn Term 2	GN / NT
Wider Curriculum	17 <sup>th</sup> Nov 2021	CA / NT

## 3. **REPORTS/DECISIONS / POLICIES / TASK GROUPS**

### 3.1 CHAIRS ITEMS

3.1.1 See item 5 – GB Membership: proposals for reconstitution of the GB.

3.1.2 The Chair attended a Schools Place Planning session at Haringey. There are 389 vacancies across the Borough. The Borough is meeting with schools in the borough to plan for future reduction in places.

3.1.3 The GB agreed the proposal for a Governors Day should be parked for now. Governor visits will continue. A tour of the school will be arranged for new Governors.

### 3.2 SAFEGUARDING

The annual safeguarding audit is complete and all staff trained. The Staff Code of Conduct and KCSIE has been shared with all staff.

### 3.3 BUDGET UPDATE

Budget monitoring is ongoing. The in-year surplus forecast is now predicted to be £98k at year end (instead of £165k as previously forecast).

### 3.4. POLICY REVIEW

3.4.1 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**

- Appraisal Policy
- Pay Policy
- Governors' Allowance Policy

- Looked After Children Policy
- Online Safety Policy
- Educational Visits Policy
- Fire Risk Management Policy
- Health and Safety Policy
- School Visits Protocol

3.5 ANY OTHER BUSINESS

No items to report.

3.6. GB MEETING DATES 2021-22

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

*Clerk's note: Part 1 of the meeting ended at 8.31pm.*

*Staff left the meeting*

*Part 2 follows.*

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

## ACTIONS FROM GB MEETING HELD 18<sup>TH</sup> NOVEMBER 2021

Minute Ref	Action	By Whom
1.2.2	The Chair will write to the HEP Governor services to propose Melian is appointed as the LA Governor.	CoG
1.2.3	The GB <b>AGREED</b> to reconstitute to a smaller size. The clerk will present the draft IOG to HEP for approval.	Clerk
2.1.3	It was recommended the Governors set up an Ofsted working party which can tie in with the link governor roles. Any governor interested in joining the working party were invited to email their expression of interest to the CoG.	GB
2.2.4	Governors were invited to email any additional notes from their group discussions to the Chair of Governors.	GB