

Coleridge Primary School Governing Body

Minutes of the Governing Body meeting held on Thursday 10th March 2022 at 6.30pm Coleridge Primary School

Attendees:

Representative Governors *Melian Mansfield (19-01-2026)	Co-opted Governors *Eddie Webb (26-09-2022) ^Richard Holmes (01-02-2022) *Elena Wolf (28-01-2023) *Lorraine Gerrard (19-11-2025) – 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 (05-10-2024) *Debby Kuypers (09-11-2025) Co-Vice Chair
HeadTeacher Governor *Leon Choueke	
Staff Governor *Stuart Goodey (20-11-2023)	
Parent Governors *Claudia Simms Abram (01-03-2023) *Morinade Akinbobola (05-11-2024) *Nomi Tysman (30-11-2024)	

*denotes governor present

^denotes governor absent

- ^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

PRESENTATION – The Wider Curriculum (Music)

The meeting commenced with a presentation by the Music Lead, Martin Heidensohn followed by questions and answers. The Chair thanked Martin for his excellent presentation.

1 BUSINESS

1.1 WELCOME AND APOLOGIES

1.1.1 The Chair welcomed everyone to the meeting. Apologies received and noted from Fergus Todd and Richard Holmes. Melian Mansfield jointed the meeting remotely. The meeting was quorate.

1.2. GB MEMBERSHIP

1.2.1 Georgia Norton will be stepping down as Co-opted Governor at the end of April 2022. The Chair, on behalf of the GB, extended thanks and gratitude to GN for all her support and work for the GB.

1.2.2 The Chair invited governors to email expressions of interest if they wished to take on any of the roles left vacant when GN steps down. Vacancies to be filled are:

- Chair of the CCC Committee
- Early Years link governor
- Lead for Marketing and Communications.

ACTION: GB

1.2.3 The Chair reminded governors of the various routes available to recruit a new co-opted governor. The Chair informed the GB a parent in Year 5 had made an expression of interest to serve as a school governor and has a good skill set.

The GB suggested:

- to visit the website *inspiring governance* to see if there is a potential candidate there with a broader skill set.
- to revisit the candidates that took part in the parent elections last year and see if there is a possible candidate from there.

Governors were invited to email any thoughts about the appointment of a co-opted governor to the Chair.

ACTION: GB

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

1.3.1 No declarations made.

1.3.2 No late items to report.

1.4 MINUTES OF THE PREVIOUS MEETING

1.4.1 The GB **APPROVED** the minutes of the previous GB Meeting dated 20th January 2022 as an accurate record, and signed by the chair.

1.5. MATTERS ARISING FROM GB MEETING HELD 20TH JANUARY 2022 NOT COVERED ELSEWHERE ON THE AGENDA

1.5.1 The GB discussed the remit for an advisory group / workshop at the meeting. In conclusion, the GB **AGREED** the next step would be to define the Terms of Reference for this working party and agree the regularity of meetings.

ACTION: MA

1.5.2 The CoG invited expressions of interest to join Ofsted working party. The CoG will contact governors who have volunteered to join the Ofsted working party.

COMPLETE

1.5.3 All governors were reminded to write up visits to the school and file their visit reports on Governor Hub. **COMPLETE**

1.5.4 The latest version of SEF to be circulated via Governor Hub to the GB ahead of the meeting. **COMPLETE**

2. SCHOOL IMPROVEMENT

2.1 HEADTEACHER'S REPORT

2.1.1 The Headteacher's report was circulated to the GB ahead of the meeting. There were no questions.

2.1.2 In response to a query from a governor the Headteacher highlighted that the list for secondary schools placements was not complete as the list does not include the results for private school placements.

2.1.3 The predictions for future energy costs from Haringey local authority are not encouraging and there will be a high increase in expenditure for all schools.

2.2 SELF-EVALUATION FORM

The latest version of the SEF was circulated to the GB ahead of the meeting. The Governors feedback was positive. The Headteacher reported the SEF is still being refined to be more concise and it was proposed to colour code the document to show progress and assist with regular updating. A discussion took place about the contents on the front page and it the GB **AGREED** senior leaders would review this.

ACTION: Headteacher & Deputy Headteacher

2.3 COMMITTEES

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

The GB approved the Minutes of all the Committees

2.3.1 The Environment, Health & Safety Committee

DK reported. Meeting took place on 03/03/2022

The headlines:

- Works on the west side completed.
- Focus on schedule of works for the East side.
- A committee meeting took place to look at Eco Schools
- Learning Corners to be installed in all classrooms – the Coleridge Families have been fund raising to support the development of learning corners. An anonymous donation has also been offered to match the funding.
- NT and EWo took part in a walkabout with Paul to review safeguarding and will meet with DK to provide feedback on their findings. **ACTION: NT & EWo**

2.3.2 Resources Committee

LG reported in RH's absence. Meeting took place on 07/03/2022.

- The Year End is due on 8th April 2022; forecast is £160k surplus at YE. This figure includes £120k Coleridge Families voluntary fund donations.
- Concern expressed over the huge increase in energy costs going forward.
- Budget 2022-2023 was reviewed and key assumptions include
 - £97 extra funding per child (£81k approx.)
 - £50k conservative prediction in parent donations of voluntary funds

- Predicted utilities will increase by £93k

Expanding the reach of the Voluntary Fund being developed and ongoing co-ordination with Coleridge families

2.3.3 Child and the Community Committee

GN reported. The committee meeting took place on 01/03/2022.

Highlights include:

- Admissions for September 2022
- Feedback on parent and children surveys
- SDP updates
- Reading festival
- Policy review

2.3.4 Charities and Sponsorship Committee

EWe reported.

A sponsorship agreement has been approved by Coleridge families and will be signed by David Astbury local estate agents.

2.3.5 SEND Governor

CP and EWo reported. No meeting since last GB.

SEND Coffee morning to take place on Thursday 31st March 2022 to meet and chat with the SEND community. The invitation to the coffee morning is being extended to all parents not just parents of SEND children. [Post meeting note: this is being rescheduled to April due to Covid]

2.4 Schools Financial Value Standard (SFVS)

The SFVS for 2022 was approved by the Resources Committee on Monday 7th March 2022 and circulated to the GB ahead of the meeting. There were no questions. The GB **APPROVED** the SFVS.

2.5 GOVERNORS' TRAINING AND VISITS

GOVERNORS' TRAINING		
SPRING TERM 2021		
13 th Jan 2022	Safeguarding and protecting pupils – GB responsibilities	NT
17 th Jan 2022	Haringey Termly Governors' briefing	LG
22 nd Feb 2022	SEN Briefing for governors of mainstream schools	EWo
23 rd Feb 2022	Haringey Annual Governors' Conference	LG, MM
2 nd Mar 2022	Ofsted Updates and Framework	LG, MA
2 nd Mar 2022	Safeguarding, Child Criminal Exploitation by Judicium	EWo
8 th Mar 2022	Haringey termly governors' briefing	LG, MM, MA

GOVERNORS' VISITS SPRING TERM 2021		
Early Years Link Governor	28 th February 2022	GN – Visit to Nursery and Reception
Health & Safety walk	11 th March 2022	DK

3. REPORTS/DECISIONS / POLICIES / TASK GROUPS

3.1 CHAIRS ITEMS

The Chair has spoken with other Chairs at different GB's with regards to Ofsted and it is agreed it is beneficial to have a crib sheet. The school is using the HEP template to support compiling a crib sheet for all governors.

A discussion also took place about Ofsted judgements where schools have moved from outstanding under the old framework to good in the new framework and how schools should best communicate this to the parents.

Haringey Borough has adopted SEND Core standards and there has been positive feedback across the Borough.

3.2 SAFEGUARDING

Safeguarding visit took place on Thursday 3rd March 2022; there were no areas of concern.

3.3 BUDGET UPDATE *See Committee reports (2.3.2)*

3.4. POLICY REVIEW

The policies were reviewed in their committees and presented to the GB for approval. The GB **APPROVED**:

- a) Anti-Bullying
- b) Dignity at Work
- c) Parent Code of Conduct
- d) ICT Disaster Recovery Plan
- e) ICT Equipment Disposal Policy
- f) ICT Expenditure – Five Year Plan from 2022-23
- g) ICT Loan of Equipment Policy

3.5 ANY OTHER BUSINESS

No items to report.

GB MEETING DATES 2022

SUMMER TERM

Thursday 12th May 2022 @ 7pm

Thursday 30th June 2022 @ 7pm

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

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

ACTIONS FROM GB MEETING HELD 10TH MARCH 2022

Minute Ref	Action	By Whom
1.5.1	The Chair invited governors to email expressions of interest if they wished to take on any of the vacancies to be filled: <ul style="list-style-type: none"> • Chair of the C&C Committee • Early Years link governor • Lead for Marketing and Communications. 	GB
1.2.3	Governors were invited to email any thoughts about the appointment of a co-opted governor to the Chair.	GB
1.5.1	The GB discussed the remit for an advisory group / workshop at the meeting. In conclusion, the GB AGREED the next step would be to define the Terms of Reference for this working party and agree the regularity of meetings.	NT / CoG
2.2	A discussion took place about the contents on the front page of the Self Evaluation Form (SEF) and it the GB AGREED senior leaders would review this.	Headteacher & Deputy Headteacher
2.3.1	NT and EWo took part in a walkabout with Paul to review safeguarding and will meet with DK to provide feedback on their findings.	NT & EWo