

Coleridge Primary School Governing Body

Minutes of the Governing Body meeting held on Thursday 12th May 2022 at 6.30pm Coleridge Primary School

Attendees:

Representative Governors

*Melian Mansfield (19-01-2026)

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)

Co-opted Governors

*Eddie Webb (26-09-2022)

*Richard Holmes (01-02-2022)

*Elena Wolf (28-01-2023)

^Jean-Michel Garcia-Alvarez (10-02-2025)

*Tim Ibbotson (26-09-2022)

*Selin Akyildiz (26-09-2022)

*Fergus Todd (05-10-2024)

*Debby Kuypers (09-11-2025) **Acting Chair**

2 x vacancies

*denotes governor present

^denotes governor absent

*Darren Heath – Associate Member (27.09.2022)

*Ben Strange – Deputy Headteacher

*Nina Grimes – Deputy Headteacher

*Louise Foulkes – Assistant Head teacher

*Corinna Philips – Assistant Head teacher/ SENDCo

*Katie Powell – Observer

*Helen Holloway, Senior Clerk, HEP

Part 1

PRESENTATION – Maths Curriculum

The GB agreed to re-order the agenda items so the Maths Presentation is placed under the Headteacher's items.

1 BUSINESS

1.1 WELCOME AND APOLOGIES

1.1.1 The Chair welcomed everyone to the meeting and introduced Kate Powell attending the meeting as an observer. Apologies received and noted from JMG. Apologies for lateness received from RH. The meeting was quorate.

1.2. GB MEMBERSHIP

1.2.1 There are currently two co-opted governor vacancies; Georgia Norton stepping down at the end of April 2022, and Lorraine Gerrard stepping down as Co-opted

Governors on 30th April 2022. Debby Kuyers, Co-Vice Chair will be acting Chair for remainder of the summer term.

1.2.2 Following the recent governor vacancies, it was confirmed that all Chair of Committee roles and link governor roles have been filled for the summer term. See **Appendix A** for the **agreed** revised list of roles and responsibilities.

1.2.3 Following the extra GB meeting at the beginning of summer term 2 it was agreed to restructure the GB going forward for next academic year to have a more co-ordinated approach with the work of the RC and CC Committee and reduce duplication of work. In addition the GB proposed to set up a Finance working party to closely monitor the budget in separate meetings.

1.2.4 As part of the GB evaluation governors will also look at succession planning and recruitment from parents lower down the school. A discussion took place about the possibility of looking at co-chairing.

1.2.5 The evaluation of the GB will take place at the next GB meeting in summer term 2. Documents to support the evaluation will be circulated to the GB in advance of the meeting.
ACTION: CoG

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 10th March 2022 as an accurate record, and the minutes were signed by the chair.

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

1.5.1	(Minute ref: 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 COMPLETE
1.5.2	(Minute ref 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 COMPLETE

2. SCHOOL IMPROVEMENT

2.1 SELF EVALUATION WORKSHOP

2.1.1 All governors were invited to participate in a SEF workshop. The HT presented the revised SEF, which was circulated to the GB ahead of the meeting. A full discussion took place reviewing the different sections of the document and the following areas highlighted:

Quality of Education:

- How is the school looking at impact and recording the impact.
- Clear focus on quality of education
- School website details curriculum implementation, intent and impact
- Measures of success (for example: Phonics screening).
- How is the school closing the learning gap for the lowest 20% achievers
- Parent view comments

Behaviour and Attitudes:

- Attendance data
- Behaviour module is used at school to analyse patterns of behaviour
- Well Being survey (pupil and staff sound bites)
- Feedback from the parents

Governance:

- Governors' training and showing the impact it has
- Resources committee scrutinising of the budget
- Eco-school accreditation
- Regular SEF workshops

2.1.2 All governors were reminded if they have any additional comments or additions to the SEF to the Head teacher.

ACTION: GB

2.2 MATHS CURRICULUM PRESENTATION:

A presentation to the GB on the Maths curriculum was led by Louise Foulkes, Maths lead, followed by questions and answers.

The Chair and Governors, on behalf of the GB, thanked Louise for her presentation.

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 05/05/2022.

It was highlighted that there is proposal to move the Forest school to the back of the school building and the front of school areas will be seeded up with wild flowers.

2.3.2 Child and the Community Committee

MA reported. The committee meeting took place on 03/05/2022.

Highlights from the committee include:

- SLT reinstating meetings with class representatives to build connections within the community
- Reading – a deep dive exercise has taken place. All classrooms have phonetically coded reading books.
- BAME conference follow up; themes from the conference to be addressed. All published on Governor Hub.
- EDI action plan agreed following EDI audit.
- Review of pupil progress data and identifying lower attainment groups.
- Review of SEF.
- Robust remote learning in place.
- Access to afterschool clubs for disadvantaged children.
- Online safety review.

2.3.3 Resources Committee

RH reported. Meeting took place on 09/05/2022.

Budget update

The **Year End** budget report was circulated to the GB ahead of the meeting and at year end 31.03.2022 there is a surplus of £23,104k. It was reported that the carry forward figure at the beginning of the financial year 2021-2022 was £162k.

The **Budget Forecast for 2022-2023** is showing an in year deficit of £141,553 and it is forecast the surplus at year end 2023 will be just under £5k

Increased pressure on the budget with progressive salary increments; teaching pay increase estimated at 2.75% in the budget plan; increased employer contributions estimated at 1.75%; increased utility bills Electricity increase by 59%; gas increase by 237% resulting in £80k increase in spend.

It was reported the Finance working party will reconvene to closely monitor the budget and find ways to generate income.

The GB **AGREED** the Year End report and Budget Plan 2022-2023.

2.3.4 Charities and Sponsorship Committee

EWe reported. No new contracts have been presented to the Committee for approval.

It was reported that a governor is conducting an independent review of the Martyn Gerrard contract.

2.3.5 SEND Governor

CP and EWo reported. No meeting since last GB.

The first SEND Coffee morning took place on Thursday 21st March 2022

SEND link governors are linking with the Well Being team and reviewing feedback from parents.

2.4 GOVERNORS' TRAINING AND VISITS

GOVERNORS' TRAINING SUMMER TERM (1) - 2021		
16/03/2022	Data protection culture in Schools by Judicium Education	EWo
23/03/2022	Safeguarding from the Perspective of a Former Police Detective by Judicium Education	EWo
04/05/2022	Safeguarding Managing Instances of Harmful Sexual Behaviours and Creating a Culture of Prevention by Judicium Education	EWo
21/03/2022	Understanding the thinking behind the HEP Primary curriculum	MA
17/03/2022	Schools finance : The responsibility of the governing body - 4 session training programme	MA

GOVERNORS' VISITS SUMMER TERM (1) 2021		
24/03/2022	Online Safety Talk for Parents	EWo
29/03/2022	Review of SCR	EWo
31/03/2022	Part of the interview panel for the Deputy Headteacher post	EWo
21/04/2022	SEND Coffee Morning	EWo; MM

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

3.1 CHAIRS ITEMS

No items to report.

3.2 SAFEGUARDING

SCR checked and no concerns to report. The Safeguarding report was circulated to the GB on Governor Hub.

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) Lettings Policy
- b) Asset Management Policy
- c) Contractors in School Policy
- d) Freedom of Information Policy
- e) Data Protection Policy
- f) PSHE and RSE Policy
- g) SEMP
- h) Value Education Policy

3.5 ANY OTHER BUSINESS
No items to report.

GB MEETING DATES 2022

SUMMER TERM Thursday 30th June 2022 @ 7pm

*Clerk's note: Part 1 of the meeting ended at 8.29pm. Staff left the meeting
Part 2 follows.*

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

ACTIONS FROM GB MEETING HELD 12TH MAY 2022

Minute Ref	Action	By Whom
1.2.5	The evaluation of the GB will take place at the next GB meeting in summer term 2. Documents to support the evaluation will be circulated to the GB in advance of the meeting.	CoG
2.1.2	All governors were reminded if they have any additional comments or additions to the SEF to the Head teacher.	GB

APPENDIX A

Additional Governor Responsibilities – Revised May 2022

Area of responsibility	Link Governor	Staff Counterpart
SDP (School Development Plan) Priorities 2021/22:		
Reading & Phonics	Nomi Tysman,	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	Claudia Simms Abram	Leon Choueke
Child Protection and Safeguarding	Elena Wolf, Nomi Tysman	Corinna Phillips, Nina Grimes
Data Protection	Darren Heath, Elena Wolf	Ben Strange
Diversity, Equity & Inclusion	Morinade Akinbobola (lead), Melian Mansfield	Nina Grimes
EYFS – Nursery and Reception	Melian Mansfield, 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