

Coleridge Primary School Governing Body

Minutes of the Governing Body meeting at the school on Thursday 17th November 2022 at 6.00pm

Attendees:

Representative Governors (1) *Melian Mansfield (19-01-2026)	Co-opted Governors (10) *Eddie Webb (26-09-2022) *Richard Holmes (01-02-2026) Vice Chair *Elena Wolf (28-01-2023) ^Jean-Michel Garcia-Alvarez (10-02-2025) *Debby Kuypers (09-11-2025) Chair * Kate Powell – (11-05-2026) * Kate Harrod (21-09-2026) 3 x vacancy
HeadTeacher Governor (1) *Leon Choueke	
Staff Governor (1) *Schirin Kishore (08-11-2026)	
Parent Governors (3) *Claudia Simms Abram (01-03-2023) *Morinade Akinbobola (05-11-2024) *Nomi Tysman (30-11-2024)	

*denotes governor present

^denotes governor absent

- *Ben Strange – Deputy Headteacher
- *Louise Foulkes – Deputy Headteacher
- *Corinna Philips – Assistant Head teacher/ SENDCo
- *Tim Ibbotson – Assistant Head teacher
- *Selin Akyildiz – Associate Member (27.09.2024)
- ^Darren Heath – Associate Member (21.09.2023)
- *Helen Holloway, Senior Clerk, HEP
- *Becca Monahan - Observer

Part 1

1. WELCOME AND APOLOGIES
1.1.1 The Chair welcomed everyone to the meeting and introduced Becca Monahan attending the meeting as an observer. .
2. APOLOGIES
2.1 Apologies received and noted from JGA and DH. Apologies for late arrival from KP. The meeting was quorate.
3. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA
No declarations were made.
4. GB MEMBERSHIP
4.1 Link governor roles – See agenda item 14.

4.2 Fergus Todd, a co-opted governor has stepped down with immediate effect. The Chair on behalf of the GB thanked Fergus for all his support to the GB. It was noted there are currently 4 co-opted governor vacancies.

5. MINUTES OF THE PREVIOUS MEETING / MATTERS ARISING

5.1 The GB **APPROVED** the minutes of the previous GB Meeting dated 22nd September 2022 as an accurate record. The minutes were signed by the Chair and left at the school for filing.

MATTERS ARISING:

5.2	(Minute ref: 3) All governors were reminded to sign their Declarations for Interest on Governor Hub.	COMPLETE
5.3	(Minute ref: 4) Governors were reminded of the need to complete safeguarding training.	GB – All governors have completed safeguarding training.
5.4	(Minute ref: 4.8) The Chair circulated a document from The Key on Governance Review. To-date six governors have completed the evaluation. The Chair reminded those that have not completed the evaluation to do so as soon as possible and return to the Chair.	COMPLETE
5.5	(Minute ref: 2.2.2) The minutes for the recent Resources Committee (summer term 2) will be circulated to the GB in due course.	Headteacher

6. HEADTEACHER'S REPORT

6.1 The Headteacher's report was circulated to the GB ahead of the meeting. The following areas were highlighted:

6.2 Maths: Following on from last year, having identified gaps in children's learning as a result of the lockdown and school closure, Maths will be a priority focus this year. Previously, Maths has always been a beacon subject for the school. The KS2 results in Maths summer 2022 were significantly lower than expected. It is essential all Coleridge pupils leave the school with a solid foundation in Maths to take to secondary school.

6.3 Parent survey in February 2022: The feedback from parents in this survey evidenced they felt disconnected from the school. It is one of the school's priority this year to re-establish links with parents. The school is now inviting parents to visit their child's classroom and meet the staff and look at their child's books ahead of a parent consultation. It was reported parental feedback from these school visits has been very positive. The school is planning to return to face to face parent consultations.

6.4 Coleridge Families Autumn Term event: The autumn term festival took place early November 2022 from 3pm to 7pm and it was a successful event, well attended and positive feedback received by Coleridge Families. The feedback received has also identified areas for improvement for future events.

6.5 DEI: The first DEI meeting took place on 17th November 2022 and was very productive even though some of the feedback was challenging. The Headteacher will continue to meet with the DEI group and has committed to a meeting every half

term. In between these scheduled meetings with the Head teacher, the DEI parent group will meet outside of the school.

6.6 Pupil Behaviour: In January 2022 the school moved over to Integris and this online programme is used to record and monitor pupil behaviour. It was reported there are 54 children in the upper school displaying unreasonable behaviour, much of which has been seen post pandemic. Children need to learn to regulate their behaviour, and the school is supporting the children to learn to do this.

6.7 A request was made for the school census to be available to the GB. The Headteacher agreed to upload the census to Governor Hub.

ACTION: Headteacher

6.8 Admissions: Pupil numbers are reducing. The Head teacher has increased the number of prospective parent tours and this is also advertised on the school website. Feedback from prospective parents is positive as they are impressed with the children and their politeness.

6.9 Social Media is also being used to promote the school. It was noted that prospective parents are already on the school's social media page. A discussion took place about how the school reach other parents who may not be aware of the school. It was proposed that governors could hold a governors' clinic for prospective parents.

6.10 Haringey local authority are giving out banners to schools to promote 30 hours free nursery and Coleridge will use the banner to support marketing the school.

6.11 SDP

The Head teacher met with the SLT and governors to refine the SDP for 2022-23 and identify key areas for focus. During the GB meeting the Head Teacher shared a presentation showing the reasons why particular areas have been identified as a priority in the SDP for 2022-23.

6.11.1 Behaviour and Attitudes

- Emotional wellbeing is at the centre of our ethos and vision, supporting children to have and manage positive relationships is key.
- Between January 2022 and November 2022, 54 children were recorded on Integris for stage 3 & 4 behaviours. Following on from pandemic teachers have reported that there has been an increase in behaviour incidents where children have struggled to regulate their behaviour and have reacted physically towards their peers. This accounted for 63% of all stage 3 & 4 behaviour incidents.
- In a Year 6 focus group, girls reported that they feel the boys dominate the games in the playground.
- In focus groups run with small groups of children, a few children talked about teachers not dealing with behaviour incidents fairly.
- In a parents' survey in February 2022, 14% of parents who responded said their child had been bullied and that they did not feel the school dealt with it quickly or effectively.
- 10 children who were recorded for stage 3 & 4 Behaviours were on the SEND register.
- Staff review of behaviour of children highlighted the need to re-look at the language we use when dealing with behaviour.

- There has been a 50% Increase in referrals to the well-being and counselling team, there needs to be careful planning in order to support and meet the need of the school community.

QUESTION: Is there training for staff on the playground?

R: There hasn't been for a while. There is an Inset day planned with a guest speaker presenting on Behaviour and Management. There are also behavioural training sessions online to support staff. It was confirmed the school keeps records of all behaviour to identify any trends, meetings and targets set for pupils to manage their behaviour.

6.11.2 Diversity, Equity and Inclusion:

- The school has a duty to ensure that the rights of individuals are protected and there is advance equality of opportunity for all.
- Last year DEI was added to the SDP with an express aim to commit to being an anti-discriminatory and anti-racist school. Coleridge serves a very diverse school community with 53% of our children coming from minority ethnic groups. The School wants to ensure that all children, parents and staff feel the same sense of belonging and attachment to the school irrespective of their background. This work continues to be a high priority and will continue.
- There are still actions remaining on the action plan which need further development to be fully embedded.
- Currently the Coleridge staff team does not reflect the diversity and make up of the school community. Work needs to be undertaken to ensure that our children have access to and work alongside positive and aspirational adults who reflect diversity of our children in Coleridge.
- Conversations with minority ethnic parents highlight that they don't feel the same immediate connection with the school or feel as represented or heard.
- Historically and last year some parents have raised with the school that they are not happy and felt disappointed with how racist incidents were handled by the school.
- Language is also a barrier for some parents and children feeling an attachment to the school. 19% of our children are EAL.
- End of key stage data 2021.22 highlighted that especially our Turkish & Turkish Cypriot children are performing less well than their peers. Maths 59% EXP+ and 11% GDS, Reading 48% Exp+ and 11% GDS in Writing 52% EXP + and 4% GDS. Of the 27 children in the school 4 are in receipt of the pupil premium.
- Within Education DEI is both a local (HEP) and national priority

QUESTION: In response to a query about the Turkish group, it was confirmed there are 50 pupil premium children on roll. It was also noted that not all of the Turkish group pupils are low attainers.

6.11.3 Provision for children in receipt of PPG

The school's vision talks about **all** children being able to reach their full potential. At the end of 2021-22 and following on from the pandemic there are increasing gaps between our FSM children and the rest of the school:

Reading

- Whole School- 79% Children EXP+ and 35% GDS
- FSM Children 53% of children EXP+ and 14% at GDS.

Maths

- Whole School -79% EXP+ and 29% GDS
- FSM Children 52% EXP+ and 10% GDS

Writing

- Whole School -72% EXP+ 17% GDS
- FSM Children 33% and 6%

Attendance

- PP children's attendance is not as good as the rest of the school. The IDSR for end of 2021-22 highlights that overall absence in summer 2021 for pupils in receipt of free school meals (8.2%) was in the highest 20% of all schools. In autumn 2020 overall absence for pupils in receipt of free school meals (7.6%) was in the highest 20% of all schools. Persistent absence in autumn 2020 for pupils in receipt of free school meals (26.1%) was in the highest 20% of all schools.

Extra Curricular Activities:

- In 2021-22 data highlighted that less PPG children are accessing extra-curricular activities than the rest of the children across the school.

6.11.4 During the meeting a discussion took place about the title '*provision for children in receipt of pupil premium grant*' and whether it was fit for purpose. Suggestions were made and in conclusion the GB agreed SLT would meet to consider renaming the PPG focus area in the SDP.

ACTION: SLT

QUESTION: Is there a pattern of high levels of pupil absence around the beginning and end of term?

R: No, not so much. There has been an increase in the number of parents taking their children out of school early at the end of term. If a pupil has persistent absence, a meeting takes place with the parents to understand what difficulties the family may have preventing the child from being at school.

6.11.5 Wider Curriculum Development

- Developing the school's wider curriculum has been an area for focus for the last couple of years. It has been a massive piece of work to undertake; there is still more development work to be done, especially around the assessment.
- In professional dialogues staff report that their weekly timetables are extremely full and that it is challenging to fit in everything that they are required to cover.
- Time needs to be spent refining the school curriculum to ensure it is manageable for staff to deliver.
- Curriculum demands are having an impact on staff well being.

7. BUDGET UPDATE

The budget 2022-2023 was discussed in detail at the recent Resources Committee Meeting and the part 2 minutes were circulated to the GB. See Part 2 minutes.

8. SAFEGUARDING

8.1 A safeguarding walk was completed in the autumn term. The notes from this walk were circulated to the GB on Governor Hub.. There were no concerns.

8.2 HEP has recommended the GB includes online safeguarding as part of the responsibility for the safeguarding link governor role. The CoG will forward the email link to the Safeguarding link governor.

ACTION: CoG

8.3 It was reported that members of the SLT, Leon Choeuke and Tim Ibbotson have completed the advanced safeguarding training.

9. SEND

9.1 The SEND report for the autumn term was circulated on Governor Hub to the GB.

Area highlighted included:

- SEN Coffee morning took place and feedback received was very positive. Plans are being made for another coffee morning.
- WhatsApp SEN parents group set up.
- SEND to be included in the Behaviour policy
- Support and advice to be given by the school to parents on what to do if you suspect a child has an issue; What to do when a diagnosis is given. The school is compiling a pamphlet liaising with the Wellbeing counsellor.
- A proposal was made to compile a timetable for four surveys to take place each academic year – to be agreed by and parents notified of dates.

ACTION: SENDCo (CP) and SEND Group

10. WELLBEING

10.1 CP has compiled a Wellbeing action list and circulated to the GB on Governor Hub. Wellbeing meeting date to be arranged for spring term one.

ACTION: SENDCo (CP)

11. POLICY REVIEW

11.1 The following policies were circulated to the GB ahead of the meeting and **APPROVED**:

- Sports Premium Report
- Educational Visits Policy
- Child Protection and Safeguarding Policy and Procedures
- Data Breach Policy
- Governor Visits Policy
- ECT Policy
- Exclusions Managing Allegations

11.2 BS is currently reviewing the schedule for statutory and non-statutory policies and a final list with review dates will be distributed to the GB.

ACTION: Deputy Headteacher

12. COMMITTEE UPDATES

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

12.1 The GB **approved** the Minutes of all the Committees. The minutes were signed and left at the school for filing.

12.2 COMMITTEE TERMS OF REFERENCE

The Terms of Reference for the Child and Community Committee, and the Charities and Sponsorship Committee were reviewed in their committees and presented to the GB. The GB **APPROVED** the Terms of Reference for Child and Community Committee and Charities and Sponsorship Committee.

12.3 EHSC

12.3.1 DK reported. Meeting took place on 10th November 2022 and the minutes circulated on Governor Hub.

12.3.2 It was highlighted during the meeting the committee are actively working on the safeguarding action list. DK to meet with a parent who is supporting the school to progress the sustainability list.

12.3.3 Premises issues are all detailed on the minutes. There were no questions.

12.4 Resources Committee / Child and Community Committee

12.4.1 The joint Committee met on 26th September 2022 and 7th November 2022. and the minutes circulated to the GB.

12.4.2 A budget update was given and discussed in detail at the recent meeting on 7th November 2022 - See RC / CCC Part 2 minutes (7.11.2022)

12.5 EDI Committee

See Headteachers report – see item 6.11.2

12.6 Charities and Sponsorship Committee

No meeting has taken place.

12.7 SEND Governor Report See Item 9

13. GOVERNORS VISITS AND TRAINING

13.1 Governor training completed autumn term:

DATE	TRAINING COMPLETED	ATTENDEE
Oct. 2022	Judicium Safeguarding training	DK
Nov.2022	Safer Recruitment (Online)	NT
27.09.2022	ADHD Staff training at Coleridge	EWol
05.10.022	Safeguarding and Protection / Online safety (Judicium)	EWol
31.10.2022	Safeguarding training at Coleridge INSET day	EWol
02.11.2022	SEND Briefing for Governors, HEP	EWol
09.11.2022	Emotional Regulation training (Haringey Autism Team)	EWol
17.11.2022	Safeguarding Pupils with SEND (Judicium)	EWol
Autumn term	Safeguarding Training	EWeb

13.1 Governor visits completed autumn term:

DATE	VISIT COMPLETED	ATTENDEE
13.11.2022	EHSC related school visit on 13.11.22	DK
27.09.2022	Reading visit on 27/9/22.	NT
28.09.2022	Reception Curriculum morning with Parents – Coleridge East	EWol

30.09.2022	Safeguarding Audit with Judicium (Coleridge East)	
13.10.2022	Health and Safety Blind Spots / safeguarding walkabout	EW
07.11.2022	DEI Meeting and SDP review meeting	
09.11.2022	SEND Governors observation visit. Meeting with SEND Team	
17.11.2022	Safeguarding visit and meeting with Coleridge	EWol
29.09.2022 / 03.11.2022	Finance Working Party (FWP)	DK; RH; EWol; MA;JMA;BS; LC
21.10.2022 / 07.11.2022	DEI Meetings	DK
19.10.2022 / 07.11.2022	Strategy Meetings	DK
09.11.2022	EHSC – Sustainability meeting	DK

14. **ANY OTHER BUSINESSS**

14.1 Link Governor Roles: The **Link governor roles for 2022-2023** were agreed at the GB and are as follows:

Area of responsibility	Link Governor	Staff Counterpart
SDP (School Development Plan) Priorities 2022/23:		
Behaviour + Attitudes	Nomi Tysman, Elena Wolf, Claudia Simms Abram	Leon Choueke, Corinna Phillips, Kirstie Henry
Levelling up Attainment	Becca Monahan	Leon Choueke, SLT
Diversity, Equity & Inclusion	Morinade Akinbobola (lead), Melian Mansfield, Elena Wolf	Leon Choueke,
Wider Curriculum Development	Claudia Simms Abram	Simon Shiel , Louise Foulkes
Child Protection and Safeguarding/	Elena Wolf, Nomi Tysman,	Corinna Phillips, SLT, Kirstie Henry
EYFS – Nursery and Reception	Melian Mansfield	Stuart Goodey and Laura Parnell
Haringey and HASGB	Melian Mansfield	n/a
Health & Safety	Debby Kuypers	Leon Choueke
Special educational needs and disability (SEND)	Melian Mansfield, Elena Wolf, Morinade Akinbobola	Corinna Phillips
Parent Engagement: Community & Coleridge Families	Claudia Simms Abram, Kate Powell	Leon Choueke, Corinna Phillips, Kirstie Henry

Wellbeing and Looked after children	Claudia Simms Abram, Nomi Tysman	Corinna Phillips, Kirstie Henry
SDP Effective Finance	Richard Holmes	Leon Choueke, Ben Strange, Cathy Ching
Reading and Writing	Kate Harrod	Louise Foulkes, Tim Ibbotson, Rebecca Godfrey and Lizzie Davies
Maths	Debby Kuypers	Flo Tapp
Strategy, Data and Monitoring	Kate Harrod	SLT
Policy Strategy	Darren Heath	Ben Strange

15. DATES OF FUTURE GB / JOINT COMMITTEE MEETINGS

	RC/CCC 6.00pm	GB Meeting 6.00pm	EHSC 6.00pm
Spring Term	Mon 9th Jan'23	Thurs 26th Jan'23	19 th Jan'23
	Mon 6 th Mar'23	Thurs 23 rd Mar'23	16 th Mar'23
Summer Term	Mon 24th Apr'23	Thurs 11th May'23	4 th May'23
	Mon 12th Jun'23	Thurs 29th June'23	22 nd June'23

Clerk's note: Part 1 of the meeting ended at 8.33pm. Staff left the meeting Part 2 follows.

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

ACTIONS FROM GB MEETING HELD 17th NOVEMBER 2022

Minute Ref	Action	By Whom
6.7	A request was made for the school census to be available to the GB. The Headteacher agreed to upload the census to Governor Hub.	HT
6.11.4	The GB agreed SLT would meet to consider renaming the PPG focus area in the SDP.	SLT
8.2	HEP has recommended the GB includes online safeguarding as part of the responsibility for the safeguarding link governor role. The CoG will forward the email link to the Safeguarding link governor.	CoG
9.1	A proposal was made to compile a timetable for four surveys to take place each academic year – to be agreed by and parents notified of dates.	SENDCo / SEND Group
10.1	Wellbeing meeting date to be arranged for spring term one.	SENDCo
11.2	BS is currently reviewing the schedule for statutory and non-statutory policies and a final list with review dates will be distributed to the GB.	Deputy HT