

Coleridge Primary School Governing Body

Minutes of the Governing Body meeting at the school on Thursday 22nd September 2022 at 6.00pm

Attendees:

| | |
|--|--|
| Representative Governors *Melian Mansfield (19-01-2026) | Co-opted Governors *Eddie Webb (26-09-2022) ^Richard Holmes (01-02-2026) Vice Chair *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) Chair *Katie Powell 1 x vacancy |
| HeadTeacher Governor *Leon Choueke | |
| Staff Governor Vacancy | |
| 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 (21.09.2023)
*Ben Strange – Deputy Headteacher
*Louise Foulkes – – Deputy Headteacher
^Corinna Philips – Assistant Head teacher/ SENDCo
*Helen Holloway, Senior Clerk, HEP

Part 1

1 BUSINESS

1. WELCOME AND APOLOGIES
 - 1.1.1 The Chair welcomed everyone to the meeting.
2. APOLOGIES
 - 2.1 Apologies received and noted from DH; FT. Apologies for late arrival from MM and CSA and JM. The meeting was quorate.
 - 2.2 The GB **AGREED** to re-order the agenda item election of Chair and Vice Chair for when all Governors were present. (Items 9.10, and 11 brought forward after annual declaration of interest item)
3. ANNUAL DECLARATIONS OF INTEREST

All governors were reminded to sign their Declarations for Interest on Governor Hub.

ACTION: GB

4. KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)
4.1 Governors were reminded of the need to complete safeguarding training. The SENDCo recommended a 2 hour online safeguarding training programme run by Judicium.
ACTION: GB
5. GOVERNORS CODE OF CONDUCT
5.1 The Governors Code of Conduct was circulated to the GB and the GB **AGREED** to adopt the Code of Conduct for 2022-2023.
6. SCHEME OF DELEGATION
6.1 The Scheme of Delegation was circulated to the GB for review – there were no changes.
7. GB MEMBERSHIP
7.1 **Staff Governor:** Stuart Goodey has stepped down as staff governor with immediate effect as he has been appointed a senior role at school.
7.2 **Co-opted Governors:** Eddie Webb ends his term on 26.9.2022. The GB **AGREED** to reappoint EWebb as a co-opted governor for a new term of 4 years.
7.3 **Co-opted Governor,** Tim Ibbotson, has stepped down with immediate effect as he has been appointed to SLT. He will continue attending GB meetings as an observer.
7.4 **Co-opted Governor,** Selin Akyildiz, ends her term on 26.09.2022. The GB **APPROVED** appointing SG as an **Associate Member** of the GB with immediate effect for a term of two years.
7.5 **Associate Member,** Darren Heath ends his term on 27.09.2022. The GB **AGREED** to reappoint DH as an **Associate Member** for a term of one year.
7.6 During a discussion on the skill set required for the co-opted governor vacancies, it was proposed not to appoint staff as Co-opted governors in view of succession planning. It was proposed to consider appointing staff as Associate members for a two years term so they were still involved in strategic governance.
7.7 The GB **AGREED** to appoint Kate Harrod, a former parent of Coleridge as a co-opted governor. KH will be invited to attend the next Committee meeting on 26th September 2022.
7.8 The Chair circulated a document from The Key on Governance Review. To-date eight 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.
ACTION: GB
8. VISIONS WORKSHOP
8.1 The Headteacher gave a power point presentation to the GB on the visions and values of the school. The vision statement was written five years ago and staff and governors were invited to review and consider if the vision statement still sits comfortably with the schools values. The governing board had an open discussion to evaluate the mission statement and share their views.
8.2 The Headteacher informed the GB that the next steps will include meetings with the parents and the pupils to receive their feedback on the schools vision statement.

9. ELECTION OF CHAIR AND VICE CHAIR

9.1 Debby Kuypers, was nominated, and seconded and elected as **Chair** of the GB for a term of one year.

9.2 Richard Holmes was nominated and seconded, and elected as **Vice Chair** of Coleridge GB for a term of one year.

10. COMMITTEE MEMBERSHIP 2022-2023

10.1 The GB agreed to keep the committee membership separate even though the RC and CCC will be having joint meetings this academic year.

For committee membership: See Appendix 1

10.2 FWP: It was agreed the FWP would meet at the end of each month on Thursdays at 8am – meeting dates to be agreed. **ACTION: CoG**

10.3 LINK GOVERNOR ROLES: To be carried forward to the next GB Meeting. **ACTION: CHAIR / CLERK AGENDA ITEM**

11. COMMITTEE TERMS OF REFERENCE

11.1 The GB **APPROVED** the Committee Terms of Reference for

- Resources Committee
- Pay Committee
- Financial Working Party
- Health and Safety Committee

11.2 The **Charities and Sponsorship Committee** terms of reference and **Child and Community Committee** terms of reference are being reviewed and will be carried forward to the next GB Meeting for approval.

ACTION: Clerk /agenda item

12. MINUTES OF THE PREVIOUS MEETING

12.1 The GB **APPROVED** the minutes of the previous GB Meeting dated 29th June 2022 as an accurate record. The minutes were signed by the Chair and left at the school.

MATTERS ARISING:

12.2 (Minute ref: 2.2.3) The minutes for the recent Resources Committee (summer term 2) will be circulated to the GB in due course. **ACTION: HEADTEACHER**

13. REPORTS

13.1 EHSC: EHSC meeting did take place on 15.9.22 but nothing to report

13.2 SEND/EDI: SEND meeting took place two weeks again and MM and EWo reviewed the SEN plan for the year ahead. The meeting overlapped with the EDI group and it was proposed to run a survey with parents to find out how much parents engage with school comms (e.g. school newsletter). The school is looking at Apps that may be used as another way to communicate with parents. MA reported on behalf of the EDI group on the vision for audit preparation for Ofsted.

13.3 WELLBEING COMMITTEE: The chair (CAS) reported highlighting the following:

- Sept staff inset day was very positive and boosted staff morale.
- Online programme of 3-4 events for parental engagement.
- Calendar of wellbeing events agreed and details will be presented to the GB.

ACTION: Chair of WB Committee

14. POLICY REVIEW

14.1 The following policies were circulated to the GB ahead of the meeting and

APPROVED:

- Charging and Remissions Policy
- Nursery Admissions Policy
- Intimate care Policy
- Governor Virtual Meeting Policy

14.2 The **Sports Premium Funding and Evaluation Policy** will be carried forward to the next GB meeting.

ACTION: Clerk / agenda item

15. COLERIDGE FAMILIES – MEET AND GREET

15.1 The Chair of Coleridge Families, Joanna Shakhmin joined the GB meeting at 7.30pm to speak about the fundraising work of Coleridge Families in the year ahead. A discussion also took place about more visibility from governors at fundraising events. The Chair thanked Joanna for attending the GB meeting.

Clerk's Note: Joanna left the meeting at 8.10pm.

16. DATES OF FUTURE GB / JOINT COMMITTEE MEETINGS

| | RC/CCC 6.00pm | GB Meeting 6.00pm | EHSC 6.00pm |
|--------------------|------------------------------|-------------------------------|--------------------------|
| Autumn Term | Mon 26 th Sept'22 | Thurs 22nd Sept'22 | 15 th Sept'22 |
| | Mon 7th Nov'22 | Thurs 17th Nov'22 | 10 th Nov'22 |
| 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 22ND SEPTEMBER 2022

| Minute Ref | Action | By Whom |
|------------|---|-------------------------|
| 3 | All governors were reminded to sign their Declarations for Interest on Governor Hub. | GB |
| 4 | Governors were reminded of the need to complete safeguarding training. | GB |
| 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. | GB |
| 10.2 | It was agreed the FWP would meet at the end of each month on Thursdays at 8am – meeting dates to be agreed. | CoG |
| 10.3 | LINK GOVERNOR ROLES - To be carried forward to the next GB Meeting. | CoG / Clerk agenda item |
| 11.2 | The Charities and Sponsorship Committee terms of reference and Child and Community Committee terms of reference are being reviewed and will be carried forward to the next GB Meeting for approval. | Clerk / agenda item |
| 14.2 | The Sports Premium Funding and Evaluation Policy will be carried forward to the next GB Meeting. | Clerk / agenda item |
| 2.2.2 | The minutes for the recent Resources Committee (summer term 2) will be circulated to the GB in due course. | Headteacher |

Appendix A – COMMITTEE MEMBERSHIP 2022-2023

| Environment, Health & Safety Committee |
|--|
| Debby Kuypers (Chair) Paula Kitt – (Health & Safety Officer, Clerk) Morinade Akinbobola Leon Choueke Nomi Tysman Elena Wolf <i>Also in attendance:</i> Cathy Ching – School Business Manager Paul Baker – Site Manager |
| Child & Community Committee |
| Morinade Akinbobola (Chair) Nomi Tysman (Clerk) Selin Akyildiz Leon Choueke Tim Ibbotson Melian Mansfield Kate Powell Claudia Simms Abram Elena Wolf <i>Also in attendance:</i> Ben Strange – Deputy Head Louise Foulkes – Assistant Head Corinna Phillips – SENCO |
| Resources Committee |
| Richard Holmes (Chair) Leon Choueke Jean-Michel Garcia-Alvarez Darren Heath Debby Kuypers Fergus Todd Eddie Webb Elena Wolf <i>Also in attendance:</i> Ben Strange – Deputy Head Cathy Ching – School Business Manager |
| Pay Committee |
| Fergus Todd (Chair and Clerk) Leon Choueke Jean-Michel Garcia-Alvarez Debby Kuypers Richard Holmes Eddie Webb |

Charities & Sponsorship Committee

Eddie Webb (Chair)
Leon Choueke
Darren Heath
Richard Holmes
Claudia Simms Abram

HTRP

Richard Holmes (Chair)
Debby Kuypers
Eddie Webb
Fergus Todd

GDPR – Debby, did the GB agree to disband GDPR committee?

Ben Strange (Deputy Head)
Dave Ashworth (Network Manager)
Darren Heath
Cathy Ching (SBM)
Elena Wolf (Governor)

FWP

Leon Choueke (Head Teacher)
Ben Strange (Deputy Head)
Cathy Ching (SBM)
Richard Holmes (RC Chair)
Debby Kuypers (Chair/ EHSC Chair)
Jean-Michel Garcia-Alvarez
Fergus Todd (Chair Pay Committee)
Elena Wolf (Safeguarding/ SEND/ DEI Link)
Morinade Akinbobola (Parent Governor)