

# Coleridge Primary School Governing Body

## Minutes of the Governing Body meeting at the school on Wednesday 29<sup>th</sup> June 2022 at 6.30pm

### 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 (01-02-2026)

\*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**

\*Katie Powell

1 x vacancy

\*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

\*Helen Holloway, Senior Clerk, HEP

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## Part 1

### 1 BUSINESS

#### 1.1 WELCOME AND APOLOGIES

1.1.1 The Chair welcomed everyone to the online meeting. Apologies received and noted from JMG; RH; SG; MM; FT. The meeting was quorate.

#### 1.2. GB MEMBERSHIP

1.2.1 The GB evaluation meeting took place on 13<sup>th</sup> June 2022 and the Chair's notes of the meeting are filed on Governor Hub. Governors were invited to pass on any additional comments to the Chair of Governors.

1.2.2 It is proposed to streamline the committees next academic year and have a joint committee to build strong connections between the work of the RC and CC committees. The membership of the joint committee will be reviewed in September.

**ACTION: GB / Clerk agenda item.**

1.2.3 Every member of the GB will be in attendance at the new joint committee meetings. The Chair and the HT are drawing up an annual planner to support the flow of work through the year.

1.2.4 There will also be an online meeting a week before each GB meeting to monitor the budget and this will be managed by members of the finance working party.

1.2.5 There is one co-opted governor vacancy; the GB discussed the preferred skills and options available to support recruitment which will be reviewed in the autumn term.  
**ACTION: Clerk / Agenda item**

1.2.6 GB succession planning was also discussed and it was recommended that roles and responsibilities are shadowed next academic year; this will be reviewed at the first GB meeting next academic year.  
**ACTION: Clerk / Agenda item**

1.2.7 The Governor Meeting dates for 2022-2023 were circulated to the GB for information ahead of the meeting. A discussion took place about changing the order of meetings and having the first committee meeting of the academic year after the GB meeting in September; the GB **AGREED** to this change.

*See Governor Meeting dates 2022-2023 – Appendix A*

### 1.3 GOVERNANCE REVIEW

The Chair circulated a document from The Key on Governance Review. 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.

**ACTION: GB**

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

1.4 No declarations made.

### 1.5 MINUTES OF THE PREVIOUS MEETING

1.5.1 The GB **APPROVED** the minutes of the previous GB Meeting dated 12<sup>th</sup> May 2022 as an accurate record. The minutes will be signed by the chair in due course.

**ACTION: CoG**

### 1.6 MATTERS ARISING FROM GB MEETING HELD 12<sup>th</sup> MAY 2022 NOT COVERED ELSEWHERE ON THE AGENDA

No items to report.

## 2. SCHOOL IMPROVEMENT

### 2.1 HEAD TEACHER REPORT

#### 2.1.1 REVIEW OF SDP

Due to high levels of COVID amongst staff, the SLT had to postpone the SDP Strategy planning day. The Headteacher's Report to Governors was also unavailable.

#### STRATEGIC PLANNING AND PROPOSALS FOR SDP 2022-2023

2.1.2 The Headteacher reported excellent progress has been made in Reading with links to the wider curriculum. Reading will remain on the SDP to continue embedding the progress made. There will be focus on the lowest 20% achievers. Data for specific groups will be reviewed by the Child and Community Committee.

2.1.3 There has been slower progress with Diversity, Equality and Inclusion (DEI) and this will be included in the SDP next year.

2.1.4 The development of the Curriculum reflects who we are Coleridge school.

2.1.5 The development of pedagogy will be a focus on the SDP next year; there has been a lot of staff movement over the last couple of years and although there is still a vast amount of experience amongst the teaching staff, it is diluted.

QUESTION: Should we consider having a priority around mentally healthy schools?  
R: Yes I agree we should. Mental health falls neatly into the area of inclusion for all children and families. There could be a link role for the wellbeing committee. Mental health is high on the school's agenda. The current Wellbeing offer is to be reviewed and developed with resources in school.

2.1.6 The **Coleridge Implementation Action** plan which is linked to priority areas of the SDP will be shared with the GB. **ACTION: Headteacher**

2.1.7 The SEND review report was circulated to the GB on GovernorHub and focused on the three priorities and review of outcomes, The SENDCo reported on the progress made on the SEN three key priorities:  
Priority 1: Rainbow class new setting;  
Priority 2: New TA structure across the school;  
Priority 3: Training and timetabling for SEND TAs

QUESTION: As part of SEND review will you be talking to parents for their feedback on the new provision?

R: The SENDCo reported there are termly meetings with the parents of SEN children. There are also annual reviews of SEND provision with families. Day to day feedback is captured during observations of the SEN environment.

## 2.2 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 with the exception of the summer term 2 Resources Committee meeting – minutes will follow and approval will be carried over to the next GB. **ACTION: Clerk / agenda item**

### 2.2.1 The Environment, Health & Safety Committee

MA reported. Meeting took place on 23/06/2022 and minutes posted on Governor Hub. There were no questions.

### 2.2.2 Child and the Community Committee

- a. CA reported. The committee meeting took place on 21.06.2022
- b. A governor (CS) met with the Chair of the Coleridge Families to formalise fixed calendar of events for fundraising next academic year. It is proposed Coleridge Families will have more contact with the GB and work more closely together going forward. The Chair of Coleridge Families has been invited to make a presentation at the next GB in the autumn term.

**ACTION: Clerk / agenda item**

- c. It was reported there were no sponsors at the school summer fair.
- d. Coleridge voluntary funds (CVF) and fundraising by Coleridge Families are competing with each other for fundraising requests. The GB **AGREED** the CVF needs more accountability. It was proposed to review the CVF later in the year and send out a letter to the parents. It was suggested that a round-up of spending with CVF is reported in the Headteacher's report to parents.  
**ACTION: Headteacher**
- e. A discussion also took place about differentiated channels of online communication to and from the school and parents. Governors were reminded of the importance of only having one system in place.
- f. The ECO school project is moving forward and the Headteacher met with the children to discuss ideas.
- g. Healthy Living Week will be taking place with planned activities.
- h. The playground refurbishment is now complete. There are some blind spots in the playground which are a safeguarding concern and the premises manager will review this.

#### 2.2.3 Resources Committee

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

The main area of discussion in the meeting included:

- a. Future financial planning for the school.
- b. The RC agreed to reconvene the Financial Working Party. Date of first meeting to be agreed by the Headteacher.

**ACTION: Headteacher**

#### 2.2.4 Charities and Sponsorship Committee

See part 2 minutes.

- a. It was reported that to-date no contract has been signed by David Astbury.
- b. A discussion took place about the pros and cons of having one commercial sponsor compared to having sponsorship from three smaller local businesses. The GB **AGREED** the Terms of Contract for sponsors will be reviewed and a more clearly defined link with Coleridge Families.

**ACTION: C&S Committee**

#### 2.2.5 SEND Governor

- a. EWo reported. EWo, MA and MM visited the school to observe the Rainbow Room. Their visit report was shared with the GB on GovernorHub. The Rainbow

Room is seen as a positive development for the school. There were no questions.

## 2.3 GOVERNORS' TRAINING AND VISITS

<b>GOVERNORS' TRAINING</b>		
SUMMER TERM (2) – 2022		
No Governor training reported at the meeting.		

<b>GOVERNORS' VISITS</b>		
SUMMER TERM (1) 2021		
Summer term2	SEND review – visit to Rainbow room	EWo; MM; MA

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

### 3.1 CHAIRS ITEMS

No items to report.

### 3.2 SAFEGUARDING

3.2.1 KCSIE has been updated and will be reviewed in the autumn term. All governors will be expected to declare they have read and understood the document.

3.2.2 It is a statutory requirement for all members of the GB to attend yearly safeguarding training.

3.2.3 The Deputy Headteacher (BS) reported that GDPR training must be completed by all governors preferably by the end of August 2022. The DHT agreed to send an online link for the training.

**ACTION: Deputy HT / GB**

3.2.4 The Wellbeing Report was circulated to the GB on Governor Hub by the Deputy Headteacher (NG).

### 3.3. POLICY REVIEW

There were no policies for review.

### 3.4 ANY OTHER BUSINESS

3.4.1 The Headteacher, on behalf of the GB, thanked Nina Grimes for all her support to the GB over the years. Nina will be leaving the school at the end of July 2022.

3.4.2 The date of the next GB meeting: Thurs 22nd Sept'22 at earlier time of 600pm

*See Governor Meeting dates 2022-2023 – Appendix A*

*Clerk's note: Part 1 of the meeting ended at 8.30pm. Staff left the meeting Part 2 follows.*

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

## ACTIONS FROM GB MEETING HELD 29<sup>TH</sup> JUNE 2022

Minute Ref	Action	By Whom
1.2.2	It is proposed to streamline the committees next academic year and have a joint committee to build strong connections between the work of the RC and CC committees. The membership of the joint committee will be reviewed in September.	GB / Clerk agenda item
1.2.5	There is one co-opted governor vacancy; the GB discussed the preferred skills and options available to support recruitment which will be reviewed in the autumn term.	Clerk / agenda item
1.2.6	GB succession planning was also discussed and it was recommended that roles and responsibilities are shadowed next academic year; this will be reviewed at the first GB meeting next academic year.	Clerk / agenda item
1.3	The Chair circulated a document from The Key on Governance Review. 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
1.5.1	The GB minutes 12 <sup>th</sup> May 2022 will be signed by the chair in due course.	CoG
2.1.6	The <b>Coleridge Implementation Action</b> plan which is linked to priority areas of the SDP will be shared with the GB.	Headteacher
2.2.2 i	The Chair of Coleridge Families has been invited to make a presentation at the next GB in the autumn term.	Clerk / agenda item
2.2.2 iv	It was suggested that a round-up of spending with CVF is reported in the Headteacher's report to parents.	Headteacher
2.2.3	The minutes for the recent Resources Committee (summer term 2) will be circulated to the GB in due course.	Headteacher
2.2.4 ii.	The RC agreed to reconvene the Financial Working Party. Date of first meeting to be agreed by the Headteacher.	Headteacher
2.2.4	The GB <b>AGREED</b> the Terms of Contract for sponsors will be reviewed and a more clearly defined link with Coleridge Families.	C&S Curriculum

**COLERIDGE PRIMARY SCHOOL  
GB AND COMMITTEE MEETING DATES 2022 - 2023**

	<b>COLERIDGE RC/CC Committee 6.00pm</b>	<b>COLERIDGE GB 6.00pm</b>
<b>AUTUMN TERM 1</b>	Mon 26 <sup>th</sup> Sept'22	Thurs 22nd Sept'22
<b>AUTUMN TERM 2</b>	Mon 7th Nov'22	Thurs 17th Nov'22
<b>SPRING TERM 1</b>	Mon 9th Jan'23	Thurs 26th Jan'23
<b>SPRING TERM 2</b>	Mon 6 <sup>th</sup> Mar'23	23 <sup>rd</sup> Mar'23
<b>SUMMER TERM 1</b>	Mon 24th Apr'23	Thurs 11th May'23
<b>SUMMER TERM 2</b>	Mon 12th Jun'23	Thurs 29th June'23