



Minutes of the Governing Body Meeting

Held on Thursday 23rd March at 6.00pm, in person

Membership

Name	Initial	Term Expiry Date	Governor Category
Leon Choueke	LC	N/A	Head Teacher, Ex-officio
Debby Kuypers (Chair)	DK	09-11-2025	Co-opted Governors (10)
Richard Holmes (Vice Chair)	RH	01-02-2026	
Eddie Webb	EWe	25-09-2026	
Elena Wolf	EWo	26-01-2024	
Jean-Michel Garcia-Alvarez	JGA	10-02-2025	
Kate Powell	KP	11-05-2026	
Kate Harrod	KH	21-09-2026	
Becca Monahan	BM	17-11-2027	
Vacancy			
Vacancy			
Melian Mansfield	MM	19-01-2026	Representative Governor (1)
Schirin Kishore	SK	08-11-2026	Staff Governor (1)
Claudia Simms Abram	CSA	01-03-2023	Parent Governor (3)
Morinade Akinbobola	MA	05-11-2024	
Nomi Tysman	NT	30-11-2024	
Darren Heath	DH	27-09-2023	Associate Members
Selin Akyildiz	SA	26-09-2024	
Ben Strange (Deputy Head Teacher)	BS	N/A	Attendees
Louise Foulkes (Deputy Head Teacher)	LF	N/A	
Corinna Phillips (Assistant Head Teacher / SENDCo)	CP	N/A	
Tim Ibbotson (Assistant Head Teacher)	TI	N/A	
Mel Sealy-Pearson		N/A	HEP Cover Clerk

* Denotes absence

PART 1

1. **Welcome and Introductions**
The chair welcomed all governors to the meeting.
2. **Apologies for Absence**
There were no apologies for absence
3. **Declarations of Interest, Pecuniary or Otherwise in Respect of Items on the Agenda**
There were no declarations of interest to note.

4. GB Membership

CSA **agreed** to stay on as an associate member to help with the Coleridge families and Well Being.

The Headteacher is meeting with HEP on 24 March 2023 to discuss a number of items including governance and membership.

The Chair and Vice Chair met with Anne Etchells from HEP and it was suggested that an independent governance expert should review the Board.

All Governors will be contacted and asked about their roles with a view to improving the Board. This will take place in the format of a one-to-one meeting via Zoom with Steve Barker.

The Chair will ask if Steve Barker can send over some guidance prior to the meetings.

Q: How long will the meetings last?

A: Not sure.

Q: Are the meetings mandatory or were they requested by the school/board?

A: It was a suggestion from HEP.

ACTION: Chair to ask Steve Barker to send over some guidance prior to the Governor one-to-one meetings.

5. Minutes of Previous Meeting and Matters Arising

5.1 *Minutes of the Previous Meeting – 26 January 2023*

No comments were received. Governors **agreed** the minutes were an accurate record of the meeting held. The Chair will sign the minutes in due course.

5.2 *Matters Arising*

Item	Action	By Whom
4.2	School to undertake a Parent Governor election. Ongoing – Awaiting advice once independent governance review has been completed.	Head Teacher
4.3	Undertake a skills audit and diversity survey; Circulate questionnaire. Ongoing – Awaiting progress on the anti-racist working party to establish the most informative questions.	Chair
5.2.1	Upload the census to GovernorHub TBC	Head Teacher
5.2.2	Consider renaming the PPG focus area in SDP TBC	SLT
5.2.3	Forward the email link to the Safeguarding link governor Completed	Chair
6.1	Behaviour and attitudes report to be uploaded onto GovernorHub Completed	Clerk
7.2	EYFS report to be uploaded to GovernorHub. Completed	Clerk
7.3	Safeguarding report to be uploaded onto GovernorHub. Completed	Clerk

7.4.2	Parental questionnaire to be uploaded onto GovernorHub before February half term for Governor's review. Completed	Clerk
8	Meet with the DEI parent group. Completed	Chair
	James Page (HEP) to be invited to a future group meeting. Completed	Head Teacher / Chair
	Review and update racism and discrimination policy Completed	Head Teacher
	Review cycle and timings of meetings to ensure Governor attendance. Completed	Chair
11.1	Circulate a list of statutory and non-statutory policies with review dates. Completed	Deputy Head
11.2	Review the racial incident policy and forward comments to the Headteacher Ongoing	Chair
13.1	Add the report to the minutes and upload onto GovernorHub. Ongoing	Clerk

6. SFVS

The Chair informed Governors that the SFVS will be signed off on 23 March 2023 as it needs to be returned to Haringey by 31 March 2023.

7. Policy Review

7.1 EYFS

A governor questioned the age of offering at Coleridge and it was confirmed that the EYFS age would not be changing in September 2023. The garden party will take place in the summer term and form part of induction. It was noted that the settling in period may change in September 2023.

7.2 SEND

In the section about contact details for concerns, it was suggested to change to say 'contact for information' and provide the Local Authority's details.

7.3 Attendance

A governor made a query that figures are not given with a context and would like a comparison over the last few years and, eventually, with other local schools. The expectation of 100% attendance was queried and whether that was a realistic target. Governors discussed attendance and agreed that the aim would remain 100% to encourage better attendance. With regards to attendance actions, it was suggested to add in a line about the class teacher calling home before the first letter is sent if attendance appears to be dropping below 95%.

7.4 Complaints Procedure

It was suggested to move the section on 'How to raise a complaint' to appear in the policy earlier than the appendices.

A governor asked whether leaflets which are easy to read and include graphics or flowcharts that refer to policies could be made for stakeholders, which could be available from admin.

Governors discussed the complaints procedure and how best to capture complaints made.

For complaints during the holiday period, Governors suggested specifying the days to school days.

7.5 *Behaviour Policy*

Governors discussed behaviour and felt that internal exclusions should be recorded as suspensions.

Governors requested an exclusions/suspensions report and updated on incidences. The Head Teacher recommended reviewing the policy.

Governors agreed the policies subject to amendments.

Q: Are children who are recorded in the golden book made public?

A: No, this is for the teachers' benefit only and to make sure every child gets in the golden book.

ACTION: Clerk to add monitoring of attendance figures once per term as a standing item.

ACTION: Include SEND, complaints and behaviour incidences as regular FGB meeting items.

8. **Parent Survey**

The spring 2023 survey results were shared with Governors.

The main headlines:

- 188 responses were received, which is just under 30% of the school body.
- Emails sent to the school office are the most used method of communication.
- 70% found it easy to access information.
- Emails are often too long or from different addresses and not easy to find.
- WhatsApp is the biggest source of information however, there are too many channels/sources of information.
- 18% of people access the website for news; 6% of parents access the website for the blog
- 70 comments were received on various topics such as having a single source of communication, making things easier for working parents and introducing an app. A comment from a new parent was received who said they felt in the dark with communications.

As a result of the survey, Governors discussed communication channels, including the use of WhatsApp and the website, which are both popular amongst parents for information. The Head Teacher is looking into official apps that can be used to share information from school.

A Governor suggested using plain English for communications, formatting the information to make it simpler and signalling the intended year groups the information is for.

Q: Is there any correlation to who has responded?

A: No. The survey was anonymous.

Q: When general information is sent out, do we think about the diverse population of parents and how easy it is to read?

A: This is something we are looking in to. A meeting was recently held with representatives from the Turkish community. It was fed back that language and reading was an issue. As a result, we will now be including headlines in Turkish on future newsletters.

Q: What's the difference between the WhatsApp class chat and the WhatsApp noticeboard?

A: The WhatsApp noticeboard is for official information and reminders and only the class reps are admins.

ACTION: BS to review school website.

9. SDP Reporting

9.1 *DEI*

The report is ongoing.

9.2 *Behaviour and Attitudes*

This was discussed at the last meeting. Feedback is pending from PSHE team.

Governors were informed that zones of regulation training will not take place at the wellbeing festival

9.3 *Provision for Pupil Premium*

The attendance of disadvantaged children has continued to rise.

All PP children are involved in booster groups and enrichments activities run by the school. BS has spoken to private club providers and they have given information about spaces available. A menu of club choices will be given to PP children to encourage them to attend.

A full update will be given at the next RC/CCC meeting.

9.4 *Wider Curriculum Development*

The last meeting took place in January 2023.

KH is due to have another meeting in either the week beginning 27 March 2023 or early in the Summer Term.

Q: Who is the contact at the school for DEI issues?

A: This is being looked into.

Q: Can all classes have a class rep?

A: We have requested this.

Q: Are the PP parents aware there is funding to help them?

A: Yes. This is one of the things we advertise through the sign-up process.

Q: Are there any morning clubs?

A: Yes, some clubs run in the morning.

10. Link Reporting (carried forward from RC/CCC)

10.1 *SEND*

An update report was circulated to Governors. Meetings are now taking place in person once per term.

Training has been completed on how to compile Ofsted quality reports and will enable better monitoring going forward.

20 parents attended the SEND coffee morning. A high number of fathers attended and were interested in talking about dyslexia and the EHCP process.

The SEND parents survey is due to be done soon.

10.2 *EYFS*

An update will be given at the next RC/CCC meeting.

10.3 *SDP Financial Reporting*

RH gave an update on the SDP. For both the retrospective and prospective reports, he looked at trying to capture direct costs and specific time staff have had to dedicate to it as well as additional funding grants.

The Head Teacher was happy with the reports.

10.4 *Wellbeing*

An update report was circulated to Governors.

The Wellbeing Festival takes place on Saturday 25 March 2023.

10.5 *Safeguarding*

A playground walk will be done at lunch time, drop-off and pick-up time.

10.6 *Health and Safety*

Three site walks have been undertaken since the last meeting.

A Governor raised concerns about the amount of fallen leaves in the playground and outside of school, which are potentially dangerous in wet weather. The Head Teacher has been in touch with Haringey Council several times regarding this.

10.7 *Reading and Writing*

There was nothing to report.

10.8 *Maths*

DK undertook two lesson observations in KS1 and KS2 classes. The format of both lessons seen were similar.

Q: Can the Action Plan be shared with Governors?

A: Yes.

11. Head Teacher's Report

This item was deferred to the next meeting.

ACTION: The Head Teacher to send report to Governors.

12. Committee Updates

12.1 *The Environment, Health & Safety Committee*

There was nothing to report. The draft minutes are on GovernorHub.

12.2 *Charities and Sponsorship Committee*

There was nothing to report.

13. Governors Visits and Training

There were no visits and training collated.

ACTION: Governors to retrospectively report at the next set of meetings.

14. Any Other Business

There was no other business to note.

15. Dates of Future GB and Committee Meetings

The remaining dates of the future meetings were noted as:

RC/CCC	GB Meeting	EHSC
Monday 24 April	Thursday 11 May	Thursday 4 May
Monday 12 June	Thursday 29 June	Thursday 22 June

The Chair thanked everyone for attending. Part 1 of the meeting ended at 19:59.

Signed..... Date.....
Chair

Action Table

Item	Action	By Whom
4	Ask Steve Barker to send over some guidance prior to the Governor one-to-one meetings.	Chair
7	Include SEND, complaints and behaviour incidences as regular LGB meeting items.	Head Teacher
7.3	Add monitoring of attendance figures once per term as a standing item to agenda.	Clerk
8	Review school website	BS
11	Send Head Teacher's report to Governors.	Head Teacher
13	Governors to retrospectively report at the next set of meetings.	GB