

**Minutes of the Full Governing Body meeting
Held at Coleridge Primary School
Thursday 26th January at 6.00pm**



LA Governors (1)

Melian Mansfield (19-01-2026)

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)

Co-opted Governors (10)

*Eddie Webb (26-09-2022)

Richard Holmes (01-02-2026) *Vice Chair*

Elena Wolf (27-01-2024)

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

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

Kate Powell – (11-05-2026)

Kate Harrod (21-09-2026)

Becca Monahan (17-11-2026)

*Denotes absent

Also present:

Ben Strange – Deputy Headteacher

Louise Foulkes – Deputy Headteacher

Corinna Philips – Assistant Head teacher/ SENDCo

Tim Ibbotson – Assistant Head Teacher

Darren Heath – Associate Member (27.09.2023)

Selin Akyildiz – Associate Member (26-09-2024)

Caroline Haastrup-Baptiste (Clerk)

Corinne David – (Clerk)

Kisha Miller – DEI – (Guest for item 8)

Gabrielle Heatly – DEI (Guest for item 8)

Sandeep Michael – DEI (Guest for item 8)

1.WELCOME / INTRODUCTIONS

1.1 The Chair welcomed everyone to the meeting and introduced, Caroline Haastrup-Baptiste (the GB's new substantive clerk and Corinne David (mentor). Observer/prospective GB member, Victoria Linsley was also welcomed Introductions were made by the GB.

2. APOLOGIES

2.1 Apologies for absence were received and noted from Becca Monahan and Eddie Webb.

2.2 Apologies for lateness were received from Elena Wolf (joined at 6:15pm) and Katie Powell (joined at 6:30pm).

2.3 The clerk confirmed that the meeting was quorate.

3. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF THE ITEMS ON THE AGENDA.

3.1 No declarations were made.

4.GB MEMBERSHIP (item 4 taken as item 14)

4.1 Update to any changes to GB membership / Election of Co-opted Governor

4.1.1 The Clerk noted that Elena Wolf's term of office was concluding on 28 January 2023. The Chair recommended that Elena was re-elected onto the GB for a further year.

UNANIMOUSLY AGREE Elena Wolf was re-elected onto the GB for 1 year.

4.1.2 The Chair recommended Victoria Linsley was elected to the GB as a co-opted member.

UNANIMOUSLY AGREE Victoria Linsley was elected onto the GB as Co-opted Governor.

4.2 Parent Governor Election

The Clerk to confirmed that Claudia Simms Abram's term of office was concluding on 1 March 2023 and would require a parent governor election to take place.

ACTION School to undertake a Parent Governor election.

4.3 Survey of Coleridge GB

Governors to review the diversity and skills of the GB

ACTION GB to undertake a skills audit and diversity survey; Chair to circulate questionnaire.

5. THE MINUTES OF THE PREVIOUS MEETING (item 5 taken as item 13)

5.1 The minutes of the previous meeting held on 17/11/22 were received and **APPROVED** by the GB as an accurate record of the meeting. The minutes were signed by the Chair and they were retained by the school for file.

5.2 Matters arising

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

ACTION Headteacher

5.2.2 Consider renaming the PPG focus area in SDP

ACTION SLT

5.2.3 The Chair will forward the email link to the Safeguarding link governor

ACTION Chair

6. SDP REPORTING (item 6 taken as item 5)

6.1 Behaviour & Attitudes

The group met this afternoon and reviewed progress against the action plan, a verbal update was provided to the GB.

ACTION The report to be uploaded onto Governor Hub

Q: Did the survey look at attitudes to race?

A: The policy is still in draft form

6.2 Provision for Pupil Premium

Noted that the report had been circulated prior to the meeting. Governors discussed the affordability of after school clubs and other cultural enrichment activities for children in

receipt of Pupil Premium. Noted that there was further work to develop place provision with private providers.

6.3 DEI

See item 8.

6.4 Wider Curriculum Development

A verbal update was provided to Governors.

Q: With regard to the early year's foundation curriculum. How is the curriculum sequenced to ensure subject continuity?

A: Engagement with early years needs to fit in with the rest of the school.

Q: How many children who attended the nursery, joined the school in reception?

A: The majority of children who attended the nursery, will join the school in reception.

7. LINK REPORTING (C/F FROM PREVIOUS RC/CCC) (item 7 taken as item 6)

7.1 SEND

The report had been uploaded onto Governor Hub

7.2 EYFS

A verbal update was provided to Governors.

ACTION Report to be uploaded onto Governor Hub

7.3 Safeguarding

A verbal update was provided to Governors. The Single Central Record was reviewed; noted that the format will be reviewed.

ACTION The report to be uploaded onto the Governor Hub

7.4 Wellbeing

It was noted that the number of referrals using the helpline increased from 12 to 22 compared with this time last year.

7.4.1 A photo exhibition is planned. Children will take the photos representing aspects of their backgrounds and their families. Cameras will be lent to the children and some of their work will be framed and displayed around the school as part of a permanent exhibition.

7.4.2 The school will be circulating the parental survey to families for completion

ACTION parental questionnaire to be uploaded onto Governor Hub before February half term for Governor's review.

7.4.3 A yr3- yr6 Turkish cultural event was held and this was positively received.

7.5 SDP Financial Reporting

A verbal update was received to the GB by the Headteacher. The report had been uploaded onto Governor Hub.

7.6 Strategy for Financial Reporting -Outside of SDP

The recent audit was positive.

8. DEI - Diversity, Equity, and Inclusion (DEI) – Parents Group (item 8 taken as item 4)

At 6:15pm Kisha Miller, Gabrielle Heatly and Sandeep Michael joined the meeting. The Chair welcome them to the meeting, introductions were provided.

8.1 The parents provided a verbal presentation on the reasons for establishing the group, their ambitions and their lived experiences of being a parent at Coleridge Primary.

8.2 The DEI parent group informed the GB that they would be seeking to compile a letter detailing theirs and other parents lived experiences of racism whilst at Coleridge. This letter would be provided to Governors. Governors stated that it wished to understand and address the concerns raised by the group

8.3 Governors discussed actions to progress the DEI agenda and support the required changes.

ACTIONS Chair to meet with the DEI parent group.
 James Page (HEP) to be invited to a future group meeting.
 Review and updating of racism and discrimination policy
 Review cycle and timings of meetings to ensure Governor attendance

At 7pm Kisha Miller, Gabrielle Heatly and Sandeep Michael were thanked for their honest and candid presentation and left the meeting.

9. HEADTEACHERS REPORT (item 9 taken as item 7)

9.1 Catherine West MP for Hornsey and Wood Green met with local Headteachers, the letter from the MP to Nick Gibb's was shared with Governors.

9.2 DfE School Funding Letter

The letter from the DfE providing an overview of schools funding for 2023/24 was shared with Governors.

9.3 Financial update

The Headteacher informed Governors that the current project had a final budget outturn of £2,622. The financial summary projection and 31 December 2022 actual and Yr End Projection Report were shared with Governors and uploaded onto Governor Hub.

9.4 National School Strike Days

The Headteacher informed Governors that the school will be closed on 2 February due to the national Teachers strike action. Two classes and Rainbow classes will be open. Noted that further strike action was planned for 2 March, 15 and 16 March. Reassurances were provided that those children entitled to FSM would be able to collect a cold pack lunch.

10. BUDGET UPDATE (item 10 taken as item 8)

See item 9.3

11.POLICY REVIEW (item 11 taken as item 9)

11.1 The school had been in Contact with HEP, who confirmed that only statutory policies or those policies which had been significantly revised, need to come back to governors for review and ratification.

ACTION Deputy Head teacher to circulate a list of statutory and non-statutory policies with review dates.

11.2 Racial Incidents Policy

Noted that the policy was at the draft stage and had been uploaded onto Governor Hub for review.

ACTION GB to review the racial incident policy and forward comments to the Headteacher.

12. COMMITTEE UPDATES (item 12 taken as item 10)

The GB was provided with a verbal update

12.1 Environment, H&S Committee.

The roof is being replaced in yr5, yr6 rooms and the hall. This will be a planned programme of work, to avoid as much disruption as possible.

12.1.1 Laura Boswell will be supporting the development of a sustainability plan.

12.2 Charities and Sponsorship Committee

Noted that Claudia and Kate will be joining the group.

12.2.1 The 'Coleridge family' PTA will be drafting a new constitution

ACTION The Charities and Sponsorship Committee will assist with the redrafting of the PTA's constitution.

13. GOVERNORS VISITS AND TRAINING (item 13 taken as item 11)

13.1 The Chair will forward this report to the clerk.

ACTION – Clerk to add the report to the minutes and upload onto Governor Hub

14. AOB (item 14 taken as item 12)

No AOB was received

15. DATES OF FUTURE GB/COMMITTEE MEETINGS

The dates of the future meetings were noted as:

| RC/CCC | GB Meeting | EHSC |
|----------------------------|---------------------------|----------------------------|
| 6 th March '23 | 23 rd March'23 | 16 th March '23 |
| 24 th April '23 | 11 th May'23 | 4 th May '23 |
| 12 th June '23 | 29 th June '23 | 22 nd June '23 |

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:26pm. All staff were invited to leave.

Debby Kuypers:.....Date.....

Chair of Governors; Coleridge Primary School Governing Body

