

## Minutes of the Governing Body Meeting

Held on Monday 18<sup>th</sup> December 2023 at 6.00pm, in person

### Membership

Name	Initial	Term Expiry Date	Governor Category
Leon Choueke	LC	N/A	Head Teacher, Ex-officio
Debby Kuypers ( <b>Chair</b> )	DK	09-11-2025	Co-opted Governors (8)
Richard Holmes ( <b>Vice Chair</b> )	RH	01-02-2026	
Eddie Webb*	EWe	25-09-2026	
<b>Elena Wolf</b>	<b>EWo</b>	<b>26-01-2024</b>	
Jean-Michel Garcia-Alvarez*	JGA	10-02-2025	
Becca Monahan	BM	17-11-2027	
<b>Vacancy</b>			
<b>Vacancy</b>			
Melian Mansfield	MM	19-01-2026	LA Governor (1)
Schirin Kishore* (Resigned)	SK	08-11-2026	Staff Governor (1)
Morinade Akinbobola	MA	05-11-2024	Parent Governor (3)
Nomi Tysman	NT	30-11-2024	
<b>Vacancy</b>			
<b>Also in attendance:</b>			
Ben Strange	BS	N/A	Deputy Head Teacher
Louise Foulkes	LF	N/A	Deputy Head Teacher
Selin Akyildiz*	SA	N/A	Associate Member
Claudia Simms Abrahm*	CSA	N/A	
Mel Sealy-Pearson		N/A	HEP Cover Clerk

\* Denotes absence

### PART 1

#### 1. Welcome, Introductions and Apologies for Absence

The chair welcomed all governors to the meeting. Apologies were received and accepted from JGA, SA and CSA.

#### 2. Declarations of Interest, Pecuniary or Otherwise in Respect of Items on the Agenda

There were no declarations of interest to note in respect of the agenda items. DK asked Governors to complete the Declarations of Interest confirmation on GovernorHub.

*Richard Holmes joined the meeting at 18:18.*

#### 3. Governing Board Business

##### 3.1 Skills Audit Summary

The skills audit summary has been completed. It was identified that there is a gap in communications, marketing and PR experience.

##### 3.2 GB Structure and Membership Update

Governors discussed membership, the board's composition and Governor recruitment.

DK informed the board that SK resigned, effective from 17 December 2023.

EWo's membership is coming to an end in January 2024, which will leave the SEND Link Governor's role vacant.

Governors **elected** Andrina Emin as a Co-opted Governor. She will attend the next FGB.

New FGB structure was agreed to be reduced to total of **12no** governors.

- 2 parent Governors
- 1 LA Gov
- 1 Staff Gov (currently being recruited)
- 1 HT
- 7 Co-opted Govs (1no to be recruited)

### 3.3 *Coleridge Families*

LC gave a verbal update on Coleridge Families; key members/trustees are intending to leave or step back. A meeting was held in November to discuss issues. There is a lot of people interested in events but not in undertaking of the official roles of Chair, Treasurer and Class Representative Lead.

There is an online meeting on Thursday 21 December 2023 to discuss events.

Governors agreed Coleridge Families is a well-run organisation and there are a lot of fresh ideas. Governors discussed Coleridge Families having links to the Governing Board and asked whether support was needed. LC informed that they seem to be managing for the time being, several events are in the pipeline and Coleridge Families may come to the next GB meeting.

A governor suggested having a co-chair and allocating class reps to lead an event so that members feel more supported. HT and Beck to have a chat.

**Q: Have Coleridge Families sorted out their constitution?**

**A: There is one but it hasn't been changed.**

### 3.4 *Link Governor Roles*

Governors discussed link roles. LC suggested sending out a doodle poll to Governors to gauge which link roles they're interested in. re: link governors.

### 3.5 *Scheme of Delegation*

DK updated the Scheme of Delegation.

RCC has been changed to FGB.

LC pondered whether the Scheme of Delegation needs to change now that Coleridge no longer has an SBM. The Finance Officer is employed by Haringey Council and responsibility and accountability may change in light of this.

### 3.6 *Code of Conduct*

No changes were made apart from where committees were referenced; this was changed to FGB.

Governors **agreed** changes.

### 3.7 *Pay Committee TOR*

DK confirmed this has been **approved** by the committee.

### 3.8 *Headteacher Appraisal Committee TOR*

DK confirmed this has been **approved** by the committee.

### 3.9 *Governor Training and Development*

KCSIE

### 3.10 Meeting Dates

Dates were emailed to Governors. The following have been arranged:

Monday 5 February 2024

Monday 25 March 2024

Monday 13 May 2024

Monday 1 July 2024

**ACTION 3.2:** LC and DK to review wording of the Co-opted Governor advert.

**ACTION 3.4:** LC to send Doodle Poll to Governors re: link roles

**ACTION 3.5:** LC to forward Scheme of Delegation to Haringey contact to ascertain what the financial accountability is for the Finance Officer.

## 4. Minutes of Previous Meeting and Matters Arising

### 4.1 Minutes of the Previous Meeting – 1 November 2023

EWo asked for specific SEND data on the SATS results. No further comments were received.

Governors **agreed** the minutes were an accurate record of the meeting held. DK will sign the minutes in due course.

### 4.2 Matters Arising

Item	Action	By Whom
4	Governors to complete the skills audit with a view to approve the structure and composition at the next FGB meeting. <b>Completed.</b>	Governors
	LC to arrange online safeguarding training for governors. <b>Completed.</b>	LC
	DK to update the Code of Conduct in line with the changes to the IOG. Governors were reminded of the importance of reading and committing to the Code. <b>Completed.</b>	DK
	DK to review TOR for the Pay committee and the Headteacher appraisal committee and to arrange a meeting before 14 November 2023 when paperwork for pay progression is required by the local authority. <b>Completed.</b>	DK
	LC to propose dates for Pay Committee and Headteacher Appraisal Committee meetings. <b>Completed.</b>	LC
	LC/DK to arrange training for the whole board from Director of HEP to inform the governor's' action/development plan. <b>Completed.</b>	LC/DK
10	LC to circulate the SDP via email to governors for review ahead of approval at the next FGB. <b>Completed.</b>	LC

**ACTION 4.1: BF to send SEND SATs data to EWo in the week commencing 18 December 2023.**

**5. Chair's Report**

There was nothing to report.

**6. Headteacher's Report**

The Headteacher gave a verbal overview of the [Headteacher's Report](#).

**Attendance** – a Governor **queried** the number of children that fall in the <90% category and asked how many children are in this category. LC explained that he is trying to build a relationship with families and hopes with continued monitoring, results will be seen. Information on numbers is on the tracking sheet

**Behaviour and Wellbeing** – some extremely challenging behaviour from children as young as nursery-age has taken a toll on the staff team. Some strategies have been put in place which include positive handling and reducing timetables to help support the child and the family.

A Governor **asked** why there are so many children experiencing this type of behaviour. LC explained it is usually children with SEN and other SEMH challenges. These children have a bespoke plan and are not in their mainstream class.

**Q: At what point does the school concede that they cannot meet the needs of a child?**

**A: When a permanent exclusion is the only option.**

**SDP Priorities** - LC sent a rationale about the change. It is essentially the same, the ordering of the action points has been changed.

**Admissions** – Tours have been taking place daily. Around 30 have happened this term. Feedback from parents has been that they prefer to have a look around the school.

**Wraparound care** – This is currently being run by Fair Play Out-of-School Club and is offered to c300 children. There is a significant waiting list. LC is looking at growing the service however, space to accommodate the demand is a challenge. A number of different options are being explored such as building a temporary structure which can be rented at weekends. Coleridge Families are happy to donate towards this. LC looked at the cost of spaces in other schools however, costs are high.

**Premises** – LC is concerned about the condition of the roof, which leaks when it rains. As a result, the floor in the hall is lifting. The school also has a wood wall structure, which could fail and result in the school closure if it becomes damp.

Haringey have rescinded their offer of repairs since the RAAC report came through and informed LC that the school has to pay.

Quotes are being requested from the roofers.

LC suggested arranging a meeting with Jane Edwards, Assistant Director from Haringey to discuss issues.

**Q: Who wrote the original premises report?**

**A: Faulkner Consultancy.**

**Q: Can governors be sent a copy?**

**A: Yes.**

**Development Board Update** – Covered in the Headteacher’s Report. Development Board meeting minutes are available on GovernorHub.

**Racial Equity Conference** - Covered in the Headteacher’s Report. Governors discussed anti-racism work. This has been going well. The school has signed up for the Leeds Beckett Award.

**Pupil Premium Spending Update** - Objectives remain the same; it is a three-year plan. BF feels significant steps have been made in three of the five areas. BF is due to complete the report by 31 December 2023 and will send to Governors.

**Compliance Report on School Website** - LC advised that the website audit was completed in September 2023 and the school is complaint. LC will upload the report to GovernorHub as soon as he receives it.

**Report on IDSR Benchmark against other schools** – This has been uploaded to GovernorHub.

**SEND and Safeguarding data** - Reports have been sent to Governors. EWo highlighted the incredible work that the team have done on the new SEND bandings. She informed Governors that she feels there needs to be a new way of establishing connection with SEND parents following continued low attendance at coffee mornings. LC suggested utilising the website more for parents to watch videos and read newsletters. He also suggested organising online meetings.

**Pay Committee Report** – The committee met and approved the recommendations made. There were no objections. LC highlighted that the Pay Committee data showed that the number of male teachers has been dwindling in recruiting. He is looking into this and hopes to build links with teacher colleges.

**NLC writing Moderation feedback** - Covered in the Headteacher’s Report.

**ACTION 6: LC to send the attendance tracking Excel spreadsheet and Faulkner Consultancy report to Governors.**

**ACTION 6: LC to upload compliance report to GovernorHub.**

## **7. SEND and Safeguarding**

7.1 This item was covered in the Headteacher’s Report.

**8. Financial Management**

This item was moved into Part 2.

**9. Estate Management and Health & Safety**

9.1 *The Environment, Health & Safety Committee*

There were no updates. Draft minutes are on GovernorHub.

9.2 *Charities and Sponsorship Committee*

This item was covered in the Headteacher’s report.

**10. Policies**

There were no policies to discuss in this meeting. There are some upcoming policies which are due for review later in the academic year.

**11. Any Other Business**

11.1 *School Day Extension*

By September, the school day needs to be 32.5 hours per week (NLC). It is currently short by 15 minutes per day.

LC is proposing to start school 5 minutes earlier in the morning and 10 minutes later in the afternoon. Parents will not be consulted. He has a list of how other schools in the NLC manage this and suggested a soft start after the Easter holidays for the community to get used to the new time.

Governors debated when to start the new school timings and expressed concern about the impact on clubs as well as staff. A consensus was reached that enough notice needs to be given and staff should be asked.

LC asked Parent Governors to diarise time in the next meeting to discuss.

SLT will review what other schools are doing and look at impact of starting 15 minutes earlier.

**12. Dates of Future GB and Committee Meetings**

This item was covered in item 3.10.

*The Chair thanked everyone for attending. Part 1 of the meeting ended at 19:36.*

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

**Action Table**

Item	Action	By Whom
3.2	Review wording of the co-opted Governor advert.	LC/DK
3.4	Send Doodle Poll to Governors re: link roles.	LC
3.5	Forward Scheme of Delegation to Haringey contact to ascertain what the financial accountability is for the Finance Officer.	LC
4.1	Send SEND SATs data to EWo in the week commencing 18 December 2023.	BF

6	Send the attendance tracking Excel spreadsheet and Faulkner Consultancy report to Governors.	LC
	Upload compliance report to GovernorHub	LC