

# Coldfall Primary School

## Governing Board Meeting



Minutes of meeting held in the Training Room

**Thursday 30th November 2023 commencing 5pm**

<b>Head Teacher Governor (1)</b>	<b>Staff Governor (1)</b>	<b>Local Authority Governor (1)</b>
Ewan Marshall (EM) ex officio	Sevda Kemal (SK) 20.03.26	1 @ Vacancy
<b>Co-opted Governors (6)</b>	<b>Parent Governors (4)</b>	<b>Associate member</b>
Ted Lowery (TL) Chair 22.03.26	* Sinéad Queeney (SQ) 02.12.25	Emily Gazzard (EG)
Helen De-Silva (HDS) 23.10.24	+ Clive Englebert (CE) 02.12.25	
+ James Bielby (JB) 28.09.26	Sebastian Worbs (SW) 28.09.26	
Douglas Blackwood (DB) – Vice Chair 28.9.27	1 @ Vacancy	
Rachael Parker-Stafford (RPS) 29.11.27		
1 @ Vacancy		
<b>Also Present</b>		+ denotes approved absence
Sarah Hargreaves Senior Governance Officer, HEP (SH)		* denotes absence

### Part 1

#### 1. Welcome

1.1 TL chaired the meeting and welcomed everyone. RPS was welcomed to her first meeting. She said that she has two boys in the school in years 4 and 1 and also a toddler. She runs an HR consultancy.

#### 2. Apologies for absence and lateness

2.1 Apologies for absence were received from CE and JB. SQ did not attend. Accepted.

#### 3. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

3.1 No new declarations were made for items on the agenda.

3.2 All governors were reminded to keep their declarations of interests up to date on GovernorHub. This includes reading the up to date version of KCSiE.

3.3 The school will arrange for RPS's DBS check to be completed. **Action Head**

#### **4. Approval of the Part One FGB Minutes of 28th September 2023**

4.1 The minutes were **agreed** as a correct record of the meeting.

#### **5. Matters Arising from the Minutes of 28th September 2023**

5.1 Pt 6.1 JB will come into the school later in the academic year to look at the kitchen issues. The money for expanding the kitchen from LBH has become available again.

5.2 Pt 7.1 To check with Sebastian Descrettes whether SQ has been into school to check the SCR.

**Action EG**

5.3 Pt 7.9 Pupils have been reminded of the Childline and other safeguarding services available over the Christmas break.

5.4 Pt 7.13 SW will speak to Ana Clave regarding any of the school systems which may be affected by IT malfunctioning. Also any implications for insurance cover, personal liability and risk assessments undertaken.

**Action SW**

5.5 Pt 7.14 It was clarified that "external users" who would be asked for their safeguarding policies, are clubs and organisation, not private parties.

5.6 Pt 8.4 It was **agreed** that the SBM would be asked to attend one FGB meeting a term, in addition to providing written reports for governors.

**Action EM**

5.7 Pt 10.2 The HTPM process is nearly completed.

5.8 Pt 13.2 The number crunching exercise continues. (EG and HDS).

5.9 Pt 13.4 DB will send his visit reports through to TL.

**Action DB**

5.10 Pt 14.2 The HMRC, GiftAid and admin arrangements around the parent's group and funding have been completed.

#### **6. Curriculum Committee – RSHE**

6.1 Discussions were held on the new Gender Identity Guidance. There is an overlap with the science curriculum (which is statutory and so parents can't withdraw their children from science lessons). Advice has been sought around the terminology used after a parent in Year 3 raised concerns under the Equality Act.

6.2 The Jigsaw Scheme is progressing, with some changes. The original scheme was not necessarily age appropriate. Jigsaw have a support team who are working on the scheme; EM said that he was pleased with the way in which they have listened to the issues raised by the school. January 8<sup>th</sup> will be a TAD day with Dr Sell to discuss the changes.

6.3 The parents' meeting on 5<sup>th</sup> December has 37 parents registered to attend.

6.4 EM said that the maths metrics are positive and are useful information for the Ofsted preparation.

6.5 EG will circulate the minutes.

**Action EG**

## **7. Finance and Site Committee and Health and Safety**

7.1 The financial situation is better than previously projected. The letter to parents requesting donations has therefore not been issued, although it is ready to go out if needed.

7.2 The SBM has been negotiating with suppliers on costs and has made some efficiency savings.

7.3 The nursery and reception classes are full, which helps the budget situation.

7.4 There are more catering staff but also a 40% increase in the number of meals produced. There was spare staff capacity which is now being used. The additional FSM money has helped with costs. The idea of outsourcing meals provision is still an option, although there could be issues around the quality of what is provided.

7.5 *Governors asked that the layout of the budget information is changed to make it more user friendly and the details clearer.*

**Action SBM**

7.6 The flood in September, when water came into the classrooms from the woods, may have got under the floors. Remedial action is being considered.

7.7 Governors **agreed** that if parents are to be encouraged to contribute to fundraising efforts they should be informed of what the money will be spent on.

7.7.1 Current contributors could also be asked to GiftAid their donations.

7.7.2 It was **agreed** that £4,500 could usefully be spent on two printers and additional stationery and books.

7.7.3 Money could also be spent on the rotten window frames. The condition of all windows should be looked at.

## **8. Chair's Update and Report**

8.1 TL reported that Mr George Wainwright has been elected as a parent governor, following the recent election. He has three children in the school and works as a designer. Contact details to be forwarded to the Clerk.

**Action TL**

8.2 TL said he thought that the fireworks event went very well and was enjoyed by everyone. Thanks were extended to FoC. The event raised £12,000 for the school, after the £2,000 for fireworks had been paid.

8.3 Feedback from other schools suggests that Ofsted are taking a lighter touch approach to inspections. If there are safeguarding issues schools have three months to rectify any concerns.

8.4 There is a new Schools Minister; the 6<sup>th</sup> in 18 months.

8.5 GDPR concerns has been raised about governors in some schools using personal emails. It was suggested that files could be password protected. As the school uses GovernorHub for documents this is unlikely to be an issue.

8.6 Governor recruitment continues to be a concern across the borough. TL thanked everyone for their resilience and commitment to this GB.

8.7 Pupil numbers continue to fall across the borough although Coldfall, Muswell Hill and Rhodes Avenue are currently all full. 90 places will need to be removed from schools in the East; mainly from Diocesan schools.

## **9. Headteacher's Update and Summary**

9.1 Marva Rollins (the SIP) has interviewed the subject leaders and undertaken a deep dive on the overall provision, standards in the school and quality of teaching. She was happy with what she found.

9.2 The SMT have been working on ways to make the curriculum more active, eg via drawing, making models. This has had a calming influence on some pupils and helped their well-being. Pupils really enjoyed four days of outdoor play and learning. There has only been one playground incident this week. This emphasis on outdoor learning will be used as a USP with parents when they come to look for school places.

9.3 Ground works have started on the sensory garden.

9.4 The website is nearly ready to be launched.

9.5 The Christmas concert rehearsals are going well. The Years 5 and 6 concerts and Years 3 and 4 choir will be held on 18<sup>th</sup> and 19<sup>th</sup> December.

9.6 The data is strong across the school. Although Pupil Premium children and Black boys aren't attaining as well as other pupils; especially those who have SEND. It is easy to drill down on the data to find specific cohorts.

9.6.1 Black boys' writing is a particular issue. There are different reasons for different pupils and so they are being supported on a case by case basis.

9.6.2 Turkish pupils are achieving satisfactorily compared to the Haringey average where they are 22% below the average. 6% of the school population (33 pupils) are Turkish.

9.6.3 *Governors asked if the data could be shown by a chart, over time.*

9.7 Attendance stands at 96.14%, which is an improvement. The school now stands at 7<sup>th</sup> out of 52 for attendance, 5<sup>th</sup> for persistent absence and mid range for authorised absences. Governors wondered if some parents are taking advantage of the possibility of taking time out for overseas weddings and funerals.

## **10. Governors Visits, Development and Training**

10.1 HDS and EG met on 20<sup>th</sup> November to continue their number crunching.

10.2 DB met on 7<sup>th</sup> November with Lorraine King around curriculum issues.

10.3 RPS was advised to attend the New Governor Training run by HEP.

**Action RPS**

## 11. Policy Reviews and Reports for Approval and Comment

11.1 Pay Policy. This is in line with the LB Haringey policy. **Agreed.**

11.1.1 A Pay Committee will be set up as required as an offshoot of the HR committee. **Action TL**

## 12. AOB

12.1 There will be no Saturday Winter Fayre this year as it is thought the Friends have done enough already. Instead the children will be watching some festive films during School time.

## 13. Future Meeting Dates

13.1 The next FGB meeting will be held on **8th February at 5pm.**

13.2 It was **agreed** to move the FGB scheduled for **21<sup>st</sup> March** to **18<sup>th</sup> March** so as to not clash with Parent Evenings.

Rachael Parker-Stafford left the meeting.

Part 1 of the meeting ended at **6.50pm**

Signed.....Date .....

CHAIR

### List of Agreed Actions – 30th November 2023

No.	Item	By Whom
3.3	To arrange a DBS check for Rachael Parker-Stafford	EM
5.2	To check with Sebastian D whether the SCR has been checked recently	EG
5.4	To check with Ana Clave about IT security issues	SW
5.6	To invite the SBM to attend one FGB meeting a term	EM
5.9	To send visit reports through to TL	DB
6.5	To circulate the Curriculum Committee minutes	EG
7.5	To make the layout of the budget information more user friendly	SBM
8.1	To send contact details for the new parent governor to the Clerk	TL
10.3	To book on the New Governor Training run by HEP	RPS
11.1.1	To set up a Pay Committee	TL

## Attendance

### Governing Body attendance tracker: academic year 2023/24

Type	Name	28.9.23	30.11.23	8.2.24	18.3.24	22.5.24	11.7.24	Score
Head	Ewan Marshall	Y	Y					2:6
Staff	Sevda Kemal	Y	Y					2:6
Co-opted	Ted Lowery	Y	Y					2:6
Co-opted	Helen De-Silva	Y	Y					2:6
Co-opted	James Bielby	Y	N					1:6
Co-opted	Rachael Parker-Stafford	N/A	Y					1:5
Co-opted	Douglas Blackwood	Y	Y					2:6
Associate	Emily Gazzard	Y	Y					2:6
Parent	Sebastian Worbs	Y	Y					2:6
Parent	Clive Englebert	N	N					0:6
Parent	Sinéad Queeney	Y	N					1:6