

Coldfall Primary School

Governing Board Meeting



Minutes of meeting held in the Training Room

Thursday 8th February 2024 commencing 5pm

Head Teacher Governor (1)	Staff Governor (1)	Local Authority Governor (1)
Ewan Marshall (EM) ex officio	Sevda Kemal (SK) 20.03.26	1 @ Vacancy
Co-opted Governors (6)	Parent Governors (4)	Associate member
Ted Lowery (TL) Chair 22.03.26	Sinéad Queeney (SQ) 02.12.25	Emily Gazzard (EG)
+ Helen De-Silva (HD-S) 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	George Wainwright (GW) 29.11.27	
Rachael Parker-Stafford (RP-S) 29.11.27		
1 @ Vacancy		
Also Present		+ 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. GW was welcomed to his first meeting. George said that he has two boys in the school and his daughter will be joining in September. He works as a designer.

2. Apologies for absence and lateness

2.1 Apologies for absence were received from HD-S. 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.

3.3 The DBS checks for RP-S and GW have now been completed by the school.

4. Approval of the Part One FGB Minutes of 30th November 2023

4.1 In the attendance grid at the end DB should be shown as a Co-opted Governor not a Parent Governor now.

4.2 With this change the minutes were **agreed** as a correct record of the meeting.

5. Matters Arising from the Minutes of 30th November 2023

5.1 Pt 5.2 SQ confirmed that she had checked the SCR on 19th December 2023. She will do so again this term. **Action SQ**

5.2 Pt 5.4 SW still to check with Ana Clave regarding any IT issues. **Action SW**

5.3 Pt 5.6 The SBM will attend the next FGB meeting. **Action EM**

5.4 The minutes of the Teaching and Learning committee on 23rd January 2024 will be sent to the Clerk. **Action DB**

5.5 There are no minutes from the recent curriculum meeting with the parents but a summary will be provided. **Action EM**

5.6 RP-S and GW confirmed that they are booked onto the forthcoming New Governor Training.

6. Teaching and Learning Committee – 23rd January 2024

6.1 There is a partnership underway with Tetherdown and Rhodes Avenue schools and teachers are visiting each other's schools around the school's provision in the EYFS.

6.2 Attendance levels are positive and increasing. Absence and unauthorised absences are reducing.

6.3 The new scheme of taking children out of class who require extra support has been positive, both for those children and those remaining in the classroom and their teachers.

7. Finance and Site Committee and Health and Safety

7.1 CE said that the financial situation is stable. £300,000 was brought forward from last year. Most of this should still be available at the end of the year, although three new TAs have been appointed

7.2 As the school is no longer a Teaching School there are no spare adults available and so agency staff are needed. Insurance cover would cost £60,000. The level of cover varies between agencies, eg. after the first three days of absence, maternity etc. There is an impact on classes and children of having different adults in the classroom. As an alternative option a float TA would cost £26-27,000 including on-costs, although they would know the school.

7.2.1 Governors asked if signing up to an agency would be an annual or termly commitment? It is more than likely an annual commitment.

7.2.2 Governors asked the SLT to look into how often there are multiple absences which can't be covered by existing staff. **Action EM**

5.20pm James Bielby joined the meeting.

7.3 There have been two episodes of flooding and work needs to be undertaken on the drains. Sand bags are being used and it looks as though the new play equipment shed will act as a barrier for the water but a longer term option is needed. The kitchen works are scheduled for the summer break. Several windows are rotten and need replacing, however, the cost of replacing all of the windows in the school is likely to be around £1m and no funding or long term solution has been found so far.

7.4 It was **agreed** that the Health and Safety Committee would meet once a term. SBM to arrange.

7.5 CE will send the minutes to the Clerk so that they can be put on GovernorHub. **Action CE**

8. Chair's Update and Report

8.1 **PHSE meeting:** There is a meeting on **1st March** about the revised PHSE curriculum. It is hoped that parents will gain a greater awareness of the materials and lesson plans which will be used. RP-S and SQ said they would attend, TL may also attend. **Action RP-S, SQ, TL**

8.2 **Link Roles:** TL said that all the statutory roles were covered. It was clarified that the mental health brief concerns both children and adults.

8.2.1 The following changes were agreed:

GW: Health and Safety

SW: play/outdoor learning

RP-S: mental health

8.2.2 EM will inform the relevant staff and ask them to make contact with governors. **Action EM**

8.2.3 GW said that he would arrange a walk around the school with the site manager. **Action GW**

8.3 Local Chair's meeting:

8.3.1 There have been discussions on schools pooling resources in order to benefit from economies of scale. TL said that whilst the school was open to consider viable suggestions, at present there did not appear to be many opportunities to save money. Administratively it could be complicated to set up.

8.3.2 The PAN is reducing for most local schools. EM said he understood that there have been 91 first choices for Reception at Coldfall, so the school will be full from September. Last year there were in the order of 91 first choices and 316 applications in total. It was **agreed** that the increased social media presence had increased the profile of the school.

8.3.2.1 Positive events in the school also have an impact; for example the Christmas concert which was very good. The pupils were confident and there was a happy atmosphere. A letter has been received from a grandparent commending the school for the concert.

8.3.3 It was noted that the caretaker's house has been empty for two years. It could be rented out. It is owned by the council.

8.4 TL referred to the paper in the pack that summarised the views/feedback from local schools who have been inspected recently. DB queried if there had been any changes with the attitude of inspectors given recent events? EM commented inspectors still do not appear to want to celebrate the good things going on within schools. They want to check that subject leaders know what needs to be improved and how it can be done. There is now a two month window to rectify any safeguarding concerns noted.

8.4.1 EM explained the Ofsted system for new governors. He reminded governors that the inspection is only a snapshot of what is going on within the school. He said that there is still no indication of a date for the next inspection. Potential parents keep an eye on Ofsted reports and it affects the popularity of schools. Mock parent and pupils surveys will be undertaken. Currently more than 90% of pupils like coming to school. TL explained how in practice the GB would be called upon in order to provide input into the inspection process.

8.4.2 The FAQ sheet produced by DB will be updated and circulated.

Action DB

8.5 Everington Road safety. There are concerns about the safety of pupils due to some parent's driving habits. The local Cllr and Police officers have been in attendance. Catherine West MP has been written to. Whilst governors favoured the idea of introducing a School Street they are aware that it may only displace the traffic onto other local roads. Reminders about asthma, vehicle emissions etc will be put in the newsletter again. The Junior Traffic Ambassadors have written to the Cllr. It may be possible to consider options for Years 3-6 to walk into school by themselves.

8.5.1 A child travel survey of how pupils get to school could be run as a school project.

9. Headteacher's Update and Summary

9.1 The school is calm. Lesson observations are going well. Adaptations are being made to lesson content to make them more engaging. The play curriculum is being expanded. A call will be going out to parents with DIY skills soon to help with erecting equipment, climbing frames etc.

9.2 Leadership training is being provided for some staff.

9.3 131 safeguarding concerns have been recorded on My Concern; well-being and behaviour are the main categories. Five pupils are responsible for many of the incidents recorded. Outreach and educational psychology services are involved. Self-regulation strategies are being taught. One pupil is awaiting a move to a special school. Some parents want their children to move to special schools and others don't. The most vulnerable pupils are receiving 1:1 support.

9.3.1 Governors asked, of those pupils taken out of class, what proportion of the school day are they out? It depends, for some it is 90% of the time and others 50% of the time.

9.4 Attainment for Pupil Premium and Black pupils; various aspects including attendance, parental engagement, behaviour and attitudes may be impacting on outcomes in reading, writing and maths. SLT have been delegated year groups to champion and target specific children.

9.5 The next SPP review will focus on EYFS and reading. The nursery curriculum will be altered to be more in line with Reception to enable a smoother transition between the years. A workshop will be run on using more consistent phonics.

9.6 The website is almost ready. Lorraine King is overseeing the upgrade. It cost £4,500-5,000. Compliance issues are being covered. The school will be able to update it. A virtual tour and film are still to be completed. Governors viewed and made comments on the current pages. EM asked for any further feedback to be sent to him. **Action All**

It will be a useful tool to promote the school during the 100th anniversary celebrations.

9.7 Assemblies: EM said that there had been Eid and Diwali assemblies; the next session will focus on Lent and will be run by a Minister.

9.8 The next Governors in School Day will be held on **23rd February 2024, from 8.15am-3.30pm.**

9.9 The SEF is important for Ofsted. The actions contained in it link into the Ofsted judgements. Marva Rollins (the SIP) continues to support the school. Her next visit on 9th February 2024 will be looking at the impact of the curriculum on pupils who are vulnerable to under achieving.

10. Governors Visits, Development and Training

10.1 It was **agreed** that the Governor in School Day would focus on: outside play, Ofsted expectations, walk throughs. To be decided whether governors would visit all classes in one year group to enable comparisons to be made or to look at EYFS/KS1/KS2 so that a thread can be followed. Different governors could concentrate on different areas and then share their findings at the end of the day. EM and EG to think about further and draw up a schedule for the day.

Action EM, EG

10.1.1 Governors were keen to be able to talk to children and to hear them read. They also want to talk to staff about mental health and workload issues and what support they believe they are receiving from the SLT. They will also talk to staff about their Ofsted concerns.

10.2 Governors were reminded to send their visit reports to the Chair.

Action All

11. Policy Reviews and Reports for Approval and Comment

11.1 Whistleblowing Policy. TL **agreed** to take this on.

12. AOB

12.1 No items.

13. Future Meeting Dates

13.1 The next FGB meeting will be held on **18th March at 5pm.** SQ said she would join at 5.30pm due to a staff meeting at work.

Part 1 of the meeting ended at **7.05pm**

Signed.....Date

CHAIR

Coldfall Primary School FGB Pt 1 8th February 2024

List of Agreed Actions – 8th February 2024

No.	Item	By Whom
5.1	To check the SCR in Spring 2	SQ
5.2	To check with Ana Clave about IT security issues	SW
5.3	To invite the SBM to the next meeting	EM
5.4	To send the last sets of Curriculum and Teaching & Learning minutes to the Clerk	DB, CE
5.5	To provide a summary of the parent’s meeting	EM
7.2.2	To look into the instances of multiple staff absences which can’t be covered by existing staff	EM
7.5	To send the Finance minutes to the Clerk	CE
8.1	To attend the PHSE parent’s curriculum meeting on 1 st March	SQ, RP-S, TL
8.2.2	To ask staff to make contact with their Link Governor	EM
8.2.3	To arrange a site walk about	GW
8.4.2	To update and circulate the Ofsted FAQ sheet	DB
9.6	To send any further comments on the website through to EM	ALL
10.1	To plan the Governor in School Day further and provide a schedule	EM, EG
10.2	To send visit reports through to TL	ALL

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	Y				3:6
Staff	Sevda Kemal	Y	Y	Y				3:6
Co-opted	Ted Lowery	Y	Y	Y				3:6
Co-opted	Helen De-Silva	Y	Y	N				2:6
Co-opted	James Bielby	Y	N	Y				2:6
Co-opted	Rachael Parker-Stafford	N/A	Y	Y				2:5
Co-opted	Douglas Blackwood	Y	Y	Y				3:6
Associate	Emily Gazzard	Y	Y	Y				3:6
Parent	Sebastian Worbs	Y	Y	Y				3:6
Parent	Clive Englebert	N	N	Y				1:6

Parent	Sinéad Queeney	Y	N	Y				2:6
Parent	George Wainwright	N/A	N/A	Y				1:4