

Coldfall Primary School



Governing Board Meeting

Minutes of meeting held in the Training Room

Monday 18th March 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)	Tsveta Dimitrova SBM (TD)	* denotes absence

Part 1

1. Welcome

1.1 TL chaired the meeting and welcomed everyone.

2. Apologies for absence and lateness

2.1 Apologies for absence were received from HD-S and for lateness from SQ. 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.

4. Approval of the Part One FGB Minutes of 8th February 2024

4.1 GWhave at 3.3 should state GW have. Janaury at 5.4 should state January.

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

5. Matters Arising from the Minutes of 8th February 2024

5.1 Pt 5.1 The SCR has been checked by EG and Nia Harding-Rickards. It will be checked again with SQ in the Summer term. **Action SQ**

5.2 Pt 5.2 SW has spoken to Ana Clave in the school regarding business continuity issues should there be a cyber attack or the IT systems go down. They have been discussing what sensitive data the school holds and what systems and processes are in place to protect it. The need for paper backups is being considered, eg. of parental contact details. This raises other access and storage issues. Tsveta said she would like to join SW and Ana Clave in working on this, especially in relation to 3rd party data handlers. **Action SW, TD**

5.3 Pt 5.5 The summary of the parents' meeting is included in the Teaching and Learning report.

5.4 Pt 6.1 The partnership is within the NLC area; it is not specific to Tetherdown and Rhodes Avenue schools.

5.5 Pt 8.2.2 Some governors said that they have not been contacted by their link members of staff. EM to chase. **Action EM**

5.6 Pt 8.2.3 GW said that he had been on a general walk around the school and would be undertaking a health and safety visit on 19th March

5.7 Pt 9.6 The revamped School's website is almost ready to go live.

5.8 Pt 9.7 It was clarified that the Lent assembly is being run by a Christian Minister.

5.9 Pt 10.2 SW will complete his visit report and send it to TL. **Action SW**

6. Teaching and Learning Committee

6.1 The data being processed is strong. There are termly assessments for reading, writing and maths. Pupil progress and attainment are both monitored.

6.1.1 The results for Years 1-6 are on track or above expectations.

The percentage on track is:

Reading 85%

Writing 74%. It was noted that SEND pupils can find it hard to meet their writing goals.

Maths 83%

6.2 The early years area is more positive following improvements to the environment. There are also better links between the nursery and reception phases.

6.3 The PHSE curriculum includes the RHSE curriculum. There is only one lesson in each of Year 5 and Year 6 which counts as sex education, the rest is science and health. Puberty is covered in Year 4. It was confirmed that many schools use the Jigsaw scheme. A parent has raised concerns as Coldfall Primary School FGB Pt 1 18th March 2024

to whether a Year 2 book about a merman constitutes gay grooming. Governors considered this to be a surprising interpretation.

6.4 Two float teachers will be recruited to deliver PHSE sessions across the school. This will provide consistency of approach. There will be no extra cost to the school as the Oracy teacher will lead on it. It was noted that PHSE has to be taught whereas Oracy does not.

6.5 EM said that he plans to appoint an AHT for the EYFS, Nursery and Reception phases. Governors **agreed** with this proposal.

6.6 EG said that she has been working with HD-S on the data. Maths and writing are issues for some Black Caribbean pupils. Many of this cohort have SEND needs. Some have been listed as “white other” due to being dual heritage. The individual child data is being separated out manually. EG reported HD-S’s personal view that some Black heritage children are frightened to take risks and so do not push themselves. Some pupils have buddied up with SLT members which EM says has helped their confidence levels.

6.7 Attendance is good.

6.8 It was suggested that subject leaders resume the programme of attendance at TLC meetings as part of the Ofsted preparation. This was **agreed**. EM to speak to staff. **Action EM**

5.30pm Sinéad Queeney joined the meeting.

7. Finance and Site Committee and Health and Safety

7.1 CE said that the financial situation is stable, however, the in-year deficit is due to be around £75,000. TD said that it could go as high as £100,000 but she is waiting for funds to come in. This means that the overall surplus will reduce to around £250,000.

7.2 The **planned expansion of the nursery** will use the capital budget and much of the carry forward surplus; (there is currently £90,000 in the capital account). The staff room will become part of the nursery and the training room will become the staff room. If the nursery is full it will generate £75,000 net income. It will enable the school to meet the needs of the younger children. More 8am–6pm places could be offered. Currently of the 126 children in the EYFS (the Nursery has 36 and the Reception 90), 26 stay until 6pm. There is unmet demand from current parents and the wider local community. The ratios of 13:1 can be maintained and there is sufficient outdoor space available. Some of the car park could be used as additional outdoor space. Slightly longer working hours can be offered to staff, which some will find attractive. In the longer term this may enable holiday clubs to be offered.

7.2.1 GW has been working on planning and scheme drawings for the 64sqm of space. He thinks that £80,000 should be sufficient and the works can be done in five weeks during the summer holidays. The existing buildings will not be significantly affected as the bulk of the works are minor/ancillary in nature, for example installing infants’ toilets, constructing a new entry/exit to the staff room from the nursery play area and an associated ramp and a new walkway canopy. The works will be tendered out on a fixed costs on a timescale basis; any overruns would be the responsibility of the contractor.

7.2.2 This would mean that new places can be advertised as being available from the autumn term 2024.

7.2.3 Governors asked what LB Haringey thought of the plans. TD advised that Haringey have seen the drawings and have no objections. The EY team are also happy with them. There may be a possibility of funding from the EY team.

7.2.4 There is the possibility of the canopy being constructed and paid for at a later date.

7.2.5 Governors asked for confirmation that adequate fire exits and arrangements had been considered. They have.

7.2.6 It was clarified that around an additional £20,000 would be required for furniture and resources.

7.2.7 GW said that he was happy to project manage the venture, for which Governors expressed thanks.

7.2.8 After discussion the proposal was **approved**, subject to final costings and timeline. To come to the next FGB. **Action GW, EM**

7.2.9 Governors thanked GW and TD for their work on this project so far.

7.3 TL noted that the flat roof above the staff room has been subject to frequent rainwater ponding. GW said he would look into this on his walk around the school. **Action GW**

7.4 The **SFVS** was considered. Pt 8 *“Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?”* requires a contingency plan and Pt 25 *“Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?”* has not been fully completed as staff have left the school.

7.4.1 The majority of recommendations from the audit have been completed.

7.4.2 TD will finalised and circulate the SFVS to governors before submitting it to LB Haringey by 31st March 2024. **Action TD**

6.20pm Tsveta Dimitrova was thanked for her input and left the meeting.

8. Chair’s Update and Report

8.1 No items.

9. Headteacher’s Update and Summary

9.1 There is on-going pressure on staff due to workload, parental demands, pupils with additional needs, the prospect of Ofsted arriving etc. Some parents do not engage with the school and have little faith in the teachers. It was noted that in some areas teachers are leaving and less experienced people are replacing them. EM has been looking at ways of mitigating these pressures:

- Some admin work has been removed from teachers
- Some reports will not be required to be so long

- Teachers will be able to use one of their statutory TAD days to complete their reports.

9.1.1 Governors asked if parents were aware of the pressure which staff were under. EM did not think so. They appreciate the effort put into the Christmas shows etc but not the on-going work throughout the year. It was suggested that highlights of what staff had achieved could be put into the newsletter. EM to think about this. **Action EM**

9.2 Admissions for September 2024 look positive; the school will be full. It is not known yet if there will be an impact of children who would otherwise have gone to private schools wanting to attend once VAT is added to their school fees.

9.3 Language development in early years is very important. Some children need to learn how to play more.

10. Governors Visits, Development and Training

10.1 Governors were reminded to send their visit reports to the Chair. **Action All**

11. Policy Reviews and Reports for Approval and Comment

11.1 PHSE Policy and Progression Map **Agreed**

11.2 Changes to Jigsaw Scheme. **Agreed**

11.3 Whistleblowing Policy. **Agreed**

12. AOB

12.1 TD noted that the National School Governors Awareness Day on 28th February had, ironically, gone unnoticed. The school will endeavour to be involved next year. News will be added to Headlines and the work of the GB will be promoted. **Action EM, TL**

12.2 After some discussion it was **agreed** to send out the letter to parents asking for contributions to the school. It will be important to identify what it will be spent on. A QR code could be added to the letter and it could be shorter. Gift Aid can be claimed. Just Giving will be used. TL **agreed** to review/update the existing draft including with the aim of making it shorter. **Action TL**

12.3 There has been a proposal to introduce another School Street, covering quite a large area. There could be local opposition. It is not clear as to the extent to which the school can influence it or ask for an alternative. There could be an issue with Colney Hatch Lane traffic build up. It is likely it would take six months to implement a new scheme.

13. Future Meeting Dates

13.1 The next FGB meeting will be held on **22nd May at 5pm.**

Part 1 of the meeting ended at **7.10pm**

Signed.....Date

CHAIR

Coldfall Primary School FGB Pt 1 18th March 2024

List of Agreed Actions – 18th March 2024

No.	Item	By Whom
5.1	To check the SCR in Summer One	SQ
5.2	To speak to Ana Clave about IT issues	SW, TD
5.5	To remind staff to speak to their Link Governors	EM
5.9	To complete a visit report and send to TL	SW
6.8	To speak to subject leaders about attending TLC meetings	EM
7.2.8	To bring the nursery proposals to the next FGB	GW, EM
7.3	To look at the water on the staff room roof	GW
7.4.2	To complete, circulate and submit the SFVS	TD
9.1.1	To consider ways of promoting the achievements of staff	EM
10.1	To send visit reports through to TL	ALL
12.1	To promote the work of the GB through Headlines	EM, TD
12.2	To review and issue the letter to parents asking for contributions to the school	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	Y	Y			4:6
Staff	Sevda Kemal	Y	Y	Y	Y			4:6
Co-opted	Ted Lowery	Y	Y	Y	Y			4:6
Co-opted	Helen De-Silva	Y	Y	N	N			2:6
Co-opted	James Bielby	Y	N	Y	Y			3:6
Co-opted	Rachael Parker-Stafford	N/A	Y	Y	Y			3:5
Co-opted	Douglas Blackwood	Y	Y	Y	Y			4:6
Associate	Emily Gazzard	Y	Y	Y	Y			4:6
Parent	Sebastian Worbs	Y	Y	Y	Y			4:6
Parent	Clive Englebort	N	N	Y	Y			2:6
Parent	Sinéad Queeney	Y	N	Y	Y			3:6

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Parent	George Wainwright	N/A	N/A	Y	Y			2:4
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