

Coldfall Primary School

Governing Board Meeting



Minutes of meeting held in the Training Room

Monday 23rd May 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.

2. Apologies for absence and lateness

2.1 Apologies for absence has been received from DB. 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 18th March 2024

4.1 Pt 7.1 The ratios of 13:1 should have clarified that this is child:adult ratios.

4.2 Pt 12.4 The action was for TL and not TD.

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

5. Matters Arising from the Minutes of 18th March 2024

5.1 Pt 5.1 The SCR has been checked by SQ this term.

5.2 Pt 5.2 SW has undertaken one round of reviews with Ana Clave, regarding business continuity issues should there be a cyber attack or the IT systems go down. More work will follow before the end of the school year. **Action SW**

5.3 Pt 5.5 EM has reminded staff to speak to their Link Governors but not all have done so yet. EM to chase again. **Action EM**

5.4 Pt 7.2.8 The meeting about the planned expansion of the nursery happened on 22nd May. The survey for the ramp and the door has been completed. The costs have been received, including for the canopy, toilets and sinks. Electrical costs are outstanding. There will be a site meeting on 26th May. The project is due to be completed by the end of August. The canopy will then be installed in Autumn One. It should come in under budget, including the contingency. The doors will need to be tailor made.

5.4.1 Building Control and the Planning Dept are being chased. The Fire Safety and O&M manuals have been received. Building Control will also look at the kitchen plans over the summer break. Some internal re-arranging of the facilities will be needed.

5.4.2 Governors thanked GW for all his work on this project.

5.5 Pt 7.3 GW looked at the flat roof above the staff room. It is not currently leaking. It is possible that some partial relief to the water pooling could be achieved via revised drainage. The longer term option would be for a green roof.

5.6 Pt 9.1.1 After discussion it was **agreed** to try putting some staff posts about what has been going on on Instagram, so that parents are kept informed of the good things which are going on in the school. This also links into Pt 12.1, promotion of the school. PPA will also be able to be done at home after half-term; helping to reduce pressures on teaching staff.

5.7 Pt 12.3 There is a meeting about the School Street proposal on 3rd June with the LBH travel adviser and a Cllr. The main concern is road safety. There will be a resident and parent consultation starting on 5th July for 21 days. Governors raised concerns that it could affect the viability of the school; as it now covers a larger catchment area, more parents drive to drop their children off.

5.8 All other actions have been completed.

6. Finance and Site Committee and Health and Safety

6.1 There is an in-year deficit of £6,570. The letter to parents asking for contributions was discussed and some further amends proposed. TL will complete and issue via the School office. It was confirmed that any money raised would be spent on the Opal scheme and other specialist provision that other schools don't provide. **Action TL**

6.2 The budget was **agreed** and signed off. It will be returned to LBH.

6.3 Financial risks in the forthcoming year include: maternity leaves, sickness leave and not filling the nursery places. It was noted that the nursery, including the new places, would be full by January 2025, if not from September 2024. A positive impact on the budget is that two children with SEND needs have moved to specialised provision and so the financial pressures have reduced.

6.4 Debt recovery procedures have improved. £30,000 was outstanding from parents, mainly for after school club fees. £20,000 has been recovered. From now on, if families have debts they will not be permitted to book further clubs. From half term clubs will have to be paid for in advance.

6.5 **Health and Safety.** There has been another flood in the playground. The proposal to install a rain garden should deal with this as it will reduce the water outflow.

6.6 The flooring in the kitchen requires attention.

6.7 Governors extended their thanks to Tsveta Dimitrova for her work on the budget. She has made savings and found money from other sources, or reclaimed debts totalling £238,000.

7. Teaching and Learning Committee: 7th May 2024

7.1 Governors have been considering the question "What does a good lesson look like?"

7.2 Governors looked at reading/writing/maths in Juniper class. Overall outcomes are good, although handwriting could be improved further.

7.3 It was noted that in some schools Black pupils believe they are over supervised for their behaviour.

7.4 Attendance is 94.45%

7.5 Year One will be visiting Southend as part of their geography curriculum. This will include a visit to the pier.

8. Chair's Update and Report

8.1 The new requirements around relationships, sex and health were noted. There is a consultation started on 16th May. There should be no teaching about sex until Year 5 and no teaching on gender theory. The school said that they already comply with these requirements.

8.2 TL said that he had attended the most recent local Chairs' Forum. The main discussions were around budgets and attendance issues.

6.15pm Clive Englebert left the meeting.

9. Headteacher's Update and Summary

9.1 The SATs test have shown normal reading expectations. The children undertake one hour tests in reading, grammar and spelling. Phonics tests and Year 4 timetables checks will be undertaken in June. EM has written to the children thanking them for their calm approach to the tests.

9.2 PE is increasingly outdoor and adventurous.

9.3 The website has been updated. A few minor changes still need to be done.

9.4 There are 666 children on Roll. There are 16 on the waiting list for Reception. 49 children will join the nursery in September and a further 10 in January 2025. The school will be full in September.

9.5 The SIP spring report has been circulated. Children were spoken to. They feel safe in school and their behaviour is good.

9.6 The Juniper benchmarking report: spring data comparisons, shows that the school is better than other comparator schools, looking at a sample of 6,500 schools nationally. This will be added to the website. **Action EM**

9.6.1 GW will send a messaging template through to use for sending short messages out to parents. **Action GW**

9.7 The s175 safeguarding audit carried out on 17th May was thorough. Seb Descrettes and Emily Gazzard were met with.

9.8 Smartphone Free Schools: An incident occurred, out of school hours, where Year 5 pupils were circulating abusive and pornographic messages. A parent took a screenshot and passed it to the school. There was a WhatsApp group of 24 pupils involved. A meeting has been held with parents. It was **agreed** that 'phones and smart watches would be removed from children during the day.

9.8.1 Years 5 and 6 children who travel to and from school on their own are allowed to bring 'phones but they must be deposited with the class teacher at the start of the school day and collected at home time. EM said that from September these children would only be allowed "brick" 'phones (that would still have to be deposited with the class teacher).

9.8.2 The hope is that parents and the school can collaborate to reduce screen time and to supervise children more in their use of screens.

9.8.3 Staff will not be carrying their 'phones during the day unless they are working with a violent pupil or with a pupil with medical needs.

9.8.4 Parents will be encouraged to not use their 'phones in the playground.

9.9 An after school play club will be set up with the intention of encouraging children to play outdoors more. It would also provide an alternative to screen time.

10. School Development Plan 2024-25

10.1 The SDP will be reviewed at the September meeting rather than in July.

11. Governors Visits, Development and Training

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

Action All

12. Policy Reviews and Reports for Approval and Comment

12.1 Debt Recovery Policy **Agreed**

13. AOB

13.1 Some parents have been complaining about the school meals. EM said that portion control had been looked into. The menu is more child friendly than it used to be. However, all meals are considered to be attractive and varied. JB will look into when he is next in school. It was noted that the budget per meal is £2.31.

Action JB

13.1.1 It was suggested to put pictures of the meals on Instagram.

13.1.2 When the allotment produce comes on stream it will be used in the school meals.

13.1.3 Some parents provide packed lunches, Although there are rules, eg. no nuts, they are not policed for being healthy.

13.2 The possibility of hybrid FGB meeting using Zoom, or similar, will be considered again.

13.3 The possibility of providing fruit for staff will be considered. JB said he will see if he can obtain sponsorship from one of his providers.

Action JB

13.4 Governors were invited to attend the Exhibition Evening on July 11th, before the FGB meeting. Curriculum reports from subject leads will be shorter this year.

13.5 The school will be an election Polling Station on July 4th and therefore closed.

14. Future Meeting Dates

14.1 The next FGB meeting will be held on **11th July at 6pm.**

Part 1 of the meeting ended at **7.00pm**

Signed.....Date

CHAIR

List of Agreed Actions – 23rd May 2024

No.	Item	By Whom
5.2	To continue work with Ana Clave on IT issues	SW
5.3	To remind staff to speak to their Link Governors	EM
6.1	To amend and circulate the letter to parents	TL
9.6	To add Juniper benchmarking data to the website	EM
9.6.1	To send a messaging template through to the school	GW
11.1	To send visit reports through to TL	ALL
13.1	To consider the attractiveness of school meals	JB
13.3	Look into obtaining sponsorship for fruit for staff	JB

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	Y		5:6
Staff	Sevda Kemal	Y	Y	Y	Y	Y		5:6
Co-opted	Ted Lowery	Y	Y	Y	Y	Y		5:6
Co-opted	Helen De-Silva	Y	Y	N	N	N		2:6
Co-opted	James Bielby	Y	N	Y	Y	Y		4:6
Co-opted	Rachael Parker-Stafford	N/A	Y	Y	Y	Y		3:5
Co-opted	Douglas Blackwood	Y	Y	Y	Y	N		4:6
Associate	Emily Gazzard	Y	Y	Y	Y	Y		5:6
Parent	Sebastian Worbs	Y	Y	Y	Y	Y		5:6
Parent	Clive Englebert	N	N	Y	Y	Y		3:6
Parent	Sinéad Queeney	Y	N	Y	Y	Y		4:6
Parent	George Wainwright	N/A	N/A	Y	Y	Y		3:4