



Coldfall Primary School

Governing Board Meeting

Minutes of meeting held in the Training Room
Thursday 31 March 2022 commencing 17:00

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	+Douglas Blackwood (DB) – Vice Chair 28.10.23	Emily Gazzard (EG)
+Helen De-Silva (HDS) 23.10.24	Lindsay Dearden (LD) 28.10.23	
4@Vacancy	Clive Englebert (CE) 02.12.25	
	Sinéad Queeney (SQ) 02.12.25	
	Also Present	
+denotes approved absence	Jonathan Adamides-Vellapah - HEP Governance Officer & Clerk (dialling in) (GO)	
*denotes absence		

Part 1

1. Welcome

1.1 The Chair welcomed all governors and attendees to the meeting.

1a. Apologies for absence and lateness

1a.1 The GB received and accepted the apologies as detailed above.

1b. Changes to the Governing Body (GB)

1b.1 The GB welcomed Sevda Kemal as the elected staff governor to her first meeting.

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

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

3. Minutes from the previous meeting

3.1 The GB approved the minutes from the meeting held on the 10 February 2022 subject to the agreed amendments being made.

3a. Matters arising

List of agreed Actions – February 2022

Item	Action	By whom
1c.1	The Headteacher to organise the Staff Governor elections. COMPLETED.	Head
1d.1	The Clerk will contact HEP and re-inquire if there are any available LA candidates for the vacancy. UPDATED 31/03/2022 – ongoing.	Clerk
3a.1	All Governors to reserve w/c16 May 2022 and the Chair will confirm the final day for the Governors Day that week. UPDATED 31/03/2022 – the date will be circulated.	Governors Chair
10.	Governors to contact the Headteacher to arrange visits or calls with their link. UPDATED 31/03/2022 – ongoing.	Governors

4. Finance overview

4.1 The GB received the written report from the School Business Manager and the following was noted:

- The surplus position of the school has improved partly due to the restarting of the extended school provision and lettings.
- The predicted school surplus has helped to offset the impact of the pandemic and the increasing costs including staffing and utilities. The Unions finally accepted the 1.75% pay award for non-teaching staff for 2021-22 which will be backdated. A 1.75% pay award will be allowed for in the 2022- 23 budgeting period.
- Capital funding of circa £60k will be taken forward and the spend has been allocated via the School Development Plan and planned works.
- The internal audit has been completed and the management response has been completed. The final report will be circulated to the Finance Committee / Governing Body.

4.2 The GB reviewed the timelines and noted the following:

- Year-end closure returns to Haringey due by 8 April 2022 and the school is planning to close the accounts on the 7 April 2022.
- Schools Financial Value Statement will be completed and filed by the deadline of the 29 April 2022. Once completed by this will be made available to the Governing Body.
- Budget Profile / Budget plan for next year are in progress and is due for filing with the Local Authority by the 31 May 2022. This will include the review of existing SLA's, funding linked to pupil numbers (Free School Meals and Pupil Premium), any exceptional and non-reoccurring grants.
- The Statement of internal control will be completed and filed with the Local Authority.

Q= Do we undertake benchmarking analysis?

A= Yes, we do review how we compare as a school in our expenditure and use this information during the budget process.

5a. Finance and Site Committee

5a.1 The Chair of the Committee (Ted Lowery) presented the following update from the Finance and Site Committee Minutes (23 February 2022) and the following was noted:

- Site Managers House. The property has now been returned to the Local Authority.
- The Terms of Reference and Scheme of Delegation have been updated and the updated documents are available on GovernorHub. **APPROVED: The GB approved the updated documents subject to their circulation to the GB.**
- Budget monitoring report. The Committee discussed the lettings position which will slightly improve the in-year surplus. The school will be budgeting for the Teaching and non-teaching pay increases. The GB noted there has been no pay award for Teachers this financial year.
- A verbal update on the outcomes of the Financial Audit were noted and these have been actioned.
- Site updated. Remedial works may be required to the gas intake pipe to the boilers, and this is being investigated with the Local Authority. The Tree survey has been completed and the works have been budgeted for have been completed.
- Remedial works are required to fix the flooring in Chaffinch Class and the nursery.
- The Intruder Alarm will require replacing as it has now beyond economic life and repair. The GB noted however that the school continues to maintain the existing system until agreement has been reached with the Corporate Landlord on the replacement.

5b. Health and Safety

5b.1 The GB noted the written update from the School Business Manager and the minutes from the Finance and Site Committee. The following was noted:

- Remedial works have been planned connected with the roof repairs. The cladding on the external walls has failed and causing water ingress which is damaging the internal walls and stairwells. Discussions are being undertaken with the Corporate Landlord to undertake and fund the works.
- During the Easter break the additional fire doors will be installed.
- The roof replacements above the Nursery and Staff room should be completed over the summer break. Following these works the decking may require replacement outside the Nursery.
- A review of the existing kitchen footprint has concluded that the area requires a redesign, and this will be progressed.
- The surface of the MUGA will require replacing and this will be a planned project.
- The incident with the railings has been concluded and that greater supervision and vigilance during play time will be undertaken in the KS1.

Q= Is a review of outdoor equipment being undertaken?

A= We regularly review the outdoor play equipment to ensure health and safety compliance.

6. Teaching and Learning – Curriculum update

6.1 The GB received the minutes from the 22 February 2022 and the following was noted:

- Quality of Education. The Committee received the update from Kate Vetch on the music curriculum.
- Academic performance. Target Tracker has now been implemented across the school and will be used to track progress and attainment, identify the gaps and target interventions.
- Pupil Premium. The funding continues to be targeted at the cohorts with the most need and this includes providing each year group with one hour of oracy per week and there are targeted SEND interventions.

7. Chair's items

7. Safeguarding

7.2a The Chair invited Ms Gazzard to present the overview and the following was noted from the power point presentation and discussion:

- KSCIE updates have been provided to staff, governors and volunteers. The GB noted that the update includes the recent peer-on-peer abuse and record keeping.
- Safeguarding referrals. The GB noted that the school uses a comprehensive grid that aids decision making.

Q= Where are incidents recorded?

A= We use MyConcern which can be accessed by staff to record and highlight concerns and all entries are reviewed and resolved on the day. All staff have the option to report directly to a DSL.

Q= Do you involve outside agencies?

A= Yes, we work with the LADO, MASH teams and Early Help to resolve concerns as required and this can include family support. This can be particular important with our hard-to-reach families.

- MyConcern produces reports which can be used by the school to review trends and the number of instances that a particular concern has been recorded.

7.2 Recruitment to the Governing Body. Noted the Chair has been actively recruiting to the co-opted vacancies and this will continue.

7.3 HEP SEND green paper. The GB noted the summary from HEP, which has implications for the longer-term funding of SEND and will be reviewed by the Finance Committee.

7.4 Ofsted Inspection outcomes from Local Schools. The GB discussed the recent Ofsted inspections and noted that the Quality of Education is a key enquiry area for Ofsted. Schools that were previously outstanding have achieved good. The GB noted that the school is within the Ofsted inspection window.

8. Head teacher's update/summary

8.1 The Headteacher presented the report, and the following highlights were noted:

- The recent events in the Ukraine and Russia have impacted on the community and families within the school. The school is supporting the wellbeing of the school community as we advocate for peace and are channelling our donations through UNICEF.
- Internal assessments have been undertaken in Reading, Writing and Maths and the Spring data reviews have been benchmarked against Age Related Expectations (ARE).
- The support staff continue to be upskilled to support the SEND children in the school.
- The HEP Improvement Partner continues to provide the support to the subject leads as they prepare for Ofsted.
- The oracy works continue to provide the children with the opportunities to build their confidence in public speaking.
- The school has received applications to be part of the volunteer reading programme. The GB noted that all volunteers will have to complete the DBS application process before starting the reading support programme with children in the school.
- Attendance is 92.37% and persistent absence continues to be managed with external agencies as
- The children continue to take part in external competitions including the Haringey Gymnastics and the Haringey concert at the Albert Hall.

Q= Are we looking to have parents/carers attend the assemblies?

A= Yes, we are looking to gradually re-start parent/carers attendance.

Q= We appear to have no vacancies across the classes. Is there any more we can do to encourage more uptake of the nursery provision?

A= We are reviewing all options, however all schools have been impacted by the low numbers,

9. Policy Reviews and reports

9.1 The GB received, approved and ratified the following policy(ies), subject to agreed amendments being made:

- ECT policy and quality.

10. Governor visits, development and training

- The Governor visit date will be confirmed and circulated.
- All governors were encouraged to book their link visits before the end of May 2022.
- Governors were asked to review the training available via HEP and to book onto courses.

11. AOB. Dates/times of future meetings

11.1 The GB noted the 2021/22 meeting dates.

Dates/times of future meetings 2021/22

Term 1	Meeting	Term 2	Meeting	Term 3	Meeting
2021		2022		2022	
6 October	FGB	08 Feb	FGB	26 May	FGB
25 November	FGB	31 March	FGB	14 July	FGB

11.2 Art Therapy and the curriculum

The GB noted that the school has an integrated programme which delivers a wide-ranging curriculum and explores the creative arts. The GB understood that currently the quality of teaching is focusing on narrowing the gaps in learning after the pandemic and ensuring every child has the skills needed to access learning and become secure in their knowledge and improve their outcomes.

12. Publications to note/review

12.1 None.

Parts 1 and 2 of the meeting ended at 7.30 pm

Signed.....Date

CHAIR

List of agreed Actions – March 2022

Item	Action	By whom
	None.	

Attendance

Governing Body attendance tracker academic year 2021/22

Governor	Name	Term 1			Term 2	Term 3	
		30 Spt 21	02 Dec 21	08 Feb 21	31 Mrc 22	26 May 22	14 July 22
Head Teacher	Ewan Marshall	Y	Y	Y	Y		
Staff	Mitchell Browning	Y	Y	Y			
Staff	Sevda Kemal				Y		
Local Authority	Vacancy						
Co-opted	Ted Lowery	Y	Y	Y	Y		
Co-opted	Annette Thurgood	Y					
Co-opted	Helen De-Silva	N	Y	Y	N		
Co-opted	Vacancy						
Co-opted	Vacancy						
Co-opted	Vacancy						
Co-opted	Vacancy						
Parent	Richard Spitz	Y	Y				
Parent	Douglas Blackwood	Y	N	Y	N		
Parent	Lindsay Dearden	Y	Y	Y	Y		
Parent	Clive Englebert		Y	Y	Y		
Parent	Sinéad Queeny		Y	Y	Y		