



# Coldfall Primary School

## Governing Body Meeting

Minutes of meeting held in the Training Room  
Wednesday 2 December 2021 commencing 18.30

<b>Head Teacher Governor (1)</b>	<b>Staff Governor (1)</b>	<b>Local Authority Governor (1)</b>
Ewan Marshall (EM)	Mitchell Browning (MB)	1@vacancy
<b>Co-opted Governors (6)</b>	<b>Parent Governors (3)</b>	<b>Associate member</b>
Ted Lowery (TL) Chair	Richard Spitz (RS) – Vice-Chair	Emily Gazzard (EG)
Annette Thurgood (AT)	Douglas Blackwood (DB)	Clive Engleburt (CE) Elected Parent Gov 03/12/21
Helen De-Silva (HDS)	+ Lindsay Dearden (LD)	Sinéad Queeny (SQ) Elected Parent Gov 03/12/21
3@Vacancy	<b>Also Present</b>	
	Jonathan Adamides-Vellapah - HEP Governance Officer & Clerk (dialling in) (GO)	
+denotes approved absence		
*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 Apologies were noted and accepted.

#### 1b. Changes to the Governing Body membership.

##### 1b.a Retirements

The noted the retirement at the end of this meeting of Richard Spitz. The GB thanked Richard for his hard work as a parent governor on the GB.

##### 1b.b Appointments to the Governing Body

The GB elected Clive Engleburt and Sinéad Queeny as Associate Governors pending the approval of the revised Instrument of Government at which point, they will take-up their appointments as the elected Parent Governors.

#### 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

To present the minutes from the meeting held on 06 October 2021.

#### 4. Matters arising

##### List of agreed Actions – October 2021

Item	Action	By whom
3.1	All Governors to complete a new 2021/22 declaration of interest form and send it to the Headteacher. <b>COMPLETED</b>	Governors
6.2	All Governors to complete and return the NGA skills audit to the Headteacher. <b>UPDATED: The Head will recirculate the NGA skills audit.</b>	Governors
6.3	The Chair to update the Instrument of Government which will now have four parent governor positions and submit the form to the Local Authority for approval. <b>COMPLETED: On agenda</b>	Chair
7.a	The Chair will chase the enquiry over whether HEP training sessions are available as a video recording. <b>COMPLETED. The Chair will email HEP</b>	Chair
10a.	The Chair and Headteacher will arrange Governors in school day. <b>COMPLETED: The Governors Day is 21 January 2022.</b>	Chair/Head
11.1	Headteachers Performance Management. A panel will be formed and will include two governors and the improvement advisor. <b>COMPLETED.</b>	Chair

## **5. Finance and Site Committee – 11 November 2021**

5a. The Chair of the Committee (Ted Lowery) presented the following highlights from the minutes:

- Parent Fund Bank Account. The GB agreed that the for the funds raised a separate bank account must be established.
- Budget report. The school is forecasted to close with an in-year deficit which is supported by current surplus. The GB discussed the pandemic has adversely affected the income of the school and there has not been the opportunity to generate the additional funds through lettings and clubs.
- Charges. The commercial charges for lettings will be increased from April 2022 and the Committee approved the increase for lunches and clubs. The increased charges (where required) will be staggered.
- Fireworks night. The event organised by the Friends of the school was well attended and we are awaiting the final sums raised.

Q= How may children attend the clubs?

A= We need the minimum of 6 and the average is 10. We are at capacity for running clubs on site. The GB discussed if additional clubs could be provided and noted that it was important that staff who run the clubs are not overwhelmed as to affect their wellbeing. If cover is needed for the existing clubs, this is provided internally and has become a challenge with staff sickness absence. The number of clubs/activities are kept under review.

Q= Can we look to improve our existing facilities?

A= We are a community school, and we have an existing footprint. The surrounding fields are classed as metropolitan open land.

## **5b. Health and Safety – 05 October 2021**

The GB received and noted the report.

## **5c. Q2 approval**

The GB noted that the Finance and Site Committee reviewed and discussed the Quarter 2 position.

**APPROVED: The GB received and ratified the Q2 finance report for filing with the Local Authority.**

## **5d. Site development update**

The GB discussed the recent roof works which have been successfully completed. There are two more roof areas that have been identified by the Corporate Landlord (LB Haringey) and these should be completed over the summer 2022 school holidays. The summer works will include an update of the fire alarm system and sensors.

## **6. Teaching and Learning – 4 November 2021**

6.1 The GB received and discussed the minutes, and the following highlights were noted:

- National Tutoring Programme. The school is delivering the agreed intervention programmes using experienced school staff and the outcomes/impact for the targeted groups is being monitored.
- Curriculum. The internal early years and international primary curriculum has been implemented and all staff are involved in embedding the curriculum to support the learning objectives.
- SEND provision. The recent review and re-organisation of the SEND provision has been successful and a refreshed training on strategies has been delivered to teaching staff. Additional funding is being sought for children with existing EHCPs.
- Early Career Teachers (ECTs). The ECT programme continues to be challenging and the school is being supported on the continued management of the programme, which is in its first year.
- BAME. The school held an open meeting with parents/carers and was a positive engagement. The GB openly discussed the addressing of the whole school community concerns and how to manage the perceptions of racism, unequal treatment and unfairness without stifling challenging discussions which can promote change and develop understanding.

## **6.2 Parent/carers update reports.**

There were no additional reports presented for discussion.

## **7. Chair's items**

### **7.1 Recruitment to the Governing Body.**

The GB noted that the Chair will be contacting the Local Authority (LA) to recruit to the LA vacancy and the skills audit/requirements will be used to recruit to the three co-opted governor vacancies.

## 7.2 Update from West Haringey Chairs' forum

The following highlights were noted:

- School streets. The initiative continues to be rolled out across LB Haringey Schools.
- Ofsted discussion. With the recent change in the Education Inspection Framework criteria the GB noted that recent trends have shown that it is challenging for a school to retain and outstanding grading. The Headteacher confirmed that the school is expecting an Ofsted as they are within the Inspection window.

## 7.3 LB Haringey, Schools Admissions Service, and place planning

The GB noted that the school attended a meeting organised by the Schools Admission service to discuss the falling rolls across all Haringey Schools. The GB noted that the school will continue to engage with initiative as the Local Authority seeks solutions including reducing forms of entry across to enable schools to remain open.

## 8. Head teacher's update/summary

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

- SEND. Coffee mornings are being organised by the schools SEND Team to meet SEND families and discuss any concerns they may have.
- Curriculum. The International Early Years Curriculum in the EYFS and the International Primary Curriculum in KS1 and 2 have been implemented.
- Closing the learning gap. The Pupil Progress Reviews (PPR) have highlighted the gaps and these are being addressed through interventions.
- All Haringey Schools have been asked to submit phonics and key stage data as National Testing will restart in 2022.
- Self-Evaluation Form (SEF). The SEF has been aligned to reflect Education Inspection Framework.
- School Development Plan (SDP). **ACTION: The SDP will be reviewed at the next meeting.**
- Teaching of English. The children are receiving oracy lessons once a week
- Teacher Training. The school is reviewing the Teacher training programmes and agreeing which ones they will participating in as they all have different commitment requirements including internal mentoring and assessment needs.

## 9. Policy Reviews and reports

9.1 The GB received, approved and ratified the following:

- Book Scrutiny, Nov 2021. The GB noted the report.
- Safeguarding Policy. The Policy was ratified subject to any agreed amendments being sent to the Headteacher.
- Whistleblowing Policy. The Policy was ratified subject to any agreed amendments being sent to the Headteacher.
- Instrument of Government. The revised Instrument was ratified.

**ACTION: The GO will send the Instrument of Government to the Local Authority for signing.**

## 10. Governor visits, development and training

10.1 The Governors Day in school has been planned for the 21 January 2022.

10.2 Ted Lowery visited the school and took part in the harvest festival collection.

## 11a. AOB. Dates/times of future meetings

11a.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	31 March	FGB	26 May	FGB
25 November	FGB			14 July	FGB

## 11b. Christmas Fair

The Christmas Fair will be held on the 4 December 2021 from 2.00 - 4.00pm.

## 11c. Christmas shows

Governor noted that each class will be holding their Christmas show and will be socially distanced.

## 12. Publications

12.1 None.

Parts 1 and 2 of the meeting ended at 9.00 pm

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

**CHAIR**

### List of agreed Actions – December 2021

Item	Action	By whom
8.1	The SDP will be reviewed at the next meeting.	Head
9.1	The GO will send the Instrument of Government to the Local Authority for signing.	GovOfficer

## Attendance

### Governing Body attendance tracker academic year 2021/22

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