



Coldfall Primary School

Governing Body Meeting

Minutes of meeting held in the Training Room
Wednesday 6 October 2021 commencing 17.00

Head Teacher Governor (1)	Staff Governor (1)	Local Authority Governor (1)
Ewan Marshall (EM)	Mitchell Browning (MB)	1@vacancy
Co-opted Governors (6)	Parent Governors (3)	Associate member
Ted Lowery (TL) Chair Annette Thurgood (AT)	Richard Spitz (RS) – Vice-Chair Douglas Blackwood (DB)	Emily Gazzard (EG)
+Helen De-Silva (HDS)	Lindsay Dearden (LD)	
3@Vacancy	Also Present	
	Jonathan Adamides-Vellapah – HEP Governance Professional & Clerk (dialling in)	
+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.

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. Governors register of Interests

3.1 The Chair asked for all members to update their declarations of interest for this academic year and send the completed form to the Headteacher.

ACTION: All Governors to complete a new 2021/22 declaration of interest form and send it to the Headteacher.

3a. Membership of the Governing Body

3a.1 Governors retired.

Annette Thurgood will be retiring at the end of this meeting and all governors present thanked Annette for her work and service on the GB and to the school.

4. Election of the Chair and Vice-Chair

4.1 The GB discussed the election process for the GB Chair and noted that it was good practice to discuss succession planning as part of the GB development plan.

4.2 Election of the Chair of the Governing Body for the academic year 2021/22

4.2a The current Chair retired for the academic year 2020/2021 and the Clerk called for a Chair of the Governing Body for 2021/22. Ted Lowery was duly elected as the Chair of the Governing Body for the academic year 2021/22 and accepted the Chair.

4.3 Election of the Vice-Chair of the Governing Body for the academic year 2021/22

4.3a The Chair called for a Vice-Chair of the Governing Body for 2021/22. Richard Spitz was duly elected as the Vice-Chair of the Governing Body for the academic year 2021/22 (albeit noting that Richard will be standing down as a governor in December).

5. Membership of the Governing Body and Link Governors

5.1 The Chair asked all governors to advise their networks of the governor opportunity at the school.

5.2 **Link Governors.** The GB noted the existing roles and noted that they will be reviewed as part of mapping the link areas to the 2020/21 priorities.

6. Governors Role profile and Code of Conduct

6.1 Governors discussed and agreed the following:

- To adopt the code of conduct
- For their details to be published and updated on the DfE Get information about Schools (GAIS) portal.

6.2 Recruitment to the Governor Body and NGA Skills audit

ACTION: All Governors to complete and return the NGA skills audit to the Headteacher.

6.3 Reconstitution of the Coldfall Governing Body

The GB agreed after discussion to reconstitute GB to have four parent governors. All other categories remain the same.

ACTION: 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.

7. Minutes from the previous meeting

7.1 The GB approved the minutes of the last meeting from 14 July 2021 save for one typo that the chair undertook to address. ACTION: Chair to correct July minutes.

7a. Matters arising

7a.1 The GB reviewed the matters arising and noted the following:

List of agreed Actions – July 2021

Item	Action	By whom
6.2	Subject leads to provide future reports on a standard template – Completed	EM
9	Headteacher to chase the waiting list figures – Completed	EM
11	Check with HEP if their online trainings are available as recordings - Completed	FJ

DB queried any progress on item 11. Chair said he would chase with Fay Jackson and/or HEP.

7b.1 Matters arising not on the agenda:

- Roof works. These have now been completed and there are additional works planned for the academic year.
- Remedial works. There are various remedial and internal decorations works required following the roof repairs. These works are planned to take place during this academic year and will be funded by the school.

8. Headteacher's update/summary

8.1 The following was noted from the Headteachers report:

- The start of the year has been challenging for the school community as the children and staff return to teaching and learning onsite. The wellbeing needs are being closely monitored.
- The school has experienced positive covid cases and has worked closely with the Local Authority and Public Health in putting in place management plans to limit the impact on the school, learning and the community. There is in place a continuous review process that includes risk assessment updates and how to appropriately communicate covid cases to parents/carers and other children when dealing with positive covid test results.
- The school is considering all options to enhance the classroom environments including applying for the CO2 monitors and assessing the use of air purifiers in classrooms.
- All staff can book Flu inoculations and reclaim the cost up to £20.
- The school is fully staffed. The existing teacher training programme called schools direct is now closed and Middlesex University will be overseeing the seven students placed at the school. The Early Career Teachers (ECT) programme is the new teacher training programme. The school will have to carefully consider for 2022/23 the number of ECT placements as it is now a two-year programme with the requirement for internal mentors which is an additional consideration on release time for staff.
- The school is participating in the Kick start programme facilitated by Haringey Education Partnership (HEP). There are four trainees at the school who are fully funded by the programme.
- The international primary curriculum continues to be delivered across the school.
- The football team has had great success and have been runner-ups in inter-school tournaments.

- Class assemblies have restarted. Year group assemblies which have been planned will include inviting parents/carers to attend.
- There will be a review of pandemic protocols including the gradual re-introduction of welcoming parents/carers into the playground rather than the current restriction of drop offs by the school gate.

9. Policy review and updates

9a. Annual Planner

9a.1 The GB adopted the annual planner which will be used to inform the draft agendas of the GB and delegated committees.

9b. Policy reviews - None.

10. Governor visits, development and training

10a. Governor Visits.

10a.1 The GB noted that the Chair has continued to visit the school and meets with the Headteacher regularly. **ACTION: The Chair and Headteacher will arrange Governors in school day.**

10c. Training courses attended since the last meeting

10c.1 The GB noted the Haringey Education Partnership (HEP) training guide.

10d. Governor Training

10d.1 Governors agreed to update their training records and share information on training courses attended.

11. Any other business

11.1 Headteachers Performance Management arrangements 2020/21 and 2021/22

ACTION: A panel will be formed and will include two governors and the improvement advisor.

12. Items for the next meeting

12.1 None.

12a. AOB. Dates/times of future meetings

12a.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	10 February	FGB	26 May	FGB
25 November	FGB	31 March	FGB	14 July	FGB

13. Publications

13.1 The GB noted and/or approved the following publications:

- Keeping Children Safe in Education- 01 September 2021

APPROVED: The GB adopted the statutory guidance which will be used to update the Safeguarding suite of policies in the school.

- Working together to safeguard children
- Primary school accountability
- What maintained schools must publish online
- Relationships and sex education (RSE) and health education
- Governance handbook and competency framework
- Schools Admissions code

Parts 1 and 2 of the meeting ended at 7.30 pm

Signed.....Date

CHAIR

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.	Governors
6.2	All Governors to complete and return the NGA skills audit to the Headteacher.	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.	Chair
7.a	The Chair will chase the enquiry over whether HEP training sessions are available as a video recording	
10a.	The Chair and Headteacher will arrange Governors in school day	Chair/Head
11.1	Headteachers Performance Management. A panel will be formed and will include two governors and the improvement advisor.	Chair