



Coldfall Primary School Governing Board Meeting

Minutes of meeting held in the Training Room
Thursday 10 February 2022 commencing 17:00

Head Teacher Governor (1)	Staff Governor (1)	Local Authority Governor (1)
Ewan Marshall (EM) ex officio	Mitchell Browning (MB) 22.03.22	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	
	Jonathan Adamides-Vellapah - HEP Governance Officer & Clerk (dialling in) (GO)	
+denotes approved absence	Ms King – Assistant Headteacher	
*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 None

1b. Election of the Vice-chair to the Governing Body

1b.1 The GB elected Douglas Blackwood as the Vice-Chair.

1c. Changes to the Governing Body (GB) membership.

1c.1 Retirements. The GB noted that this is the last meeting for Mitchell Browning who will formally retire as the elected Staff Governor on the 22 March 2022. The GB thanked Mitchell for his service on the GB.

ACTION: The Headteacher to organise the Staff Governor elections.

1c.2 Re-appointments to the Governing Body. The GB re-appointed Ted Lowery as a Co-opted Governor.

1d. Vacancies and recruitment

1d.1 LA Governor vacancy.

ACTION: The Clerk will contact HEP and re-inquire if there are any available LA candidates for the vacancy.

1d.2 Co-opted vacancies.

The GB noted that there now four vacancies and recruitment will be undertaken by the Chair.

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

The GB approved the minutes from the meeting held on 06 October 2021.

3a. Matters arising

List of agreed Actions – December 2021

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

3a. Matters arising not on the agenda

3a.1 The following items were noted:

- Governors day in school. Noted the Governors Day will be re-arranged, and the Chair will email and confirm the date.

ACTION: All Governors to reserve w/c16 May 2022 and the Chair will confirm the final day for the Governors Day that week.

- Committee membership. The GB noted the updated Committee and Link roles

Name	Status	Committee	Link role	Staff contact for link
Douglas Blackwood	Parent governor	Teaching & learning	Curriculum	Lorraine King (Ewan Marshall for maths)
Mitchell Browning	Staff governor	Finance & site/H&S	n/a	n/a
Helen Da Silva	Co-opted governor	Teaching & learning	Inclusion	Emily Gazzard and Daisy John
Lindsay Dearden	Parent governor	Finance & site/H&S	Reading	Lorraine King
Clive Englebert	Parent governor	Finance & site/H&S	Health & safety	Laggi Efthymiou
Emily Gazzard	Associate Deputy Head teacher	n/a	n/a	n/a
Ted Lowery	Co-opted governor (Chair)	Finance & site/H&S HR	Safeguarding	Emily Gazzard
Ewan Marshall	Head teacher	n/a	n/a	n/a
Sinéad Queeney	Parent governor	Teaching & learning	SEND	Jenna Buckley-Moran

4. Finance overview

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

- The Budget position has improved as there has been an increase in external income connected with the extended provision and additional lettings.
- End of Year. The school will be carrying forward a revenue and capital surplus to the next financial year.
- Finance audit. The External Audit has been undertaken by Mazars on behalf of the LB Haringey. The written report is not yet available but the auditors did not highlight any issues during the audit.
- Year-end processes. The following was noted
 - Year End Closure planned for 7 April 2022.
 - Budget for 2022/23 due for Haringey 31 March 2022
 - SFVS – due to Haringey by the end April 2022.
- Site overview. LB Haringey have scheduled a number of buildings works to take place including roof replacements (staff room and nursery) over the summer break. Currently the Fire Alarm system is being renewed and should be completed before half-term.
- The school will be carrying out essential repair works to the Playground and PE equipment.

5a. Finance and Site Committee

5a.1 The Chair of the Committee (Ted Lowery) presented the following verbal update:

- Capital Works. The works being carried out by the Corporate Landlord: LB Haringey are being funded by the Council budget.
- External Finance Audit. The Committee will review the report and the GB will be advised of the outcome.
- School fund account. The fund has been audited externally and the audit fee has been paid by the Trustees of the fund.
- Lettings charges. All current bookers have been advised of the charging increases.

5b. Health and Safety – 05 October 2021

5b.1 The GB received the minutes from the 2 February and noted the following highlights:

- MUGA pathway. The pathway cracks have been reported to LB Haringey and a separate surveyors review (pro-bono) will be undertaken.

Q= Has the site been made safe?

A= Yes, the pathway is fenced off while the investigations are carried out.

5c. School Uniform

5c.1 The GB discussed the contract and noted the following:

- The contract is due for renewal and a tender process will be followed.
- The recent government guidance will be used to inform the specification.
- The current supplier uses organic cotton consistent with our Green School policy.

Q= Will a parent/carer survey be undertaken?

A= Yes as part of overall scoping process surveys will be done.

Q= Has there been any feedback on the current supplier?

A= Currently feedback has been on the durability on the organic cotton clothing. We have found that when we do have second-hand uniforms for sale, parents/carers search out the previous uniform versions which were a polyester mix and are regarded as being more durable in the wash.

CE suggested exploring the possibility of contractor providing organic cotton and polyester mix so there is a choice. In connection with the Green School policy, the water demands for producing organic cotton were noted.

6. Teaching and Learning – Curriculum update

6.1 The GB received a presentation and update from Lorraine King (Assistant Headteacher) who explained how the school has developed the core curriculum, the delivery framework across the year groups and that it builds on the Ofsted requirements of intent, implementation, and impact.

The GB overview included:

- An overview of how the curriculum has been developed and the rationale used.
- The resources used and developed to support learning including the cultural capital experiences.
- Examples of the History and Geography frameworks showing the golden threads of learning.
- How learning is sequenced from reception to Year 6.
- The pedagogy and psychology of learning techniques for all staff including supportive training materials.
- The assessment framework development.

The GB thanked Lorraine for the comprehensive overview.

Q= Have we abandoned the IPC?

A= Yes: in practice implementing the full IPC was considered to be unsuitable and the decision was taken to try a different approach.

Q= Can we engage parents/carers in the what the children are learning and get them involved?

A= We already inform parents/carers online via the newsletter and published curriculum maps. We can in addition send printed information home.

Q= Has it been challenging to change from the current teaching framework?

A= The learning needs of our children has reflected our decision to move to the new teaching framework and we will continue to develop the resources to support the curriculum and learning outcomes.

7. Chair's items

7.1 Recruitment to the Governing Body. Noted under item 1d.

7.2 Feedback from recent local Ofsted

7.2a The Chair advised that the West of Haringey GB Chairs group met on the 18 January 2022. Chairs provided feedback on their experience of Ofsted and noted that the inspectors spent 20mins with Governors where they discussed governor visits and how governors could substantiate and validate their experience and knowledge of impact and outcomes of the teaching and learning in the school. The inspectors generally asked questions on the curriculum and safeguarding.

8. Head teacher's update/summary

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

- Covid impact. COVID continues to have a significant impact upon the school, there are a significant number of pupils (circa 100) and staff (circa 9) who are currently self-isolating. We continue to review staffing on a daily basis to best meet the needs of the children. All staff continue to be incredibly supportive and flexible to maintain the provision for the children. The GB noted that the school continues to work with external agencies to support staff and children who have been affected by the pandemic.
- School Development Plan (SDP). The school is working hard to close the attainment gap caused by the pandemic. Attainment at Coldfall approaches 90%+ for each statutory measure and the projections have been submitted to HEP
- Catch-up funding. The school has received additional DfE grant monies for the 1-2-1 programmes.
- SEND review. The GB noted the recent report highlights the improvements made, and the identified actions will be incorporated into the ongoing action plan.
- Foundation subjects and curriculum. In addition to the presentation the under-agenda item:6, the GB noted that the school will be working with an external curriculum expert to help develop our curriculum. Our Improvement Partners will support the school to develop the ability of subject leaders to communicate the intent, implementation and impact of their individual subject.
- Teaching of English. The school has worked with all class teachers to improve subject knowledge around early reading. The school has continued to develop teachers and TAs knowledge and skills through the INSET days and covered areas including SEND, the Curriculum, Early Reading, how to deal with racist incidents and EAL learners.
- Staffing. Recruitment has been successfully completed for the Receptionist/Welfare assistant. Two individuals from the Kickstart programme have been recruited on fixed term contracts until the end of the Summer term
- Schools Partnership Programme. Coldfall as part of the programme which develops a culture of partnership working through school self-evaluation, peer review and school-to-school support. The Network Learning Community will fund Coldfall's participation in the programme.
- Attendance 1 Sept 21 to 31 Jan 22 is 91.7%.
- On roll. There are 660 children on roll with one vacancy in reception, Year 2 & Year 5 and two vacancies in Year 1.
- Reception. We have received 97 applications for the 90 places available.
- Special events this term include the Valentines Disco - Friday 11 Feb, World Book Day – Friday 4 March (dress up as a character from a favourite book), Global Citizens Week - Mon 28 March to Friday 1 April.
- Assemblies have included messages of inclusion and diversity and held a video led assembly about British Sign Language and being deaf.
- Our athletics team will represent Haringey at the London Youth games.

9. Policy Reviews and reports

9.1 The GB received, approved and ratified the following:

- Peer on Peer abuse Policy – subject to the following amendments, consideration if a flow-diagram can be added to visualise the reporting on incidents.
- Equal opportunities policy. Delegate to the HR committee to approve.

10. Governor visits, development and training

ACTION: Governors to contact the Headteacher to arrange visits or calls with their link.

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

12. Publications to note/review

12.1 None.

Parts 1 and 2 of the meeting ended at 7.00 pm

Signed.....Date

CHAIR**List of agreed Actions – February 2022**

Item	Action	By whom
1c.1	The Headteacher to organise the Staff Governor elections.	Head
1d.1	The Clerk will contact HEP and re-inquire if there are any available LA candidates for the vacancy.	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.	Governors Chair
10.	Governors to contact the Headteacher to arrange visits or calls with their link.	Governors

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			
Staff	Mitchell Browning	Y	Y	Y			
Local Authority	Vacancy						
Co-opted	Ted Lowery	Y	Y	Y			
Co-opted	Annette Thurgood	Y					
Co-opted	Helen De-Silva	N	Y	Y			
Co-opted	Vacancy						
Co-opted	Vacancy						
Co-opted	Vacancy						
Co-opted	Vacancy						
Parent	Richard Spitz	Y	Y				
Parent	Douglas Blackwood	Y	Y	Y			
Parent	Lindsay Dearden	Y	N	Y			
Parent	Clive Englebert		Y	Y			
Parent	Sinéad Queeny		Y	Y			