



Coldfall Primary School

Governing Board Meeting

Minutes of meeting held in the Training Room

Monday 11th July 2024 commencing 6pm

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 No apologies have been received; everyone was in attendance.

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.

3.3 It has been noted that some governor's DBS have not been listed as being checked on GH. EG to check.

Action EG



4. Approval of the Part One FGB Minutes of 23rd May 2024

4.1 Pt 6.3 It was noted that the pupils with SEND hadn't actually left the school. They are awaiting specialist placements. The May minutes have been changed.

4.2 With this change the minutes were **agreed** as a correct record of the meeting.

5. Matters Arising from the Minutes of 23rd May 2024

5.1 Pt 5.2 SW has been looking into the cyber attack issues; he believes that a wider view considering all business continuity issues is needed. The school needs to identify the key processes which couldn't happen if the technology was to fail and then these need to be mapped on to the system processes. This would enable the school to know what the key failures are and what can be done about them.

5.1.1 It will be necessary to have a list of the data which the school currently holds; personnel, pay records, attendance data etc. EM noted that there are capacity issues within the school and training would be needed for key staff.

5.1.2 There could also be threats from within the school, eg. agency staff obtaining the passwords to files or systems. It was noted that there are hard copies of some of the important information. The 'phone system is accessed through the internet so that would also be compromised.

5.1.3 It was **agreed** that the SLT would look at the five key issues for the school next term and work with SW on strategies to overcome/minimise the risk.

Action EM, EG, SW

5.2 Pt 6.1 The letter to parents asking for donations was delayed being sent out. It was received by parents this week. There have been various questions, eg. tax exemptions and Gift Aid regulations. There has been no negative feedback so far. Some employers will match the donations made. Some queried what the preferred donation amount was; after discussion it was **agreed** to not set an amount but to say that all donations would be welcome. A FAQ will be drawn up.

Action DB, CE, EM

5.2.1 A donation QR code will be added to the website. DB to supply it.

Action DB

5.3 Pt 5.4 The nursery development is continuing on schedule. See Finance and Site Committee.

5.4 Pt 5.6 The Instagram link to the good things happening within the school will be promoted via the website.

5.5 Pt 13.1 JB looked at the school meals when he visited. He concluded that the meals were good and the children were eating quantities of salad and vegetables. Parent governors reported that some parents said that there were shortages on some days. It was not clear whether this was actual shortages or just when staff went to fetch another tray of food and the pupils hadn't been told to wait for supplies. A log will be kept of any reported issues.

5.6 Pt 13.3 JB reported that he had spoken to his food suppliers but they considered a fruit drop off to the school to be too small an order and so are not able to provide free fruit for staff.

5.7 All other actions have been completed.

6. Finance and Site Committee and Health and Safety: 20th June 2024



6.1 GW reported that the nursery works are due to start on site in two weeks. The toilets have been signed off. The regulations for the ramp have changed and it would now need to be 10m in length. It has been **agreed** to install steps instead and to extend the canopy. *Governors asked about access for pupils with reduced mobility.* There will still be two other level entrances which they can use. The fabrication quote is due to be received tomorrow. The canopy will be installed on September 9th. It is hoped to be able to open the nursery on September 11th.

6.2 The flooding issues have been partially resolved via the use of railway sleepers, which can also be used as seats.

7. Teaching and Learning Committee: 18th June 2024

7.1 Ms King (AHT) provided an Ofsted style presentation on the Foundation Stage.

7.2 The school's results are good. Some Black and Caribbean pupils are not performing as well as they are able to; strategies are in place to support them.

7.3 Attendance is good and stable.

8. Chair's Update and Report

8.1 Feedback from the local Chair's Forum: It appears that the borough has no real appetite for the federation or amalgamation of schools and would prefer to support smaller local schools, close to their communities where it is possible to do so.

8.1.1 However, surplus schools could be sold off as land as part of the new estate strategy.

8.2 If Heads or members of the SLT leave they will not necessarily be replaced.

8.3 The summer fayre was very good and enjoyed by all who attended.

8.4 The sensory garden is looking good.

8.5 Governors extended their thanks to the Friends of Coldfall for all their work on the last two points.

9. Headteacher's Update and Summary

9.1 The SATs test results are in the Data Headlines document. KS1 tests are no longer statutory but they are still undertaken as a measure between local schools. The new system will track children from nursery to Year 6. The reading and writing results are marginally down on last year and maths and grammar are down, however, they are all in line with the predictions. The national RWM combined is 61%. Some papers are being sent to be re-marked.

9.1.1 Three pupils did not sit the SATs tests.

9.1.2 Pupil attendance, staff changes, SEND needs and the effort put in by pupils all affects the results.

9.1.2 There are 24% of pupils with an identified SEND need. There are 21 pupils with an EHCP and around another 100 with an SEND need. Five pupils require specialist provision. 17% of pupils are eligible for Pupil Premium funding. It was **agreed** that SEND should be the subject of a separate report rather than just included in the Head's report.

Action EM



9.1.3 Governors asked for a SEND presentation at a future FGB meeting.

Action EM

9.2 *Governors asked if additional classes are offered?* There are writing boosters and additional tutoring in maths available. There is also a homework club.

9.3 All of the above data will inform the revised SDP which will come to the September FGB meeting.

9.4 It is projected that more of the pupils joining the school in September will be vulnerable; many of whom have not had nursery experience. The school does not have sufficient capacity to provide 1:1 support. The costs of a TA is around £31-32,000 of which the school is liable for around £20,000 if the pupils has a full-time EHCP. It was noted that this is a national issue.

9.5 The school is full from September and there are waiting lists for all year groups.

9.6 EM said that he had attended the Headteacher's conference, which was very good and interesting. "Thriving" as a topic was a focus of the day; he will follow up on the ideas raised.

9.7 The proposed School Street in Everington Rd has not progressed. A consultation exercise is being conducted with residents in the immediate vicinity, not those who are likely to drive to the school. Only six staff permits are being offered, which is inadequate for 100 staff. EM has raised staff concerns if it was to start at 8am it would be difficult for many staff to get to the school.

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 a) Child Protection and Safeguarding. **Adopted.** Comes into force in September 2024. All to read Part 2 and log on GH that they have done so.

Action All

b) Model School Annual Leave and Time Off Policy May 2024. **Adopted**

c) Model School Sickness and Absence Policy May 2024. **Adopted**

13. AOB

13.1 Governing Body meeting dates for next school year will be circulated.

Action EM

13.2 It was noted that Leonie on Reception is very good at obtaining information about children and their circumstances, eg. if they are late. This has linked into safeguarding reviews.

13.3 TL thanked all the staff for their work for the children and school over the year. He said that the extra sessions, classes, choir, art groups etc that are run are very much appreciated by families.

13.4 EM thanked Governors for their work throughout the year for the school community.



14. Future Meeting Dates

14.1 The next FGB meeting will be held on **26th September at 5pm**

Part 1 of the meeting ended at **7.20pm**

Signed.....Chair....Date

List of Agreed Actions – 11th July 2024

No.	Item	By Whom
3.3	To check DBS records on GH	EG
5.1.3	To look at the five main cyber risks to the school and what their mitigations could be	EM, EG, SW
5.2	To draw up a FAQ sheet relating to the parental donation requests	DB, EM, CE
5.2.1	To provide a donation QR code for the website	DB
9.1.2	To arrange for safeguarding reports to come to the FGB	EM
9.1.3	To arrange a safeguarding presentation at a future FGB meeting	EM
11.1	To send visit reports through to TL	ALL
12.1.a	To read the up to date Keeping children Safe in Education report and log on GH that Part 2 has been read	ALL
13.1	Dates for the next school year to be circulated	EM



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