

Coldfall Primary School

Governing Board Meeting



Minutes of meeting held in the Training Room

Thursday 28th September 2023 commencing 5pm

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	Sinéad Queeney (SQ) 02.12.25	
James Bielby (JB) 28.09.26	+ Clive Englebert (CE) 02.12.25	
3@Vacancy	Sebastian Worbs (SW) 28.09.26	
Also Present		+ denotes approved absence
Sarah Hargreaves Senior Governance Officer, HEP (SH)		* denotes absence
Seb Descrettes (SD) DSL		

Part 1

1. Welcome

1.1 Ted Lowery chaired the meeting and welcomed all governors and attendees.

2. Apologies for absence and lateness

2.1 Apologies for absence were received from Clive Englebert. Sinéad Queeney joined the meeting by 'phone due to illness. Accepted.

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. This includes reading the up to date version of KCSiE.

4. Governing Body Membership

4.1 **Douglas Blackwood's** term of office will be ending in October. After discussion, he **agreed** to transfer to being a co-opted Governor, so that another parent could be appointed.

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4.2 In terms of governor recruitment, it was **agreed** to consider all those who had previously expressed an interest in standing as Parent Governors. **Action TL**

4.3 No comments have been received by the Chair on the Governor's Code of Conduct. It was therefore re-ratified.

4.4 All Link Governor positions will remain as they were for last year.

4.4.1 The new position of **Play Governor** will sit under Health and Safety and be covered by **Sebastian Worbs**. He will work closely with EM and EG.

4.4.2 **Attendance Governor** will sit under Safeguarding and will be covered by **Sinéad Queeney**.

4.4.3 **James Bielby** will remain as Reading Governor. It was explained that there is no need for a corresponding Maths Governor. Reading is a priority as it drives the curriculum.

5. Approval of the Part One FGB Minutes of 13th July 2023

5.1 The minutes were **agreed** as a correct record of the meeting.

6. Matters Arising from the Minutes of 13th July 2023

6.1 Pt 6.1 JB will come into the school to discuss the LBH proposals for the kitchen expansion works. **Action JB**

6.2 Pt 6.2 DB said that the possible Ofsted answers are on Googlesheets. All to familiarise themselves with the content. **Action All**

7. Safeguarding Training Update: Seb Descrettes

7.1 Seb and Sinéad will meet later this term to review the SCR. **Action SD, SQ**

7.2 Seb said that last school year 1,000 concerns had been raised on My Concern. The same system is used to record all concerns; behaviour, mental health, physical concerns (eg bruising). There is no direct link to hospitals or social services; separate referrals would have to be made if required. However, there are information sharing protocols in place with the LA, the Police etc. The LA MASH team will alert the school if there have been incidents in the past involving a family. Information is not necessarily held going back far enough in time. The Police will not necessarily share the details of cases with the school and so Children Services and Social Care have to be approached.

7.3 Pupils are encouraged to use the "Give me 5 programme" where they nominate five adults whom they can trust and would go to if they were frightened/had any issues. Children are aware of how they can report concerns and they are encouraged to speak about any issues.

7.4 Seb said that there is a strong safeguarding culture in the school and all staff are aware of the whole school policies. These apply to temporary and sessional staff as well as permanent staff. All staff have read the up to date KCSiE.

7.5 The SLT have all undertaken safeguarding training. The safeguarding leads meet weekly to discuss any cases.

7.6 A limited amount of play therapists are available for specific and prioritised children if needed.

7.7 Accurate record keeping is maintained. This was commended during the recent external s175 audit.

7.8 *Governors asked if any adult had been caught, eg. who shouldn't have been in the school?* No, but all adults coming in the school are checked and there are comprehensive on-line checks on all job applicants.

7.9 *Governors asked what happened during the school holidays? How would a pupil make a report?* There are Childline posters around the school. Those pupils with EHCPs will often also have a social worker, who is available during the holidays. It was **agreed** that pupils should be reminded of the support available to them towards the end of each term. **Action EG, SD**

7.10 *Governors asked how the school knows that their monitoring has been successful/makes a difference to the outcome?* The school is clear with parents what the school's responsibilities are. The school records case studies of successful cases.

7.11 All staff have annual safeguarding training updates and new staff receive these when they join the school.

7.12 On-line safeguarding training is available for governors.

7.13 The lgfl email site is good at stopping harmful content getting through to the pupils. It is generally good at not blocking educational sites. Ana Clave (the IT Technician) and Seb monitor website and email traffic.

7.14 *Governors asked about organisations who rent out space within the school and who then work with children, especially for contact sports such as rugby and athletics – who is responsible for ensuring that their staff are DBS checked?* The school checks that the organisations have policies in place. They are checked annually; there are also insurance implications. The User Hire Agreement stresses this requirement. They will be asked to share them with the school in the future. **Action SD**

7.15 *Governors asked Seb if he had access to external support; as the GB is aware that he can be dealing with difficult and upsetting cases.* He said that he does have support and meets with his mentor half termly but she is also available to speak to if needed.

6pm Seb Descrettes was thanked for his presentation and his work and left the meeting.

8. Finance and Site Committee (not met yet this term)

8.1 Discussions have been held with Carlo Kodosi (School Admissions) regarding the implications of any fall in the school Roll.

8.2 The money spent on a year's contract with the consultants for the kitchen re-vamp is considered to be money well spent as it has generated savings in extra staff salaries. Previously the income forecast from school meals was £215,000 and is now potentially £326,000. The food offering has improved and it is more child friendly.

8.3 The nursery is currently full.

8.4 *Governors asked if it would be possible for the SBM to come to a FGB meeting.* **Agreed.** She will continue to provide the monthly budget reports to governors. EM to invite her. **Action EM**

9. Appointment of the Chair and Vice Chair and to Determine their Term of Office

9.1 **Ted Lowery** has indicated a willingness to stand again as Chair. Nominated by Helen De-Silva and seconded by James Bielby. **Agreed.**

9.2 **Douglas Blackwood** has indicated a willingness to stand again as Vice Chair. Nominated by James Bielby and seconded by Helen De-Silva. **Agreed.**

9.2.1 **Douglas** asked governors to be mindful of the need to consider succession planning; he has no plans to stand as Chair if the position were to become vacant and so someone else would need to be appointed.

9.3 It was **agreed** that both posts would be for one academic year.

10. Chair's Update and Report

10.1 TL reported back on the Chair's cluster meeting.

10.1.1 Highgate Wood School has been hacked (it is thought that they believed it to be Highgate School). EM confirmed that the school has cyber security in place via lgfl. There is a requirement to define what the estate is and its vulnerabilities. Also what back-up systems are in place for data and having a business continuity plan in place. Staff should know what the process is if there is a breach. SW will talk to Ana Clave and EM will check if any updates are required. **Action EM, SW**

10.1.2 Place Planning discussions continue with the LA. Overall within the cluster places will be reducing; it is not clear how this will happen – will 3FE schools go to 2FE? It remains to be seen.

10.1.3 Many schools have budgetary issues.

10.1.4 SEND and the involvement of families affects many schools.

10.2 The Headteacher's Performance Management meeting needs to be arranged. TL will speak to Marva Rollins (the SIP) and James Bielby. **Action TL**

11. Headteacher's Update and Summary

11.1 EM said that many adaptations and strategies are used with pupils with SEND in order to enable them to access the curriculum. Inclusion is not always the best option, even with 1:1 support. The survey of parents with SEND pupils showed positive results.

6.45pm James Bielby left the meeting.

11.1.1 EHCPs are becoming harder to access and more families are resorting to using a lawyer, especially if they end up going to a Tribunal.

11.2 EM reported that some parents have expressed an interest in the Flexi School programme. Attainment and progress remains the responsibility of the school. *Governors expressed concern as to the equity of this approach; it could lead to a two tier system, with those parents with more resources, who can afford to stay at home to educate their children being more able to take advantage of it.* Governors concluded that the Flexi School approach is unlikely to be in the best

interests of the pupils or school. The general stance will be not to promote it or agree to it, although each case will be looked at individually.

11.3 Attendance currently stands at 97.83%

11.4 Assessments: the Juniper programme shows that the school is ahead of other schools across all subject areas and school years. The statutory assessments are still to occur.

11.5 The website is being improved. Governors thanked Ms King for her work on this. *Governors asked if photo permissions for the children shown are in place.* They are.

11.5.1 The website will link into the Instagram, Twitter and Facebook pages and will be mobile compatible. Parents will be able to make payments via it.

12. Policy Reviews and Reports for Approval and Comment

12.1 Attendance Policy. *Governors asked (pg 6) what the policy on non returnees was.* They are chased after 10 days; this is also the EWO's threshold. Seb Descrettes is involved in these cases. It was noted that the pupil's previous attendance record was also taken into account. **Agreed.**

12.2 Governor's Code of Conduct. **Agreed.**

13. Governors Visits, Development and Training

13.1 EM said that there will be a parent's meeting at **9am on 5th October**, where they will be shown the Opal (outside project) video. All governors are welcome to attend. **Action All**

13.2 HDS and EG will be continuing their number crunching exercise. **Action HDS, EG**

13.3 SW has undertaken a Health and Safety visit.

13.4 TL reminded Governors to send him visit reports if they visit the school. **Action All**

14. AOB

14.1 A governor had raised the possibility of moving the FGB meetings on-line and/or moving them to later in the evening. After discussion it was **agreed** to keep them in person and at 5pm.

14.2 DB informed that meeting that he has completed the registrations with the Charity Commission and HMRC for the parent group. Gift Aid can now be claimed on donations. Parents will need to sign the declarations. He will speak to the school about safe data storage and the need for some administrative support. The data inputting could be out sourced. HDS said she would speak to her accountant about the possibility of her providing a member of staff. **Action HDS**

14.2.1 *Governors asked whether Direct Debits would be encouraged.* These are too complex to set up; Standing Orders would be preferable.

14.2.2 It may be possible to use Just Giving, or similar, to avoid the need for data inputting. DB to check. **Action DB**

14.3 The 2nd draft of the letter to parents inviting termly donations was **agreed**. This will now be sent out with an addition reminding parents that non financial contributions are also welcome.

15. Future Meeting Dates

15.1 The next meeting of the school year will be held on **30th November at 5pm.**

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

Signed.....Date

CHAIR

List of Agreed Actions – 28th September 2023

No.	Item	By Whom
4.2	To consider all of those who had previously expressed an interest in standing as Parent Governors	TL
6.1	To come into the school to discuss the kitchen expansion works	JB
6.2	To read the Ofsted answers on Googlesheets	All
7.1	To review the SCR	SD, SQ
7.9	To remind pupils of the safeguarding and related support which is available to them during the school holidays	EG, SD
7.14	To ask external users of the school space to provide their safeguarding policies to the school	SD
8.4	To invite the SBM to a FGB meeting	EM
10.1.1	To check on the cyber security systems within the school	EM, SW
10.2	To arrange the Head's PM meeting	TL
13.1	To attend the parent's meeting on 5 th October	All
13.2	To continue the number crunching exercise	EG, HDS
13.4	To continue to provide visit notes to the Chair	All
14.2	To look into the possibility of admin support for the Gift Aid inputting	HDS

Attendance

Governing Body attendance tracker: academic year 2023/24

Type	Name	28.9.23	30.11.23	8.2.24	21.3.24	22.5.24	11.7.24	Score
Head	Ewan Marshall	Y						1:6
Staff	Sevda Kemal	Y						1:6
Local Authority	N/A	N/A						0:6
Co-opted	Ted Lowery	Y						1:6
Co-opted	Helen De-Silva	Y						1:6
Co-opted	James Bielby	Y						1:6
Associate	Emily Gazzard	Y						1:6
Parent	Douglas Blackwood	Y						1:6
Parent	Sebastian Worbs	Y						1:6
Parent	Clive Englebert	N						0:6
Parent	Sinéad Queeney	Y						1:6