

Coldfall Primary School

Governing Board Meeting



Minutes of meeting held in the Training Room

Monday 30th September 2024 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	Sinéad Queeney (SQ) 02.12.25	Emily Gazzard (EG)
Helen De-Silva (HD-S) 23.11.24	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

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Part 1

1. Welcome

1.1 TL chaired the meeting and welcomed everyone.

2. Apologies for absence and lateness

2.1 Apologies for absence have been received from James Bielby and Douglas Blackwood and for lateness from Sinéad Queeney and Rachel Parker-Stafford.

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.

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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 governors' DBS records have not been listed as being checked on GH. EG to check.

Action EG

4. Approval of the Part One FGB Minutes of 11th July 2024

4.1 The minutes were **agreed** as a correct record of the meeting. It was later noted that in paragraph 9.1 and the closing Action List, the reference should be to a Safeguarding rather than a SEND report.

5. Matters Arising from the Minutes of 11th July 2024

5.1 Pt 5.1 The mitigations needed for any cyber attack are hard to quantify but they are being looked into. The list of the five most pressing cyber issues will be circulated. **Action EM, SW**

5.2 Pt 5.2 The parent donations scheme FAQ will be put on-line. It is likely that DB has added the QR code to the website; to be checked. **Action EM**

Around £6,000 has been received so far, some one-off donations and some regular giving.

5.3 Pt 9.1.2 It is Safeguarding not SEND which should be a separate report and not just contained within the Head's report. There will be a SEND report from the SENCo, Jenna Buckley-Moran at the next FGB meeting.

5.4 All other actions have been completed.

6. Finance and Site Committee and Health and Safety: not yet met this academic year

6.1 CE reported that the budget figures have moved around as some bills have been moved into this year, including the energy bills. Assumptions have had to be made about the nursery occupancy and costs.

6.2 Donations, music lessons, concerts, school journeys and activity clubs are in one budget as are lettings, uniforms sold, the breakfast and after school clubs.

6.3 Some governors thought that the school trips to Tollesbury were expensive for families (PP children receive a 50% discount). The Tottenham Grammar School Foundation contributes £1,800 to the funding for Tollesbury. It will be considered whether FoC could contribute towards the costs, for example to pay for the coaches. EM to speak to FoC. **Action EM**

7. Appointment of Chair and to Determine Term of Office

7.1 **Ted Lowery** was proposed by Helen De-Silva and seconded by Sebastian Worbs. Ted Lowery was duly elected as Chair for 2024-25.

7.2 Ted thanked governors for electing him but pointed out that he is in his 4th year as Chair and that as 4 years is the usual term for a governor, everyone should think about succession planning.

8. Appointment of Vice Chair and to Determine Term of Office

8.1 **Douglas Blackwood** has indicated that he will be willing to stand again. Proposed by Helen De-Silva and seconded by George Wainwright. **Douglas Blackwood** was duly elected as Vice Chair for 2024-25.

9. Governing Body and Sub-committee Membership

9.1 The Chair read out the current list of Link Governor and sub-committee memberships. Everyone **agreed** to continue with their existing roles and will make efforts to come into the school during the day to meet with their linked member of staff as this is a good way of finding out what is happening within the school.

9.2 SQ said that she has completed the On Line Safety Policy via an on-line meeting today.

10. Chair's Update and Report

10.1 KCSiE. Ted has read the document and will circulate a list of check list points to be submitted by the GB to Seb Descrettes (the Safeguarding Lead). **Action TL**

10.2 Feedback from the local Chair's Forum: It was announced that Headteacher's pay awards will no longer be linked to their performance (from 2025). Also the SIP is not to be involved in their performance management meetings. This will be discussed further at the HR meeting.

Action HR Committee

10.3 Ted had looked at the Complaints Policy over the summer as planned, however, it appears that HEP is considering drafting a standard policy to be used by all schools. The provision of a common policy was welcomed.

10.4 Admission numbers are better than expected in the West of the borough,

10.5 It has been highlighted that when analogue systems are turned off in 2025 it is possible that all school fire alarm systems and burglar alarms could be impacted as they rely upon analogue system. This will need to be considered by the finance and site committee. The borough should be responsible for any costs associated with changing fire/burglar alarms over to digital systems as these are capital assets.

10.6 It appears that the School's payment to HEP for governor training has not yet been processed yet. To be chased. **Action EM**

11. Headteacher's Update and Summary

11.1 The changes to the Ofsted system will mean that there will be no single word judgements but they will be looking at the same things. They will only be able to call schools on a Monday to arrange to inspect. Schools will have three months to rectify any safeguarding shortfalls.

11.2 The nursery works are largely completed. The Head expressed his thanks to George Wainwright for helping the school save £28,000 in fees and for his work in overseeing the project. Thanks were also extended to Tsveta Dimitrova (TD), (SBM), for her work on the project and for working through the school holidays; she has worked well beyond her contracted hours (on the nursery and kitchen projects, both generating money for the school and saving money). Governors considered ways in which this could be acknowledged. Also to her husband and son and the Site Manager's son for assisting with the gardening scheme construction. The mixture of the grant

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received from the council and the reduced fees costs meant that the overall cost to the school of the nursery development is around £12,000; the figures need to be finalised. CE to email TD with the remaining questions. **Action CE**

11.2.1 Some children will be joining the nursery during the year as they turn three.

11.2.2 The nursery now looks a very happy, bright place. In the main playground a larger outdoor area, including a bog garden, will be created. The railway sleepers were successful in holding the water back during recent heavy rain and will now be used as part of the bog garden. Suitable plants will be bought before half term.

11.3 A banner and more publicity are needed for the school. A meeting with a school marketing company has been arranged. The school receives around £5,000 funding for each child on the Roll and there are currently 11 vacancies across the school. *Governors asked if exit interviews are conducted with families who leave?* Answer: yes they are, especially if it is an unexpected move.

11.4 The kitchen works haven't been completed, due to delays by LBH. The school is going to be asking for compensation.

11.5 The updated SDP is an evolution of the previous document. The priorities contained within it will provide a framework for deciding how the extra money (from nursery registrations) could be spent. More time will be spent on it at the next FGB meeting. Governors asked for the top five priorities to be shared. These will include the seamless transition from Nursery to Reception and Year 1 and the maths scheme. **Action EM**

11.6 Attendance is 96.2%.

11.6.1 Schools continue to be encouraged to fine parents for taking their children out of school during term time. The school does not receive any fines that are collected. Governors noted that some families will pay the fines as these are less than the savings made when booking holidays in term time. Hence it was not clear that fines will change parents' behaviours. It was clarified that the fine is for a period of absence, not per day.

11.6.2 There is a need for there to be consistency in approach across the local schools. Schools can exercise their discretion in difficult cases, eg. terminal illness of a close family member. If attendance drops below 90% (and so counts as persistent absence) evidence of the need to be absent can be requested.

11.6.3 The school stresses the link between attendance and attainment to parents. Persistently absent pupils are the lowest attaining group, after SEND pupils.

11.7 Black History Month will be celebrating "creativity" in October's assemblies

11.8 There a need for a 16 place autism provision in the West of the borough. The school may be being considered for this. It could add specialist skills to the staff team. Discussions are being held by the LA.

11.9 Training needs for the staff have been identified as computing, design and technology and world religions.

11.10 The Opal scheme has had a positive impact on behaviour. The Behaviour Policy is now more embedded within the classrooms. Well behaved classes get extra house points which can be exchanged for extra play time.

11.11 The parent questionnaire returned 105 responses, compared to 152 last year. Overall the responses are positive although there are some variables. The bullying question needs to be changed so that "my child is not being bullied" is a possible response. Some parents are still saying the lunch food portion sizes are not sufficient. Some parents queried whether the more able children are being stretched enough.

11.11.1 Parents want more opportunities to come into the school. Some wanted earlier communication with teachers if an issue is suspected so that there are no surprises at parent's evening. The Head reminded governors that it can take a few weeks for children to settle in a new school year and for staff to get to know them. An earlier date for the parent's evenings was considered, but on balance it was felt that a more general opportunity to "touch base" with parents early in the term, in addition to the formal parent's evening, would be beneficial. It was **agreed** that teachers would be asked to identify the five or six children who could be considered to be coasting or in need of extra support and to contact their families in September. The Year Team Leaders will oversee this so that there is consistency across the school. **Action**

EM

11.11.2 Earlier Book Looks will be considered to enable parents to engage with the children and teachers early in the term.

11.11.3 Parents asked that emails sent to the school office are acknowledged and they know who they have been sent to.

11.11.4 Some parents felt that the level of detail given at the start of term was too much and they could feel overwhelmed. Details of what the children are working on could be summarised. EM said the level of detail was that previously asked for by parents. Governors understood that teachers also use this information to inform their planning and they are informing parents of the texts being used by pupils.

12. Policy Reviews and Reports for Approval and Comment

12.1 a) Attendance. On page 6 "authorised absence" should be changed to include "to which the child is participating", and on page 7 the legal sanctions should state that the money goes to the EWO team. **Adopted.**

12.2 b) Virtual Governance. To be circulated for information with any draft revisions. For adoption at the next FGB meeting. **Action Clerk**

13. Governors Visits, Development and Training

13.1 Governors were reminded to send their visit reports and details of any training attended to the Chair. **Action All**

14. AOB

14.1 No items.

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15. Future Meeting Dates

15.1 The next FGB meeting will be held on **28th November at 5pm.**

15.2 Dates for all future GB meetings are on GovernorHub.

Part 1 of the meeting ended at **6.45pm**

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

List of Agreed Actions – 30th September 2024

No.	Item	By Whom
3.3	To check DBS records on GH	EG
5.1	To look at the five main cyber risks to the school and what their mitigations could be	EM, SW
5.2	To check for the donations QR code on the website	EM
6.3	To speak to FoC about the possibility of contributing towards the cost of the school trips to Tollesbury.	EM
10.1	To circulate the salient GB action points from KCSiE to all governors	TL
10.2	To discuss the changes to the HTPM scheme at the HR Committee	HR Committee
10.6	To chase payment to HEP for governor training	EM
11.2	To email the SBM with the outstanding finance queries	CE
11.5	To share the top five SDP priorities with governors	EM
11.11.1	To co-ordinate YTL to get teachers to identify the 5 or 6 children whose families should be contacted early in the school year to offer support and encouragement	EM
12.2	To circulate the Virtual Governance Policy to governors for information	Clerk
13.1	To send visit reports and details of any training undertaken through to TL	ALL

Attendance

Governing Body attendance tracker: academic year 2024/25

Type	Name	30.9.24	28.11.24	6.2.25	27.3.25	22.5.25	11.7.25	Score
Head	Ewan Marshall	Y						1:6
Staff	Sevda Kemal	Y						1:6
Co-opted	Ted Lowery	Y						1:6
Co-opted	Helen De-Silva	Y						1:6
Co-opted	James Bielby	N						0:6
Co-opted	Rachael Parker-Stafford	Y						1:6
Co-opted	Douglas Blackwood	N						0:6
Associate	Emily Gazzard	Y						1:6
Parent	Sebastian Worbs	Y						1:6
Parent	Clive Englebert	Y						1:6
Parent	Sinéad Queeney	Y						1:6
Parent	George Wainwright	Y						1:6