

# Coldfall Primary School



## Governing Board Meeting

Minutes of meeting held in the Training Room

**Thursday 28<sup>th</sup> November 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      Sinéad Queeney (SQ) 02.12.25      Emily Gazzard (EG)  
22.03.26

\* Helen De-Silva (HD-S)      + Clive Englebert (CE) 02.12.25  
23.10.24

\* James Bielby (JB) 28.09.26      Sebastian Worbs (SW) 28.09.26

Douglas Blackwood (DB)      George Wainwright (GW)  
Vice Chair 28.9.27      29.11.27

\* Rachael Parker-Stafford (RP-  
S) 29.11.27

1 @ Vacancy

### Also Present

+ denotes approved absence

Sarah Hargreaves Senior      Jenna Buckley, SENDCo (JB)      \* denotes absence  
Governance Officer, HEP (SH)

## Part 1

### 1. Welcome

1.1 DB chaired the meeting and welcomed everyone.

1.2 The Virtual Governance Policy was approved, as it will be used in this meeting.

### 2. Apologies for absence and lateness

2.1 Apologies for absence have been received from Ted Lowery and Clive Englebert. Sinéad Queeney joined on-line due to illness.

### 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.

Coldfall Primary School FGB Pt 1 28th November 2024

3.2 All governors were reminded to keep their declarations of interests up to date on GovernorHub.

#### **4. SENDCo Presentation**

4.1 Jenna Buckley (JB) introduced herself as the SENDCo. She has been at the school for four years and has undertaken the national SENDCo qualification.

4.2 She explained that there are 118 pupils on the SEND register and a further 98 who receive SEND support. There are 20 EHCPs in the school with a further four awaiting assessment. This is in line with national averages.

4.3 There are four areas in which pupils can receive support:

Cognition and learning

SEMH

Sensory and physical

Communication and interaction

4.4 Support can be offered in a range of intensities:

Universal

Targeted, including interventions

Specialist (only relevant for a few pupils)

4.5 JB offers support to the teaching and support staff. All pupils receive support as and when they require it; the aim is to make them confident learners. The 118 pupils are met with individually then there is preparation time and talking to the class teachers. Each pupil with an EHCP has an annual review.

4.6 Zones of Regulation are introduced in order to support pupils with their feelings and how they can manage them. This helps to keep pupils on track throughout the day and gives them a sense of control over their learning. Risk assessments are undertaken and targets are set. These are reviewed with parents.

4.7 All pupils on the SEND Register have a Pupil Passport, which includes details of what is important to them and what their interests are. Class teachers have access to this paperwork and any reports from external professionals, eg. educational psychologists. Progress is monitored via assessments eg. the dyslexia screening test. Adaptations to learning are made based on the pupil's interests and needs.

4.8 The specialist offer can include input from Haringey Learning Partnership (HLP). The language and autism team, the provision of an EHCP. Training is provided for staff. Parents are directed to websites and reading resources.

4.9 *Governors asked how Coldfall compares to other schools.* Most school use the Widget resource. Many have high quality teaching with their SEND pupils. Not all schools have two qualified SENDCo's as Coldfall does. The support of the SLT is important. Coldfall runs more coffee mornings and other support sessions for SEND parents, (at least half termly). There is support for teachers in class and they can attend training, usually via HEP. There is a higher level

of educational psychology input at Coldfall; this can cost £1,000 a day. The school sometimes provides a venue for private specialists to see children so that they don't have to travel too far and miss too much of the school day. Sometimes TAs are able to sit in on the sessions and learn from them.

4.10 *Governors asked what else the school would provide if there was more money.* More educational psychology time and more TAs in class would be useful.

4.11 *Governors asked how the school knows that all this input is working.* Targets and strategies are set and are regularly reviewed. Class teachers and parents are involved in the development of the support plans. If pupils are happy, engaged and feel supported they will be more confident learners. Progress against reading/writing/maths targets are measured. Attainment and progress is measured for all pupils, not just those with SEND. Progress can be good, even if pupils start from a lower baseline than their peers. Pupil's behaviour is monitored and book looks are used to see how their work is progressing.

4.12 *Governors asked what the biggest barriers to successful working were.* Parents not accepting that their child has SEND needs can be difficult. Alternatively parents who expect input well beyond what the school is able to provide; these parents can take up a disproportionate amount of time. Some parents need to trust the teachers more. Liaising with the LA and other boroughs can be time consuming. Only being able to make referrals for SLT due to medical needs, eg. a stammer. Pupils can wait 2-3 years for a diagnosis. Changes to the curriculum can affect different pupils in different ways. Too much screen time and other environmental factors can be negative; this is why smart 'phone free policies are important.

4.13 *Governors asked if the school engages a counsellor* No, not currently. There are play therapists and pastoral support is provided – to a larger extent than in other schools, to meet the social, emotional and well-being needs of pupils.

**6pm Jenna Buckley** was thanked for her presentation and for answering the questions. Governors noted the progress which has occurred since she has been in post. JB left the meeting.

## **5. Approval of the Part One FGB Minutes of 30th September 2024**

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

## **6. Matters Arising from the Minutes of 30th September 2024**

6.1 Pt 5.1 Further information on cyber attacks to the school and the mitigations will be circulated.

**Action SW**

6.2 Pt 6.3 After discussion about the costs for the Tollesbury trips it was **agreed** that partially funding this trip, rather than other trips, would not be equitable. It was noted that Pupil Premium children are offered a 50% reduction in costs for this trip. Also bespoke payment plans are offered to all families for whom the cost is challenging.

6.3 The SDP will come to the next FGB meeting for a fuller discussion.

**Action EM**

6.4 The HT Performance Management meeting was cancelled due to the flooding and will be re-arranged.

**Action EM**

6.5 Helen De-Silva's term of office as a Co-opted Governor has ended. She is willing to stand again. Proposed by Douglas Blackwood and seconded by George Wainwright. Clerk to inform HD-S. **Action Clerk**

6.6 All other actions have been completed.

## **7. Finance and Site Committee and Health and Safety: 14th November 2024**

7.1 The most recent minutes were circulated; (the June minutes already having been considered).

7.2 There have been leaks into the concrete floors in Chaffinch and Eagle rooms from the toilets. This is due to defective plumbing and installation. LB Haringey will pay for the remedial works.

7.3 The boiler room is under 3-4ft of water and is located 15ft underground. The water has been turned off and three pumps used to remove the water. The school was briefly closed but has now re-opened. Classrooms without heating have been provided with portable heaters; rooms need to be at or above 16C. There is now a generator pumping out the excess water. Diggers will be in over the weekend to work on the boiler room. A 2<sup>nd</sup> pump will be installed. There is likely to be no permanent heating until January. Overall it could cost around £50,000. LB Haringey have agreed to pay the costs.

7.4 The budget overall is flat, which is reassuring.

7.5 A 5.5% pay rise for the teaching staff needs to be allowed for in addition to pay progressions and the forthcoming changes to employers National Insurance contributions. Around 83-84% of expenditure is on staff salaries.

7.6 It is projected that the 2025/26 budget will show a £350,000 deficit. Muhammad Ali at LBH will be giving ideas as to how the school can work with the borough and what savings, if any, can be made. It is not clear as to how the LA judges success, if a Licenced Deficit is applied for.

7.7 There is currently around £270,000 in the bank. It was noted that many local schools are running a deficit.

7.8 It is possible that the holiday camps and nursery provision could be expanded, from April 2025.

7.9 DB will speak to TL about what the school's approach to a deficit should be. To be discussed further at the next meeting. **Action**

**DB**

## **8. Teaching and Learning Committee: 12<sup>th</sup> November 2024**

8.1 The Computing Scheme was discussed.

8.2 Attendance is good at 96.7% and compares well to local and national data.

## **9. Chair's Update and Report**

9.1 No updates.

## **10. Headteacher's Update and Summary**

- 10.1 EM brought to Governor’s attention the fact that several staff stayed voluntarily late on a Friday night to support a family in difficulty.
- 10.2 There is still no news on an Ofsted inspection. Damien Mason gave a presentation to help staff in their preparation. The SIP, Marva Rollins, also presented to staff.
- 10.3 The SLT is considering ways in which the Pupil Premium pupils can be supported more.
- 10.4 Work is continuing on the SDP and progress is positive.
- 10.5 The school has three vacancies and there are waiting lists for some year groups.
- 10.6 Work is being undertaken on triangulating the assessment data and book look data.
- 10.7 EAL is not considered to be a significant issue for the school. Writing is of a greater concern and lags behind composition skills.
- 10.8 Behaviour is good in the school. The Opal Project has impacted positively on this. Staff are also now better able to handle incidents.
- 10.9 There will be a Christmas panto and singing sessions for the pupils.
- 10.10 There were 59 responses to the staff survey. The majority were positive.

**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 **Virtual Governance.** (see above) It was **agreed** that in-person attendance was better, but accepted that virtual attendance was sometimes unavoidable. Governors were asked to inform the school in advance of the meeting if they are going to require a Zoom link to be sent out. **Action All**
- 12.1.1 It was suggested that the policy should include the requirement to be in a private room, especially for Part Two. To be added to the policy. **Action EM**

**13. AOB**

- 13.1 School meals and portion sizes have been raised by some pupils, EM responded that the portions are healthy and balanced and the quantity is determined by the age of the pupil. With 500 pupils it is not always possible to differentiate for all preferences. The provision is supported by the catering consultant, FCM, who work with the school to ensure lunches are compliant with statutory requirements, economically viable and are suitable for primary school children. .Governors were invited into the school to sample the meals. **Action All**

**14. Future Meeting Dates**

- 14.1 The next FGB meeting will be held on **6<sup>th</sup> February 2025 at 5pm**  
Part 1 of the meeting ended at **7.05pm.**

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

## List of Agreed Actions – 28th November 2024

No.	Item	By Whom
6.1	To circulate information on the main cyber risks to the school and what their mitigations could be	SW
6.3	To bring the SDP to the next meeting	EM
6.4	To re-arrange the HTPM meeting	EM
6.5	To inform HD-S that she has been re-appointed as a Governor	Clerk
7.9	To discuss the school’s position on a potential deficit budget	DB
11.1	To send visit reports through to TL	ALL
12.1	To inform the school in advance of a FGB meeting if a Zoom link will be required	ALL
12.1.1	To add the need to use a private room to the Virtual Governance Policy	EM
13.1	To visit the school to sample the lunch meals	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	Y					<b>2:6</b>
Staff	Sevda Kemal	Y	Y					<b>2:6</b>
Co-opted	Ted Lowery	Y	N					<b>1:6</b>
Co-opted	Helen De-Silva	Y	N					<b>1:6</b>
Co-opted	James Bielby	N	N					<b>0:6</b>
Co-opted	Rachael Parker-Stafford	Y	N					<b>1:6</b>
Co-opted	Douglas Blackwood	N	Y					<b>1:6</b>
Associate	Emily Gazzard	Y	Y					<b>2:6</b>
Parent	Sebastian Worbs	Y	Y					<b>2:6</b>
Parent	Clive Englebert	Y	N					<b>1:6</b>
Parent	Sinéad Queeney	Y	Y					<b>2:6</b>

Parent	George Wainwright	Y	Y
--------	----------------------	---	---

**2:6**