

Coldfall Primary School

Governing Board Meeting



Minutes of meeting held in the Training Room

Thursday 27th March 2025 commencing 5pm

Head Teacher Governor (1)	Staff Governor (1)	Local Authority Governor (1)
Ewan Marshall (EM) ex officio	Sevda Kemal (SK) 20.03.26	Ted Lowery (TL) Chair 22.03.26
Co-opted Governors (6)	Parent Governors (4)	Associate member
* Helen De-Silva (HD-S) 27.11.28	Sinéad Queeney (SQ) 02.12.25	Emily Gazzard (EG)
James Bielby (JB) 28.09.26	+ Clive Englebert (CE) 02.12.25	
Douglas Blackwood (DB) Vice Chair 28.9.27	Sebastian Worbs (SW) 28.09.26	
+ Rachael Parker-Stafford (RP-S) 29.11.27	George Wainwright (GW) 29.11.27	
2@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. He thanked DB for chairing the last meeting, which he had missed due to illness.

2. Apologies for absence and lateness

2.1 Apologies for absence have been received from Rachael Parker-Stafford and Clive Englebert. Apologies for lateness have been received from Douglas Blackwood.

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.

4. Approval of the Part One FGB Minutes of 6th February 2025

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

5. Matters Arising from the Minutes of 6th February 2025

5.1 No outstanding actions.

6. Finance and Site Committee and Health and Safety: 6th March 2025

6.1 The main point of discussion was the budget. A balanced budget will be set. Due diligence has been used in setting the budget. Further cost savings will be needed. The aim is to be able to maintain the provision within the school without causing a deficit. It is only possible to cut the provision back so far before the quality of the provision offered to children and families will suffer.

6.2 In 2019 there was a £19m surplus and now there is a £4m deficit.

6.3 The budget has been £60,000 down due to there being 12 vacancies at the Census date and even though the places were later filled they were unfunded until the date of the next Census.

6.4 It was noted that Universal Free School Meals and the Sports Premium funding may be ending; which would impact on the budget further.

6.5 £80,000 has been generated by the extra nursery places and £70,000 via the holiday schemes, This represents around 20% of the budget and is a larger percentage than in previous years.

6.6 *Governors agreed that it is necessary to remember what the “added value” of the school is and to not loose these activities and projects in the need to cut costs.* The school needs to remain attractive to potential parents.

6.7 Additional income raising ventures, such as adult evening classes, would bring in little overall income. The holiday clubs are more viable. It was **agreed** to continue to promote the school as a venue to hire for parties and regular lets.

6.8 The impact of the teacher’s pay rise from September and the additional NI costs have been included in the draft budget.

6.9 It was noted that the site staff will be undertaking painting works over the Easter break in order to save money which would otherwise be spent on contractors.

6.10 EM said that all staff are aware that they need to be mindful of the resources they use and to not be wasteful.

6.11 It was noted that some councils are selling off school land, however, there can be issues with change of use restrictions.

6.12 The **SFVS** was considered and **agreed**. It will be signed by the Chair and returned to the LA by the **31st March** deadline. Governors thanked the SBM for her thorough work on this.

Action Chair

6.13 Health and Safety Group

6.13.1 There have been four injuries to children; not Opal related.

6.13.2 There has been one injury to a child from a bike. They had to go to hospital. The child and parents are satisfied with the way the incident was handled. Staff will ensure that children are riding bikes suitable for their size.

6.14 Health and Safety Audit 11th February 2025

6.14.1 The school scored 88.8% compliance, compared to 84% last time. No schools score 100%.

6.14.2 Issues around working at height and in confined spaces to be considered further.

6.14.3 The lift was remarked upon, although it is rarely used.

6.14.4 Governors concluded that it had been a thorough inspection and report and were pleased to see that all areas of concern were being worked on by the school.

7. Teaching and Learning Committee: 4th March 2025

7.1 The meeting considered the latest RWM results. It was decided that at future meetings questions will be asked of staff rather than relying on presentations.

7.2 It was noted that Coleridge school have had their Ofsted inspection; this only leaves Coldfall who haven't had theirs. It is still 18 days before the inspection results are official, although Heads can now tell the staff the result straight away. EM will circulate the powerpoint presentation covering the Ofsted processes. **Action EM**

8 Governors in School Day 14th February 2025

8.1 TL has circulated notes of the meeting. It was noted that it had been a useful discussion and different to a FGB meeting.

8.2 The viability of producing a Governor's Newsletter was discussed as information for parents. There could be a "meet the governor" section; one per edition. Short updates could be put on the website.

8.3 It was **agreed** that whatever means are used there is a need to promote more what governors do in the school and what their role is. This may also help with recruiting more governors. There could be a Q&A session at the Exhibition Evening. Governors said that they would be willing to attend parent's evenings to talk to parents about the role of governors. Ways to start these conversations off will be considered. **Action All**

8.3.1 It was felt that many parents do not understand what is involved in running a school. The GB could act as a "middleman" between the parents and the SLT.

8.4 Changing the start time of FGB meetings was considered. After discussion it was **agreed** that meetings would start at **6pm**.

8.5 Everyone will attempt to get the papers for FGB circulation to the Clerk at least **five days** before the meeting. **Action All**

8.6 The possibility of having Part Two items at the start of the meeting to be considered further so that they are not rushed at the end of the meeting.

8.7 Thought will be given as to how the sub-groups report back to the FGB, concentrating on achievable outcomes rather than just reporting on the current state of play.

8.8 A targetted group training session will be considered, rather than individuals attending training.

8.9 Governors **agreed** that there is a need to broaden the demographic of the GB. Additional, non White parent governors will be sought. EG to speak to two candidates who have previously expressed an interest in the GB. **Action EG**

8.9.1 The Constitution will be re-drafted and sent to the LA for agreement. **Action Clerk**

8.9.2 Ted Lowery will move from being a Co-opted Governor to the LA Governor.

9. Chair's Update and Report

9.1 "Inclusion" will be a separate item on agendas.

9.2 After discussion with other Chairs it was noted that the school has an average number and duration of GB meetings.

9.3 Chairs are looking at ways to discuss the budget situation with their parents, in an informed but not alarmist way. The fact that it is a London/Haringey issue and not an individual school issue is being highlighted.

10. Headteacher's Update and Summary

10.1 EM said that there were many and varied activities for the pupils to take part in. Instagram postings about them have increased.

10.2 Staff were well prepared for the SEND meetings concerning individual pupils. The coffee mornings with SEND parents have proved to be informative and popular.

10.3 The new writing scheme in Year 3 is going well.

10.4 The Stay and Play sessions have been well received by families. They also act as a taster session of the holiday clubs. Further sessions may be considered on a Saturday morning.

10.5 Some display boards have not been being updated regularly enough. This is being actioned.

10.6 The papers for the Ofsted Practice Call (25.2.25), the Safeguarding Snapshot (25.2.25), Reception Class Preferences and the Learning Walk with the SIP (11.2.25) had all been pre-circulated for Governor's information.

11. Governors Visits, Development and Training

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

12. Policy Reviews and Reports for Approval and Comment

12.1 None.

12.2 A list of all policies which the school should be in possession of to be obtained. Clerk to look into. **Action Clerk**

13. AOB

13.1 It was confirmed that the staff training time and the full last day of term evened out over the school year; staff would be working the right number of days.

13.2 The school is speaking to film makers about producing a film to promote the Opal Project and the International Day of Play on 11th June.

14. Future Meeting Dates

14.1 The next FGB meeting will be held on **22nd May 2025 at 6pm.**

Part 1 of the meeting ended at **7.05pm.**

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

List of Agreed Actions – 27th March 2025

No.	Item	By Whom
6.12	To sign the SFVS and return it to the LA	TL
7.2	To circulate the powerpoint Ofsted presentation to Governors	EM
8.3	To consider how to approach parents about the role of the GB and how they could be involved	All
8.5	To send any papers for FGB circulation to the Clerk at least five days before the meeting	All
8.9	To speak to two parents who have previously expressed an interest in becoming Governors	EG
8.9.1	To re-draft the Constitution and send to the LA for agreement	Clerk
11.1	To send visit reports and details of any training attended to the Chair	All
12.2	To look into a list of all policies which primary schools should have	Clerk

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	10.7.25	Score
Head	Ewan Marshall	Y	Y	Y	Y			4:6
Staff	Sevda Kemal	Y	Y	Y	Y			4:6
Local Authority	Ted Lowery	Y	N	N	Y			2:6
Co-opted	Helen De-Silva	Y	N	N	N			1:6
Co-opted	James Bielby	N	N	Y	Y			2:6
Co-opted	Rachael Parker-Stafford	Y	N	Y	N			2:6
Co-opted	Douglas Blackwood	N	Y	Y	Y			3:6
Associate	Emily Gazzard	Y	Y	Y	Y			4:6
Parent	Sebastian Worbs	Y	Y	Y	Y			4:6
Parent	Clive Englebert	Y	N	Y	N			2:6
Parent	Sinéad Queeney	Y	Y	N	Y			3:6
Parent	George Wainwright	Y	Y	Y	Y			4:6