



# COLD FALL PRIMARY SCHOOL

## FGB Meeting Minutes

Held on Thursday 25<sup>th</sup> September 2025 at 5:00pm in person

### MEMBERSHIP

Name	Initial	Expiry Date	Governor Category
Ewan Marshall (Headteacher)	-	N/A	Ex-officio
Ted Lowery (Chair)	TL	22/03/2026	LA Governor (1)
James Bielby	JB	28/09/2026	Co-opted Governors (5)
Douglas Blackwood *	DB	28/09/2027	
Helen DaSilva *	HDS	27/11/2028	
Thuto Mali *	TM	09/07/2029	
Karen Taylor	KT	24/09/2029	
Clive Engelbert	CE	02/12/2025	Parent Governors (4)
Sinéad Queeney	SQ	02/12/2025	
George Wainwright	GW	29/11/2027	
Sebastian Worbs	SW	28/09/2026	
Vacancy	-	-	Staff Governors (1)
Emily Gazzard (Deputy Headteacher)	EG	N/A	Associate Members (1)
Mel Sealy-Pearson		N/A	HEP Cover Clerk

\*Denotes absence

### PART 1

#### 1. WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomed all to the meeting, which was quorate. Apologies were received and accepted from TM, HDS and DB.

#### 2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE

There were no declarations of interest to note.

#### 3. ELECTION OF CHAIR AND VICE CHAIR FOR ACADEMIC YEAR 2025-2026

##### 3.1 Election of Chair

Nominations were called to fulfil the position of Chair. TL put himself forward and was **elected** by the board. There were no other nominees. TL encouraged other Governors to consider the role in the near future.

##### 3.2 Election of Vice Chair

Governors **agreed** to delay the election of the Vice Chair. JB said he might consider the role and TL said he will speak to DB first. Formal appointment of the Vice Chair was deferred until the next meeting.

**ACTION: Defer election of the Vice Chair to the next meeting.**

#### 4. MEMBERSHIP AND GOVERNANCE MATTERS

##### 4.1 Vacancies

#### 4.1.1 Parent Governor Update

The Chair confirmed that the letter inviting nominations had been circulated but he did not know if any nominations had been submitted. CE **queried** if the process should be postponed where two parent governor vacancies would arise in December. The Chair said we should not do so now the letter has been issued and anyone unsuccessful this time around could be encouraged to try again.

#### 4.1.2 Staff Governor Update

The Headteacher confirmed that three members of staff have put themselves forward and an election will take place in due course.

#### 4.2 Annual Governor confirmations and declarations

The Chair reminded Governors to complete the KCSIE 2025, Code of Conduct and Declarations of Interest on GovernorHub as soon as possible.

#### 4.3 Governor Skills Audit

The Chair advised Governors that a skills audit is due.

**ACTION: Chair to send Skills Audit to all Governors.**

#### 4.4 Governing Board Mission Statement (for information) – Part 2 of code of conduct

Governors briefly discussed the Mission Statement and **agreed** its content.

#### 4.5 Confirmation/allocation of Sub-committee Membership and Link Roles

Governors briefly discussed current link areas and responsibilities. It was noted that SQ has stepped down as Safeguarding Lik Governor.

The Chair suggested giving people more time to think about the link roles they would like to undertake and to let him know if they would like to continue or change.

**ACTION: Chair to update the link role document.**

### 5. APPROVAL OF MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING – 10 JULY 2025

#### 5.1 Minutes of the Previous Meeting

The Chair invited Governors to feedback any comments on the minutes of the previous meeting; none were raised. The minutes were **agreed** as an accurate record of the meeting held and will be signed in due course.

#### 5.2 Matters Arising

Item	Action	By Whom
9.1	To provide Karen Taylor's details to SH <b>Completed.</b>	TL
9.2.2	To update Governors on forthcoming changes to complaints handling procedures <b>Completed. Will be sticking with the procedure.</b>	TL

9.5	To review the SCR before the end of term <b>Ongoing.</b>	TL
10.2	To speak to the fashion designer parent about the school uniform changes <b>Completed. Governors held a discussion about uniform. It was agreed that a cost exercise would be conducted and a survey with a proposal to be sent to parents. SQ advised that she is happy to support with this.</b>  Q: Who makes the decision on agreeing uniform? A: It would go to Governors to recommend and agree.  ACTION: SBM to conduct a uniform costing exercise ACTION: Headteacher to send uniform proposal and survey to parents	EM
11.1	To send visit reports and details of any training attended to the Chair. <b>Completed. This is a standing matter and training in meetings has been agreed.</b>	All
11.2	To book onto HEP training for the autumn term <b>On agenda – Item 11.2</b>	All
13.1	To circulate the changes to KCSiE to Governors <b>Completed.</b>	EM
13.2	To arrange for the money to be moved from the Coldfall Support Fund to the school <b>Completed.</b>	DB

## 6. COMMITTEE UPDATE REPORTS

### 6.1 Teaching and Learning Committee Update

No update was due as a meeting has not yet taken place this term.

### 6.2 Finance and Site Committee / Health and Safety Committee (F&SC Chair)

#### 6.2.1 Committee Updates

There were no updates due as meetings have not yet taken place this term.

**Q: Are we tracking the budget?**

**A: Yes.**

**Q: Are there any material differences?**

**A: Yes, there will be.**

**ACTION: Governors to review finance documents and send questions to the Chair and SBM.**

#### 6.2.2 OPAL Play

SW gave a presentation and explanation of the OPAL Play concept with the following headlines:

- There are over 30 options for play.

- Children learn to deal with risks.
- The role of the adults is to support play rather than control it.
- In a recent survey, there was minimum negative feedback from children and, the following points were noted:
  - There is an inconsistency in the understanding of what they're allowed to do.
  - Girls appear to have somewhat less enjoyment of play
  - Children have further wishes to add to the variation of play.

SW advised there is more work to be done. The Headteacher felt this concept could be offered to the community outside of school hours. He advised that pygmy goats, an artificial hill and a caravan are being considered as additional options for OPAL. OPAL Play will be audited on Monday 29 September.

**Q: Who would staff the events outside of the school hours?**

**A: Our trained staff. Their responsibility would generally be to roam around the site and supervise.**

**Q: Would out of hours access be available only for children at Coldfall?**

**A: We are having a think about this.**

**Q: Have you considered insurance and risk assessments?**

**A: Yes, we will be able to meet and demonstrate this. All legislation and policies will be in the documents.**

**Q: Would OPAL Play children who are looking for structured play?**

**A: Yes, 'invitations' will be offered to children, however, play generally has to be motivated by the child.**

**Q: Is OPAL Play used as part of learning outside of class time?**

**A: We are trying to incorporate this.**

**Q: Will playtime be extended?**

**A: We are thinking about this as there are logistical implications to work out.**

*Clerk's note: SQ left the meeting at 17:49. GW left the meeting at 17:52.*

## **7. HEADTEACHER'S UPDATE**

### **7.1 SDP 2025-26**

Governors reviewed the [School Development Plan 2025-26](#) document prior to the meeting.

The Chair **queried** revised references to the Staff Code of Conduct. The Headteacher confirmed there are three main changes:

- 1) Interaction between staff should be respectful and professional, particularly if there is a disagreement, as the Code of Conduct applies beyond the school and its buildings.
- 2) Staff have the right to challenge prejudice and unconscious bias in the workplace and have the right to have support with this.
- 3) Staff have the right to educate themselves against their own prejudice and unconscious bias.

**Q: What strategies are in place for the 17% of children on the SEN register?**

**A: We have various provisions in place such as the intervention maps however, these would not necessarily feature on the SDP.**

## 7.2 Statutory Data Comparison Benchmark

The Headteacher advised that Coldfall's data is good however, local comparison data is not yet available for benchmarking.

EG shared the following headline Greater Depth Standard data with Governors:

- Combined RWM for Greater Depth standards = 31% (last year 6%)
- KS2 Reading = 70% (last year 34%)
- Maths = 57% (last year 33%)
- 25% of the Year 6 cohort had special needs this year.
- Ofsted do not consider cohort specific data.

On behalf of the Governing Board, the Chair offered congratulations to the Headteacher and school on achieving remarkable results.

## 7.3 Juniper Data – Whole School Academic Performance

This item was covered in the [Juniper Benchmark Report](#) on GovernorHub.

The Headteacher confirmed the data is strong however, there are challenges with Pupil Premium (PP) in Year 1 and Year 2.

## 7.4 Staff Wellbeing Questionnaire

Results of the survey are in the [Staff Wellbeing Survey 2025](#) document on GovernorHub.

Governors briefly discussed the survey and commented on the responses. The Headteacher fed back that he and SLT felt all staff are well supported however, how staff feel is related to the job and how challenging it is.

## 7.5 Inclusion Update and Report

EG informed Governors that the following trainings had taken place:

- Safeguarding – this was part of the annual programme.
- Racial equity training led by Racial Equity group. This looked at an enhanced protocol for managing racist incidents.
- Behaviour training, which focused on supporting children with difficulty in the classroom and helping to give them strategies.

## 8. CHAIR'S ITEMS

### 8.1 Governor Code of Conduct

Governors reviewed the Code of Conduct and held a brief discussion. All Governors present **agreed** and signed the hard copy document.

### 8.2 Website Profile Updates

Governors were asked to look at profiles on the website and check for any inconsistencies.

### 8.3 Friday Assemblies

The Chair fed back that he has attended Friday assemblies and found them informative and entertaining. He encouraged Governors to also attend an assembly where they can.

**Q: Do we need to send notice ahead of attending?**

**A: No, just turn up. It takes place 9:00-9:30am.**

#### 8.4 Issues Raised by Local Chairs' Forum

The Chair fed back that the latest meeting was held on Tuesday 23 September with schools' finance as a topic of discussion. The importance of looking out for the wellbeing of Headteachers and Chairs of Governors was raised.

**Q: What's the strategy suggested for looking out for the wellbeing of a Chair of Governor?**

**A: Asking for the Vice Chair to share the burden of the role.**

#### 8.5 Message from Laura Butterfield (Former Chair)

The Chair passed on Laura's congratulations for the school's Ofsted results and its efforts.

#### 8.6 School Events

##### 8.6.1 Aladdin Performance

The Chair fed back that he saw this performance in July and it was a wonderful and, inspiring show. He commended the teachers who put it together for all the hard work and efforts that went into its production.

##### 8.6.2 Author Visit – Michael Rosen and Helen Oxenbury

The Chair fed back that this was a wonderful, well-run event. Some of the animals that featured in the book *We're Going on a Bear Hunt* were brought in to the school to the delight of the children.

## 9. POLICIES

Governors noted the following policies:

- [Anti-fraud and Corruption Policy](#)
- [Business Continuity/Disaster Recovery Plan](#)
- [Financial Management Policy](#)
- [Gifts, Hospitality and Anti-bribery Policy](#)

**ACTION: Governors to send comments on policies to Chair and the SBM.**

## 10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

### 10.1 Governor Visits

The Chair encouraged visits to school and asked Governors to provide feedback.

### 10.2 Update on Governor Development and Training

The Chair reminded Governors that they can book training via HEP. The [HEP Training Programme 2025-26](#) programme is available on GovernorHub.

**11. AOB**

11.1 Publications

There were no publications to note.

11.2 National Teaching Assistant Day – 26 September 2025

The Headteacher informed Governors that the school will showing appreciation to staff and will publicise this on social media.

**12. DATES OF NEXT AND FUTURE MEETINGS**

Governors noted **Thursday 11 December 2025** as the next FGB meeting.

*Part 1 of the meeting ended at 18:46. EG was invited to leave.*

Signed ..... Date .....  
Ted Lowery, Chair

**Action Table**

Item	Action	By Whom
3.2	Defer election of the Vice Chair to the next meeting.	Chair
4.3	Send Skills Audit to all Governors.	Chair
4.5	Update the link role document.	Chair
5.2 (10.2)	Conduct a uniform costing exercise	SBM
	Send uniform proposal and survey to parents.	Headteacher
6.2.1	Review finance documents and send questions to the Chair and SBM.	Governors
9	Send comments on policies to Chair and the SBM.	Governors