



COLDFALL PRIMARY SCHOOL

FGB Meeting Minutes

Held on Thursday 11 December 2025 at 6pm in person

MEMBERSHIP

Name		Initial	Governor Category
Ewan Marshall (Headteacher)		-	Ex-officio
Ted Lowery (Chair)		-	LA Governor (1)
James Bielby *		JB	Co-opted Governors (6)
Douglas Blackwood		DB	
Helen DaSilva *		HDS	
Thuto Mali *		TM	
Karen Taylor		KT	
Vacancy			
Susie Martin		SM	Parent Governors (5)
George Wainwright		GW	
Sebastian Worbs		SW	
Vacancy			
Vacancy			
Emily Gazzard (Deputy Headteacher)		EG	Associate member (1)
Rhianna Roberts		RR	Staff Governor (1)
Maria Fletcher		-	HEP Clerk
Clive Engelbert		CE	Observers
Sinéad Queeney		SQ	

*Denotes absence

PART 1

1. WELCOME, INTRODUCTIONS AND APOLOGIES

- 1.1 The Chair welcomed everyone to the meeting, which was quorate and led a round of introductions for the benefit of the new Governors.
- 1.2 Clive Engelbert and Sinéad Queeney, outgoing Governors, attend the first part of the meeting as observers following the recent end of their terms of office.
- 1.3 The Chair and Headteacher thanked them both on behalf of the GB for their contribution over the last 4 years.
- 1.4 CE and SQ thanked the GB for the opportunity and privilege to hold such an important role and extended their best wishes to the new Governors as the GB moved forward.
- 1.5 CE and SQ left the meeting at the end of item 8.

Apologies

- 2.1 Apologies for lateness were received from SW and for absence from JB.

3. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE

- 3.1 There were no declarations of interest to note.
- 3.2 The Chair reminded any Governors who had yet to do so to review and update their register of interest entries on Governor Hub.

4. ELECTION VICE CHAIR FOR ACADEMIC YEAR 2025-2026

- 4.1 The Chair advised that JB had indicated an intention to put himself forward for the Vice Chair role but the item would be deferred to the next GB meeting as JB was not present in person to take part in an election.

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

5. APPROVAL OF MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING – 25 SEPTEMBER 2025

- 5.1 The Chair invited Governors to feedback any comments on the minutes of the previous meeting.
- 5.2 The Headteacher asked for an amendment to paragraph 7.2 to reflect that the data set out in the bullet points were Greater Depth Standards figures.
- 5.3 Subject to the amendment above, the minutes were **agreed** as an accurate record of the meeting held and would be signed in due course.

ACTION: 25 September 2025 GB minutes to be amended as above and forwarded to the Chair for final signoff.

6. PART 1 MATTERS ARISING FROM THE MEETING HELD ON 25 SEPTEMBER 2025

Item	Action	By Whom
3.2	Defer election of the Vice Chair to the next meeting. ACTION: Election to be deferred to the February 2026 GB meeting.	Chair
4.3	Skills Audit to all Governors. ACTION: Chair to circulate	Chair
4.5	Update the link role document. The Chair advised that the updated document was available on the website and that the GB would revisit allocations once new Governors had been elected to the current vacancies.	Chair
5.2 (10.2)	Conduct a uniform costing exercise To be covered under item 9b.	SBM
	Send uniform proposal and survey to parents. To be covered under item 9b.	Headteacher
6.2.1	Review finance documents and send questions to the Chair and SBM. The Chair advised that he had received no comments and therefore the documents were considered to be in order.	Governors
9	Send comments on policies to Chair and the SBM. ACTION: Chair to send comments on the Document Retention Policy to the Headteacher.	Governors

7. Teaching and Learning Committee meeting on 11 November 2025 - update/report.

- 7.1 DB introduced the report from the last meeting.

- 7.2 A informative presentation had been received from Jenna Buckley (SENDCo) on the support provided for children with dyslexia as requested at a previous Committee meeting.
- 7.3 SENDCo data showed an improvement in reading attainment for children with dyslexia from 40% in autumn to 71% in summer, compared to 90% for the rest of the school.
- 7.4 The continued increase in SEND diagnoses continued to be a challenge, with the school's SEND register having grown to 127 currently. 14 pupils had formal dyslexia diagnoses and an estimated 10-15% of pupils had potential dyslexic characteristics.
- 7.5 The academic performance of the school remained good and the GB **questioned** whether the strong results set out in the 2025 statutory data was expected to continue for this academic year.
- 7.6 The Headteacher advised that a slight drop in performance was likely, although the ongoing gap between attainment in maths compared to reading and writing was show some positive narrowing across the school.
- 7.7 *Moderation across writing* was being undertaken across the whole school as part of the local school network on January's TAD day. Data would be compared with other local schools in January 2026 but a 14% increase in writing outcomes moderation across the school was seen in comparison to last year's outcomes expected compared to last year.
- 7.8 EG highlighted an excellent improvement seen this term in writing for dyslexic and SEND pupils, with good buy in from teachers across the school at the leadership of Seb Descrettes, Assistant Headteacher. Feedback from the London Borough Haringey (LBH) Improvement Lead was very good.
ACTION: invite Seb Descrettes to a future GB meeting to give a presentation on the moderation across writing project.
- 7.9 Attendance overall remained high at 97% for compulsory age pupils, with an increase to 9.5% in persistent absence from the summer term which would be investigated at the attendance panel.
- 7.10 The GB **congratulated** the school on obtaining the Opal Platinum Award for play provision.

8. FINANCE AND SITE COMMITTEE/HEALTH AND SAFETY COMMITTEE ON 13 NOVEMBER 2025 - UPDATE/REPORT

[SW arrived at 18:25]

- 8.1 CE, outgoing Committee Chair, introduced the report.
- 8.2 The school budget was tracking in line with forecast, with a current in-year deficit of £13k.
- 8.3 2 new high-need pupils would be starting at the school at LBH's request and the Chair would be emphasising to LBH the impact of the significant extra associated costs.
- 8.4 The GB **questioned** why the number of children attending the school's holiday club were lower than anticipated and the plans in place to address this.
- 8.5 The Headteacher advised that whilst the club was turning a profit, this was a competitive space with other local schools. Proposals were being looked at to extended the hours and to offer themed activity slots, as well as to invest in new equipment including laser tags.

- 8.6 The Committee discussed the need to improve the school's branding and promotion of its USPs including on the website amid concerns that this was potentially negatively impacting holiday club sign-ups as well as ongoing challenges filling nursery places.
- 8.7 The GB **queried** whether open mornings were run for parents to showcase early years provision. The Headteacher confirmed that stay and plays were held regularly as well as nursery tours for parents: over 200 parents had attended school tours this term.

9. HEAD TEACHER'S UPDATE AND REPORT

(a) SCHOOL DATA – JUNIPER AND OFSTED IDSR (INSPECTION DATA SUMMARY REPORT)

- 9.1 The Headteacher confirmed that an IDSR report was in place for the school, based around the key datasets used by Ofsted such as attendance, staffing, behaviour, and outcomes.
- 9.2 The report was very comprehensive and the intention was to keep it maintained in the background whilst the school was not within an Ofsted inspection window. Juniper data was available on the website.
- 9.3 As the school's last Ofsted inspection had been in April 2025, the next inspection would likely be in 3-4 years' time, although Ofsted had the discretion to expedite this timeline in response to issues such as a change of Headteacher, safeguarding concerns etc.
- 9.4 The school roll remained healthy and the nursery would be expanding places for the new intake which was a good improvement.

(b) SCHOOL UNIFORM PROPOSAL

- 9.5 Plans were outlined to introduce in a phased approach an active uniform at the school to support pupils to better participate in physical activities, with a view to full implementation by 2028.
- 9.6 A questionnaire on initial ideas had been sent out to parents recently, generating 52 replies which were being analysed. The GB **requested** that the survey be resent to give parents a further opportunity to input in order to strengthen any mandate.
ACTION: school uniform questionnaire to be recirculated to parents.
- 9.7 Depending on the outcome of the survey, a costing exercise would then be undertaken once more formalised proposals were in place in line with Government guidance on school uniforms, progressing onto obtaining quotes from suppliers.
- 9.8 A long transition was planned to help manage the pressure on parents, with rollout aimed to start in September 2026.

(c) COLDFALL PILLARS

- 9.9 GW updated that he had recently met with SW, EG and the Headteacher to discuss a strategic framework for the school to help communicate more effectively and promote more consistently the school's long terms aims, goals and USPs to existing and prospective parents.
- 9.10 The Headteacher explained that for the strategic framework, 3 pillars were proposed as being fundamental to the success of the school: excellent provision, purposeful leadership and protected childhood. Key points would be drawn out under each, with accompanying proof points as available such as quotes, data etc.

- 9.11 An early draft of a promotional printed leaflet centred around these 3 pillars was shared for feedback and which would be accompanied by a separate school microsite that parents could access with further information including a hand-drawn map of the school and grounds to promote key facilities.
- 9.12 The GB gave positive feedback on the leaflet including its colourful design and recognised the value of distilling down to a set of concise points the school's key selling points which differentiated it from others in terms of its offer.
- 9.13 The GB suggested including the visibility of school staff and the embedded culture of constant improvement under the leadership pillar, as well as the strong school community.
- 9.14 GW advised he could potentially get the leaflet printed at cost price through his contacts, with a view to it being available to send out to prospective parents attending school tours, with school place offer letters etc.
- 9.15 The Chair thanked the group for their hard work on this project.

10. CHAIR'S ITEMS

(a) GOVERNOR CODE OF CONDUCT – OUTSTANDING SIGNATURES

- 10.1 SM, RR and KT signed the document.

(b) APPROACH TO CO-OPTING GOVERNORS – NEED FOR OBJECTIVITY

- 10.2 The Chair highlighted an issue raised at the Chair's Forum and by the National Governance Association of the **importance of objectivity across governing bodies**.
- 10.3 By accident rather than design, the majority of Governors on the school's GB were parents of current or past pupils and this could potentially lead to outside perceptions of bias, as well as creating potential conflicts of interest when it came to trying to find governors to participate in panels/tribunals.
- 10.4 The Chair therefore proposed that the **current co-opted member vacancy to the GB be earmarked for an "outsider" i.e. someone with no prior connection to the school**.
- 10.5 The GB gave their support to this approach, including in the recognition that there were 2 parent governor vacancies to fill so there were opportunities for individuals with a child at the school to join.
- 10.6 **ACTION: Chair to contact HEP (Haringey Education Partnership) to seek to fill the co-opted member vacancy from their list of prospective candidates.**

(C) ISSUES RAISED BY LOCAL CHAIRS' FORUM.

(i) TWO-WEEK OCTOBER HALF-TERMS PROPOSAL

- 10.7 LBH would be undertaking a review in the new year on a potential proposal to take a week off the summer holidays to move to the October half-term, on the basis that the autumn term was the longest of the year. It might also serve as a break around winter illnesses.
- 10.8 Confirmation was outstanding as to whether GBs would be consulted as part of the review and any changes would need to be implemented across the whole borough.

(II) POINTS RAISED ON LOCAL LEADERS OF GOVERNANCE MEETING ON 18 NOVEMBER: PRIMARILY SCHOOLS' CONTINUING FINANCIAL CHALLENGES

- 10.10 The Chair sadly advised that Laura Butterfield, former Chair of the GB, was suffering a period of ill health.
- 10.11 Friends of Coldfall (FoC) had requested assignment of a link governor: SM volunteered for this role.

ACTION: Chair to confirm to FoC that SM would be their link governor.

- 10.12 It was noted that a new Chair was required for the Finance and Site Committee and an additional governor for the HR Committee to provide more headroom. It was agreed to discuss this at a future meeting once the GB had filled its current vacancies.
- 10.13 KT agreed to takeover from the Chair as Safeguarding Link Governor to spread the workload.

ACTION: governor link role vacancies to be discussed at the next GB meeting.

11. INCLUSION: UPDATE AND REPORT

- 11.1 EG updated on a new mentoring initiative introduced at the lead of the racial equity group for 10 black and black heritage boys in year 5 and 6, funded by LBH and the Success Club organisation.
- 11.2 The initiative aimed to develop children's discipline, sense of responsibility and to build coping strategies via non-contact boxing and was receiving positive feedback from the boys involved.

12. POLICY REVIEWS AND REPORTS FOR APPROVAL AND COMMENT

a) THE SCHOOL'S DRAFT INFORMATION GOVERNANCE POLICY

- 12.1 **ACTION: Chair to feed in comments to the Headteacher.**

b) POLICY REVIEW SCHEDULE

- 12.2 **ACTION: Chair and Headteacher to meet to scope out clear dates for the review programme.**

13. GOVERNOR VISITS, DEVELOPMENT AND TRAINING TRAINING ATTENDED

- 13.1 KT confirmed she had completed her governor induction training and SM was scheduled to complete in February 2026.

GOVERNOR VISITS

- 13.2 The Chair encouraged visits to school including Friday assemblies and the Headteacher invited the GB to attend one of next week's 2 Christmas concerts.

14. PUBLICATIONS

There were no publications to note.

15. AOB

- 15.1 DB advised that the Coldfall charitable trust account balance stood at £40k and the Headteacher suggested that a football shooting target wall be purchased for the playground.

16. DATES OF NEXT AND FUTURE MEETINGS

Governors noted **Thursday 5 February 2026** as the next FGB meeting.

Signed Date

Ted Lowery, Chair

Action Table

4.1	Election of the Vice Chair to be deferred to the next meeting.	Chair
5.3	25 September 2025 GB minutes to be amended and forwarded to the Chair for final signoff.	Clerk and Chair
6	Chair to circulate skills audit to all Governors.	Chair
6	Chair to send comments on the Document Retention Policy to the Headteacher.	Chair
7.8	Seb Descrettes to be invited to a future GB meeting to give a presentation on the moderation across writing project.	Headteacher
9.6	School uniform questionnaire to be recirculated to parents.	Headteacher
10.6	Chair to contact HEP to seek to fill the co-opted member vacancy from their list of prospective candidates.	Chair
10.11	Chair to confirm to FoC that SM would be their link governor.	Chair
10.13	Governor link role vacancies to be discussed at the next GB meeting.	Chair
12.1	Chair to feed in comments on the school's draft Information Governance Policy to the Headteacher.	Chair
12.2	Chair and Headteacher to meet to scope out clear dates for the policy review programme.	Chair & Headteacher

Attendance

Governing Body attendance tracker: academic year 2025/26

Type	Name	25 Sept	11 Dec	5 Feb	26 March	21 May	9 July	Score
Head	Ewan Marshall	Y	Y					2:6
Staff	Rhianna Roberts		Y					1:5
Co-opted	Ted Lowery	Y	Y					2:6
Co-opted	James Bielby	Y	N					1:6
Co-opted	Douglas Blackwood	N	Y					1:6
Co-opted	Helen De-Silva	N	N					0:6
Co-opted	Thuto Mali	N	N					0:6
Co-opted	Karen Taylor	Y	Y					2:6
Associate	Emily Gazzard	y	Y					2:6
Parent	Susie Martin		Y					1:5
Parent	George Wainwright	Y	Y					2:6
Parent	Sebastian Worbs	Y	Y					2:6