



# COLD FALL PRIMARY SCHOOL

## FGB Meeting Minutes

Held on Thursday 5 February 2026 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

\*Denotes absence

### PART 1

#### 1. WELCOME AND INTRODUCTIONS

1.1 The Chair welcomed everyone to the meeting, which was quorate.

#### 2. ACCEPTANCE OF APOLOGIES BY GB

2.1 Apologies for absence were received and accepted from SW.

#### 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 Nominations were called to fulfil the position of Vice Chair of the GB for the remainder of the academic year. JB put himself forward, seconded by GW and HDS and was **elected** by the GB. There were no other nominees.

5. APPROVAL OF MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING – 11 DECEMBER 2025

5.1 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 would be signed in due course.

6. PART 1 MATTERS ARISING FROM THE MEETING HELD ON 11 DECEMBER 2025

4.1	Election of the Vice Chair to be deferred to the next meeting. <b>Complete – JB elected.</b>	Chair
5.3	25 September 2025 GB minutes to be amended and forwarded to the Chair for final signoff. <b>Complete.</b>	Clerk and Chair
6	Chair to circulate skills audit to all Governors. <b>Complete – circulated to the GB.</b> <b>Action: any GB members who had yet to complete and return the audit to do so.</b>	Chair
6	Chair to send comments on the Document Retention Policy to the Headteacher. <b>Complete. Comments send to School Business Manager and HT.</b>	Chair
7.8	Seb Descrettes to be invited to a future GB meeting to give a presentation on the moderation across writing project. <b>Complete.</b>	Headteacher
9.6	School uniform questionnaire to be recirculated to parents. <b>Complete.</b>	Headteacher
10.6	Chair to contact HEP to seek to fill the co-opted member vacancy from their list of prospective candidates. <b>Complete.</b> <b>Chair advised that HEP had provided 2 high quality prospective candidates for consideration. Chair and HT would shortlist and invite for interview.</b>	Chair
10.11	Chair to confirm to FoC that SM would be their link governor. <b>Complete.</b>	Chair
10.13	Governor link role vacancies to be discussed at the next GB meeting. <b>Defer to a future GB meeting once all governor vacancies filled.</b>	Chair
12.1	Chair to feed in comments on the school's draft Information Governance Policy to the Headteacher.	Chair

	<b>Complete.</b>	
12.2	Chair and Headteacher to meet to scope out clear dates for the policy review programme. <b>Draft in place – Chair and HT to meet to finalise.</b>	Chair & Headteacher

## 7. THE STANLEY ROAD WRITING APPROACH – PROJECT OVERVIEW

- 7.1 The GB welcomed Seb Descrettes, Assistant Headteacher, to the meeting to give a presentation on the Stanley Road project, an alternative curriculum and approach to teaching for writing introduced across all year groups at the school.
- 7.2 The driver had been a clear gap in attainment seen in writing compared to maths and reading across all year groups, as well as a shift in the research base around how best to teaching writing.
- 7.3 The Stanley Road approach focussed on teaching children to be clear and concise writers and communicators, with individual components taught discretely starting with sentences and being increasingly integrated with continuous feedback over a 6 week period per term. The step by step approach encouraged children to slow down when writing and had a greater focus on the quality of writing as opposed to length.
- 7.4 The focus for KS 1 pupils was on improving handwriting and spelling as a good foundation for their writing.
- 7.5 **The GB reviewed a sample of writing books of pupils across the year groups to see the progression of the children using the new approach.**
- 7.6 The **GB asked** whether the Stanley Road approach was widely accepted and had been adopted across other schools in the local network as a new way of teaching writing.
- 7.7 Seb Descrettes advised that a presentation on the approach had been given to local heads via the school network but that Coldfall was the best advocate locally in terms of adoption and had achieved good staff buy in.
- 7.8 The GB **questioned** whether success with the approach had been seen across all year groups at the school.
- 7.9 It was advised that only limited early stage data was currently available but which showed improvements across all groups including boys/girls, non/pupil premium and non/SEND. The percentage of pupils at expected or above in writing had been 82.4% in summer 2025 and which had increased to 87.8% in autumn 2 which was a very positive sign.
- 7.10 Children were also showing greater confidence in their writing and pride in their progress.
- 7.11 The GB **sought clarification** on whether there were any downsides of the approach.
- 7.12 Seb Descrettes explained that one of the key challenges would be giving the children the space to write for enjoyment and creativity. He also acknowledged that it had been a steep learning curve for teaching staff in having to redo resources and lesson plans and to develop their own knowledge around the subject.
- 7.13 RR explained that she felt the new approach had helped her in her teaching and Continued Personal Development and she had seen positive knock-on impacts on pupil attainment in other subjects.
- 7.14 The GB **discussed the risk** of the novelty of the new approach wearing off in a few years and potential increasing pushback over a lack of space for creativity. The HT recognised that the continued enthusiasm of teachers would be key as well as positive results being maintained.

7.15 The GB thanked Seb Descrettes for his key role leading the introduction of the new approach and for the very encouraging results seen so far.

## **8. TEACHING AND LEARNING COMMITTEE MEETING ON 13 JANUARY 2026 - UPDATE/REPORT**

8.1 DB, Committee Chair introduced the report as read.

8.2 A key agenda item at the meeting had been discussions around the strategy for use of the £90k current year pupil premium budget to improve outcomes for disadvantaged pupils.

8.3 The GB sought further details on the Biblio-Buzz book scheme.

8.4 This was a book club for years 4-6 led by a teacher from each of the year groups set around a set of diverse, age appropriate books. Results were very positive so far with good engagement from pupils.

## **9. FINANCE AND SITE COMMITTEE/HEALTH AND SAFETY COMMITTEE ON 15 JANUARY 2026 - UPDATE/REPORT. PART 1 ELEMENTS.**

9.1 GW, the new Committee Chair, introduced the report as read.

9.2 The Committee had reviewed the updated school budget and which showed income below projected levels, although a balanced budget would be submitted for the current academic year.

9.3 Sign-ups to the holiday club had been lower than forecast and plans were in place to identify the most effective and sustainable model for the provision going forward, including trialling new arrangements for the forthcoming half-term to drum up more interest, although it was noted that this remained a competitive space with other providers.

9.4 Staffing absences also constituted additional unbudgeted costs impacting the budget.

9.5 A cost effective £800 repair had been made to the school boiler to fix an issue with hot water provision and which would be monitored going forward.

9.6 The Committee had noted good reception intake numbers for new pupil admissions, with reception classes expected to be full for the 2026/27 academic year, reflecting previous good work to improve the feed through from the nursery.

## **10. HEAD TEACHER'S UPDATE AND REPORT**

### **a) SCHOOL UNIFORM PROPOSAL**

10.1 The HT advised that mixed feedback had been received in response to the recent school uniform questionnaire but overall there was a strong appetite for a simpler, more flexible and affordable uniform model that better reflected how children learned and played while preserving a shared sense of belonging.

10.2 In terms of next steps, the active uniform proposal would be refined and further research undertaken with suppliers.

### **b) COLD FALL MARKETING LEAFLET – MOCK UP**

10.3 GW circulated a final version of the new school marketing leaflet and which incorporated a QR code for a new microsite which included an interactive map of the school to promote the school's offer to prospective parents.

- 10.4 The microsite was separate to the main school website and could be easily amended and updated.
- 10.5 The GB **asked** how the leaflet would be disseminated.
- 10.6 It was advised that 2k hard copies would be printed for handing out to parents attending school tours, leafletting at local nurseries and childcare providers and potentially at local libraries.
- 10.7 The GB **sought assurance** that permissions had been received for use of all the photographs of children in the leaflet. This was affirmed by GW.
- 10.8 The GB praised the quality of the leaflet and microsite as a valuable promotional tool and thanked GW for his hard work driving this forward.

#### c) JUNIPER BENCHMARK ANALYSIS

- 10.9 The GB considered the latest Juniper benchmarking report for autumn 2025 and which compared termly performance with local schools as well as nationally.
- 10.10 Whilst outcomes for Coldfall pupils exceeded local and national figures across all year groups, the year 6 figures were lower than other year groups, reflecting pupils' first experience of the longer and more challenging SATs papers.
- 10.11 EG advised that as a result, interventions were being planned for selective year 6 students for reading, maths and spelling.

#### d) HEADTEACHER'S REPORT BEHAVIOUR

- 10.12 The GB reviewed a new set of line graphs providing a visual depiction of the school's behaviour data.
- 10.13 This would help the GB to monitor any trends including any impact from the longer lunchtime introduced through the OPAL approach. EG advised that there had already been a positive impact in terms of lower noise levels in the lunch hall.
- 10.14 The GB **questioned** why the overall behaviour trend was showing an upwards trajectory when 2 of the 3 underpinning behaviour categories were declining.
- 10.15 EG confirmed that the graph only covered 4 categories of behaviour.
- 10.16 **Action: EG to amend the graphs going forward to include all categories of behaviour as a composite.**

#### OPAL

- 10.17 The HT flagged up that the field was very muddy from recent high rain and the drainage would potentially need to be looked at with regards to longer-term management. Improvements were being seen in the wearing of wellies by pupils including via wellie swaps and donations.
- 10.18 The GB **expressed concern** that an official line had not been communicated to parents around restrictions on the MUGA (Multi-Use Games Area) being used for football.
- 10.19 The HT and EG explained that the decision had been made as the MUGA walls made football games too fast and also that basketball had been moved to the MUGA. The school was still pro-football, with children able to play on the field all year round and a new skills wall being purchased.

- 10.20 **Action:** HT and EG to look into communicating this decision to parents including the associated evidence around improved behaviour and quality of more diverse play as a result.
- 10.21 **Action:** Governor in School day programme to include a session on improving the access and reach of school communications focussed around the framework of the school pillars.

#### **CURRICULUM ENRICHMENT AND WIDER OPPORTUNITIES**

- 10.22 The school was delighted that Alexander Armstrong, author and TV presenter, would shortly be visiting to promote his latest book.

#### **11. CHAIR'S ITEMS**

##### **a) LAURA BUTTERFIELD RIP**

- 11.1 The Chair advised that Laura Butterfield, previous Chair of GB, had sadly passed away over Christmas and the Chair, JB, HT and Nia Harding-Rickards had attended the very moving funeral.
- 11.2 The GB put on record Laura's significant contribution to Coldfall in the years she had served on the GB.

##### **b) SKILLS AUDIT FEEDBACK**

- 11.3 **Action:** JB, HDS, TM and SM to complete and return to the Chair.

##### **c) MEMBERSHIP: OUTSIDER GOVERNOR ENQUIRIES AND PARENT GOVERNOR ELECTIONS**

- 11.4 **Action:** letter seeking nominations for the 2 vacant parent governor positions on the GB to be circulated out by the Chair next week seeking expressions of interest.
- 11.5 As previously mentioned, the Chair and HT would be reviewing the applications of 2 candidates put forward by HEP to fill the remaining co-opted governor role on the GB.

##### **d) GB APPROVAL OF TL RENEWED FOUR-YEAR TERM**

- 11.6 The Chair advised that his term of office on the GB was due to expire on 26 March 2026. JB and HDS respectively nominated and seconded Ted Lowery and he was **duly re-elected for a further 4 year term on the GB.**

##### **e) WEBSITE - OUTSTANDING INFORMATION**

- 11.7 **Action:** TM and SM to update their governor biographies for the school website.

##### **f) GOVERNORS' CODE OF CONDUCT - OUTSTANDING SIGNATORIES.**

- 11.8 HDS signed the document.

##### **g) LINK GOVERNOR VACANCIES**

- 11.9 **Action:** Chair to circulate to the GB the updated list of governor committee memberships and link roles.
- 11.10 The new co-opted governor would be invited to join the HR Committee: as an outsider without children at the school they would have fewer conflicts in terms of taking part in the investigation of complaints.

## 12. INCLUSION: UPDATE AND REPORT

- 12.1 EG updated that a recent Haringey PINS (Partnerships for Inclusion of Neurodiversity in Schools) project walkaround had been very positive and would be part of the review of the school's SEND provision.
- 12.2 A learning walk was also undertaken by local headteachers, with a report to come to the next GB meeting on proposed adaptations for SEND pupils. A range of good practice had been identified as well as areas requiring refinement and which was a credit to Jenna Buckley-Moran (SENDCo).
- 12.3 The headteachers had met a large number of Coldfall pupils on their walk and had extended praise for the teachers and support staff they had also interacted with.
- 12.4 The Chair flagged up that no extra monies were available for schools under the PINS project.

## 13. POLICY REVIEWS AND REPORTS FOR APPROVAL AND COMMENT THE SCHOOL'S DRAFT INFORMATION GOVERNANCE POLICY

- 13.1 The Chair had previously passed on his comments to the HT and there was no further feedback from the GB. **The policy was thereby approved by the GB.**

## 14. GOVERNOR VISITS, DEVELOPMENT AND TRAINING a) TRAINING ATTENDED

- 14.1 No governors had attended any since the last GB meeting. It was agreed that it was easier if training was delivered on a collective basis provided as part of GB meetings, possibly on Governors in School day.

### b) GOVERNOR VISITS

- 14.2 The Chair noted that a number of governors had attended the very enjoyable Christmas concerts at the end of last term.
- 14.3 HDS confirmed that she had attended a link meeting with EG last week.

### c) GOVERNORS IN SCHOOL DAY – CONFIRM DATE AND CONTENT

- 14.4 This would be held on 20 March 2026.
- 14.5 In terms of planning the agenda for the day, the **GB asked to spend some time with the children during their breaks as well as the opportunity to talk to staff.** A proposal for a GB and support staff breakfast on the day was welcomed.
- 14.6 The GB also requested time on the programme for **'big picture' strategy discussions covering both the school and the GB** as well as the items identified earlier on the agenda covering improvements to school communications and a potential complaints training session via HEP.
- 14.7 **Action: HT and Chair to draft a programme for 20 March 2026 Governors in School Day for circulation to the GB.**

## 15. PUBLICATIONS

There were no publications to note.

## 16. AOB

- 16.1 **Action: HT and EG to discuss a wish-list of items to be purchased from the £40k Coldfall charitable trust account and to confirm to DB by the end of next week to**

**allow the funds to be issued.** Items being considered included a skills wall, additional storage capacity for outdoor equipment and potentially funding improvement to the sandpit drainage.

## 17. DATES OF NEXT AND FUTURE MEETINGS

Governors noted **26 March 2026** as the next FGB meeting.

Signed ..... Date .....

Ted Lowery, Chair

## Actions Table

10.16	EG to amend the behaviour graphs going forward to include all categories of behaviour as a composite.	EG
10.20	HT and EG to look into communicating to parents the decision to restrict football on the MUGA including the associated evidence around improved behaviour and quality of more diverse play as a result.	Headteacher EG
11.3	JB, HDS, TM and SM to complete and return to the Chair their Governor skills audit feedback.	JB, HDS, TM, SM
11.4	Letter seeking nominations for the 2 vacant parent governor positions on the GB to be circulated out by the Chair next week seeking expressions of interest.	Chair
11.7	TM and SM to update their governor biographies for the school website.	TM & SM
11.9	Chair to circulate to the GB the updated list of governor committee memberships and link roles	Chair
14.7	HT and Chair to draft a programme for 20 March 2026 Governors in School Day for circulation to the GB and to include a session on improving the access and reach of school communications focussed around the framework of the school pillars.	Headteacher Chair
16.1	HT and EG to discuss a wish-list of items to be purchased using the £40k funds from the Coldfall charitable trust account and to confirm to DB by the end of next week to allow the funds to be issued.	Headteacher EG

## 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	y				3:6
Staff	Rhianna Roberts		Y	Y				2:5
Co-opted	Ted Lowery (Chair)	Y	Y	Y				2:6
Co-opted	James Bielby (Vice Chair)	Y	N	Y				2:6
Co-opted	Douglas Blackwood	N	Y	Y				2:6
Co-opted	Helen De-Silva	N	N	Y				1:6
Co-opted	Thuto Mali	N	N	N				0:6
Co-opted	Karen Taylor	Y	Y	Y				3:6
Associate	Emily Gazzard	Y	Y	Y				3:6
Parent	Susie Martin		Y	N				1:5
Parent	George Wainwright	Y	Y	Y				3:6
Parent	Sebastian Worbs	Y	Y	N				2:6