



# COLDFALL PRIMARY SCHOOL

## FGB Meeting Minutes

Held on Thursday 26 March 2026 at 6pm in person

### MEMBERSHIP

Name		Initial	Governor Category
Ewan Marshall (Headteacher)		HT	Ex-officio
Ted Lowery ( <b>Chair</b> )		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		MF	HEP Clerk

\*Denotes absence

### FULL GB MEETING

#### 11. WELCOME AND INTRODUCTIONS

11.1 The Chair welcomed EG and RR to the second part of the meeting, which was quorate.

#### 12. ACCEPTANCE OF APOLOGIES BY GB

12.1 Apologies for absence were received and accepted from HDS.

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

13.1 There were no declarations of interest to note.

13.2 The Chair reminded any Governors who had yet to do so to review and update their register of interest entries on Governor Hub.

#### 14. APPROVAL OF MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING – 5 FEBRUARY 2026

14.1 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.

15. PART 1 MATTERS ARISING FROM THE MEETING HELD ON 5 FEBRUARY 2026

10.16	EG to amend the behaviour graphs going forward to include all categories of behaviour as a composite.  <b>Complete.</b>	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.  <b>Complete.</b>	HT EG
11.3	JB, HDS, TM and SM to complete and return to the Chair their Governor skills audit feedback.  <b>Action: JB and HDS to complete and return their forms.</b>	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.  <b>Complete. Chair updated that 9 candidates had put themselves forward for the 2 current parent governor vacancies. Ballots were in the process of being counted. Action: HT to provide the Chair with contact numbers for all 9 candidates so they could be advised of the outcome of the election.</b>	Chair
11.7	TM and SM to update their governor biographies for the school website.  <b>SM profile now uploaded. Update on TM later on the agenda.</b>	TM & SM
11.9	Chair to circulate to the GB the updated list of governor committee memberships and link roles  <b>Complete.</b>	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.  <b>Complete.</b>	Head 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.	Head EG

	<b>Complete. DB advised that this would be processed in the new financial year.</b>	
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**16. TEACHING AND LEARNING COMMITTEE MEETING ON 3 MARCH 2026 - UPDATE/REPORT**

- 16.1 DB, Committee Chair introduced the report as read.
- 16.2 The Committee had discussed a targeted maths intervention group for 14 year 6 pupils ahead of SATS and the successful arts enrichment programme funded by Friends of Coldfall.
- 16.3 In terms of academic performance, 88% of pupils according to the spring data were working at expected standard in reading, writing and maths and 43% at greater depth in reading and maths.
- 16.4 The meeting had talked about the 2026 Schools White Paper and the impact on Coldfall of potential extension of statutory rights to all on the SEND register as well as plans to create a new alternative provision space for children with the highest needs.
- 16.5 SATS week would run from 11-14 May 2026.
- 16.6 The HT had responded to the government consultation on raising the age for social media access for children.

**17. FINANCE AND SITE COMMITTEE/HEALTH AND SAFETY COMMITTEE ON 5 MARCH 2026 - UPDATE/REPORT. PART 1 ELEMENTS.**

- 17.1 GW, Committee Chair, introduced a brief update, with more detailed discussions having taken part in the confidential session.
- 17.2 The updated school budget would be finalised and submitted after the Easter holiday.
- 17.3 The GB welcomed that the school had applied for a grant to improve the MUGA and playground equipment.
- 17.4 The GB **questioned** the recent number of children who had had accidents at school resulting in broken bones. The HT advised that there had been an unprecedented uptick in the number of injuries requiring hospitalisation, with 10 in the most recent safeguarding period reported to LBH. The most common cause was falling from the monkey bars and sports related injuries, particularly football.
- 17.5 The GB **asked whether any remedial action** was being taken, especially in relation to the monkey bars. The HT confirmed that the playground equipment met all the required standards and children were supervised to prevent excessive crowding on the monkey bars but there was no clear discernible pattern behind the recent uptick.
- 17.6 EG acknowledged there were ongoing issues with aggressive behaviour by some children when playing football and early ideas were being developed to rollout a new behavioural approach to help children manage their emotions when playing. Children playing football were supervised, including now on a more frequent basis by a TA with coaching experience.

**18. HEAD TEACHER'S UPDATE AND REPORT**

- 18.1 The HT advised that members of the SLT, including EG and himself, had over the recent period spent increasing time class teaching to cover teaching staff absences and to reduce supply cover spend.

- 18.2 Attainment continued to be strong in the spring term assessments and was well sustained, with no evidence of a negative impact from expanded play times.
- 18.3 Behaviour remained good with an overall downward trend, with a reduction seen in incidents of aggression or violent behaviour as a result of the 'Strong Minds, Safe Hands' intervention.
- 18.4 The HT shared examples of the inspiring art produced by year 2 and 3 children in their recent art workshops.
- 18.5 The last Service Pupil Premium (SSP) review as part of the local school peer review group to look at how effectively the needs of all learners were being met and how well the environment supported SEND pupils had been positive overall, although had identified some areas for development.
- 18.6 In relation to Outdoor Play and Learning (OPAL), a pleasing increase was being seen of high-quality depth of play including with the older children and in the number of children wearing wellies.
- 18.7 The GB noted a report on LBH primary school preferences 2011-2026 and which illustrated the severity of the falling pupil numbers issue across the borough: there were more places than children to fill them meaning all would get their first choices.
- 18.8 The HT apologised that the SIP autumn 2025 report had been uploaded to GovernorHub in error as it had been superseded by a recently received spring 2026 report.

**Action: report to be added to the May 2026 GB meeting agenda.**

## **19. CHAIR'S ITEMS**

### **a) MEMBERSHIP**

- 19.1 The GB noted the update given earlier on the agenda regarding the election to the 2 parent governor vacancies, with the aim that the new governors would be in place for the next GB meeting.
- 19.2 In terms of filling the vacant co-opted governor role on the GB, the Chair and RR would be interviewing after Easter one of the two 'outsider' candidates put forward by HEP.
- 19.3 The Chair also updated that he had been in contact with TM since the last meeting regarding poor attendance since her confirmation as a co-opted governor in July 2025. She had advised of a recent change in her personal situation and following a short period of reflection, TM had confirmed her decision to resign from the GB, with regret, with immediate effect. She extended her apologies and best wishes to the GB going forward.
- 19.4 The Chair advised that he would more strongly emphasise to future new governors the importance of their commitment to the role.

### **b) FEEDBACK FROM GOVERNORS IN SCHOOL (GIS) DAY**

- 19.5 Although unfortunately not all governors had been able to attend the 20 March 2026 GIS, those that had had found it useful and enjoyable.
- 19.6 The Chair would be summarising the points raised at a number of the sessions throughout the day, including with the school's support staff at the start of the day which would be sent to the TA support group to demonstrate that the issues raised, including around pay, culture and CPD, had been heard and would be considered by the GB.

**Action: Chair to draft and circulate summary note of key points from the GIS day to the GB for comment.**

19.7 The GB also discussed the issue raised at the session about an uptick in incidents of aggression from parents towards school staff.

19.8 The HT confirmed that staff were encouraged to report such incidents to the SLT directly and that these were followed up with the parent involved, and in the past, consequences had included the individual being banned from the school site.

19.9 **The GB questioned whether there should be a role for the GB in this process** to help to both reinforce the unacceptability of staff being subject to abuse and also to take some of the potential related toxicity away from the SLT.

**Action: the GB agreed that a template warning letter should be drafted to be sent out in the GBs name in response to any future incidents of violence and aggression against school staff.**

19.10 This could be linked into the rota the GB had previously discussed whereby a member of the GB would be available on a termly basis as support to the SLT to head off any parental issues that arose **as part of efforts to make the GB more visible**: the sign off of any warning letters could be incorporated into this.

**Action: GB termly support rota to be drafted.**

19.11 The GB had also attended class assembly as part of the GIS day and had taken part in a training session booked via HEP regarding the handling of complaints. The Chair identified a point of learning from this session that he would incorporate into the current review of the school's complaints policy of an option for the person raising the issue to speak to a member of the GB ahead of the process being activated.

19.12 The Chair identified that a very useful session had also been held with black heritage pupils and that he would summarise the issues raised. The GB's discussions in the afternoon around communications with parents would also be summarised.

19.13 GW and KT shared their very positive feedback on the day; whilst it was a time commitment to governors, there had been real value in the GB showing a greater presence and that they were approachable both to the children and staff. KT advised that a number of staff had approached her during the lunchtime when the GB were out on the playground to thank her for the Q&A session with the support staff.

19.14 The importance was recognised of the staff being given the opportunity to be heard by the GB and RR provided feedback that some of the teachers had felt left out on this occasion. **To this end, the GB agreed to hold termly sessions with school staff going forward, alternating between teaching and non-teaching staff, to build up that relationship.**

**Action: schedule to be drafted for termly staff sessions with the GB.**

19.15 The pivotal importance was recognised of the **GB not being seen to just listen but to make improvements as a result and to feed these back**, although it was noted that the ability to make significant changes would be constrained by the budgetary challenges facing the school.

19.16 **Action: The GB also agreed to the scheduling of an additional GIS day in the second half of September 2026.**

### **C) LOCAL CHAIR'S FORUM ITEMS**

**Rhodes Avenue Ofsted**

- 19.17 The Chair advised that Rhodes Avenue had achieved ‘strong’ in all categories in a recent Ofsted inspection under the new regime and the Chair of their GB had been advised in discussions with the inspectors that a primary school would be required to demonstrate a ‘transformational national impact’ to achieve an exceptional rating in all categories.

#### **School federation**

- 19.18 The Forum had discussed opportunities around the potential federation of schools in a local area to save money where possible but with current evidence showing a federation of 9+ schools were needed to deliver significant savings.
- 19.19 The HT flagged up that LBH schools had moved from a 2021 budget surplus position to a current £6m deficit across the piece, demonstrating existential funding issues that were very unlikely to be addressed by federating.

### **20. INCLUSION: UPDATE AND REPORT**

- 20.1 An update had been included and noted with the Headteacher’s report.
- 20.2 The GB thanked EG for the new behaviour charts which helped demonstrate in a more visual way the overall trend lines.

### **21. POLICY REVIEWS AND REPORTS FOR APPROVAL AND COMMENT:**

#### **a) PUPIL PREMIUM STRATEGY STATEMENT**

- 21.1 The Chair confirmed he had reviewed the draft statement and suggested one minor amendment which the HT made to the final document.

### **22. GOVERNOR VISITS, DEVELOPMENT AND TRAINING:**

#### **a) Training attended**

- 22.1 JB to complete his governor induction training.

#### **b) Link governor visits**

- 22.2 Governors to let the Chair know of any visits made.

#### **c) Other visits/days in School**

- 22.3 None advised.

### **23. PUBLICATIONS**

- 23.1 There were no publications to note.
- 23.2 The GB agreed this be removed as a standing item from agendas and only added when required.

### **24. AOB**

#### **REAPPOINTMENT OF TED LOWERY**

- 24.1 The Clerk advised that TL’s current term of office on the GB was due to end today and as he was a local authority governor to the GB, his nomination for re-election had to be reviewed and approved by the Lead Councillors for Children and Families at LBH.
- 24.2 This approval had now been granted and as such, the GB ratified Ted Lowery’s reappointment for a further 4 year term on the GB.

#### **REAPPOINTMENT OF JAMES BIELBY**

24.3 It was noted that JB’s term of office as a co-opted member of the GB was due to end in May 2026 and he indicated his willingness to continue as a governor. The GB approved JB’s reappointment for a further 4 year term on the GB.

**SKILLS AUDIT**

24.4 RR sought clarification on next steps in relation to the GBs skills audit.

24.5 The Chair advised that he would review and identify any **gaps in the current GB skill base** once all governors had returned their audits: there were now 2 co-opted governor vacancies on the GB so this also provided flexibility in filling any gaps.

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

25.1 Governors noted **21 May 2026** as the next FGB meeting.

25.2 It was agreed to alternate the part 1 and part 2 sections of GB meetings going forward to balance allowing the GB more time to discuss confidential issues and the additional wait time for EG and RR who attended only the full GB session.

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

**Actions Table**

15.	<b>JB and HDS to complete and return their skills audit forms</b>	JB and HDS
15.	<b>Chair to be provided with contact numbers for all 9 candidates for the parent governor vacancies so they could be advised of the outcome of the election.</b>	HT
18.8	<b>SIP spring 2026 report to be added to the May GB agenda.</b>	HT
19.6	<b>Chair to draft and circulate summary note of key points from the 20 March GIS day to the GB for comment.</b>	Chair
19.9	<b>Template warning letter in the GB’s name to be drafted to be sent out in response to any future incidents of violence and aggression by parents against school staff.</b>	Chair & HT
19.10	<b>GB rota to be draft for termly cover to help support the SLT to head off issues raised by parents.</b>	Chair
19.14	<b>Schedule to be drafted for termly staff sessions with the GB.</b>	Chair
19.16	<b>Additional GIS day to be scheduled in the second half of September 2026.</b>	Chair

22.1	<b>JB to complete his governor induction training</b>	JB
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### 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	Y			4:6
Staff	Rhianna Roberts		Y	Y	Y			3:5
Co-opted	Ted Lowery (Chair)	Y	Y	Y	Y			4:6
Co-opted	James Bielby (Vice Chair)	Y	N	Y	Y			3:6
Co-opted	Douglas Blackwood	N	Y	Y	Y			3:6
Co-opted	Helen De-Silva	N	N	Y	N			1:6
Co-opted	Thuto Mali	N	N	N	RESIGNED			0:6
Co-opted	Karen Taylor	Y	Y	Y	Y			4:6
Associate	Emily Gazzard	Y	Y	Y	Y			4:6
Parent	Susie Martin		Y	N	Y			2:5
Parent	George Wainwright	Y	Y	Y	Y			4:6
Parent	Sebastian Worbs	Y	Y	N	Y			3:6