

Coldfall Primary School

Governing Board Meeting



Minutes of meeting held in the Training Room

Thursday 13th July 2023 commencing 6pm

Head Teacher Governor (1)	Staff Governor (1)	Local Authority Governor (1)
Ewan Marshall (EM) ex officio	Sevda Kemal (SK) 20.03.26	1 @vacancy
Co-opted Governors (6)	Parent Governors (4)	Associate member
Ted Lowery (TL) Chair 22.03.26	Douglas Blackwood (DB) – Vice Chair 28.10.23	Emily Gazzard (EG)
Helen De-Silva (HDS) 23.10.24	Sinéad Queeney (SQ) 02.12.25	
+ James Bielby (JB) 28.09.26	Clive Englebert (CE) 02.12.25	
3 @ Vacancy	+ Sebastian Worbs (SW) 28.09.26	
Also Present		+ denotes approved absence
Sarah Hargreaves Senior Governance Officer, HEP (SH)		* denotes absence

Part 1

1. Welcome

1.1 Ted Lowery chaired the meeting and welcomed all governors and attendees.

2. Apologies for absence and lateness

2.1 Apologies for absence were received from Sebastian Worbs and James Bielby. Accepted.

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. Governing Body Membership

4.1 Douglas Blackwood reminded Governors that his term of office will be ending in the autumn term. After discussion, he **agreed** to consider standing again.

4.2 Ted **agreed** to speak to his neighbour (a Coldfall parent) who had previously expressed an interest in standing.

Action TL

4.3 It was suggested that someone from another school could be a useful addition to the GB.

4.4 It was noted that the Governor's Code of Conduct will be re-ratified in September. Governors have received a copy of the current version and have been asked to circulate any comments on same before the start of next term. **Action All**

5. Approval of the Part One FGB Minutes of 25th May 2023

5.1 Pt 10.1 The last sentence should read "Jane Edwards (new Assistant Director) was considered to be less sympathetic to budget deficits".

5.2 With this change the minutes were **agreed** as a correct record of the meeting.

6. Matters Arising from the Minutes of 25th May 2023

6.1 Pt 6.1 JB hasn't come into the school yet to discuss the kitchen expansion works. EM to chase for a visit early in the new term. **Action EM**

6.2 Pt 6.2 DB said that the possible Ofsted answers are on Google. He asked EM and EG to check the safeguarding, SEND and finance answers. **Action EM, EG**

6.3 Pt 7.1 The T&L ToR have been completed. DB to forward them to SH to put onto GovernorHub. **Action DB, SH**

6.4 Pt 9.11 Verity from the FoC is following up on the Sunshine Garden Centre lead for funding for the new garden. It is possible that they will be able to provide some resources at cost price.

6.5 Pt 9.12 *Governors asked if there was any insurance related concerns about running the proposed outdoor play space.* EM said that he had attended a webinar run by Opal (who are giving the school advice on the development phase) and he believes that the school is well within the Health and Safety regulations. The visit by EM and EG to Faversham, Kent was also useful. The rights of the child (to outdoor play etc) are being considered.

6.5.1 There will only be reasonable risk and part of the exercise is to get children to learn to manage risk It was **agreed** that the communication with parents will be very important. It was recognised that the project is still at a very early stage.

6.5.2 EM is awaiting an answer from LBH on the issue of placing a shed on the MoL. It was confirmed that FoC have not yet been approached for funding.

6.6 Pt 11.9 Voluntary contributions from parents: A letter has been drafted. On the experience of other schools, given the size of the school, it is likely that no more than £10,000 a year will be generated. It was suggested that parents could be asked to "top-up" their payments when they buy tickets etc rather than having to make a separate contribution. Re-occurring standing orders would be ideal!

6.6.1 Parents in general would be happier to see any money raised to be spent on resources and extras rather than staffing costs.

6.6.2 £23,000 has been allocated for the purchase of new iPads for next year. A governor noted that some other schools are encouraging children to rent their devices. EM said that he was keen for children to spend as little time as possible on screens.

6.6.3 If processed correctly donations can be eligible for Gift Aid.

7. Teaching and Learning Committee (13th June 2023)

7.1 The meeting on 13th June had “interviewed” Mitch Browning, PE Lead, in preparation for Ofsted, which went well.

7.2 *Governors asked if it would be possible to run homework style catch-up clubs post Covid.* To be considered. It may be possible to use TA’s rather than teachers, although some have their own children and so may not be available.

7.2.1 It was **agreed** that Clubs should aim to cover creative, physical, academic and well-being aspects of a child’s experience.

8. Finance and Site Committee (15th June 2023)

8.1 The current positive bank balance of £500,000 is projected to reduce to around £300,000. One of the main unknowns is the impact of the teacher’s pay award. Although 6.5% has been offered it is not fully funded, with only an additional 1% being given to schools; the rest will need to be met out of existing school budgets.

8.2 *Governors asked if there were weekend lets bringing in money?* There are a few, but not many.

8.3 The potential for holiday schemes and various camps or other income streams were considered.

8.3.1 Sports coaches are paid less than teachers but they are freelancers and so take any of the club profits.

8.4 It has been **agreed** to increase the price of all clubs by £1 from September. The demand for Clubs continues and all are full, but the extra income is unlikely to make much difference to any budget deficit. It was noted that although the number and variety of clubs has increased the capacity is still not meeting parental demand.

8.5 The nursery will be full from September, which will bring in funding; each child generates around £5,000. It will also be good to have more younger children on site, whilst their older siblings are in class, as they are more likely to transfer to the main school later.

8.5.1 It was noted that pupil numbers are decreasing across London. Schools need to promote themselves as much as possible. Parents pay attention to social media. The school is looking to revitalise its Instagram, Facebook and Twitter accounts.

8.6 It is accepted that any money making efforts will only delay the likelihood of being in a deficit position; currently the reserves are covering the in-year deficit. It is possible to run a deficit budget for three years then a licenced deficit has to be applied for.

8.7 Governors asked for monthly budget reports from the SBM. EM to speak to her. The next Finance and Site meeting will be held on **29th October.** **Action EM**

8.8. Health and Safety Committee

8.8.1 No update.

9. Headteacher's Update and Summary

9.1 EM thanked EG for collating the statutory data and KS2 data. There have been substantial improvements across the board, especially in writing due to the efforts of all staff. The outcomes for all year groups are good.

9.1.1 All pupils taught by the ECTs have done well.

9.2 EM thanked FoC for funding the school trips.

9.3 Behaviour is good.

9.4 The SDP has been updated. There is a new Mental Health policy, written by Lorraine King. Staff well-being and workload issues are under review as all staff are under pressure,

9.4.1 Governors said they would like sight of the "next steps" summaries conducted by the SLT on the progress of the SDP, from September. **Action EM**

9.4.2 Performance Management reviews will be considering the needs of teachers and what support they require.

9.5 The staff survey has been completed.

9.6 Governors thanked EM for arranging all the end of year reports by staff and for their consistency and lack of acronyms.

9.7 *Governors asked if Destination Reader was still fit for purpose?* EM said that it was still important to read stories and children who can read independently by nine years old show benefits in the development of their neural pathways. Year 2 pupils are reading together/to each other.

9.8 There is a plan in place to implement a campaign on plastic pollution. Pupils will be encouraged to eat healthy snacks and to reduce their litter. They will make high energy snacks and then write about the process.

9.9 Year 3 are involved in a Stone Age camping project, run by Celtic Harmony in St Albans. The staff will be sleeping out on the school site overnight.

9.10 Parental survey follow up: all 29 of the parents who said that their children did not feel safe at school were invited in to meet with EM/EG. Not one attended. It is not known why parents aren't more pro-active. Governors suggested that a half termly meeting was offered, which is more formal than a chat in the playground. To be planned. **Action EM**

10. Chair's Update and Report

10.1 The information circulated from St Michael's school on their recent Ofsted visit was useful. Ofsted had asked Governors for specific evidence of the state of the GB and how new actions were set once last year's actions had been completed. They wanted to know:

- what three things the GB considered had gone well
- what Governors considered to be the impact of Governor visits to the school

- how they are affecting policy and practice within the school
- how their decisions were impacting on the finances within the school

10.1.1 Governors considered the Ofsted questions at St Michael's to be very operational; getting the GB to tell teachers how to teach, rather than having an overview and setting the direction of the school.

10.2 There will be an updated KCSiE version in September. There will be training for all staff in September. Schools will need to:

- tell staff/applicants that they have been looked up on the internet
- tell contractors that they are being monitored
- no paper DBS certificates will be needed

11. End of Year Reports from Subject Leaders

11.1 The reports from English, maths, art, history, geography, computing, science, PHSE, MFL (French), PE and DT were all received.

11.2 As noted above, Governors appreciated the consistency between the reports and lack of acronyms used. They thanked all staff for their work during the year and for putting the reports together.

12. Policy Reviews and Reports for Approval and Comment

12.1 Mental Health and Well-being Policy. This has been updated. **Noted**

13. Governors Visits, Development and Training

13.1 Sinéad will be visiting the school next week and has offered to volunteer in a classroom. She will also look at the SCR. **Action SQ**

13.2 HDS and EG will be conducting a number crunching exercise next week. **Action HDS, EG**

13.3 TL reminded Governors to send him visit reports if they visit the school. **Action All**

14. AOB

14.1 No items.

15. Future Meeting Dates

15.1 The first meeting of the school year will be held on **28th September at 5pm.**

Part 1 of the meeting ended at **7.55pm**

Signed.....Date

CHAIR

List of Agreed Actions – 13th July 2023

No.	Item	By Whom
4.2	To speak to a possible new co-opted governor	TL
4.4	To comment on the Governor’s Code of Conduct	All
6.1	To speak to JB around arranging to visit the school about the kitchen during the school day	EM
6.2	To check the possible answers to the Ofsted questions	EM, EG
6.3	To send the T&L ToR to SH to put on GovernorHub	DB, SH
8.7	To speak to the SBM about providing monthly budget reports for Governors	EM
9.4.1	To provide “next steps” summaries on the SDP to Governors	EM
9.10	To set up half termly meetings for parents	EM
13.1	To check the SCR and visit a classroom	SQ
13.2	To undertake a number crunching exercise	EG, HDS
13.3	To continue to provide visit notes to the Chair	All

Attendance

Governing Body attendance tracker: academic year 2022/23

Type	Name	29.9.22	1.12.22	9.2.23	30.3.23	25.5.23	13.7.23	Score
Head	Ewan Marshall	Y	Y	Y	Y	Y	Y	6:6
Staff	Sevda Kemal	Y	Y	Y	Y	Y	Y	6:6
Local Authority	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Co-opted	Ted Lowery	Y	Y	Y	N	Y	Y	5:6
Co-opted	Helen De-Silva	Y	Y	N	Y	N	Y	4:6
Co-opted	James Bielby	Y	Y	Y	Y	Y	N	5:6
Associate	Emily Gazzard	Y	Y	Y	Y	Y	Y	6:6
Parent	Douglas Blackwood	Y	Y	Y	Y	Y	Y	6:6
Parent	Sebastian Worbs	Y	Y	Y	Y	Y	N	5:6
Parent	Clive Englebert	Y	Y	Y	Y	N	Y	5:6
Parent	Sinéad Queeney	Y	Y	Y	Y	N	Y	5:6