

# Coldfall Primary School



## Governing Board Meeting

Minutes of meeting held in the Training Room

Thursday 25th May 2023 commencing 17:00

<b>Head Teacher Governor (1)</b>	<b>Staff Governor (1)</b>	<b>Local Authority Governor (1)</b>
Ewan Marshall (EM) ex officio	Sevda Kemal (SK) 20.03.26	1@vacancy
<b>Co-opted Governors (6)</b>	<b>Parent Governors (4)</b>	<b>Associate member</b>
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	
<b>Also Present</b>		+ 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 Helen De-Silva, Sinéad Queeney and Clive Englebert. 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 The school would like to have a Play Governor, to link into the outdoor play project, to be discussed below.

4.2 A mental health Governor would be advantageous, as this is a concern for the school. It is not a statutory position but would raise the profile of the issue within the school. Ted said that he would take this on.

4.3 An Attendance Governor would be useful as attendance needs to be maintained. Seb said that this would fit into the Curriculum Committee and he will take it on.

4.4 It was **agreed** that overall more Governors would be useful. Ted to speak to someone who had previously expressed an interest in joining the GB. **Action TL**

## **5. Approval of the Part One FGB Minutes of 30th March 2023**

5.1 The minutes were **agreed** as a correct record of the meeting.

## **6. Matters Arising from the Minutes of 30th March 2023**

6.1 Pt 5.3 JB will arrange his visit to come into the school. He will link it into looking at the kitchen expansion works. (These are due to be turned around quickly to enable the 600 free school meals to be delivered). The contractor has been into the school already to look at how the kitchen operates and what changes will be needed. **Action JB**

6.1.1 It was noted that the money available for the kitchen works was better than FSM funding. Information has been obtained from LB Tower Hamlets and Newham, who are already running the programme and from the Mayor's office.

6.2 Pt 5.4 DB has almost finished adding in the possible Ofsted answers; he will circulate them shortly **Action DB**

6.3 Pt 5.7 Governor visits: DB and SW reported that they had visited the school during the day. They will provide a visit note for the Chair. **Action DB, SW**

6.3.1 SW will also meet with the new SBM. **Action SW**

6.4 Pt 6.3.2 The meeting about After School Clubs occurred. Cookery, dance and animation are possible new Clubs, all to be run by external providers. This will not bring much money into the school but will be attractive to parents as it would expand the range of activities and the number of places available. Room sizes will limit some options. The external providers would deal with all of the administration, advertising etc.

6.5 Pt 7.2 No further comments were received from Governors on the SFVS and so it was returned to the LA by the deadline.

6.6 Pt 7.5 The Tower Hamlets information has been circulated.

6.7 TL thanked DB for Chairing the last meeting

## **7. Teaching and Learning Committee (16th May 2023)**

7.1 The Terms of Reference are still to be finalised. DB and TL to discuss further. **Action DB, TL**

## **8. Finance and Site Committee (4th May 2023)**

8.1 The handover between the old and new SBMs ends tomorrow.

8.2 The parental debt (some going back a considerable time) is being more pro-actively chased.

8.3 It has been learnt that the money which was expected for the kitchen works has been diverted to other schools which have issues with concrete collapsing and becoming dangerous.

8.4 It was noted that fluorescent light strips will cease to be manufactured from September 2023. This would have a cost implication for the school if they have to be replaced when the existing strips break. Clerk to circulate guidance received. **Action Clerk**

## **8.5. Health and Safety Committee (19th May 2023)**

8.5.1 The automatic entrance gate has been fixed; there was concern that it could trap children in it.

8.5.2 A member of staff has been bitten by a dog on site (not seriously).

## **9. Headteacher's Update and Summary**

9.1 Having several days off in May has been unsettling for some children.

9.2 The displays around the school are very impressive. They have been noticed by visitors.

9.3 A Headteacher from an Outstanding school has visited to discuss the due Ofsted visit. EM will return the visit next half term.

9.4 Ofsted preparation continues with looking at good teaching and coaching models.

9.5 Comparisons with other schools remain positive. Year 4 PP is lower than wished for, but otherwise the school is above national and Haringey averages.

9.6 The school believes that the recent SATs tests were unfair. Pupils had less time for each question than previously. The KS2 results do not inform secondary schooling and the tests can put pupils off reading. In KS1 the text was about sheep shearing and housing around the world. Challenging language was used. The results will be published on 11<sup>th</sup> July.

9.7 The school is looking into the most appropriate ways to sanction pupils with ADHD. They are focusing on the skills which are lacking rather than just the behaviour exhibited. The impact on other pupils needs to be borne in mind and to ensure that there is no perception of favourable treatment.

9.8 Standing desks will be introduced for more children as they have been found to be beneficial for some.

9.9 The football festival was very positive. The professional players were very good with the children and families. The governors who attended said they had enjoyed it too.

9.10 Support staff reviews are being undertaken.

9.11 The garden project is developing. The intention is for it to be a calm and therapeutic space. Parents will be asked to help building it. £19,000 is available so far. Sponsorship may be sought eg. from a garden centre. JB will speak to Sunshine Garden Centre. **Action JB**

9.12 The school is keen to develop its outdoor play offer; there is plenty of outdoor space at the school. They have been working with OPAL (Outdoor Play and Learning). It is estimated that 50% of children do not play outdoors apart from during school time. The GB watched a video of what other schools have achieved in this area.

9.12.1 It was positively noted that Foundation Stage ideas on play are being rolled out to older children. Ideally a play worker would be employed to lead the sessions with both children and adults. This could possibly be paid for out of FoC funds, so that teachers do not have to supervise the sessions.

9.12.2 There will need to be a culture shift by staff and also parents around acceptable risk and risk management and children getting muddy etc. It is anticipated that there will be a positive impact on behaviour, creativity, resilience and problem solving skills. Insurance implications of higher risk activities will need to be checked. **Action EM**

9.12.3 EM and EG will be visiting another school in Kent who have already instigated similar provision.

9.12.4 It is hoped that the provision will be attractive to prospective parents.

9.12.5 £4,000 has been spent so far on the initial feasibility study.

9.12.6 It is hoped that it will be acceptable to erect a shed on the Metropolitan Open Land (MOL) as the activities will be sports related. To be clarified. **Action EM**

9.12.7 Timetable implications will need to be looked at, eg. if more time is allowed for play.

9.13 It is planned to change the meeting room into a library.

9.14 There are 658 pupils in the school. There are 4 vacancies. Seven children are known to be leaving at the end of the school year. The school is full from September. There are waiting lists across all age groups.

9.15 The website is being updated. It will cost £4,000. Governors suggested that FoC could pay for this. To be clarified. **Action EM**

## **10. Chair's Update and Report**

10.1 Budgets were the main topic for the Chair's meetings. 23:63 primary schools will be going into debt next school year and will be writing deficit recovery plans; falling school Rolls is the main cause of the shortfall in funding. Jane Edwards (new Assistant Director) was considered to be unsympathetic.

## **11. Finance (19<sup>th</sup> May 2023)**

11.1 The budget is OK for this year, but only because there is a surplus which can be used. Governors noted that there had been a 10% swing in the budget within a year. The situation will need to be monitored.

11.2 The impact of the expansion of the kitchen will need to be confirmed.

11.3 The forthcoming teacher's pay award will have an impact on the budget.

11.4 Increased energy costs are a contributory factor in higher expenditure.

11.5 It was noted that each EHCP costs the school around £15,000.

11.6 Governors **agreed** that cutting costs further would be disruptive to the running of the school as they are already running a lean operation.

11.7 The budget for next year was **agreed** and will be signed and returned to the LA.

11.8 The end of year out turn was **agreed** and will be signed and returned to the LA.

11.9 The idea of asking for voluntary contributions from parents was discussed again. It was **agreed** that it would be better for a letter to go from the GB rather than from the school. TL and EM to discuss further. **Action EM, TL**

**6.50pm Sebastian Worbs** left the meeting.

11.10 It would be possible to transfer money from the Coldfall Support Fund into the school budget.

11.11 Governors asked about funds held by FoC, but it was clarified that this is to be spent on things not usually provided by the LA.

## **12. Policy Reviews and Reports for Approval and Comment**

12.1 Mental Health and Well-being Policy. This should include more details on staff the mental health action plan should be circulated too.

12.2 Accessibility Policy. This is to be revised and not focus so much on the SEND action plan.

12.3 Attendance Policy: **agreed**

## **13. Governors Visits, Development and Training**

13.1 TL reminded governors to tell him when they visit the school and who they met with. All governors are encouraged to visit the school during the school day and to meet with their Link member of staff. **Action All**

## **14. AOB**

14.1 There is a change as to how diversity data on the GB is recorded. The information will be included in the new website, as a public document.

## **15. Future Meeting Dates**

15.1 The last meeting of the school year will be held on **13<sup>th</sup> July but at 6pm.** The change of time to be emailed to all governors. **Action Clerk**

Part 1 of the meeting ended at **7 pm**

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

CHAIR

## List of Agreed Actions – 25th May 2023

No.	Item	By Whom
4.4	To speak to a possible new co-opted governor	TL
6.1	To arrange to visit the school during the school day	JB
6.2	To circulate the possible answers to the Ofsted questions when they are completed	DB
6.3	To provide a visit note to TL	DB, SW
6.3.1	To meet with the new SBM	SW
7.1	To discuss the Teaching and Learning ToR further	TL, DB
8.4	To circulate the fluorescent tube guidance	Clerk
9.11	To speak to Sunshine Garden Centre about the possibility of sponsorship for the garden project	JB
9.12.2	To check on the insurance implications of potentially higher risk activities in the proposed outdoor play area	EM
9.12.6	To check on the restrictions of erecting a shed, for sport related activities, on the MOL	EM
9.15	To check on the possibility of FoC paying for the website upgrade	EM
11.9	To discuss the idea of asking parents for voluntary contributions	TL, EM
13.1	To continue to provide visit notes to the Chair	All
15.1	To inform Governors of the revised next meeting time	Clerk

## 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		
Staff	Sevda Kemal	Y	Y	Y	Y	Y		
Local Authority	N/A	N/A	N/A	N/A	N/A	N/A		
Co-opted	Ted Lowery	Y	Y	Y	N	Y		
Co-opted	Helen De-Silva	Y	Y	N	Y	N		
Co-opted	James Bielby	Y	Y	Y	Y	Y		
Associate	Emily Gazzard	Y	Y	Y	Y	Y		
Parent	Douglas Blackwood	Y	Y	Y	Y	Y		
Parent	Sebastian Worbs	Y	Y	Y	Y	Y		
Parent	Clive Englebert	Y	Y	Y	Y	N		
Parent	Sinéad Queeney	Y	Y	Y	Y	N		