

Coldfall Primary School



Governing Board Meeting

Minutes of meeting held in the Training Room

Thursday 30th March 2023 commencing 17:00

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 Douglas Blackwood (DB) – Emily Gazzard (EG)
22.03.26 Vice Chair 28.10.23

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

Sarah Hargreaves Senior
Governance Officer, HEP (SH)

+ denotes approved absence

* denotes absence

Part 1

1. Welcome

1.1 Douglas Blackwood chaired the meeting and welcomed all governors and attendees.

2. Apologies for absence and lateness

2.1 Apologies for absence were received from Ted Lowery and for lateness from Sebastian Worbs. 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. Approval of the Part One FGB Minutes of 9th February 2023

4.1 Pt 5.5 It was noted that it should say the money will be transferred from the school to the Support Donations Account and not the other way round.

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

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5. Matters Arising from the Minutes of 9th February 2023

5.1 Pt 5.1 Governors thanked the Clerk for individually listing the papers.

5.2 Pt 5.3 Governors reported that the Governors in School Day had gone well. They thanked the Head for arranging the session with pupils as requested.

5.3 Pt 5.3.1 JB will arrange his visit to come into the school. **Action JB**

5.4 Pt 5.7 The likely Ofsted questions have been circulated and DB is adding possible answers, which will be circulated shortly **Action DB**

5.5 Pt 7.7 The funds for the sensory garden are being overseen by FoC. Quotes have not been sought but builders have been approached and informed of the funds available.

5.6 Pt 10.3 SQ reported that the Haringey average for nitrogen oxide pollution was 37%. Her local school recorded readings of 49-53%. She has ordered monitors for Coldfall from the Asthma Lung Cancer charity. Governors were interested to see if the introduction of the School Street had made any difference.

5.7 Pt 12.1 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. Teaching and Learning Committee (7th March 2023)

6.1 DB said that the main emphasis remains the quality of education being provided. The committee considered the introduction of science into the school day as a weekly stand-alone subject in the same way as English and maths.

6.2 Assessment scores for all year groups have now been received and are noted in Pt 9 below.

6.10pm Sebastian Worbs joined the meeting.

6.3 The range of after school clubs on offer and whether they are provided by the school and/or external organisations was discussed again. The possible additional cost of externally run sessions may be off putting for some parents and could create a two tier system, which can create questions of equity.

6.3.1 It is possible that external clubs could take income away from the school, although they would generate lettings income for the school. It was noted that there appears to be an excess of parental demand over supply. However, as no waiting lists are kept it is not clear as to the extent of these currently and if they are spread across all clubs. New clubs in dance and cooking are likely to be popular.

6.3.2 After full discussion it was **agreed** to set up a working party to discuss the issues further and to come back to the FGB with proposals. CE will represent governors, together with Mitchell Browning, who has responsibility for after school clubs and EG. **Action CE, EG**

6.3.3 It was noted that whatever the final list of clubs running is, the booking system and how they are paid for needs to be revised and made easier for parents. Whether childcare vouchers can be used to pay for clubs is to be clarified. It was clarified that Pupil Premium pupils are guaranteed to be able to access at least one club.

6.3.4 It was noted that teaching assistants are paid to run sessions but the majority of teachers aren't.

7. Finance and Site Committee (highlights at the end of February 2023)

7.1 The backdated energy refund has been received. £61,000 had been budgeted for and £63,000 has been received. However, the energy bills are an additional £24,000 compared to last year.

7.2 The SFVS has been considered by the Finance Committee and recommended to the FGB for agreement, before return to the LA. The Chair asked for any further comments before the morning as that is the deadline for LA return. **Action All**

7.3 It is likely that the proportion of pupils accessing FSM will increase shortly,

7.4 The Head stressed that staffing levels was the main priority for expenditure.

7.5 The work on the kitchen expansion is not now going ahead as LBH does not have the funding. This could be an issue if the Mayor's expansion of uFSM goes ahead in primary schools. The current facilities will create logistical issues. Around 70% of pupils currently take school meals. JB to circulate guidance from Tower Hamlets, who have already rolled out universal meals. **Action JB**

7.5.1 It is possible that GLA funds could be available to assist with facilities expansion.

7.6 Following the food hygiene inspection in the autumn the school has been re-inspected and has received a 5 star rating. Governors thanked the Head and staff for their work to achieve this.

7.7 . Health and Safety Committee (9th February 2023)

7.7.1 There hasn't been another meeting since the last FGB meeting.

8. Year End

8.1 Apart from the SFVS at 7.2 there is no further update.

9. Headteacher's Update and Summary

9.1 The Haringey Heads have written to Ofsted regarding the recent concerns of the pressures that inspections put on school leaders. It was noted that eight Haringey Heads are due to leave the profession this summer.

9.1.1 All staff are under a level of stress, partially due to not being able to switch off from the job.

9.1.2 EM said that the school has prepared well for any forthcoming Ofsted inspection and has drawn on the experience of the SIP. The data is in order and is familiar to staff.

9.2 *Governors asked if there was any additional support which the leadership team or staff need from governors.* It was confirmed that staff have support mechanisms in place and they have release time to complete their paperwork. There is a positive work atmosphere within the school. Parent governors said that they have noticed this and it is appreciated. They also said that the pupil's books are looking better.

9.3 Governors were happy to see that results were improving across the board but noted that there was still room for improvement, for eg. in Year 3 writing.

9.4 *Governors suggested that when parents visit for those pupil's whose parents are not in attendance it might be an idea if they could go into a different room so that they do not feel left out.*

9.5 Attendance has improved but there are still pupils who are persistently absent (less than 90% attendance which is 19 school days of absence). Letters have been sent to the relevant parents to incentivize attendance. Children in nursery (non statutory school age) will be taken out of the final data set, which will improve the overall figures.

9.5.1 Children who have EHCPs or social workers generally have lower attendance rates than other pupils. Systems are in place and the EWO works with these families; overall their attendance is higher than in other schools.

9.6 EM confirmed that the recent parent questionnaire was in the format which Ofsted would be using for their questionnaire to parents. He said that those parents who had made negative comments were invited into the school to meet with the SLT but no-one has come in. *Governors wondered if it would be useful to know which year group any negative comments had come from, in order for any patterns to be seen.*

9.6.1 The positive comments have been fantastic and have been fed back to staff.

9.6.2 There has been a parent consultation event; nine parents attended and shared their ideas. Some parents felt that the ten minute parent evening sessions were very short, however, it was accepted that there isn't the capacity within the staffing structure for teaching staff to take a whole day out of class to meet with parents, as occurs in some secondary schools. The overall feeling was that the school was much better at communicating with families than previously.

9.6.3 There will be a weekly email to parents with longer notice periods given for forthcoming events.

9.6.4 The intention is to run another survey in the summer term; however, the school is aware that parents may end up with two surveys to fill in if Ofsted arrive next term.

9.6.5 *Governors asked if it would be possible to give a code for each child so that parents only fill in one survey per child.*

10. Chair's Update and Report

10.1 No further Part One items.

11. Policy Reviews and Reports for Approval and Comment

11.1. None presented.

12. Governors Visits, Development and Training

12.1 DB reminded governors to tell TL when they visit the school and who they met with. All governors are encouraged to visit the school during the school day. **Action All**

12.2 The Governors in School Day on 24th February was **agreed** to have been a success.

13. Publications

13.1 None.

14. AOB

14.1 None.

15. Future Meeting Dates

15.1 The schedule remains as:

25th May 13th July

All meetings will be held at **5pm** in the school. Part 1 of the meeting ended at **6.50 pm**

Signed.....Date

CHAIR

List of Agreed Actions – 30th March 2023

No.	Item	By Whom
5.3	To arrange to visit the school during the school day	JB
5.4	To circulate the possible answers to the Ofsted questions when they are completed	DB
5.7	To provide a visit note to TL	DB, SW
6.3.2	To set up a working party to look into the development of the after school clubs	CE, EG
7.2	To provide any comments on the SFVS to DB by 31 st March	All
7.5	To circulate guidance on uFSM requirements to all governors	JB
12.1	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
Head	Ewan Marshall	Y	Y	Y	Y		
Staff	Sevda Kemal	Y	Y	Y	Y		
Local Authority	N/A	N/A	N/A	N/A	N/A		
Co-opted	Ted Lowery	Y	Y	Y	N		
Co-opted	Helen De-Silva	Y	Y	N	Y		
Co-opted	James Bielby	Y	Y	Y	Y		
Associate	Emily Gazzard	Y	Y	Y	Y		
Parent	Douglas Blackwood	Y	Y	Y	Y		
Parent	Sebastian Worbs	Y	Y	Y	Y		
Parent	Clive Englebert	Y	Y	Y	Y		
Parent	Sinéad Queeney	Y	Y	Y	Y		

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