



# Coldfall Primary School

## Governing Board Meeting

Minutes of meeting held in the Training Room

Thursday 9<sup>th</sup> February 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

### Also Present

Sarah Hargreaves Senior  
Governance Officer, HEP (SH)

+ denotes approved absence

\* denotes absence

## Part 1

### 1. Welcome

1.1 The Chair welcomed all governors and attendees to the meeting.

### 2. Apologies for absence and lateness

2.1 Apologies for absence were received from Helen De-Silva. 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 1<sup>st</sup> December 2022

4.1 Pt 4.2 The Financial Scheme of Delegation will be re-circulated to all governors. **Action Chair**

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

## **5. Matters Arising from the Minutes of 1<sup>st</sup> December 2022**

5.1 Governors asked if the names of the papers on GovernorHub and the agenda could tally so that they are easier to navigate. Chair and Clerk to discuss further: as they come out at different times it could be more difficult to align them. **Action TL, SH**

5.2 The Virtual Governance Policy has been adopted.

5.3 The Governors in School Day has been set for **24<sup>th</sup> February**. All governors are encouraged to attend. *Governors asked if it would be possible to talk to pupils during the day.* Head to schedule in a session. **Action Head**

5.3.1 JB gave his apologies for the day but will come into the school separately. **Action JB**

5.4 Discussions on the budget will be taken in Part Two.

5.5 DB informed the GB that Coldfall Support Donations Account is now set up and the funds will be transferred to the school.

5.6 After discussion it was **agreed** that there is no need for a separate Business Continuity Policy as the necessary items are included within other policies. There is no statutory need for such a policy.

5.7 A list of likely questions which Ofsted may ask governors (and suggested answers) will be circulated to all governors. **Action EG**

## **6. Teaching and Learning Committee (17<sup>th</sup> January 2023)**

6.1 DB said that there had been book looks undertaken on various year groups work. Governors had looked at a range of low, medium and high performers. Governors had been impressed by the level of knowledge exhibited by the pupils.

6.1.1 Governors had concentrated on science, history and geography. It is easier to quantify maths work and so maths book looks are not undertaken.

6.1.2 EM said that pupil led book looks together with their parents will commence after half term. This gives an opportunity to explain to the parents what the pupils are learning.

6.2 SEND and Inclusion Policies offerings are much improved.

6.3 Attendance figures are still affected by Covid. Some outliers are affecting the overall figures. Too many children arrive late for the start of the school day. It was noted that it is not necessarily the children's fault if they are not in school. There have been several illnesses due to Strep A. No holidays in school times are authorised but there is an issue with some unauthorised absences. The Education Welfare Officer is aware of all the pupils with issues and those who have a social worker assigned to them.

## **7. Finance and Site Committee (19<sup>th</sup> January 2023)**

7.1 CE said that a 6% pay rise will need to be budgeted for, although this will not be fully funded by central government. This will have an impact on the current surplus and any surpluses in future years. It was noted that unpleasant decisions – for example restructuring - may have to be made if the financial position deteriorates in following years.

7.2 One family owes £1,400 in nursery fees.

7.3 There is a need to increase expenditure on ICT infrastructure in order to update current systems.

7.4 The list of external club leaders and clubs will be reviewed.

7.5 The work on the kitchen expansion is going ahead.

7.6 The new library pod (around 8m x 3m) project is currently with LB Haringey's Planning Dept. A location for it has been identified.

7.7 Advice on a possible sensory garden is being sought. This will be funded by FoC. EM to circulate the quotes received. Pupils are being involved in its design. **Action Head**

7.8 Governors noted that it is possible to use tax free childcare vouchers to pay for after school clubs. This will be promoted to parents. The booking system for clubs will be reviewed.

## **8. Health and Safety Committee**

8.1 SW reported that the committee had considered the impact of a recent outbreak of scarlet fever on the school.

8.2 Seven fire doors are due to be replaced. Some have been done and the rest will be completed in the half term break. Works will also be undertaken on internal windows and insulation at half term.

8.3 Barriers have been erected to protect children during drop-off times by separating cars and people. Traffic Wardens have attended.

8.4 A Legionnaire's risk assessment has been undertaken as part of a Health and Safety Audit. The school scored 84% in the general H&S audit.

8.5 The kitchen has not been re-inspected by the Food Standards Agency. It has been checked but it could still be inspected again.

8.5.1 Works will be undertaken over the summer break to re-organise the layout of the kitchen to make better use of the space.

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

9.1 The s175 statutory safeguarding audit has been undertaken (section 175 of the Education Act 2002). It found that the culture within the school was strong and procedures were robust. The inspectors were impressed by how the school kept pupils safe.

9.1.1 Issues of grooming, FGM, county lines, drugs packaged as sweets etc are discussed with staff. There is an overlap between attendance and safeguarding issues.

9.2 The school is buying into a national on-line safety resource. There are concerns about Tik-Tok; 13 is the minimum age for an account but many younger children access it. Also once registered it is easy to access adult content. Information is being sent out to parents as to what they should be looking out for.

9.2.1 *Governors asked whether pupils were more likely to listen to teachers than their parents.*

9.3 There will be a drive to make lessons more active and to hold more of them outdoors as the weather improves; an emphasis on green and sustainability issues will be developed.

9.4 Pupils will be issued with separate science books and the profile of science will be raised. Science will have discrete weekly lessons in recognition of it as a core subject, like maths and English, and to secure learning into long term memory.

9.5 Middle leaders and the SENDCO will be in class more in order to review lessons.

9.6 The impact of using praise as the primary reward for positive behaviour was discussed. Pupils will be encouraged to talk about their work more. Teachers and TAs will be more supportive of good behaviour.

9.6.1 Training will be run for support staff in playground management.

9.7 Gifted and Talented pupils have been entered in to the UK Maths Trust competition. They receive an additional hour a week of tuition. This includes some PP pupils.

9.8 6<sup>th</sup> Form pupils from APS could be running a science after school club for pupils. This would also give them work experience. Fortismere pupils already run an after school club for PP pupils.

9.9 All Years 5 and 6 PP pupils have been offered out of school maths tutoring using NTP and PP funding. Most have accepted. There are also a small number of additional places available to pupils selected by the school.

9.10 SEND pupils recently won an inter-schools swimming gala.

9.11 Thursday morning sessions are being run for parents as to how they can help pupils at home with science, maths and on-line safety. Around 30 parents per year group have attended.

9.12 The deadline for applying for admission for September 2023 entry has now passed. There were 87 first preferences for the school. Numbers are down, as they are for many local schools. School tours continue to be run every Thursday for prospective parents. *Governors suggested that parents are more actively asked what they want from the school when they are touring round.*

9.12.1 *Governors discussed whether more could be made of the website as a means to attract parents.* It was noted that the website is due to be re-vamped.

9.12.2 The parents survey will be discussed at the next meeting.

**Action Head**

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

10.1 TL said Chairs across the borough are reporting that Reception applications are down. The final figures are still to be received. The work by ISOS (a consultancy firm retained by LB Haringey) is on-going and an update is expected shortly.

10.2 Many schools are reporting financial shortfalls and deficit budgets. Redundancies are likely.

10.3 Parking outside the school: some parents are inconsiderate and dangerous situations can arise. A School Street could be introduced; the feedback has been largely positive. No air quality assessment has been undertaken. SQ will circulate details she has from another school. **Action SQ**

10.4 HEP are holding a celebration of their Saturday school; NIA Academy,

## 11. Policy Reviews and Reports for Approval and Comment

### 11.1. Health and Safety Policy: Agreed

11.2 **Access Policy:** TL asked all governors to get back to him by **17<sup>th</sup> February** with any comments.

**Action All**

## 12. Governors Visits, Development and Training

12.1 TL reminded governors to tell him when they visit the school and who they met with. He encouraged all governors to visit the school during the school day.

**Action All**

12.2 SQ undertook a Link Governor visit on **26<sup>th</sup> January** and attended Safer Recruitment training on **7<sup>th</sup> February**.

12.3 SW and DB will both arrange visits this half term.

**Action SW, DB**

## 13. Publications: None

## 14. AOB

14.1 *Governors asked if some children were getting fussy over school meals or if the quality had reduced.* Staff said that they were not aware of a reduction in quality and they eat them themselves. It was noted that food price inflation stands at 19% but the funding per meal has only increased by 11p in 10 years.

14.1.1 Pupils are learning about where food comes from, how it is grown etc. The School Food Plan is being reviewed.

## 15. Future Meeting Dates

15.1 The schedule remains as:

30<sup>th</sup> March    25<sup>th</sup> May    13<sup>th</sup> July

All meetings will be held at **5pm** in the school.

Part 1 of the meeting ended at **7.05 pm**

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

CHAIR

## List of Agreed Actions – 9<sup>th</sup> February 2023

No.	Item	By Whom
4.1	To re-circulate the Financial Scheme of Delegation to governors	TL
5.1	To discuss the naming/numbering of papers for GB meetings	TL, SH
5.3	To include a session with pupils in the governor’s visit day	EM
5.3.1	To arrange to visit the school	JB
5.7	To circulate a list of likely Ofsted Q&A to governors	EG
7.7	To circulate the sensory garden quotes to governors	EM
9.12.2	To bring the parent survey to the next FGB meeting	EM
10.3	To circulate air quality assessment details	SQ
11.2	To pass any comments on the Access policy to TL before 17 <sup>th</sup> February	All
12.1	To visit the school during the day and to write a report for TL	All
12.3	To arrange to visit the school this half term	SW, DB

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