



# Coldfall Primary School Governing Body Meeting

Minutes of meeting held at the school  
On Thursday 27 May 2021 at 18.00

Head Teacher Governor (1)	Staff Governor (1)	Local Authority (1)
Ewan Marshall (EM) (17/03/2025)	Mitchell Browning (MB) (31/08/2022)	Laura Butterfield (LB) (10/09/2023)
Co-opted Governors (6)	Parent Governors (3)	
Fay Jackson (FY) (31/03/2022)	Richard Spitz (RS) (5/12/2021)	
Ted Lowery (TL) (30/11/2022) - Chair	Douglas Blackwood (DB) (28/11/2023)	
Annette Thurgood (AT) (30/11/2022) Vice-Chair	Lindsay Dearden (LD) (28/11/2023)	
Dan Walker (DW) (31/08/2018)	Also Present	
Helen De-Silva (HDS) (29/09/2024)	Laggi Efthymiou – School Business Manager (SBM)	
Thomas Amoako (TA) (23/05/2023)	Jonathan Adamides-Vellapah - HEP Governance Officer	
+denotes approved absence		
*denotes absence		

## Part 1

### 1. Welcome

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

### 1a. Apologies for absence and lateness

1a.1 Apologies were noted and accepted.

### 1b. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

1b.1 There were no new declarations were made for items on the agenda.

### 2. Appointment of the Vice-Chair

**APPROVED: The GB approved the appointment of Annette Thurgood as the Vice-Chair of the Governing Body**

### 3. Minutes from the previous meeting

3.1 The GB approved the minutes of the last meeting from the 18 March 2021, subject to one amendment to clarify on page 4 *'The T & L Committee decided to have an external audit of our SEN provision, especially as there seems to be an increase in SEN needs. The GB approved this with a view to it being undertaken in the summer term. EM to organise.'*

### 3a. Matters arising March 2021

3a.1 The GB reviewed the matters arising and noted that they have either on the agenda or have been completed.

### 4. Register of Interest

4.1 There were no amendments required.

### 5. Headteacher's written report

5.1 The GB noted that the report has been circulated ahead of the meeting and the following highlights were noted:

- Health and Safety. The School continues to review and refine the existing COVID protocols to ensure the School remains a safe environment. Staff continue with the lateral flow testing as per the agreed protocols. The enrichment of the curriculum is restarting with groups visiting local places to avoid the use of public transport.
- Wellbeing of children and staff. Lesson observations have highlighted that there continues to be good behaviour for learning, however a number of KS2 children have anxiety issues and these are being supported. Staff continue to cope with the changes in the teaching day including managing the teaching of all abilities within a class, changes in PPA times and reduced lunchbreaks to maintain the integrity of their teaching bubbles.

- Reducing the learning gaps. Assessments have been undertaken and the learning gaps identified. Interim interventions have been put in place alongside the targeted National Tutoring Programme (NTP). The NTP support classes will take place during the day.
- BAME presentation and equality. The School continues to address equalities issues through whole school initiatives.
- Sustainable development. The weekly session on the green agenda continue to be delivered and the Walk to School week is taking place at the end of May.
- Performance Management and CPD. The GB noted that the School continues to manage the CPD and development needs of all staff.
- Friends of Coldfall. The GB noted the separate report which highlighted the money raised and the events planned to the end of the academic year including the Summer Fair on the 11 July 2021.
- End of year Events. The School is planning to hold an end of year show and the teachers are reviewing how this can be practically managed within the agreed pandemic protocols.

5.2 The GB thanked the Headteacher for the update and the following questions were noted:

Q= Closing the gaps, what has been identified?

A= From the assessments undertaken we have been able to identify and develop the intervention support plans. Our analysis does include data on which children have not taken part in remote learning due to access issues or family circumstance.

Q= Is writing an issue?

A= The development of gross motor skills in the early years has been affected and can be linked to children who have not engaged in play which is an important part of childhood development and includes learning how to interact with others and good behaviours.

Q= Are there any additional teaching sessions planned over the Summer Break?

A= We will be running our holiday club, however at present due to the general additional hours staff have undertaken during the pandemic we are not planning to run any additional formal teaching lessons, and this is in keeping with schools locally.

Q= How many children are experiencing anxiety issues?

A= There are not lots of children and it is mainly within Year 5. These are in addition to children already identified with SEMH needs. What we have noticed in general is that girls are less confident in Maths and Boys are not progressing in reading.

Q= Is writing essential given the use of IT?

A= Yes, it is important to develop writing skills in all our children.

Q= Are there still places available across the school?

A= Yes and we continue to work with the Local Authority and will look to update our website accordingly.

Q= Is the reception full?

A= Not at present and we continue to actively encourage applications to the School.

## **6. Chair's report**

6.1 The GB noted that the report has been circulated ahead of the meeting and the following highlights were noted:

- Thank you to Laura Butterfield. The Chair on behalf of the GB thanked Laura Butterfield for her Chairing and contribution to the GB which has been invaluable.
- Appointment of the Governance Officer from Haringey Education Partnership (HEP). The GB noted that the HEP Governance Officer will formally start in September 2021 and the remaining meetings will be covered by HEP in the interim.
- Chairs attendance at meetings. The Chair has joined the Haringey Chairs Forum.
- Interview for a Deputy Headteacher. The GB noted that the interviews have now been completed and the successful candidate will take up the post in September 2021.
- Year 3 Block roof. The Chair advised that discussions continue with the LA on the roof replacement, and this is being progressed by the Finance and Site Committee.

## 7. Reports of Committees

**7.1 Teaching and Learning.** The Chair of Committee presented highlights from meeting held on the 30 April 2021 and the following was noted:

- Catch-up learning, national tutoring programme. The School has secured two two qualified teachers to deliver National tutoring programme through EM tuition.
- Reading. The reading audit will be undertaken in June with the analysis information the SDP targets for the 2021/22 academic year.
- Curriculum. The lessons plans are gradually re-introducing topics such as French and computing. Parents/carers will be advised of the introduction of the DfE approved RHSE teaching materials.
- SEND provision. Noted the Safeguarding and SENCO responsibilities have now been refocused into individual roles/responsibilities following an external review and adopting good practice. SEND and safeguarding roles will be separated from the start of September 2021.
- Emerging from lockdown. The School is reviewing restarting education trips and competitive sporting events in line with Government guidance.
- Teaching School Hub. The GB understood that Teaching School programme ends on the 31 August and Coldfall will be part of the North East London Teaching School Hub led by Walthamstow School for Girls.
- End of Year awards. The GB discussed the proposal and agreed that the School has in place an ethos of recognising the achievements and talents of every child in the School as they transition to Secondary School and agreed to continue with this principle.

Q= Does the School have a library?

A= The GB noted that the School no longer has a dedicated library. The Headteacher advised that this is being reviewed and what is required alongside a good library is a good librarian.

Q= ICT equipment, has this been updated?

A= We have budgeted to replace obsolete equipment with new standalone PCs.

Q= SEND review and progress update, how will this be managed?

A= We have written an action plan from our initial RAG rating that has been updated as a result of the SEND review.

**7.2 Finance and Site, Health and Safety.** The SBM and Chair of Committee presented highlights and the following was noted:

- The minutes from the meeting held on the 21 April 2021 have been circulated with the FGB papers for this meeting.
- The minutes from the meeting held on the 18 May 2021 are in progress and the key approvals required are on the agenda as items 8 & 9.
- School Streets. This is working well around the school as the road is a cul-de-sac. The Local Authority will be reviewing the pilot and a final decision will be taken on the School Street initiative.
- Year 3 Block Roof. The GB noted the updated under the Chair's report and in addition understood that a solution is being discussed to mitigate the disruption to teaching and learning. This may involve movement of year groups around the School to comply with safeguarding and Health & Safety duties. The Chair noted that all efforts are being made for the works to be undertaken and completed by the 1 September 2021.
- Fire Safety remedial works. The SBM continues to review the remedial work requirements with the Local Authority as per the last inspection report.
- Boilers. New boilers will be installed asap, and this should not impact on the teaching day.

## 8. Approve and sign off on Schools Financial Value Standard (SFVS) for last Financial year 2020/21

8.1 The GB received the SFVS which has been prepared by the SBM and presented to the GB for review and ratification.

**APPROVED: The GB ratified the SFVS for 2020/21 for filing with the Local Authority subject to a final review by the GB Chair.**

## 9. Approve and sign off on Budget profile for new financial year 2021/22

9.1 The GB noted the Budget profile has been reviewed and recommended by the Finance and Site Committee for approval and the following was noted:

- Closing accounts 2020/21. The GB noted that the School has closed the 2020/21 accounts with a carry forward surplus of £132k (excluding capital revenue monies).

- Draft Budget 2021/22. An in-year deficit budget is being proposed, which is being supported by a carry forward surplus. The School is proposing to set a balanced budget for 2021/22.
- Three-year forecast. The School presented a three-year forecast.
- Budget profile. The School has reprofiled the budget to ensure that the delivery of teaching and learning is supported by the required resources.

**APPROVED: The GB approved the 2021/22 budget and the three-year budget profile for filing with the Local Authority.**

**10. Approve and sign off the Disposable Assets Register**

10.1 The SBM presented the following documents to the GB:

- Disposal Log. **APPROVED: The GB approved the Asset Disposal Log.**
- ICT Asset register. **APPROVED: The GB approved the ICT Asset register.**
- Non-ICT asset register. **NOTED: The GB noted the Non-ICT Asset register.**

**11. Governor Training**

11.1 **NOTED: Governors attended the SEND Briefing in March.**

**AGREED: Governors agreed where possible to circulate slides to all GB members.**

**AGREED: Governors who attend training are asked to advise the Chair as this will form part of the Ofsted evidence record.**

**12. Equalities**

12.1 The GB noted that the recruitment process has been updated with good practice being adopted which includes adding the equalities statement to the application form and anonymising applications for the short-listing panel.

**13. SEND Review**

13.1 The report has been completed.

**14. Any Other Business (AOB)**

14.1 There were no further items presented for discussion.

**14.a Items for the next meeting**

14a.1 Review timings of future meetings.

**14b. AOB. Dates/times of future meetings**

14b.1 The GB agreed the 2021/22 meeting dates.

Term 1	Meeting	Term 2	Meeting	Term 3	Meeting
2021		2022		2022	
30 September	FGB	10 February	FGB	26 May	FGB
25 November	FGB	31 March	FGB	14 July	FGB

Parts 1 and 2 of the meeting ended at 8.00pm

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

**CHAIR**

**List of agreed Actions – May 2021**

Item	Action	By whom
	None	