

Coldfall Primary School

Governing Board Meeting

Minutes of meeting held in the Training Room

Thursday 14th July 2022 commencing 17:30

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 19.5.26	Clive Englebert (CE) 02.12.25	
3@Vacancy	1@Vacancy	

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.

1.2 The Chair said that a new parent governor had been appointed and would be attending once his DBS check had been completed.

1a. Apologies for absence and lateness

1a.1 The GB received and accepted the apologies from Helen De-Silva for absence and from Sevda Kemal who will arrive at 6pm following running a parent's event. Ted Lowery is attending via 'phone link as he has Covid.

2. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

2.1 No new declarations were made for items on the agenda.

3. Minutes from the previous meeting

3.1 The GB **approved the minutes** from the FGB meeting held on the 31st March 2022 and from the ad hoc budget meeting of 20th May 2022. No FGB meeting was held on 26th May as had been originally planned.

3a. Matters arising

3a1. The main objective of the budget meeting was to sign the budget of and return it to the LA. The Head confirmed that this had been completed.

3a2. Douglas Blackwood said that he had been in attendance for the December FGB meeting and the Tracker needed to be updated (done -SH).

4. SATs and Phonics Outcomes Report

4.1 The KS2 results are currently still provisional. There has been a reduction since 2019, both locally and nationally; for example in 2019 the school's RWM combined was 87% and is now down by 19%.

4.2 This is not surprising given the impact of the Covid pandemic, which was disruptive for both staff and pupils. Teachers could not be moved around to enable setting or additional interventions and children could not be pushed as hard as usual.

4.3 *Governors asked if the school was reasonably happy with the results given the circumstances?* The Head said that he was.

4.4 *Governors asked if it had also been a challenging cohort of pupils.* The Head said that there were 22 Pupil Premium pupils in Year 6 and five with EHCPs, which had presented some challenges.

4.5 The phonics results were 91% (previously 99%). Those who had not passed would re-take the test in Year 2. Overall progress was very good.

4.6 KS1 writing (teacher assessed) was 34% which was lower than expected. There is also a reduction in the number of children reaching GLD. The level of SEND pupils is higher in this group; all but one of the boys in one class has additional (or suspected additional) needs. Year 2 had also been badly hit by Covid.

4.7 There had been staff changes in Years 2 and 6.

4.8 The DfE has announced that League Tables won't be published this year.

4.9 The Head explained that schools are caught between two competing pressures; it is only RWM results which count but they can't reduce the curriculum to concentrate only on these subjects as it would not be providing a rounded curriculum and parents would be unhappy.

4.9.1 RWM and the rehearsals for the shows are the priorities for Year 6.

4.10 Booster/holiday classes can provide a boost to results but then children don't get a break from the school year.

4.11 *Governors asked if overall the results were as had been expected?* It appears that stamina across the school is an issue; some pupils looked to have "given up" towards the end of tests. Five girls had achieved 99% in maths.

4.12 Writing is externally moderated. The external moderators had agreed with the school's assessments.

4.13 *Governors asked who the school thought had been most affected by Covid?*

- Behaviour in Year 6 – they have missed the socialisation usually undertaken in Year 5 and are challenging teachers more than would normally be expected
- Year 2 appear to have lost their focus
- Year 4 have one challenging class

4.13.1 There have also been some progression of existing well-being issues ; eg anorexia and a child in hospital, issues are starting as young as Years 2 and 3.

4.13.2 There have been some on-line safety issues as children have been using their devices unsupervised at home.

4.14 *Governors asked if the tutoring money had been helpful?* It has helped around 40 children in different year groups.

4.15 The Year Team Leads are tasked with holding the class teachers to account regarding their provision for the children. They work in teams across the year groups. Leadership support is then given to help them manage the culture within this group in order to achieve and build on the desired ethos in the school. The aim is to be constructive and supportive.

4.15.1 There will be several new middle leaders in post next year. External training will be invested in, although it is expensive.

5. Finance and Site Committee and Health and Safety

5.1 CE said that the Finance and Site Committee had met on 22nd June. Minutes circulated. Governors noted that the previous Finance report had been shared. The following was noted:

- There is a new Site Manager in post, Glen Goodey.
- Ad hoc maintenance tasks have been completed around the site.
- Work to the boilers will be undertaken over the summer break.

6.10pm Sevda Kemal joined the meeting.

· Discussions with the borough are on-going regarding the emergency lighting. The school is hoping the borough will pay for the works but also the requirement appears to be that the lights stay on for six hours once triggered, which appears excessive.

· The budget is positive and outside earnings have increased. However, so has the rates bill. *Governors commented that the presentation of the budget information has improved.*

· *Governors asked if there would be additional money available for staff training?* The Head said that the Year Leads have a budget for resources and enhancements of £750 each.

· *Governors asked if it would be possible for the Friends of Coldfall (FOC) to provide extra funds to supplement these budgets, eg for classroom consumables? It was noted that parents are asked for contributions whilst in the nursery but not higher up the school.*

5.2 Health and Safety

5.2.1 The school has been informed that it will cost £6,000 to remove the Processionary Moth caterpillars from the trees. It needs to be done as it is a type which can cause paralysis. (details in the circulated report).

- During the summer break the fire doors will be replaced.
- *Governors asked about the communication with parents following accidents in the school. It was felt that children should be encouraged to speak to an adult and to seek help when they have been hurt. It was unclear why teachers who took an injured child in the following lessons were not more pro-active in asking what had happened. Mr Mason was commended for his action in assisting a child. The Head said he would look into the individual incident and the wider issues raised.*

Action Head

6. Teaching and Learning

6.1 It was noted that 14 subject reports have been submitted by staff. All of which link into the SDP, the new scheme of work and give examples of how staff are accumulating skills.

6.1.1 This is in addition to the reports submitted by Year Leads which give their perspective on their Year group and the new steps and also the SLT reports.

6.1.2 *Governors said that they found the more consistent reporting format to be helpful.*

6.2 *Governors asked if there were any particular areas for concern?* The Head replied:

- writing across the school
- girls and maths. The strategies used will be re-visited. It was noted that when girls work in pairs with other girls they perform better than when they work with boys.
- computing – staff require better technical knowledge. It was confirmed that all staff teach computing. There is also a variation in staff's confidence levels.
- *governors suggested the SCRATCH programme. It is free to download and parents can work with their children on it over the summer. The school said they would alert parents to it. **Action School***
- *governors suggested that a drop-in for parents could be run on computing skills.*
- anxiety levels amongst both pupils and parents is of concern. Behaviour workshops will be run in September. A governor suggested a mindfulness coach she has worked with in a school. Further details to be given to the school. **Action SQ**

6.3 SEND

The SEND provision has been overhauled and now has the confidence of parents and teachers. Safeguarding policies are now robust, effective and clear and represent a significant change to the previous version.

6.4 Curriculum

This has changed significantly since the last review in 2010/11 and now meets the Ofsted requirements. It gives teachers clarity on what, when and how they should be teaching.

6.5 Behaviour

Changes had to be implemented in the policy due to the impact of Covid. Both teachers and children needed to be held to account more for their actions. Children are being encouraged to consider their ambitions and how they will work towards them. The behaviour of all parties underpins how the school works. Teachers need to demonstrate resilience in their dealings with others.

6.6 General Points

6.6.1 Governors extended their thanks to all staff and parents who are involved in the running of the school, including FOC.

6.6.2 The debating team did well in their competition with other schools, although they had not had much preparation the pupils were confident and won their debate. Thanks were extended to Ms Brown.

6.6.3 *Governors asked if all subject leads were in place for September?* They are, although some are relatively inexperienced.

6.6.3.1 *Governors asked how the school knew whether the subject lead approach was working?* The Head said it is being evaluated and this process will include input from children. The school is using an approach developed by the NLC. It will also help to develop individual teachers and their leadership skills. Teachers need to be given time to do it properly; the detail of how subject leaders will be able to be released is still to be finalised.

7. Chair's items

a) Recruitment to the GB

The new parent governor, Sebastian Worbs will join in September once his DBS check has been completed. It was noted that he could have attended Part One of this meeting. There are issues across the NLC area with governor recruitment.

It was noted that a Reading Governor is now required to be appointed.

Action All

b) Green Report

This will be included in the subject reports in the future. The designers have been engaged for the sensory garden. They will be working with the children, including those with additional needs and the wider community to develop the project.

The summer fayre went well and was enjoyed by all; particularly the slime stall and the train. Around £10,000 was raised.

c) Safeguarding Training Update

The Chair completed two sessions in May and June. He will circulate his report.

Action TL

One action was that he shouldn't be the Chair of the GB and the safeguarding lead. SQ said she was willing to become the safeguarding lead. The Chair will email her relevant details.

Action TL, SQ

All governors were requested to read the updated 2022 KCSiE document.

Action All

8. Head teacher's update/summary

8.1 Governors were directed to the circulated report and the items already discussed.

8.2 The Head acknowledged the input of the Leadership Team in the smooth running of the school over the last difficult year.

8.3 He asked governors to read the SDP priorities and how they will inform the work of the leadership and middle leaders teams.

Action All

8.4 In September there will be eight teachers in class who are in their 1st or 2nd year of teaching. Pedagogy development will be needed as they learn to embed the national curriculum.

8.5 In order to assist with teacher workload he has removed the directed planning meeting on Tuesdays and reduced the Monday INSET sessions by one each half term. He wants to set up a well-being team so that staff feel that they are being looked after and they are more likely to stay at the school. He knows that it can be very easy to overload staff with work.

8.6 Pupil attendance stands at 93.4%, which is not bad considering the level of illness. Extra EWO time has been bought in to work with those who have less than 85% attendance. A letter will be going out to relevant parents in September.

8.7 The Head said that it was the end of a challenging but rewarding first full year as Head!

8.8 *Governors asked if the school was full for September?* Yes it is, although there is still time for some churn over the summer break. There are 32 in the nursery (31 full-time), 39 would be full but it isn't yet known the level of needs some of the children will have so it is preferable to have lower numbers until this is known. This is also the case for Reception as this will be the 1st time at school for some children.

9. Policy Reviews and Reports

9.1 The GB received, approved and ratified the following policies, subject to agreed amendments being made:

- Safer Recruitment.

- The Behaviour Policy now includes child on child abuse and child protection, due to the changes in the KCSiE guidance.

10. Governor visits, development and training

- The Governor visit day on May 20th went well. All governors met with their link reps.

- The new Governor day will be arranged for a Friday in October. Longer times to chat with staff will be included in the day. Information will be shared and will form part of the Ofsted preparation.

Action Head, All

11. AOB. Dates/times of future meetings

11.1 The GB meeting dates for 2022/23 will be circulated.

Action Head/Chair

11.2 Spelling Tests

Governors asked why children had to call out in front of the class the answers to their spelling tests; some children find this upsetting. The school will consider this.

Action School

11.3 Possibility of additional Breakfast Club and After School Club Places

Governors asked if it would be possible to host additional children as there is demand. It would also bring funds into the school. The Head said that it would not be easy; it is difficult to get good quality staff who only want to work for an hour or so each morning and it would raise additional admin issues. *Governors asked if it would be possible to hold places open for parents who might occasionally need one, eg, if they have to go into work early. A premium fee could be charged for this.* The Head said this would not be possible as staff would have to be available and paid regardless of whether there are children using the places. It may be possible to increase the number of places in Night Owls, although again, getting the staff could be difficult.

The Head said that the school is already providing 671 places a week in After School Clubs. *Parent governors said that they were particularly appreciative of the drama, French and lego clubs.* There is considerable extra demand for some clubs.

Governors asked if additional/spare places are offered to existing parental users 1st? They are.

The Head said that for children who need additional 1:1 support during the after school clubs, the cost has to be paid for by the parent as the EHCP only covers school hours.

7.30pm Sinéad Queeney left the meeting.

12. Publications to note/review

12.1 None.

Part 1 of the meeting ended at **7.30 pm**

Signed.....Date

CHAIR

List of agreed Actions – July 2022

No.	Item	By Whom
5.2.1	To look into the communication with parents following a child having an accident and also how to encourage children to speak to an adult	Head
6.2	To alert parents to the SCRATCH computer programme which they can use at home	School
6.2	Details of a mindfulness coach to be given to the school	SQ
7.a	To consider standing as the Reading Governor	All
7.c	To circulate the safeguarding training report	Chair
7.c	To discuss further the handover of the Safeguarding Lead role	Chair, SQ
7.c	To read the 2022 version of KCSiE	All
8.3	To read the SDP priorities	All
10.	To arrange and attend the Governor Day in October	Head, All
11.1	To circulate the dates and times of GB meetings for 2022/23	Head/Chair
11.2	To consider how spelling tests are run in the school	School

Attendance

Governing Body attendance tracker academic year 2021/22

Governor	Name	30 th Sept 21	2 nd Dec 21	8 th Feb 22	31 st March 22	20 th May 22	14 th July 22
Head	Ewan Marshall	Y	Y	Y	Y	Y	Y
Staff	Mitchell	Y	Y	Y	N/A	N/A	N/A
	Browning						
Staff	Sevda Kemal	N/A	N/A	N/A	Y	Y	Y
Local Authority	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Co-opted	Ted Lowery	Y	Y	Y	Y	Y	Y
Co-opted	Annette Thurgood	Y	N/A	N/A	N/A	N/A	N/A
Co-opted	Helen De-Silva	N	Y	Y	N	Y	N
Co-opted	James Bielby	N/A	N/A	N/A	N/A	Y	N
Parent	Richard Spitz	Y	Y	N/A	N/A	Y	N/A
Parent	Douglas	Y	Y	Y	N	Y	Y
	Blackwood						
Parent	Lindsay Dearden	Y	Y	Y	Y	N/A	N/A
Parent	Clive Englebert	N/A	Y	Y	Y	Y	Y
Parent	Sinéad Queeney	N/A	Y	Y	Y	Y	Y