

Coldfall Primary School



Governing Board Meeting

Minutes of meeting held in the Training Room

Thursday 1st December 2022 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 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 All governors were in attendance.

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 asked to complete their declaration form on GovernorHub.

3.3 Some DBS checks need to be uploaded; it was confirmed that they have been completed.

Action EM

4. Approval of the Part One FGB Minutes of 29th September 2022

4.1 There is still a LA vacancy. HEP are looking for a candidate but suitable persons can be nominated directly to the GB.

4.2 Pt 4.3 should say "it was noted".

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4.3 Pt 11.1 should say “swap” not “swop”.

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

5. Matters Arising from the Minutes of 29th September 2022

5.1 The existing Skills Audit is being looked for. If it is not available a new one will be drafted and circulated to Governors for completion. **Action EM**

5.2 The Virtual Governance Policy is still to be considered. **Action TL, EM**

5.3 All governors have read this year’s KCSiE.

5.4 The SCR was reviewed on **18th October** by SQ.

5.5 EM circulated the details of the short safeguarding training sessions.

5.6 After further discussion it was **agreed** to not go ahead with the idea of a suggestion box in the reception area. There are a range of opportunities for parents to meet with staff; eg at class assemblies. 60 Year 3 parents came into the school and there are plans to have sessions with other year groups. The school believes it is best for parents to go straight to the class teacher if they have concerns.

5.6.1 *Governors requested that pictures of the leadership team are put into the newsletter with a description of what their responsibilities are.*

6. Teaching and Learning Committee (18th October 2022)

6.1 DB said that there had been presentations on various subject areas: history, music, science, which had been useful for the governors. He hoped that they had also been a useful exercise for the staff presenting them.

6.2 Pupil’s writing books will reviewed at the next book scrutiny meeting on **9th December** so that governors can see the impact of the various interventions on their work.

6.3 The aim is to increase the cultural capital for Pupil Premium pupils.

6.4 A list of questions from The Key as to what Ofsted might ask when they visit were considered. It provided a focus for the discussion. It was noted that Ofsted will interview the pupils.

6.5 The notes of the meeting are to go to EM and TL and will then be put on the school’s on-line diary.

6.6 HDS and EG met on **31st October** regarding the anti-racism and inclusion conference.

6.7 SW met with the SBM to have a tour of the school site.

6.8 EM reminded governors that they are welcome to attend most meetings within the school. Governors said that they will attend the assemblies.

6.8.1 SQ said that she had been in the school all day on **17th October** with Year 4.

6.8.2 A date will be set for the governors in school day in the spring term. **Action EM, TL**

7. Finance and Site Committee

7.1 CE gave his apologies for missing the last meeting on **20th October** but confirmed that he is happy to remain as Chair of the committee.

7.2 The financial position of the school is positive, especially in relation to that faced by some other local schools. *Governors suggested that it would be prudent to be less risk adverse and to spend some of the money on the current cohort of pupils.*

7.2.1 *Governors asked EM to check with the SBM on what the likely future commitments were. This will include various maintenance items which require attention. There needs to be an acceptable level of risk of unexpected expenditure being required to be considered.* **Action EM**

7.2.2 It was noted that although there are capital works on-going and planned the borough is paying for the majority of them.

7.3 In connection with the bike purchase scheme, to date one bike has been purchased and another one may be shortly. A protocol has been drafted.

7.4 The fox damage/excrement issue is being dealt with. It is an on-going issue which is dealt with by the site staff on a daily basis.

7.5 The current projected year end surplus will be reducing due to the increased salary costs. It is anticipated that it will stand at around £413,000 by the end of March 2023. The school needs to be mindful of the possibility of anything in excess of 8% of the budget being re-claimed by LBH. (8% of the budget is £250,000).

7.5.1 Governors asked if the money was held in an interest bearing account. It is believed that at least some of it is. To be checked further. **Action EM**

7.6 *Governors asked if there were any particular factors which had contributed to the surplus:*

- income generation is positive. The after school clubs charge more than some other schools
- some of the higher paid staff have recently left
- previously the school was a Training School which meant they had access to free adults and so had to employ less Teaching Assistants
- Teaching Assistants have it in their JD that they are to provide class cover and other staff fill-in as needed so there is less need for agency staff
- it was suggested that lettings could be increased further; there is plenty of space within the school

7.7 *Governors asked if parent volunteers were currently being used?* There is a plan to advertise for them again although the school will be more specific about what they will want them to do.

7.8 DB informed the GB that the parent governors are Trustees of the Coldfall Support Donations Account. This is ring fenced money and is separate from the Friends of Coldfall, (FoC). DB will

arrange a meeting of the parent governors to sign the necessary paperwork so that the funds can be transferred to the school. **Action DB**

7.8.1 It was suggested that the FoC funds could be used for the library and the Trustees funds could be used for what goes into the library.

7.9 It was **agreed** that it would be very useful to know by the end of term how much money is available to be spent before the end of March so that the expenditure can be planned effectively and the budget can be re-profiled for the rest of the school year. To be discussed further at the next Committee meeting on **19th January**. **Action EM**

7.10 The actions coming out of the Mazar's audit report have all been completed.

7.10.1 The Scheme of Delegation will be circulated to all governors. **Action TL**

7.10.2 The Terms of Reference of the committees have all been circulated and will be considered by the relevant committee. **Action Committees**

7.10.3 A Business Continuity Plan will be drawn up. Although it isn't a statutory requirement it is considered to be good practice. **Action EM, CE**

8. Health and Safety Committee

8.1 The Committee met on **13th October**.

8.2 Adjustments are being made to the windows so that ventilation can be achieved without the pupils falling out of them.

8.3 There was an unannounced inspection of the kitchen by the food hygiene inspectorate. They found that the cleaning regime was inadequate, the temperature of food and the fridges was inadequate and there were animal droppings found. The inspectors could have closed the kitchens but as it was a school they agreed to leave them open as long as remedial action was taken.

8.3.1 A deep clean has been undertaken and the pest control people have been out.

8.3.2 Normally on a TAD day the staff are cooked for but this time a deep clean will be undertaken instead.

8.3.3 The kitchen manager has been written to setting out the expectations of what needs to be undertaken.

8.3.4 There are frequent changes to the menu to encourage more children to eat school meals.

8.4 Some of the projected year end surplus could be spent on new kitchen equipment and units which are easier to clean.

9. Headteacher's Update and Report

9.1 Behaviour within the school is good. There are clear rewards for good behaviour. *Governors asked if it was the same pupils who appear on the time out bench?* There are no clear patterns.

9.1.1 EG is now a Behaviour Champion for HEP. She recommended that governors read a "Guide for White Women who Teach Black Boys"

9.1.2 10% of pupils are Black; they are not disproportionately found on the time out bench.

9.1.3 Attendance is currently at 95%.

9.2 Maths classes in Years 4,5,6 are having extension sessions via a 12 week programme. It was noted that it is still important to provide a broad and balanced curriculum and to not take pupils out of class too regularly.

9.3 The attainment of Turkish pupils is being tracked. It was however noted that monitoring children's progress is not just a matter of scrutinising data.

9.4 Each month has a value attached to it. This month is "thankfulness" and it has led to some of the most positive work to date.

9.5 Mental health support is offered to staff so that they in turn are able to support the pupils and help them to build resilience. Many families are under stress due to the current financial pressures.

9.5.1 Staff are also under pressure and it has been reported that 43% of Heads leave the job after 5 years. Staff are impacted by external pressures as well as having to cover for staff absences, although staffing capacity has been increased so there is less cover needed.

9.5.2 *Governors asked if the school was doing enough to support staff?* The 10% PPA time is protected. Cover, from an external supply teacher, has been brought in so that staff can attend PPR meetings and not have to use their PPA time for them. There is not enough time in the day. In some areas more materials would be useful.

9.5.3 Staff would like parents to trust them more; they are generalists and have to work with a wide range of children. Positive feedback from families is valued. Teachers give a lot of extra time to the school including at weekends and it is not always recognised. *Governors said they recognised this and have noted in their visits to other schools that some staff are less engaged in additional activities there.*

9.6 Many local schools have vacancies; Rhodes Avenue, being full, is the outlier.

9.7 The number of Pupils Premium children is higher; there were 23% PP pupils in Year 6 in 2021/22. These families are those most impacted by lockdown. The play therapists, the behaviour dog and counsellors will be continued. The tutoring money is being used to support 20 pupils on-line. Year 5 has 3 very good TAs who are supporting the pupils.

6.40pm Helen De-Silva leaves the meeting.

9.8 EM said that governors are welcome to attend the book scrutiny meetings.

9.9 The assessment dates for May 2023 have had to be changed due to the Coronation bank holiday.

9.10 The government have announced an extra £2.3B for education although it is not clear if this is all new money or what it will be able to be spent on.

10. Chair's Update and Report

10.1 The Winter Fayre will be held on Saturday **4th December** from 2-4.30pm. All governors are encouraged to attend.

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10.2 Governors are invited to think about who they know who has the relevant skills to become a governor to fill the vacancies.

11. Policy Reviews and Reports for Approval and Comment

11.1. **Communications Policy:** Governors asked that more notice be given of forthcoming events. It can be difficult for working parents to get time off work. It was **agreed** that there would be a termly list of forthcoming events circulated. **Action EM**

11.1.1 Options to update the website are being explored.

11.1.2 The annual parent survey will be sent out asap.

11.1.3 It was **agreed** that all Governors would get the school's newsletter, not just parent governors. **Action EM**

11.2 **Teacher's Pay Policy: Agreed.**

11.3 **Relationships, Sex and Health Education (RSHE):** Sex education is not statutory in primary schools. However, as it is taught as part of relationships and health education parents are not able to withdraw their children from lessons. Sex also comes under the science curriculum which is statutory.

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 The Governors in School Day was **agreed** for **24th February 2023**. Further details to follow in the spring term.

13. **Publications: None**

14. **AOB**

14.1 It had been suggested that a working party was set up in order to prepare for an Ofsted visit. After further thought it has been decided not to go ahead with this, however, a Q&A sheet of likely questions and answers will be drawn up and circulated via Google Docs. **Action EM**

14.2 The possibility of charging more for some after school clubs due to the amount of preparation work needed to put them on was discussed. It was concluded that it was not advisable to have a two tier pricing structure as some families would not be able to afford the sessions. Organisations who want to run different sessions could hire the space and run it through the Lettings Policy either after school or at the weekend. They should approach the SBM to discuss further.

7.10pm Sebastian Worbs left the meeting.

14.3 The Friends of Coldfall reminded the school that there were funds available to buy the consumable resources which staff had requested.

15. **Future Meeting Dates**

15.1 The schedule remains as:

9th February 30th March 27th April 25th May 13th July

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

Part 1 of the meeting ended at **7.15 pm**

Signed.....Date

CHAIR

List of Agreed Actions – 1st December 2022

No.	Item	By Whom
3.3	To ensure that Governor's DBS checks are uploaded onto the system	EM
5.1	To locate the existing Skills Audit or to draft a new one for circulation for completion by Governors	EM
5.2	To consider the Virtual Governance Policy	EM, TL
6.8.1	To set a date for the Governor's in School Day	EM, TL
7.2.1	To ascertain the level of likely future financial commitments and the level of acceptable risk for the budget	EM
7.5.1	To check on the type of account the budget is kept in	EM
7.8	To arrange a meeting of the Parent Governors to arrange for the signing of paperwork to enable the transfer of funds to the school from the Coldfall Support Donations account	DB
7.9	To clarify the budget availability before the next Finance Committee meeting	EM
7.10.1	To circulate the Scheme of Delegation to all Governors	TL
7.10.2	To consider the sub-committee Terms of Reference in the next meeting cycle	Sub-Cmttee
7.10.3	To drawn up a Business Continuity Plan	EM, CE
11.1	To circulate termly lists of forthcoming events	EM
11.1.3	To add all governors to the newsletter circulation list	EM
12.1	To visit the school during the school day and to send visit reports to TL	All
14.1	To drawn up a Q&A sheet of likely questions to be asked by Ofsted	EM

Attendance

Governing Body attendance tracker: academic year 2022/23

Type	Name	29.9.22	1.12.22	9.2.23	30.3.23	27.4.23	25.5.23	13.7.23
Head	Ewan Marshall	Y	Y					
Staff	Sevda Kemal	Y	Y					
Local Authority	N/A	N/A	N/A					
Co-opted	Ted Lowery	Y	Y					
Co-opted	Helen De-Silva	Y	Y					
Co-opted	James Bielby	Y	Y					
Associate	Emily Gazzard	Y	Y					
Parent	Douglas Blackwood	Y	Y					

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Parent	Sebastian Worbs	Y	Y
Parent	Clive Englebert	Y	Y
Parent	Sinéad Queeney	Y	Y