

Coldfall Primary School

Governing Board Meeting

Minutes of meeting held in the Training Room

Thursday 29th September 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.

1.2 Sebastian Worbs was welcomed to his 1st meeting as a Parent Governor.

2. Apologies for absence and lateness

2.1 The GB received and accepted apologies for lateness from Helen De-Silva.

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 encouraged to complete their declaration form on GovernorHub. **Action All**

4. GB Membership: Vacancies, Skills Audit, Virtual Governance, Constitution/Instrument of Governance and Scheme of Delegation

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 Sebastian Worbs is the new Parent Governor and James Bielby was confirmed (proposed by TJ and seconded by DB) as a Co-opted Governor having previously attended the May 2022 GB meeting.

4.3 The GB Constitution/Instrument and the Scheme of Delegation were **agreed** for the current year. TL to circulate the Instrument of Governance to all governors. It was noted that the Instrument of Government can be accessed on GovernorHub. **Action TL**

4.3.1 EM said that there were actions on the Scheme of Delegation following the Mazar's audit last year which he will follow up on. **Action EM**

4.4 The current Skills Audit will be re-visited. TL to circulate to governors. **Action TL**

4.5 Clerk to circulate the HEP template Virtual Governance Policy to the Head and Chair for consideration. **Action Clerk**

5. Sub-Committee Membership and Roles

5.1 TL circulated a spreadsheet of current roles. After discussion all governors agreed to retain their current roles. James will join the HR committee and Sebastian the Finance and Site committee. The following additional changes were made to the link roles:

Name	Link Role
James	Reading
Sebastian	Health & Safety
Helen	Inclusion & Anti-Racism
Sinéad	Safeguarding
Ted	SEND
Clive	EYFS

6. Governors Role Profile and Code of Conduct, Keeping Children Safe in Education (KCSiE)

6.1 Governors confirmed that they had read the revised 2022 version of KCSiE (the main changes being to the sections on child on child abuse, children as witnesses to domestic violence and protecting children from on-line harm). All were encouraged to update their profiles on GovernorHub to confirm that they have read it. **Action All**

6.2 The existing Code of Conduct and Role Profile were noted.

7. a) Appointment of Chair and to Determine Term of Office

7.1 **Ted Lowery** was nominated by Douglas Blackwood and seconded by Sinéad Quenney. Ted Lowery was duly elected as Chair for one year.

7. b) Appointment of Vice Chair and to Determine Term of Office

7.2 **Douglas Blackwood** was nominated by Ted Lowery and seconded by James Bielby. Douglas Blackwood was duly elected as vice Chair for one year.

8. Terms of Reference of Sub-Committees

8.1 Head and Chair **agreed** to circulate all documents they hold. **Action TL, EM**

9. Safeguarding

9.1 *Governors asked how the school ensured that pupils were safe when they were accessing on-line content within school?* EM said that the school uses LGfL which is the system recommended for schools.

9.2 EM said that there are 144 employees in the school. There are also external adults running clubs, acting as volunteers, therapists etc; they also undergo DBS checks. The level of check depends on their access to pupils.

9.3 There are several new staff at the school this term. Their paperwork is being completed. The Single Central Record (SCR) was checked by TL on behalf of the GB during a meeting in school with EM and EG on **12th September 2022**. SQ said that she would check it again when she undertakes her visit on **18th October**. **Action SQ**

5.45pm Helen De-Silva joined the meeting.

9.4 There is safeguarding training available for all governors to attend. Prevent is included in the new governor training induction. EG will send a link out for short courses. **Action EG**

9.5 EM and EG have all attended the safer recruitment training.

9.6 EG said that the school has introduced the “My confide” system, which is part of the “My Concern” system, to report issues at a lower level.

9.7 A leaflet is produced for visitors on safeguarding guidelines whilst in the school.

18. AOB *This item was taken early as the interested governor needed to leave the meeting shortly afterwards.*

18.1 Parental Feedback: how is this obtained and then acted upon? After full discussion it was **agreed** that a suggestion box in the school office would be trialled. The Head reminded governors that he operated an open door policy for any concerned parents and was also frequently in the playground.

6pm Clive Englebert left the meeting.

10. Minutes of the Meeting of 14th July 2022

10.1 The GB **approved the minutes**.

11. Matters Arising from the Minutes not Already on the Agenda

11.1. TL and SQ will swop their Safeguarding and SEND link roles. They will shadow each other initially.

12. Minutes of the Meeting of 20th May 2022 and Matters Arising

12.1 It was noted that the minutes’ attendance record needed correcting as Richard Spitz had left the GB in December 2021.

13. Headteacher’s Update and Report: Revised SDP

13.1 Vacancies: there are currently two places in Year 5 and one in Year 4 with the possibility of another one in Year 1 shortly.

13.2 The Head met with the parents of the child involved in an accident.

13.3 A request will be made to the Friends of Coldfall for funds for materials that teachers have requested for their classrooms.

13.4 All new staff have received an induction into the school.

13.5 *Governors asked whether if there was a staff strike, the school would close?* Yes, this is likely, especially if the Unions undertake co-ordinated action as there isn't sufficient staff capacity to provide cover. This may change if the government changes the law to reduce the availability of the option to strike.

13.6 *Governors asked if the leadership team was ready for the expected Ofsted visit?* EM said that they were and he had been briefing the new staff. Reading and maths are seen as strong areas but they are aware of other areas which require further development. EM said he had met with Marva Rollins (the SIP) on 28th September and she was pleased with the work which had been undertaken. The school's website was audited in May 2022. Even though there have been some dips in the data the results are still above the national average.

13.7 EG said there is geographical overlap with the Rhodes Avenue catchment area and they have recently achieved an Outstanding rating which means that if parents have a choice they may prefer an Outstanding school to a good school.

13.8 EM said that the staff captains will show the Ofsted inspectors around initially. Parents will be encouraged to complete the parent questionnaire.

13.8.1 *Governors asked if HEP have been spoken to about their Ofsted priorities and how to prepare for inspections?* There are on-going conversations. Schools who have also recently undergone inspections have been approached too for their insights. It is 8 years since the school was inspected and there have been many changes since then.

13.8.2 EM and TL will discuss whether there is merit in forming an Ofsted Governors working party and invite those governors interested to take part. Ofsted will be interesting in seeing how well governors know the school and how they hold the leadership team to account. **Action EM, TL**

13.9 The therapeutic and pastoral offer has increased. The curriculum has been altered to further embed safeguarding and SEND good practice throughout.

13.10 There is now more consistency in the way in which maths is taught. Team leaders are challenging and questioning staff and assessing their work. Rather than moving children on who have completed the work they are being given additional problem solving tasks and working in greater depth.

13.11 Behaviour: the five Golden Rules go through all areas. Children know that they are there for a reason and that they will be enforced. Sanctions are consistent. Staff use consistent language and remain calm. The year team assemblies re-enforce the rules via the use of stories. The time out bench is used during break times so that staff can still get a break. House points are gained which can then be exchanged for vouchers, videos, popcorn etc for the class. Positive rather than negative re-enforcement is used. Behaviour has improved.

13.12 SDP: Maths is a priority. *Governors asked if parent classes in maths are being run?* They are.

13.12.1 *Governors asked what the SDP is mainly used for?* It is used to self-evaluate the work undertaken against the SEF. The SDP lists the new priorities and policies. Each stream of work has an owner within the staff team.

14. Chair's Update

14.1 TL reported that he has been attending the West Haringey Chair's meeting, which are useful. Some other schools are suffering financial difficulties. Chairs have reported that Ofsted inspectors have been proportionate and supportive. Academisation is not a priority for schools currently. The ways in which schools can add to pupil's understanding of the wider world was discussed, especially as some schools are struggling to arrange outside visits and trips.

15. Finance

15.1 A new financial reporting system is being used. The statement is currently only available until the end of August. The budget projections include a 3% pay rise for support staff and 5% for teachers. The pay rises will be ratified on 21st October. £150,000 will be paid out. £80,000 for the proposed increase in NI payments has been received but it is likely that this will have to be paid back.

15.2 The capacity of the after school and breakfast clubs has increased by 50%..

15.3 There has been additional expenditure on SEND and staff CPD.

16. Policies to be Considered and Agreed

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

- Uniform. It was noted that some concerns had been raised by parents around the availability of eco-uniforms.
- Maths.
- EYFS 2022-23

17. Governor Visits and Governor in School Day

17.1 It was **agreed** that the Governor in School Day would occur in the spring term. All governors will meet with their link reps.

17.2 The Chair encouraged all governors to visit the school during the school day this term and to send him a note of their visit. He is collating a list of visits and observations made. **Action All**

18. AOB and Forthcoming School Events

18.1 The author Pamela Butchart attended the school for a positive event.

18.2 It is currently Walk to School Month and Black History Month.

18.3 Anxiety workshops are being run for parents.

18.4 An assembly will be run on the benefits of the sensory garden.

18.5 Governors were reminded that they are invited to the Friday morning assemblies and to stay for coffee with the parents afterwards.

18.6 The Friends of Coldfall are meeting this evening.

19. Future Meeting Dates

19.1 The GB meeting dates for 2022/23 have been circulated, however, it has been noted that the February 2023 meeting was set in the half term break. This is now changed to **9th February**.

The schedule is therefore:

24th November

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 – 29th September 2022

No.	Item	By Whom
3.2	To complete Governor Declarations on GovenorHub	All
4.3	To circulate the Instrument of Governance to all governors	TL
4.3.1	To follow up on the actions from the Mazar’s audit	EM
4.4	To circulate the current Skills Audit to all governors	TL
4.5	To circulate the Virtual Governance Policy template to Head & Chair	Clerk
6.1	To update GovernorHub profiles to confirm that KCSiE has been read	All
8.1	To circulate sub-committee Terms of Reference	TL, EM
9.3	To review the SCR	SQ
9.4	To forward the safeguarding training link	EG
13.8.2	To discuss the merits of forming an Ofsted Governors Working Party	TL, EM
17.2	To undertake school visits during the school day and to report back to the Chair	All

Attendance

Governing Body attendance tracker: academic year 2022/23

Type	Name	29.9.22	24.11.22	9.2.23	30.3.23	27.4.23	25.5.23	13.7.23
Head	Ewan Marshall	Y						
Staff	Sevda Kemal	Y						
Local Authority	N/A	N/A						
Co-opted	Ted Lowery	Y						
Co-opted	Helen De-Silva	Y						
Co-opted	James Bielby	Y						
Associate	Emily Gazzard	Y						
Parent	Douglas Blackwood	Y						
Parent	Sebastian Worbs	Y						
Parent	Clive Englebert	Y						
Parent	Sinéad Queeney	Y						