



Part A Minutes of the Full Governing Board Meeting for Coulston Church of England Primary School Wednesday 17 September 2025 at 7pm Held in person at the school

Mr Paul Garratty (PG/HT)	Headteacher	Present
Ms Anne Gledhill (AG)	Foundation (SDBE)	Present
Mr Trevor Meadowcroft (TM)	Local Authority - Chair	Present
Mr Malcolm Bulbeck (MB)	Foundation (SDBE)	Present
Mr Richard Shakespeare (RS)	Foundation (PCC)	Present
Ms Rachael Williams (RW)	Foundation (PCC)	Present
Mr Nikhil Shereine Thampi (NST)	Foundation Governor (PCC)	Present
Ms Lucy Rand (LR)	Foundation (PCC)	Present
Revd Jono Simpson (JS)	Rector, Foundation Governor	Present
Darren Clegg (DC)	Foundation Governor	Present
Adam Spice (AS)	Parent Governor	Present
Leroy Makajar (LM)	Parent Governor	Present
Kirsty Wyatt (KW)	Staff Governor	Present

In attendance:

Ms Rebecca Lambe (RL/DHT)	-	Deputy Headteacher
Ms Debbie Bentley-Ross	-	Croydon Education Partnership Clerk
Ms Carla Hall (CH)	-	School Business Manager

AGENDA ITEM	MINUTES	ACTION NO
1	Opening Prayer The CoG commenced the meeting at 19:00. AG led those present in prayer. Welcome, Apologies, Quorum CoG to report on absences, apologies and reasons given. None To ascertain if the meeting is quorate. The meeting was declared quorate.	
2	Declaration of Interests a) Outstanding pecuniary interests – completed and returned for filing. b) Declare interests in any agenda items – none	
	GOVERNING BOARD BUSINESS	
3	Constitution of the Governing Board a) Election of Chair Mr Trevor Meadowcroft stated that he is willing to continue as Chair of Governors. b) Election of Vice Chair The Chair asked if anyone would be interested in becoming Vice Chair of Governors as this would be good practice and to contact him if interested.	1
4.	Governing Board Business Governing Board to review and agree structure of governance for year: flat or committee. (Position paper on changing the structure of the Governing Body circulated.)	

	The Chair reported that Carla Hall, School Business Manager had been invited to the meeting as she had been involved in preparing the position paper. The Chair added that Carla Hall has experience of being Chair of Governors in another school which has moved to the position of holding full FGB meetings and discontinued holding sub committees (to decrease overlap and repetition of meetings). Carla Hall stated that she has been a Chair of Governors since 2018 and attending various sub-committees and then discussing at full Governors meetings and was conscious that she (and other staff attending) had heard the same conversations numerous times. CH stated that a trial to have six meetings a year and there are link governors for different areas: a safeguarding governor, a committee for headteacher's performance, a SEND governor and all take responsibility for teaching and learning. Visits are arranged with the Headteacher and there is set objectives based on a development plan and an opportunity to speak to children and staff. Following the visit a short report is written and uploaded to SharePoint and discussed at the FGB which meets six times a year. The Autumn FGB would cover election of chair and vice chair, any pecuniary or other interests, and a training section. Papers are uploaded onto the shared drive, and these are read before the FGB, and governors can prepare questions ahead of meetings. CS stated that the new structure had been adopted and is going well and relieves pressure on working governors. Q: Do full FGBs overrun A: No, they do not as they are focused, and governors can prep in their own time Q: Will some FGBs focus on finance for instance A: Yes, approval and budget for finances is a set agenda item. September can be learning and curriculum. The key is to be focussed on one thing but visits to the school will identify any issues. Q: Do you have a set number of times you would like governors to visit? A: Generally, once a term but this is flexible and, in the visits, you can choose an area you would like to focus on and ask the questions. The Diocese recommends once a term. AS stated, that the head and deputy attend all subcommittee meetings so this could free up some of their time as they will be able to discuss any issues at FGBs. Q: will the expert person be invited to the relevant FGBs A: yes, for instance, the SENCO representative would be invited to the FGB to answer any questions, and it is good practice to invite them at least once a year. CH stated that she will be willing to attend finance FGBs. The Chair stated that finance can be discussed on the agenda once a term as it is a significant element and finance, for instance, would be at the forefront of the agenda. Q: Do you ever have a working group? A: yes, you can have meetings for instance to deal with admissions and appointment of Headteacher and CS will be available to speak about financial matters. CS stated that in her school she has a safeguarding governor, a SEND governor, all take responsibility for curriculum, and two sitting on headteacher's appraisal. The Chair stated that this would continue as MB and AS.	
--	--	--

	Q: presumably, we will require standard agendas for each of the six FGBs in an annual cycle? A: yes, we have six set agendas for the year, and these can be tailored to Coulsdon CofE Primary School's needs Q: How are policies dealt with? A: Policies are a standing item on the agenda and all that need to be approved by the governors are linked to the drive and governors can read policies at their convenience. Alerts to new policies can be sent by email and documents in draft form on the drive can be amended as required, leading to approval at FGB. Q: would it be possible to still invite subject leaders for a presentation at FGB? A: you could either make an appointment, see the subject leader in school, and draft a report or the subject leader could still be invited to one of the FGBs to present. The proposal to change the structure to six FGBs was proposed by the Chair and seconded by Anne Gledhill. The FGB voted and unanimously AGREED to this change. The chair stated that there is a timetable, and he will update the ToR and schedule of meetings during October and explain at the next FGB. The chair thanked Carla Hall for all her support with the proposal.	
5.	Confidential Items The following item was recorded confidentially under Part B minutes i. Item 5 – Finance Update	
6.	Minutes of Previous Meeting The minutes of the Full Governing Board (FGB) Meeting held on 10 July 2025 at 7.00pm were AGREED to be a true and accurate record and will be signed by the Chair for filing by the school. Actions Actions arising from Full Board meeting – Wednesday 26 March 2025 - Revised governor roles table – any comments/interest in joining a committee to Chair by end of term – Actioned. - Impact Statement – no comments received by Chair and this will be actioned. - School website to include FGB minutes – Actioned. Actions arising from Full Board meeting – Thursday 10 July 2025 - HT agreed to send the eco and sustainability presentation from Sara Sanbrook-Davies to the Governors following the meeting – Actioned. - The Chair will produce a paper on the proposition of holding six FGB meetings per year. Carla Hall, School Business Manager will be invited to September 2025 meeting. - Actioned	
7	Safeguarding Report The Headteacher report is submitted online and is compliant with a few ambers. Refresher every two years. Croydon Council will be visiting to talk to staff members on 'Violence against women and girls' and safeguarding. Gaining references for staff	

	members is an amber and some situations the Head makes a telephone call to the referee to confirm and then receives the written reference afterwards. Q: do you need two references before starting A: yes Communicating with families. We are updating the website and including safety advice and also wellbeing support. Crystal Palace FC provided a workshop for year 5 about staying safe in the environment, and knife crime/gang crime workshop. Operation Encompass (<i>ensures that there is a telephone call or notification to a school's trained Designated Safeguarding Lead/officer prior to the start of the next school day after an incident of police attending domestic abuse</i>) we are registered. They will alert us to any issues. There was a safeguarding audit for the past year. Keeping Children Safe in Education 2025 – there is a new KSCIE, all governors to read and confirm they have understood Part 2 of the KSCIE 2025 statutory guidance. Source on government website (<i>link in Agenda</i>) Section B. Please confirm to Rachael Williams by email.	
8	Policies – to ratify and approve. - Safeguarding - Whistleblowing - Keeping Children Safe in Education - Staff Code of Conduct - The Key (Anti-bullying, Medical Conditions, Positive Handling) - SDBE guidance (sickness absence) DECISION: FGB ratified and approved these policies.	
9	Performance management of Headteacher Appraisal to be arranged (by December 2025)	
10	Report of Headteacher Curriculum Planning, Assessment Information, and the School Development Plan Headteacher reported that the new School Development Plan and SEP have been uploaded. Last year we talked about good practice of staff watching each other's lessons, for ideas etc and well received. We have moderated with other schools in Croydon and Surrey and some joint low-cost training with other schools. Maths was a focus which has received good feedback with the local authority when they checked our progress against our targets. We introduced Spelling Shed and Letter Joy and well received by teachers and local authority. Sketchbook in art KS2. Wellbeing of staff in difficult times and reviewed marking policy. Reduced some assessments, learning plans and all in one place. Meetings are purposeful and have shortened some parent consultation meetings. Meeting NEU rep shortly. Q: Are Ofsted visits off at the moment? A: They are not visiting schools until November 2025 and in November/December this will be for schools who have requested visits. We have not invited Ofsted back yet. This does not apply to nursery visits.	

	New School Development Plan is available, and results are positive but not finalised yet. Head predicts we will be one of the top schools for results due to cohort and early interventions. Q: Where are we with admissions? A: We are low at 20 children in reception and some children joining other year groups. A lot of enquiries for next year's open mornings which is positive, and a lot are not siblings. Mr Edwards has put a lot of effort into the reception area. The Head reported that he and the Chair attended a Stronger Together working with other schools training with the Southwark Diocese and an SDP course. We will be developing the website and marketing as we have a lot to celebrate in the school. Q: should we talk some more about the previous Ofsted? A: We cannot talk much about the actual process of what happened but hopefully when the results are published this will have impact. Q: when will the results become public? A: In November we will be able to show how we are doing in comparison with other schools in Croydon. Mr Edwards has set up an Instagram account (which does not show actual children due to safeguarding issues) for early years. Q: is the 20 children in reception a low figure? A: some other schools have seemed lower and there is a low birth rate. North of the borough are seeing some schools closing. There are a lot of schools in Coulsdon. Keston has a waiting list.	
11	Admissions Our Admissions Policy has not changed for a number of years and historically we change dates. There is quite a procedure to alter the Admissions Policy but there is probably a piece of work to show there are open places. It is 20 foundation places and 10 open places at the moment. The chair does not believe all the foundation places are being taken. Looked after children are always first and then it is the foundation places based on the number of times they attend St John's and attend Anglican church and of the Churches Alliance (and live within our Parish). The open places are available to anyone. Any changes in the Admissions policy would not take place until 27/28. Southwark sent to Headteachers and Chairs a report including admissions and every seven years we need to put it out for consultation. The Chair does not suggest we put it out for consultation this year but during the Autumn term he receives changes in admissions policies he receives about 15 schools changing their admissions policy. The Chair suggests this could be the first working party for 27/28. There is a benefit of there being an order of criteria and our guidelines are clear and a law on how large an infant class can be. We can look at the phraseology at the start of the admissions policy. Q: Do we know of the 20 how many are first place? A: First places have dropped although overall requests are similar.	

12	Chair's Report including Chair's Actions The Chair went to a Croydon Chair of Governor's meeting on teams last evening and will share the presentation with the governors. An interesting topic was AI and how it can be introduced into schools in a non-threatening way and will research further. The chair reminded governors there are bios on the school website and to please amend or if a new governor send to the Headteacher.	2
13	DfE and Ofsted Updates The Chair reported on the updates and asked governors to read using the links in the agenda (including Keeping Children Safe in Education 2025).	3
14	Governor Visits There is a link to the visitors report on the governors drive and governors can book with the Headteacher. The Headteacher will let governors know when it is a particularly good time to visit.	
15	Governor training The Chair sent out various topics for Bishops Certificate and some are outstanding, and we have until Friday to get our application in. All training is via teams and governors will receive reminders. New governors training with Southwark was good and took a holistic view.	
16	Forthcoming meetings Next meeting will be Weds 26 November 2025 at 7pm in the school. Governors decided to keep the 7pm start. • Tues 13 January 2026 (in school and on-line) • Weds 18th March 2026 (in school)	
	Closing Prayer The meeting was closed at 20.55 (following a closing prayer).	

Signed: _____ PrintName: _____
Chair of Governors

Date: _____

17.09.2025 Coulsdon CofE Primary School FGB draft minutes v1

Action Points

Actions arising from Full Board meeting – Wednesday 26 March 2025

1	Revised governor roles table – any comments/interest in joining a committee to Chair by end of term	All	ASAP	Open
2	Impact Statement – any comments to Chair by end of term	All	ASAP	Open
3	Malcolm Bulbeck agreed to write Headteacher's appraisal with AG	MB		Closed
4	Governor visits to be arranged (and reports filed) – Headteacher will circulate suggested dates.	All/HT	ASAP	Open
5	School website to include FGB minutes	Head/Leroy McAdjar	ASAP	Open

Action Points

Actions arising from Full Board meeting – Thursday 10 July 2025

1	HT agreed to send the eco and sustainability presentation from Sara Sanbrook-Davies to the Governors following the meeting.	Head	ASAP	Closed
2	The Chair will produce a paper on the proposition of holding six FGB meetings per year. Carla Hall, School Business Manager will be invited to September 2025 meeting.	Chair	Sept 2025	Closed

Action Points

Actions arising from Full Board meeting – Wednesday 17 September 2026

1	The Chair asked if anyone would be interested in becoming Vice Chair of Governors as this would be good practice and to contact him if interested.	All	ASAP	Open
2	Amend Bios on the school website or if a new governor send to the Headteacher.	All	ASAP	Open
3	DfE and Ofsted Updates: Governors to read using the links in the agenda (including Keeping Children Safe in Education 2025).	All	ASAP	Open

