



Coulston Church of England Primary School Part A Minutes of Full Board meeting Wednesday, 22 September 2021 via Google Meet

Mr Melvyn Allen (MA/CoG)	Co-opted, Chair	Present
Ms Annie Mitchell (AM/HT)	Headteacher	Present
Mr Adrian Deller (AD)	Foundation (PCC)	Present
Ms Anne Gledhill (AG)	Foundation (SDBE)	Present
Mr Chris Atkinson (CA)	Parent	Present
Mr Darius Campbell (DC)	Foundation (PCC)	Present
Mr George Whicheloe (GW)	Foundation (PCC)	Present
Mrs Gill Thaxter (GT)	Foundation (PCC),	Present
Ms Marion Russell (MR)	Foundation (PCC)	Absent
The Revd Paul Roberts (PR)	Foundation (Incumbent)	Present
Ms Rebecca Ross (RR)	Parent	Apologies
Mr Trevor Meadowcroft (TM)	Local Authority	Present
Ms Kirsty Wyatt (KW)	Staff	Apologies

In attendance:

Mrs N Bedlow - Clerk
Ms Fiona Lee - Deputy Headteacher

AGENDA ITEM	MINUTES	ACTION NO:
1.	Opening Prayer PR opened the meeting with prayer at 19:01.	
2.	Welcome, Apologies, Quorum Apologies received from RR (previous engagement) and KW (previous engagement). The Board accepted and agreed the apologies. The meeting commenced having been confirmed quorate by the CoG. Identify any urgent matters AOB None identified.	
3.	Elections Election of Vice Chair One nomination was received for AD to stand for election, there were no further nominations a vote was taken. It was RESOLVED that AD be elected to serve as Vice Chair for a term of one year, expiring at the first meeting of the governing board in the 2022/2023 academic year. <i>NB Chair elected at Summer Term FGB.</i> TM joined the meeting at 19:04	

	<p>Treasurer of Governor’s maintenance Fund CoG proposed to reappoint RR as Treasurer of the Governor’s Maintenance Fund which was AGREED by the Board.</p>	
4.	<p>Minutes of the meeting held on Monday, 29 March 2021. The Board agreed to review and approve the minutes at the next FGB meeting Wednesday, 24 November 2021. Matters Arising: None. Actions: The Board agreed to table Policies, Equalities Document and Website for the next meeting</p>	
5.	<p>Governing Board Business</p> <p>Declaration of Business/pecuniary interest The CoG thanked those for completing interests and KCSIE forms and encouraged those outstanding to ensure they are completed as quickly as possible. The Board agreed that the new online collation of responses via Forms was effective and should continue.</p> <p>Update on skills audit Matrix should be updated annually; the CoG confirmed the document is live and requires updating on an ongoing basis. If the GB extends/develops their skillset the Skills Matrix should be updated to reflect that. It was noted that all key areas of the matrix are well covered by the GB’s current skillset, skills but experience within premises and legal would be complementary and advantageous.</p> <p>DBS check update Several are complete with three due in 2022.</p> <p>Governors Wheel Vacancies The following were confirmed as Link Governors by Year Group. Link Governors will make 1-2 termly visits to the school and their allocated class, following up observations with written feedback/summary.</p> <p>GW (R) TM (1) – New GT (2) CA (3) - New RR (4) DC (5) - New AG (6)</p> <p><i>Q. Are we carrying on as normal with visiting, I know there is no bubbles or mask wearing? Are SLT happy for us to arrange to visit?</i> A. HT would like for the GB to visit the school, the GB’s contribution to the Leadership’s discussion and judgement is valued. Currently due to a current confirmed case of Covid 19 visitors are currently being asked to complete a lateral flow test, wear a mask and maintain social distancing.</p> <p>Action – Organise dates for GL visits HT and GB</p> <p>PR has conducted two assemblies which was lovely.</p> <p><i>Q. If you do get a positive test you don’t have to isolate classes?</i> A. It depends on how many cases, it is five [in one class] at the moment. There are not five cases in a class at the moment, if we did there are different actions to be taken.</p> <p>Lateral flow tests are designed for people aren’t exhibiting symptoms so a PCR is more beneficial. The symptoms that the Government outlined aren’t the same as symptoms presented in the school which makes managing it more difficult.</p> <p>Committees CoG proposed nominating MR to Personnel due to the shortage of non-parent Governors.</p>	6

	<p>ACTION: CoG to speak to MR to confirm Governing Board self-evaluation The CoG is in receipt of the proforma which will be distributed to the GB post meeting. Part 1 is an assessment of personal contributions and the other is a 365° evaluation of the CoG and the GB. Responses will be collated and presented at the next FGB meeting.</p>	
6.	<p>Constitution of the Governing Board</p> <p>Vacancies/appointments/term of offices due to expire</p> <p>AD term expires 29 April 2022. One Foundation Governor Vacancy. PR confirmed that the SDBE has been unable to assist filling the vacancy and continues to find a suitable candidate.</p> <p>Action – CoG and PR to meet in October to discuss filling the role as a matter of urgency to maintain quorum.</p> <p>End of Year Reports Relevant Link Governors will complete reports including: Subject, Numeracy, Literacy, SEND, RE and SG during October. The reports will be reviewed at the next FGB meeting, Wednesday, 24 November 2021. In future, reports will be prepared for the AGM.</p> <p>Governors to inform Clerk of change of contact details No updates received.</p>	7
7.	<p>Report by the Headteacher</p> <p>School Reopening SLT have taken a measured approach reviewing numbers upon return, with a gradual release from bubbles. Bubbles are in effect Year Groups with a team of staff in Year Groups (more flexible than during restrictions). Years 1,2,3 are mixing in the playground and 4,5,6. Reception are in their own area and at lunch in the hall which is well ventilated. The atmosphere, is more normal, assemblies are being conducted in the same way [KS1 and KS2] reducing numbers and risk. The community feels more cohesive.</p> <p>The HT anticipates challenges moving forward in relation Covid cases (currently only small numbers/under the Governmental threshold). Staff are coping well and are ever vigilant with hygiene, ventilation and wear masks in meetings that last for more than 15 minutes.</p> <p>Sporting activities are beginning to open up again, similarly extra-curricular activities are bubbled/organised by Year Group, the HT considers smaller groups as a sensible step in building confidence.</p> <p>PR updated the GB that other schools (Heston, Byron and Oasis Academy) in Old Coulsdon have booked their Christmas services in the church. Coulsdon CofE will provisionally book their service with the hope that they will proceed in person. Open days will also go live allocating visitors in small groups, however if cases rise then they will move to virtual tours/meetings.</p> <p><i>Q. Some schools require visitors to take lateral flow tests?</i> A. Yes, we will do the same and masks will be a requirement.</p> <p>SIP 2021-22/Priorities Develop Creative Curriculum (Corner Stone) FL and Alison Foster have met with the Developer who has already addressed some elements in response to feedback raised by FL.</p> <p>Discussion was held regarding early adopting; it offers better progression in terms of the curriculum and is supportive of Subject Leaders in terms of progression and preparing for Ofsted deep dives. It sequences and progresses and has a sophisticated reporting system. As a one form entry school</p>	



there isn't the capacity to provide reports for teachers, the proposed system offers time for the teachers to devote to planning, resourcing and accessing children.

Q. GW – Could that be a demo for the next FGB in November?

A. Yes, we can do that, we also want to conduct SG training and updates in relation to KCSIE.

Q. Does that mean as early adopters we get to influence the development?

A. Yes, we were early adopters last time and helped to develop that curriculum. The objectives have to be covered in the right order to help learning and progression but there is scope to tailor it to your class. It is there as a supportive tool for teachers, resources are high quality and has a vast bank of resources and focus on vocabulary. There are also packs for TAs to improve their knowledge of the new subjects.

Q. How much does the package cost?

A. Approximately £1,200 for the package it is cheap in comparison to other packages and also has other components such as excellent online support.

PE, Music and IT the curriculum can't be developed in terms of sequence and progression; however, the school is working on that directly. Projects are being created for each year group and Music is being developed in association with the Croydon Music Association.

Snagging/trouble shooting is ongoing, good progress has been made technically in terms of CPD, though teachers will require time to develop the relevant skills and will be supported accordingly. Pupils are engaged with the mini projects which run well, there is greater focus (termly) with history and geography. There are also cross curriculum links (link with White Rose). All White Rose work integrates with the Maestro system and Maths can be assessed in the same system.

Q. Does this cover RE or is this separate?

A. In the long-term plan all of the RE units will move onto it, we did discuss uploading it onto the system. The SDBE have a scheme of work currently so we will not duplicate for now.

Our Wellbeing, Sex Education RE is still at the forefront, we have to deliver from September 2021, from a Leadership and management perspective the HT is looking at courses to develop Leadership in the school including: Preparing for Deputy Head, Middle Leader and Observation and Monitoring for Subject Leaders. An area of development for 21/22 is to create opportunity for those aspiring to leadership to mix with others.

Q. Has the school performed an annual Self Evaluation?

A. Yes, for SIAMs which requires updating as well as Ofsted for the current half term. Teaching and Learning will be a key focus as well as leadership.

Q. Could we be refreshed regarding what may be expected of us as GB?

A. Yes we all need to be up to speed, inspections on outstanding schools have begun.

Action – SG and Ofsted training to be organised by HT, PR and FL.

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SDBE sent a link to the Inspection Handbook distributed by CoG who found it helpful. HT encouraged GB to read the Leadership & Management/Governance Section which summarises expectations and what the GB need to know. The GB were advised that the Curriculum is likely to be a keen focus.

Q. Isn't the real focus for an Outstanding School on Safeguarding?

HT has undertaken recent Safeguarding Training and Safeguarding must be deemed as effective or the school will be downgraded.

Action – TM and HT to arrange a Safeguarding inspection/visit.

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	<p>Questions regarding remote learning will be included in the Ofsted questionnaire to be sent to parents. CA noted that the remote blended learning approach taken by the school was very effective and more than other schools have provided he commended the SLT or their hard work.</p> <p>Action - PR to confirm if GT and CA are on the Faith Group.</p> <p>AD reiterated the importance of the website in terms of an inspection asked the GB to advise him or FL of anything missing. The curriculum letter for each Governor Link Class is on the website, FL encouraged GB to read the letters prior to visiting. HT asked the GB to also consider if the learning environments reflect the curriculum letter.</p> <p>Action – GB to review letter prior to visits and to speak with the children to see if their experience reflects that.</p> <p>Governors who will likely assist with the Ofsted Inspection were suggested as: MA(as CoG), TM (safeguarding) and DC (curriculum) with further Governors are required.</p> <p>Safeguarding issues <i>Q. Has the situation previously notified to Governors been resolved?</i> A. That case has been closed.</p>	<p>10</p> <p>11</p>
<p>8.</p>	<p>Chair’s Action & related governors’ business Recent Chairs Actions include: Approval of annual leave for a member of staff. Approval of SEND Policy.</p>	
<p>9.</p>	<p>Finance</p> <p>Budget: AD presented the Budget Update including the total budgeted income and expenditure. AD noted a small differential between the estimated and carried forward. AD identified funding requirements, staffing and other expenditure as the key factors impacting the budget. AD confirmed that the latest Year to Date Budget is available on Google Drive and asked the GB to review the data which must be reviewed by the GB [the budget] six times annually.</p> <p>AD recommended an update in January 2022 prior to the budget, March 2022 and perhaps a further update in May 2022 for the new financial year. AD will email the Board updates on two other occasions (tbc). Discussion of the Budget and related issues have been delegated to the Finance Committee and don’t have to be discussed at FGB meetings.</p> <p><i>Q. Do we need to evidence/confirm receipt of reading?</i> A. I [AD] will send the data by email and ask for acknowledgement. On the SFVS we make reference that we have completed it.</p> <p>Sport Premium Funding: Needs to be allocated in 2021/2022, FL will be working alongside Jo Soltau.</p> <p><i>Q. Has the Sports Premium been accounted for?</i> A. We receive so much money and can carry it over, because of Covid some funding has built up because coaches etc couldn’t be booked. Membership with Croydon Sports Partnership assist with developing the curriculum and dance scheme of work. It can’t,be used for swimming because it’s a national curriculum entitlement, though catch up in swimming is required. The school is looking to see if more money can go towards swimming. The problem is the travel to and from the swimming pool per term it costs approximately £1,800. FL feels that swimming is a life skill that is vital that the issue of catch up is addressed.</p> <p><i>Q. Do you mean by the end of the academic year?</i></p>	

MA

A. Yes, it does. Normally the first week in the holidays when the report is written. All funding has to be evidenced it is a very tight use of money.

Review of Risk Register

CoG confirmed the need to also review the Risk Register regularly.

As a result of a review of the risk register items, the following questions were raised:

Q. Is any thought given to consumables from eco-friendly sources? Is any thought given to where things are sourced from?

A. We are going for Southwark's eco-friendly award and is something we can look into, often things are more expensive when we have looked but it depends on what we're looking for.

PR confirmed that the church has been awarded the Bronze Eco Award and will be reviewing consumables and making decisions which may have financial implications. The school has recycled picnic tables and is considering its carbon footprint. The recent Friends Meeting were also looking the school's environmental impact and encouraging more sustainable living such as; recycling things [from homes] that could be useful for the school rather than being donated elsewhere. SBM and HT have booked onto sustainable finances in schools (SDBE).

The CoG shared the Risk Register with the Board explaining the rag ratings in terms of likelihood and impact.

Safeguarding: Previously Croydon Children's Services were found inadequate, who have now improved to good after interventions 18 months ago. There are currently two trained Safeguarding Officers.

Q. Will you train another one up?

A. Yes, the previous Safeguarding Officer was trained due to maternity cover which has expired (training lasts a maximum of three years), so it would be a good idea to have another person.

Q. From a Risk Register perspective, is Safeguarding still a risk? Is there anything we need to look at more closely?

A. I think that the situation has improved, there is a single point of contact and quicker responses.

Staff with relevant training include: HT, FL

Governors with relevant training include: TM, MA, AD

Wider issue regarding supporting children's mental health which comes under SG. With catch up and other funding we are able to put things in place so the risk isn't as great.

Budget: Fortunate with previous year's balance carried forward, currently in an improved position with surplus carried forward this year. How funding might change and its impact is unknown at this time. *Recommendation agreed to reduce the likelihood of risk to level 4 and to review/compare against budget with the view of reducing to level 3.*

Policies: CoG happy with rating

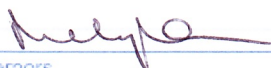
Challenging Pupils: Current level 5 due to impact on team and disruption caused, some problems remain. DC observed/commented on requirements for HT and FL's intervention in response to disruption observed whilst attending Curriculum Committees. The HT confirmed that circumstances have changed for the start of this term, however, during the first five weeks would recommend retaining the likelihood level as 5 because although Locality Funding is available it is too early to make a full assessment of the situation. There are still significant needs but support is in place for those children. Otherwise, there would be a twenty week wait for an EHCP. If Locality Funding were unavailable the likelihood would have to remain at level 5. Cases made for Locality Funding have generally been successful. FL and HT have relationships with children which is timely but extremely helpful for the child in the long run.

MA

	<p><i>Q. Reception children aren't all attending on a full-time basis so does the SLT know of any additional demands on the SEND staff?</i></p> <p>A. Investigations are ongoing in terms of Reception needs.</p> <p><i>Q. There is always going to be a knock-on effect, at what point does it become too much and requires further mitigation?</i></p> <p>A. Challenging behaviour can have an impact on SLT time and resource and will be an ongoing risk due to the lack of places in specialist schools. £6,000 spend must be evidenced to get a top up from Locality. In one sense the risk has diminished, because we have people that we can place with children who have specific needs. Also, it is whether they come with support, the only way you can get support for a child is to gather a bank of evidence. With covid this has been challenging, when a child comes with an EHCP, you know what provision is required. It is more difficult/challenging when the children come in without an EHCP. You must have an evidence stream, which means that parents will struggle to get support for children in the early years.</p> <p><i>Q. As a school of 200 pupils; do we proportionally have more students of a higher need than the population as a whole?</i></p> <p>A. Lots of schools are experiencing more children with higher needs and who are more challenging. We seem to have (in comparison to the cluster) more EHCP and more Locality funded children who will eventually go on to have EHCPs. We have presented more than other schools; they are presenting in Year 4 and 5 for secondary school. We are putting support in place prior to that with Locality Funding</p> <p>DC informed the GB that that the Curriculum Committee have discussed the need for support for SEND and Higher Achievers at the same time, which is a huge challenge for the teacher. The HT confirmed that Catch Up Funding is allocated to certain children which frees up TAs to work with more able children in an effort to ensure that all children reach their potential.</p> <p>Early Years Curriculum is changing and there needs to be more formal teaching as group or class work. Challenging Pupils will remain at a likelihood of 5 and will be reviewed at the November FGB meeting.</p> <p>Annual Consistent Financial Reporting (CFR) Annually the Government updates the framework for income heading and expense headings to ensure every school uses a standardised format for consistency. The last update was the 10th August 2021 to ensure the financial coding for financial terms are used correctly.</p> <p>GMF Contributions lowest level since 2003 approximately £1000 less than normal. Parents were sent an email on Monday, 20 September to ask for voluntary contributions. There is a good reserve, some of which is already allocated, with some carried forward. Hope to be back in good financial order for the end of the year being aware of parent's financial situations.</p>	
10.	<p>Policies Governors to approve and adopt draft policies on a rolling programme, the following policies have been updated.</p> <p>SEND Policy: Has been approved and uploaded to the school's website. Pupil Behaviour Policy: Requires approval in November Safeguarding Policy: Being updated identifying other policies that also require updating due to cross referencing. Safeguarding Leaflet: Has been updated with correct Governors and Staff. Curriculum policies: Are up to date and on Google Drive Pupil Premium: Expired</p> <p>FL and AD reviewed the statutory policies required for the website confirming all statutory policies are up to date but some need to be updated and approved at the next FGB meeting in November These include: Child protection, Admissions and Attendance.</p>	

MA

	KCSIE: The CoG urged all GB to read and complete the register.	
11.	<p>Governors' Training</p> <p>Consider training programme for year SDBE training has been paid for, there is a Bishop's Certificate consisting of eleven modules over the course of the year. Two Governors can attend each module (doesn't have to be the same Governors). Modules for current term and Governor's attendance is expressed below:</p> <p>Module 1 - The nature and purpose of church schools (AG, GT) Module 3 – Self Evaluation for Ofsted (MA, AD) Module 2 - Admission policies – the governors' role (TM, KW, MR)</p> <p>The CoG noted that the Maintenance Fund may be used in addition to the training budget if required.</p> <p>Action – NB to table SDBE training as agenda item for November 2021 and March 2022.</p>	12
12.	<p>Feedback on Governor Visits PR has visited recently and conducted two assemblies, he strongly encouraged the GB to visit the school and their Subject Links.</p>	
13.	<p>Other Items</p> <ul style="list-style-type: none"> • SDBE updates • Ofsted updates • SIAMS updates – Inspection due although believe there is a delay of up to 12m due to the pandemic • LA updates - Chair's Briefing – Thursday, 	
14.	<p>Date of Next meetings:</p> <ul style="list-style-type: none"> • Wednesday, 24 November 2021 – In person followed by drinks • Tuesday, 29 March 2022 • Tuesday, 19 July 2022 	
15.	<p>Any other business</p> <ul style="list-style-type: none"> • Sports Premium: TM • Governor for Catch Up Funding nominated: DC • PPG & SEN Inclusion <p>Action – DC as chair of committee to delegate sports and pupil premium catch up funding. Action – Confirmation of Wheel and committee info to AD/MA - NB</p>	13 14
16.	<p>Part B Business None identified.</p>	
17.	The meeting closed at 21:05 with a vote of thanks to everyone present.	

Signed:  PrintName: MERVYN AWEN
 Chair of Governors
 Date: 24 NOV 2021

Action Points

Outstanding Actions arising from Full Board meeting – Thursday, 08 July 2021

No	Action	By	When	Status
1	Advertise in CC with PR's contact details – beginning of next term whilst local congregation is being pursued.	HT	ASAP	Ongoing
2	Conversation with AD & PR regarding new term of Office.	AD, PR	ASAP	Closed

3	GT and CoG to discuss how the Governing Board will mark the occasion (Lorna's retirement).	GT, CoG	ASAP	
4	FL, HT and Jo Soltau to discuss changes in ethnicity, language and history.	FL, HT	ASAP	
5	HT will work on the website with AD.	HT, AD	ASAP	

Action Points

Actions arising from Full Board meeting – Wednesday, 22 September 2021

No	Action	By	When	Status
6	Organise dates for Link Governor visits.	HT, GB	ASAP	
7	Meet in October to discuss filling the role of Foundation Governor.	CoG, PR	ASAP	
8	Organise SG and Ofsted training.	HT, PR, FL	ASAP	
9	Arrange a Safeguarding inspection/visit.	TM/HT	ASAP	
10	Confirm if GT and CA are on the Faith Group.	PR	ASAP	
11	Review letter prior to visits and to speak with the children to see if their experience reflects the contents.	GB	ASAP	
12	Table SDBE training as agenda item for November 2021 and March 2022 FGB meetings.	NB	ASAP	
13	Delegate Sports and Pupil Premium Catch Up Funding.	DC	ASAP	
14	Confirmation of Governor Wheel and Committee information to AD/MA.	NB	ASAP	