



Coulson Church of England Primary School Part A Minutes of Full Board meeting Wednesday, 24 November 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	Apologies
Mr Darius Campbell (DC)	Foundation (PCC)	Present
Mr George Whicheloe (GW)	Foundation (PCC)	Apologies
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/Late
Mr Trevor Meadowcroft (TM)	Local Authority	Present
Ms Kirsty Wyatt (KW)	Staff	Present

In attendance:

Mrs N Bedlow	-	Clerk
Ms Fiona Lee	-	Deputy Headteacher
Ms Karen Newsome	-	Assistant Headteacher

AGENDA ITEM	MINUTES	ACTION NO:
1.	Welcome & Opening Prayer The CoG welcomed the Board and PR opened the meeting with prayer at 19:02.	
2.	Apologies for Absence The CoG welcomed the Board confirming the following apologies were received from: CA (ill health), GW (work commitment), RR (school function). The Board accepted and agreed the apologies. The meeting commenced having been confirmed quorate by the CoG. Urgent Matters identified as AOB No urgent matters were identified.	
3.	Declaration of Interests AD declared a new and ongoing interest: moving forward Mrs Deller will be employed by the school as a Support Assistant. No further declarations of interest in any agenda item were made. Action – Send new link for updated pecuniary interest form to AD – MA The CoG asked for one outstanding declaration to be completed.	15.
4.	Minutes of the meeting held on: Wednesday, 08 July 2021 (virtually) Wednesday, 29 September 2021 (virtually)	

	<p>The Board AGREED the above minutes were an accurate reflection of meetings held on Wednesday, 08 July and Wednesday, 29 September and were signed by the CoG.</p> <p>Matters Arising: The Board discussed Governor responsibilities for PPG and Covid Catch Up Funding in response to a query raised by DC. PPG was delegated to AG and Covid Catch Up Funding was delegated to DC.</p> <p>Action - Update the website with nominated Governors. Action - Organise a meeting re Catch Up Funding – FL and AG</p> <p>Actions The following actions were noted as closed: 9 Arrange a Safeguarding inspection/visit. 12 Table SDBE training as agenda item for November 2021 and March 2022 FGB meetings. 13 Delegate Sports and Pupil Premium Catch Up Funding. 14 Confirmation of Governor Wheel and Committee information to AD/MA.</p>	16. 17.
5.	<p>Governing Board Business</p> <p>Foundation Governor Action – Arrange a meeting with the SDBE after Christmas to discuss the vacancy – PR & MA</p> <p>Governing Body Self-Evaluation Three responses had been received, the CoG encouraged the Board to complete the self-evaluation and evaluate of the Chair as quickly as possible, emphasising the importance.</p> <p>Action – Complete and return all evaluations by 11th December</p>	18. 19.
6.	<p>Governing Board Processes</p> <p>Annual Reports</p> <ol style="list-style-type: none"> 1. Numeracy (MR) 2. Literacy (AG) 3. Numeracy (KN?) 4. RHSE (DC) 5. Inclusion (AG) 6. Sports Premium (FL) <p>The Board confirmed the location of reports saved on Google Drive. DC requested clarification of the format for the RHSE report and received advice from the HT regarding what information should be included DC will produce the RHSE report by the end of term.</p> <p>Action –Write RE report and submit by the end of term - PR Action – Write RHSE report and submit by the end of term – DC</p> <p>FL confirmed the Sports Premium report is available on the website but will meet with TM to discuss the funding. FL also confirmed that the PPG Report will also be uploaded to website once FL has amended the Pupil Premium Statement to reflect recent Government updates. The HT further clarified that the report must explain clearly why the PPG recovery funding has been spent. FL confirmed the report will evidence costs/spend using SIMMs data.</p> <p>Reports Received: Safeguarding Literacy Inclusion Sports Premium</p> <p>Reports Pending: RE and RHSE PPG Recovery Fund Curriculum</p> <p>Action – CoG to review compliance of reports against funding (to be agenda item for HT meeting)</p>	20. 21. 22.

<p>7.</p>	<p>Minutes/ Reports of Committees</p> <p>a) Admissions</p> <p>The Committee did not meet due to a diary clash with the Curriculum Committee meeting. No significant developments to report or changes in policy. Three in person and one virtual Admission events were recently executed which were well attended and well received. It was noted that small groups worked well the experience was more personal and visitors had more chance to ask questions.</p> <p>Action – Identify a date for another Admissions Event in the New Year - HT</p> <p>b) Communities</p> <p>CA was elected as Committee Chair during the meeting held on Wednesday, 17 November 2021 (minutes available on Google Drive). The issue regarding Monitoring has been resolved. Contracting the new caterer has resulted in a noticeable up take in the number of school lunches, though many pupils who are entitled to UFSM do bring in a packed lunch. FL commented that when data was reviewed against lunches, the uptake was better than first thought but data will be reviewed again. The School Council will continue once restrictions are lifted. The Fireworks event went well and was well attended. There are plans for two Carol evenings with the Rotary Club. The library opens on Tuesdays and Wednesdays, discussions regarding the school being more involved in using the space are taking place. The HT clarified that the library could be a space used for intervention programmes and is keen for the school to utilise the space. Conversations are required regarding contributions towards use/costs of utilities. Story time events could be hosted in the space using community posts to communicate to local families. Faculty would be keyholders but Safeguarding issues/concerns need to be finalised. FL emphasised the importance of access to the environment and to books for the children. A meeting to discuss utilising the library is scheduled for Thursday, 25 November 2021. Appreciation was extended to AD and FL for their work on the website.</p> <p>c) Curriculum</p> <p>The Curriculum Committee met on Monday, 22 November 2021, discussion focused on Locality Funding and Covid Catch Up Funding. Specifically noting the school/SLT has been successful in obtaining funding but also recognised the significant need in the school. The Committee also discussed the early adoption of the 2022 Cornerstones Curriculum which will also be if benefit in terms of summative assessments. DC queried the Committee Chair’s tenure CoG confirmed that the Chair should be re-elected annually. The Committee/Board unanimously APPROVED the proposal to re-elect DC as the Chair of the Curriculum Committee.</p> <p>Action - Write Curriculum report and submit by the end of term - DC</p> <p>d) Faith</p> <p>The Faith Committee met on Thursday, 14 October, (minutes available on Google Drive). PR specifically wished to bring the SIAMS Inspection to the Board’s attention. The Inspection looks closely at vision and leadership. Leaders including Governors are required to satisfactorily explain the school’s biblical/theological vision and aims. PR on behalf of the Faith Committee proposed a training session for the Board to prepare for a SIAMS Inspection.</p> <p>Action – Organise a time to run a training session to help Governors articulate the school’s theological vision - CoG</p> <p>PR confirmed that there is no way of knowing in advance specifically what will be asked at an inspection, however it is important for the Board to have a broad understanding. Inspectors will also wish to speak to MA in his capacity as CoG. The HT explained during Ofsted inspections; Governors could expect to be asked for evidence (both statistical and anecdotal) to support their responses.</p> <p>Action – Organise a meeting for the FGB to review information shared for OSTED inspections.</p> <p><i>Q. So, it’s important for Governors to complete their termly [link] visits?</i></p>	<p>23.</p> <p>24.</p> <p>25.</p>
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	<p>A. Yes, and learning walks are important for Governors to see the broad and balanced curriculum. TM has recently visited</p> <p>TM confirmed his recent visit was extremely productive and would like to visit again. Tm emphasised; not only the importance of data, but also being able to evidence how broad and balanced the curriculum is. Meeting and discussing this with Subject Leaders were encouraged as part of Governor/Link visits.</p> <p>e) Personnel To be convened.</p> <p>f) Committee Terms of Reference Committees confirmed that ToRs were updated and signed for the year.</p>	26.
8.	<p>Safeguarding, Safer Recruitment and Staffing</p> <p>a) KCSIE 2021 – outstanding confirmations One outstanding KCSIE confirmation which CoG is aware of.</p> <p>b) Safeguarding training TM indicated that one Governor undertaken Safer Recruitment another governor from Personnel is also required to undertake the training. The HT has asked Croydon to conduct a longer session on PREVENT.</p> <p>c) Safeguarding update During TMs recent visit TM used the opportunity to ask many questions of staff including PREVENT and KCSIE questions.</p> <p>d) LA Safeguarding Audit The completed Safeguarding Audit was shared with TM and CoG and is available on Google Drive.</p> <p>e) Items arising from audit TM has created a safeguarding spreadsheet also saved on Google Drive which summaries each area. During the meeting the Central Register was reviewed, queries were clarified and the status reviewed. MA and GW confirmed their responsibilities. TM will conduct a Health & Safety walk in due course.</p>	
9.	<p>Report of Headteacher</p> <p>a) School development plan The School Development plan was distributed prior to the meeting. The plan outlined the school's priorities for the year and initiatives undertaken. The priority for 2021-2022 is: To further develop and embed Middle/Senior leadership across the school particularly focusing on the implementation of the Cornerstones 2022 curriculum, the sequence and progression of skills, formative assessment and summative data.</p> <p>The HT emphasised the importance of the forthcoming Ofsted Inspection and outlined differences from previous inspections. Inspections now focus more on Subject Leaders and how they are leading subjects. The Board were given examples of a Deep Dives in Reading and Maths which included; observations on the day (of up to four Maths lessons), conversations with children, review of books, followed by a meeting with the Subject Leader (and ideally another). Notably there is increased input from pupils compared with previous inspections, so children need to be encouraged to speak about their learning. The Maths Governor would also be asked the same questions looking for consistency.</p>	



Individual meetings are ongoing with HT/DHT and Subject Leads to discuss strengths and areas for development following subject monitoring. A session was attended recently giving teachers and class TAs detailed feedback from a recent Croydon Ofsted inspection.

Reading, Writing, RSE, Maths, Computing and Science Leads were given release time to develop and monitor their subjects. They shared their feedback/findings with individual teachers and the Leadership Team.

In relation to RHSE the HT/DSL attended funded training as part of the pilot on Child sexual abuse and harassment, including training on peer-on-peer abuse in schools. This is also an important part of Ofsted inspections SLT have been working with Yr.5 and Yr.6 in preparation for Secondary school. The HT emphasised the importance of a well-managed and updated website extending thanks to AD for his help. FL and AD are working through all of the subjects on the website though the Class Curriculum Letters are all uploaded.

Q. What are some of the children like? Would the inspectors be conscious of the sort of comments that young children would make?

A. Yes, they are aware of that and they did allow the school to pick the children to speak to. However, whilst they are conducting observations they will speak to all children.

a) Self-evaluation 2020/21

The decision was taken to adopt the Cornerstones Curriculum (early adopters). There are currently 2,000 schools now using cornerstones (2022 Curriculum). The resource offers tools for: planning, formative assessment and summative testing with standardised scores. The Art curriculum is a good example of evidencing the range of the different skills taught and applied throughout all years showing a well-connected/sequenced curriculum.

The HT recently undertook a *Teaching & Learning Walk* with Subject Leaders to gather evidence of the sequence of learning in Art across the school. The walk illustrated the progression of skills in classes for landscapes with work exhibiting evidence of knowledge building and vocabulary banks increasing by Year. Teachers are also finessing the curriculum with their own engagement activities. The HT commented on the ambitious and challenging nature of the curriculum which offers breadth from those pupils who need help to those pupils who have higher abilities.

The school must achieve a *Good* rating in all categories in order to maintain its current *Outstanding* rating. The HT would like to review the criteria with the Board in January 2022. The HT noted that the SLT have undertaken significant work with the curriculum and that balance is required in terms of progress/achieving targets and staff wellbeing. Because of parental meetings, staff meetings have been put on hold to ensure that workload is manageable. FL commented that teachers also need to understand the system and are asking more questions and problem solving for themselves.

b) Presentation of Cornerstones curriculum and tool (FL)

FL outlined the scope of the teaching resources and explained that the system is also compatible with SIMMs and consistently and automatically updates with information (PPG). The Timetable is well thought out and where teachers plan lessons these can be planned/personalised.

Q. Are the teachers updating the system?

A. Some are using it but if you change the lesson, you can save it so you are not having to write the lesson again. FL gave the Board a demonstration of *Curriculum Pro's* functionality which allows Subject Leaders to plan and map continuity and sequencing throughout the school. FL noted that the software does a lot of the work for Subject Leaders helping them to understand and explain what is taught specifically in each subject Area from Early Years to Yr. 6.

By Christmas 2021 Governors reports should be produced based on assessments that are created automatically which saves SLT time. Cornerstones Twitter feed is also informative and does have up to date feeds regarding Ofsted as well as the database.

SLT and staff have focused on Cornerstones and Teaching & Learning the curriculum moving forward the focus will include Subject Leadership. FL emphasised that the priority/target remains, giving the children the best education possible. SLT can evidence teaching a broad and balanced curriculum



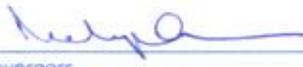
	<p>since 2014 because a full curriculum offers CCoFE pupils every opportunity to shine at something they enjoy. HT updated the Self-Evaluation form to indicate the curriculum was never narrowed/streamlined.</p> <p>Projects/Topics for each term will include a <i>mini topic</i>. Main themes will have different subject areas and mini projects are specific to year groups.</p> <p><i>Q. What is meant by two topics per term?</i> A. A history or Geography project per term with other projects that run alongside it. One topic per term, <i>mini projects</i> are separate and spread out over the term. It is a clever structure making sequencing/progression easily demonstrable. The HT and FL deliberated significantly during the summer holiday and consulted with SLT prior to confirming.</p> <p>FL gave the Board a demonstration/tour of Cornerstone Curriculum demonstrating what decisions have been taken and why. Curriculum and FGB meetings will receive assessment-based reports moving forward.</p> <p><i>Q. Do the other teachers enjoy using it?</i> A. There is overlap with the old curriculum, but there are new topics. It is a question of teachers building knowledge. FL distributed knowledge organiser and vocabulary packs to support teachers and TAs.</p> <p><i>Q. Where is Music, Computing, PE and RE?</i> A. These subjects are not included so the school is writing our own which can be saved into the system. FL working with Croydon Sports Partnership regarding the PE curriculum, KK overseeing Music and Sam Johnson is overseeing Computing.</p> <p><i>Q. What is Pobble?</i> A. Pobble is a web-based tool that supports the assessment and moderation of writing across the school. If schools can't mix it ensures the moderation and sharing process. Comments can be saved so is a learning tool and looks at criteria. FI confirmed that CCoFE have also put in a bid to be part of <i>Reading for Pleasure</i> and was one of only 39 schools selected. The HT explained that it provides balance rather than simply relying phonics. A <i>Read, Write, Ink</i> training session or leadership and all staff. HT proposed moving the planned inset day from 25 June to 28 March to allow all staff to be trained. Staff meetings maybe cancelled to allow for report writing day to help manage staff wellbeing.</p>	
10.	<p>Finance Update AD</p> <p>a) Risk register Noted that a breach of data protection was flagged.</p> <p>b) To consider any key financial issues. Finance committee met on Tuesday, 09 November to review financial procedures the minutes are available on Google Drive. The <i>Coulsdon CofE Financial Procedure and Scheme of Delegation</i> was approved by the Finance Committee.</p> <p>AD proposed the adoption of the <i>Coulsdon CofE Financial Procedure and Scheme of Delegation</i> which was unanimously AGREED by the Board.</p> <p>c) To establish how regular scrutiny and review of internal controls will be managed. d) To establish that any outstanding Audit recommendations have been addressed.</p> <p>Financial procedures/policy addressed include: Financial reports will be presented six times per year. References to dates will be removed when data is submitted.</p> <p>e) Update on actual v budget (Q2) The Executive Summary of the Q2 financials are available in the finance section of Google Drive. Expected to carry forward £25,000. Both the expected income and expected expenditure is slightly higher due to additional funding for children followed by increased costs.</p>	



	<p>The budget was circulated prior to the Finance Committee meeting, approved before half-term formally minuting the approval for submission to Croydon Local Authority.</p> <p>f) Update on GMF contributions Contributions to the Governors fund were lowest in the last two years. After Christmas a reminder will be sent in the Coulsdon Chronicle. £4,000 in voluntary contributions were received. The maintenance fund is being drawn on for repairs and there will be a Premises focus for the next meeting. Yr. 5 and Yr. 6 areas require resurfacing and some fences are due to be replaced.</p> <p>RR joined the meeting at 20:40</p> <p><i>Q. Are you happy with the limits of £3,000 and £10,000 and card limits?</i> A. Yes, they increased a few years ago we were happy with those limits.</p> <p><i>Q. What about cheques?</i> A. We still write cheques we don't use online banking which is due to Croydon Council.</p>	
11.	<p>Chair's Report including Chair's Actions Revised INSET date amended to March 2022 from June 2022.</p>	
12.	<p>Policy documentation AD and FL monitor policies on website To review and agree any draft statutory policy documentation for approval, to include:</p> <ul style="list-style-type: none"> a) Pupil Behaviour (owned by FGB) b) Teacher Pay (Personnel) c) Financial procedures (Finance) APPROVED d) Attendance (Admissions) <p>Pupil Behaviour, Teacher Pay and Attendance policies will be agreed via email before end of term.</p> <p><i>Note the above policies are those owned by, or signed off by, the Full Governing Body. All committees should ensure that their ToR cover all policies delegated to them and that those policies are up to date.</i></p>	
13.	<p>Governor Visits The HT encouraged the Board to ensure that all reports from visits are uploaded onto Google Drive. GT will reschedule a visit for January because of the number of Covid cases in school during November. DC will visit before Christmas. In relation to current Covid cases there are: 14 in total - 1 staff and 13 children. Staff currently isolating are coming to the end of their isolation period and will return. The HT indicated that the situation would remain manageable, providing cases don't increase. Lateral flow tests will be regularly undertaken and masks are worn by staff.</p>	
14.	<p>Governor Training</p> <ul style="list-style-type: none"> a) To note the new virtual training programme is available to view and book at https://education.southwark.anglican.org/4600/training-courses b) Bishops Certificate feedback <ul style="list-style-type: none"> i. Nature, Purpose, and Ethos of Church Schools (GT, AG) ii. Admissions Policy (KW, TM) iii. GT attended two sessions. iv. MA encouraged reports to be uploaded to Google Drive. v. TM confirmed uploading a presentation and KW confirmed uploading notes. c) Bishops Certificate Spring Term <ul style="list-style-type: none"> i. The Curriculum (9 Feb 2022) ii. Teaching, Learning and Achievement within the Quality of Education (9 March 2022) iii. Effective Governance of Church Schools (20 April 2022) iv. Planned for in person sessions. v. DC will attend The Curriculum and another (two governors are required to attend each training session). vi. MA and AD will attend Teaching Learning & Achievement and Effective Governance of Church Schools. 	



	d) Any other training attended None identified.	
15.	Date of Next meetings: <ul style="list-style-type: none"> Tuesday, 29 March 2022 (Budget approval – in person as required) Tuesday, 19 July 2022 	
16.	Other Items <ul style="list-style-type: none"> SDBE updates Ofsted updates SIAMS updates – Inspection due although believe there is a delay of up to 12 months due to the pandemic LA updates - Chair's Briefing 	
17.	Part B Business None identified.	
18.	Any other business None identified	
19.	The meeting closed at 20:59 with a vote of thanks to everyone present.	

Signed  PrintName MELWYN ALISH
 Chair of Governors
 Date: 29 MARCH 2022

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	Closed
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	Closed
4	FL, HT and Jo Soltau to discuss changes in ethnicity, language and history.	FL, HT	ASAP	Closed
5	HT will work on the website with AD.	HT, AD	ASAP	Closed

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	Closed
7	Meet in October to discuss filling the role of Foundation Governor.	CoG, PR	ASAP	Closed
8	Organise SG and Ofsted training.	HT, PR, FL	ASAP	
9	Arrange a Safeguarding inspection/visit.	TM/HT	ASAP	Closed
10	Confirm if GT and CA are on the Faith Group.	PR	ASAP	Closed

11	Review letter prior to visits and to speak with the children to see if their experience reflects the contents.	GB	ASAP	Closed
12	Table SDBE training as agenda item for November 2021 and March 2022 FGB meetings.	NB	ASAP	Closed
13	Delegate Sports and Pupil Premium Catch Up Funding.	DC	ASAP	Closed
14	Confirmation of Governor Wheel and Committee information to AD/MA.	NB	ASAP	Closed

Action Points

Actions arising from Full Board meeting – Wednesday, 24 November 2021

No	Action	By	When	Status
15	Send new link for updated pecuniary interest form to AD.	MA/CoG	ASAP	Closed
16	Arrange a meeting with the SDBE after Christmas to discuss the Foundation Governor vacancy.	MA, PR	January 2022	Closed
17	Update the website with nominated Governors.	TBC	ASAP	Closed
18	Organise a meeting re Catch Up Funding.	FL, AG	ASAP	
19	Complete and return all evaluations by 11th December 2021.	GB	11 December	
20	Write and submit RE report.	PR	End of term	
21	Write and submit RHSE report.	DC	End of term	
22	Review compliance of annual reports against funding (to be agenda item for HT meeting)	CoG	ASAP	
23	Find a date for another Admissions Event in the New Year	HT	January 2022	Closed
24	Write Curriculum report and submit by the end of term	TBC	End of term	
25	Organise a time to run a training session to help Governors articulate the school's theological vision	CoG	ASAP	Closed

NA