



**Coulston Church of England Primary School**  
**Part A Minutes of Full Governing Body meeting**  
**Tuesday, 29 March 2022**  
**7pm via Google Meet**

Mr Melvyn Allen (MA/CoG)	Co-opted, Chair	Present	Apologies
Ms Annie Mitchell (AM/HT)	Headteacher	Present	
Mr Adrian Deller (AD)	Foundation (PCC)	Present	Absent
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)	Present	
The Revd Paul Roberts (PR)	Foundation (Incumbent)	Present	
Ms Rebecca Ross (RR)	Parent	Present	
Mr Trevor Meadowcroft (TM)	Local Authority	Present	
Ms Kirsty Wyatt (KW)	Staff	Present	
Mr Malcolm Bulbeck (MB)	Foundation (SDBE)	Present	

**In attendance:**

- Mrs N Bedlow - Clerk (joined at 19:39)
- Ms Fiona Lee - Deputy Headteacher
- Ms Karen Newsome - Assistant Headteacher
- Ms Jo Soltau - Observer Interim AHT
- Ms Sara Bonnick - Observer- interim AHT

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p><b>Welcome &amp; Opening Prayer</b></p> <p>The meeting was opened with prayer by PR at 19:00.</p> <p>The CoG welcomed and introduced MB as a new Foundation Governor, appointed as of Saturday, 05 March 2022.</p> <p>The CoG also welcomed SB and JS in their capacity as interim Assistant Head Teachers.</p> <p><b>Action - Arrange new email address for MB. (CoG)</b></p>	26.
2.	<p><b>a) Apologies for Absence</b></p> <p>Apologies were received from: MR (work related) and AM (unable to attend due to illness).</p> <p><b>b) Acceptance</b></p> <p>The Board accepted and agreed AMs apology.</p> <p>The Board discussed MRs absences, were sympathetic to work commitments and personal circumstances and <b>RESOLVED</b> to ask her to step down if unable to conduct her responsibilities due to persistent absence. The Board did not accept MR’s apologies.</p> <p><b>c) Quorum</b></p> <p>The meeting commenced having been confirmed quorate by the CoG.</p> <p><b>d) Urgent Matters identified as AOB</b></p> <p>No urgent matters were identified.</p>	

	<p><b>Declaration of Interests</b> No declarations of interest in any agenda item were made.</p>	
4.	<p><b>Minutes of the meeting held on: Wednesday, 24 November 2021</b></p> <p><b>a) Approval</b> The Board <b>AGREED</b> the above minutes were an accurate reflection of meeting held on Wednesday, 24 November and were signed by the CoG with the amendment of the date. Preference for <i>Governing Body</i> not <i>Governing Board</i> was noted.</p> <p><b>b) Matters Arising</b> None noted.</p> <p><b>c) Actions</b> None noted.</p>	
5.	<p><b>Constitution of the Governing Body</b></p> <p><b>a) Welcome new attendees</b> i. MB, SJ and SB were welcomed and introduced to the Governing Body.</p> <p><b>b) Revised committee membership</b> i. Curriculum – vacancy GT will join the Curriculum Committee and take responsibility of the Numeracy Link Governor. ii. Faith - Is not statutory therefore a non-Governor can be appointed if required. A meeting will be held week commencing Monday, 04 April to review membership. AG offered to join the Faith Committee.</p> <p><b>Action</b> – AG, SB and GT to meet and discuss Link responsibilities.</p>	27.
6.	<p><b>Chair's Action(s) and related governors' business</b></p> <p><b>a) Chair to inform governing body of any action that they have taken on its behalf and invite items for inclusion on future agendas.</b> Nothing noted.</p>	
7.	<p><b>Governor Training SIAMs Inspection</b></p> <p><b>a) Christian Ethos in Education</b> PR shared training slides recently reviewed by a meeting of the Faith Committee summarising <i>Christian Values in the Governance of Education</i> and referencing biblical injunctions that could be used to contextualise CCofE policies.</p> <p>The SDBE insists on schools shaping policies with clear Christian theology rooted in the bible. SDBE policies make reference to "<i>life in all its fullness</i>", within the policy there are 4 key areas of church involvement in education: <i>Wisdom, Hope, Community and Dignity</i>. PR reviewed and compared SDBE and CCofE policies looking for examples of explicit Christian theology. PR concluded that the CCofE policies could be more explicitly related to Christian theology; specifically, the values and ethos should be explained.</p> <p>PR explained that policies should be rooted in clear and well-articulated values and PR would like to smaller working groups to review each policy to consider how better to articulate a clear Christian theological basis for each one, citing examples.</p> <p><b>Data Protection Policy:</b> PR suggested a contextual paragraph could be included in the policy making reference to the biblical injunction "<i>Love your Neighbour</i>", treating others with respect including their data.</p> <p><b>Curriculum Policy:</b> "<i>God has revealed himself as a creator...</i>"</p> <p><b>Teacher Appraisal Policy:</b> "<i>Whatever you do, do with all your heart</i>". As the policy is designed to be supportive and developmental PR suggested the policy could make reference to helping/enabling staff to work to the best of their ability, as good witnesses, pleasing the Lord.</p> <p><b>Behaviour:</b> <i>Do to others what you would have them do to you, fruit of the spirit, show</i></p>	

	<p><i>proper respect to everyone.</i></p> <p>PR proposed every time a policy is reviewed, the Governing Body should review content from a theological/biblical perspective. PR recommended <u>Bible Gateway</u> as a useful tool for this purpose.</p> <p><i>Q. There are a lot of the policies, we try and either take the model ones or try and keep them as standard as possible. Can we have an accompanying document to the policy?</i></p> <p>A. Yes, I wasn't suggesting we redraft each policy, when they are reviewed we could think of an opening statement that we could consider for each one. From an inspection perspective, if we are in agreement we can also confirm that we are committed to reviewing the policies from a Christian perspective. (PR)</p> <p>PR's recommendations included making reference to Christian values (forgiveness and redemption) explicit that can really speak to policies and how we treat one another, taking extra care with SEN. AD proposed the key policies on the website should be reviewed first. PR suggested that all policies could be reviewed over a period of two years and updated on an ongoing basis. TM suggested that the Subcommittees should review the policies relevant to them within a theological context.</p> <p><i>Q. The Communities Committee reviewed a series of policies recently including Community Cohesion, is it still important to retain that policy?</i></p> <p>A. The Community Cohesion Policy is under review and should be discussed at the next Community Committee meeting.</p> <p>In conclusion PR attended requested that the matter remains priority for the Governing Body and that consideration of the key question raised by SIAMs in terms of Leadership is essential. FL explained that a SIAMs inspection is a deep analysis of a school and challenging.</p>	
8.	<p><b>Safeguarding Report</b> Recorded confidentially under Part B Minutes. <b>Action</b> – TM and FL to meet regarding Safeguarding.</p>	28.
9.	<p><b>Minutes &amp; Reports and Committees</b></p> <p><b>a) Admissions - CoG</b></p> <ul style="list-style-type: none"> <li>i. Two Admissions meetings this term, one meeting specifically for offers.</li> <li>ii. Admissions are down by 10 on 2020-2021.</li> <li>iii. 13 siblings – 13 accepted.</li> <li>iv. 26 foundation – 19 accepted.</li> <li>v. 92 open places.</li> <li>vi. 1 child already placed on EHCP.</li> <li>vii. Offers for two looked after children.</li> <li>viii. The Admissions Committee approved the Attendance Policy now on the website.</li> </ul> <p><b>b) Communities - CA</b></p> <ul style="list-style-type: none"> <li>i. Considering themes in the playground and social circles.</li> <li>ii. Sports Premium funding has been used to purchase basketball posts.</li> <li>iii. SEN incidents have reduced positively impacting on workload.</li> <li>iv. Mitigating factors in place since lockdown are still in place, such as continual cleaning.</li> <li>v. Tests have been distributed to all staff until they run out.</li> <li>vi. Slight drop on KS1 meals and 1% drop off on KS2 have resulted in reviewing/making adjustments for catering outside.</li> <li>vii. Vouchers have been distributed to those on FSM, limitations in place for redemption, and were sent via email.</li> </ul>	

	<ul style="list-style-type: none"> <li>viii. The number of PPG students eating lunch has improved.</li> <li>ix. Breakfast club is growing, currently costs £4, numbers are being monitored to ensure viability.</li> <li>x. Feedback regarding the website has been positive in response to the availability of information and ease of use.</li> <li>xi. Progression of school data will also be uploaded to the website.</li> <li>xii. AD encouraged Governors to have photos taken for the website between 9-12 on Thursday, 31 March.</li> <li>xiii. In relation to Data the publication of SATs results is pending an update from the Local Authority regarding what results should be published.</li> <li>xiv. The school prospectus has also moved to website.</li> <li>xv. Positive feedback was received regarding uniforms, it went to tender in light of rising costs.</li> <li>xvi. The relevance of the Community Cohesion Policy was queried should it be retained it should be refined or reviewed by the FGB.</li> </ul> <p><b>Action:</b> Antbullying and Community Cohesion to be reviewed by the FGB at the next meeting.</p> <p>The CoG proposed the Governing Body to review the Community Cohesion Policy and consider if the Cyberbullying Policy should be part of the Bullying Policy. CA summarised the Cyberbullying Policy and CoG proposed that the Bullying and Cyberbullying policies should be consolidated in January 2023 when Bullying due to be reviewed. Information to be uploaded to the website will be sent to JS and AD in FLs absence.</p> <ul style="list-style-type: none"> <li>ix. The School Council met with an Environmental focus.</li> <li>x. There will be events in May to mark the Queen’s Jubilee.</li> <li>xi. Considering the most effective use of the library and its space.</li> </ul> <p><b>c) Curriculum DC</b></p> <ul style="list-style-type: none"> <li>i. The committee is due to meet directly after assessments and SATs.</li> <li>ii. Reviewed reading and phonics.</li> <li>iii. Increasing use of the library.</li> <li>iv. The next round of Locality funding is from April onwards.</li> <li>v. AD revised the policy table looking at updates required between March and July.</li> <li>vi. Able &amp; Talented is to go to FGB.</li> <li>vii. Reviewed reading assessments and expectations. Each class is very different so a specific discussion is required there are statistics to consider progression.</li> <li>viii. Visited recently by Jo Wallen (Croydon Improvement Partner) but haven’t had a response from SDBE regarding visiting the school.</li> <li>ix. FL commented that requests for help have been sent to the SDBE for RE support and has found the response limited.</li> </ul> <p><b>d) Faith PR</b></p> <ul style="list-style-type: none"> <li>i. Met on Thursday, 27 January, the minutes available on Google Drive.</li> <li>ii. The main action point from the meeting was to update the FGB regarding Christian Values in Governance.</li> <li>iii. A support session is scheduled for staff after school regarding how Easter is taught.</li> <li>iv. PR expressed concern at the lack of support from the SDBE and suggested the Faith Group consider that at its next meeting</li> </ul> <p><b>e) Personnel Report</b> The Personnel Committee did not meet, therefore nothing to report.</p>	29.
10.	<p><b>Finance - AD</b> Recorded confidentially under Part B minutes.</p>	

	<p>Action - AD, EH and MA to arrange signature and submission.</p>	
11.	<p><b>Headteacher recruitment panel</b> GW presented Governors with an update regarding personnel:</p> <p><b>Maternity Cover</b></p> <ul style="list-style-type: none"> <li>i. Maternity cover is required for FL.</li> <li>ii. Two candidates were appointed as interim Assistant Headteachers creating a strong Leadership Team whilst transitioning to a new Headteacher.</li> </ul> <p><b>Headteacher Recruitment</b> Recorded confidentially under Part B minutes. <b>Action</b> – CoG to arrange meeting on 6<sup>th</sup> May.</p>	31.
12.	<p><b>Policy documentation</b> The CoG asked Governors to ensure that all policies are up to date.</p>	
13.	<p><b>Governor Training Update</b></p> <ul style="list-style-type: none"> <li>a) <b>Chair's briefing</b> <ul style="list-style-type: none"> <li>i. Nothing noted.</li> </ul> </li> <li>b) <b>Potentially relevant upcoming training</b> <ul style="list-style-type: none"> <li>ii. New Governor Induction (15th June)</li> <li>iii. Malcom asked to attend.</li> </ul> </li> <li>c) <b>Bishop's Certificate – Volunteers</b> <ul style="list-style-type: none"> <li>i. Effective Governance of Church School (20th April) (MA, AD)</li> <li>ii. Religious Education (17th May) (PR, RR)</li> <li>iii. Collective Worship (25th May) (GT)</li> <li>iv. School Buildings (8th June) (CA, TM)</li> <li>v. Recruitment and selection (6th July) (GW, MA)</li> <li>vi. Personnel procedures (13th July) (GW, AD)</li> <li>vii. All virtual 1.3-2hrs in the evening.</li> </ul> </li> </ul>	
14.	<p><b>Report by the Headteacher</b> Presented by FL, JS and SB in AM's absence.</p> <ul style="list-style-type: none"> <li>i. School attendance is 94.14% all schools are currently experiencing lower attendance due to COVID19 and is still being monitored at CCoFE.</li> <li>ii. A daily grid is produced to review COVID19 and the impact on attendance.</li> <li>iii. The Educational Welfare Officer EWO attends school regularly.</li> <li>iv. All Staff have completed/attended <i>Prevent</i> Training conducted by Croydon Local Authority and general Safeguarding updates from the Headteacher and FL.</li> <li>v. The website's Safeguarding page illustrates the importance of Safeguarding in the school and has out of hours contact details for parents to raise concerns.</li> <li>vi. PR conducted collective worship in the playground and will continue to use outdoor space where appropriate.</li> <li>vii. Year 6 are now back in their own bubble due to a PGL residential trip week commencing Monday, 04 April. All children have to conduct lateral flow test before the trip.</li> <li>viii. Jo Wallin (Croydon Local Authority Advisor) spent the day at school. She interviewed the Headteacher and FL and conducted learning walk of the school.</li> <li>ix. The walk was not just focused on academic work, it included a review of art work and progression of skills. Observations in all classes was also conducted, Maths and Reading Leads then did a deep dive into subject areas. Leads found the exercise useful preparation for Ofsted.</li> <li>x. JW then produced a report.</li> <li>xi. Some staff were not present (COVID19) so lessons were being covered JW was unable to discern which classes these were. FL thanked staff covered and considered JWs feedback complementary.</li> </ul>	



FL shared the key points of JW's report:

- i. Children had a highly positive attitude to learning
- ii. Children were Engaged focused and motivated.
- iii. Senior Leadership reflect on and take ownership of learning.
- iv. Routines and high expectations are seen consistently throughout the school.
- v. Teachers are following the school's essential practices.
- vi. The school's motto is reflected in the environment.
- vii. Zones of regulation allowed children to regulate and manage their feelings effectively.
- viii. Positive and supportive.
- ix. Phonics is introduced as soon as possible.
- x. Books are celebrated across the school.
- xi. White Rose Maths is used consistently and the correct mathematical language is used consistently.
- xii. Technical language was modelled explained and explored in foundation subjects.
- xiii. Pleased that FL has already implemented some of the recommendations.
- xiv. Writing based on Cornerstones changes are being developed.
- xv. Maths – calculations policy is being reviewed.
- xvi. Book bags identify types of books for parents – stickers now employed.
- xvii. JW will return in April for one day, she will conduct another Teaching and Learning Walk including: Maths in Infants, Maths and Literacy in KS2 and foundation interviews (including SEN).


JS summarised the focus on phonics and FL encouraged Governors to look at the website which breaks down the phonics schemes.

- i. Every child should have phonics
- ii. Programme that runs through entire school.
- iii. School needs to meet requirement and had invested in resources and training.
- iv. Training is now available inhouse.

SB summarised the White Rose Maths scheme

- i. The App has launched for KS1 parents.
- ii. Updated with multiplication and division.
- iii. Training scheduled for May will focus on how to develop children who are struggling, and how to support them. Followed by training for supporting more able children
- iv. A Maths week prior to the November FGB focused on Maths.
- v. The NSPCC number day in February raised £170.
- vi. SB attended a workshop for the Mastering Numbers Programme (Reception, Year 1 and Year 2). The programme helps build a basic understanding of Maths for children who have suffered in lockdown. Aimed at plugging gaps and helping children moving up through the school.
- vii. SB established another programme, developing a whole school approach to teaching times tables.
- viii. FL explained that training is still virtual.
- ix. Statutory training is in place.
- x. FL noted that Governors have offered to help/invigilate the forthcoming SATs tests. At assessment briefing, a number of cases were highlighted regarding the administration of SATs tests. There is an issue in schools with the rules being followed, FL is happy that the Governing Body can verify procedures followed are accurate.
- xi. The Headteacher has met with the Headteacher Cluster and Church Schools, some meetings are now in person and going back into schools offers better sharing of ideas.

	<p>xii. Staff continuously working to support each other and all staff conducted a Read Write and Ink training session during a recent inset day.</p> <p>FL summarised forthcoming activities:</p> <ul style="list-style-type: none"> <li>i. Year 6 will go on a PGL residential in April.</li> <li>ii. Year 5 are going back to Whitgift to learn about secondary schools.</li> <li>iii. Year 5 will see a performance of <i>Beauty and the Beast</i>.</li> <li>iv. Reception will be visiting a farm.</li> <li>v. Chicks and butterflies will arrive after Easter.</li> <li>vi. Irish dancing for St Patrick's day.</li> <li>vii. FL extended thanks and gratitude to the Friends of CCoFE for the helping to action the above activities.</li> </ul>	
15.	<p><b>Date of Next meetings:</b></p> <ul style="list-style-type: none"> <li>• Tuesday, 19 July 2022</li> </ul>	
16.	<p><b>Confidential Part B Business</b></p> <p>Items to record confidentially include:</p> <ul style="list-style-type: none"> <li>Finance</li> <li>Board constitution</li> <li>Headteacher Recruitment</li> <li>Safeguarding</li> </ul>	
17.	<p><b>Any other Business</b></p> <p>Approval of Octavo contract: £1,800 for four meetings.</p> <p>The meeting in July will approve the new Chair – MA proposed remaining as Co-Chair and would like to share the work load.</p> <p>The meeting in July will take place in person.</p>	
18.	The meeting closed at 21:32 with a vote of thanks to everyone present.	

Signed:  PrintName: MERVYN ALLEN

Chair of Governors

Date: 5 OCTOBER 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

### Action Points

Actions arising from Full Board meeting – Tuesday, 29 March 2022

No:	Action	By	When	Status
26	Arrange new email address for MB	MA/CoG	ASAP	Open
27	Meet and discuss Link responsibilities.	AG, SB, GT	ASAP	Open
28	Safeguarding meeting.	TM, FL	ASAP	Open
29	Anti-bullying and Community Cohesion to be reviewed by the FGB at the next meeting.	All	July FGB	Open
30	Arrange signature and submission of 2022/23 budget and SVFS.	AD, EH, MA	March	Open
31	Arrange meeting on 6th May.	MA/CoG	ASAP	Open