



# Coulston Church of England Primary School

## Part A Minutes of Full Board meeting

### Thursday, 08 July 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), Vicechair	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

#### In attendance:

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

AGENDA ITEM	MINUTES	ACTION NO:
1.	<b>Welcome &amp; Opening Prayer</b> PR opened the meeting with prayer at 19:03.	
2.	<b>Apologies for absence &amp; Quorum</b> <ul style="list-style-type: none"> <li>• The Chair welcomed all Governors in attendance.</li> <li>• No apologies were received, the meeting was quorate.</li> <li>• <b>The Board identified the following business:</b> <ul style="list-style-type: none"> <li>i. Equalities Document (FL)</li> <li>ii. Website (Statutory Requirements (AD))</li> </ul> </li> </ul>	
3.	<b>Declaration of interest</b> None declared.	
4.	<b>Minutes of the meeting held on Monday, 29 March 2021.</b> The Board confirmed and <b>APPROVED</b> the minutes as an accurate record of the meeting and were signed by the CoG. <b>Matters Arising:</b> None. <b>Actions:</b> The Board agreed to table Policies in addition to Equalities Document and Website.	
5.	<b>Constitution of the Governing Board</b> <b>Board membership/vacancies/terms of office due to expire</b> PR has advertised the vacancy in updates to his congregation and also spoken to Leo Morrel (SDBE), One enquiry was made but couldn't be considered under Foundation Governor Status. PR will have to revert to SDBE if no interest is expressed, however they have indicated that they don't have a bank of potential Governors to contact. PR will also try other local churches, specifying (as in the initial advert) a preference for non-parents. MA asked the Board if they could recommend another	



	<p>worshipping member of a Christian congregation and to pass any details to PR. HT could advertise in the Coulsdon Chronicle.</p> <p><b>Action – Advertise with PR’s contact details – beginning of next term whilst local congregation is being pursued.</b></p> <p>AD term to expire in April 2022 having served eight years. Happy to consider standing again after a conversation with PR.</p> <p><b>Action – Conversation with AD &amp; PR regarding new term of Office.</b></p> <p><b>To consider GB composition and structure for the forthcoming year, including any possible changes to Standing Order/Terms of Reference</b> No considerations noted.</p> <p><b>Chair Election</b> MA/CoG – Term due to expire is willing to stand for a final term. This was approved by the GBCoG asked the Board to consider succession planning for 2022-2023.</p>	<p>1</p> <p>2</p>
6.	<p><b>Report of the Headteacher - A summary of pupil achievement at the end of Key Stages</b> Subject Leadership: Focus when updating the SDP. Lockdown 3 stalled work; building up knowledge of remote learning took time. The HT is pleased with achievements and feels that the school is better prepared for a deep dive in Reading. Resources: Have been audited and monitored and new resources procured. Reading: Reviewed for September, SLT and Subject Leaders have prepared for the new academic year in the current term to ensure consistent practice. Despite children losing last term’s learning, progress is not as slow as it may have been. Salford Reading Tests have positively impacted on progress, those with additional need will require daily intervention from September onwards. Maths: Review of White Rose Curriculum undertaken; there are some gaps in the way it's presented. The school will finesse delivery of content and won't just rely on the resources. There is sequencing which is important but it would benefit from being supplemented from other resources. Investigations further up the school also indicate gaps and the need for a wider range of challenges for more able children.</p> <p><i>Q. What is an example of mathematical investigation?</i> A. More open ended, you have to work out the strategy for which to solve the problem. The children learn to develop their own strategies for <i>how</i>. The child has to work out <i>how</i> to get to the solution, there is also more than one way. The real learning comes when the children can verbalise their processes, which helps other children.</p> <p>Sarah Bonnick and Karen Newsome are leading on the matter. Nationally Maths has been more significantly affected in Primary and Secondary Education, than other subjects. Targeted support for children affected has begun. PUMA Data: Pending due to <i>trial</i> status the standardised scores are unavailable until summer. Data will be presented to the Board in the September meeting. LR and HT have reviewed summative and teacher assessments to gauge where children are and what the percentages are:</p> <p><b>Final Assessment 2020-2021 Maths Data Presented by FL</b> Data shared is confidential and number based. HT explained the assessment tool and range of assessment to the Board. Year 5: There are a number of children performing below age expectation due to a number of factors, such as dyslexia, dyscalculia and other SEN conditions. The data is screened daily, the end of year Spring Data Test was not conducted in Lockdown. The HT considers the data (available on Google Drive) to be a good baseline in terms of the children’s return and anticipates progress evidenced in the new data. In comparison to the Cluster Schools, many children have maintained their learning due to remote learning and the use of White Rose Maths throughout the pandemic. Year 4: The results are in line with expectations given the level of individual support plans for the class.</p>	



Year 3: The results are in line with expectations given the level of individual support plans for the class

It was explained to Governors that the 'locality funding' that was mentioned is a new initiative designed for easier and earlier access to additional funding for children with additional needs with the hope that the faster delivery and earlier intervention will reduce subsequent demand for EHCPs. The school is also at more liberty to use the funding for more customised intervention.

AM commended both FL and KW who have evidenced and presented cases. Leadership of the SEN Locality team have visited the school and acknowledged the support in place for children. SALT Assessments: Six children have been seen and had far more in-depth assessments. Two standing desks have been procured for Yr3 children (in addition to wobble cushions), who have difficulties using chairs.

*Q. Do you have to apply for the Locality every year?*

A. It depends on each case put forward. In one instance the panel agreed to a specified date but have considered what is required for a child case to case. It allows for private input from SALT and other counsellors which EHCP can't deliver. Some children have emotional barriers for learning and will not progress until we deal with those alongside the learning. The impact of the counselling (catch up funding) has been very positive.

*Q. Catch up funding – is that Covid funding?*

A. Yes, it is. We have also used it for maths and literacy. We are using a specialist dyslexic teacher freeing up a TA to work with the children above. We have tried to think differently and look at the needs of the class measuring the impact.

DC commented that the Curriculum Committee is seeing how well funding and other funding streams have been used in addition to dealing with/responding to the challenges of Covid 19/Lockdown. FL is concerned that children who have had Locality do require support in Secondary Education.

*Q. The school has to find the initial contribution, where does that come from?*

A. You have to evidence that you're spending that amount, it's from the budget, from notional SEN funding. We have to show that we're spending that already, so we get funding on top of that spend. We have to evidence that money is directed to specified children (though often other children/class may also benefit).

SLT are required to balance their strategic and supportive roles. Leadership Training has been beneficial, looking at Leadership Capital and having reflection time for priorities and vision. Yr3 have a higher percentage of those below *age expected* which was anticipated, despite the class teacher's experience in Maths.

Year 2: Data as anticipated. The cohort/class will be given extra support to help them progress with speed.

#### **Reading – Final Assessment**

Yr6: Recently conducted SATs reading (data just after children returned).

Yr5: 35% GD, 27% below, there are 30% in the middle, not much on either side which helps teachers to plan and meet the range of needs in classes.

Yr5 and Yr4 have above average levels of dyslexic children, extra support will continue in September (currently two afternoons per week).

Yr2: Higher ability.

*Q. Is that where you would expect them to be, are you assessing them against where they should be, is there an allowance made for Lockdown?*

A. No allowance is made, these are our Spring assessments, they [children] come in [and sit them] cold we would anticipate some progress in the Summer Data. We believe in a holistic approach to



education, this data is informative, but we have to make sure that the curriculum is balanced. We need to make sure that we make up for things that the children have missed such as PE, extracurricular activities will be reintroduced.

### **Multiplication Check**

Options for this year and is not reported data.

Yr4: 37 of the class received 100%

*Q. What is the cause of discrepancy between the percentage of boys and girls getting 100%?*

A. Boys are extremely competitive. It comes from fun in class, supplemented with TT Rockstars.

Summer PUMA data will be used to compare gender in terms of applying the knowledge (problem solving). Fast recall v mathematical thinking.

*Q. What feeling do you have regarding progress in relation to loss of learning?*

A. With summer data, standardised scores will be compared against Spring to track children and see who has lost the most. The children's progression and concentration are back, behaviours post Easter began to show for children with difficulties. Children who were in school during Lockdown were also affected by the other children returning. We hope to granulate in September because we can't base it on the Spring assessment.

SDP focuses on wellbeing and mental health for children and staff. Staff are personally tired as well as professionally tired, most people in some ways have experienced heightened anxieties due to Lockdowns. Teachers are worried about moving from bubbles where risk is mitigated. Pending advice from the Government, the SLT will consider how the school will gradually unlock to minimise stress.

HT has recently attended a Coulsdon Cluster meeting who agreed that they will maintain bubbles until the end of term as advised by PH Croydon following risk assessments. GT commended the school for not closing bubbles until the new term, parents appreciate the standard of care and precaution. Attendance is 97.2% which will impact positively on progress similarly no having to close any bubbles should minimise/void any loss of learning.

*Q. If bubbles/classes were closed is that taken into account in terms of the attendance record?*

A. The Government said that attendance doesn't need to be reported this year due to self-isolation. Attendance is being rigorously monitored, children with temperatures are sent home.

*Q. Have there been other illnesses?*

A. Bit of a tummy bug has done the rounds.

Positives to take from Covid 19: Children wearing their PE kit to school is very helpful, saves a lot of time and is something that will be retained. Other changes that will be kept include: some virtual meetings, handwashing and hygiene practices and increased ventilation.

There is currently one live Safeguarding case, HT, TM and MA have met and training is in place for two children with high needs.

*Q. What happens over the summer?*

A. The matter is ongoing school involved but the outcome is pending. May continue in the holiday as will track and trace.

*Q. You managed to have a Yr6 Leavers Party?*

A. Yes, we just did it with the Yr6 Team. There were smaller bubbles to release the balloons, although some families arrived with more invitees than invited. KL and HT policed the situation. All Y6 were able to attend PGL.

### **SDP Review**

The Board was encouraged to review the SDP Log and can email the HT directly.



7.	<p><b>Safeguarding Update TM</b>          TM met with the HT to discuss an ongoing incident and also reviewed learning outcomes. TM concluded that robust systems/processes are in place. In light of a potential Ofsted Inspection, TM wanted the Board to be confident that the school itself is extremely proactive.</p>	
8.	<p><b>Minutes &amp; Reports of Committees</b>  <b>Chair's Actions:</b> Nothing to update  <b>Admissions:</b> CoG sent email to the Board regarding updating the Admissions Policy by Wednesday, 01 September. In order to be compliant minor amendments were noted.</p> <p>The Board unanimously <b>AGREED</b> to update to the Admissions Policy</p> <p><b>Community - GT</b>          Increase in Yr 3&amp;4 using locality funding for several children.          Lorna (cook retiring at the end of the term after significant service).</p> <p><b>Action - GT and CoG to discuss how the Governing Board will mark the occasion (Lorna's retirement).</b></p> <p>School Meals: Uptake is down, some children who are eligible are not using their allocation. Website is doing well FL and AD will meet at the end of term to review statutory requirements. Open Days are publicised on the website.          Looking at updating documents on the website and school brochure.          Uniforms: Costs of the new uniform are just under £85 per pupil, a tendering process is required every five years (savings to revert to the parents). A second hand rail will be introduced.          Uniform policy: Parents need to be made aware that apple watches can't be worn only small analog watches.          School Council: Nothing to update.          Parking: Thanks was extended to Matt Hancock for parking lines in front of the school. A deterrent to be painted inside them is being considered to prevent parents from using them as parking spaces.          Library: HT and FL will attend the proposed meeting, the Council don't intend to close the library, several options available, an update will be available at the next meeting.          FSM: Provided during holidays and confirmation of families to receive further support.</p> <p><b>Curriculum- DC</b>          Assessment Data: Reviewed in May, considered important to review it earlier in the term.          Recovery Activities &amp; Covid Catch Up Funding: Maths books, staff resource, Educational psychologist (may have to consider buying in more help).          Early Years: SDP and SSE received a presentation from Alison Foster in July. Progress in Maths and Phonics are satisfactory, however practical work such as weights and measures, and social communication has been hampered in Reception. Transition for Reception into Year 1 is being reviewed to ensure consistency.</p> <p>HT compared support from SDBE and LB Croydon noting less contact/communication from the SDBE. Advisor Anne Longfield and LB Croydon made regular contact and asked lots of questions regarding/assessing risk.</p> <p><i>Q. The Diocese is facing a £3million shortfall. Is the lack of communication because some posts have been cut?</i>          A. We are disappointed by the lack of communication; we are also aware that there has been a transition in Leadership, however a marked absence has been noted.</p> <p>Policies: The Pupil Premium Policy and Wellbeing policy were approved for ratification.          New Early Years Curriculum: To be introduced in September, an Advisor from Croydon will be meeting with the Lead (Alison Foster) to discuss how to manage a 1-Form entry school (new baseline assessment) coming in September.</p> <p><b>Faith – PR</b></p>	3



	<p>Has not met this year. PR has been able to visit each class in turn for an assembly beginning with Yr6 working down to Reception. Weekly video assemblies have been organised. SIAMs being updated for inspection. Committee will meet in September 2021.</p> <p><b>Finance – AD</b> Met Wednesday, 23 June Minutes available on Google Drive. Focused primarily on premises expenditure. Upgrades/expenditure during summer will include: upgrading courtyard windows, server upgrade, whiteboards/STV. Due to issues with planning, the Yr1 Canopy may have to be reconsidered or adapted. The one/two doors in Reception require more sophisticated security to prevent children from using them, this would involve moving to fobs as opposed to a push button release. The Committee is happy with the perimeter fence being replaced (library side) with 50% funding, in the hope that the Capital Fund will meet the outstanding balance.</p> <p><b>Governors Maintenance Fund - RR</b> Parents are asked to contribute to the fund on an annual basis: £70 for the first child with a sliding scale for siblings. Historically contributions the fund is around £8,000-£8,500 per annum, but in 2020-2021 funds were down. It has been the lowest annual contribution since 2003. In order to address the drop in donations, targeted letters haven't gone to individual families who haven't contributed, instead the HT sent a letter to the entire school which has seen a response. There is a £1,500 loss in terms of the balance however the fund must be replenished.</p> <p><i>Q. Have we been asked if a smaller amount can be paid?</i> A. Yes, there are some parents who pay more and others who can't – we can try to be more explicit in terms of making a donation above or below the suggested amount.</p> <p>AD confirmed that the suggested minimum donation was reviewed recently and increasing it, would be unlikely, to be well received. Information is on the website along with the gift aid form.</p> <p>PR stressed the importance of explaining what the fund is for and how it is used when communicating to parents and asking for a contribution. DA and RR confirmed that an explanation regarding funding is allocated and offered to parents.</p> <p><b>Personnel- GW</b> There are no changes to SLT structure for next year, HT commented on the strength of the team. The school is signed up for the National College. Safeguarding constitutes a significant proportion of SLT's time, HT is conscious of the impact of this and has seen an improvement after recruiting agency staff. As of June, no resignations have been presented, school boasts a full complement of staff. There have been two TA resignations, HT noted that live lessons through middle terms have impacted middle staff. Budgetary constraints side; Unions haven't accepted there won't be any pay rises adjustments have been made.</p>	
9.	<p><b>Risk Register Review - CoG</b> Deferred to AGM in September</p>	
10.	<p><b>Policies (Circulated) GW</b> Pupil Premium Policy and Wellbeing Policy (with minor amendments) were both adopted and <b>AGREED</b>. RE Policy is pending approval from the Faith Committee.</p> <p><b>Equalities Information (Circulated)</b> CoG noted that the data can be used to demonstrate, the school is not exclusively for Christian children. HT is pleased that the school's diversity is balanced and has changed, the school is</p>	

WAA



	<p>embracing the richness this brings. Plans to order a wider range of books with characters from different cultural and religious backgrounds are in place.</p> <p><b>Action - FL, HT and Jo Soltau to discuss changes in ethnicity, language and history.</b> CoG suggested using the wording "as provided by parents" that nothing published will identify children.</p>	4
11.	<p><b>Governor Training Update - MA</b> <b>Update from Chair's Briefing</b> CoG attended – main topic Gavin Williamson, focus on Academisation.</p> <p><b>Governors to confirm any training attended</b> Nothing to update.</p>	
12.	<p><b>Other Items</b> <b>KCSIE 2021</b> Minor updates not big changes – training and policy ready for the start of the new academic year.</p> <p><b>Ofsted Inspection Framework 2021-2022</b> Review anticipated in due course.</p> <p><b>Proposed INSET dates for approval</b> Thursday, 02 and Friday, 03 September 2021. First Monday after half term October 2021 and February 2022(acting as circuit breaker). One training session in June 2022. Monday after each half term - ten-day isolation period – mixed mode facilities are available for staff training.</p>	
13.	<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>a) AGM – 22 September 2021 – Apologies from RR</li> <li>b) Autumn – Wednesday, 24 November 2021</li> <li>c) Spring – Tuesday, 29 March – Apologies from TM</li> <li>d) Summer – Tuesday, 19 July 2021 (pending confirmation)</li> </ul> <p>CoG would like a mixed mode session for September AGM and a physical meeting in November.</p>	
14.	<p><b>Any Other Business</b> Website: DA confirmed that some minor information needs to be updated. All meetings are up to date, Governors were asked to review their photos and biographies. DA will review policies and ensure that all statutory requirements are met. AD asked for feedback for the website; a separate curriculum section is in draft pending upload.</p> <p><b>Action - HT will work on the website with AD.</b></p>	5
15.	<p><b>Part B Business</b> Year Six parents – high needs</p>	
16.	The meeting closed at 21:19 with a vote of thanks to everyone present.	

## Action Points

Actions arising from Full Board meeting



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	
2	Conversation with AD & PR regarding new term of Office.	AD, PR	ASAP	
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	

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Chair of Governors

Print MELVYN ALLEN

Date: 24 NOV 2021