



5 October 2022

**Coulston Church of England Primary School
Part A Minutes of Full Governing Body meeting
Wednesday, 05 October 2022
Held in person at School**

Mr Melvyn Allen (MA/CoG)	Co-opted, Chair	Present	
Ms Anne Hudson (AH/HT)	Acting 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	
Mrs Gill Thaxter (GT)	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		Apologies
Mr Malcolm Bulbeck (MB)	Foundation (SDBE)	Present	
Mr Richard Shakespeare (RS)	Foundation (PCC)	Present	
Ms Rachael Williams (RW)	Foundation (PCC)		Apologies

In attendance:

- Mrs N Bedlow - Clerk
- Ms Karen Newsome - Assistant Headteacher
- Ms Jo Soltau - Interim AHT
- Ms Sara Bonnick - Interim AHT

AGENDA ITEM	MINUTES	ACTION NO
1.	Opening Prayer The meeting was opened in prayer by PR at 19:04.	
2.	<p>a) Apologies for Absence Apologies were received from: KW (Illness) and RW (work related).</p> <p>b) Acceptance The Board accepted and AGREED KW and RW's apologies.</p> <p>c) Quorum The meeting commenced having been confirmed quorate by MA.</p> <p>d) Urgent Matters identified as AOB Code of Conduct</p> <p>e) Welcome MA welcomed Governors and Staff to the meeting and introductions were made clarifying category, committees and responsibilities (Link) of Governors and Staff.</p>	
3.	<p>Elections</p> <p>a) Election of Chair One nomination was received from PR for MA, to stand for re-election, seconded by TM, there were no further nominations. A vote was taken. It was RESOLVED that MA be elected to serve as Chair for a term of one year, expiring at the first meeting of the governing board in the 2023/2024 academic year.</p>	



Chairs initial
MA

	<p>b) Vice-chair One nomination was received for AD to stand for re-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 2023/2024 academic year.</p> <p>AD and MA encouraged the Board to consider succession planning for the position of Chair and Vice Chair. The estimated window for an Ofsted inspection is within 18-months. MA suggested those succeeding shadow MA and AD for the next year in preparation. It was AGREED that MA would produce a summary of responsibilities for Chair.</p> <p>Action – Draft brief for role/duties of Chair and Vice Chair – MA.</p> <p>c) Treasurer of Governors’ Maintenance Fund One nomination was received for RR to stand for re-election, there were no further nominations. A vote was taken. It was RESOLVED that RR be elected to serve as Treasurer of the Governor’s Maintenance Fund for a term of one year, expiring at the first meeting of the governing board in the 2023/2024 academic year.</p>	32																								
<p>4.</p>	<p>Minutes of the meeting held on: Tuesday, 22 March 2022</p> <p>a) Approval The Board AGREED the above minutes were an accurate reflection of meeting held on Wednesday, 22 March 2022 and were signed by the MA.</p> <p>b) Matters Arising None noted.</p> <p>c) Actions None noted.</p>																									
<p>5.</p>	<p>Governing Board Business</p> <p>a) Business/pecuniary interests forms to be completed MA encouraged the Board to read and sign the following via google drive:</p> <ul style="list-style-type: none"> i. Declaration of Pecuniary Interest ii. Keeping Children Safe In Education [KCSIE] <p>b) DBS Check update</p> <ul style="list-style-type: none"> i. TM conducted termly review of the Central Risk Register and confirmed his DBS was complete. ii. AD confirmed that all DBS checks were in order. iii. MA confirmed that the Government is offering a free service (post dependant) to ensure that DBS certification is current. <p>c) Governor Roles</p> <table border="1" data-bbox="384 1442 1209 1812"> <thead> <tr> <th>Governor</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>GT</td> <td>Personnel</td> </tr> <tr> <td>RS</td> <td>Admissions, Curriculum and Personnel</td> </tr> <tr> <td>RW</td> <td>Curriculum & Community</td> </tr> <tr> <td>AG</td> <td>English</td> </tr> <tr> <td>GT</td> <td>Maths</td> </tr> <tr> <td>PR</td> <td>RE</td> </tr> <tr> <td>DC</td> <td>RHSE</td> </tr> <tr> <td>TM</td> <td>GDPR</td> </tr> <tr> <td>AD</td> <td>Website</td> </tr> <tr> <td>AG</td> <td>Inclusion/SEN</td> </tr> <tr> <td>VACANT</td> <td>Year 1</td> </tr> </tbody> </table> <p>For the benefit of new Governors MA summarised the role of Year 1 Governor and asked Governors to express interest prior to the next FGB meeting. The Board were offered the opportunity to review the allocation and vacancies.</p> <p>Action– RS/RW to send AD a biography for the website.</p> <p>d) Committee Membership</p>	Governor	Responsibility	GT	Personnel	RS	Admissions, Curriculum and Personnel	RW	Curriculum & Community	AG	English	GT	Maths	PR	RE	DC	RHSE	TM	GDPR	AD	Website	AG	Inclusion/SEN	VACANT	Year 1	33
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MA

<p>6.</p>	<p>MA asked Committee Chairs to consider succession planning for Committees.</p> <p>Constitution of the Governing Board</p> <p>a) Vacancies/Appointments The following appointments have been made:</p> <ul style="list-style-type: none"> i. RS (NG June 22) ii. RW (NG June 22) <p>b) Terms of Office GT – Term expires in November 2023 consent to another term pending. TM – Term expires in September 2023 consented in principle to another term. MA – Stepping down in July 2023</p> <p>c) Clerk to be informed of any change of contact details None noted.</p>	
<p>7.</p>	<p>Annual Reports Link Governors were invited to offer the Board a summary of their reports.</p> <p>a) Inclusion/SEN (AG)</p> <ul style="list-style-type: none"> i. Numbers on the SEN register have increased this year and is likely to increase as children settle. SEN locality funding has worked well, however now it is a larger cluster the funding available has been reduced. ii. Funding doesn't cover children from Surrey. iii. EHCPs are being arranged for non-funded children which is time consuming. iv. When funding has been procured, staffing has been an issue for 121s. v. CAMHs waiting time is 18-months. vi. AG commented on what a good job staff and professionals are doing, the only concern is how long it can be maintained given the issues regarding ongoing funding. <p><i>Q. Do you have set guidelines for prioritising children?</i> A. I think that is open for discussion, it looks into what interventions we can offer them prior to offering them help and to see what the gap is, it's based on each individual case. (KN/AG)</p> <p><i>Q. Is KN the SEND Lead on this?</i> A. I was asked to fill in for FL (Inclusion & PPG) and will work with KW who is the SEND Link.</p> <p>Action – AG to provide a list of acronyms</p> <p>b) Literacy (AG)</p> <ul style="list-style-type: none"> i. Reading had been a success, thanks expressed to JS. ii. Pupils have progressed well; the focus is not on consolidating knowledge and continuing. iii. Writing for every school has been an issue, distance learning doesn't have the same impact. iv. The results were disappointing, staff have reviewed and have put together resources to help teachers to put planning in place and help teachers to deliver. v. KN explained staff have met to review writing and the interventions established outlined by AG. vi. MA commented that the average for writing nationally was lower. <p>c) Numeracy (GT)</p> <ul style="list-style-type: none"> i. Thanks was extended to SB for recent Link visit. ii. Pupils in Reception and Yrs.1-2 participated in an initiative on Maths Hub to help with numeracy. iii. Maths focus is to develop fluency. iv. Practicing at home is important. v. All pupils have their personal log ins. vi. Yr.2 children were very attentive. 	<p>34</p>



	<p>d) RE (PR)</p> <ul style="list-style-type: none"> i. After a recent Link visit PR was impressed with the level of teaching. ii. Perceptive questions were raised indicating children were engaged. iii. PR stressed the importance of ensuring there is available funding for professional development in RE. <p>e) RHSE (DC)</p> <ul style="list-style-type: none"> i. Led by KN, RHSE has continued to progress. ii. The full report available on line summarises the approach to teaching. iii. The school has continued to monitor: the work , teachers and delivery. This has helped to assess teachers’ confidence in each Year Group and provide support if required. <p>f) Safeguarding</p> <ul style="list-style-type: none"> i. TM meet regularly with the HT to review the central risk register and conduct a safety walk. ii. TM is satisfied that Ofsted can be evidenced. iii. TM would like another Governor to volunteer to undertake Safeguarding and Safer Recruitment Training prior to the next meeting. iv. Responses to the KCSIE questionnaire indicates that Governors have had other Safeguarding training. v. KN will offer training on the changes/updates to KCSIC at the November FGB. vi. MA asked the monthly staff SG quiz be extended to the GB. <p><i>Q. Is there training online?</i> A. The Diocese and Croydon both offer training. (AH).</p> <p>Action – look at training online - TM. Action – Extend monthly Safeguarding quiz to Governors – AH/KN</p>	<p>35 36</p>
<p>8.</p>	<p>SEF / SDP</p> <p>a) KS1 / KS2 results 2022 (JS/SB): Good Level of Development (GLD) was 50%, put in context; Reception was unique. As a cohort they were achieving at a lower level and to meet GLD they have to achieve well across all subjects. Typically, there were children who didn’t make one or two of the subjects: 90% of the children passed PHSE, 83% comprehension, 67% writing, and 70% Maths 70%. All of the percentages in themselves were good but overall brought the GDL down.</p> <p><i>Q. What percentages do you have to achieve?</i> A. There is a whole summary of statements to say that you have achieved. They could have done very well academically but socially that would bring them down.</p> <p><i>Q. How does that compare?</i> A. It was a unique set of circumstances and children, who didn’t go to nursery. They couldn’t interact or socialise with other children, very much lockdown children. There were lots of social interventions put in place, they were the covid cohort. SB noted there is already a significant difference in the children’s development this year.</p> <p><i>Q. How does this compare with other schools locally?</i> A. Our 50% was low, however there were lower results in other schools, lower than expected. JS confirmed interventions are in place to prepare for the Yr.2 retake, with TA intervention in the morning and interventions in the afternoon.</p> <p><i>Q. What is considered a good standard at that age?</i> A. 32/40 is the government figure we just want all our children to read well. We know these</p>	

children we don't need a phonics screen to tell us they require intervention. (SB)

Year 2 SATs: SB presented predictions and results for Y2 SATs. There are a core number of pupils who are low despite numerous interventions put in place. They will be followed up in Y3 with a phonics recovery programme. In terms of identifying needs, AH and SB have discussed/identified children who don't respond well to phonics. There are lots of milestones that children need to meet in terms of their letter formation. If they are not able to do that they are not able to meet the expected standard.

Q. We are never able to correct for SEN, does it depend on who is in the class?

A. Out of those low attainers we have 1 or 2 meeting the Educational Psychologist to identify any needs.

Q. Given the context of the two years, it's a good result overall?

A. I would like to think that, however we are disappointed.

Maths KS1: *Mastering Numbers* system, has helped some lower attainers with their fluency. In Year 4 there is a government test to check to see if children know their times tables with fast recall. Six children were predicted to not meet expectations, however 90% of the children achieved 90% or more.

KS2 SATs predictions (SJ):

- i. Reading through Phonics has been a big focus during the last 2/3 years.
- ii. Reading 93%
- iii. Writing 55%
- iv. SB and KN attended assessment meeting outlined where children not meeting expectations at Yr.6 should be in Pre-Key Stage (PKS) Yr.5
- v. JS outlined how the children are assessed in terms of meeting the relevant standards. There is a two-week writing cycle; from draft, practice and rewrite to help revisit skills.
- vi. Senior Leaders have reviewed teaching grammar punctuation and spelling.
- vii. *Read Write Ink* spelling programme teaches children to understand how words are originated and how to spell them (sounds within words) from Y2-Y6.
- viii. Training has been implemented for Yr.3-Yr.6 staff on fresh start phonics, which is direct intervention for the bottom 20%.

Q. If you are assessing, it against this standard – how much flexibility do you have?

A. We do have writing moderation, so I had to take 6 pieces to moderation and the moderators agreed with my judgement. SB and I are aware that we might be facing assessment this year, the difficulty is you have to have the evidence in the book. I have reviewed all of the books and there wasn't enough evidence that they were meeting the expected standard. (SJ)

Q. Was that the same children?

A. No, they were different children. There were some really strong children in Maths who couldn't do the English.

b) SEF (AH)

SEF is used as a tool to evaluate the school on an ongoing basis.

Thanks was extended to the SLT and AM.

AH has amended the framework rating it in line with Ofsted.

School Development Strands: Identify priorities.

AH will present an update at each meeting.

QoE: Focuses on writing as outlined above by JS, making writing purposeful and keeping writing for pleasure.

Maths & English: Building on successes in reading, Ofsted are expected to conduct a deep dive in reading so is being kept high on the agenda.

English: Focusing on recall, building on success of this year.

PE & Music: PE training for staff was conducted on a recent inset day, with positive feedback from staff. Computing and Music are not part of Curriculum Maestro. The school is using Kapow to deliver.

Computing: Technology needs to be updated including Wi-Fi, whiteboards and other IT equipment. AH has met with the technical team to plan a proposal for funding considering solutions used in other schools. AH would like to see consistency across the school.

Interventions: AH considered the interventions a strength and noted the capability of TAs. Continuous critical interventions will be employed to ensure that progress is made.

Behaviour & Attitudes: AH wants to make sure that mission and values remain fresh. CPOMs is a new electronic system used to record a number of matters not just Safeguarding. Data is ordered chronologically; children can be linked and it removes the need for paper recording. AH considers it invaluable to move forward. It records incidents and information is easily retrievable, with different levels of permission up to safeguarding which is the highest level of access. All teachers are now using it and training has been organised for support staff. Trevor confirmed that all edits are recorded and noted so data can't be changed. Other features include reminders and uploading images.

Q. Are the teachers getting adequate training in terms of safety?
 A. Yes and with support staff they can only add, for us we have an authenticator to give us that extra level. On the cluster some of the secondary schools confirmed the ease of transfer of data. There is also a library KCSIE docs can be loaded and recorded.

Personal Development: Wellbeing is a high priority focusing on a *growth mindset* and getting children to have a good learning disposition. They know they must be active in the process and learn new skills.

Leadership & Management: AH attended Ofsted training and ran internal training to support Subject Leaders. AH shared information with Senior Leaders from Croydon Council regarding inspections conducted on previously rated *Outstanding* schools, how they had fared, and who Ofsted are prioritising up to 2026. AH wants to ensure staff are prepared noting there are some Subject Leads with multiple subjects and differing levels of experience.

Q. How long do they [Ofsted inspections] last for?
 A. It depends, it can take two or three days. We can expect a fuller inspection here.

Q. How much notice do you get?
 A. 11am the day prior followed by a 90min call which I have been prepping with the SLT. We are thinking about what we want to push, reading, maths, early reading phonics, deep dives will be strong and developing. (AH)


Internal Communications: The HT's report is available online, the appendix in the HT's report now includes feedback from staff: Communication factored as an issue that should be developed included weekly briefings.

Action – AH to send GB link to HT report.

Early Years Education: Have executed a three-day parent gym course with parents coming to school and participating in learning activities.

	<p>Continuing to develop and keep outdoor learning on the agenda as children progress throughout the school.</p> <p>Continue to develop communication and language outcomes, because language is vital for vocab and writing.</p>	
<p>9.</p>	<p>Safeguarding – Trevor</p> <p>One minor issue was raised and resolved at the end of last year.</p> <ul style="list-style-type: none"> a) Training: As detailed in the Safeguarding report. b) CPOM: As detailed in the SEF update. c) Issues: None raised. 	
<p>10.</p>	<p>Chair’s Actions & related governor business</p> <p>a) Energy Bills (Chair’s Action)</p> <p>MA approved energy bills contract explaining that by the time contract was finalised, rates had decreased though there is a significant increase overall. The Board AGREED the new energy bills contract.</p> <p>b) Academisation</p> <p>AH will stay in post at least until the end of term and MA would like to create more Senior Leadership time in support of the Headteacher. In respect of academisation MA noted that the Diocesan MAT was now well established and that the school could consider looking at joining in terms of service provision and to free up staff time. MA moved to establish a subcommittee of the Governing Board to research and present recommendations for joining the Diocesan MAT.</p> <p>It was AGREED that TM, AD, AG, DC would form the Academisation Committee to report to the FGB. PR noted implications for staff recruitment offering additional support. AH explained that other HTs at the CoFE Cluster Meetings were positive about joining the MAT. AH informed the Board that schools can’t join the MAT if in financial deficit and that all teachers are employed by the Trust not the school which allows for flexibility and may free up time for the SBM.</p> <p><i>Q. You can retain your identity as a school?</i></p> <p>A. Yes we would be able to keep our name.</p> <p>c) Headteacher recruitment</p> <ul style="list-style-type: none"> i. PR confirmed a meeting to review is scheduled for 06/10/2022. ii. Not recruiting this half term or for January 2023. 	
<p>11.</p>	<p>Finance– AD</p> <p>Recorded confidentially under Part B minutes.</p>	
<p>12.</p>	<p>Policies</p> <p>Governors to approve and adopt policies on a rolling programme</p> <p>AD advised the Board to keep up to date with reviewing and approving policies. AD and MA met recently to discuss and review policies as a result AD established a process for reviewing and approving policies:</p> <ul style="list-style-type: none"> i. Committees are responsible for specific policies. ii. The Committee approves and signed. iii. Policy is ratified at FGB if required. iv. Saved in new folder online for all policies <i>01 All School Policies</i>. v. Update the spreadsheet/tracker. vi. All Governors have the correct administrative rights to complete work. vii. Some Google Training may be required but in summary there should be one folder for all policies. <p>There are a number of policies that must be renewed now. AD encouraged committees to ensure SLT have reviewed policies. MA outlined the approval process for the benefit of the new Governors. SB noted there are several drafts of curriculum policies in progress. The Board discussed policies and their potential required updates.</p>	

	<p><i>Q. Should the other folders be deleted?</i> A. They are purely for the committees to work in; use your committee folders and when a final version is complete and approved save it in the Policy folder. There is also a tracker which confirms ownership and renewal. (AD)</p> <p><i>Q. Do committees review policies?</i> A. Yes it [the policy] must be brought to the Committee (statutory) by the school, approved by the Committee and ratified by the FGB. (MA)</p> <p><i>Q Do we need paper copies?</i> A. The school retains paper copies. (MA)</p> <p>Action – Committee Chairs to review policies prior to audit 21-24 November 2022. Action – MA to review Personnel Policies.</p>	38 39
13.	<p>Training Online training for Ofsted scheduled for Wednesday, 12 October all GB invited to attend. MA extended thanks to all those who attended Bishop’s Certificate Training.</p>	
14.	<p>Date of Next meetings:</p> <ul style="list-style-type: none"> i. Wednesday, 30 November 2022 (7-9pm @ school) ii. Thursday, 30 March 2023 (7-9pm @ school) iii. Monday, 17 July 2023 (7-9pm @ school) <p>Action- Committee Meetings to be confirmed by Committee Chairs ASAP.</p>	
15.	<p>Confidential Part B Business Items to record confidentially include: Item 11 Finance</p>	
16.	<p>Any other Business a) Code of Conduct MA reminded the Board of the importance of their personal conduct. MA will take a Code of Conduct from NGA and revise for local context for the Board’s approval at the November FGB Meeting.</p>	
17.	<p>The meeting closed at 21:23 with a vote of thanks to everyone present.</p>	

Signed:  PrintName: MELWYN AWEN
Chair of Governors

Date: 30 NOV 2022

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	Closed
20	Write and submit RE report.	PR	End of term	Closed
21	Write and submit RHSE report.	DC	End of term	Closed
22	Review compliance of annual reports against funding (to be agenda item for HT meeting)	CoG	ASAP	Closed
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	Closed
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	Closed
27	Meet and discuss Link responsibilities.	AG, SB, GT	ASAP	Closed
28	Safeguarding meeting.	TM, FL	ASAP	Closed
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	Closed
31	Arrange meeting on 6th May.	MA/CoG	ASAP	Closed

Action Points

Actions arising from Full Board meeting – Wednesday, 05 October 2022

No:	Action	By	When	Status
32	Draft brief for role/duties of Chair and Vice Chair.	MA	ASAP	Open
33	Send AD a biography for the website.	RS/RW	ASAP	Open
34	Provide a list of acronyms for RS/new governors.	AG	ASAP	Open
35	Look at SG training online.	TM	ASAP	Open
36	Extend monthly Safeguarding quiz to Governors.	AH/KN	ASAP	Open
37	Send GB link to HT report.	AH	ASAP	Open
38	Committee Chairs to review policies prior to audit 21-24 November 2022.	Chairs	Prior to 21 November	Open
39	Review Personnel Policies.	MA	Prior to 21 November	Open

