



Coulsdon Church of England Primary School
Part A Minutes of Full Governing Body meeting
Wednesday, 30 November 2022 at 7pm
Held in person at the 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 (<i>remote</i>)
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	Present
Mr Malcolm Bulbeck (MB)	Foundation (SDBE)	Present
Mr Richard Shakespeare (RS)	Foundation (PCC)	Present
Ms Rachael Williams (RW)	Foundation (PCC)	Present

In attendance:

Mrs R. Viggiani	-	Octavo Clerk
Ms Karen Newsome	-	Assistant Headteacher
Ms Jo Soltau	-	Interim AHT
Ms Sara Bonnick	-	Interim AHT

AGENDA ITEM	MINUTES	ACTION NO
1.	Welcome and Opening Prayer The meeting was opened in prayer by PR at 19:00.	
2.	<p>a) Apologies for Absence Apologies were received from RW who had advised that she would be late.</p> <p>b) Acceptance The Board accepted and AGREED apologies from RW</p> <p>c) Quorum The meeting commenced having been confirmed quorate by MA.</p> <p>d) Urgent Matters identified as AOB There was no other business</p>	
3.	<p>Declarations of Interest</p> <p>a) Outstanding Pecuniary Interests There were none to declare.</p> <p>b) Declare interests in any agenda items There were no declarations of interest in the items on the agenda</p>	
4.	<p>Minutes of the meeting held on: 05 October 2022</p> <p>a) Approval</p>	



Chairs Initial

	<p>The Board AGREED the above minutes were an accurate reflection of meeting held on Wednesday, 05 October 2022 and were signed by the Chair, MA.</p> <p>b) Matters Arising None noted.</p> <p>c) Actions See Action List at the end of these Minutes. ACTION: The Early Years Policy will be brought to the next Curriculum Meeting for final ratification; it will be approved by correspondence in the interim.</p>	40
5.	<p>Governing Board Business</p> <p>a) Vacancies Thanks were given to AH; it was noted that she will be joining again next term but is not taking on a Headship at the current time. It was noted that there had been two applications for the role of Headteacher; the shortlisting is taking place tomorrow and any interviews will be held next week on Wednesday and Thursday. <i>AH noted that staff have been asking whether they will be required to teach a lesson? A limited number of teachers will be available as the interview dates are the nativity days.</i> It was noted that the applicants will be taking an assembly. The interview panel are being joined by Rachael Phillips and there will be similar tasks to last time. The Governing Board will be meeting online next Thursday to ratify the decision.</p> <p>b) Code of Conduct The Code of Conduct was put forward for approval; a comment from was Gill incorporated. DECISION: The Governors Code of Conduct was APPROVED. ACTION: AD to put the Governors' Code of Conduct on the website It was noted that this needs to be reviewed and reaffirmed each year. The Clerk advised that it is good practice for all Governors to physically sign a copy. ACTION: All Governors to sign the Code of Conduct.</p>	41 42
6.	<p>Minutes / Reports of Committees</p> <p>a) Admissions TM reported on the open days for prospective parents; they had been well attended. Questions from prospective parents were mostly around: 1) the new Headteacher 2) wrap-around care – breakfast and after school clubs. The after-school clubs were well received but the arrangement with Byron which needs more detail for potential parents. 3) Music There was very positive feedback regarding the after-school clubs and the Year 6 students who showed parents around.</p> <p>b) Communities CA reported that there had been no significant incidents; CPOMS will continue to be useful. CA reported that attendance was at 98%. It was noted that the EWO is in post. AH noted that she is monitoring the impact on staff workload. Catering: uptake is in line with previous years. It will be going to tender from 1st April. Website: mental health is being renamed as well-being; there are mindful activities and support services for both students and staff. Ofsted: wrap around care seems to be a focus on the day. Uniform: this is in line with legal requirements for cheaper alternatives.</p>	

	<p>Policies: these are all now up to date. School council: this will be a focus moving forwards. Friends: they are helping re the IT issues; events are proving to be very popular. Workload: this is not sustainable; stories are to be read on Friday afternoon and governors help with story time would be very welcome. EWO: The effectiveness of the EWO provided by WPA Education Welfare Services was discussed. Other options are being investigated.</p> <p>c) Curriculum DC reported back noting that a lot of policies had been reviewed and agreed. It was noted that "Able and Talented" is being discontinued due to integration. <i>Governors asked about the change to Able and Talented.</i> It was noted that the changes should be in the overall curriculum policy. The school visit undertaken by Jo Wallin was discussed. It was noted that there is much to cover in the next meeting to catch up.</p> <p>d) Faith There was nothing to add to the report circulated</p> <p>e) Personnel Thanks were given to MA and AH re policies. It was noted that the Code of Conduct was too long and needs values and ethos. Performance Management will need updating with new Head It was agreed that it would be helpful to stagger the review of policies in future.</p> <p>f) Finance To note - to be discussed in separate section below</p> <p>g) Academy Review Committee No meeting had been held; nominees are DC, KN; AH; MB, TM and CA ACTION: TM to arrange a meeting of the Academic Review Committee</p> <p>h) Headteacher Recruitment Committee See discussion above.</p>	43
7.	<p>Safeguarding, Safer Recruitment and Staffing</p> <p>a) KCSIE 2022 – outstanding confirmations All have now signed this off.</p> <p>b) Safeguarding Training (TM) All staff training was held in September with a catch up for those missing; there were three sessions in total. The aim was to remind all of the of reasons for safeguarding and the ten new changes in KCSIE.</p> <p>c) Safeguarding update (TM) A presentation was shared The key changes in KCSIE were outlined for Governors. These included:</p> <ul style="list-style-type: none"> - Safeguarding of the elderly Whilst not directly not applicable to the school it highlights the need to be aware of older members of the family and how they are being treated - Children moving school There is a tightening up of when children move school; files now have to be transferred in 5 days; CPOMS helps with this. - Police investigations There is a need for an appropriate adult to be present in the event of police investigations; it is hoped that there would be no need here. 	

- Online checks for new staff and volunteers
There is now a need to look beyond the DBS to check social media and undertake other online searches.
- Training
All governors must receive safeguarding training and this is to be updated on a regular basis. It was noted that this presentation would count as safeguarding training.
- "Peer on peer" abuse terminology has been changed to "child on child"
- Prevent update – it was noted that this is covered within the RHSE curriculum.
- Human Rights and Equality Reminders
- New resources have been added

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The action points arising from these changes are being reviewed with TM; they tie in with the curriculum and what we are teaching – what children understand.

ACTION: TM to make sure that all agendas include 10 minutes safeguarding training; the slides from the safeguarding session should be uploaded on to the Google drive.

d) LA Safeguarding Audit

Two are completed.

The first audit is internal and completed every term – Trevor has now completed four.

There is a spreadsheet of responsibilities available on the safeguarding drive which breaks down what governors responsible for.

There are three areas to review – the:

- designated teacher for Looked After Children
- policy for the education of Looked After Children
- policies re allegations against staff and volunteers.

This is a useful exercise and is an easy way to show that we know, and monitor, our responsibilities. This also includes a termly check of the SCR and confirms that DBS checks are being updated.

This will be repeated again in January.

The second is the LA Audit:

This uses a long and detailed form.

The form is RAG rated and the school has no red areas but some amber.

The challenge is that some of the questions appear to be ambiguous. For example the "Have you reported any concerns" question where it is not clear whether this only applies if there were any concerns to be reported.

The LA Audit was submitted in line with the required timescales and we have not yet received any feedback. The focus is on schools developing their own Action Plans and this will be available for the next Safeguarding audit.

PHSE curriculum – we need to be clear where objectives are safeguarding related. E.g. it needs to specify which year group is learning about domestic violence and the teacher needs to know that this is essential.

A Cluster Policy has been used and we are speaking to other schools to see if any common matters have been identified.

It is not a multiple choice submission and the evidence has to be specified; it was helpful to have met as a team. As it was a report on last year CPOMS did not feature in it.

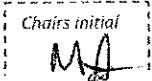
TM noted that there is a concern nationally that schools should not feel that "it could not happen here" – whether domestic violence or county lines – it can happen here.

It was noted that Jigsaw and KPau are used for other subjects and if something like this was used with regards to safeguarding then the curriculum would be up to date; but there would be financial


	<p>implications. Jigsaw is widely used by Southwark but is expensive being around £1,000 per annum. However, it covers everything and would help tighten up objectives.</p> <p>Safeguarding features heavily in the Year 6 curriculum but there should be a progression of knowledge supporting this. It is important to use specific common language to teach difficult subjects eg FGM. It is also important to make sure that parents are happy with what we are saying; so far parents are being very supportive.</p> <p>Having appropriate resources is also important and it is noted that some are not appropriate to the ages of our children or for a church school</p> <p>e) Safeguarding – how do we know update (TM)</p> <p>This was covered in the discussions above.</p>	
8.	<p>Report of Acting Headteacher</p> <p>a) School Development Plan</p> <p>Governors thanked the Head for a thorough document.</p> <p>It was noted that it is well worth looking at this in preparation for the Ofsted call.</p> <p>It has been a very busy term and subject leaders have worked hard to show what progression looks like in their subject area.</p> <p>It was noted that Operational Encompass training is on website.</p> <p>CPOMS was discussed in some detail; the school will review this with staff in January.</p> <p>Currently two staff have not yet logged in and some are still reporting on paper; this needs to be addresses so all will log directly on line.</p> <p>Two diversity incidents had been logged in KS2 linked to vocabulary – using terms that could be judged to be offensive.</p> <p>There have been 81 behaviour incidents since September, most of which are very minor but very helpful for tracking.</p> <p>The reporting is very helpful and can facilitate the analysis, filtering the data in various ways.</p> <p><i>Governors asked a range of questions about behaviour; for instance whether the incidents are occurring in a small group of children.</i></p> <p>It was noted that, since all incidents should be logged, this covers a wide range of children. It will be very helpful in future, for example when exploring friendship issues and for staff handover and when staff leave.</p> <p>SEND support was discussed.</p> <p>It was noted that some staffing issues can arise because of SEND needs, particularly where children leave or funding changes. This means that everything tends to be planned on a termly basis which is not helpful for either the child, the school or staff.</p> <p>Delays in funding can also occur and are not helpful. It is challenging planning how to maintain the provision but live within the budget. Different, more creative approaches are being used with staff working on a 1:1 or 1:2 basis.</p> <p>The Headteacher mentioned an incident with regards to behaviour where the parent had requested that this be reported to Governors and minuted.</p> <p>The Clerk cautioned against providing details; the appropriate approach is to use the Complaints Policy which can be escalated to Governors where appropriate. If matters are reported to the whole Board then this can lead to problems where no governor can then sit on a subsequent Complaints Panel.</p> <p><i>Governors asked about the Year 1 phonics – whether the issue is a trend in that year group or an issue on how it was taught in that class?</i></p> <p>It was noted that the school have been changing over systems.</p> <p>Read Write Inc is a very fast, prescriptive programme.</p> <p>The programme was described and it was noted that there are stories behind each child as to why they have not reached the standard. Investigating this further can be time consuming.</p>	

	<p>Intervention was discussed and it was noted that the school are arranging as many sessions as they can within the budget. Years 3 – 6 have interventions and the spelling programme in KS2 still uses the basics of phonics.</p> <p>The school is hoping for a better result next year. Consideration is being given to mixing the groups up in Years 1 and 2 based on ability / current level and this would enable the school to tailor the approach to the children's needs and level.</p> <p>A Christmas week visit is planned on phonics</p> <p><i>Other matters raised by governors and further discussed included the wellbeing therapies and class numbers.</i></p> <p>It was noted that class numbers can go over 30 if children have an EHCP that names the school. Class sizes can also go over 30, for example where twins are admitted; in KS2 it is then a matter for the school to say when it would be detrimental to the school and the children to agree the places.</p> <p>It was noted that the PAN for the school is 209 so one class should have 29 children.</p> <p>In general class sizes of 30 or 31 are acceptable; above 31 it can challenging past reception; space can also be a restricting factor. If denied a place parents can appeal, presenting their case to an independent panel.</p> <p>The Governors thanked the Head for an informative report / discussion.</p>	
9.	<p>Finance</p> <p>a) To consider any key financial issues. This discussion is recorded in the Part B Minutes.</p> <p>b) To establish how regular scrutiny and review of internal controls will be managed. This was not discussed and deferred to a future meeting.</p> <p>c) To establish that any outstanding Audit recommendations have been addressed. This was not discussed and deferred to a future meeting.</p> <p>d) Update on actual v budget (Q2) This was noted in the discussions under item (a) above.</p> <p>e) Update on GMF contributions It was noted that contributions from parents were low last year and are lower again this year. The school had decided not to send chasers until after Christmas to be sensitive to family budgets at this challenging time.</p> <p><u>Classroom IT Equipment</u></p> <p>It was noted that there are substantial funds available for capital expenditure arising from a mix of funds accrued by the schools Friends plus the Devolved Formula Capital (DFC) funds currently held by Southwark on the school's behalf. These funds should be spent within three years of receipt to the benefit of the current children; the pot has been built up over a number of years and it is now right that it should be used.</p> <p>Full Board approval is required as any capital expenditure over £10k requires FGB approval.</p> <p>It was noted that there is a pressing need to upgrade the IT equipment in classrooms and the funds could be used for these purposes.</p> <p><i>A presentation was made to the Board outlining the current situation and proposed future options. This presentation is available separately.</i></p> <p>The school has outdated whiteboards and broken laptops; it was noted that there is only one full class set of Chromebooks and these have to be shared between classes.</p> <p>The actions taken so far were outlined including a meeting with Nick Mitchell, Andy from Open Air and our Computing Team. There have also been visits to two schools – Keston and St Aidens – to see their equipment.</p> <p>The school have also met with Graham Macauley to discuss a third potential solution; Graham is the Director of Innovation and Growth at the LEO Academy Trust.</p> <p>Quotes have been gathered and three potential solutions have been identified.</p>	

	<p><i>These three solutions were presented and discussed in some depth with governors asking a range of questions with regards to the three options and how they each meet the needs of the school and the children.</i></p> <p>In summary the three solutions proposed the following equipment for each classroom:</p> <ol style="list-style-type: none"> 1) A MX65 inch Smart Board as used at Keston; 2) A GX 175 Smart Board with a Lenovo desktop and Soundbar as used at St Aidens 3) A 70in TV screen with one touch screen desktop for the teacher and 10 – 12 chrome books for the children as discussed with Graham Macauley. <p>The pros and cons of each proposal were discussed in some detail.</p> <p><i>Questions asked by the Governors covered matters including the:</i></p> <ul style="list-style-type: none"> - <i>costs for each proposal;</i> - <i>quality of the equipment and its availability at the current time;</i> - <i>impact in terms of the technological skills and confidence of staff;</i> - <i>potential impact on teaching;</i> - <i>staff training needs;</i> - <i>potential benefits for children in terms of the use of technology and the ability to share / record a child's work;</i> - <i>potential impact on other skills including writing;</i> - <i>impact that the technology may have on teacher / child interactions.</i> <p>Governors asked when the decision has to be made and it was noted that it should be made by the end of the week for it to be installed during the first half-term of next year.</p> <p>Whilst Governors felt that all three options were tried and tested in different settings, it was agreed that Option 3 would be ruled out as it was deemed to be a solution that was primarily suitable for KS2; it would need a lot of staff training and would require a more significant change in the way teachers work and students learn. It was particularly noted that SATS are still completed using pen and paper and students are required to demonstrate cursive writing; there were concerns that this may be impacted by the more technological approach used in this option.</p> <p>With regards to Options 1 and 2 Governors felt that the decision would be best made by the school in conjunction with the IT Team. It was noted that some final details still need to be resolved and one quote still needs to be received.</p> <p>It was also noted that total funds of £67k are available (£32k in the DFC fund and £35K in the Governors Fund). Governors did not wish to spend all the funds at this stage to keep some funds available for future use / unexpected calls on funds.</p> <p>DECISION: Governors approved a budget of up to £29,500 allowing the school in conjunction with the IT Team to determine the best specification and to decide between Option 1 or 2. The School must advise the Governors of the final choice before signing a contract.</p> <p>f) Results of LA Audit (Mazars - 21-24 November)</p> <p>It was noted that this had gone well and that Elaine should be thanked for her hard work in this regard. The closure meeting is tomorrow and, as of yesterday, there had been few questions for the school to respond to.</p>	
10.	<p>Chair's Report including Chair's Actions</p> <p>Kitchen Boiler (Summer Holidays)</p> <p>MA reported that the boiler was replaced over the summer at a cost of £6300 + vat; he had authorised this as a Chair's action without receiving three quotes given the urgency of the situation moving into the winter months.</p>	
11.	<p>Policy Documentation</p> <p>To review and agree any draft statutory policy documentation for approval, to include:</p> <p><i>(Note the policies below 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> <p>a) Financial procedures (Finance)</p>	



	<p>This was agreed at Finance and recommended to the Board by the Committee; there were some minor changes with regards to the Limits and details re access to banks.</p> <p>DECISION: The Board agreed the Financial Procedures.</p> <p>b) Admissions Policy (Admissions)</p> <p>The date had been changed and it was requested that the wording under Note 4 relating to regular worship should require attendance for two years <i>immediately prior to the application</i>.</p> <p>It was agreed that this was more of a clarification of the existing requirement than a substantive change and therefore would not require further consultation.</p> <p>DECISION: The Board agreed the Admissions Policy</p> <p>c) Pupil Premium Policy (Curriculum)</p> <p>It was noted that the review highlighted the need for Governors to discuss and approve the use of and plans for the use of the Pupil Premium Funding; this has not been done historically. The wording is in line with the policies used by other schools.</p> <p>DECISION: The Board agreed the Pupil Premium Policy.</p> <p>ACTION: The Pupil Premium Link Governor to discuss and report back to Full Board on the PP budget and use of funds in the previous year. To include this as a report to the Board each year moving forwards.</p>	45
12.	<p>Governor Visits</p> <p><i>To receive reports / feedback from Governors who have visited the school (including virtually) on behalf of the Board in relation to designated responsibilities.</i></p> <p>The Governors reported on visits undertaken since the last meeting.</p> <p>GT reported on a visit to Year 6 visit; this will be written up and circulated in due course.</p> <p>TM reported on a visit related to the LA Audit where the school meals had also been sampled.</p> <p>AG reported on a visit to Reception.</p>	
13.	<p>Governor Training</p> <p>a) To note the new virtual training programme</p> <p>This is available to view and book at https://education.southwark.anglican.org/4600/training-courses</p> <p>b) Any other training attended</p> <p>It was noted that the school had received the Bishops Certificate for the Diocese</p>	
14.	<p>Date of Next meetings:</p> <p>i. Thursday, 30 March 2023 (7-9pm @ school) (RR GT apologies)</p> <p>ii. Monday, 17 July 2023 (7-9pm @ school)</p>	
15.	<p>Confidential Part B Business</p> <p>It was agreed that the discussions under Item 9(a) should be recorded in the Part B Minutes.</p>	
16.	<p>Any other Business</p> <p>It was noted that The Revd Paul Roberts (PR) will be leaving next year and that the Diocese will not provide an interim. Therefore during the period of vacancy the Board will be down one governor for a period of 9 – 12 months.</p> <p>Concern was expressed that the Board may have difficulty achieving a Quorum during this period. The Clerk advised that, to the best of their knowledge the quorum is normally 50% of governors in post and not 50% of the total number that could be filled.</p> <p>ACTION: Clerk to confirm the quorum and how it is affected by governor vacancies.</p>	46
17.	The meeting closed at 9:10pm with a vote of thanks to everyone present.	

Signed:  PrintName: MELWYN ALLEN
Chair of Governors
Date: 30 MARCH 2023

Chairs initial

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	Closed
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

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	Closed
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

Note: Action 29 the policy has been approved – the cyber bullying and bullying policies are being amalgamated in the all schools policy folder – owned by Chris.

Action Points

No:	Action	By	When	Status
Actions arising from the meeting of 5 October 2022				
32	Draft brief for role/duties of Chair and Vice Chair.	MA	ASAP	Close d
33	Send AD a biography for the website.	RS/R W	ASAP	Open
34	Provide a list of acronyms for RS/new governors.	MA	ASAP	Open
35	Look at SG training online.	TM	ASAP	Close d
36	Extend monthly Safeguarding quiz to Governors.	AH/KN	ASAP	Open
37	Send GB link to HT report.	AH	ASAP	Close d
38	Committee Chairs to review policies prior to audit 21-24 November 2022.	Chairs	Prior to 21 November	Close d
39	Review Personnel Policies.	MA	Prior to 21 November	Close d
Actions arising from the meeting of 20 November 2022				
40	The Early Years Policy will be brought to the next Curriculum Meeting for final ratification; it will be approved by correspondence in the interim.	AH	Curriculum Committee	Open
41	AD to put the Governors' Code of Conduct on the website.	AD	Dec 22	Open
42	All Governors to sign the Code of Conduct.	All	ASAP	Open
43	To arrange a meeting of the Academic Review Committee	DC	ASAP	Open
44	TM to make sure that all agendas include 10 minutes safeguarding training; the slides from the safeguarding session should be uploaded on to the Google drive.	TM	Spr 23	Open
45	The Pupil Premium Link Governor to discuss and report back to Full Board on the PP budget and use	PP Link	Spr 23	Open

Chair's initial

MA

	of funds in the previous year. To include this as a report to the Board each year moving forwards.				
46	Clerk to confirm the quorum and how it is affected by governor vacancies.	Clerk	Spr 23	Open	

Clerk's initial
MA