



Coberley Church of England Primary School



2017/2018	Meeting of Coberley C of E Primary School Governors		
Date:	Thursday 28th September 2017	Time:	4.00pm to 5.30pm
Venue:	Coberley Primary School		
Attendance:	AM, Head Teacher GGC, Chair FE, LA CP, Ex-Officio UH, Parent Governor VP, Parent Governor CS, Co-opted		
Present:	JG, Clerk to Governors		
Apologies:	PO, Co-opted		

Item	Subject	Action	Who and Date
	The meeting opened with a prayer.		
1.	Declaration of Interests / Welcome New Governor There were no interests to declare. New governor had sent apologies which were accepted.		
2.	Election of Chair and Vice Chair The current Chair left the meeting. There was a discussion around the fact that the Chair of Governors was now being paid by the school which was not acceptable. Another governor said they would be happy to take over as Chair if needed. It was felt that the current Chair should be spoken to about the situation privately and two members of the governing body left the meeting to do so. A decision was made that the current Chair would be re-elected. He would still help with Links after school club but on a		

			
Item	Subject	Action	Who and Date
2.	voluntary basis only. He would be able to claim mileage on the days he attended. A governor proposed re-election of the current chair which was seconded. The vice chair was also proposed for re-election and was seconded. The Chair thanked the Vice Chair for accepting the position.		
3.	Review of Committee Structure The Head said that one of the Parent Governor's tenure was coming to an end in November. The governor said they were willing to continue as a governor provided the work situation allowed. There was now a new staff governor on the FGB and it was felt it would be beneficial to have another parent of a child in KS1 on the governing body. A governor asked which committee the new governor would sit on. It was felt that as he was business-oriented the Resources committee would be most appropriate. It was confirmed that the structure of the committees would remain the same. As the Safeguarding Governor had left a new Safeguarding Governor was proposed and elected.		
4.	Agree Meeting Dates The proposed dates for FGB meeting and committee meetings were agreed. However, some dates may need to be moved to accommodate governors work commitments. Governor course dates would be confirmed at a later date.		



Item	Subject	Action	Who and Date
5.	Agree Governor Work Plan The work plan had already been shared with the FGB and would be the governors working document for the year ahead. All were in agreement.		
6.	Appraisals / Pay Panel The LA options for increases to teaching staff salaries were discussed. The suggestion was to increase salaries by 1%. A governor asked what the salary figures were for next year. It was confirmed that salaries accounted for £195k of our £300k budget. A governor asked how the deficit budget would be reduced. Unless more money is injected into the budget the deficit will continue to increase year on year. A discussion on the budget followed. It was agreed that teaching staff salaries should be increased by the minimum 1% in line with other schools in the cluster. A governor asked if staff would be paid more if they moved to another school. This would be possible depending on what point in the scale they were offered. It was decided that a pay panel was needed to decide on staff salaries. It was agreed that the Chair, Head and two other governors would make up the pay panel. It was also confirmed that the Head's performance management meeting was being arranged with our LA Advisor.		



Item	Subject	Action	Who and Date
7.	Safeguarding Report Staff training courses on safeguarding were discussed and it was confirmed that on-line training was now available for all staff. The Head shared a working document with the FGB. There were a lot of children in school with safeguarding issues given the size of the school and it was confirmed that the school were currently involved in quite a large case. It was agreed that the Safeguarding Governor should attend a training course which would be arranged by the Clerk. A governor said it may be more cost effective to get someone in to train all governors on safeguarding issues.	Book training course.	Clerk. ASAP
8.	Governor 20 Questions The questions were discussed by governors and it was felt that the School had a clear vision. The School had definitely improved over the last three years and it was felt that governors were far better informed than they were three years ago. They have a much better understanding of the data and progress being made. It was agreed that if any governor had any questions regarding data they should come into school to discuss it. A governor suggested having a meeting with parents and pupils to get their views and suggested sending out a survey to gauge opinion. Having an idea of what people like or don't like would be good preparation for Ofsted. A governor agreed that we were on a continuous journey of improvement and it would be good to have some feedback. A governor suggested asking the other cluster schools how they asked for parent feedback. It was stated that one school had a Parent Forum which was run by Parent Governors; this could be a possibility for Coberley. It was felt that, in the main, we had a very supportive and loyal body of parents. The last survey that was carried out revealed that parents wanted more competitive sport in school and school houses; both these items were easy to fix. It was agreed that the Head would speak to cluster schools and that another governor would draft questions and circulate to FGB for consideration. The School Council was discussed and it was agreed that their views should be brought to governors meetings.	Speak to cluster schools & draft questions	Head and VP ASAP



Item	Subject	Action	Who and Date
9.	Minutes of Last Meeting A governor referred to page 3 of the minutes and suggested removing the word 'disappointed' when talking about SATS results. A governor asked about the English paper that had been sent back for re-marking. It was confirmed that no change had been made to the score. The minutes were agreed and signed as a true record.		
10.	Head Teachers Report A governor said that it was an interesting and very informative report. The recent DIY day was discussed and it was asked what was left to do. The stone above class 2's door needed repairing and class 1 needed painting on the outside. PE provision was discussed and the Head said that we were very disappointed with iSporta who were not delivering to a high enough standard. A meeting had been held with Atlas Sports who would be starting next term and came highly recommended by other cluster schools. A discussion was held around swimming for the older children. The Star College was suggested as a possible venue for this. The Sports Grant and how it is used in school was discussed. The governors moved on to pupil numbers. A governor asked if we were at capacity – currently have 66 on roll and 70 is maximum. There has been a lot of interest at the moment including a family of four; also interest for September 2018. Pupil premium was discussed along with the confusion of how and when it is paid. You have the names of the pupils but do not receive the money until April. Attendance was discussed and there were a couple of families who are persistently late. This is being addressed. One child from a traveller family had not returned since the beginning of term.		



Item	Subject	Action	Who and Date
10.	Attainment was discussed and, although generally good, there were some children who were struggling despite interventions and help. The results now coming through were starting to give a true reflection of progress. In the current Year 3, 50% of the children struggle yet we have very bright cohorts in Year 4 and Year 6. If Year 3 reaches their potential we will reach national requirements. A governor asked if there was any way of showing what progress an individual child had made. This was very difficult to show in the data. It was suggested a commentary was added to demonstrate that they are making progress and to use as evidence.		
11.	AOB There was no further business and the meeting was closed at 5.30pm.		