



Coberley Church of England Primary School



2017/2018	Meeting of Coberley C of E Primary School Governors		
Date:	Thursday 30th November 2017	Time:	4.00pm to 5.15pm
Venue:	Coberley Primary School		
Attendance:	AM, Head Teacher GGC, Chair FE, LA CP, Ex-Officio UH, Parent Governor VP, Parent Governor CS, Co-opted PO, Co-opted		
Present:	JG, Clerk to Governors		
Apologies:	None		

Item	Subject	Action	Who and Date
1.	Prayers The meeting opened with a prayer. The new governor was welcomed to the meeting.		
2.	Confidentiality The Chair reminded everyone of the need for confidentiality.		
3.	Safeguarding An update was given on safeguarding. The policy needed signing off annually and now includes early help. Section 175 had been completed and submitted to GCC. A safeguarding walk had also been completed. Everyone present had reviewed the policy and were happy with it.		

Item		Action	Who and Date
4.	Minutes of Last Meeting A governor thanked the Chair for volunteering in Links. The governors were asked if there were any comments on previous minutes. Point 6 was discussed regarding the budget. It was proposed that we would receive £312k next year in funding from LA which is better than anticipated; this will almost remove the deficit. Should receive £321k the following year. A governor asked about staff salaries – these were included in the budget. A governor asked how the funding was determined. It was confirmed that more money was being given to smaller schools so we had come out better than many other schools in the area. Hopefully this means we will be able to recover the deficit earlier than anticipated. The parent questionnaire was discussed. Sample questions were distributed which were based on Ofsted questions. All agreed that the questionnaire should be sent out to parents and that one per child should be sent rather than one per family. There were no further points for discussion and the minutes were agreed as a true record and signed.		
3.	Matters Arising A governor's term of office was confirmed.		
4.	Feedback from Resources Committee Feedback was given regarding the option of moving to fibre broadband with Gigaclear. The main concern was the routing of the cable to the school building under tarmac. A governor agreed to make contact with Gigaclear and the Clerk would provide the contact details. We would have to give 90 days' notice of the change to BT. We would also need to consider whether 999 calls were available. The Chart of Accounts was reviewed and figures on the 3-year plan were discussed. A premises walk had been carried out and it was agreed that a door closure device was needed on School House. Stroud Alarms were coming out to look at installing Paxton key fob access to Class 2 & 3 doors. A quote was also needed for the installation of a fire bell outside Class 1 next to the office. It was agreed that Paxton key fob access was the best way forward in terms of safeguarding and security.		

Item	Subject	Action	Who and Date
	Links and Breakfast Club were doing very well and the appointment of the new coordinator for both had made a huge, positive impact. There was also a discussion around charging for extra-curricular clubs held after school. A governor said that parents would need to be informed of the potential costs of extra-curricular clubs and it was agreed that more work needed to be done around what we could offer. It was suggested that parents were invoiced in advance to encourage attendance and that a flat rate charge equivalent to the Links rate should be made. The newly appointed PE instructor had settled in and was doing a good job; the children had responded positively. GDPR was discussed and a governor agreed to write a policy for the school.		
6.	Feedback from Curriculum Committee The Committee had been looking at the output of the school. It was critical that data was de-personalised to ensure anonymity. Excellent data had been received from the Head on challenges, performance and trends. It was stressed that governors should be aware that historical data received from other schools cannot always be relied on, particularly in terms of pupil progress. This can have a detrimental effect on current data. Attendance was discussed. Action had been taken to address poor attendance and it had now improved to 98%. Safeguarding was discussed and it was confirmed that the Head was actively supporting those troubled children in school and had recently been on a Safeguarding course. There are also some areas of the school where there are access issues which need to be addressed. The possibility of governors' photographs being displayed in school was discussed. A question was raised about whether the School was considered a public place; governors would need to agree to have their photograph displayed. It was also agreed that new lanyards would be purchased for staff and visitors. Lesson planning was discussed and governors were happy with the quality and timeliness of staff plans. All subjects were monitored. Pupil premium children are very carefully monitored and their progress tracked.		



Item	Subject	Action	Who and Date
7.	Head Teachers Report The difference between boys and girls attainment was discussed and a governor asked what the School was doing to help lower attaining boys. It was pointed out that a child's date of birth appears to have a significant impact on their progress with those being born in the Autumn making more progress. The whole school plan will focus on reading, particularly that of the boys. Reading clubs were being set up with Class 3 teacher and Head being role models for the boys. There would also be a focus on writing and how we can engage children to write more. A question about whether more homework should be reintroduced was raised. It was felt that homework had proven to have a negative effect on the child and home. A governor pointed out that research had shown that children, who do not read, rarely see their parents or teachers reading. Books need to be discussed more at home. Girls tend to love reading more than boys and some children are enthused with writing once they have started to read. This was an important message to get across to parents. It was reported that grammar and SPAG was generally good across the school and the target was for all staff to focus on reading. It was pointed out that reading had previously been good in Class 1 but tended to drift in Class 2. This had now been addressed and a robust system was in place. A governor suggested putting an award in place for the quantity and types of books read by the children. Children could possibly be awarded house points as an incentive. Reading should not just be up to the School; it is vital that parents discuss and reinforce it at home. We need to find ways of communicating this to parents. It would also be a good idea for children to review their books and pass their opinions on to their peers. The reviews could also be published in the weekly newsletter. Further discussion took place around reading and it was agreed that probably our two best writers in school were in fact boys who read. The Healthy Eating Policy was discussed. A governor asked if this was for the school or parents. It was aimed at both and would need to be communicated carefully to parents. Midday Supervisors currently monitor what children are eating for lunch and there are some concerns around what parents are giving their children to eat in packed lunches.		



Item	Subject	Action	Who and Date
8.	School Development Plan The SDP would be posted on the School website. Governors were reminded of the logon and password for the governor's area on the site. It was requested by a governor that the password be made stronger; the Head agreed to do this. The SDP will show targets with a focus on monitoring and low attainers with particular reference to boys. The interventions currently provided in School are fantastic and the children are getting a great deal. Now need to look at science and humanities. It was confirmed that governors had been booked on to courses and there was now an RE, English and Maths action plan in place.		
9.	Policies The Healthy Eating Policy was signed off along with the Governors Code of Conduct.		



Item	Subject	Action	Who and Date
10.	Governor Courses and Visits The Chair gave an update on the Role of the Chair of Governors course he had recently attended. He had also visited School during the week and was impressed with the behaviour and concentration of the children in Class 1. He had also visited the children in Year 6. He would be writing a report on the visit. He also suggested holding governors meetings in classrooms so governors could see that work that has been done.		



Item	Subject	Action	Who and Date
	It was agreed that Book Looks were also a very good way of checking progress.		
11.	Single Central Register Review An update was given on the Single Central Register. The whole record had recently been revamped and a new template was now being used. The SBM had recently attended a drop-in session run by Gloucestershire Safeguarding Children Board and our Record was fit for purpose. A governor agreed to come in to review the record. There was no further business and the meeting was closed at 5.15pm.		