



Coberley Church of England Primary School



2017/2018	Meeting of Coberley C of E Primary School Governors		
Date:	Thursday 22nd March 2018	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		
Present:	JG, Clerk to Governors		
Apologies:	CS, Staff Governor; PO. Co-opted Governor		

Item	Subject	Action	Who and Date
1.	Prayers The meeting opened with a prayer.		
2.	Apologies Apologies from two governors were accepted.		
3.	Safeguarding Any issues around safeguarding were discussed. Had recently had work done to improve site security, e.g. fences, gates and trellis. This had made a huge impact and visitors were now all directed to the school office. The Sustainability bid was discussed and this had been unsuccessful in terms of additional funding.		

	A governor asked if Ofsted were happy with the current security improvements. It was confirmed that they had been		
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	sent a copy of the schools plan along with details of the work carried out but we had not heard anything back from them. All agreed that the new measures were fine and there were no other safeguarding concerns.		
4.	Minutes of Last Meeting and Matters Arising All agreed that the minutes were very comprehensive. A governor asked if it was possible to send out a list of agreed actions and who had agreed to do them prior to the meeting minutes being sent. This would act as a reminder to governors. School Development Plan (Item 8) was discussed. A governor said that this had been superceded since Ofsted and there is now a revised copy. A governor asked about progress with Gigaclear. It was confirmed that they were coming in the following day and that we may get a free installation. Vonage would be £12.00 per month and telephone options were discussed. We need to ensure the install is ready to go before switching over the number. A governor reminded everyone about the importance of cyber security and agreed to send out a link to remind staff of this. The wifi was discussed as it was very poor in some areas of the school. We had engaged the help of an IT technician who could not find any particular reason for this. A governor suggested hard wiring it into each classroom but this had already been done. It was also suggested that wireless boxes were installed in each classroom. There were no further matters arising and the minutes were agreed as a true record.		
5.	Ofsted Feedback The School Improvement Plan was discussed (SIP). We had already acted upon some of Ofsteds recommendation. Health and Safety had been looked at by a governor and a representative of the GCC SHE Team had come in to carry out a safeguarding audit. The Health and Safety folder was now up to date and this was signed off by the Chair. The schools LA Advisor had said that the School Development Plan was more of a to do list and this had now been redesigned. The objectives were now much clearer with more detail included on how we were going to achieve them. Governors questions had also been included which allowed us to show how the governors have been involved and prove that the work had been done. The new plan would be rolled out over two years as there was a lot to cover.		



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	A governor asked for clarification on the levels of ambition for reading vs. Writing. They asked why the levels were different. It is easier to monitor reading but writing is more difficult to measure. We can now show progress in reading and have ways to measure it; we were now looking at ways to measure writing. May look at other schools to see how they do it. The final page showed where we were as a school. We are a very transient school with people moving in and out of the area. A governor asked whether when a pupil joins us we know if they are going to be transient? This was very difficult to ascertain. The numbers for September 2018 were looking good so the school could be at capacity. The school was happy with the reasons for the movement of pupils as it was mainly due to job relocation. A governor asked if we could recalculate throughout the year so we had a baseline for the start of a year. The new revised figure could be shown in brackets. A governor said we should also look at the progress children make who joined school in Reception vs. those who join, for example, in Year 2. Progress results and projections were discussed as follows: Reception – 75% at GLD Year 1 – should all get 100% in phonics Year 2 – not sure due to new children joining the cohort Year 6 – 78% reading; 78% writing; 66% maths. Are now confident these figures will improve. Targets need to be revised based on the changing pupil base. It was agreed that our LA Advisor had been a great help to the school. Ofsted targets were discussed and we had already made huge progress in reading. Governors training courses were also recommended and this had already been addressed and courses booked.		



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6.	SIAMS Interim Visit This had proved to be very useful. The schools Vision was discussed and this must permeate everything we do. The 'Friday Rewards' were discussed and how they fit in with the Values. Hamish – Happiness Zara – Creativity Percy – Perseverance Leafy – Community/Environment Patch – Kindness These five values should be used throughout the school. The inspector was very happy with what the children were being given but was very interested in what impact this was having on their lives. We needed to demonstrate how we were getting the children involved in assemblies and be able to show the impact of this. We also have the Butterfly Garden as a reflective area. A governor said that all the benefits to the children were evident in how they behave towards each other and the staff, coupled with how the staff behave towards each other. As governors, if we witness this then it needed to be documented. It was suggested that a "Thank You" box be created with cards that children, staff and parents could write on to thank someone along with the reason why.		



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7.	Reading Progress Pupils reading records had been looked at and it was found that they did not show progress. This has been completely reviewed and there is now a plan in place to help parents to improve their child's reading. A governor and the Head had spent a day looking at ways to demonstrate reading progress and had put a leaflet together to show parents what types of questions to ask and how to support their child. A governor asked if we measure reading age? This is done and two methods of testing are used – NFER and Cloze 3. It was felt that it was very useful to monitor this as well as using book bands. The school had looked at where it was now and where it wanted to be moving forward. All the books in school had been looked at, particularly with a view to improving reading amongst boys. The library is now open three days per week for quiet reading and book changes. There is also a reading file which looks at phonics assessments, reading levels etc. A governor asked if we still used the Ginn system for phonics? It was confirmed that Read, Write Inc. had now been used for a number of years. A governor said all the staff should be thanked for all their hard work on improving reading and also for all the additional work they do in the evenings and weekends.		
8.	Governor Training Dates The clerk agreed to resend the training dates to all governors. The first training course would take place the following Wednesday, 28th March 2018.		



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9.	Financial State of Play We should end the year with a deficit of approximately £3-4K. This is better than we had expected it to be. A discussion then followed around the new GDPR regulations which comes into force in May. It was confirmed that the budget setting for 2018/2019 was in progress. The School Fund was very healthy and Links and Breakfast Club were doing well.		
10.	Head Teacher's Report The Head's report was discussed. It was also confirmed that there will be two new pupils joining after Easter who also have a younger sibling who will join Reception in September. There was also the potential for two further in-year admissions in September.		
11.	AOB A governor asked what would be expected of them next term? It was agreed that areas of focus needed to be allocated to each governor for them to work on. There was no further business and the meeting closed at 5.15pm.		