



Coberley Church of England Primary School



2017/2018	Meeting of Coberley C of E Primary School Governors		
Date:	Thursday 10th May 2018	Time:	4.00pm to 5.40pm
Venue:	Coberley Primary School		
Attendance:	AM, Head Teacher GGC, Chair FE, LA CP, Ex-Officio CS, Staff Governor UH, Parent Governor VP, Parent Governor		
Present:	JG, Clerk to Governors		
Apologies:	PO, Co-opted Governor		

Item	Subject	Action	Who and Date
1.	Prayers The meeting opened with a prayer.		
2.	Apologies Apologies from one governor were accepted.		
3.	Minutes of Last Meeting & Matters Arising It was confirmed that one governor had resigned due to work commitments. A letter of thanks for their service to the governing body had been sent. It was hoped that the governor would be able to return to the FGB in future.		



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	It was pointed out that the 'Action' and 'Who and Date' columns on minutes were not always completed. It was agreed that this needed to be done on future minutes. Item 6 was discussed. It was suggested that thank you cards were made available for staff, children and parents to send to others. It was agreed the head and SBM would roll-out the idea to school. Item 11 was discussed. This was being looked at following the governor training courses. Everyone agreed that the training for staff and governors was excellent and very useful. Staff also found it very useful and positive. Teaching staff can often feel nervous about observations, as teaching is very personal. A governor said they should not be seen as judgemental as most governors have no teaching experience. The governor trainer felt that everyone was very cohesive and worked well together which was very positive. Safeguarding was discussed. It was confirmed that our suitability bid had been refused. We had hoped to use the additional funding to carry out site improvements and CCTV etc. The ongoing issues with the BT account were also discussed. The minutes were agreed as a true record and signed.	Thank you card roll-out to school	Head/SBM
3.	Feedback from Training It was felt that the governor training was very effective and well paced. There was still one more course to come for the governors in July. It was suggested that the Vice Chair should chair a meeting of the FGB. It was agreed that this would happen at the next meeting in July. Financial benchmarking was discussed; this had already been discussed as part of the Resources Committee meeting. The head confirmed that a policy review system was now in place and was working.	VC to chair FGB meeting	VC 17 th July 2018



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	It was decided that it would be beneficial for teaching staff to have a 5 minute slot at a governors meeting to discuss their role, i.e. what they do, what they are proud of and where the governors could help them. It was agreed to do an initial meeting where all teaching staff attend and then arrange for individual teaching staff to attend subsequent meetings. A governor agreed to write a letter inviting them to an informal meeting at the start of the next FGB meeting. It was felt it would also be a good idea to explain to the staff what we do as a governing body.	Write letter to teaching staff.	VP. Before 17 th July 2018
4.	School Budget The head had written budget notes to share with the governing body to help them understand the budget and offer transparency. The deficit this year would be approximately £6,500 and it was looking as though there would be a deficit of £4,000 in 2019/2020. We were anticipating extra children in September, which would mean additional funding of £8,000 plus small school funding of £11,000. This extra £20,000 will be a massive help. It was noted that the rent for the school house appeared to have decreased. This was due to the backdated rent increase. As a school, we could not ask the diocese to decrease the rent and the lease was between GCC and the diocese. As long as GCC continue to pay there is no impact on our budget. A scheme to increase the energy efficiency of buildings was discussed but no one knew if schools were included in the new legislation. A governor agreed to look at energy efficiency. A governor asked what the impact on the school would be if we no longer had school house. It was agreed that it was unlikely the diocese would be able to do anything with it; it is part of the school grounds and could not be turned into a private dwelling, as it would cause safeguarding issues. The Governor's Budget Plan was agreed and signed.	Look at energy efficiency of buildings	FE Before 17 th July 2018



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	Links income had increased over the last 3 years by 107%. The school fund raised at least £8,000 plus £125.00 in donations per month. It was agreed that a second letter should be sent out to parents asking for donations. Staff salaries over 3 years was discussed. There had been no cost associated with supply teaching in the last 12 months as any cover required had been managed in-house. Staff absence was discussed and there was some anxiety amongst the FGB that we did not have any. The option of getting cover with other cluster schools was mentioned but it was decided that this was not viable. It was agreed to look at insurance quotes before half term. Everyone agreed that to bring the deficit budget down as much as we had in the last 12 months was very impressive.	SBM to get quotes for staff absence insurance	SBM Monday 4 th June
5.	GDPR The main concerns around GDPR compliance were parents, use of data, staff and ex-staff. We need to look at what data we have, what we do with it and where we keep it. Parents will also need to know what data is held on them and their children. We can display photographs of children in school but need permission to send photographs out of school. Parents need to be informed which sites we are using that includes their child's information. Staff are required to remove all data from home devices. All data must be held on school computers or on an encrypted memory stick. GCC are acting as our Data Protection Officer. If there were a breach, we would report to them and get advice. The deadline is 25th May 2018 but we do not need to work strictly to that date. A discussion followed around what data is held in the office and other areas of the school.		



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6.	Head Teachers Report It was confirmed that the staff well-being appeared to be good and the term had started well. Two boys had done an excellent job in winning the county KNex Challenge final and were spending a day at GE Aviation as part of their prize. The head suggested writing to local industries to try to get sponsorship from them to enhance the science curriculum within the school. Numbers on roll for September were looking strong. Attendance data was discussed and a governor asked what IDSR was? This is the data Ofsted will look at when tracking school attendance. Statistically our attendance is high. A report was shared to all governors with a breakdown of attendance figures to prove our attendance levels were good. Attendance under 95% was considered poor. The shared IDSR data was historical and was primarily caused by the absence levels of three pupils. Stability within school was an issue. This year there had been 7 leavers and 10 new children. The main reason for people leaving was location and people relocating from the area. A discussion followed around pupil numbers. Results data was shared with the governors compared with last year's results. This showed a breakdown of data and end of year targets. A governor asked for an explanation of the acronyms used. Once this year's results had been received, the final column would be populated so a further comparison could be made. The year 3 cohort is very weak and a high level of SEN children and pupil premium make it difficult to manage. A governor asked what was being done to help those pupils who are struggling. For reading, there were targeted interventions and small group work for maths and spelling. Individual children were being tracked to demonstrate progress with some making small steps and some making larger steps. A governor asked if we had more resources/money would this improve progress. Currently being very reflective and discussing what interventions work and which do not.		



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	The progress of one child with severe dyslexia who joined us in September was demonstrated. The results from the previous school were completely wrong and the child is still working on phonics. Phonics could not have been passed in the previous school. The various programmes available to help with phonics and dyslexia were discussed but there is a cost. A governor suggested asking parents to pay for the programmes if it would help their children – learning needs to be made fun for them. A governor offered to look at Word Shark and Number Shark to see what costs would be involved. A Dyslexia Portfolio had already been purchased which is a £500.00 assessment that is done in school. It is producing fantastic reports for both the school and for parents.	Cost of Word Shark & Number Shark	CS. By next meeting.
7.	AOB Governor body vacancies were discussed. There were three vacancies, one parent governor and two co-opted governors. One parent had been to a governor training course and may be interested in joining in September as a co-opted governor. It was decided to send a letter inviting her to consider becoming a governor. It was decided that a parent governor election was needed and it was agreed to do this in September. A governor said they knew of an educationalist who may be interested. There was no further business and the meeting was closed at 5.40pm. All confidential documents were returned to the clerk.	Letter to MP.	AM. ASAP