



Coberley Church of England Primary School



2017/2018	Meeting of Resources Committee		
Date:	Thursday 28th June 2018	Time:	4.00pm
Venue:	Coberley Primary School		
Attendance:	AM, Headteacher FE, Chair PO, Co-opted Governor VP, Parent Governor		
Present:	JG, Clerk to Governors		
Apologies:	None		

Item	Subject	Action	Who and Date
1.	Apologies None		
2.	Minutes of Last Meeting and Matters Arising A governor asked if the minutes of meetings could be sent out earlier. This was not always feasible due to workload. It was agreed that an action list would be emailed out following each meeting. The minutes and agendas will now be posted on the school website rather than sent via email. The numbers of roll for September were discussed. There should be 68 on roll in September and Class 1 would be at capacity. Gigaclear had installed the fibre cabling and everything was fine. However, the school network was not working correctly and, having contacted SWGFL, they advised that we would need to		



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2.	switch the system over to them at a cost of £2,500. This was not an option and a new company was being sourced to allow filtering of individual devices. The fibre was up and running and need to resolve the issue of filtering as, currently, no children were able to use the internet in school. Work on this would be completed in the next few days. A governor agreed to look at VOIP systems for the school. A governor agreed to speak with a colleague who works for Cheltenham Festivals regarding fundraising and grants. It was confirmed that a letter had been sent to Cotswold District Council regarding the Section 106 development at Ullenwood. The need to expand the school, adding additional classrooms and a nursery were included. A map of the school site showing boundaries was discussed. We could apply to the Land Registry for a copy. The clerk agreed to contact Property Services at Gloucestershire County Council to see if they have a copy. The minutes were agreed as a true record and signed.	Investigate VOIP Investigate funding and grants Source copy of school site map	FE – asap VP – end of term JG - asap
3.	Governor's Budget Plan and Deficit Plan It was confirmed we would be looking at a deficit budge of £7,000 this year. The GBP was discussed. In terms of staffing, we had actually managed to reduce costs. The plan would be sent to the LA and we would also need to send in a 3-year plan to show how we intend to get out of the deficit. The 3-year plan was shared with the governors. Any ring-fenced money was not included. We would be getting a larger budget from the LA next year and pupil numbers look to be good.		



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3.	It was agreed that SIMS and FMS end of year system training should be investigated.		
4.	School Fund & Links The School Fund and Links were discussed. Both accounts were healthy. It was agreed that the school disco and Summer Fayre were both very successful events. Fundraising was discussed and it was confirmed that the sponsored run would take place on Wednesday 18 th July at 9am.		
5.	Letter to Parents Ref. Donations A letter to parents requesting donations to boost school funds was discussed. It was agreed that a letter should be sent out to the parents of the Year 6 children who were leaving with a second letter being sent out to all parents in September.		
6.	Staff Structure 2018-2019 The current staff all seem happy and there are no leavers for September. The pay policy will need to be looked at going forward and it was suggested that it be capped at the top of the main payscale. A school the size of Coberley does not warrant having teachers on the upper payscale. In theory we have too many TA's. The TA in Class 3 will only do 4 mornings next year; Class 1 TA will do 4.5 days and Class 2 TA will do 3.5 days. We have excellent support from all of them.		
7.	Staff Absence Insurance It was confirmed that cover for staff absence had been taken out with Teacher Absence at a cost of £1650. This was £150 more than budgeted but gave maternity cover and 30-day stress cover.		



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7.	We had received both cheaper and more expensive quotes but Teacher Absence gave the best cover for the money with all the terms of the policy clearly explained.		
8.	Bad Debt The case of bad debt on the Links account was discussed. Having had no response to any of our correspondence, this would now be taken to small claims court to retrieve the amount. A governor agreed to email details of the debt recovery company used by his business.	Email debt recovery details.	PO. Asap.
9.	GDPR The support given by the LA on GDPR has been excellent. A member of their team had been into school to discuss next steps. The school was now aware of what needs to be destroyed and what needs to be archived. Any data required to run the school is fine. There is a Privacy Notice on the school website and we now have more locked cabinets in the office and will be getting a new lock for the head teacher's office door. Distribution of information to governors needs to be addressed, as it must be sent securely. Any photographs displayed in school are fine but permission must be sought from parents of ex-pupils if they are being used on the school website.		
10.	Policies The governors were given copies of the Privacy Notice, Privacy Notice for Governors and the Fire Policy. The notice for the governors essentially explains what information is held on them by the school, how it is shared and whom it is shared with. It also gave details of governors' rights and the complaints procedure.		



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10.	A governor asked if we need to name the Data Protection Officer. This was not necessary but it should tell people to contact the school office and they will refer them to the correct person. The governors were asked to check the policies so that they could be signed off. It was agreed to amalgamate the next Curriculum and Standards Committee meeting into the Full Governors meeting scheduled for Tuesday 17th July 2018. This was after the date of the publication of SATS results. There was no further business and the meeting was closed at 5.20pm.		