# Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

01242 870366 | admin@coberley.gloucs.sch.uk

Headteacher: Andrew Milner, BA (QTS) Honours


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| **2017/2018** | **Meeting of Coberley C of E Primary School Governors** | | |
| **Date:** | **Tuesday 17th July 2018** | **Time:** | **3.30pm to 5.35pm** |
| **Venue:** | **Coberley Primary School** | | |
| **Attendance:**<br><br><br><br><br><br>**Present:** | Andrew Milner, Head Teacher<br>Geoff Gait-Carr, Chair<br>Cliff Pooley, Ex-Officio<br>Cassie Smith, Staff Governor<br>Vanessa Powell, Parent Governor<br>Mel Pinkham, Co-opted Governor<br><br>JG, Clerk to Governors | | |
| **Apologies:** | Phil Overall, Co-opted Governor; Freddie Elwes, LA Governor | | |

| Item | Subject | Action | Who and Date |
|---|---|---|---|
| | **3.30pm to 4.00pm**<br>The governors met with teaching staff in the classrooms to discuss their roles. | | |
| **1.** | **Prayers**<br>The meeting opened with a prayer. | | |
| **2.** | **Apologies**<br>Apologies had been received from Phil Overall and Freddie Elwes. Apologies were accepted. | | |

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| **3.** | **Minutes of Previous Meeting Held on Thursday 10th May 2018 at 4.00pm and Matters Arising**<br>Supply teaching costs were discussed and it was noted that there had been no supply costs in the last year. Staff absence was very low. It was mentioned that a list of actions had been sent out to governors immediately after the Resources Committee which was a great help.<br><br>The minutes of the meeting were agreed as a true record and signed. | | |
| **4.** | **Feedback from Resources Committee**<br>The deficit budget was discussed. A 3-year plan had been drawn up and this had been accepted by the Local Authority. The sports grant was discussed and it was suggested some of this could be used to develop the forest school and to fund after school clubs.<br><br>The 3-year plan would have to be submitted again in 6 months.<br><br>The Chair of Resources, Head teacher and Business Manager had carried out a Premises Walk. New access control fobs were being added to class 2 and 3 external doors to improve site security. This would be paid for using funds from the Capital Maintenance budget. General tidying up of the school grounds and maintenance were discussed; it was felt that most jobs could be done as part of the DIY Day in September. Class 2 would also be painted over the summer holiday.<br><br>A discussion followed around the Privacy Notice. | | |

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| | Future developments were discussed. The plan was to extend the Class 1 outdoor area into the car park. The aim was to apply for a grant for this work.<br><br>A governor asked where the staff would park if this work went ahead. There was a further plan to convert an area at the back of the school field into a staff car park. This would greatly alleviate parking issues in the village. | | |
| **5.** | **Feedback from Governors Training**<br>The feedback from the recent governors training sessions had been very positive. This had been fed back to Ruth Kessell who carried out the training. | | |
| **6.** | **New School Logo**<br>The Head teacher unveiled the new school logo. Everyone was in complete agreement to go ahead with it. A governor said that the school book bags were not very practical or hard wearing for the older children who had more to carry. It was suggested that rucksacks with the new logo on would be a better option for Class 3. The Business Manager agreed to investigate a supplier.<br><br>A discussion followed around the quality of school lunches and the costs and funding of them. | Sourcing of school rucksacks | JG Sept 2018 |

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| **7.** | **Next Academic Year**<br>a. A new work plan for the governors needed to be put together.<br>b. It was agreed that the SIP would remain the same as last year.<br>c. Governor visits would require greater focus next year. The aim was to pre-plan the visits so governors could get them in their diaries in September.<br>d. The Head teacher suggested to the governors that they host the Welcome Barbeque. This would make them more visible to the parents and would give them a chance to talk to the wider school community. A date of 14th September 2018 was proposed and this was accepted. A governor agreed to coordinate the event. | | |
| **8.** | **Head teachers Report**<br>The SATS results were discussed. A governor asked if there would be any comeback as we were below in Maths this year. The head stated that the Maths paper was tough this year and it had been the same for other schools. Out of the 9 year six pupils, 4 were very weak. This was particularly frustrating as if one child had managed one extra mark then we would have been above the national standard.<br><br>The focus this year had been on reading and writing and we were able to demonstrate the progress made in these areas.<br><br>SPAG results were good with a lot achieving GDS in writing.<br><br>A governor asked if there was any cause to worry in terms of demonstrating progress in Maths. The head said that it was always difficult when we have pupils who joined the school after KS1 who had been given incorrect levels in their previous setting. If, for example, a pupil came from public school then the data would not be submitted and this could make the results look more favourable. | | |

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| | Progress in writing was 1.6 which is an excellent result. A governor said that one of the main strengths of the school is how well we know every child – both strengths and weaknesses – this allows us to help them individually.<br><br>One pupil who would not read had just achieved Greater Depth. This showed amazing progress and demonstrates the impact of focusing on reading for boys. | | |
| **9.** | **AOB**<br>The end of term picnic on Friday 20th July was discussed. A governor offered to set up a refreshment and ice cream stall to help raise additional funds.<br><br>A governor mentioned a programme called Word Shark that is excellent for reinforcing Phonics. The programme is sold on an annual licence basis and would be particularly helpful for children with dyslexia or who have similar processing issues. This would allow our SEN staff to bring children on without the need to give up all her time on one individual. It was agreed to go ahead and purchase the licence and a governor agreed to try and source a laptop with a CD drive from work.<br><br>There was no further business and the meeting closed at 5.35pm.<br><br>Dates for the new academic year governors meetings would be circulated before the new term in September. | | |