



## Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

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

Headteacher: Andrew Milner, BA (QTS) Honours

| <b>2018/2019 Meeting of Coberley C of E Primary School Governors</b> |                                                                                                                                                                                                                       |              |                         |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------|
| <b>Date:</b>                                                         | <b>Thursday 27<sup>th</sup> September 2018</b>                                                                                                                                                                        | <b>Time:</b> | <b>4.00pm to 5.30pm</b> |
| <b>Venue:</b>                                                        | <b>Coberley Primary School</b>                                                                                                                                                                                        |              |                         |
| <b>Attendance:</b>                                                   | 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>Freddie Elwes, LA Governor<br>Phil Overall, Co-opted Governor |              |                         |
| <b>Present:</b>                                                      | JG, Clerk to Governors                                                                                                                                                                                                |              |                         |
| <b>Apologies:</b>                                                    | Mel Pinkham, Co-opted Governor                                                                                                                                                                                        |              |                         |

| <b>Item</b> | <b>Subject</b>                                                                             | <b>Action</b> | <b>Who and Date</b> |
|-------------|--------------------------------------------------------------------------------------------|---------------|---------------------|
| <b>1.</b>   | <b>Prayers</b><br>The meeting opened with a prayer.                                        |               |                     |
| <b>2.</b>   | <b>Apologies</b><br>Apologies had been received from Mel Pinkham. Apologies were accepted. |               |                     |



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| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action | Who and Date |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
| 3.   | <p><b>Election of Chair and Vice Chair</b></p> <p>The current chair talked about his role over the past four years. He said he had seen great positive change during this time and that if any other members of the committee would like to step up to the role he would be happy to stand down.</p> <p>The Chair left the room and a discussion followed around who would be willing and best suited to take on the role. The fact that SIAMS was coming up in 2019 was discussed and it was felt that it would be beneficial to have a Chair who had experience of the inspection process.</p> <p>A governor asked how long a term of office was for a Chair. It was confirmed that a vote is taken each year as to whether a chair should continue in the role. Two governors felt that they were unable to commit to the role and it was unanimously agreed that CP would take on the role of Chair. FE was voted in as Vice Chair, a role that he was happy to continue doing. Thanks were given to GGC for his work over the past four years.</p> |        |              |
| 4.   | <p><b>Minutes of Last Meeting and Matters Arising</b></p> <p>A governor asked about the meeting with staff and if there were plans to do more. A governor suggested having a meeting to discuss the new cohort. This could help with decisions made by the governing body. A governor explained to new governors what happened at the meetings. They were felt to be very positive with a good flow of conversation from both staff and governors.</p> <p>It was noted that one of the conversations resulted in the purchase of extra resources for SEN provision in school.</p> <p>A governor asked if we should decide now on what we should focus on at the next meeting in November. It was felt that the staff should be asked what they would like to discuss. It was suggested the progress made in reading should be looked at. It was felt that this would help for the next Ofsted and we could show that the progress measurement and the tools used were working for the staff.</p>                                                        |        |              |



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|      | <p>Safeguarding was mentioned and it was felt that the system for visitors and issuing of passes should be more robust. The clerk agreed to look at this.</p> <p>There were no further matters arising and the minutes were accepted and signed as a true record.</p>                                                                                                                                                                                                                                                                                |        |              |
| 5.   | <p><b>Meeting Dates</b></p> <p>The dates for future full governor and committee meetings were discussed. One governor had a clash with work meetings on the last Thursday of each month. This would affect the following meetings:</p> <p>Full Governors – 29<sup>th</sup> November 2018. It was agreed to move this meeting to Wednesday 28<sup>th</sup> November 2018 at 3.30pm</p> <p>Resources Committee – 28<sup>th</sup> February 2019</p> <p>Resources Committee – 27<sup>th</sup> June 2019</p> <p>Head and SBM agreed to check diaries.</p> |        |              |
| 6.   | <p><b>Governors Workplan / Action Plan</b></p> <p>The Governors Workplan is designed to show the Governing Body what is happening in meetings over the next 12 months; it is a working document. The Action Plan was based on the last meeting we had with Ruth Kessell. One of the actions discussed was for governors to build a better relationship with school staff. This is currently work in progress but the plan needs to be completed and sent out with meeting minutes.</p>                                                               |        |              |



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| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action | Who and Date |
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|      | <p>Governor visits were discussed; there had already been three this term. A governor also confirmed that the new fibre phone lines were now installed, the BT contract had been cancelled and Complete Communications were transferring the telephone number so it can be ported across to Vonage.</p> <p>He had also looked at the security lighting around the school grounds. Most of the lights were working but the sensors were damaged which caused them to remain on constantly. The governor planned to dismantle the lights to see if they could be fixed or, alternatively, we would look at replacing them. It was confirmed that all safeguarding issues raised by Ofsted had been addressed apart from CCTV. A governor asked about the wiring going from the main school building to the hall; what was it for? Most of the wiring is redundant and could be removed.</p> <p>A governor confirmed that he had visited to discuss safeguarding and a lot of work had been done.</p> <p>Harvest Festival was discussed and it was agreed that it had been very successful. A grant had also been received from The Diocese to allow the year 6 children to set up a wildlife garden in St Giles' churchyard. It was planned to make and put up bird feeders, erect bird boxes and create hedgehog sanctuaries. The governor had also walked around the school and was made to feel very welcome by both staff and children. Both staff and pupils seemed very happy and he was very impressed by the positive attitude from both.</p> <p>A third governor came into discuss writing progress with the head teacher following on from reading progress which was reviewed last year. A lot of work had been done over the Summer to created a system for each writing genre with a list of questions for each. Over the year the children will be given a "cold" writing challenge which will be marked against the criteria the head teacher has devised. Later on in the year the children will be given a "warm" writing challenge which would demonstrate the progress made by both individual pupils and the whole class.</p> |        |              |



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|      | The system devised to show reading progressed took a lot of hard work to develop. It also showed different results than expected. It showed that interventions had worked for middle achievers but was not as good for low achievers. This showed that any interventions put in place in school needed to be supported by parents who must be engaged to help their child at home. The whole school focus last year had been on boys reading and the progress shown in SATS was significantly improved.                                                  |        |              |
| 9.   | <p><b>Safeguarding</b></p> <p>The governors were handed a safeguarding quiz to complete. The governors completed the sheets and the head teacher explained the answers. The clerk confirmed that all governors had been given access to Educare where they could find on-line training courses. Logon details would be sent out.</p> <p>A governor said that the safeguarding refresher was a worthwhile exercise and was something that everyone needed to understand. The Chair confirmed that he would act as the emergency safeguarding contact.</p> |        |              |
| 10.  | <p><b>Performance Management</b></p> <p>The head teacher confirmed that it was important to do his performance management before the rest of the staff. Two governors offered to take part in the meeting. Dates would be arranged with the LA.</p> <p>Once this meeting had taken place, the head teacher would carry out staff meetings. It was agreed that staff salaries for the next year would be discussed as part of the next Resources Committee meeting.</p>                                                                                   |        |              |



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| 11.  | <p><b>Head Teacher's Report</b></p> <p>There was good news regarding pupil numbers and should have 70 pupils on roll by Census Day. A new family were being shown round the following day for the final place in Reception.</p> <p>The Head has benchmarked Coberley against other schools in terms of salaries and we did not stand out. A new 6-month deficit plan would need to be sent to the LA in November.</p> <p>End of year attainment was discussed. A reminder of acronyms was given out to staff and it was agreed that this would be sent out with the minutes for governors. There was also a reminder for SIP questions.</p> |        |              |
| 12.  | <p><b>FOCS Proposal</b></p> <p>A governor said they were very pleased to see that a committee was being re-introduced. The initial plan was to see who wanted to be involved; a group of parents had already arranged a meeting for the following week. This was very encouraging, particularly as the majority of parents were from lower year groups.</p> <p>A governor asked if their thanks could be sent out to the new FOCS team and it would also be good to meet them. The BBQ which was held at the Elwes' house at the end of last term was also a great success and very enjoyable.</p>                                          |        |              |
| 13.  | <p><b>Development Opportunities</b></p> <p>It was confirmed that grant applications were being looked at and there were plans to upgrade the KS1 outside area. New play equipment was also needed for the main school field. A governor suggested putting the school down for Tesco and Waitrose tokens. There were also parents who would be happy to help complete grant application forms.</p> <p>The Head had also contacted Rendcomb College with a view to making use of their facilities and had a very positive response. A meeting was being arranged.</p>                                                                         |        |              |



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|      | A parent had also suggested selling ice creams at the end of the day on Friday afternoons replaced by cookies in the winter months.                               |        |              |
| 14.  | <b>AOB</b><br>There was no further business and the meeting was closed at 5.30pm. Date of the next meeting is Wednesday 28 <sup>th</sup> November 2018 at 3.30pm. |        |              |