Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

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Headteacher: Andrew Milner, BA (QTS) Honours

2018/2019	**Meeting of Coberley C of E Primary School Governors**		
Date:	**Wednesday 28th November 2018**	**Time:**	**3.30pm to 5.15pm**
Venue:	**Coberley Primary School**		
Attendance: **Present:**	Andrew Milner, Head Teacher Cliff Pooley, Chair (Ex-Officio) Geoff Gait-Carr, Co-opted Governor Cassie Smith, Staff Governor Vanessa Powell, Parent Governor Freddie Elwes, LA Governor Phil Overall, Co-opted Governor Mel Pinkham, Co-opted Governor Duncan McGaw, Foundation Governor Julie George, Clerk to Governors		
Apologies:	Phil Overall, Co-opted Governor		

Item	Subject	Action	Who and Date
1.	**Writing Progress with Staff** A discussion and look at writing progress was held between the governors and teaching staff.		
2.	**Welcome and Prayer** The meeting opened with a prayer and the Chair welcomed DMc to the governing body. Apologies were accepted from PO.		

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3.	**Minutes of Last Meeting & Matters Arising** The Chair reiterated that governor visits were important and whilst formal visits were done, it was also good practice to fill out a visit form on more informal occasions. It was agreed at the last meeting that the Head teachers performance management must be done before the rest of the staff. The Chair said that we needed to appoint a pay panel, FE was proposed as he was Chair of the Resources Committee along with VP as a Compensation & Benefits expert. The Chair was also willing to join this panel. This was proposed by GGC and seconded by MP. FE asked if the new internet phones were working properly. There had been a major outage in the whole area the previous Monday but we had still received VM messages. The Chair mentioned the plans to enhance the school and also benefit the community. The Head talked about the proposals to improve the EYFS garden and large playground equipment and the development of a new community hall and parking area. He confirmed he would be presenting the proposals at the next meeting of the parish council. There were no further matters arising and the minutes were agreed and signed as a true record.		

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4.	**Feedback From Resources Panel Meeting** FE gave feedback from the recent Resources Panel meeting. He mentioned that the number on roll was now at 72. The Section 106 funding connected to the proposed Ullenwood housing development was discussed. A letter had been sent refuting the comments made about a future fall in pupil numbers at the school which meant that the funding for expansion would not be necessary. It was pointed out that 67% of our pupils come from outside the catchment area as a result of the school's reputation and results, most parents have been recommended to us by others. The newly formed FOCS team meant that it was going from strength to strength. High Needs Funding was discussed for children with an EHCP. This had been cut by the local authority as GCC was in deficit; they were now trying to claw money back from school budgets. All local head teachers have said no to this proposal. This means that any autistic child, for example, will not have funding for 1:1 support. Coberley is above the national average for the number of SEN children on roll; the school attracts parents of SEN children because of its size and the quality of pastoral care. VP went back to Section 106 and asked if we were confident that no new schools would be built to cover any new developments in the area. It had already been agreed to increase the annual intake at Leckhampton Primary School to cover this.		
5.	**Feedback From Curriculum and Standards Committee Meeting** CP discussed the SEF. The staff had recently received a talk on autism. There was evidence of the quality of teaching and this was improving all the time. The standard of reading had gone up and there was evidence to prove this. It was felt that the school had a strong community feel; there was huge engagement and support from parents.		

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	He also mentioned that the reliability of information received from a child's previous school is not always accurate and we are often left to pick up the pieces.		
6.	**Performance Management** The head teacher's performance management meeting had been held. The staff meetings were completed on Tuesday 27th November. The head teacher mentioned that the SEF and SIP were quite big documents. He asked the governors to look at them in their own time and to come back to him with any questions.		
7.	**Safeguarding Audit** The head teacher and chair had completed the audit which had been done on-line this year and was a very cumbersome system to use. An action plan was now in place. The chair said that the school had faced many safeguarding issues over the years which many people find surprising. A Lockdown Procedure still needed to be put in place.		

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8.	**Feedback From Governor Visit** GGC gave feedback on his recent governors visit. He had come in for a full day and saw Open The Book and observed playtime. The main objective of the visit was to see the standard of teaching in each class. He said that the staff were all very different teachers but were all working towards the same goals. He commented on how the Class 1 teacher was able to calm the Reception and Year 1 children and they all make good progress. The children gave him a very warm welcome and there was huge evidence of kindness between children across all the age groups. The head teacher pointed out the tables for showing how well we are doing and how we can evidence this; we are teaching the children how to learn. The chair reminded the governors to complete an evaluation form for every visit they make to school. He mentioned that he had come in to school to see the Year 6 children making bird feeders for the churchyard and to sell at the Xmas Fayre. There was a huge amount of organisation involved and the children all cooperated well and learnt new schools. He had also taken part in a Friday celebration assembly at was very impressed with how the staff spoke about what the children had achieved; he was also impressed with how the children were so supportive of each other.		
9.	**Future Governor Visits** The Head teacher said that visits should be booked in with JG and that they should be very specific. VP said that she had come in for lunch one day and had really enjoyed eating with the children. GGC said that the staff were initially a little nervous about governor visits, but that the training for staff and governors had made a huge impact and staff felt well supported by the governing body. The SIP needs to be put on the governors meeting agenda for January.		

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10.	**The Big Curriculum** The head teacher discussed the Big Curriculum. He explained that Ofsted would come in and look at the previous Ofsted findings and the IDSR. Our last inspection identified a problem with attendance; this year shows no areas for concern and we are in the top 10% nationally for Maths and English. As all these areas are ok, they would then look at the Big Curriculum. The head and staff had written a Curriculum Policy to spell out what we are teaching in Reading, Writing and Maths. The Big Curriculum covers Science, PSHE, History, Geography, MFL, RE, Music, Art, Computing, PE. The policy goes on to explain how each is taught in Class 1, Class 2 and Class 3, what the topics are and who teaches it. It also explains the roles of all staff. The policy can be found on the school website under Curriculum. We are now making sure that Insight (our assessment tracker) also has the Big Curriculum on it.		
11.	**Head Teacher's Report** The chair asked if anyone had any comments on the report and whether anything needed to be highlighted. One area of concern was TA absence due to ill health. This is being managed, as there has already been 13 days of absence in the current term alone. FE asked about staff training. It was confirmed that FC had started a Business Management course which the school was funding. MP asked which schools the current Year 6 would move on to. It was likely that 3 or 4 would go to grammar, 1 to private school and the others to Balcarras and Kingshill.		

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12.	**AOB** GGC said that a parent in Links had asked about a prayer meeting group. They were referring to the Cheltenham Prayers for Schools group; it was agreed to mention it in the next newsletter. VP asked if all staff had had performance management meetings; this had only been done for teaching staff so far. CP said that examples of childrens' work he had seen earlier that day were fantastic. There was no further business and the meeting closed at 5.15pm.		