



## 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 Minutes of Resources Meeting</b> |                                                                                                                                                             |              |               |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|
| <b>Date:</b>                                  | <b>Thursday 23<sup>rd</sup> May 2019</b>                                                                                                                    | <b>Time:</b> | <b>4.00pm</b> |
| <b>Venue:</b>                                 | <b>Coberley Primary School</b>                                                                                                                              |              |               |
| <b>Attendance:</b>                            | Andy Milner, Headteacher<br>Freddie Elwes, Chair<br>Vanessa Powell, Parent Governor<br>Duncan McGaw, Foundation Governor<br>Phil Overall, Co-opted Governor |              |               |
| <b>Present:</b>                               | Julie George, Clerk to Governors                                                                                                                            |              |               |
| <b>Apologies:</b>                             | None                                                                                                                                                        |              |               |

| <b>Item</b> | <b>Subject</b>                                                                                                                                                                                                                                                                                                                                    | <b>Action</b> | <b>Who and Date</b> |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|
| <b>1.</b>   | <b>Apologies</b><br>Phil Overall. Apologies were accepted.                                                                                                                                                                                                                                                                                        |               |                     |
| <b>2.</b>   | <b>Minutes of Last Meeting and Matters Arising</b><br>The possibility of expanding and opening a pre-school was discussed. AM mentioned the links we had made with Rendcomb College and that we had already taken class 3 to Rendcomb for Forest School. The College is struggling with pupil numbers and are keen to reach out to local schools. |               |                     |



## Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

01242 870366 | [admin@coberley.gloucs.sch.uk](mailto:admin@coberley.gloucs.sch.uk)

Headteacher: Andrew Milner, BA (QTS) Honours

| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action | Who and Date |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
|      | <p>An update was given on Section 106. DMc said he believed that planning had been approved for the new properties and that they were going ahead. He suggested we keep in touch with GCC ref. S106 so that we do not drop off the radar.</p> <p>The A417 missing link was discussed. It had been confirmed that there would not be any further funding available until 2020. Mott McDonald were no longer involved with the project and a new company Arup had taken over. DMc had been in touch with a contact at Arup who had been very proactive. He will continue to speak to him. Whilst there was no immediate funding the conversation was positive.</p> <p>It was confirmed that the new trim trail had been installed in the main playground at a cost of £8,000.00.</p> <p>The climbing frame was discussed as it was in need of repair. AM confirmed he was waiting for a quote for this work. There were no further matters arising and the minutes were signed as a true record.</p> |        |              |



## Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

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

Headteacher: Andrew Milner, BA (QTS) Honours

| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action | Who and Date |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
| 3.   | <p><b>Grants and Funding</b></p> <p>It was confirmed that the School had been successful in being awarded £10,000 lottery funding which was currently in the School Fund. This will be used on the project to improve the EYFS outside area. The fencing and canopy extension would be the first works carried out and we would then look at using the remaining balance for new equipment and storage. The School had now secured close to £14,000 in grants.</p> <p>DMc said that the lady who visited Open The Book that day from the Cheltenham Prayer Group was extremely impressed by the school and the children.</p> <p>The community hall project was discussed, particularly around the problem of parking. An interim measure would be to move two parking spaces into the Year 6 garden. DMc said we needed to start looking for funding as soon as GCC say they are happy for the Parish Council to be involved.</p> <p>FE said we should probably set up a committee of members of the community, parish and the school to draw up a plan that works for everyone. PO said he could do plans and get outline planning without incurring any costs. Need to seek the communities view of what type of thing they want and must have their buy-in from the outset, must look at the needs of all involved.</p> |        |              |



## Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

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

Headteacher: Andrew Milner, BA (QTS) Honours

| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action | Who and Date |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
| 4.   | <b>Staffing 2019/2020</b><br>One member of staff would be starting maternity leave from 3 <sup>rd</sup> September 2019. She hopes to return in the Summer term 2020. A NQT had been appointed to cover her leave. VP asked where she had trained, AM confirmed it was UWE. She has worked running a nursery for the last two years and will need one day off a week as part of her qualifying period. All staff are entitled to 10% non-contact time, as an NQT she is entitled to 20%. We will have to pay someone to cover Class 1 on the days she isn't in. However, we should break even in terms of cost to the school. LB will do a very comprehensive handover. FE asked if she would definitely come back from maternity. It was felt that she would but the NQT needs a full year placement which she may not get if LB comes back early. We would have to wait and see whether we can keep her for longer to make up the twelve months. |        |              |
| 5.   | <b>Insurance and Disclaimer</b><br>AM explained that we need a disclaimer for the new play equipment and also need to check our insurance cover. FE agreed to provide a licence agreement to cover use of the Powell's land. JG to check insurance with GCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |              |
| 6.   | <b>Governor's Budget Plan</b><br>It was reported that the school was now out of a deficit budget and were carrying forward a small contingency of £5,000. We have more money in the budget as the numbers on roll have increased. All governors were happy with the budget plan and it was signed off by the Chair. Pupil numbers were discussed. There were currently 8 new reception children confirmed for September 2019. One place had been refused and one was still showing as allocated to a traveller family. We would be losing one child from Year 2 in July but were showing a new family around the following week for a Year 3 place from September. There may also be a set of twins interested in a place in Year 2.                                                                                                                                                                                                              |        |              |



## Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

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

Headteacher: Andrew Milner, BA (QTS) Honours

| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action | Who and Date |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
|      | <p>Advertising the school was discussed. It was noted that signage directing people to the school on the bus stop on the A435 had been approved by the parish council. It was unclear as to whether planning permission was required for this.</p> <p>FE agreed to speak to planning. If the sign is purely directional is planning required?</p>                                                                                                                                                                                                                                                                                                     |        |              |
| 7.   | <p><b>AOB</b></p> <p>VP asked about fundraising and how the FOCS team were doing. It was confirmed that they were not yet set up as a formal committee. They were organising the Summer Fayre for the 29<sup>th</sup> June. There were still several direct debits set up by parents to help with funding along with some one-off donations. The possibility of doing a sponsored walk was discussed starting and finishing at the School with the possibility of lunch or a BBQ at the end. VP to investigate.</p> <p>There was no further business and the date of the next meeting was confirmed as Thursday 27<sup>th</sup> June 2019 at 4pm.</p> |        |              |