



Coberley C of E Primary School

Coberley, Cheltenham, GL53 9QZ

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

Headteacher: Andrew Milner, BA (QTS) Honours

2019/2020 Meeting of Coberley C of E Primary School Governors			
Date:	Monday 23rd September 2019	Time:	4.00pm to 5.15pm
Venue:	Coberley Primary School		
Attendance:	Andrew Milner, Head Teacher Cliff Pooley, Chair (Ex-Officio) Geoff Gait-Carr, Co-opted Governor Cassie Smith, Staff Governor Vanessa Powell, Parent Governor Mel Pinkham, Co-opted Governor Duncan McGaw, Foundation Governor Freddie Elwes, LA Governor Phil Overall, Co-opted Governor		
Present:	Julie George, Clerk to Governors		
Apologies:	None		

Item	Subject	Action	Who and Date
1.	Prayers The meeting opened with a prayer.		
2.	Apologies There were no apologies, all governors present.		



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3.	Declarations of Interest There were no pecuniary or other declarations of interest.		
4.	Election of Chair and Vice Chair The governors voted unanimously to elect CP as Chair of Governors. This was approved by GGC and seconded by MP. The governors also voted unanimously to elect FE as Vice Chair of Governors. This was approved by GGC and seconded by DMcG.		
5.	Minutes of Last Meeting and Matters Arising CP thanked the clerk for the excellent minutes. MP asked about the loss of budget due to the reduction in pupil numbers. As we now only have 69 on roll instead of the 73 pupils last term, there is a small loss in funding. CP talked about the comments made by GGC regarding the excellent behaviour of the children. The level of fundraising by the school and parents was discussed. Support for the school by parents and the community was very high. FE asked if we had any further pupils likely to join. There were no prospective pupils at the moment but hopefully this would change. However, there was one family with two pupils on roll who may move from the area. VP asked if we had a good relationship with them, as we need them to be on roll on 3 rd October, census day. The school had an excellent relationship with them with one of the main reasons for them staying being that we could offer flexible before and after school childcare. There were no further matters arising and the minutes were signed off as a true record.		



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6.	Review of Committee Structure and Committee Members This item on the agenda was combined with item 8 – Governor Audit and New Governors. CP said that we now had a team of very experienced goverors but it would be of benefit to complete another governor skills audit. This would help identify any gaps and allow us to look at what skills we already had. The Audit Questionnaire was handed out to all governors. CP discussed the Resources and Curriculum and Standards committees the members of which are longstanding. A discussion followed around whether any governors wanted to move committees. MP said she would be happy to work on the Resources committee as she worked in a financial setting. Everyone was happy to stay on their existing committees but it was agreed that governors could offer to support the other committee if they were interested in specific agenda items. It was noted that VP would find it difficult to attend meetings now that they had been moved to Mondays. The clerk agreed to look at other options. It was suggested that meetings be scheduled for earlier in the day and everyone agreed that this would be a good option for all concerned. FE suggested that a further meeting of the FGB be put in for early December. This would allow for the committees to feedback to all governors following their meetings in October and November. It was agreed to do this, JG to look at the dates. It was also agreed to swap the FGB scheduled for 9th March with the Curriculum and Standards meeting scheduled for 30th March.	Check meeting dates	Clerk – End Sept 2019



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	DMcG asked about SIAMS and if it came under the Curriculum and Standards committee. This was an area of particular interest to him and that if anyone else wanted to take part in discussions then a panel group could be set up. GGC agreed to continue as Co-opted Governor when his term of office ends on 31 August 2019. FE agreed to continue as LA governor when his term of office ends in February 2020. CS also agreed to continue after June 2020. There was one vacancy for a parent governor and an election was needed to fill this position. VP noted that her child would be leaving in July 2020 so she would not be eligible to be a parent governor after that date.		
7.	Governors Work Plan & Visits (including Premises Walk and Central Register) The work plan was handed out for the governors to review. CP asked if everybody was happy in theory. All governors were happy with the plan. FE discussed Health and Safety and said that he needed to come into school to do a Premises walk as soon as possible. CP reminded everyone they must record every visit to use as evidence.		
8.	New SIP September 2019 to January 2021 The governors discussed the new SIP and the questions were looked at. It was decided that questions be allocated to individual governors as follows: CP – Questions 1.1, 1.2 GGC – Questions 1.3, 2.1, 3.3 FE – Question 3.1 PO – Questions 3.2, 4.1		



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	DMcG – Question 2.2 VP – Question 4.2 MP – Question 4.3 MP/VP – Question 3.4		
9.	New SEF 2019_2020 A copy of the new SEF was handed out to governors. CP suggested everyone take it away from the meeting to look at it and digest it. CP confirmed that the SIAMS inspection is imminent with the possibility that Ofsted could come in as it is now almost two years since their last inspection; the SEF forms the basis for the Ofsted inspection. AM said that we seem to have a high proportion of pupils who only just make the grade; these pupils can easily be overlooked but need our attention and a confidence boost. VP said that different interventions worked for different groups.		
10.	Safeguarding There had been a few changes to safeguarding in schools with some serious issues in senior schools, including up-skirting. The link to the Gloucestershire Safeguarding Children Board is: https://www.gscb.org.uk/gloucestershire-safeguarding-children-board/		



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	Section 128 checks had been carried out for all governors to check they were not barred from standing as a school governor. The information is held by the DofE and looks at whether individuals have any sanctions against them that prevent them from being a teacher or governor.		
	A governor asked who knew the password for the padlock on the gate into the main playground. This was known by staff, and two children whose job it is to lock and unlock the gate at the start and end of school. Two parents were witnessed climbing over the gate at the beginning of the school day before school was open.		
11.	SIAMS – Autumn 2019 AM explained the process. SIAMS will phone and we will have five days' notice of the inspection. We would need governors to be in school on the day of the inspection. DMcG said that the document AM had put together was fantastic but had been a tremendous amount of work. CP said that the new process was very onerous, particularly for a small school. He felt that this needed to be fed back to the Diocese. GGC said that we should ask Rachel Howie to come, perhaps to Open the Book. DMcG left the meeting at 5.05pm.		
12.	Headteacher's Report AM went through his report. The Pride of the Cotswolds Award was discussed. It was fantastic that we were one of three schools through to the finals of School of the Year 2019. AM & JG would attend the awards evening on Thursday 26 th September.		



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	The governors sent their congratulations to Mrs Black on the birth of her baby. The new teacher in class one had settled in well. CP said he was particularly impressed with the children's enthusiasm, manners and behaviour at the Harvest Festival service at St Giles' Church. AM said they had had a great start to the year. MP asked if Mrs Black would take the full 12 months maternity leave. It was her intention to return to school in the Summer term. There was no further business and the meeting was closed at 5.15pm. The next full governors meeting will take place on Wednesday 4th December 2019 at 3pm.		