



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		Minutes of Resources Meeting	
Date:	Wednesday 13th November 2019	Time:	3.00pm to 4.50pm
Venue:	Coberley Primary School		
Attendance:	Andy Milner, Headteacher Freddie Elwes, Chair Vanessa Powell, Parent Governor Duncan McGaw, Foundation Governor		
Present:	Julie George, Clerk to Governors		
Apologies:	None		
Absent:	Phil Overall		

Item	Subject	Action	Who and Date
1.	Apologies No apologies received. Phil Overall not present.		
2.	FE asked about the possibility of opening a pre-school and linking up with Rendcomb College. AM confirmed that the link with Rendcomb is nothing to do with opening a pre-school at		



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
	Coberley. AM had been speaking to Rendcomb with a view to using their facilities for science and forest school and using their mini buses for transport. There is government funding available to encourage schools to work in partnership with each other and share facilities. VP asked if we thought a pre-school at Coberley was commercially viable. It was agreed that it would not necessarily be viable but is a good way of getting pre-reception children in early. VP also pointed out that a pre-school would need to be run during the school holidays and questioned how we would staff it. AM said that a pre-school was not a priority at the moment. DMcG said that on the positive side, it would attract people to Coberley earlier. VP suggested offering a childminding service rather than a pre-school. You could get someone to run it from home or use the school house facilities. AM spoke about our teaching model. He said the difference between Reception and Year 1 is huge as they are taught in a completely different way. If we had the funding, it would be worth looking at whether we structure the classes differently, i.e. Reception, Year 1 and Year 2, Year 3 and Year 4, Year 5 and Year 6. FE asked if childminding could be done outside of term times, otherwise we would still have an issue in the holidays. It would also be vital to ensure we had enough children. A suggestion was made to form a working group to discuss the options. VP said that childminders were very sought after.		



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.	DMcG asked what would need to be done from a health and safety viewpoint, i.e. stairgates etc. If the school house was used, it should be fairly easy to fix and manage. DMcG asked why after school sports club numbers were low. We had found that the children do so many extra-curricular activities outside of school that they were unable to attend clubs run by the school. It was agreed to arrange a panel meeting to discuss ideas around the differences between a nursery and childminder. There had been no change on grants and funding for S106. There would not be any money from the A417 development this year but we had been told to keep in touch with them. The Parish Council now had agreement from Glos. County Council to be involved with the school hall development project and we now needed to get a community group together to get opinions. DMcG confirmed that the Parish Council were ready to go. FE said he would be happy to join a community group with AM. DMcG also suggested Jo Marshall who is the Finance Manager at the Bathurst Estate. PO had previously offered to do sketches and get outline planning permission at no cost. The main issue was seen as being parking in the village. DMcG said there are certain groups who will fund community projects. It was agreed to set up a meeting with the Parish Council in the New Year. FE asked if there were any current staffing issues. VP asked how the maternity cover teacher was getting on – she was working out very well with an excellent standard of teaching and		



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
	good relationships with staff and parents. AM explained the situation with the member of staff currently on maternity leave regarding the comments and persistent text messages to NQT. The TA in CL1 is also sending feedback to staff member on maternity. AM to manage and will speak to VP for HR advice. AM has written a letter to staff member which VP will approve. VP asked about keeping KM until the end of her NQT period. She suggested finding her a project for her final four weeks to ensure she finishes at Coberley. She asked if we could afford to pay her for a half term to ensure her full year is covered. AM thought this was feasible but would need to be put before a pay panel. There is currently one staff member on M6 scale who wants to go through the threshold to UP1. Another staff member is on UP3 as they were already on the Upper Pay Scale when they were employed. The member of staff on M6 does more as a senior leader than the one at UP3. It has been written into the Pay Policy that Coberley does not employ staff on the Upper Pay Scale and promotion to this scale is not automatic, however the staff member on M6 can still apply for it. Next year a further teacher will be in the same position and, if a precedent is set by moving a member to the Upper Pay Scale now, we will have to do the same next year. VP said that AM was being realistic and that for staff to progress they would need to look for a position outside Coberley. The staff member on M6 was currently taking on everything that a UP1 teacher would be doing in a bigger school. We cannot afford to pay at this level and this will have to be explained to the member of staff and support given to help them make a decision that is right for them.		



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
	VP said that once you agree a salary you cannot take the offer back. AM read the excerpt from the Pay Policy ref. the decision not to employ staff on Upper Pay Scale. VP said she had seen how much the staff member had grown in the current role but it would be the correct thing for their career to move to a different role. The governors agreed that the Upper Pay Scale could not be offered but that the head teacher and governors would support the staff members future development. VP suggested supporting them via training and professional development and paying for it. This would be affordable for the school. The additional space on the school field was discussed. FE agreed to chase DP regarding the disclaimer for the field. Greenfields also need to be contacted regarding a disclaimer for the play equipment. DMcG mentioned that there was a list of all playing fields and community facilities in the district. It was agreed that we did not want to be added to this list. AM confirmed the current numbers on roll ast 69. FE confirmed that he needed to check on planning permission for a school sign at the end of Coberley lane on A435, FE asked if FOCS had been set up as a formal committee. AM talked about the meeting with parents and said that the majority of people came back voting no to a formal committee. It will continue to run informally for the time being.		



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
	The minutes were agreed and signed as a true record.		
4.	Health and Safety AM discussed the Annual Compliance Audit that had been carried out that week by Chris Bewley from Gloucestershire County Council. A to do list had been compiled which included updates to the asbestos records, fixed wiring tests, removal of stage lighting in Class 3, possible LED lighting and the need to get a DEC (energy) certificate. This was all work in progress and Chris will be contacting suppliers on our behalf to carry out the works.		
5.	Finance – State of Play The Links and School Fund balances were discussed. FE asked if the Links income covered the Links and Breakfast Club Supervisor costs. It was breaking even but as FC did so much more across the school in other areas such as TA work and administration, it was difficult to split out the exact cost. It was confirmed that the money from the lottery grant of £10,000 needed to be transferred from School Fund to the delegated budget. The invoices for play equipment etc. had been paid from delegated budget to avoid paying the VAT.		
6.	Benchmarking AM shared a spreadsheet with the governors which showed Coberley benchmarked against other cluster schools. The differences between income and expenditure in areas such as premises, supplies & services, headcount, workforce and NOR were discussed. Our expense per pupil showed that we were a very efficient school.		



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
	The government had stated that the income per pupil would rise to £4,000 per head. We were the only school who were losing money on catering. The option of doing our own catering for school lunches was discussed.		
7.	Pay Panel & Pay Awards A 2.75% increase for all teaching staff was agreed and backdated to 1 st September 2019. An increase for support staff would be due 1 st April 2020. AM had discussed with the member of staff concerned during their Performance Management meeting, that the move to UP1 from 1 st September would not be automatic.		
8.	AOB The governors were told that a parent had agreed, via the company they worked for, to set up and pay for one month's social media marketing. The initial research and set up would be carried out by the company, Blackcorn, and they would then hand it back to Coberley. Going forward it would be managed in-house by school with parent involvement. There was no further business and the meeting was closed at 4.50pm. Date of next meeting is Wednesday 12 th February 2020 at 3pm.		