



*Head Teacher: Steve Dew*

**Minutes of an extraordinary meeting of the full governing body of  
Church Cowley St James Church of England Primary School**

**Wednesday 13<sup>th</sup> December, 6pm at the school**

The meeting began at 6.07pm

	<p><b>Present:</b> Steve Dew (SD) Head Teacher Elizabeth English (BE) Foundation governor Robert Esnouff (RE) Co-opted governor Geoff Bayliss (GB) Foundation Governor Regan Henderson (RH) Staff governor Katy Jurczynszyn (KJ) Co-opted governor (arrived at 6.33pm) Ruth Moore (RM) Parent governor (arrived at 6.16pm) Tom Stocker (TS) Co-opted governor</p> <p><b>In attendance:</b> Leila Brown, LA Clerk</p> <p>The meeting was quorate.</p>	
1.	<p><b>Welcome and introduction</b> RE welcomed all to the meeting, which opened with a prayer.</p>	
2.	<p><b>Apologies</b> None received. Noted that KJ and RM were running late due to bad traffic.</p>	
3.	<p><b>Meeting overview and declarations of interest</b> No interests were declared in any agenda item. RE noted that the meeting would be focused and kept short.</p>	
4.	<p><b>Election of chair and vice chair</b> Angela Cooper had resigned from the governing body for personal reasons. RE noted his thanks to her hard work as chair over the last few months. RE was currently vice chair, and had previously served as chair of the governing body. RE was willing to do so again in the interim, until at least the new financial year and possibly to the end of the academic year. Governors discussed his capacity alongside his work commitments and understood he would need to delegate work where possible. There were no other nominations for the position of chair. RE left the room whilst governors voted on the matter and was duly <b>elected</b> as chair of the governing body.</p> <p style="text-align: right;">(RM arrived at 6.16pm)</p>	

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LB, Clerk CCSJ eFGB 13-12-17

	<p>GB was willing to be vice chair. There were no other nominations for the role. GB left the room whilst governors voted on the matter and was duly <b>elected</b> as vice chair of the governing body.</p>	
<p>Governor questions and challenge in italics.</p>		
<p>5.</p>	<p><b>Discussion of nursery plans and approval of budget spend</b></p> <p>Plans for the proposed build had been shared ahead of the meeting with governors and RE had drafted and shared ahead of the meeting a response to the proposed plans, along with a proposal that governors accept them subject to certain provisos. SD advised the plans had been submitted a couple of weeks ago for local authority planning approval. SD noted one issue: that the school might be considered to be building on a school sports field. The school had written a report in response and SD highlighted some of the report's content. SD noted this issue had been flagged up as a result of the school applying for a grant and not by the local authority. However, governors noted it was useful to have known about this ahead of it becoming an issue further down the line.</p> <p>Governors noted their strong belief that the proposed development of the nursery was good for the school, <del>improving</del> <sup>and that the school had improved</sup> the quality of outdoor space for the children and upgrading <sup>ed</sup> it. Recent upgrades to the school's current external space had resulted in it being more heavily used by the children within the school.</p> <p><i>When would planning permission come through?</i></p> <p>SD noted that there were various logistics that had to fall into place – for example, the diocese owned the land that the proposed development would be sited on. Permission for the conversion of land from sports ground to build ground should come through in January. Governors noted the school would need to get through this stage before moving to the next step of the proposal.</p> <p>RE had summarised in his circulated paper the reasons for the proposed development. Governors thanked him for his summary. RE had noted the development meant quality nursery provision for local children. It would further allow the redevelopment of the current nursery into other space for the school to use – that was the longer-term plan. Money was available for the first phase and the school, having costed the options, favoured the proposed modular build.</p> <p><i>This development represented the school's opportunity to tailor the new nursery to the needs of children and teachers. Should the school be dreaming bigger? Did the modular design allow for this?</i></p> <p>RE noted that the modular construction was largely pre-fabricated, a steel frame made off-site and bolted together. SD noted the design was very similar to the masonry one, but ultimately the <del>archaeology</del> <sup>geography</sup> of the site dictated what could be built. SD was confident that it would be fantastic inside.</p> <p><i>Could SD clarify the position of the accessible toilet on the drafted plans?</i></p> <p>SD noted this was dictated by building regulations. It had to be adult-sized and the door-frame needed to be a specified width. There would be no other adult toilet in the nursery, for space reasons.</p>	

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*Had the current nursery staff seen the plans and given their thoughts on the space?*

They had seen the plans. There was not a huge amount of scope to be very different with the design.

*Would the new nursery be independent of the main school building?*

Yes, it would be different to how it was now. It would need to be open all year round in order to fulfil the grant requirements. Nursery staff were excited about the opportunities this presented.

*Who would do the catering for the nursery?*

This would be done through the school kitchen by the current catering contractors.

(KJ arrived at 6.33pm)

*Governors noted the nursery needed to be child-centred in order to attract local families to the school.*

SD reassured governors he was confident the nursery would be fantastic inside. RE noted an element of the budget had been allocated for the internal fit and external landscaping of the development.

*Which outside spaces in the school were currently accessed by children?*

SD noted these were mostly concrete playground areas. Accessible areas outside school classrooms were the responsibility of class teachers to develop. Nursery staff would have similar ownership of external nursery space. RE noted governors were keen that the budget on the internal and external space would not be skimped. SD noted the update to quoted figures in the draft plans: inclusion of a cooling system meant a total of £330k for the build with additional funds of £25k for the internal and external spaces. SD noted that the nursery children would heavily use the proposed outdoor space, which would be landscaped to enhance the external cladding of the proposed building.

*Was the proposed lobby area big enough for pushchairs?*

SD noted that parents did not bring pushchairs into the current nursery lobby. The proposed lobby was half the size of the current nursery's lobby. However, it would not be used for hanging children's coats, as the current one was. In addition, as the new provision would run from 6.30am to 6pm with parents having a greater degree of flexibility around dropping off/collecting children, there would not be the same peaks around people arriving and leaving as there currently were. SD indicated to governors the position of the proposed cloakroom on the plans.

*Would parents get access to the nursery from the street?*

SD noted on the plans where the gate would be in the current fencing. The nursery would have a separate entrance to the school's entrance. Governors

Signed .....  ..... Date ..... 9/1/18 .....

LB, Clerk CCSJ eFGB 13-12-17

noted the south-facing aspect of the main nursery room and also where food would be served. SD noted the space was legal for a maximum of 57 full-time children. The school was not aiming to have this number but hoped to build up to a mix of up to 40 full and part-time children in sessions. Governors noted it could take time for nursery numbers to build to this capacity.

*The nursery was a secure area, separate to the school.*

Governors noted that it would still be fully integrated into the school's safeguarding, lockdown and health and safety arrangements.

*Was there an allocated area for sick children?*

SD noted that the new nursery would continue with the current arrangements for caring for children who were unwell until they could be collected from school. These arrangements were in place to ensure correct staff/child ratios at all times.

*What was the life span of the building?*

60 years. SD displayed to governors on his tablet projected images of the external view of the building and photographs of the proposed wood cladding. He also shared photos of the internal finishes included a recessed wooden window and a wood-panelled gabled roof. Guttering would be hidden and would be coated steel as this was considerably cheaper than zinc but was guaranteed for the life of the building.

RE **proposed** that governors approve the nursery plans subject to the provisos outlined in his circulated response document. This included the proposed expenditure updated to the figures noted above. Governors noted a total of £380k for the proposed development (at the lowest proposed limit and not including any contingency funding).

*Did SD anticipate funds allocated for the development were required for premises upgrades in any other part of the school? For example, the school boiler or kitchen equipment?*

No boiler needed replacing within the school. Kitchen equipment was being upgraded but the finances were in place for what needed doing. Governors discussed available monies within the school. Governors had been careful about budget monitoring. Further funds had been bid for from the local authority but KJ advised the school was not merely assuming they would get them. RE noted the school needed allocated monies for the nursery project off the budget for the year. TS, GB, KJ and SD were on the budget scrutiny committee. KJ had met recently with the school bursar and would continue to do so regularly over the school year. SD noted that the school had managed to save half a million pounds over the last four years.

GB **seconded** RE's proposals as outlined in his document. SD noted the considerable amount of work involved in setting up new school provision for 57 children and up to 12 members of staff, plus the running and management of it. Governors needed to be aware of the need for the future organisation of the

Signed .....  ..... Date ..... 9/1/18 .....

LB, Clerk CCSJ eFGB 13-12-17

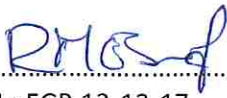


	<p>budget for staff and that this would take some of the school budget until numbers had built so the provision paid for itself. In addition, that if the number of children across the entire school rose above 500 on roll, this put some staff in the school on different pay thresholds. Governors noted their awareness of these issues.</p> <p>Governors <b>agreed</b> to the proposed nursery development as outlined above. SD encouraged people to make positive comments online on aspects of the submitted planning application.</p>	
6.	<p><b>Governor link positions</b> RE would link to safeguarding. He would, in the interim between now and January's meeting, also link to SEN. <b>Action 1: Clerk to put SEN link governor on January agenda.</b> RE noted that he would rejoin the head teacher appraisal panel. <b>Action 2: Clerk to resend OCC training link for head teacher appraisal training.</b></p> <p>SD noted that one nomination for the parent governor vacancy had been received within the advertised timescale. SD would update governors on the successful candidate in due course. RE noted the LA governor vacancy remained vacant. Governors were to reflect on potential candidates to fill this vacancy. Governors noted that they wished to review their instrument of government. <b>Action 3: Review of instrument of government to go on January agenda.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><b>Governor membership and leadership</b> <b>Action 4: Discussion deferred to next FGB meeting.</b></p>	Clerk
8.	<p><b>AOB</b> None.</p>	
9.	<p><b>Dates of future meetings</b> 9<sup>th</sup> January 2018 20<sup>th</sup> February 2018 17<sup>th</sup> April 2018 5<sup>th</sup> June 2018 17<sup>th</sup> July 2018 All meetings 6pm at the school</p>	

The meeting ended at 7.10pm

#### Actions from meeting

Action 1	<b>Clerk to put SEN link governor on January agenda.</b>	Clerk
Action 2	<b>Clerk to resend OCC training link for head teacher appraisal training.</b>	Clerk
Action 3	<b>Review of instrument of government to go on January agenda.</b>	Clerk
Action 4	<b>Governor membership and leadership deferred to next FGB meeting</b>	Clerk

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LB, Clerk CCSJ eFGB 13-12-17