



**CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL**

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: www.churchcowleystjames.org

Telephone: 01865 778484

Fax: 01865 774915

E-mail: office.3210@church-cowley-st-james.oxon.sch.uk

Head Teacher: Steve Dew

**Minutes of a meeting of the full governing body**

**Tuesday 23<sup>rd</sup> April 2019 at the school**

The meeting began at 6.10pm

Item	Discussion	Action						
	<p><b>Present:</b>            Steve Dew (SD) Head Teacher            Ruth Moore (RM) Parent governor            James Rogers (JR) LA governor (Chair)            Katy Jurczynszyn (KJ) Co-opted governor            Zuzana Hrdlickova (ZH) Parent governor</p> <p><b>Apologies:</b>            Rev Gemma Beesley (GLB) Foundation governor            Robert Esnouf (RE) Co-opted governor            Tom Stocker (TS) Co-opted governor            Rev Geoff Bayliss (GB) Foundation Governor</p> <p><b>In attendance:</b> Sharon Motha, Local Authority Clerk.</p> <p><b>Observing:</b> Nicola Shorter (prospective parent governor)</p>							
1.	<p><b>Welcome, Apologies and Quorum.</b></p> <p>a. Chair (JR) welcomed everyone including Nicola Shorter an observing prospective parent governor.            b. Apologies accepted.            c. Quorate.</p>							
2.	Declaration of interest – None declared.							
3.	<p>Notice of urgent business not on the Agenda.            JR accepted ZH request to include an update on the COOP during AOB.</p>							
4.	<p>Minutes of FGB 26<sup>th</sup> February 2019.</p> <p>a. Matters arising</p> <p style="text-align: center;"><b>Actions from meeting</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Action 1</td> <td style="width: 60%;">Seek refund from LA for the minutes not being available. <i>Incomplete action carried to next meeting.</i></td> <td style="width: 25%;">JR Clerk</td> </tr> <tr> <td>Action 2</td> <td>Investigate the Quotation further and inform Governors (lockdown drill phones). – Complete.</td> <td>SD</td> </tr> </table>	Action 1	Seek refund from LA for the minutes not being available. <i>Incomplete action carried to next meeting.</i>	JR Clerk	Action 2	Investigate the Quotation further and inform Governors (lockdown drill phones). – Complete.	SD	
Action 1	Seek refund from LA for the minutes not being available. <i>Incomplete action carried to next meeting.</i>	JR Clerk						
Action 2	Investigate the Quotation further and inform Governors (lockdown drill phones). – Complete.	SD						

Signed ..... *James Rogers* ..... (chair) Date *4/11/2019* .....  
 SM, Clerk. CCSJ FGB 23/4/19

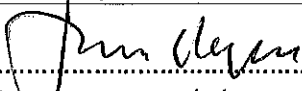
	<i>Quote accepted for phone system to enable "lockdown procedures" £5,490. Installation in term 5.</i>		
Action 3	Email to parents updating on Nursery building progress. – <i>Completed end last term.</i>	SD	
Action 4	Include Rachel Endean as an associate member on Governor hub for the P & A committee. - <i>In complete. SD to email details to Clerk.</i>	SD Clerk	
Action 5	SDP standing Agenda Item. – Ongoing.	JR/Clerk	
Action 6	Email informing parents of Parent Governor vacancy. - <i>Incomplete SD to send out next week.</i>	SD	
Action 7	Governor training item for next Agenda.	JR/Clerk	
Action 8	Terms of Reference item for next Agenda. - <i>To be completed.</i>	JR/Clerk	
Action 9	SIAMs report item for next Agenda. - <i>Moved to next FGB due to GB apologies.</i>	GB	
Action 10	Manage data transfer to Governor Hub. - <i>On going to be completed over term 5.</i>	SD/Clerk/KL	
Action 11	Clipboard participation survey. Attend Community meeting. - <i>Report to be given during AOB.</i>	ZH/SD	

b. Approval of minutes 26/2/19 KJ requested amendment to item 3 to read no budgetary impact. JR amended. Minutes Approved.

5. Main items of business:

a. Head teachers Report. (Supporting document)

- **Staffing:** SD stated that over half the staff are NQT in their first year of teaching. Although slightly difficult to manage overall this has been very positive and the school is managing very well. Governors discussed returning maternity teachers potentially the school could be overstaffed if all teachers return. The potential impacts on the budget were considered. Governors emphasized the need for consistency if part time positions were to be offered on return. Governors requested information on possible staff leaving. SD stated that there was a possibility staff maybe leaving and there would be a need to recruit to fill vacancies.
- **Attendance:** SD highlighted that attendance had improved across the board. Improved attendance had been a recommendation from OFSTED. The national average is 96.7%. SD would like to improve those currently at 97% than the lower attendees. This would have a bigger impact on the Schools overall figures. Attendance is lower in year 1. Parents who do not work tend to keep children off school for sickness. Year 2 upwards when parent's return to work attendance figures tends to improve. Some families fall below 60% taking 4-5 week holidays. It is difficult to change those patterns of behavior. Governors requested clarification on the issuing fines for unauthorized absence during term time. SD explained the Oxfordshire County Council process.

Signed .....  ..... (chair) Date 4/11/2019 .....

- SD gave an overview of the new approach to Reading. Reading will be taught as a whole class linking in with the topic at the time. Initially the outlay will be substantial £30,000 but this will have a rolling impact over time, as the books are used year on year.
- Year 2 SAT's are expected to be slightly better but very similar to last year's cohort. SD stated that the new NQT's have performed a fantastic job.
- **Data:** Governors were reminded that the P & A Committee had not had access to the data. Governors questioned the data, SD stated the data derived from teacher assessments and is not shared with parents. Governors sought clarification on the differences in Classes for the same year group. SD clarified that this is due to the way a year had been split with a very minor element of the teacher undertaking the assessments. The children are taught from the top attaining children and then differentiated down to those children requiring more teacher input.
- SD to continue with the new format for the HT Report. RM requested if further information on wider opportunities offered by the School could be included in future. For example trips and after school activities. ZH queried the availability of unpaid clubs for after school activities. SD emphasized that teachers are offered £100 per term to run clubs with limited take up. This maybe due in part to over half the staff being NQT's in their first year. Governors were concerned about Music, SD pointed out that Music is offered free to various years as part of the curriculum. An example Ukulele is taught to years 5 and 6. Language is also offered as part of the curriculum in KS2. Governors discussed the possibilities of employing freelancers or students from the university who could offer clubs and activities possibly paying £25 per session or on a voluntary basis. Governors discussed the possibility of a meeting to generate clubs and activities. SD stated the school would like to offer more. No actions were noted from the discussion.
- SD reminded governors that new children joining the School would have an impact on SAT's. Governors understand this will have an impact on the data's accountability.

b. Performance and Assessment Committee Report. (Minutes attached).

- RM stated one action had come out of the first meeting. The KS1 data had not been available. This had been included in the HT report and discussed earlier at the FGB. Committee governors stated the meeting had been useful giving a better platform to question data and assessment. RJ proposed the committee should in future approve Policies.

**Action: RJ, SD to establish which Policies could be approved in future by the P & A committee.**

JR/SD



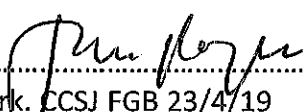


	<p>1. Accessibility Plan (OCC) approved</p> <p>2. Anti-bullying Policy – on hold to include digital media. Requires approval before SIAMs audit.</p> <p>3. Attendance Policy (OCC) approved</p> <p>4. CCJS Appraisal Policy (OCC) approved</p> <p>5. Positive handling Policy (OCC) approved</p> <p>6. SEND Policy (OCC) approved</p> <p>7. Sex and Relationship Education Policy – currently being rewritten on hold.</p>	
9.	<p><b>AOB.</b></p> <p><b>COOP-</b> ZH gave an overview of the current position.</p> <ul style="list-style-type: none"> <li>• The signature partition to improve traffic safety on Littlemore Rd, Bartholomew Rd and the COOP parking had generated 375 signatures. 2 Community meetings have been held. The petition will be presented at a county council meeting on the 9<sup>th</sup> July.</li> <li>• The COOP parking is simple to swap the pavement and the parking over separated by bollards. ZH requested assistance to draft a letter to move this forward. RJ offered to assist and believed they did already have a name of a person at the coop head office from previous correspondence. The governors asked ZH ultimately what was needed. ZH and the community would like a Zebra Crossing. However OCC have not implemented a Zebra Crossing anywhere in Oxford since 2010.</li> <li>• Governors discussed the Community infer structure level from the Nursery. £600 is due back and SD stated that highways have been in contact to ask what signage the School would like and this can include traffic safety signage.</li> <li>• SD highlighted that the residence around the school felt parents blocking their driveways is as big an issue as road traffic safety.</li> </ul> <p><b>Action: JR to assist ZH in writing a letter to the COOP and general direction the road traffic concern should take and the possibility of establishing a working group.</b></p> <p><b>Action: SD and ZH to discuss signage.</b></p>	ZH/SD/ JR
8.	<p><b>Date of future meeting:</b> <b>FGB 4<sup>th</sup> June 2019 6 pm</b></p>	

The meeting finished 8:10 pm

**Supporting Papers:**

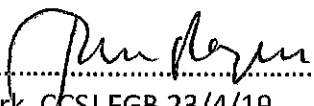
- H & S Governor Update
- HT Report

Signed  (chair) Date 4/10/2019  
SM, Clerk. CCSJ FGB 23/4/19

- OCC Education Quality Note of Visit to GO maintained Schools
- Performance and Assessment Committee Minutes
- FGB draft minutes 26/2/19
- Accessibility Plan
- Anti bullying Policy
- Attendance Policy
- CCSJ Appraisal
- Positive Handling Policy
- SEND Policy
- Sex and Relationships Education policy

**Summary of Actions:**

Action	Description	Initials
1	Establish which policies to be approved by P&A Committee	SD/JR
2	JR Send terms of reference to TS	JR
3	TS to set terms of reference for P&A Committee and schedule of meetings.	TS
3	Include NQT's within SDP.	SD
4	SD GB JR meet to discuss holistic ethos of the school and vision	SD GB JR
5	GB to discuss SIAMS report.	GB
6	Look into possible outside agency providing parent digital media program.	SD
7	Request parent input and ideas for smaller funding projects	SD
8	Inform parents of parent governor vacancy.	SD
9	JR to follow up on NS possible interest.	JR
10	SD JR to discuss staff governor vacancy.	SD JR
11	JR to assist ZH to write letter to COOP.	JR ZH
12	SD and ZH to discuss road traffic signage.	SD ZH
	<b>On going actions:</b>	
	Seek refund from LA for minutes not being available.	JR
	Include Rachel Endean as member on Governor hub.	SD/ Clerk
	Manage data transfer to Governor hub.	SD/KL
	<b>Items carried forward for next Agenda:</b>	JR/Clerk
	SDP	
	Governor Training	
	Terms of Reference	

Signed  (chair) Date 4/11/2019  
SM, Clerk. CCSJ FGB 23/4/19