



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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Head Teacher: Steve Dew

Minutes of a meeting of the full governing body

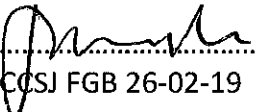
Tuesday 26th February 2019 at the school

The meeting began at 6.10pm

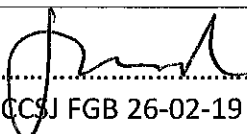
Item	Discussion	Action
	<p>Present: Steve Dew (SD) Head Teacher Rev Gemma Beesley (GLB) Foundation governor Robert Esnouf (RE) Co-opted governor Ruth Moore (RM) Parent governor James Rogers (JR) LA governor (Chair) Tom Stocker (TS) Co-opted governor Katy Jurczynsyn (KJ) Co-opted governor (Arrived at 7:15 pm)</p> <p>In attendance: Sharon Motha, Local Authority Clerk</p> <p>Apologies: Zuzana Hrdlickova (ZH) Parent governor Geoff Bayliss (GB) Foundation Governor</p>	
1.	<p>Welcome and introduction Rev Gemma Beesley opened the meeting with a prayer.</p> <p>a. JR Welcomed everyone including the new Clerk Sharon Motha. b. Apologies had been sent and were accepted from ZH via email and GB verbal message from GLB. c. Declarations of interest None declared. d. There were no previous minutes from 8th January 2019. JR reported that Governor Services do not have a record of the minutes from the Clerk who attended and recorded the minutes.</p> <p>Action 1: JR to seek refund from LA for the minutes not being available.</p> <p>RE stated that the actions from FGB 1 in October have been completed. One Action remained outstanding the Schools lock down drill. SD confirmed the drill had taken place and demonstrated an emphatic need for a new system. Telephone Europe (who provide the current system) had provided a quote (Supporting document). RE enquired if the quote included telephones with battery backup. Stating any new system, the telephones would require their own battery back up to prevent the telephones from being activated during a power cut.</p>	<p>JR</p> <p>SD</p>

Signed *James Rogers* (chair) Date *4/1/2019*
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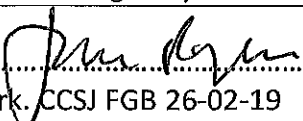
	<p>Action 2: SD to investigate the quote further and inform Governors.</p>	
<p>2.</p>	<p>Head Teacher's Report (circulated with supporting papers)</p> <p>SD reported that a Year 3 teacher would start after Easter and good candidates had been interviewed for the post. 2 Maternity replacements are still required for Key stage 1 and a Phase Leader. Half the staffs are now NQT's that is proving beneficial and productive for the School. The School is expected to be overstaffed by Easter 2020 with Maternity leavers back in post. Governors discussed Senior Leadership for next year. SD felt that the reduction to 2 senior staff had been beneficial particularly as behavior had improved within the School easing workload. Governors considered SD's proposal to offer staff the opportunity to develop themselves through running projects at school rather than doing professional development courses, making sure the School benefited from the training project even if the teacher then left the school. SD suggested giving teachers looking for promotion to deputy head m a special project for example Geography and History Curriculum Lead. Governors and the School could then consider the teacher's subject, time and management planning over a period of time. The School and the teacher would then benefit from the work that had been completed. The Governors debated the positive and negative impact for staffing by not offering as many CPD opportunities. The School had experienced Staff building up CPD's and then leaving. SD stated that small project focusing would offer an interim and the process would lead to the best Deputy Head being chosen.</p> <p>Nursery Update:</p> <p>SD stated that currently a planned full opening for September is now likely. There are ongoing discussions for finalizing work with the Flooring Contractor, Green Modular and Ground Works. In April the Nursery Children already attending the School should be able to use the building. RM and TS sort clarification if this had been communicated to parents. RE requested the Budgetary impact of the delay. SD believed the possible impact would be roughly £25,000 from children unable to start. SD stated he would email parents to give them an update.</p> <p>Action 3: SD to email parents an update on the Nursery building.</p>	<p>SD</p>
<p>3.</p>	<p>New Committees</p> <p>1. Performance and Assessment Committee</p> <p>JR circulated the terms of reference (supporting papers) SD would like to include Rachel Endean. Governors agreed.</p> <p>Action 4. Clerk to include Rachel Endean as an associate member on Governor hub.</p> <p>Governors agreed a minimum of 3 Governors and a Maximum of 6 Governors would participate on the Committee. Governors agreed that the committee</p>	<p>Clerk</p>

Signed  (chair) Date 4/11/2019
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	<p>would meet each half term, therefore meetings to be scheduled for October, February and May. This time frame would allow assessment data to be incorporated into the meetings. RM highlighted that May would provide a full data report before June's FGB. Governors agreed the following members:</p> <p>Tom Stocker –Chair Ruth Moore Rev Geoff Bayliss Steve Drew (HT) Robert Esnouf Zuzana Hrdlickova</p> <p>The first meeting date: 5th March 2019 at 7:15 pm at School. Members will take minutes on a rotating basis. RM agreed to minute the first meeting.</p> <p>TS suggested that the committee focus on the following: Review of Student progress data, trips and after school club. RM stated it would be a good opportunity to tie in with the Subject leads. Governors discussed separating the subject per meeting. SD stated a preferred approach would be to address each subject briefly at each meeting. RE questioned whether specific governor subject links would continue to be necessary. SD would like them to continue stating that when Governors have visited the school, they can provide feedback to the FGB and committees.</p> <p>b. Resources Committee Governors agreed The Budget Committee would become the Resources Committee. Areas to be covered: Finance and Estates, including Safeguarding, HSE and HR. A subcommittee for Pay and Heads Appraisal would be formed from the Resources committee.</p> <p>Governors agreed the following committee members: Katy Jurezyszyn – Chair Rev Geoff Bayliss James Rogers Steve Dew (HT) Robert Esnouf (Minutes)</p> <p>Governors discussed the need for 2 meetings to take place before the next FGM in April. The committee would then present the budget recommendations to the FGM for final approval. JR agreed to take on the role of Safeguarding Governor and SEN Governor.</p> <p>Governors agreed the School Development Plan would be a standing agenda item. Action 5: SDP standing agenda item JR/SD/Clerk</p>	<p>RM</p> <p>JR/SD/Clerk</p>
<p>4.</p>	<p>Governing Body a. Governing body vacancies: 1 staff Governor.</p>	

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	<p>RM declared that she would be standing down as Parent Governor preferable at the end of the term. Governors discussed a timeframe to elect a new Governor. Governors agreed that SD would email out to gauge interest and invite prospective Parent Governors the opportunity to attend the next FGB in April. Then election would take place before FGB in June.</p> <p>Action 6: SD Email informing parents of the Parent Governor vacancy. Invite possible candidates to the next FGB.</p> <p>b. Expansion of the Governing Body from 10 to 12. Governors proposed that the current body be brought up to capacity (10) in the first instance. RE would like the process of expansion to begin. Action 6 JR agreed to look into expansion process and report back for the next FGB. Item to be placed on the Agenda.</p> <p>c. Governor Training. TS requested if a skills audit had been completed to establish gaps and provide details of where training would be needed. Governor agreed that a skills audit be put onto the next agenda. Action 7: Item for next Agenda.</p> <p>d. Board of Governors Terms of reference. Action 8: Terms of Reference Agenda item for next FGB.</p>	<p>SD</p> <p>JR/Clerk</p> <p>JR/Clerk</p> <p>JR/Clerk</p>
5.	<p>SIAMS (Supporting document) GB sent in report however Governors wanted further clarification from GB who was not present at the meeting, Governors agreed that GB's report would be discussed at the next FGB in April. Action 9: Agenda item for next FGB.</p>	JR/Clerk
6.	<p>Communications Governors discussed the current means of communications via Office 365, email and WhatsApp. The LA Clerk works and is trained on Governor Hub. Governors debated effective communication to maintain privacy and remain GDPR compliant. Governor Hub is GDP compliant and is password protected. Oxfordshire City Council advocates Governor Hub and it is part of the LA clerking service. Governors debated the positive and negative aspects of Governor Hub and Office 365. Action 10: Clerk, SD and School Manager to manage data transfer to Governor Hub.</p>	Clerk, SD, KL
7.	<p>AOB: SD updated the Governors on the meeting ZH SD had with Cllr. John Tanner. They conducted an observation exercise counting the number of children and cars reversing at the Co-op. SD stated that it had been fewer children than he had expected but that may have been due to timing. Cllr. JT highlighted that the following areas needed consideration:</p> <ul style="list-style-type: none"> • Ownership • Cost • Highways 	

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	<ul style="list-style-type: none"> • Planning permission. <p>ZH would be conducting a clipboard participation survey to establish parent's views. Cllr. JT would continue to investigate further with ZH. The Neighborhood Watch had also approached SD, they stated that the situation had become worse and they would like to be involved.</p> <p>Governors discussed parking around the School as an ongoing issue. SD stated he had weekly emails and phone calls from angry residents. Parents are often unable to cross the road and buggies find it difficult to move along the pavement due to badly parked cars. Governors discussed a controlled parking zone, a lollipop person, what percentage of children are driven in from out of the catchment area and the potential of a new school entrance. TS questioned responsibility with Governor agreeing that it is a difficult issue to move forward on. SD is to attend a Community Meeting and will report back to Governors.</p> <p>Action 11: ZH to conduct clipboard participation survey. SD to attend Community meeting and report back to Governors.</p>	ZH/SD
8.	<p>Date of future meeting: FGB 23 rd. April 2019 6 pm FGB 4th June 2019 6 pm</p>	

The meeting finished 8 pm

Actions from meeting

Action 1	Seek refund from LA for the minutes not being available.	JR
Action 2	Investigate the Quotation further and inform Governors (lockdown drill phones).	SD
Action 3	Email to parents updating on Nursery building progress.	SD
Action 4	Include Rachel as an associate member on Governor hub.	Clerk
Action 5	SDP standing Agenda Item.	RJ /Clerk
Action 6	Email informing parents of Parent Governor vacancy.	SD
Action 7	Governor training item for next Agenda.	RJ/Clerk
Action 8	Terms of Reference item for next Agenda.	RJ/Clerk
Action 9	SIAMs report item for next Agenda.	GB
Action 10	Manage data transfer to Governor Hub.	SD/Clerk/KL
Action 11	Clipboard participation survey. Attend Community meeting.	ZH/SD

Supporting Papers:

- Guided Reading Enhanced Action Plan.
- H&S Governor update.
- HT Report
- Performance and Assessment Committee Terms of Reference.
- Resources Committee Terms of Reference.
- SIAMs framework

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- Telephone Lockdown System
- Writing Enhanced Action Plan

Signed *Paul Meyer* (chair) Date *4/11/2019*
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