



**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 4<sup>th</sup> June 2019 at the school**

The meeting began at 6.10pm

| Item   | Discussion  | Action   |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
|--------|---|----------|-------------|----------|---|---|-------|---|--|----|---|--|----|---|---|----|--|
|        | <p><b>Present:</b><br/>Steve Dew (SD) Head Teacher<br/>Nicola Shorter (NS) Parent governor<br/>James Rogers (JR) LA governor (Chair)<br/>Katy Jurczynszyn (KJ) Co-opted governor<br/>Zuzana Hrdlickova (ZH) Parent governor<br/>Robert Esnouf (RE) Co-opted governor<br/>Tom Stocker (TS) Co-opted governor (6:30 pm)<br/>Rev Geoff Bayliss (GB) Foundation Governor (Vice Chair)</p> <p><b>Apologies:</b><br/>Rev Gemma Beesley (GLB) Foundation governor</p> <p><b>In attendance:</b> Sharon Motha, Local Authority Clerk.</p>  |          |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 1.     | <p><b>Welcome, Apologies and Quorum.</b><br/>Rev Geoff Bayliss opened the meeting with a prayer.<br/>a. Chair (JR) welcomed Nicola Shorter newly elected parent governor.<br/>b. Apologies accepted.<br/>c. Quorate.</p>  |          |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 2.     | Declaration of interest – None declared.  |          |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 3.     | Notice of urgent business not on the Agenda.<br>ZH request to include an update on the COOP - AOB.  |          |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 4.     | <p>Minutes of FGB 23<sup>rd</sup> April 2019.</p> <p>a. Matters arising</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> <th>Initials</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Establish which policies to be approved by P&amp;A Committee.<br/>Refer to minute item 7e (Action Completed)</td> <td>SD/JR</td> </tr> <tr> <td>2</td> <td>JR Send terms of reference to TS (Completed)</td> <td>JR</td> </tr> <tr> <td>3</td> <td>TS to set terms of reference for P&amp;A Committee and schedule of meetings. Refer to minute item 7e/f (Completed)</td> <td>TS</td> </tr> <tr> <td>3</td> <td>Include NQT's within SDP. Ongoing Action, SD reminded Governors of the context of the Action.</td> <td>SD</td> </tr> </tbody> </table> | Action   | Description | Initials | 1 | Establish which policies to be approved by P&A Committee.<br>Refer to minute item 7e (Action Completed) | SD/JR | 2 | JR Send terms of reference to TS (Completed) | JR | 3 | TS to set terms of reference for P&A Committee and schedule of meetings. Refer to minute item 7e/f (Completed) | TS | 3 | Include NQT's within SDP. Ongoing Action, SD reminded Governors of the context of the Action. | SD |  |
| Action | Description   | Initials |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 1      | Establish which policies to be approved by P&A Committee.<br>Refer to minute item 7e (Action Completed)   | SD/JR    |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 2      | JR Send terms of reference to TS (Completed)  | JR       |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 3      | TS to set terms of reference for P&A Committee and schedule of meetings. Refer to minute item 7e/f (Completed)  | TS       |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |
| 3      | Include NQT's within SDP. Ongoing Action, SD reminded Governors of the context of the Action.   | SD       |             |          |   |   |       |   |  |    |   |  |    |   |   |    |  |

Signed ..... *Sharon Motha* ..... (chair) Date *4/6/2019* .....  
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| 4  | SD GB JR to meet to discuss holistic ethos of the school and vision. Ongoing.   | SD GB JR     |
| 5  | GB to discuss SIAMS report. Refer to minute item 6 c. Completed.  | GB           |
| 6  | Look into possible outside agency providing parent digital media program. SD updated Governors that two packages are currently being assessed for their suitability. Ongoing. | SD           |
| 7  | Request parent input and ideas for smaller funding projects. Ongoing.   | SD           |
| 8  | Inform parents of parent governor vacancy. Completed, election held 7 <sup>th</sup> May. Nicola Shorter (NS) elected.   | SD           |
| 9  | JR to follow up on NS possible interest. Completed.   | JR           |
| 10 | SD JR to discuss staff governor vacancy. Ongoing.   | SD JR        |
| 11 | JR to assist ZH to write letter to COOP. Completed.   | JR ZH        |
| 12 | SD and ZH to discuss road traffic signage. Ongoing.   | SD ZH        |
|    | <b>On going actions:</b>  |              |
|    | Seek refund from LA for minutes not being available. Ongoing.   | JR           |
|    | Include Rachel Endean as member on Governor hub. Completed.   | SD/<br>Clerk |
|    | Manage data transfer to Governor hub. Historical data has yet to be moved. Data since January 2019 available on Governor Hub. Completed.                                      | SD/KL        |
|    |   |              |

b. Approval of minutes 23/4/19 KJ requested amendment to item 3 to read - "KJ recommended the budget for approval". JR amended.

5. Main items of business:  
 Head teachers Report. (Supporting document on Governor Hub)  
 Governors questioned the following:  
**Nursery:** SD explained a letter had been sent to parents stating the current Nursery would be closed on 7<sup>th</sup> June for the day to allow staff to move into the new Nursery. However this has since been retracted due to the flooring and under-floor heating replacement. SD is confident that the Nursery will open in September. ZH stated parents understood the ongoing delays related to the flooring. SD clarified that a full refund had been agreed with the flooring company with an addition payment for the damage.  
**Staffing:** SD explained Maternity cover and NQT's had a significant impact on this years budget, by Easter 2020 the school will be over staffed when reorganization will be necessary to accommodate returning staff. KJ requested if SD had received any resignations. SD - One resignation had been received due to the cost of living in Oxford.  
 NS requested clarification on TA's in term 6. SD explained that traditionally the School does not have many TA's, employing a higher proportion of NQT's relying on good teaching for the children. However the school has seen an increase in the number of children entitled to TA support. Generally TA's cover other interventions in the

Signed *Paul Bayes* (chair) Date 4/5/2019  
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afternoon. TS questioned if that impacted on behavior. SD suggested this impacted on quality of learning and not behavior. GB reported during Assemble the children appeared more settled. Governors discussed the link between behavior and learning. Governors had previously agreed to recruit TA's SD stated there had been limited interest in the positions. Governors debated why this could be, discussing living costs in Oxford, salaries and hours currently available.

**SAT's:** GB enquired how the children and staff had found the SAT's. SD reported generally positive, not expecting the result to be as high as last year, predicting 70% would achieve good grades. Math's and English where difficult. SD stated that the English comprehension was set for faster readers, when English is your second language or you are a slower reader this is challenging. Year 6 staff reported to be happy with the children's progress. Governors discussed SAT's performance on Moral. SD stated the school is nervous but overall very happy with the children's performance.

6. **Standing items/annual business:**

**a. Finance Report:** JR reported the budget had been approved. Minutes of Extraordinary FGB meeting available on Governor Hub.

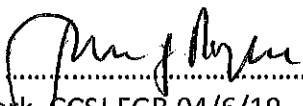
**b. SDP:** NS requested details on the SDP. SD explained the purpose of the SDP stating that an outline is currently available but requires significant updating. SD had provided a 10-week plan for Reading and Writing in the HT report, as a focus enabling NQT's to teach good lessons. NQT's in September will have the confidence and experience to focus more on individual children and moving them forward in learning. Governors and the HT recognized that it is difficult to quantify performance. Governors agreed the Performance and Assessment Committee would meet in July to assess data, evaluate performance and update the SDP.

**c. SIAMS** – Review planned for October. GB submitted report available on Governor hub. The aim of the SIAMS inspection is to measure the Christian ethos of a School. The framework for the inspection has been updated. The Inspection would now in-corporate, Mental health. Whether Governors are planning for the Health and Welfare of children and Staff. Also every aspect of School life has to be underpinned by a theology and a biblical foundation. GB gave an example - behavior policy, staff and children would know the theology and the story from the bible that relate to that policy. GB explained the theology of behavior would be restoration with the bible story being the Prodigal son.

SD explained that at present there are only 2 members of staff qualified to undertake training. GB suggested bringing in Sarah Thomas an adviser. Making use of INSET days at the start of term or twilight time to train staff.

Governors discussed identifying an overarching theological statement. GB suggested John 10:10 "I have come in order that you might have life – life in all its fullness". Governors actively debated particular bible stories relating them to School life. It was agreed that the School Community would be asked to suggest their favorite bible Stories. Governors agreed the framework to be in place by the end of term.

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|           | <p><b>Action: GB to draft an outline of a theological framework. SD to assist and request input from the School Community on bible stories.</b></p> <p><b>d. Safeguarding including radicalization/prevention behaviors.</b><br/>Nothing reported.</p> <p><b>e. Health and Safety.</b></p> <ul style="list-style-type: none"> <li>• KL (School Manager) provided the Report (attached). Governors asked for clarification on the Pest issue. SD stated this is Rats and 2 Foxes. This is a regular problem, Governors questioned if the grounds could be treated over the summer holidays. SD clarified this practice is already in place. Unfortunately it is a difficult problem to eradicate, primarily due to access to food dropped in the playground and the location of the allotments.</li> <li>• The ceiling outside the year 2 classrooms has now been fixed.</li> <li>• Quotations for the toilets in the main school block have been requested.</li> <li>• SD drew Governors attention to a letter received from the LA addressing a failure of concrete in some school ceilings. It is a National problem. Potentially affects all ceilings except the Hall. SD understands the warning signs to look out for. Governors questioned whose responsibility it would be if a ceiling collapsed.</li> </ul> <p><b>Action: SD to request KL to establish culpability should a ceiling collapse.</b></p>  | <p>GB/SD</p> <p>SD</p>  |
| <p>7.</p> | <p><b>Governors</b></p> <p><b>a. Training</b> – GB has completed SIAM’s and Finance training.</p> <p><b>b. Learning walks.</b> SD drew Governors attention to the current lack of subject leads.<br/><b>Action: SD to request Subject leads, Governors to arrange learning walks.</b></p> <p><b>c. Succession planning</b> – ZH requested information on the process of resigning as Parent Governor. Staff Governor remains vacant.</p> <p><b>d. Registration of Business Interests.</b> Governors reminded to fill in Declaration of interest forms on Governor hub.</p> <p><b>e. Terms of reference for two Committees.</b> (Draft’s on Governor Hub) JR provided an outline of the terms of reference, Governors agreed to adopt both frameworks as working documents.</p> <p><b>f. Dates for 2019-20 Academic years</b> FGB, P &amp; A Committee and Resources Committee. FGB – SD explained these are usually held the first Tuesday after the holidays. That allows adequate time for Reports and data to be reviewed and submitted. 6 meetings per year.<br/><b>Action: Request possible FGB dates from KL taking into account School holidays and term dates.</b></p> <p><b>P&amp;A Committee</b> - Governors agreed 3 meetings per year. 1 per term. December, April, and end of July suggested to fall in line with data catches.<br/><b>Action: TS to circulate dates as required.</b></p> <p><b>Resources:</b> - Governors agreed 3 meetings per year. 1 per term. Suggested dates to be in October, January and April.</p> | <p>SD/All Govern ors</p> <p>All Govern ors</p> <p>SD/KL/J R</p> <p>TS</p> |

Signed  (chair) Date 4/11/2019  
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| 8. | <p><b>Policies to be approved:</b></p> <p><b>a. Policy approval management in future</b> – JR would like approval of Policy to be undertaken by Committee’s. Governor debated the process of establishing which Policy’s could be approved by what committee. Governors identified a previous framework to be adopted and updated.</p> <p><b>b. Action: JR to update previous framework from September 2019.</b></p> <p><b>c. Policies to be approved.</b><br/> <i>Mobile phone policy.</i> Governors requested the background to the policy. SD stated that it has been based on the ICT policy. The policy clarifies the use of personal mobile phones within the classroom and the use of images taken of children by staff for example on school outings. Governors questioned aspects of the Policy. NS requested that acronyms be expanded. Governors requested SD make staff aware of the policy. KJ expanded the debate to section 4 of the policy. Governors agreed that a line referring to a specific length of time be either removed or reworded.</p> <p><b>Action: Policy to be reworded, acrynims to be expanded before approval. KL/SD</b></p> | JR<br><br><br><br><br><br><br><br><br><br>SD/KL |
| 9. | <p><b>AOB.</b></p> <p><b>COOP- ZH</b> gave a verbal update from the meeting with COOP representatives. They have agreed to adjust the parking bays in such a way that there is a pedestrian footpath along the wall. Clr John Tanner has tasked Oxford Direct Services to propose a plan and detailed quotation for approval by the COOP and the landlord. The work should be completed over the summer. The Governor’s and Head Teacher thanked and congratulated ZH on the success of the campaign. NS agreed to assist ZH and move forward with the COOP parking campaign.</p>  |   |
|    | <p><b>Date of future meeting:</b><br/> Performance and Assessment Committee Wed 17<sup>th</sup> July 2019 (Provisional date)<br/> FGB Tuesday 3<sup>rd</sup> September 2019 6 pm (Provisional date)</p>  |   |

The meeting finished 8:20 pm

**Supporting Papers:**

- HT Report T5 including documents CCJS Improving writing, and Phonics T5.
- Pre SIAMS self-evaluation draft
- H&S Governors report
- Mobile phone policy
- Extraordinary Governors meeting minutes
- Performance and Assessment Committee TOR
- Resources Committee TOR

**Summary of Actions:**

| Action | Description | Initials |
|--------|-------------|----------|
|--------|-------------|----------|

|   |   |                        |
|---|---|------------------------|
| 1 | GB to draft an outline of a theological framework. SD to assist and request input from the School Community on Bible stories. | GB/SD                  |
| 2 | SD to request KL to establish culpability should a ceiling collapse due to the national concrete problem.                     | SD/KL                  |
| 3 | SD request subject leads.   | SD                     |
| 4 | Governors to arrange learning walks   | SD<br>All<br>Governors |
| 5 | FGB meeting dates – first Tuesday after the holidays  | KL/SD/JR               |
| 6 | TS to circulate P&A committee dates.  | TS                     |
| 7 | JR to adopt and establish policy framework from September.  | JR                     |
| 8 | Mobile phone policy to be reworded, acronyms expanded.  | KL                     |
|   |   |                        |
|   | <b>On going actions:</b>  |                        |
|   | Seek refund from LA for minutes not being available.  | JR                     |
|   |   |                        |
|   | Include NQT's within SDP.   | SD                     |
|   | SD GB JR meet to discuss holistic ethos of the school and vision  | SD GB JR               |
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