



PRIMARY SCHOOL

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

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: [www.churchcowleystjames.org](http://www.churchcowleystjames.org)

Telephone: 01865 778484

Fax: 01865 774915

E-mail: [office.3210@church-cowley-st-james.oxon.sch.uk](mailto:office.3210@church-cowley-st-james.oxon.sch.uk)

**Head Teacher: Steve Dew**

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

**Monday 2<sup>nd</sup> September 2019 at the school**

The meeting began at 6.05pm

**Item Discussion**

**Action**

**Present:**

- Steve Dew (SD) Head Teacher
- Nicola Shorter (NS) Parent governor
- James Rogers (JR) LA governor (Chair)
- Katy Jurczynszyn (KJ) Co-opted governor
- Robert Esnouf (RE) Co-opted governor
- Tom Stocker (TS) Co-opted governor (7 via phone/7:30 pm arrival)
- Rev Geoff Bayliss (GB) Foundation Governor (Vice Chair)
- Rev Gemma Beesley (GLB) Foundation governor

**In attendance:** Sharon Motha, Local Authority Clerk.

**1. Welcome, Apologies and Quorum.**

Rev Geoff Bayliss opened the meeting with a prayer.

a. Chair (JR) welcomed Governors to the meeting emphasizing that the main items to be addressed would be SIAMS (Statutory Inspection of Anglican and Methodist Schools) and the SDP (School Development Plan).

b. There were no apologies.

c. The meeting was quorate.

**2. Declaration of interest – None declared.**

**3. Notice of urgent business not on the Agenda.**

The Chair (JR) accepted NS request to include an update on the COOP and Traffic in AOB. NS had submitted a report prior to the meeting available on Governor Hub.

**4. Minutes of FGB 4<sup>th</sup> June 2019.**

**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. <b>Draft completed report submitted. Discussion under 6c.</b>   | GB/SD                      |
| 2 | SD to request KL to establish culpability should a ceiling collapse due to the national concrete problem. <b>A ceiling had collapsed in a School built by the same Contractor as CCstJ. The LA is responsibility for the ceiling. Governor questioned culpability should an injury occur. JR to seek clarification.</b> | SD/KL                      |
| 3 | SD request subject leads. <b>Discussion 6b. Completed</b>   | SD                         |
| 4 | Governors to arrange learning walks. <b>SD requested Governors to individually arrange learning walks. On-going.</b>  | SD<br>All<br>Governor<br>s |
| 5 | FGB meeting dates – first Tuesday after the holidays. <b>Governors agreed to move the next FGB to Monday 4<sup>th</sup> November. Completed.</b>  | KL/SD/J<br>R               |
| 6 | TS to circulate P&A committee dates. <b>TS to circulate prospective dates. On-going.</b>  | TS                         |
| 7 | JR to adopt and establish policy framework from   | JR                         |

- September. **On-going.**  
8 Mobile phone policy to be reworded, acronyms expanded. – **On-going.** KL

**On-going actions:**

Seek refund from LA for minutes not being available. **Governors agreed to remove item.** JR

Include NQT's within SDP. **Completed.** SD

SD GB JR meet to discuss holistic ethos of the school and vision – **Completed.** SD GB  
JR

Look into possible outside agency providing parent digital media program. – **Alison Stroud (Health and Safety link worker) arranging a suitable date. On-going.** SD

Request parent input and ideas for smaller funding projects. **SD advised Governors Kerry Lenton (School Manager) planned to attend a course on Friday 6<sup>th</sup> September 2019 addressing Funding Applications. On-going.** SD

SD JR to discuss staff governor vacancy. **On-going.** SD JR

- b. Approval of minutes 4<sup>th</sup> June 2019
5. Main items of business:  
Head teachers Report. – Draft SDP submitted discussion under 6b.
6. **Standing items/annual business:**
- a. **Finance Report- Not applicable.**
- c. **SIAMS**
- SD advised Governors the SIAMS inspection would take place on October 2019. GB clarified the inspection would be against the new SIAMS framework. GB outlined the areas the inspection would focus on incorporating the whole School Community.
    1. Mental Health
    2. Well being
    3. Everything underpinned theologically and biblically.
  - GB presented the draft theological framework designed to assist the Head teacher, governors and school community. Report submitted prior to the meeting on Governor hub.
  - Governors suggested to address Staff mental health SD put together case studies to include historical anonymized case studies. SD to approach staff to gauge willingness to be interviewed. Governors requested SD to compile a clear framework of support available to staff. JR enquired what support mechanisms are already available. SD responded: The school has a Compassionate leave policy. Compassionate leave can be requested when needed and is something that works very well within the School. The School also buys into a package called Staff Care to highlight potential issues, providing a proactive preventative pathway. SD explained during the INSET day (2/9/19) a presentation on Mental health had been presented. Drawing Staffs attention to resources already provided by the school.
  - JR sort clarification from GB on what the inspectors would be expecting to see to demonstrate mental health awareness. GB stated that Inspectors would expect to see embedded in Policy and a group of resources that every member of the school community is cared for.
  - Governors counseled SD suggesting pulling together frameworks and policies to provide evidence that demonstrates how the school community is cared for. This would then build into the school theological framework.

Theological framework paper discussion:  
**Adopting John 10:10**

Full details available in the Christian distinctiveness folder on Governor hub. Supporting paper submitted prior to the meeting.

- Governors debated the best translation of John 10:10 for the school to adopt providing a solid biblical foundation. Governor discussed 4 versions The Message, The New International Version, The Good News Translation and The New Living Translation. Governors debated the wording of each version and how the school community might interpret and understand them. Governors agreed on The Good News Translation: I come in order that you might have life. GB
- GB invited Governors to comment further on the theological framework. Governors will work with SD linking theological frameworks, policies and resources together.

**Action: GB to set up discussion thread titled Christian distinctiveness CCStJ comments and thoughts using the noticeboard on Governor hub for all governor's feedback.**

- Governors agreed the theological foundation would intertwine throughout the school's website, updating the Schools history page. The Christian foundation would then be visible to the world. Governors recognized the Schools website as a window into the School community

**Our School Vision**

- GB highlighted that inspiration had been taken from the 12 tablets on the staff room wall and those listed on the school website. Each phrase had then been supported with a bibliographic statement. Governors debated updating the school vision to underpin the school's Christian foundation. SD/KL

Governors agreed the School vision would read:

*'That all in the School community will have life in all its fullness. That they will be successful learners, confident individuals, responsible citizens and effective contributor to society'.*

**Action: Schools website to be updated to reflect the new School vision and theological framework document. Adjust the header/footer of the page to reflect John 10:10. School documentation to reflect new School vision statement. SD/KL**

- GB informed Governors that it would be acceptable to state to inspectors where things are in the process of being updated for example the School banners and flags. SD/GB/G LB
- GB requested bible passages from the children to build into the SIAMS documentation. GLB drew governor's attention to a conversation that had taken place with a pupil following an assemble highlighting the creation story demonstrating I have consequences and the Easter story demonstrating that I am forgiven. Governors agreed that Assemblies kick off thought's, but classroom conversations generate good feedback and variety. GB/GLB

**Action: SD to generate a list of favorite bible stories from each class and send them to GB and GLB to generate the narrative to be included in the bibliographic framework.**

**Action: SD to list the school links with faith groups in the area to SD include in the documentation.**

- GB suggested that moving forward all policies link into the theological and biological framework. Discipline links into restoration and recovery using the story of the prodigal son. JR suggested the process would be incorporated when Policy comes up for renewal.

**Action: GB and GLB to provide the Christian foundation for**

## **Policies approved from this meeting.**

- Governors clarified SD timetable to implement changes before the SIAMS Inspection. SD stated that an assemble would be held initially followed up by classroom discussions. Then prior to the inspection a staff meeting would be held to discuss the theological and biblical framework with Staff. JR requested that SD clarify the date for the inspection so that Governors would be available on the day.

**Action: SD to clarify date of SIAMS inspection.**

- Governors proposed a sub-committee providing support for the Head teacher and the school community throughout the SIAMS inspection: NS, GB, GLB, SD plus any teachers who would like to be involved. JR would be available if required. GB to lead the sub-committee.

### **b. SDP – supporting document available on Governor hub.**

SD reminded governors the SDP is a working document. SD presented 6 priorities with specific NQT action plans for specific subjects.

*Priority 1: Embed whole class guided reading, developing reading for inference.*

- Responsibilities between Laura Lubeck (librarian) and Sophie Thompson (guided reading lead). Evidence and feedback will be generated by comprehensions and tests that would be reviewed against historical data. SD explained previous guidelines measured unclear outcomes open to interpretation. The new SDP measure against broader success criteria, this would allow staff easier individual assessment providing good progress data. Governors agreed SD needed to use the same tools to measure an outcome to demonstrate consistency in measuring progress from data.

All  
Governor  
s

*Priority 2: Improve School behavior.*

- SD reported the criteria to measure improved behavior had changed. Moving forward behavior feedback would be provided to governors with supporting evidence. The responsibility for behavior falls to Kate Dew. SD stated that the INSET day (2/9/10) two thirds of the day had been devoted to behavior.
- Governors questioned if there is any significant difference between how the SDP had been written this year compared to last year. SD reported that the plan had been improved over the last 15 months and demonstrates less emphasis on data and targets. Governors concurred decreased emphasis on targets would build staff confidence and looks after their well-being. NS questioned if the SDP is limited to teaching. SD responded that plans priorities highlight teaching but could be interpreted to include anything from buildings to the children. Governors agreed that the Christian ethos should run throughout the SDP. SD requested Governors input to continue to work on the SDP.

SD/JR

**Action: SDP to be kept as an agenda item to allow continued feedback on the Working document. All Governors.**

*Priority 3: Develop a CPD (Continued Professional Development) programmed that increases subject knowledge in Math's and Writing.*

- SD stated that this links into individual NQT's action plans. Aimed at increasing NQT's subject knowledge. The plan is to buy in CPD support. Previously Senior leadership have taken responsibility for the majority of CDP's. Buying in packages would providing intensive support in a focused area. (A group working in KS1 math's over a week). The

effectiveness of this would be measure with the use of questionnaires. Governors hoped the approach would develop and maintain staff effectively. SD believed the new approach would encourage staff to remain at CCStJ.

**Action: JR requested progress feedback from SD on this significant change in buying in CPD's.**

SD

*Priority 4: Define excellence in all subjects.*

- SD declared excellence is difficult to define. Continuity in subjects is required from year 1 to 6. TS questioned how Governors know what that excellence is and if progress is being made towards it. SD responded by stating currently teachers defined what they teach, SD planned for teachers to be curriculum designers. The process had started last term with Teacher requested to find examples of excellence within their subject. Working back from GCSE standards to what is then required for each year group. SD stated that expectations are high, but the process will be continually assessed to measure progress. Governors questioned how the process would be reviewed throughout the year. SD pointed out that review points had been built into all actions on the SDP. The Governors and Headteacher aim to support the teaching staff through this new initiative in designing the curriculum.

- The Performance and Assessment Committee will pick up progress. SD said the biggest burden would fall on Year 1 staff, however the NQT's are excited and enthusiastic about the opportunity. SD and Governors clarified that TLR payments gave all staff the opportunity to earn whilst maintaining the benefit to the school. The CPD budget change would also allow the school to retain the skills being invested into its teaching staff. NS questioned if staff would be able to manage the increase expectations during school time. SD reported that the expectation is that some use of their own time would be expected, but the expectation on them in other areas had reduced for example there is no formal expectation on marking.

SD

- SD verified that at the end of each topic there would be museum pieces displayed around the school to show case each year's work. TS suggested and governors agreed that at the end of each topic cycle governors came into school to view and congratulate pupils and staff. Governors agreed topics would provide the framework for learning walks.

**Action: SD to provide Governors with curriculum topic timetable.**

*Priority 5: Embed assessment across the school.*

- SD explained that as a school in Oxfordshire CCStJ is one of the best at demonstrating progress from year 5 to 6. Remaining Year groups progress at the end of year is not as positive. This will be addressed by introducing quizzes at the end of topics and introducing tests at the end of the year. Leading to improved tracking individual progress goals.

*Priority 6: Develop leadership at all levels across the school.*

- SD highlighted that currently there are limited subject leads due to high number of NQT's. SD would like to retain staff with the prospect of broadening remit from all aspects of teaching. Introducing route maps to becoming a SENCO and other lead specific areas.
- Governors discussed interjecting the Christian message broadly across the SDP priorities, establishing that this would be difficult. Governor agreed to introduce John 10:10 at the top of the document.

**Action: SD to include learning for life in all its fullness at the top of the pages in the SDP.**

JR thanked SD preparing the SDP, reminded Governors that the SDP is a working document. SD clarified that the SDP would be available on the School Website. It would be sent to OCC, the schools new improvement partners and the teaching staff. JR recommended that the Performance and Assessment committee review the SDP and report back to the Full Governing board.

**d. Safeguarding including radicalization/prevention behaviors.**  
Nothing to report.

**e. Health and Safety.**

- SD reported that the new kitchen pod is completed.
- The Nursery is complete and open.

**Action: GB to arrange a Health and Safety walk.**

## 7. Governors

**a. Training** – None undertaken. Clerk reminded governors on Governor hub to update training records.

**b. Learning walks** – SD requested that Governors arrange walks individually.

Governors agreed the following responsibly:

- TS- Science and Math's Governor, **Action: TS to lease with Rachel Endean.**
- JR – Literacy Governor.
- NS- Humanities Governor.
- GB- Health and Safety Governor.
- KJ- PP and Sports Governor.

TS

**Action: Governors agreed to carry out a Christian learning walk around the beginning of October. This is to be carried out by the sub-committee.**

NS/GB/G  
LB/JR

**c. Succession planning** – A parent Governor and a Staff Governor required. Governors briefly discussed the possibility of increasing the instrument of government to introduce more community governors.

JR/SD

**Action: SD to arrange a Parent governor election. JR and SD to discuss staff governor.**

Clerk

**d. Registration of Business Interests** – Clerk reminded Governors prior to the meeting on Governor hub to update.

**e. Terms of reference for two Committees.** – Agenda item for FGB2 Clerk.

**f. Dates for 2019-20 Academic year.**

Monday 4<sup>th</sup> November 2019 at 6 pm. FGB2.

Committee dates to be circulated when agreed.

## 8. Policies approved.

JR briefed Governors on the type of Policies. Either Model or School Policies. JR informed Governors that a full policy review needs to be undertaken.

JR/KL

**Action: JR to work with KL to manage and review Policies.**

JR highlighted Model Policies and School Policies;

- Allegations of abuse made against staff – Model.
- Charging and refund policy – School.
- Code of conduct policy – School.
- Disciplinary Policy – Model.
- Governors Allowance – Model.
- Lockdown Procedure Policy – School. TS enquired a practice had been held. SD confirmed a practice had taken place and legally 3 practice per year are required.
- Personal Care Policy – Model.
- Premises Management Policy – Model.
- Professional Capability Policy – Model.

Policies Approved.

## 9. AOB.

**Governor Away day:** JR suggested Governors meet up. The meeting would be used to conduct a Governor review.

**Action: JR to post on Governor hub prospective dates and location.**

JR

### Traffic/Coop update:

- NS reported to Governors (Report available on Governor hub) highlighting the following:
- The parent and residence meeting on the 25<sup>th</sup> June, wasn't publicized very well therefore only one parent attended with two residence the actions are detailed within the report.
- ZH and NS took the petition compiled from parents and residence to the County Council on the 10<sup>th</sup> July. Have received a formal reply directing the school to Oxfordshire Council School Streets Initiative that looks to reclaim roads outside of School. NS

**Action: NS would continue to investigate OCSSI initiative and feedback to governors.**

- John Tanner has now received the engineering drawing and a quote for redoing the traffic bays outside the Coop. The issue now is the landowner and not the Coop. NS plans to approach John Tanner and the Coop again to maintain pressure and request for the school to be involved with the ongoing conversation with the Landowner. SD highlighted when the Nursery had been built the school had to pay into the CIL fund. A Community Infa structure levy that can be applied for. NS

**Action: NS to request information from John Tanner about how to apply for the fund.**

- Traffic on Littlemore road -- the proposed pelican crossing is unlikely John Tanner is chasing two traffic islands and requested that the county council review the junction on Barnes Road.
- The county road safety officer suggests another speed check. SD stated this had been carried out before indicating an average speed of 32 mph. Since the road is now a 20 mph zone another speed check governor agreed as a good idea. NS  
The safety officer also suggested the Footsteps booklet already held at School, also the STARS (the School travel and road safety program) Plus, the WOW initiative (Walking to School) booklet available on Governor hub. Oxfordshire is already signed up to the scheme. Governors discussed the possibility of conning off the road during School drop off and pick up times.

**Action: NS to investigate from the County the possibility of closing the road one day a week to traffic. Initiate another speed check with Road Safety Officer. Feedback to Governors.**

- SD provided an update that the County Council had been in touch about road signage. JR proposed moving Traffic and the Coop into the Resources Committee. Governors agreed.
- SD informed Governors that the new nursery would be opening fully on the 3<sup>rd</sup> September. The Old nursery has been changed into a dance studio and home economics hub. A room had also been built to accommodate deaf children. The carpets in Arch block have been replaced. The new kitchen is open this will improve the quality and quantity of food provided by school.

The Governors requested SD to thank the Staff and wish them well for the new term.

Governors suggested a BBQ at the end of the year to celebrate what should be an exciting year.

**Date of future meeting:**

**Monday 4<sup>th</sup> November 2019 at 6 pm FGB.**

The meeting finished 8:20 pm

**Summary of Actions:**

Action	Description	Initials
1	GB to set up discussion thread titled Christian distinctiveness on Governor hub noticeboard. All Governors to comment,	GB
2	School Website to be updated with new school vision. School documentation to reflect new school vision	SD/KL
3	SD to generate list of favorite bible stories from each class and send them to GB and GLB to generate the narrative to be included in the bibliographic framework.	SD/GB/GLB
4	SD to list the school's links with faith groups in the area to be included in the documentation for SIAMS.	SD
5	GB/GLB to provide Christian foundations for Policies approved from FGB 2/9/19.	GB/GLB
6	SD to clarify date for SIAMS	SD
7	SDP to be kept as an agenda item. Continued feedback.	Clerk/All Governors
8	JR to request feedback from SD on buying in CPD's.	JR/SD
9	SD to provide Governors with curriculum topic timetable.	SD
10	SD to include learning for life in all its fullness at the top of each page in SDP.	SD
11	GB to arrange Health and Safety walk.	GB
12	SIAMs sub-committee to arrange learning walk before Inspection.	GB/GBL/SD/JR/NS
13	SD to arrange Parent Governor Election. JR/SD to discuss Staff Governor.	SD/JR
14	JR to work with KL to manage Policies.	KL/JR
15	JR to post on Governor hub prospective dates for Governor away meeting.	JR
16	NS to report back to Governors on Oxfordshire School Street Initiative.	NS
17	NS to request information from John Tanner about how to apply for the CIL fund.	NS
18	NS to investigate from the county the possibility of closing the road one day a week to traffic. Initiate speed check with Road Safety Officer and feedback to Governors.	NS

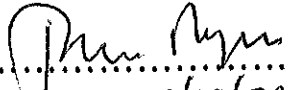
**On-going Actions:**

- JR to seek clarification to establish culpability should JR a ceiling collapse causing injury. (National Concrete problem)
- Governors to request individual learning walks All Governors
- TS to circulate P&A dates. TS
- Mobile phone policy to be reworded, acronyms expanded. KL/SD
- Parent digital media program- Alison Stroud arranging suitable date. SD
- Request parent input and ideas for small funding projects. KL

**Agenda items:**

- SDP/Terms of Reference for P&A Resources Clerk
- Committees.

Supporting papers available on Governor hub:  
 School Improvement Plan.  
 Traffic Safety Update.  
 Church Cowley St James School Context document.  
 Policy documents as listed above for approval.

Signed .....  .....  
 (chair) Date ..... 01.11.2019 ..... Page 1 of 6





