



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

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Head Teacher: Steve Dew

**Agenda for a meeting of the full governing body  
Tuesday 17<sup>th</sup> July, 6pm at the school**

Timing	Item	Papers circulated	Action of GB
6pm	1. Welcome and introduction		
6.02	2. Apologies		
6.04	3. Meeting overview: <ul style="list-style-type: none"> <li>• Declarations of any other business (to be taken under item 15)</li> <li>• Declarations of interest</li> </ul>		
6.05	4. Minutes of the meeting of 5 <sup>th</sup> June 2018	Minutes on O365	To agree as accurate
6.10	5. Matters arising from the above minutes not covered elsewhere on the agenda (Actions from previous meetings Annex 1 below)		To report on actions taken
6.30	6. Head Teacher's Report	In FGB folder on O365	
7.00	7. Safeguarding		
	8. Annual report on sex and education policy in the school		
7.20	9. Policies for approval <ul style="list-style-type: none"> <li>•</li> </ul>	In FGB folder on O365	To be approved or amended
7.30	10. Health & Safety (standing item)		
	11. Site access/premises issues raised by parents (RM)		
	12. Review of school vision statement by TS (action from FGB meeting 31 <sup>st</sup> October 2017)		
7.40	13. Governor Visits (standing item)		
7.45	14. Governance matters <ul style="list-style-type: none"> <li>• Update on external review of governance</li> <li>• Governor CPD – governors to note any training attended</li> <li>• Christian Distinctiveness working group update</li> <li>• Governing body succession planning for 2018-19</li> </ul>		

7.55	15. AOB		
	16. Date of future meetings <ul style="list-style-type: none"> <li>• 11th September 2018</li> <li>• 30th October 2018</li> <li>• 8th January 2019</li> <li>• 26th February 2019</li> <li>• 23rd April 2019</li> <li>• 4th June 2019</li> </ul> <p>All meetings 6pm at the school</p>		

**Annex 1 - Actions from previous meeting 5<sup>th</sup> June 2018**

Action 1	SD to arrange external review of governance as agreed above.	SD
Action 2	SD to check if the Freedom of Information Policy requires updating post-GDPR.	SD
Action 3	JR to complete governor skills audit and send to EE.	EE
Action 4	Sex and Relationships annual report to be put on July FGB agenda.	Clerk

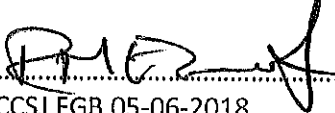


Head Teacher: Steve Dew

Minutes of a meeting of the full governing body  
Tuesday 5<sup>th</sup> June, 6pm at the school

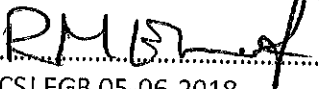
The meeting began at 6.13pm

Item	Discussion	Action
	<p><b>Present:</b> Steve Dew (SD) Head Teacher Elizabeth English (EE) Foundation governor Robert Esnouf (RE) Co-opted governor Zuzana Hrdlickova (ZH) Parent governor (arrived at 6.15pm) Ruth Moore (RM) Parent governor James Rogers (JR) LA governor Tom Stocker (TS) Co-opted governor</p> <p><b>In attendance:</b> Leila Brown, Local Authority Clerk</p> <p><b>Apologies:</b> Regan Henderson (RH) Staff governor Katy Jurczynszyn (KJ) Co-opted governor</p> <p><b>Absent:</b> Geoff Bayliss (GB) Foundation Governor</p>	
1.	<p><b>Welcome and introduction</b> RE welcomed all to meeting. EE opened the meeting with a prayer.</p>	
2.	<p><b>Apologies</b> Apologies had been sent and were accepted from RH and KJ.</p>	
3.	<p><b>Meeting overview</b> a) <b>Declarations of any other business (to be taken under item 13)</b> None for this meeting. b) <b>Declarations of interest</b> None declared.</p>	
4.	<p><b>Election of new LA governor</b> JR left the room whilst governors voted and was duly elected as the local authority governor. JR noted he had booked onto governor induction training and was due to meet with Kerry Lenton (KL), School Business Manager, to undertake safeguarding training and complete his DBS check.</p>	
5.	<p><b>Minutes of the meeting of 17<sup>th</sup> April 2018 and the eFGB on 26<sup>th</sup> April 2018</b> Both sets of minutes were agreed as true and accurate records of the meetings, signed by RE and filed by the clerk within the school.</p>	

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6.	<p><b>Matters arising from the above minutes not covered elsewhere on the agenda</b>  Actions were noted as completed or on the agenda except for:  <b>A3</b> SD to look into possible external review of governance: SD advised he had obtained two quotes, similar in price, one from the NGA and one from the local authority, to have an external review of governance undertaken. Governors discussed when this should take place, and agreed to try and organise before the end of July in time to get feedback at the last FGB meeting of the term on 17<sup>th</sup> July. Governors agreed to use whichever provider could most easily fit around this timescale.  <b>Action 1: SD to arrange external review of governance as agreed above.</b></p> <p><b>A4</b> Christian Distinctiveness Working Group to meet before the July FGB meeting to discuss the purpose and focus for the group: RM noted the group had not yet met but were aiming to do so by the July meeting.</p>	SD
<i>Governor questions and challenge highlighted in italics</i>		
7.	<p><b>Head Teacher's Report</b> (circulated in advance)  SD highlighted the following content from his report:</p> <p><b>Staffing:</b> There were nine teachers who were confirmed as leaving. SD noted the school had, to date, recruited eight teachers, or had teachers returning from maternity leave to fill these vacancies. There was still one teaching vacancy and it was possible the school needed two more teachers as NQTs were entitled to one non-teaching day. SD noted that the last advert the school had posted had received no response, and it might have to change how PPA and NQT time was managed. The school had been trying to recruit for three months. SD noted that the majority of teachers who were leaving had moved out of the city. SD advised that Nursery, Foundation, and Year 6 would be similarly staffed to this year; otherwise staffing for classes was not yet confirmed.</p> <p><b>Admissions:</b> The number of children moving into CCSJ from other schools was becoming a challenge from the point of view of inclusion and the school had seen a doubling of the number of children with Education, Health and Care Plans (EHCP) this year. SD noted these had all come about as children transferred from other schools.</p> <p><i>How many children with EHCPs were in Year 6?</i>  There were three in Year 6.</p> <p>SD noted that children with EHCPs could sometimes also come with significant levels of challenging behaviour. The school had to provide 30 hours worth of meeting additional need for that child. EHCPs attracted extra money, but the school often had to top that up out of the main budget to pay for additional provision. Governors noted that as a maintained school, CCSJ did not have control over admissions in the way that academies did. Governors discussed the challenges this presented and noted too that often the families of these children needed support. This had budget implications, stretching resources. SD noted that these children had come from outside the school's catchment area.</p>	

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*The local cost of living meant the school was losing staff. Did any scheme exist locally to support teachers to buy their own property?*

SD noted that two schemes existed. Governors noted that teachers qualified for some shared ownership schemes. Governors discussed what might attract teachers to work at the school and the challenge of recruiting good quality teachers. SD noted that a change in the marking policy next year would hopefully be of benefit to and attractive for teachers. The school was looking at the way it developed teachers into middle leaders aiming to be more attractive to potential employees. Governors noted that the issue with recruitment was not exclusive to CCSJ, but other local schools too, with some local schools finding it easier to recruit than others. Governors discussed issues around this and whether there was anything they could do to assist SD in the recruitment and retention of staff.

**Nursery build:** SD noted the £150k grant had been secured, and thanks were to go to KL for working so hard on this.

**Assessments:** The school would be moderated in Year 2 and Year 6 by local authority moderators. Mock moderation had been done in Year 2 a few weeks ago. As a result of this, targets had been reviewed with lower attainment levels. SD advised this was probably due to SLT not having close enough oversight of what had been happening in this year group, and SD had not been aware of the issue. Year 2 teachers had since been working hard to redress this. There had been a combination of inexperience from the Year 2 teachers about what moderation should look like, plus the teaching across the year.

*Had teaching observations over the year not flagged this up?*

SD noted that SLT had not been led to believe this, but that he accepted responsibility for not having been in those classes more often. SD noted he had been doing some work in Year 2, but not until recently.

*What has to happen next year to prevent this happening again?*

SD would look at the oversight of SLT's understanding of what standards looked like for each year group, including moderation. SD noted that both Year 2 teachers were leaving, plus one Year 6 teacher. More support was needed so that people understood what standards looked like with the building up of quality of teaching. This was usually observed on a weekly or fortnightly basis, and might be, for example, a short classroom observation, or looking at PPA. SD noted that he and SLT should have intervened earlier and that depending on where teaching staff were put next year, appropriate support would be put in place for individual classes and year groups.

*Should governors have seen this coming?*

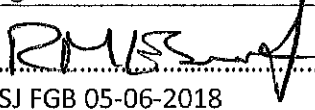
No, governors were getting their information from SD and he hadn't been aware of the issue. It had been a learning curve for SLT and class teachers. SD noted the school would aim to have good teachers for the year group in question next year.

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	<p>SD noted there was good teaching in Year 6, but it was possible that fewer children would achieve greater depth this year than last, as this had been more difficult in this year's SATs tests than in previous years. SD noted that children who had come into the school at the end of Year 5 meant predictions for this year group were around 10% lower than last year's results, with possibly around 65% of children achieving the combined standard.</p> <p>SD noted the high number of children with EAL lower down in the school, so writing and reading were more of an issue in the EYFS. The school was predicting around 69% for GLD in the EYFS. SD noted that phonics predictions were expected to be accurate.</p> <p><i>Was the school claiming all additional external resources for children moving into the school that need additional support?</i></p> <p>Yes, it was claiming additional money where this was available but there was still a shortfall for some interventions.</p> <p>Governors noted the expected arrival of refugee children into the school. Governors discussed the level of support the school would be providing and external resources to support them.</p>	
8.	<p><b>Safeguarding</b></p> <p>RE had met with Kate Dew (KD) three weeks ago. The main feedback to note from this meeting were the number of external agencies involved with children in the school and the amount of work that fell back onto the school.</p> <p><i>Did safeguarding need to be reviewed in the SDP in terms of resources?</i></p> <p>SD noted the level of work from the school involved in referrals to social services or the police, and how much fell back onto the school depending on the caseload of these agencies. This was inconsistent and a large workload fell on the home-school link workers. Governors discussed whether additional staffing capacity was needed for the home-school link roles, and the initiatives run by the school to support parents. SD noted the workload that came with having looked after children (LAC) on roll at the school. Governors noted they were keen to put additional resources into the school to support children where there were safeguarding concerns if the budget allowed for it. SD noted the difficulty of recruiting good home-school link workers.</p>	
9.	<p><b>GDPR compliance and confirmation of appointment of Data Protection Officer</b></p> <p>SD had a short video to present to governors on the subject of GDPR and a form for governors to sign after watching it. SD noted that as yet, GDPR not had too much of an impact on the school. He had met with teachers to explain what it was and the implications for them. The school already used O365, and was now ensuring the use of encrypted files/memory sticks for teachers taking work home. Governors noted that KL was the data protection lead in the school, and was working with a group of other SBMs to ensure the school was GDPR compliant. SD and KL had attended training. Governors signed the form to say they had viewed the GDPR training video. SD noted the school was working through the process of archiving information. Much was in place already, and the school was working</p>	

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	through things as they were raised.	
10.	<p><b>Policies for approval</b></p> <p><b>a) Freedom of Information:</b> EE noted that school staff and governors needed to be working on the same schedule for reviewing policies. KL had circulated information around GDPR, but EE was not sure how up to date the Freedom of Information policy was. SD would check the Freedom of Information Policy with KL.</p> <p><b>Action 2: SD to check if the Freedom of Information Policy requires updating post-GDPR.</b></p> <p><b>b) Data Protection:</b> The GDPR Policy had been circulated by KL. Governors agreed to the policy as circulated, and would review it in a year's time.</p> <p>Records Management policy: EE noted that the FGB had agreed in October to review this policy as needed as it was not a statutory policy. It was noted that it contained the timescales for deleting information. EE would add it to the policy schedule to be looked at again in a year's time.</p> <p>Governors agreed to put the statutory policies that needed annual FGB approval on the agenda for September, as these were usually updated by OCC over the summer. Kate Dew was writing the Behaviour Principles Written Statement – SD would follow up the progress of this. EE noted that the FGB needed to have an annual report on the Sex and Relationships Education Policy. The clerk would put this on the July agenda.</p> <p><b>Action 3: Sex and Relationships annual report to be put on July FGB agenda.</b></p>	SD
		Clerk
11.	<p><b>Health &amp; Safety</b></p> <p>Nothing to note. Governors noted one minor issue had been flagged in the circulated head teacher's report.</p>	
12.	<p><b>Budget Scrutiny Committee report (met 26<sup>th</sup> April 2018)</b></p> <p>RE noted this had been summarised in the minutes of the eFGB meeting (agreed above in item 5). The one substantive change since then was that the £150k predicted to come in towards the nursery build had been secured and would arrive on 4<sup>th</sup> August. A period 6 meeting of the Budget Scrutiny Committee would take place before October 2018.</p>	
13.	<p><b>Governor Visits</b></p> <p>TS had arranged a visit on Friday, with maths and science as the focus.</p> <p>Governor learning walk: this had taken place before half-term with RE, RM and ZH in attendance. ZH noted they had gone round the school with SD for an hour, and seen all the years, from Nursery to Year 6. Governors had seen phonics being taught and noted there were no TAs in reception, but early years learning specialists. ZH noted the learning taking place in individual classes and that they had seen SEN support in action, with TAs working with targeted individual children. Older children had been observed working on maths tasks. ZH noted how individual teachers chose their own delivery methods when teaching the</p>	

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	<p>same topics, and the use of three visual anchors within the class around supporting learning. Governors had also visited Forest School and external areas of planting.</p> <p><i>How involved were the children with the gardening projects?</i></p> <p>SD noted there were four gardening clubs per week, and Forest School took place for Reception throughout the week. Across the different years, Years 5 and 6 did gardening for an hour each across the week, in addition to the gardening clubs. PE time took place outside on the MUGA, with salsa and zumba inside, plus there was swimming and the use of facilities at the Oxford Academy for some other sporting activities.</p> <p>RE noted it had been interesting to see where children's attention had been held in different classes on the learning walk.</p> <p>ZH noted an issue observed on the learning walk with running water in the boys' toilets. SD noted this plumbing issue had since been resolved.</p> <p>RE noted that the mid-term assessment for the head teacher had taken place.</p> <p>RE noted that when additional children came on roll in the nursery once the build was complete, this would put the school in a different category as numbers on roll rose above a certain amount. This had implications for the head teacher's salary grade. RE noted also that in future the formal head teacher assessment would be done by the end of September, ahead of teacher goal-setting for the year – this point had arisen from governor training he had attended.</p> <p>RE, ZH and RM had attended adaptive comparative judgement training for staff. SD noted this had been trialled in Year 6 to get staff feedback. Governors discussed the challenges and positives raised using this different system. SD noted that it would now be trialled next year across the school for all year groups and was used for assessing writing.</p>	
14.	<p><b>Governance matters</b></p> <p><b>a) Completed governor skills audits:</b> EE noted she had completed the collation of the skills audits. JR would do the skills assessment and send to EE  <b>Action 4: JR to complete governor skills audit and send to EE.</b></p> <p><b>b) Update on possible external review of governance:</b> Covered above in item 6.</p> <p><b>c) Governor CPD – governor training attended:</b>  JR was booked in to attend governor induction training.</p> <p>ZH had attended governor induction training on 28<sup>th</sup> April 2018 with OCC and had completed eLearning modules on the 19<sup>th</sup> February on finance, 17<sup>th</sup> February on performance data and the 8<sup>th</sup> February on governor induction. She had undertaken safeguarding training on 1<sup>st</sup> February with KL.</p>	JR

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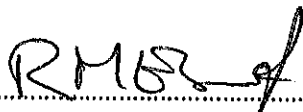


	<b>d) Christian Distinctiveness working group update:</b> noted above in item 6.	
15.	<b>AOB</b> None, but SD noted Kate Dew would be going on maternity leave in the autumn.	
16.	<b>Date of future meeting</b> 17 <sup>th</sup> July 2018 6pm at the school	

The meeting finished at 8.35pm

**Actions from meeting**

Action 1	SD to arrange external review of governance as agreed above.	SD
Action 2	SD to check if the Freedom of Information Policy requires updating post-GDPR.	SD
Action 3	JR to complete governor skills audit and send to EE.	EE
Action 4	Sex and Relationships annual report to be put on July FGB agenda.	Clerk

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