

**CHURCH COWLEY  
ST JAMES C of E**



**PRIMARY SCHOOL**

**CHURCH 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**

**Tuesday 25<sup>th</sup> February 2020 held at the school**

*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'.*

Item	<p><b>Present:</b> Steve Dew (SD) Head Teacher James Rogers (JR) LA governor (Chair) Nicola Shorter (NS) Parent governor Samantha Adams (SA) Parent governor Laura Hutton (LH) Co-opted governor Tom Stocker (TS) Co-opted governor Rev Geoff Bayliss (GB) Foundation Governor (Vice Chair) <b>In attendance:</b> Sharon Motha, Local Authority Clerk. Meeting started: 7 pm</p>	
1.	<p><b>Welcome, Opening Prayer, Apologies and Quorum.</b></p> <ul style="list-style-type: none"> <li>• GB lead Governors in an opening prayer.</li> <li>• The Chair JR welcomed new governors introducing fellow governors.</li> <li>• Apologies were accepted from Katy Jurczynsyn (KJ) Co-opted governor and Rev Gemma Beesley (GLB) Foundation governor</li> <li>• The meeting was Quorate.</li> </ul>	
2.	<p><b>Urgent items not already on the Agenda.</b></p> <ul style="list-style-type: none"> <li>• NS highlighted that at FGB3 governors had agreed SEN be a standing Agenda item.</li> </ul> <p><b>Action: SEN Standing Agenda item. Clerk/JR.</b></p>	Clerk/ JR
3.	<p><b>Declaration of Interest for items on the Agenda. – None.</b></p>	
4.	<p><b>Governor Election</b></p> <p><b>a. Parent Governor.</b> Samantha Adams and Laura Hutton had been elected as Parent governors, however one parent governor and one co-opted governor vacancy existed. Samantha Adams accepted the position of Parent governor and the board elected Laura Hutton as a co-opted governor</p> <p><b>b. Co-opted Governor.</b> Laura Hutton was elected as a co-opted governor. The governing board welcomed Laura's expertise and connection to the PTA.</p> <p><b>c. Associate Members.</b> Not discussed.</p>	

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	<b>d. Staff Governor.</b> SD explained a Staff Governor Sophie Thompson had been elected and would attend the next FGB.																															
5.	<b>Approval of Minutes from FGB3 13/01/2020</b> The minutes were accepted without amendments, approved and signed as a true representation of the meeting.																															
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		JR reported the annual safeguarding report had been filled online. JR had met with Kate Dew to compile the report. JR stated there were no concerns. <b>Completed.</b>		
	•	SD to complete SEF before 20 <sup>th</sup> November 2019 SD explained to governors the LA are keen for the SEF to be completed. There are five sections based on the OFSTED framework. SD has agreed with the LA to complete one section at a time. Each section would then be shared with the governing body to be considered. <b>Ongoing.</b>	SD  <b>Agenda item FGB5</b>	
	•	SD up-date on Parent Governor Election. <b>Completed.</b>	SD	
	•	JR SD recruit staff governor. <b>Completed.</b>	SD JR	
	•	SIAMs sub-committee to arrange learning walk before Inspection. <b>SD reported to governors the Senior Leadership team had a meeting on 24<sup>th</sup> February. Evidence is now being collected and collated. GB requested a timeframe from SD. It was agreed after the Easter holidays the sub-committee would review the evidence and complete a learning SIAMs walk. Karen Metcalf SIAMS inspector is due to visit the school, a date has yet to be fixed. KL, SD had created a drop box using Office 365, GB requested the discussion move to Governor hub as agreed in FGB1. Update – FGB5.</b>	GB/GBL/SD/JR/NS  <b>Agenda FGB5</b>	
	•	Governors to request individual learning walks. <b>Completed.</b>	All Governors	
	•	Request parent input and ideas for small funding projects. <b>Update from SD on Summer holiday grant from OCC. KL had completed a presentation to OCC on the 17<sup>th</sup> February and is awaiting decision. On-going.</b>	KL	
7.	<b>School improvement/school development plan.</b> <b>a. Headteachers Report</b> <ul style="list-style-type: none"> <li>SD highlighted the main change to governors was that the Art room provision had closed. The school had hired a resident artist. SD reported the benefits to school are there is someone in school all the time, more interventions could take place and art after school clubs open to all year groups. Governors welcomed the addition to the school.</li> <li>NS questioned where the emotional support would come from for pupils. The art room had provided emotional therapy. SD stated that emotional therapy would come from a different long-term relationship for pupils with the resident artist. GB questioned how the change would be funded. SD explained there had been a</li> </ul>			

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	<p>150K underspend from last years budget, 15K had been sourced from the underspend and the remaining amount had come from funds already allocated to the Art room.</p> <ul style="list-style-type: none"> <li>• Governors commended SD on new structured topic framework that the senior leadership and teachers had collated. SD presented the topic organizer that would run over the year. The plan builds on the pupil’s knowledge year by year encompassing the curriculum. The topic organizer plans would be sent home to parents and would be in the pupil’s homework folders. NS stated the plans were very good and it would be good to be able to talk to the children about what they are studying in school. SD presented Governors with examples of excellent work from years 4 and 6. The plan will provide a resource for new teachers helping the school maintain continuity in education. Governors commended the staff recognizing the amount of work and time taken to collate the plans.</li> <li>• SD requested governor’s permission to spend capital funds on the foundation stage garden. SD reported a tender document had been submitted to the Council for 50K for the project. Governors agreed in principle to release 50k from next year’s budget, but further discussions would be delegated to the resources committee. Governors sort clarification on priorities. GB stated the school toilets where in need of renovation. SD stated 24K had been allowed in next years budget to accommodate the renovation of the toilets.</li> </ul> <p><b>Action: Foundation stage garden project proposal – Resources committee Agenda.</b></p> <p><b>Report of the Performance and Assessment Committee.</b></p> <ol style="list-style-type: none"> <li>a. The committee had met prior to the FGB meeting. Minutes will be available on Governor hub within 7 days.</li> <li>b. Role of Link governors/governor training. JR had loaded a description of link governors onto governor hub and proposed further discussion take place at FGB5.</li> </ol> <p><b>Action: Link Governors Agenda item FGB5 – Clerk/JR</b></p>	<p><b>Res. Com. Agenda</b></p> <p><b>Agenda FGB5</b></p>
8.	<p><b>Resources – Item to be discussed at FGB5 after the Resources Committee meeting on 10<sup>th</sup> March 2020.</b></p> <ol style="list-style-type: none"> <li>a. <b>Head teachers Report</b></li> <li>b. <b>Report from the Resources Committee</b></li> <li>c. <b>Budget Review.</b></li> </ol>	<p><b>Agenda FGB5</b></p>
9.	<p><b>Items for discussion/noting</b></p> <ol style="list-style-type: none"> <li>a. <b>SIAMS – See item 6, discussion during on-going items.</b></li> <li>b. <b>School Vision/Mission and purpose – Discussion moved to FGB5.</b></li> <li>c. <b>Safeguarding/Health and Safety issues.</b> – Annual safeguarding report filed online. Verbal report given during item 6.</li> </ol>	<p><b>Agenda FGB5</b></p>
10.	<p><b>Policies Review</b> <b>Item not discussed.</b></p>	

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11.	<b>Governor issues:</b> <ol style="list-style-type: none"> <li>a. <b>Election of Co-opted governor and Staff Governor.</b> Election and discussion under item 4.</li> <li>b. <b>Relationship of FGB with PTA.</b> Governors welcomed LH input and look forward to PTA feedback from LH.</li> </ol>	
12.	<b>AOB</b> <b>None.</b>	
13.	<b>Date of future meeting:</b> <ul style="list-style-type: none"> <li>• <b>Resources Committee 6 pm 10<sup>th</sup> March 2020</b></li> <li>• <b>FGB - 21 April 2020, 6 pm. – Approval of budget</b></li> <li>• <b>2 June 2020. 6 pm – begin SDP planning</b></li> </ul>	

Meeting ended 8:10 pm.

**Summary of Actions:**

Action Reference	Description	Responsibility
6	Staff Survey, questions, collation and evaluation.	Agenda resources committee.
7	Foundation stage garden project proposal.	Agenda Resources committee.
	<b>Agenda items</b>	
•	School Vision.	Clerk
•	SD to present one section of SEF to governing board.	SD
•	Link Governor roles.	JR
•	SEN – priority 7 targets and aspirations discussion.	SD
•	PTA – progress on charities commission documentation.	JR/LH/SD
•	SIAMs sub-committee to review evidence and arrange learning walk.	GB/GBL/SD/JR/NS
•	Request parent input and ideas for small funding projects. Update from SD on Summer holiday grant from OCC.	KL

**Supporting Papers:**

**Headteachers Governors report February 2020**

**Link governors document.**

**Y4 topic organizer.**

**Year 6 topic organizer**

**Year 4 topic overview for parents.**

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