



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

Monday 13th January 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>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 Rev Geoff Bayliss (GB) Foundation Governor (Vice Chair) Rev Gemma Beesley (GLB) Foundation governor – arrived at 7:15 pm In attendance: Sharon Motha, Local Authority Clerk. Meeting started: 7 pm</p>	
1.	<p>Welcome, Opening Prayer, Apologies and Quorum.</p> <ul style="list-style-type: none"> • GB lead Governors in an opening prayer. • The Chair JR welcomed Governors. • The meeting was Quorate. 	
2.	<p>Urgent items not already on the Agenda.</p> <ul style="list-style-type: none"> • Governors discussed TS continued term as a Co-opted Governor welcoming his discussion to continue as a Governor. • RE resigned as a Co-opted Governor. Governors thanked Robert Esnouf for his contribution and support to the school and the governing board. • RE and TS to meet for a full handover of the Performance and Assessment committee. • Governors discussed the current vacancies on the Governing board recognizing the need to recruit Governors. 	
3.	<p>Declaration of Interest for items on the Agenda. – None.</p>	
4.	<p>Approval of Minutes FGB2 2/11/2019</p> <ul style="list-style-type: none"> • RE requested clarification in relation to Oxford College names replacing Teachers initials for class names. Clerk to amend minutes to giving improved clarification. • Minutes approved subject to the above amendment. 	

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5. **Matters arising from the minutes FGB 2/11/19**

Action	Description	Initials
5a	<p>SD to give more detail on how decisions are made on the provision of additional support for children.</p> <p>The resources committee had requested clarification.</p> <ul style="list-style-type: none"> • SD explained SEN policy is based on a hierarchy of need. EHCP have set provisions. The tier underneath EHCP's decisions are based on individual need, • circumstances, behavior, family circumstances, level of child protection, available budget and human resources. • Cost and budget change every year. The budget for this year and subsequent years has already been committed to address existing needs. • The increase in basic minimum Living wage and pension increases have impacted on resources. The school tries to buy in specialist for specific needs which have the greatest impact across the existing group. For example, Art room therapy, Lego therapy and educational psychologists. • NS challenge SD questioning if the Governing Board are comfortable with the approach. Should there be a set number not receiving adequate need? SD responded stating the school is not happy with any children not being adequately provided for. • SD clarified since the start of term 3, 9 children had arrived from other schools. These children will take more resources because they have come from school's requiring improvement. • GB suggested increasing staff skills would raise the quality of education given to all children. Governors debated over recruiting staff; SD stated this was not a viable option given the schools budget. In directly the school over commits on staff for example taking on a full time staff member to cover maternity leave, SD is 	SD

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	<p>reasonably confident once the maternity leaver returns there will be another staff vacancy to fill due to the high level of staff turn over at the school.</p> <ul style="list-style-type: none"> • SD clarified priority in up skilling in Math's and English, TA's receive the same internal training as teachers on new resources. • Rachel Endean, SD and teachers meet each teacher every half term to discuss pupils progress, planning lessons and strategy. • Governors discussed including children with needs on the school development plan. TS stated a third of the school's pupils have SEN. Governors recognize as a board they must not lose sight of the community the school serves having a large SEN need. 	
6c	School Vision – Agenda FGB 3 – Completed.	Clerk
5d	JR to meet with SD and KD to review annual safeguarding report. – Ongoing.	JR
5d	JR to provide a verbal report FGB 3 of the annual safeguarding report. – Ongoing.	JR
5f	SD to complete SEF before 20 th November 2019 SD stated the SEF remains incomplete – Ongoing.	SD
7b	NS to write up governor learning walk and load onto governor hub. Completed.	NS
7c	SD to arrange Parent Governor Election. Started last week. Arrangements have been made for a Parent Governors Election. Completed.	SD
7c	TS to discuss with SD and invite teaching staff to performance committee meetings. Completed.	TS SD
7c	JR SD recruit staff governor. Ongoing.	SD JR
7e	Terms of reference agenda item for Resources and Performance committees. Completed.	TS KJ
	JR to resend terms of reference to committee chairs. Completed.	JR
7e	SEN standing item to be added to FGB agenda.	Clerk
8	Policies to remain on FGB agenda.	Clerk
	On-going Actions:	
•	SD to provide Governors with curriculum topic timetable. Completed.	SD
•	SIAMs sub-committee to arrange learning walk before Inspection. Ongoing. SD informed governors Karen Metcalf dioceses link officer had not visited the school yet. SD plans to visit a local school who had been	GB/GBL/SD/JR/NS

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	inspected. The School would receive a week notification before an inspection.	
•	JR to seek clarification to establish culpability should a ceiling collapse causing injury. (National Concrete problem. Governors concluded culpability lay with the company that had checked the concrete within the school, the school has discharged its responsibility by getting it checked. Complete.	JR
•	Governors to request individual learning walks – Ongoing.	All Governors
•	Parent digital media program- Alison Stroud arranging suitable date. Completed.	SD
•	Request parent input and ideas for small funding projects. SD reported to Governors KL has applied for a £17,500 grant from Oxfordshire County Council to run a summer camp club. The summer camp would be aimed at children on free school meals. Providing activities and meals for free during the summer holidays. Analise Dodd's has been assisting KL.	KL

6.	<p>School improvement/school development plan.</p> <p>a) Head teachers Report.</p> <p>JR invited SD to highlight areas from the Head teachers report relevant to the School Improvement plan.</p> <ul style="list-style-type: none"> • SD reported Attendance remains a concern. Schools within the area experience similar attendance levels. RE reminded governor's attendance had been highlighted in OFSTED's report. The school had experienced a pandemic of Flu, SD explained Flu vaccinations when online causing a national drop in uptake. The vaccine also contains pork gelatin which led to a decrease within certain communities. • SD drew governor's attention to year's 5 and 6 attendance levels, being of concern. Governors understand higher levels of SEN, PPG pupils and distance travelled to school within years 5,6 and year 1 are contributory triggers to lower attendance. • Governors questioned how SD planned to increase attendance. SD told governors incentives have a transient effect. The school target children who have 95% attendance. This has proved to have significantly better effect than working with 4 families who historically have 60% attendance. The home school worker would work with those families. • Children with 98% attendance are rewarded with a trip to the cinema at the end of term.
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	<ul style="list-style-type: none"> • Reception and nursery attendance are not compulsory staff work to build good habits from a young age. • SD explained families will travel during this time of the year, preferring not to take extended holidays during the summer term due to SAT's. After 21 continuous days absent the school can remove the child from the school role. SD stated this has happened resulting in the child either losing their place or not being able to return to their previous class. • Governors discussed block INSET days attaching them to a half term. This would allow parents to take holidays at a cheaper premium. • SD highlighted 9 new admissions this term. 2 children have EHCP's. SD warned governors the new admissions would present challenges for teaching staff and have an impact on the SDP. <p>b) Report from the Performance and Assessment Committee</p> <ul style="list-style-type: none"> • SD, TS and Rachel Endean met in December 2019. TS Chair of the Performance and Assessment Committee stated performance is on track with last year but not yet of the standard from 2-3 years ago. The committee had a good discussion on early years and phonics. Year 2 baseline tests appeared weak but measures in place to address target areas. Tracking is working effectively. • Teacher turnover remains high, the number of NQT's had been previously highlighted as a concern by governors. SD stated 2 NQT's have been signed off and during their transition period were visiting good quality teaching within the school. SD will arrange for them to visit another school too. • Curriculum mapping is working well, providing a cohesive sequence for learning and focus. • SD continues to teach the teaching body to a good level benefiting the children. Governors recognize three of the SDP priority points are based around the curriculum. <p>Action: Performance and Assessment Committee to hold the head teacher SD to account against the priority points described in the SDP.</p> <ul style="list-style-type: none"> • Governors discussed introducing a seventh priority to account for SEN. <p>Action: SD to introduce seventh priority embracing SEN.</p> <ul style="list-style-type: none"> • Governors recognize the Performance and Assessment committee requires more members. Governors discussed possible members. Current membership TS, GB, SD. NS possibly to join the committee to track SEN. JR possibly to join the committee until new governors join the board. <p>c) Role of Link governors/governor training</p> <ul style="list-style-type: none"> • JR proposed linking governors to priorities from the SDP and areas of governor focus for example Finance, COOP and SIAM's. Governors discussed the current allocation of governors to subject areas considering their effectiveness and the overlap with committees. 	<p>Performance Committee</p> <p>SD</p>
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	<ul style="list-style-type: none"> • SD explained the high level of teaching staff turnover has led to a difficulty in continuity for subject leads and link governors. • Governors agreed good quality of education is the Governing boards Priority. Governors agreed by a vote to link governors to the SDP priorities. Governors where however concerned requesting more information on the proposals from JR. <p>Action: JR to revise Link Governor roles. JR to present new proposed framework at FGB4.</p> <p>ER left the meeting 8:30 pm</p>	JR
7.	<p>Resources</p> <p>a. Head teachers Report</p> <ul style="list-style-type: none"> • SD reported interviews had been held for a Home school Link Worker. • Middle leadership applications have been circulated across all main subject areas. SD warned governors this would have implications on the budget. <p>b. Report from the Resources Committee</p> <ul style="list-style-type: none"> • KJ Chair of the Resources committee reported the committee will meet in March to review the budget. KJ, GEB and NS sit on the committee. <p>c. Budget Review. Not discussed.</p>	
8.	<p>Items for discussion/noting</p> <p>a. SIAMS</p> <ul style="list-style-type: none"> • The date and requirements for the inspection are not yet known. SD plans to visit West Whitney School headteacher who is a leader at Milton Common School which has just completed a SIAMS inspection. <p>b. LA Strategy meeting 15th January 2020</p> <ul style="list-style-type: none"> • JR reported the follow up meeting date is going to be moved. The meeting plans to follow up on reading. <p>c. School Vision/Mission and purpose</p> <ul style="list-style-type: none"> • Governors agreed the FGB need to dedicate time to the School Vision, its purpose and decide if change is required. Governors agreed April FGB 5 to discuss the school vision. • Governors agreed to include a question in the staff survey planned for February asking what the priority of the school should be over the next 5 years. TS agreed to manage the staff survey. Governors discussed the possibility of asking parent the same or similar questions. <p>Action: SD extract the staff survey from 2 years ago. TS to compile survey.</p> <p>d. Sub committee process and terms of reference</p> <ul style="list-style-type: none"> • Governors agreed the current terms of reference and committee processes. <p>e. Safeguarding/Health and Safety issues.</p> <ul style="list-style-type: none"> • JR stated the safeguarding report would be ready for FGB 4. • SD drew governor’s attention to the high levels of domestic violence over the Christmas period, noting the level this year appeared higher than last year. • GB had completed a Health and Safety walk reporting nothing of note to governors. 	SD/TS

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	<ul style="list-style-type: none"> NS questioned if Health and Safety covered outside the school gates. SD stated the school can comment but is not responsible. 	
9.	Policies Review a. Child Protection and Safeguarding Policy – Approved.	
10.	Governor issues a. Election of new governors <ul style="list-style-type: none"> JR informed governors the LA strategy meeting had highlighted the need for a staff governor. b. Registration of business interests <ul style="list-style-type: none"> Governors requested to complete business interest forms and scan onto governor hub under returns in the document area. Or email forms to the clerk for scanning onto Governor hub. Action: Governors to complete business interest forms. c. Relationship between Full Governing Body and Parent Teachers Association. Action: Discussion referred to FGB 4. – Clerk.	All Gov. Clerk
11	AOB <ul style="list-style-type: none"> NS reported to governors the Coop issue is ongoing. The landlord has been unwilling to move the path. Christmas Eve there had been accident on the junction. The accident had not been related to the COOP pathway. Governors concluded the accident demonstrates the potential dangers that exists surrounding the Coop site. Governors discussed the current boards size. Governors continue to discuss the possibility of increasing the size of the board. 	
12	Date of future meeting: <ul style="list-style-type: none"> Performance and Assessment Committee 6-7 pm 25 February 2020 Full Governing Body meeting 7-8 pm 25th February 2020. Resources Committee 6 pm 10th March 2020 	

Meeting ended 9 pm.

Summary of Actions:

Action Reference	Description	Responsibility
6b	Performance Committee to hold headteacher to account against priority points described in the SDP	Performance Committee
6b	SD to introduce priority 7 embracing SEN.	SD
6c	JR to revise Link Governor roles and present framework at FGB4.	JR
8	SD to extract the staff survey from 2 years ago. TS to compile survey,	SD/TS

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10b	Governors to complete and upload business interest forms onto governor hub.	All Governors.
10c	Relationship between FGB and PTA discussion – Agenda FGB4.	Clerk
	On-going actions/agenda items	
•	School Vision agenda item FGB5.	Clerk
•	JR to provide a verbal report FGB 4 of the annual safeguarding report.	JR
•	SD to complete SEF before 20 th November 2019	SD
•	SD up-date on Parent Governor Election	SD
•	JR SD recruit staff governor.	SD JR
•	SD to provide Governors with curriculum topic timetable. Done.	SD
•	SIAMs sub-committee to arrange learning walk before Inspection.	GB/GBL/SD/JR/NS
•	Governors to request individual learning walks	All Governors
•	Request parent input and ideas for small funding projects. Update from SD on Summer holiday grant from OCC.	KL

Supporting Papers:

CCSJ Primary Science curriculum Yr1 – Yr6
 Child Protection and Safeguarding policy 2019
 CCSJ Agenda
 CCSJ draft minutes 4/11/19.
 December reports to parents
 Draft curriculum medium term planning sheet – The Windrush
 Examples of Topic organizer – Social justice Year 5 term 3
 Examples of Topic organizer – Social justice Year 6 term 6
 HT Governor report
 Overarching Themes of the Curriculum Theme Part 1 & Part 2.
 School Improvement Plan 2019-20
 T1 Data: Performance and Standards Committee
 Term 2 Performance and standards Committee Report

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