



Dr South's CE Primary School

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Nurture, Educate, Inspire

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Minutes of the Local Governing Body meeting held on 16th July 2020 at 7pm using Zoom

<u>Present:</u>	Calum Miller (CM), Chair [Foundation] Kathryn Campbell (KC) [Foundation] Jon Conibear (JC) [Foundation] Rob Dallison (RD) [Co-opted] Liz Halsey (LH) [Staff] Steve Hayes (SH) [Foundation] Huw Morgan (HM) [Headteacher] Jonathan Nicholl (JN) [Foundation] Sarah Pearson (SP) [Foundation] Hannah Penwarden (HP) [Parent] Ruth Sibly (RS) [Foundation] Helen Watson (HW) [Co-opted]
<u>In attendance:</u>	Bryony Thomas (BT), Clerk
<u>Apologies:</u>	Matthew Nicholson (MN) [Foundation], Mandy O'Sullivan (MOS) [Parent]
Confirmation of Quorum ~ Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer CM welcomed everyone and SH opened the meeting with a prayer.	
2	Apologies for Absence Apologies were received and accepted from Matthew Nicholson and Mandy O'Sullivan.	
3	Declarations of Interest including Related Party Transactions (RPTs) There were no new declarations of interest. No RPTs were declared.	
4	Review of the RPT register There were no RPTs to review.	
5	Notification of any urgent business None was raised.	
6	Approval of the minutes from the previous meeting (held 21st May 2020)* These were approved as an accurate record of the meeting.	
7	Matters arising from the Minutes not arising elsewhere The role of the EAC in the decision-making process of the governing body	

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	was discussed. The EAC was set up as a small committee that could meet and make decisions with ODSST swiftly during the pandemic, and the powers of the LGB were temporarily suspended. However, at Dr South's the schedule of normal meetings continued, so that governors could remain involved. The EACs are being wound up now across the trust. The first meeting of the LGB in September will effectively be a joint EAC/LGB meeting, and governors were asked to approve inviting Sara Holland, the school improvement partner and member of the EAC, to that meeting. All governors were happy to do so. A minor correction was made to the EAC minutes of 8th July. No matters were raised from the minutes of the May LGB meeting.	
8	Reports from T&L and FPP subcommittees <i>T&L</i> The draft minutes from Monday's T&L meeting had been circulated. SH confirmed that the committee had checked provision had been met as far as possible when teaching virtually, and commended the strengthened SEN provision. He wished to record the committee's thanks to all staff, particularly LH for her work with vulnerable families and pupils. <i>FPP</i> The FPP committee had met in mid-June, just before the school reopened to all pupils, and had discussed the financial implications of this. Most of the costs will be met by the Dr South's Education Trust. In the summer or early next term, the committee plans to review the economic impact on Dr South's of the first year of the joint headship arrangement with Bletchington compared with if the school had not gone into partnership. The committee also ratified the charging and data protection policies.	
9	Review of the current position of the school and planning for September All year groups have been back in school 4 days/week and this has been possible thanks to the financial support of Dr South's Educational Trust. The school is also extremely grateful to the owner of The Jacobs' Field. The extended use of the facility is part of the owner's commitment to Dr South's. She has been a loyal friend of the school community for many years, and the latest support is another manifestation of this. She wishes it to be regarded as support for the Lin Cooper Teaching Bursaries (which she also supports each year for enrichment activities). Without the use of the field and the Lin Cooper Practical Skills Building the school would not have been able to do the wider reopening. CM to write a formal letter of thanks. The reopening was also only possible with the support of the staff, and governors wished to express their huge thanks to them. Ninety percent of pupils had returned. The reopening had been reviewed in more detail by the EAC and the minutes of this meeting had been circulated. In September, the school will continue almost as it is now. The main difference in government policy is that bubble size is no longer specified. The school will therefore be able to make a decision on the size of its bubbles. The current plan is to have two large bubbles: one for KS1 and one for KS2. This makes it possible to offer before and after school provision in the bubbles which will be possible thanks to the flexibility of the staff. It also eases	CM

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	complications and reduces staffing requirements at lunchtime. For the autumn term, the school will look to find an additional cleaner to work between 10am and 2pm. The member of staff who has been carrying out this role to date has done an amazing job but will be deployed elsewhere from September. Governors questioned whether there will be enough space in the autumn. There will be because normal spacing will return – social distancing is not required between pupils though it is for staff. Guidance suggests pupils face forwards. The key means for avoiding transmission of the virus is for anyone with symptoms to stay at home. Governors questioned the two bubble proposal. Will this be for meal times only? HM replied that it applies at all times, but that classes will remain as present so each bubble will cover two classes. Although the size is larger than some schools are proposing, secondary school are having bubbles of 240 pupils. Class-only bubbles would cause issues with lunch and break time cover. Most mixing within the larger bubbles will only be at these times. Governors emphasised the importance of clear communication to the school community. A risk-adjusted judgement has been made – if transmission rates rise again, contingency planning for the whole bubble is required, and parents need to be informed so that if bubble size has to reduce again they will be aware of why and the implications. HM has already sent out a broad overview, and plans to send out a longer communication at the end of the holidays. He will also be reviewing all risk assessments, which will be circulated to the EAC, and also to MN as health and safety governor. In September, Turn IT on will be rolling out Teams for all pupils, ready for any future lockdown. A grant was used from the DfE, who have also assessed safeguarding risks. Training for staff is to be provided in September. Governors expressed their heartfelt thanks to the school for what it has managed to achieve. The successful reopening has brought its own challenges – the school has an additional 15 pupils joining in September. This may potentially cause friction with other schools and will have implications on space, but will also bring more funding. Governors questioned whether pupils would be entering across different year groups. HM confirmed that they will be. Governors asked if additional staff would be needed. HM noted that current support staff hours have been increased so additional recruitment is not required, and grateful thanks were expressed to these staff for their flexibility.	HM
10	Priorities for next year There has been no formal review of this year's action plan. Next year, the school will continue development of the curriculum. The T&L committee also discussed maths mastery for more able pupils, and easing pupils back into the curriculum carefully, ensuring any gaps in learning are filled. Governors will resume finalising their strategic plan. This will be affected by what happens with Bletchington. Financial stability is part of the vision, and the additional pupils will bring approximately £40,000 in extra funding. Governors asked whether this would all be needed for these pupils or whether	

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	any would be left over. HM felt that this would create some budgetary headroom, and governors suggested that he could use it on something he hadn't been able to afford in the budget to support learning. HM will consider this over the summer, though the money will not be confirmed until the October census and then becomes available only from next September.	
11	Update from joint committee with Bletchingdon on shared headship The committee has not met this half-term, but the chairs of the two governing bodies had spoken on the phone on 15 July and CM was able to report back. They first reviewed the allocation of HM's time between the schools. This had been fairly evenly split during the pandemic. However, more time during term 6 had been due to Dr South's following the agreement that Bletchingdon have more of HM's time in the first half of the spring term. It was therefore agreed that this would be redressed over the next two terms. In 2020-21 budgets for the two schools, the cost of HM's employment will be split evenly between the two schools, and the SENCo is being charged at a day a week rather than piecemeal, so that the full cost is covered. The future of the arrangement between the schools was discussed further by the LGB and this is recorded in the Confidential minutes.	
12	Set the programme of meetings for next academic year, including committee meetings This will be discussed following the meeting, and dates circulated. It was agreed that the LGB will continue to meet at 7pm on Thursdays.	
13	Appoint governors to conduct head's appraisal in the autumn Historically, this has been carried out by the chairs of the LGB, T&L and FPP, and it was agreed that this will continue (CM to check with MOS). CM will also discuss with ODST how best to include Bletchingdon.	
14	Safeguarding RS, as safeguarding governor, had spoken to HW on the phone twice this term and prepared a short report for CM, MOS, HW and HM. LH is in touch with the few pupils who have not returned to school. The document Keeping Children Safe in Education is due to be amended to account for children returning to school and will be circulated to all staff before the September return. Staff safeguarding training will take place on one of the September inset days. Staff were commended for their vigilance since the return of pupils to school. Governors expressed concern over the rise in safeguarding incidents noted in the EAC minutes. It was clarified that the rise had occurred during lockdown, when families were under more strain, rather than on return to school. There was a higher number of referrals, by both the school and the MASH team, but it was recognised that a small absolute increase in referrals represents a higher percentage increase in a small school. LH has been able to talk to parents more than normal, so has been more able to help. Governors recognised the huge volume of paperwork issued on both safeguarding and health and safety, and staff were thanked for reading and acting on all of it. Staff were also thanked for the high level of care shown to pupils during lockdown, and the seriousness that they show to keep pupils	

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	safe. Governors asked whether it would be possible to use any of the additional funding from the extra pupils on enabling access to the internet for all pupils, consulting Turn IT on how best to achieve this. There may also be government grants available for the purpose.	HW/KR
15	Health and Safety update, incl staff welfare Someone from the diocese premises team is coming to look at the areas with asbestos in the autumn.	
16	Governor training online SH has updated all his safeguarding qualifications. CM and BT to compile a list of training available online, ready for the next meeting. Any governors with particular interests to let them know.	CM/BT All govs
17	Any other business Governors were thanked for all their hard work and support over the year. Everyone should be very proud that all pupils had been able to return to school.	
	Meeting closed at: 8.05pm	
	Dates of next meetings: LGB – Thursday 24th Sept at 7pm (3rd Dec, 4th Feb, 18th March, 20th May, Tues 20th July) T&L – tbc FPP – tbc	

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