



Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

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Minutes of the Local Governing Body meeting held on Thursday 3rd December 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] Matthew Nicholson (MN) [Foundation] Mandy O'Sullivan (MOS) [Parent] Hannah Penwarden (HP) [Parent] Ruth Sibly (RS) [Foundation] Helen Watson (HW) [Co-opted]
<u>In attendance:</u>	Bryony Thomas (BT), Clerk
<u>Apologies:</u>	All members were present
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 All members were present.	
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	Adopt ODST 2020 Code of conduct* The meeting briefly reviewed the updated code, reminding governors of their role and purpose, and the commitments they have made, the consequences of breaching the code, and recognising the difficulty in carrying out some of these duties during the pandemic. One area to focus on for the future is gathering the voices of others in the community. Governors were happy to adopt the code.	
6	Notification of any urgent business None was raised.	
7	Approval of the minutes from the previous LGB meeting held on 24th	

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LGB Minutes 3rd December 2020

	September 2020* These were approved as an accurate record of the meeting.	
8	Matters arising from the Minutes not arising elsewhere:	
8.1	Enabling home internet access via mobile hotspots The meeting discussed the possibility of purchasing hot spot devices (ranging in cost from £40 to £100), and whether this would be a useful service that may still be appropriate. HM and MN to discuss further. The school has recently purchased data cards to give to parents where needed if the school has to close.	HM/MN
8.2	Communication of new headship arrangements to parents CM had informed parents by letter of the new headship arrangement in January, with HM returning as fulltime head. There had been little response, which governors took to reflect the confidence in the current senior leadership team. No other matters were raised.	
9	Reports from T&L and FPP* T&L The recent T&L committee had focused on reviewing the autumn data. The data on progress was good, that on attainment less good, as would be expected after the lockdown and disruption to learning. The committee meeting had also looked at SEN within the school. All staff are focusing on wellbeing. All pupils in Key Stages 1 and 2 have completed the Stirling Wellbeing Scale Assessment to provide a baseline indicator for their mental health and wellbeing. Pupils with low scores will be monitored, included in an ELSA group, or the Boxhall assessment used to delve deeper into the score. The Stirling assessment has proved an effective way of gaining the child's voice, and will be repeated in February. <i>Q: Can you give us the overall picture from the survey?</i> <i>A: No, but this can be collated for governors. Generally, younger pupils did not flag up issues, with older pupils more likely to say whether areas are difficult or not. Some pupils are finding it more difficult making choices and are not positive about what the day will bring.</i> On questioning, LH confirmed that few surprises had been picked up, and she has put in place a half-term of ELSA-based PSHE lessons to improve resilience and boost self-esteem. Governors thanked staff for their hard work in this area, particularly LH as SENCo.	LH
	FPP The recent FPP committee had reviewed the benchmarking document provided by ODST, and found the school to be broadly in line with other schools, except that Dr South's employs more support staff. ODST has been looking to reduce costs in non-salary areas of school budgets by tendering on behalf of all schools. JC and MN to discuss with Mike Bingham at ODST how far this project has progressed.	JC/MN
	With regard to finance, it is clear that the budget will need to be reconstructed following the costs of the pandemic and the expiry of the joint headship arrangement with Bletchingdon at the end of December. HM will prepare a revised budget for January, and governors will then look at the school's medium-term financial prospects, as previously undertaken in 2018. Governors questioned the drop-off in numbers for nursery and wraparound care	HM/JC

	clubs, and what the school is doing to reduce overheads and redeploy staff. Both after school club and breakfast club numbers are increasing, and bookings are higher for next term. Nursery numbers are still low. <i>Q: Will there be a rise in the new year?</i> <i>A: No, not judging from the level of enquiries. Restrictions have meant parents keeping their children at home, or attending full wrap around care, as pupils are not supposed to cross settings.</i> <i>Q: Guidelines discourage multi-settings, but do they ban it?</i> <i>A: The guidelines state that pupils should attend one setting only, but it is permissible to also go to a child minder, where absolutely necessary. HM to contact the Early Years Team for advice.</i> Although the school is facing an increase in costs and decrease in income, it is in the fortunate position of having reserves. Governors questioned the impact on staff, with the ending of the arrangement with Bletchingdon. HM and Katie Rayner (KR) will continue to work for 1 day/week at Bletchingdon until Easter, and LH 2 days/week.	HM
10	Staff and pupil wellbeing The winter term is always long and challenging, and staff are generally ground down at this time, so it is not just the pandemic that has currently reduced staff resilience. Governors questioned plans for the inset days – the December inset day will concentrate on training on remote learning and Teams. The January inset day has not yet been devised. Pupil wellbeing has already been discussed under point 9. <i>Q: Has pupil inability to focus/lack of concentration continued, or has this been addressed?</i> <i>A: The school is addressing it, but the constant feeling of instability has not helped staff, pupils or parents. The general lack of resilience in pupils has been targeted by specific interventions but is still there.</i>	
11	School action plan* Priority 1 is the focus on mental health and wellbeing. <i>Q: The actions look to be on track. Are there any that are off track?</i> <i>A: No, all actions planned for this priority are on schedule.</i> Priority 2 is to have a broad and balanced curriculum, embedded across the school, which is carried forward from last year. This is on track for next summer, and HM will focus some of his additional time at Dr South's from January on this priority. <i>Q: Schools are to be credited much more if they don't just stick to the 'three Rs'. Will the changes to the curriculum include all this?</i> <i>A: This has been the 'vibe' from Ofsted for some time now, and chimes with the ethos of Dr South's. However, the school needs to ensure the broad curriculum is embedded, with a robust assessment system behind it. The intent needs to be worked on more, with the school vision underpinning the curriculum aims. Following implementation, the impact of the new curriculum will then be assessed.</i> The governors' intention to develop a strategic plan has been disrupted by Covid, which has both taken up time on more immediate challenges and thrown up questions about the greatest strategic threats and opportunities. Its subject is very much intent, and development of the plan could be worked on together with the curriculum plans, also incorporating SIAMS. The school will ask governors	HM/HW

	working on the strategic plan for input once ready to work on the curriculum in the new year. Priority 3 – to improve the progress and attainment of maths in more able pupils – was covered in the T&L meeting. SH and HW have already done some monitoring, and were encouraged to find that it is not just the more able pupils who are completing some of the more challenging exercises. This priority is the prime focus of HW’s training course. <i>Q: Is Target Tracker something you would use if not required to by ODS?</i> <i>A: This has never been considered; Target Tracker fulfils its function and is good enough. Standardised tests such as the national tests for Years 2 and 6, as well as other assessment tools, confirm this.</i> Priority 4 is to identify and close gaps in knowledge arising from the pandemic. The school confirmed that this was a key advantage of Target Tracker in that it could clearly indicate where any gaps are. <i>Q: Where will pupils be at the end of the year? Will they have caught up or will there be a permanent gap?</i> <i>A: Generally, pupils without SEN can make accelerated progress so should catch up to where they should be. Those with additional needs may find it harder to catch up.</i> <i>Q: Do a large proportion have gaps? Do you have everything you need to fulfil the interventions required?</i> <i>A: Yes, there are a lot of interventions already in place and pupils are already catching up.</i> HM to allocate actions to governors for monitoring and will email governors with dates for this.	HM
12	SIAMS This needs to be added into the curriculum. With the change in LH’s responsibilities, RE is now being taught by the class teachers. This addresses the issue of succession planning, but means that teachers require support. HP to catch up with the position on RE teaching within the school. Governors expressed regret that they are currently unable to visit the school, making discharge of their duties more difficult. HP to attend an assembly via Zoom.	HP HP
13	Safeguarding including Annual Safeguarding Report* Every school in Oxfordshire completes an annual report on safeguarding for the previous year. The safeguarding governor has reviewed the report with HM in detail and is happy with what has been covered. The report will be submitted by the end of December. E-safety was also discussed. Governors questioned what proportion of staff had received safeguarding training, as the report simply states 23. It was confirmed that all staff receive generalist training in-house from HM (a qualified trainer). Governors also wondered how the school compares with other schools. This information is not available, but the general feeling is that the school has quite low numbers of actions required. <i>Q: Has the school seen any change over time?</i> <i>A: The report covers up to July, and numbers are low so it is hard to see any change from last year.</i> Governors were content to adopt the report, and thanked HM, RS and all the staff for their work on safeguarding, the key priority of the school.	

14	Governors' Strategic Plan Covered in point 11.	
15	LGB effectiveness and skills audit report from ODS* Nearly all governors had been able to complete the survey. It was agreed that CM will discuss the report 1:1 with all governors before the next LGB meeting, and prepare a summary of governor views for that meeting. Governors raised the point that although very engaged with the school in principle, non-parent governors don't know the staff of the school and would like the opportunity to meet informally. This was previously addressed by a former governor providing a meal for governors and staff as a thank you to staff. It is hoped that this can be repeated at the end of the current academic year. Governors also discussed the likelihood that the responses to the report from more experienced governors may be very different to those of newer governors. Governors were thanked by the school for the enormous and important role they play in the school.	CM/all govs
16	Governor training	
16.1	DTS training programme/EiG training* The EiG programme would seem to have been discontinued, replaced with the online ODBE programme circulated (a pay as you go scheme). As an ODS school, the rates are reduced for Dr South's. Governors should let KR know if they wish to do a paid course so she can make the booking and payment at the same time, but for free courses can book on themselves. The Governor Services online training scheme has had good feedback, and it was agreed that the Spring term programme would be circulated. All governors were encouraged to identify one course in an area to develop further.	Govs BT All govs
16.2	SmartLog safeguarding training All governors will be e-mailed with the login details for the short online safeguarding course provided by SmartLog. Governors were asked to complete the training by Friday 15 th January. The FPP committee are also signed up for a sample of the health and safety courses undertaken by staff, such as fire awareness training.	All govs
17	Health and Safety update The fire extinguishers all passed their regular check. There are no matters outstanding, and the annual inspection is due in mid-January. <i>Q: Is the school happy that staff are maintaining safe Covid behaviours?</i> <i>A: It is an ongoing battle, as it is so easy to slip into bad habits.</i> Governors were happy to help with this if needed, as they are responsible for the health and wellbeing of staff.	
18	Governor appointments RD is now a foundation governor, and a co-opted post is vacant. The effectiveness audit is useful in showing skills gaps on the governing body, and following the 1:1 discussions with governors, a recruitment will be made. Governors were very happy for CM to renew his appointment as foundation governor in the spring.	CM/BT
19	Any other business JC will present a paper at the February meeting on the revised budget. Governors were thanked for all their hard work.	JC
	Meeting closed at: 8.25pm	

Dates of next meetings:	
LGB – Thursday 4th Feb at 7pm (18th March, 20th May, Tues 20th July)	
T&L – Wednesday 10th March at 5pm (5th May, 12th July)	
FPP – Thursday 21st Jan at 7.30pm (4th March, 6th May, Tues 6th July)	