



Dr South's CE Primary School

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Nurture, Educate, Inspire

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Minutes of the Local Governing Body (LGB) meeting held on Thursday 20th May 2021 at 7pm using Zoom

<u>Present:</u>	Calum Miller (CM) [Foundation], Chair Kathryn Campbell (KC) [Foundation] Jon Conibear (JC) [Foundation] Rob Dallison (RD) [Foundation] Liz Halsey (LH) [Staff] Steve Hayes (SH) [Foundation], from 7.10pm 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 HM opened the meeting with a prayer.	
2	Receipt of apologies for absence All members were present.	
3	Declaration of any new interests including related party transactions (RPTs) CM is now a county councillor. There were no other 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 A revised child protection and safeguarding policy had been circulated for approval.	
6	Discuss head's report* The report was a review of the spring term, and governors considered it section	

Certified true copy of minutes.....

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by section.

Quality of education

This provided a narrative of the school's navigation of the recent lockdown. Governors questioned why there was no discussion of the two issues raised in the last Ofsted inspection and quoted at the start of the report. These were present for information, and had been addressed in recent school action plans. However, the Teaching and Learning (T&L) committee are still monitoring handwriting, and SH had recently been into school to look at handwriting books with HW. Actions had been agreed, and handwriting remains a priority. The second comment, to ensure that pupils, particularly the more able, develop their subject-specific writing skills, has been addressed within the new curriculum being developed.

Q: Are we due a visit from Ofsted?

A: No, the inspection cycle is normally 5 years, but has been put back 1 year. We are not therefore due an inspection for several years, but continue to work on the areas identified at the last inspection.

Q: Is there any national data?

A: No. No pupils are sitting SATS. Schools can do their own tracking and assessments, but there are no expectations for schools to publish the results.

Behaviour and attitudes

No questions were raised.

Personal Development, including Social, Moral, Spiritual and Cultural Development

Governors questioned how successful interventions had been. Assessments using NARA (Neale Analysis of Reading Ability) and Sandwell have indicated academic interventions have been beneficial, and more have been put in place. The Stirling Wellbeing survey has been used to identify pupils requiring emotional support through the ELSA (Emotional Literacy Support Assistant) programme. Those pupils identified and supported following the first lockdown proved more resilient during the second lockdown. The survey also indicated older pupils had been more affected emotionally by the lockdowns, but this was likely to be because the survey is designed for older pupils (Key Stage 2+). It was also noted that teachers would know more easily when younger pupils are upset.

Leadership and management

No questions were raised.

Early Years

No questions were raised.

Premises and finance

No questions were raised.

SIAMS

This will be discussed later in the meeting.

	SH joined the meeting at this point. <i>Q: You have identified the learning gaps – what are these and how are they being addressed?</i> <i>A: Over Easter, teachers worked extremely hard to update Target Tracker, so that a gap analysis can be run for each child to clearly identify their gaps in learning.</i> <i>Q: Kevan Collins, the coronavirus recovery tsar, believes recovery will take years. Do you agree?</i> <i>A: It will certainly take a long time to completely establish the effects of the two lockdowns and ensure all pupils have overcome all gaps in learning and emotional resilience.</i> <i>Q: How much of the curriculum was covered when teaching was online?</i> <i>A: Teachers tried to stick to the planned curriculum as best possible, but not teaching face to face meant that misconceptions could not be quickly picked up. Those sections of the curriculum taught remotely will not be repeated, but as misunderstandings and gaps become apparent will be redone as required.</i>	
7	Review Self-Evaluation Form (SEF)* The gradings within the SEF have remained broadly the same, as the school has continued much as before. Good progress has been made on development of the new curriculum. Reading has been prioritised. Governors were content to adopt the SEF as circulated.	
8	Receive and discuss report from T&L* Minutes of the recent meeting had been circulated, and an update given in the head's report. One point was highlighted for governors. As mentioned in item 6, the way the school uses Target Tracker has now changed to make it more efficient. It used to be updated three times each year, following the data drops. It will now be updated more frequently, as and when pupils demonstrate their learning. Teachers updated their records from November over the Easter holidays, and the tool will now be much more useful in identifying gaps and more dynamic going forward. <i>Q: What is the cup of kindness mentioned in the minutes?</i> <i>A: This is a cup filled with treats that is passed round anonymously to a member of staff to give them a morale boost.</i>	
9	Receive and discuss report from Finance, Premises and Personnel (FPP)* The current year had looked very challenging financially 3-4 months ago, with the early ending of the arrangement with Bletchington, costs from the pandemic, reduced income from school clubs and extremely low Nursery numbers. However, the situation has improved considerably, by £30-40,000, and the deficit to the budget will now be considerably less. Although the carry forward has been reduced, the school still has the required equivalent to 5% of its delegated funds to carry forward. The FPP committee discussed the enrichment programme and its funding at length, and has suggested that more money be raised to enable the programme to be broadened. HM is considering over the next few months what could be added. One idea is inspirational computer teaching.	

	Staff appraisals have all been completed, and staff morale is believed to be improving as restrictions begin to lift.	
10	Review and approve 3-year budget* The budget had been scrutinised by the FPP committee, with only tweaks made since that meeting. Governors had found the colour coded spreadsheet of costs, and what could be achieved, helpful. Since the FPP meeting, specialist computer teaching for one afternoon each week has been included, funded by the Friends of Dr South's. An additional teaching assistant (TA) to accelerate catch-up after Covid has been included in the costs for 1 year. ELSA work will continue, along with the statutory 1:1 support required by some pupils. <i>Q: Have we received additional money to address costs arising from Covid?</i> <i>A: We have received £8000 in three tranches, and this has all been allocated within the current year's budget. With regard to additional catch-up money, HM has already discussed this with the trustees of the Dr South's Educational trust fund and the school's trust fund, to fund the additional 1-year TA contract.</i> Governors recognised how fortunate the school is to have the support of the community for the policy pursued by HM to accelerate pupil catch-up emotionally and academically. Governors discussed the drop in numbers for Reception in September. There are 2000 fewer children in this year group in Oxfordshire, which goes some way to explain the low Nursery numbers this year, so there is a serious challenge to core funding. However, despite exceptionally low Nursery numbers this year, there are already 12 children booked to start Nursery in September, which is unheard of, and should improve numbers of Reception pupils for the following year. It would therefore seem that the drop in numbers this year is just a 1-year dip. There have also been a number of enquiries for places higher up in the school, though funding for these additional pupils will not come until next year's budget. The trust funds will be drawn on more than in the past, but this is not of concern in the short-term. The school's finances are sound for the next 3 years, even with a conservative budget, and HM was thanked for his work on the budget and his careful stewarding of the finances. The FPP committee was thanked for its scrutiny and challenge, and the donors who had set up the trust funds and who have contributed so generously in the past and present were also acknowledged and thanked. The recent parent questionnaires, still being analysed by the school, indicate quite clearly that parents recognise and appreciate the enrichment programme enjoyed by their children and which has been affected by the pandemic. The budget, version <i>2021-05-12 Final version for governors</i>, was approved, with a first year in-year carry forward of £959.	
11	Staff wellbeing The meeting noted the activities designed to boost morale – the cup of kindness,	

	spoil someone Friday, and the tea, cake and presents event – and highlighted the hard work of the mental health first aider, Chrissy Robinson. Governors were delighted to hear that staff wellbeing is improving. Staff are very much enjoying being able to chat to each other, and although still following the rules and guidance, they appreciate the relaxation in restrictions and the less complicated environment.	
12	Update on safeguarding* RS, safeguarding governor, had met with HM and a report of her visit circulated before the meeting. She highlighted the teacher-pupil relationship at the school, with staff knowing the pupils so well. In addition, being back at school has made a huge difference to everyone's wellbeing. A revised child protection and safeguarding policy from ODS had been circulated, with changes marked in green. There had been no significant amendments, and governors were happy to approve the policy.	
13	Update on health and safety There are no incidents/issues to report. The governor walkabout is still taking place, before or after school.	
14	SIAMS – frequency of updates At present, SIAMS is a standing item on every LGB agenda. However, it was agreed that there will now only be occasional updates at the LGB meetings, with T&L taking on responsibility for the focus on SIAMS. HP, as SIAMS governor, will continue to liaise with LH. It was also decided that SIAMS and the focus of Dr South's as a church school will be the topic for discussion at the November LGB meeting, and LH and HP will plan accordingly.	
15	Approval of draft Personal, Social, Health, Citizenship and Economic (PSHCE) Policy (including Relationships and Sex Education (RSE) Policy and Health policy)* With the review of the entire curriculum, there is a need to update the RSE policy within the PSHCE policy and undertake a parent consultation. The proposed policy is based on a model ODS policy. Once approved by governors, the policy will then be taken to parents for consultation. Governors discussed the policy and consultation. <i>Q: Will parents have the opportunity to change the policy?</i> <i>A: It would depend on the response. An individual is unlikely to change the policy, but if there is a groundswell of opinion the policy may be amended as appropriate.</i> Parents have the statutory right to withdraw their child from elements of the sex education lessons but it hoped that if they have engaged with the process, they will not do so. Following discussion it was agreed that: • an introductory session will be held to explain the objectives of the consultation • parents will be encouraged to submit their views at the meeting, in writing or	HM

	in 1:1 sessions with HM or a female member of staff • when the policy is circulated, a scheme of work summary will also be included, to clarify what topics are taught for each age group • the overview section is revised to better explain the aim of the policy. Two sections were considered outdated – the section on HIV/AIDS, where a difference in tone is required, and the section on homosexuality, which should discuss sexual orientation rather than just homosexuality. Governors questioned whether specialist teachers would be required, but class teachers, as known and trusted adults, will teach the subject. Governors also asked about resources, as older books in the library will not be in line with the policy. However, older books are considered to have a place in the library, but additional books will be purchased. There are also a lot of resources online. The policy was approved for consultation, subject to the amendments discussed. The policy will be circulated to parents after half-term, and returned to the LGB for final approval at its July meeting before full rollout in September. Governors were happy to be consulted further on details of the parental consultation.	
16	Approval of the minutes from the previous LGB meeting held on 18th March 2021* These were approved as an accurate record of the meeting. CM to leave a signed copy at school.	CM
17	Discussion of matters arising from the minutes not covered elsewhere:	
17.1	Date to discuss strategic planning within the context of the new curriculum A meeting to discuss strategic planning, within the context of the new curriculum, will take place in the autumn term at the first review of the new curriculum. An additional meeting to inform governors will also be arranged for the original small group (KC, JC, RD, CM) working on the school's strategic plan. Anyone interested in joining the group should contact CM, and a date will be arranged.	KC/JC/ RD/CM
17.2	Governor visits to school It is still not appropriate for governors to visit classrooms, but governors could come into school to attend socially distanced meetings with staff. Anyone wishing to do so should contact HM to book a visit, and complete a lateral flow test before the meeting.	
17.3	Update on staff/governor social event and recruitment of volunteer Subject to the lifting of restrictions, it is hoped that an event for staff and governors could be held towards the end of term. A date and volunteer to organise the event are still required.	All govs
17.4	Volunteer to work on governor induction with CM/BT A volunteer is still required.	All govs
17.5	Update on governors to be linked with classes This will be easier to organise in the new academic year when restrictions have lifted.	
17.6	Update on working group for senior leader recruitment	

	No group has yet been formed. ODBE training on headteacher recruitment is being held on 16 th June.	All govs
17.7	Confirmation that all required duties arising from the revised Scheme of Delegation are covered within the committee terms of reference The terms of reference have been revised to bring them into line with the revised Scheme of Delegation, ready for approval in September.	
17.8	Completion of SmartLog safeguarding training by all governors Two governors still need to complete the training and HM will contact them. One governor has completed the training at another school, and will be removed from the list of governors required to complete the training.	HM
18	Governor training KC had attended ODBE training on effective governance, and RS is booked to attend training as safeguarding governor.	
19	Any other business It was agreed that hybrid governor meetings could take place in future, i.e. a mix of virtual and face to face, but governors attending face to face should have laptops or devices so that they can attend the virtual meeting from the school.	
	Meeting closed at: 8.20pm.	
	Dates of next meetings: LGB – Tuesday 20th July at 7pm T&L – Monday 12th July at 5pm FPP – Tuesday 6th July at 7.30pm	

*Indicates documents are associated with this item. *Italic text highlights governor questions, and the answers given.*

Bold text highlights action points arising from the meeting.

Quorum required: At least 5 governors, one of whom should be a Foundation LGB Member

Action points arising from the meeting

HM to amend RSE policy as outlined, before circulation to parents. A scheme of work summary will be circulated with it. An introductory session will be held to explain the objectives of the consultation. Parents will be encouraged to submit their views at the meeting, in writing or in 1:1 sessions with HM or a female member of staff.

CM to leave a signed copy of the minutes of the LGB meeting held on 18th March 2021 at school.

KC/JC/ RD/CM will meet with HM to look at strategic planning within the new curriculum.

A volunteer is required to organise the staff/governor event at the end of term.

A volunteer is still required to work on governor induction.

Volunteers for a working group for senior leader recruitment are still required.

HM to contact governors still needing to complete SmartLog safeguarding training