



# 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 Tuesday 20<sup>th</sup> July 2021 at 7pm using Zoom**

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

| No. | ITEM                                                                                                                                                                                                                                                   | ACTION |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1   | <b>Welcome and opening prayer</b><br>CM welcomed everyone and expressed regret that not all governors had been able to attend the very successful social event for staff and governors held before the meeting. SH led governors in an opening prayer. |        |
| 2   | <b>Receipt of apologies for absence</b><br>Apologies were received and accepted from Matthew Nicholson.                                                                                                                                                |        |
| 3   | <b>Declaration of any new interests including related party transactions (RPTs)</b><br>There were no new declarations of interest. No RPTs were declared.                                                                                              |        |
| 4   | <b>Review of the RPT register</b><br>There were no RPTs to review.                                                                                                                                                                                     |        |
| 5   | <b>Notification of any urgent business</b><br>None was raised.                                                                                                                                                                                         |        |
| 6   | <b>Receive headline attainment data*</b><br>The headline data had been circulated prior to the meeting. Teacher assessments have been completed, but ODSST requested test data, and the phonics test for                                               |        |

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|   | <p>Year 1, and those pupils in Year 2 who had not previously passed, and the Year 2 and Year 6 SATS from 2019 had all been sat under test conditions. Governors questioned how much weight should be given to the results after such a disrupted year. Each cohort is different, but the school is pleased with the results, which were good. The tests were taken 6 weeks later than the usual time in May, and it is believed this helped to improve the results. Writing was weaker across all year groups, reflecting the difficulties in teaching writing online.</p> <p><i>Q: For next year, with the catch-up support, do the results point to particular areas which would change your plans?</i></p> <p><i>A: Next year's cohort is very different, and has been discussed as it has progressed through the school. Relative attainment levels are not expected to be principally impacted by COVID.</i></p> <p>It is believed that the SATS results for next year will not have to be published, though this may change.</p> <p><i>Q: How did the results match up with the targets? Pre-Covid, what would you have wanted?</i></p> <p><i>A: What was predicted at the start of the year would seem to be pretty accurate, the results for reading are particularly pleasing.</i></p> <p>Governors thanked staff for helping pupils with catch-up and achieving good results against the backdrop of such a year.</p>                                                                                             |  |
| 7 | <p><b>Receive and discuss report from Teaching and Learning (T&amp;L)*</b></p> <p>Minutes from the recent meeting had been circulated. The committee had reviewed the data from the tests and summer assessments. Priorities suggested for next year's action plan were:</p> <ul style="list-style-type: none"> <li>• Writing</li> <li>• Mental health and wellbeing</li> <li>• Diversity.</li> </ul> <p>Governors further discussed diversity as a possible priority. Though considered to be an underlying strength of the school, the focus could be on articulating what the school does. Determining success criteria may be difficult. Diversity is covered in religious education (RE) and Relationships and Sex Education (RSE). Governors when monitoring could note when welfare and any bullying incidents (or lack of) are reported at meetings, and highlight when diversity is covered in assemblies, so there are various ways to record it. Improvement could be shown with a questionnaire.</p> <p><i>Q: Is it possible to achieve standard objectives in this area?</i></p> <p><i>A: We have previously looked at preparation, implementation and embedding for priorities within the action plan. We could perhaps link diversity with the embedding of the new curriculum and final development of our strategic vision.</i></p> <p>T&amp;L also looked at staff welfare, which is better than it was, including that of teaching assistants (TAs), who have previously felt particularly isolated.</p> |  |
| 8 | <p><b>Receive and discuss report from Finance, Personnel and Premises (FPP)*</b></p> <p>Minutes from the recent meeting had been circulated. This year, the school will show an in-year budget deficit, arising from the costs of Covid and the early ending of the shared headship arrangement with Bletchington. These are short-term causes, and the finances are not of overall concern.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

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|    | <p>In item 7.3 of the FPP minutes, there is reference to discussions with Anne Dellar at ODSST concerning the shortfall in funding arising from the ending of the shared headship, and these discussions will continue.</p> <p>The FPP meeting had discussed the enrichment programme at length. The programme has been more difficult to carry out this year, but the school has achieved some success in doing so despite the lockdowns. HM is to consider the programme over the summer and would like governor engagement in finalising next year's plans in the autumn. He would like to ensure that the best programme is achieved with the budget available and without compromising core subjects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |
| 9  | <p><b>Receive and sign-off school action plan*</b></p> <p>An updated action plan, with comments indicating progress made and actions still to be completed, had been circulated before the meeting. Some mental health actions are ongoing. One correction to the circulated document is that the staff questionnaire did in fact take place. The curriculum has been developed ready for the autumn, and a lot has been achieved in closing the gaps in learning arising from the Covid lockdowns. The teacher assessments have shown gaps still exist, and these will be tackled when the relevant areas are re-covered next year. Priority 3, improving attainment in maths for more able pupils, was discontinued in February to allow greater focus on the remaining priorities.</p> <p><i>Q: In terms of knowing where all pupils are at present, there is a difference between year groups. We have good data for Years 2 and 6 unlike that for the other year groups.</i></p> <p><i>A: From the tests sat by Years 2 and 6, we were able to gather empirical evidence of what pupils knew. This has not been the case for the other year groups, despite comprehensive teacher assessments.</i></p> <p><i>Q: Before we complete the current action plan, should we not establish what pupils know and don't know?</i></p> <p><i>A: Because teaching is cyclical, we don't go back and gaps will be covered next year as they are revealed. Target Tracker will be updated as evidence is gained.</i></p> <p><i>Q: So there is potentially deferred progress?</i></p> <p><i>A: Yes. The raw data must be treated with great caution.</i></p> <p>Governors were happy to approve the sign-off of this year's action plan.</p> |    |
| 10 | <p><b>Receive and sign-off self-evaluation form (SEF)*</b></p> <p>T&amp;L had reviewed the sections on quality of education, behaviour and attitudes, personal development and the quality of Early Years education. The current meeting therefore looked at the section on leadership and management. Governors were asked to collectively decide on the grading of the summer section. All items had been graded as good (indicated by green) in the spring.</p> <p>The statement 'leaders engage with the whole community' had proved very difficult for governors to carry out over the last year, yet school leaders had done an outstanding job. Governors would therefore have liked a split of orange (take note) and blue (outstanding), but it was agreed that the <b>box would remain green and a comment added</b>. It is hoped that next year will be more normal, and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | HM |

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|    | <p>governors are able to visit and become much more engaged again with the school, and also meet face to face.</p> <p><i>Q: What should we think about over the summer that we can do better next year?</i></p> <p><i>A: The staff loved the social event this evening, feeling valued, and are keen for governors to visit the school next year and restart governor monitoring in person. Governors will then gain a better picture of the life of the school and will be better able to carry out their role of challenging the school's leadership.</i></p> <p>It was questioned why the culture of safeguarding statement is green rather than blue. It was explained that there has to be evidence, but RS is very diligent in her role as safeguarding governor, and there was evidence of great care of vulnerable pupils during the lockdowns, and it was agreed that <b>the statement would be marked as blue. An updated copy will be sent to BT.</b> All other areas will remain green.</p>                                                                                                                                                                                                                       | HM |
| 11 | <p><b>End of year review of SIAMS</b></p> <p>LH had reviewed the action plan from the SIAMS inspection 2 years ago. Although another inspection is not due for some time, the school continues to make progress. Class teachers have been teaching RE since September, and this is now secure. The year's membership of RE with Islam has proved very useful, with LH attending three training courses and having gained a lot of resources.</p> <p>Pupils have not been able to plan and take assemblies this year, though Beech class have been able to prepare one virtual assembly this term. It is hoped to start this again in the autumn and governors questioned how quickly this could begin. It is planned that, restrictions permitting, the Thursday worship club at lunchtime will start straight away.</p> <p>LH was thanked for her excellent work on RE in this challenging year. RE has continued and there have been regular assemblies. A school highlight was the Oak class singing assembly with pupils both in school and at home taking part. <b>HP is to look at Target Tracker over the summer and how best pupils can be measured and assessed in RE to provide evidence they are learning.</b></p> | HP |
| 12 | <p><b>Discuss priorities for next year</b></p> <p>Initial ideas included:</p> <ul style="list-style-type: none"> <li>• Embedding of the new curriculum, linked with strategic planning and the SIAMS vision, and incorporating diversity</li> <li>• Academic catch-up – though the test results were good there are still gaps in learning, and writing, particularly stamina in writing, is of concern</li> <li>• Embedding of mental health and wellbeing.</li> </ul> <p>Governors were asked for their views, and it was agreed that the discontinued priority of attainment in maths for more able pupils in all year groups should be added to the list.</p> <p><i>Q: Is it realistic to expect pupils to catch-up on all areas in 1 year? There is much discussion amongst the experts that it could take 3 years for pupils to catch-up socially and academically.</i></p> <p><i>A: Yes, though the test results were much better than expected and pupils have shown great resilience. There is evidence that pupils have made progress, and in many cases accelerated progress, with interventions working.</i></p>                                                                                                  |    |

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|           | <p>Governors agreed that catch-up should be a priority. Though setting the parameters for where pupils should be at the end of the year would be difficult, it is important that there is a clear starting point in term 1.</p> <p>Governors discussed the rather large priority of embedding the new curriculum, linked with strategic planning, SIAMS and diversity, and felt it was in danger of losing the value of being a priority. The school would like to ensure the new curriculum is of the highest quality, but governors were concerned about the addition of the other areas to the priority, with it being the overarching purpose of the school rather than an action plan priority.</p> <p><i>Q: Should the priority be more about readiness for Ofsted, documenting how the curriculum is working and governors able to explain it?</i></p> <p><i>A: There is a balance between the head driving the school forward and governors providing a clear strategic vision.</i></p> <p>Governors discussed whether writing, with a whole school drive, should be a separate priority from academic catch-up, where the focus is on individuals. This raised concerns about the number of proposed priorities, and how governors can monitor and hold the school to account for so many. It was agreed that governors will monitor three priorities on the action plan, with MOS monitoring a fourth priority, mental health and wellbeing, as part of her SEN governor role. The school will take responsibility for driving the priorities not included on the plan with class teachers.</p> <p><b>HM will prepare a draft action plan for governors to discuss at the September LGB meeting.</b></p> <p><i>Q: Should we focus resources on Year 6 in the coming year? Will any of our priorities assist this year group?</i></p> <p><i>A: The class will have all the additional support that Year 6 normally has, and the focus on writing will help. The class will thrive in the end of year production, as its pupils are very gifted in drama and singing.</i></p> <p>Governors discussed the difficulties in finding experienced TAs at present, with many local schools unable to appoint to vacancies. HM will re-advertise in mid to late August.</p> | HM |
| <b>13</b> | <p><b>Staff wellbeing</b></p> <p>As previously stated, staff are much better placed than 2 months ago, able to socialise more and looking forward to the summer break. The mental health champion, Chrissy Robertson, has done a fantastic job this year, holding everyone together, and is likely to continue in the role in September. Governors expressed their thanks to Chrissy for all her hard work.</p> <p>HP was also thanked for masterminding the social event this evening for staff and governors that had gone so well.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| <b>14</b> | <p><b>Update on safeguarding</b></p> <p>RS had been into school in May. HW had reported to T&amp;L that there are no major</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |

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|           | concerns.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                              |
| <b>15</b> | <b>Update on health and safety</b><br>There are no matters to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                              |
| <b>16</b> | <b>Final approval of PSHCE Policy (including Relationships and Sex Education Policy and Health policy)*</b><br>The parent consultation had been held, and emails had also been received beforehand that were broadly positive about the policy. Parents would like to be pre-warned about topics to be covered in the coming term. It is hoped to restart the termly class newsletters, and these will be used to include the requested information.<br><br>Amendments to the policy were shown in red. The policy was unanimously approved.                                                                                                                                                                                                                                                                                                                                              |                                                                              |
| <b>17</b> | <b>Approval of the minutes from the previous LGB meeting held on 20<sup>th</sup> May 2021*</b><br>The minutes were approved with no amendments and signed as a true record of the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |
| <b>18</b> | <b>Discussion of matters arising from the minutes not covered elsewhere:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                              |
| 18.1      | Date for meeting with HM to look at strategic planning within the new curriculum<br>HM will talk to individuals if he needs to.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                              |
| 18.2      | Update on staff/governor social event and recruitment of volunteer<br>A successful social event was held before this meeting at the school with both staff and governors, organised by HP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |
| 18.3      | Volunteer to work on governor induction with CM/BT<br><b>CM will contact governors about this over the summer.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>CM</b>                                                                    |
| 18.4      | Update on working group for senior leader recruitment<br><b>CM will contact governors about this over the summer.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>CM</b>                                                                    |
| 18.5      | Completion of SmartLog safeguarding training by all governors<br><b>Governors will be expected to have completed this training in September.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>All govs</b>                                                              |
| <b>19</b> | <b>Governor training update</b><br>SH had attended two excellent courses – one on mental health and one on restorative justice in schools.<br><br>The school has signed up to a package negotiated with the National Governance Association by ODST, and there will be a familiarisation session in early October for all governors to explain what is available. <b>BT will inform governors of the date as soon as possible.</b><br><br>The Governor Services autumn programme had been circulated to CM, MOS and HM, and it was agreed that <b>the school will subscribe for the coming year, with all governors aiming to attend as many sessions as they feel able to.</b> There will be a folder on GovernorHub for any useful training material, and governors will report any key information learnt at governor meetings. <b>BT to circulate the programme to all governors.</b> | <b>BT</b><br><br><br><br><br><br><br><b>HM/all govs</b><br><br><br><b>BT</b> |

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| <b>20</b> | <b>Approve meeting schedule for coming year*</b><br>The LGB meeting is held before the subcommittee meetings in September, to allow election of the chairs and to finalise committee membership for the year. The schedule was approved.                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>21</b> | <b>Any other business</b><br>RD is moving away from the Oxford area, but will continue as governor until Christmas. He will attend meetings, travelling up from his new home or remotely. He was thanked for his time as a governor, and for agreeing to stay on.<br><br>HM and HW will share the headteacher governor role next year, leaving two vacancies for co-opted governors. CM will approach interested parties and update governors in September as to the best way forward.<br><br>All governors were thanked for their work this year, and HW was particularly thanked for attending the meeting, having just returned from a residential trip with her class. |  |
|           | <b>Meeting closed at: 8.50pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|           | <b>Dates of next meetings:</b><br><b>LGB – Tues 14<sup>th</sup> Sept at 7pm (30<sup>th</sup> Nov, 15<sup>th</sup> Feb, 29<sup>th</sup> Mar, 24<sup>th</sup> May, 19<sup>th</sup> July)</b><br><b>T&amp;L – Mon 20<sup>th</sup> Sept at 5pm (8<sup>th</sup> Nov, 14<sup>th</sup> Mar, 3<sup>rd</sup> May, 11<sup>th</sup> July)</b><br><b>FPP – Tues 21<sup>st</sup> Sept at 7.30pm (2<sup>nd</sup> Nov, 18<sup>th</sup> Jan, 8<sup>th</sup> Mar, 3<sup>rd</sup> May, 5<sup>th</sup> July)</b>                                                                                                                                                                              |  |

\*Indicates documents are associated with this item. *Italic text highlights governor questions, and the answers given.*  
Red text highlights action points arising from the meeting.

### Action points arising from the meeting

**HM** to update SEF, adding a comment to item 50 and marking item 55 as blue. A revised copy of the SEF will be sent to BT.

**HP** is to look at Target Tracker over the summer and how best pupils can be measured and assessed in RE to be confident they are learning.

**HM** will prepare a draft action plan for governors to discuss at the September LGB meeting.

**CM** will contact governors over the summer concerning volunteers to work on governor induction and as part of a working group for senior leader recruitment.

**HM** to sign school up to Governor Service's training programme for 1 year.

**BT** to inform governors of date for familiarisation session for NGA training package, and to circulate Governor Services' training programme for the autumn.

**All governors** to attend as many sessions as they feel able to of the Governor Services' training programme.

**All governors** will be expected to have completed SmartLog safeguarding training in September.