



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 14th September 2021 at 7pm at school

<u>Present:</u>	Calum Miller (CM) [Community], Chair Kathryn Campbell (KC) [Foundation], attending virtually Jon Conibear (JC) [Foundation] Rob Dallison (RD) [Foundation], attending virtually Steve Hayes (SH) [Foundation], from 7.35pm Huw Morgan (HM) [Co-Headteacher] Mandy O'Sullivan (MOS) [Parent], attending virtually Hannah Penwarden (HP) [Parent] Ruth Sibly (RS) [Foundation], attending virtually Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT), Clerk
<u>Apologies:</u>	Liz Halsey (LH) [Staff], Jonathan Nicholl (JN) [Foundation], Matthew Nicholson (MN) [Foundation]
Confirmation of Quorum - Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer CM welcomed everyone to the meeting and HM led governors in an opening prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Liz Halsey, Jonathan Nicholl and Matthew Nicholson.	
3	Annual declaration of all interests including related party transactions (RPTs) – governors to complete form and also confirm all declarations using GovernorHub* There were no new declarations of interest. No RPTs were declared. All governors present completed the annual declaration of interests form. Remaining governors to email completed forms to BT or leave them at school marked for her attention by 20th September. All governors to also complete the declarations of interest section on GovernorHub by 20th September.	All gobs
4	Review of the RPT register There were no RPTs to review.	
5	Notification of any urgent business	

	None was raised.	
6	Approval and signing of the minutes from the previous LGB meeting held on 20th July 2021* The minutes were approved with no amendments and signed as a true record of the meeting.	
7	Discussion of matters arising from the minutes not covered elsewhere:	
7.1	Update on teaching assistant (TA) vacancy The school had advertised for two part-time TAs to start in September for a Covid catch-up role. No-one had attended for interview, so after discussion with CM, a teacher was appointed to complete one full-day term rather than three afternoon terms of intensive Covid catch-up tuition and then take on maternity cover for Mrs Nel from Christmas. Mrs Dalling, an experienced Early Years teacher, joined the team at the start of September. Her addition to the teaching staff also gives the school flexibility if the guidance on Covid changes with regard to social distancing and pregnant teachers.	
7.2	Volunteer to work on governor induction with CM/BT Governors were asked to volunteer by 21st September, and should contact CM.	Govs
7.3	Update on working group for senior leader recruitment Governors were asked to volunteer by 21st September, and should contact CM.	Govs
7.4	Completion of SmartLog safeguarding training by all governors Governors are expected to read Keeping Children Safe in Education (KCSiE), and it was clarified that Part 1 should be read. They should then complete the questionnaire provided by ODST, and if this is done, they are not then required to complete SmartLog training. RS, as safeguarding governor, will read the entire KCSiE document. All governors should read KCSiE and complete the questionnaire by 20th September. Questionnaires should be sent to BT or left at the school office marked for her attention. All governors should also confirm that they have read KCSiE on the declarations section of GovernorHub by 20th September.	All govs
8	Elections and appointments	
8.1	Elect chair CM was re-elected as chair, but indicated his wish to stand down at Christmas (while remaining a governor, to support a good handover). He asked governors to reflect on whether they could take on the role. <i>[A training session from OCC is to be held on Successful chairing on 25th September at 10-11.30am on Teams. A session run by ODST on the Role of the LGB chair will be held on 8th December at 6.30-8pm, on Teams.]</i>	All govs
8.2	Elect vice-chair MOS was re-elected as vice-chair.	
8.3	Elect committee chairs and review membership of committees Membership of the subcommittees will remain the same, though HM and HW may vary the committees they attend. Election of the committee chairs will take	

	place at the committee meetings next week. JC has already been informally elected as chair of the Finance, Premises and Personnel (FPP) committee.	
8.4	Agree committee terms of reference* These were approved.	
8.5	Approve schedule of delegation* HM had compared the document circulated with the scheme of delegation and terms of reference and had marked various inconsistencies. These are being considered by Clare Powell at ODST. <i>Q: Many duties that we carry out as an LGB are marked as the responsibility of ODST. Do we defer to them or over rule them? Why are so many marked for ODST?</i> <i>A: The trust has delegated as much as possible to the school, but wishes to retain the power to take back responsibility for many of the duties delegated.</i> Governors agreed that CM should write to ODST to express their dissatisfaction with the current position. The schedule was approved with this proviso, and governors will be updated as to any changes at the next meeting.	CM
8.6	Appoint specific governors for safeguarding, SEN, RE/SIAMS, and health and safety Safeguarding governor – RS SEN governor – CM to discuss position with absent governors, MOS to care take role until new person appointed SH joined the meeting at this point. RE/SIAMS – HP Health and safety – MN.	CM
8.7	Adopt ODST Code of conduct; all governors to confirm approval using GovernorHub* The LGB agreed to adopt the code. All governors to confirm individual approval using the declarations section on GovernorHub by 20th September. BT to complete an audit of the GovernorHub declarations section on 20th September.	All govs BT
9	Discuss head's written report* The report had been circulated, and governors were asked for any questions on the report. <i>Q: What are the statistics behind the good progress stated?</i> <i>A: T&L reviewed the data in the summer. Teacher assessments using Target Tracker were cautious. Results for Years 2 and 6, where they sat tests from 2019, were better than the national average (as recorded on Target Tracker) and also better than the trust's average.</i> <i>Q: What is the impact of the low numbers in Nursery?</i> <i>A: This report is for the summer term. Our Nursery numbers were very low last year, with 4 pupils attending over the whole year, and our current Reception class is small. However, we already have 16 pupils in Nursery this year, and it is very possible our Reception year will be oversubscribed in 2022.</i>	

	Ofsted was not active in the summer term, so the gradings shown are using the old framework. The head's report is reflected in the gradings shown in the SEF, which then lead to the priorities developed in the school action plan.	
10	Discuss priorities and approve new school action plan for coming year* Four priorities had been developed: • Priority 1: To embed the new curriculum, and to ensure that it reflects the school's strategic vision, including reference to SIAMS and diversity • Priority 2: To ensure children have made academic catch up in writing • Priority 3: To ensure good progress in maths, particularly for the more able • Priority 4: To ensure good mental health and wellbeing for all children and adults in the school. Governor initials had been added to the monitoring column, and all governors listed will be sent a briefing sheet explaining what is expected of them and when. Many of the early actions required can be completed by phone or email, and it will be towards the end of the academic year that longer more evaluative conversations will be required. A change to the wording on action 3.1 was requested, where 'accelerated progress' should be replaced with 'more mastery statements achieved on Target Tracker'. The priorities were approved, and then discussed in more detail. HM drew governors' attention to the fact that as part of priority 1, the website will be updated over the year. Technically this will mean the school is not compliant with guidance until the summer. Governors asked for a statement to be added to the website that work is ongoing and will be completed by the summer. On priority 2, governors pointed out that success criteria for actions 2.3 and 2.4 are qualitative rather than quantitative, and asked who would define these. HM will define them, and governors were asked to check what the success criteria had been defined as at the start of their monitoring period. Governors also questioned the costs outlined for action 2.2, expressing concern that the budget would need to be redrawn. However, it was clarified that this cost arose from the appointment of a teacher for 1 term rather than 2 part-time TAs for the year, as explained previously, and was not a significant additional cost. The TA costs shown in priority 4 are also already in the budget. No questions were raised on priority 3, but governors questioned where the school stood on priority 4, after the focus last year on the mental health and wellbeing of pupils and staff in the school. Was there a means of benchmarking? LH had already looked into this, and it is not possible to benchmark scores against other schools or nationally. However, wellbeing will be assessed with the Stirling survey at the start of the year to give a baseline for future scores.	Govs HM
11	Agree process of finalisation for strategic plan/vision	

	A small group of governors had developed a strategic plan/vision from the ideas raised at an additional LGB meeting, but the pandemic had delayed finalisation. The SIAMS inspection had also caused the school to reflect on its vision. For priority 1 of the school action plan, one of the objectives is to revise and implement a new strategic vision, using SIAMS criteria, and ensure it is referenced appropriately in the curriculum. HM is to start on this objective over the next few weeks, and it was agreed that the original small group of governors (CM, JC, KC and RD) will work with him on this, through dialogue and one meeting. Consultations with children, parents and staff on the Christian vision are to be held in January and all governors are welcome to attend the consultation planned for the January INSET day. The meeting sought clarity on the strategy of the school, and it was agreed that the vision, articulated for SIAMS, should lead to the strategy, i.e. the key priorities and emphases, which should then inform the action plan. A clear vision and strategy are needed for any future change in leadership. All staff are involved in the development of the vision and strategy.	CM/JC/ KC/RD
12	Review performance of the LGB There are currently two vacancies on the governing body, for co-opted governors, with a possible third vacancy at Christmas following the relocation of RD. CM to review the survey ODSST completed last year of the skills of the LGB, to identify gaps in expertise, and then start discussions with parents, particularly of younger children.	CM
13	Ratification of policies and reports	
13.1	Approve Child Protection and Safeguarding Policy* This policy comes from ODSST and cannot be changed. Following queries from governors, it was clarified that amendments in green are changes from ODSST, such as that made on page 25 to reflect the change in law. Areas highlighted in yellow are where HM has needed to add details specific to Dr South's. <i>Q: Is there any content that causes difficulty to the school?</i> <i>A: No.</i> The policy was approved.	
13.2	Receive designated teacher statement* The designated teacher statement, indicating the safeguarding leads, is required to be on the website. HW's training has run out, and the school has been unable to book training to date. However, the school is legally compliant with both HM and LH trained. The statement was approved, with the understanding that it will be updated once HW has been able to renew her training.	
13.3	Confirm whistleblowing policy/procedure is in place The whistleblowing policy is in place, and can be accessed without going through HM. The chair is cited as the person to approach. All numbers for the Multi-Agency Safeguarding Hub (MASH) and Local Authority Designated Officer (LADO) are also in the staffroom.	

	OCC has recommended schools have a whistleblowing governor, and HM will check with ODS as to whether this is their recommendation too.	HM
13.4	Receive looked after children report* The report was accepted.	
13.5	Receive and discuss pupil premium report* The meeting discussed the report at length, and sought clarity as to when the money is received. The premium is now determined with the October census. In October 2020 five pupils qualified for pupil premium. Their funds, a total of £9415, are then paid to the school in three tranches – April 21, autumn 21 and spring 22. Governors are responsible for checking that these five pupils benefit from the funds, though they may have left before the school receives most of the money. It was agreed that the report would in future make more explicit when the money is received. Governors queried why different figures are cited in the report for the average amount received per child. This is because there are different rates, depending on the reasons for needing the pupil premium. Governors approved the report.	
13.6	Receive update on Covid catch-up fund; approve plans for use of remaining funds Additional funds for schools were announced last summer, and the school increased TA hours accordingly. Additional interventions continued through the year, even through lockdown via Zoom, and the money is now spent. Additional funding for vulnerable pupils has been allocated to the school, totalling £609, £410 of which was spent on advertising for the two additional TA posts which resulted in no interviews. HM is not proposing to do a detailed report accounting for the remainder of the money. <i>Q: Did we receive the promised allocations from last year?</i> <i>A: Yes, we received it in three lots and were able to start immediately in autumn 2020 with additional interventions.</i> The meeting then discussed the difficulties in recruiting TAs at present, which is a countywide problem, resulting from a shrinkage of the workforce and an increase in pupils needing support. It was agreed that additional inducements would not be appropriate, risking alienating the current workforce, and salaries are fixed. FPP will consider how governors could help with this problem at its meeting next week.	FPP
13.7	Approve governor visit policy* Governors will be able to visit the school to carry out monitoring over the coming year, and will find the yellow forms required to record their visits at reception. These have proved very useful in the past for tracking the focus of visits, and will be uploaded on GovernorHub once completed. The policy was approved.	

14	Receive updated self-evaluation form (SEF)* Governors had noted the new SEF previously, but sought clarity on the key. The SEF is based on the Ofsted framework, and is a joint document between the heads and the governors. The colours indicate the current assessment for each statement: green indicates good, with blue showing outstanding levels of achievement. Orange indicates there is work to be done on this area, with red flagging extreme concern and urgent action required.	
15	Receive update on staff wellbeing Staff are pleased to be able to see and chat with each other. There are no longer bubbles within school, so any sense of isolation has gone, and wellbeing and morale have therefore improved. Governors were pleased to hear this, but felt this important area should be prioritised and moved up the agenda. FPP will look at staff wellbeing again next week, and the mental health and wellbeing of the whole school community remains on the school action plan.	FPP
16	Receive safeguarding update; all governors to complete quiz and confirm that they have read Keeping Children Safe in Education using GovernorHub* RS is to meet with HM in a couple of weeks, and has a checklist to complete. She will also check the paperwork for new staff and their entry on the single central record. She hopes to be able to do a walkabout. As previously discussed, all governors are required to read part 1 of KCSiE, complete the questionnaire, return this to BT by 20th September, and confirm that they have read KCSiE on GovernorHub.	
17	Receive update on Health and Safety incl new rota for governor walkabouts A new rota has been prepared, and governors will be notified at the start of every month when it is their turn to complete the walkabout.	
17.1	Risk assessment for school reopening* The school is largely back to normal. If a child tests positive for Covid, they stay at home, but no one else is required to isolate. There are no bubbles and no social distancing. Governors questioned what happens if a staff member catches Covid. If they remain well, they will teach remotely from home and the class will continue as normal. If necessary, supply teachers can be booked, and there is some slack in the system with Mrs Dalling currently doing catch-up. There are various scenarios, but the aim is to keep the school open. It will be a last resort to send pupils home. If there is a large outbreak within a class, it may be that the class is taught remotely at home. For pupils isolating at home short term, there is work on the website and if off for an extended period, work can be submitted to school. If a number of pupils test positive, the school has to contact Public Health England and follow their advice. <i>Q: Are masks mandatory in school?</i> <i>A: No, they are not supposed to be used in primary schools, though staff are allowed to wear them if they wish.</i>	

18	Governor visits and training update There are lots of courses coming up, and governors were encouraged to attend as many as possible. The OCC courses are free at the point of usage and are all virtual. There are also ODBE courses, details of which have been previously circulated, and governors were reminded of the NGA familiarisation session on Thursday 7th October at 6pm . This will be important to attend to gain maximum benefit from the school's subscription to the NGA training package.	All govs
19	Update on governor appointments This has been discussed above.	
20	Any other business Governors attending remotely were thanked for their patience. Joy at the return to school for teachers and pupils was expressed and delight at being back as governors within the school.	
	Meeting closed at: 9pm.	
	Proposed dates of next meetings: LGB – Tues 30th Nov at 7pm (15th Feb, 29th Mar, 24th May, 19th July) T&L – Mon 20th Sept at 5pm (8th Nov, 14th Mar, 3rd May, 11th July) FPP – Tues 21st Sept at 7.30pm (2nd Nov, 18th Jan, 8th Mar, 3rd May, 5th July)	

*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.

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

Action points arising from the meeting

- Absent governors to email completed declarations of interests forms to BT or leave them at school marked for her attention by 20th September.
- All governors to also complete the declarations of interest section on GovernorHub by 20th September.
- With regard to working on governor induction with CM/BT, governors were asked to volunteer by 21st September, and should contact CM.
- With regard to the working group for senior leader recruitment, governors were asked to volunteer by 21st September, and should contact CM.
- All governors should read KCSiE (part 1) and complete the questionnaire by 20th September. Questionnaires should be sent to BT or left at the school office marked for her attention.
- All governors should also confirm that they have read KCSiE on the declarations section of GovernorHub by 20th September.
- All governors to reflect on whether they could take on the role of chair from Christmas. *[A training session from OCC is to be held on Successful chairing on 25th September at 10-11.30am on Teams. A session run by ODST on the Role of the LGB chair will be held on 8th December at 6.30-8pm, on Teams.]*
- CM to write to ODST to express governor dissatisfaction with the current schedule of delegation, where several duties carried out by the LGB are marked as the responsibility of ODST.
- CM to discuss position of SEN governor with absent governors.
- All governors to confirm individual approval of the ODST code of conduct using the declarations section on GovernorHub by 20th September.

- BT to complete an audit of the GovernorHub declarations section on 20th September.
- All governors responsible for monitoring the school action plan will be sent a briefing sheet explaining what is expected of them and when. Many of the early actions required can be completed by phone or email, and it will be towards the end of the academic year that longer more evaluative conversations will be required.
- HM to add a statement to the website that work on updating the website is ongoing and will be completed by the summer.
- CM, JC, KC and RD to work with HM on developing strategic vision for priority 1 of action plan, through dialogue and one meeting.
- CM to review the survey ODST completed last year of the skills of the LGB, to identify gaps in expertise, and then start discussions with parents, particularly of younger children.
- HM to check with ODST as to whether they recommend schools have a whistleblowing governor.
- FPP will consider how governors could help with the problem of TA recruitment at its meeting next week.
- FPP to look at staff wellbeing at its meeting next week.
- Governors to attend NGA familiarisation session on Thursday 7th October at 6pm.