



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 (LGB) meeting held on Tuesday 15th February 2022 at 7pm at school

<u>Present:</u>	Calum Miller (CM) [Community], Chair Kathryn Campbell (KC) [Foundation] Rob Dallison (RD) [Foundation], attending virtually Eamonn Gearon (EG) [Co-opted], attending virtually Steve Hayes (SH) [Foundation] Huw Morgan (HM) [Co-Headteacher] Jonathan Nicholl (JN) [Foundation] Mandy O'Sullivan (MOS) [Parent], attending virtually Hannah Penwarden (HP) [Parent] Ruth Sibly (RS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT), Clerk
<u>Apologies:</u>	Jon Conibear (JC) [Foundation], Liz Halsey (LH) [Staff], 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 SH led governors in an opening prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Jon Conibear, Liz Halsey and Matthew Nicholson.	
3	Declaration of any new interests including related party transactions (RPTs) There were no new declarations of interest. No RPTs were declared.	
4	Review of the RPT register There were no RPTs to review.	
5	Notification of any urgent business No urgent business was raised, but the date of the May LGB meeting needs to be brought forward to allow approval of the budget before submission on 20 th May.	
6	Approval and signing of the minutes from the previous LGB meeting held on 30th November 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) vacancies One fulltime TA has been recruited to work in the Nursery, as both 1:1 and classroom support. Two further part-time staff have been recruited to work 1:1 with pupils higher up in the school. There is an interview tomorrow for a further TA to work half-time. The additional staff have already made a huge difference, with staffing levels previously over stretched.	
7.2	Update on ODS response to board's dissatisfaction with the schedule of delegation Governors have previously expressed dissatisfaction with the level of delegation within the schedule and also with the quality and accuracy of the document. At a meeting with ODS, this was touched on but will be pursued in detail at a later point.	
8	Discuss heads' written report* The report, circulated before the meeting, was reviewed section by section. <u>Quality of education</u> <i>Q: How long did the catch-up sessions go on for?</i> <i>A: The catch-up sessions were led by Mrs Dalling until the autumn half-term, after which they were continued by Mrs Nel until early December.</i> <i>Q: Will there be any more?</i> <i>A: At present, interventions are being undertaken by TAs, but there may be scope in the summer term when Mrs Cornish returns from maternity leave for qualified teacher input again.</i> <u>Behaviour and attitudes</u> Governors questioned the referrals to the Multi-Agency Safeguarding Hub (MASH). Some safeguarding concerns are dealt with in school, and some are referred to the MASH and their advice then followed. The referral information is given in the report to indicate to governors the level of serious concerns within the school. <i>Q: Covid affected attendance last term. How has it been this term?</i> <i>A: Covid has affected the school less this term. The school was affected badly last term in November, earlier than most Oxfordshire primary schools, which are being badly hit now.</i> <u>Personal Development, including Social, Moral, Spiritual and Cultural Development</u> No questions were raised. <u>Leadership and management</u> The safeguarding governor will be further updated on the two MASH referrals. Governors noted the 1-week closure of the school for most in-person teaching	

	due to exceptional staff absence. Very positive feedback on a recent placement from a trainee teacher was received. <i>Q: Do we keep in touch with promising trainee teachers?</i> <i>A: Yes, if they are nearing completion of their training.</i> <u>Early Years</u> Governors questioned current Nursery numbers, which are now up to pre-pandemic levels. We have space for lots of part-time children equating to 15 fulltime places. Numbers for Reception in September should be good, though there can be the problem of a few children with places going to private schools instead, having used Dr South's as a state-school backup. <u>Premises and finance</u> No questions were raised. <u>SIAMS</u> Governors commented on the outdoor nativity, which had been a lovely occasion and had received very positive feedback from parents, and the two St Nicholas services, which had gone well. <u>Overall effectiveness</u> <i>Q: The local secondary school is currently being inspected. Do we know the likely Ofsted schedule?</i> <i>A: Ofsted suspended inspections in the autumn term. Full inspections restarted at the end of January, and Ofsted are currently inspecting schools last inspected in spring 2017. Dr South's last inspection was in 2019, so it is likely to be next inspected in approximately 18 months' time.</i>	
9	Review updated action plan* Governors who had been able to complete their monitoring of the action plan confirmed that success criteria had been met, or relevant actions were in progress. The progress column for February was updated on the action plan as appropriate. Further monitoring will be undertaken shortly, so that the progress column can be completed and the updated action plan circulated. For priority 2, concern was raised that there is not the same schedule of interventions for writing as with maths and reading. This is because there are not the same tools available for analysing skills in writing and therefore Target Tracker is used for gap analysis. This will be reviewed by Teaching and Learning when the spring data is analysed. <i>Q: Do I understand that interventions for mental health and writing have not been in place this term?</i> <i>A: Not to the desired level because of the lack of TAs, so there has been a dip this term. However, if the interview tomorrow for a TA is successful, this will allow the release of the trained person to start running ELSA (Emotional Literacy Support Assistant) and SPIRALS sessions.</i> <i>Q: What about the pupils that you have concerns for? Are they still being catered</i>	

	<i>for, even if there is no formal programme of interventions?</i> <i>A: High-level needs are still being met. We just want to be sure that lower level needs are addressed too.</i> <i>Q: With regard to writing, is there evidence of significant concerns that can't be addressed?</i> <i>A: Oak class has had fewer staff so pupils have had less support with their writing. However, following feedback from visits to other schools, it is believed that writing at Dr South's is of a good standard. It is hoped that external moderation will be able to restart following the end of the pandemic.</i>	
10	Receive and discuss report from FPP, including update on staff welfare* Draft minutes from the recent meeting had been circulated, and a short report from JC had been emailed to governors just before the current meeting. Governors discussed the finances of the Dr South's Charitable Trust, which holds the accumulated donations made to the school. There have been significant additional costs this year, arising from maternity cover, Covid and agency costs for short-term staff. The trust usually has an annual income of approximately £40,000, which is ring-fenced to fund the enrichment programme, and a further draw down of £40-50,000 was expected to be needed to cover the additional costs. This has now been reduced to £25-30,000, following discussion with the bursar. The trustees of the fund comprise the rector, chair of governors and headteachers. Governors expressed concern that the trust cannot sustain in the medium term such high levels of withdrawal, though they recognise that this year has been exceptional. Lower numbers of Reception pupils this year will affect funding, and costs are rising. If more pupils can be recruited to fill any spaces within year groups, their funding will help, though the national situation will determine the school's sustainability in the long-term. The school has recently carried out its annual staff survey, which has shown a different picture to the survey carried out by ODS and to which there was a poor response. The results of the school survey will be discussed at the next FPP meeting.	
11	Additional Meeting Focus: School vision	
11.1	Update from INSET day discussions* The INSET day discussions had been good to attend, with Chris Price-Smith bringing the SIAMS framework to life. Positive feedback from both teachers and TAs had been received, with all keen to be involved in setting the vision. The afternoon of the INSET day had been spent by staff amending their curriculum statements. The bible verse chosen for the vision is John 10:10 – "I have come that you may have life, and live it in all its fullness". The verse will enable pupils to explore both their physical and spiritual natures, preparing them for secular and spiritual life. The vision of 50 words was then drafted, based on the verse and the ethos of the school.	

11.2	Progression of vision The draft vision statement had been circulated before the meeting, and governors discussed possible amendments. HM will check how strict the 50-word limit is. It was agreed that HM will incorporate governor suggestions and circulate a revised draft for sign-off via email. Governors requested an update on how curriculum statements had been developed from the vision at the next meeting.	HM HM
12	Receive update on safeguarding RS, safeguarding governor, has a meeting booked with HM and LH after the half-term break. There is nothing to add with regard to safeguarding to the heads' report.	
13	Receive update on health and safety The staff survey had asked whether staff had felt the school had managed the Covid pandemic as well as it could, and feedback had been good. There are no significant issues to report.	
13.1	Note Covid risk register for ODST* The latest version of the Covid risk register had been circulated. ODST had completed columns up to g and the school from column h. <i>Q: Have there been any cases of long Covid in staff or pupils?</i> <i>A: No. We have had a few staff struggle to recover but they are able to work.</i> The meeting then discussed the next phase of the pandemic. It is expected that all restrictions are to be lifted shortly, and it is hoped that school assemblies will return to normal after half-term. It may be that the school will try to discourage pupils coming to school while positive with Covid, but the new guidance will need to be examined before any decisions can be made.	
13.2	Note health and safety audit report* The annual health and safety audit had recently taken place, and all areas were found to be good. The only area originally found to be non-compliant was swimming, with the required policy overlong and prescriptive. The school pays for two qualified instructors and the inspector therefore agreed to remove swimming from the final report. Governors asked HM to draft a risk assessment for swimming. There was some confusion over the letter circulated with the audit report, which still contained reference to swimming. HM to check, and a clean letter with no reference to swimming will be requested. The school business manager role is currently vacant. Kate Forde works 1 day/week in the interim. Daily health and safety checks are being done by various staff, and HM is responsible overall for this area. Governors expressed their thanks to Kate and HM for such an excellent audit.	HM HM
14	Governance	
14.1	Receive update on new governor appointments The LGB is delighted to welcome EG as a new member of the board, taking the role of co-opted governor. MN would like to step down imminently, which will result in one foundation governor vacancy and one co-opted governor vacancy.	

	The recent approach to the community encouraged EG to come forward, but there were no other volunteers, unlike the approach 3 years ago when there were several. A recruitment drive will be initiated at the start of the summer term, when the lifting of Covid restrictions has taken hold, using the parish newsletter, local Facebook page and communication with parents. The Teachers Association and Gosford School will also be approached. Governors were asked to supply cheerful quotes about their role and why they wanted to be a governor.	All govs
14.2	Receive update on committee membership CM will contact governors in the next few weeks to discuss committee membership.	CM
14.3	Review governor roles and appoint governors for SEN, health and safety and whistleblowing EG to accompany MN on his governor health and safety walkabout, with a view to possibly becoming the health and safety governor. The whistleblowing policy will be updated to include KC, JC and MOS, in addition to CM, as possible governors to approach with regard to whistleblowing.	EG/MN HM
14.4	Update on governor visits and training undertaken Reports from governor visits are uploaded on GovernorHub. SH had attended a useful training course on inclusion, and has all the notes if anyone would like them.	
14.5	Discuss possible future focus topics Following discussion it was agreed that the March LGB meeting will look at the first draft of the new budget and discuss priorities for next year. In May, the meeting will reflect on where we are after 2.5 years of Covid, with particular focus on staff and pupil wellbeing. In July, governors will review catch-up and where pupils are at the end of the year, as part of the review of the action plan, and consider goal setting for the next year. An LGB skills and effectiveness survey is due at the start of the summer term.	
15	Any other business It was agreed that the May LGB meeting will be held on Tuesday 17 th May at 7pm.	
	Meeting closed at: 8.40pm	
	Proposed dates of next meetings: LGB – Tues 29th Mar at 7pm (17th May, 19th July) T&L – Mon 14th Mar at 5pm (3rd May, 11th July) FPP – Tues 8th Mar at 7.30pm (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

- HM to check how strict the 50-word limit is for the SIAMS vision statement.

- HM to incorporate governors' suggested amendments to the SIAMS vision and circulate a revised draft for sign-off via email.
- HM to draft a risk assessment for swimming.
- HM to check letter circulated with the audit report, which still contained reference to swimming, and a clean letter with no reference to swimming to be requested.
- Governors to supply cheerful quotes about their role and why they wanted to be a governor.
- CM to contact governors in the next few weeks to discuss committee membership.
- EG to accompany MN on his governor health and safety walkabout.
- HM to update whistleblowing policy to include KC, JC and MOS, in addition to CM, as possible governors to approach with regard to whistleblowing.