



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 29th March 2022 at 7pm at school

<u>Present:</u>	Calum Miller (CM) [Community], Chair Kathryn Campbell (KC) [Foundation] Jon Conibear (JC) [Foundation] Rob Dallison (RD) [Foundation], attending virtually Liz Halsey (LH) [Staff] Huw Morgan (HM) [Co-Headteacher] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	Eamonn Gearon (EG) [Co-opted], Mandy O'Sullivan (MOS) [Parent], Hannah Penwarden (HP) [Parent], Ruth Sibly (RS) [Foundation]
<u>Absent:</u>	Steve Hayes (SH) [Foundation], 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 Eamonn Gearon, Mandy O'Sullivan, Hannah Penwarden and Ruth Sibly.	
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 A governor had attended the recent village meeting to co-ordinate the local community's response to hosting Ukrainian refugees. The meeting had discussed the possibility of refugee children attending Dr South's. On-line schooling will be provided, assuming the host family has access to the internet, but this could also be accessed within the school setting. Critical factors in whether the children will	

	be able to access teaching within the classroom will be language and age. The school has capacity to take additional pupils, though additional staff may be required. Setting aside any moral obligation, HM set out the legal position of the school – if someone wishes for a place at the school, and the place is available, the school is obliged to take the child. There are places in most year groups, and where there is not there are places within the relevant class (each class is made up of two year groups). The local authority is expecting a slow trickle of refugees to be placed, and the school can authorise its own admissions. English immersion can be a good way to learn; the concern is the likelihood that children will be suffering from severe trauma. Any school admitting a Ukrainian refugee pupil will receive approximately £6000/pupil, a high level of funding that recognises the likelihood of high needs and which is likely to be spent on staffing. At present, the school has one member of staff that works two afternoons/week who can speak Russian and who may be able to communicate with the refugees (who are also frequently able to speak Russian). The county council is currently putting a team together to ensure safeguarding procedures are in place for host families and other services are available for refugees. ODSST has not yet issued any guidance to its schools, other than providing material to help pupils discuss the war in Ukraine. KC will represent governors on the group co-ordinating the village response, and HM is to attend the group's next meeting. There have been various educational announcements this week, and their implications have not yet been fully absorbed. The white paper on education appears to focus on academisation and aspiration. A new target of 90% of pupils meeting age-related expectations at the end of Year 6 is to be set for 2030, which has serious implications for small schools where one pupil equates to a high percentage. No additional funding is to be provided. The announcement on special educational needs and disabilities (SEND) does not appear to signal any significant changes on a first reading, but there will be further guidance from the Department for Education and ODSST.	KC/HM
6	Approval and signing of the minutes from the previous LGB meeting held on 15th February 2022* 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 None were raised.	
8	Receive and discuss report from Teaching and Learning (T&L)* Minutes of the recent committee meeting had been circulated. The next meeting will ensure that there is a focus on SEN. Governors raised concerns over the spring data, particularly that for Year 2 and the gaps highlighted for Years 3 and 4. The Year 5 data concerns had been traced to two pupils. Years 3 and 4 had been affected by the difficulties in recruiting	

	teaching assistants (TAs), and now that the school is fully staffed pupils are receiving targeted interventions as required. The T&L meeting had heard that assessments using the Sandwell and Neale Analysis of Reading Ability (NARA) tools had shown good pupil progress, and since the T&L meeting the most recent data has shown substantially better progress across the school. An external moderator has been booked to look at work across the school and, in particular, writing standards in Year 2. External end of year SATS will go ahead this year but will not be published. <i>Q: Will Early Years moderation restart?</i> <i>A: We have not heard definitively yet. ODS will be moderating writing for Years 2 and 6 in their schools and we expect the external random moderation to take place as before, which may involve the school.</i>	
9	Review updated Self-Evaluation Form (SEF) and agree gradings* T&L had reviewed the first three sections at their recent meeting. The item “learners are prepared for future successes” has yet to be evaluated, as it is hard to evidence, but it is hoped that the recent parent questionnaire will provide this. Reviewing the section on leadership and management, it was agreed that a comment should be added to the item “leaders engage with the whole community” to the effect that staff, parents and pupils have all been consulted. Items 49 and 50 refer specifically to governance. Meeting minutes highlight governor questions, holding the school leadership to account. With regard to statutory duties, assigned governors have key responsibilities. RS is safeguarding governor and JC is responsible for monitoring finance. HP attends collective worship. <i>Q: How do other schools evidence leadership and management?</i> <i>A: We will discuss this with ODS. HW to consult the school improvement adviser.</i>	HW
10	Review updated school action plan* The school action plan has not changed since the last meeting and governors expressed concern at the five red cells under priority 1 (priority 1: to embed the new curriculum, and to ensure that it reflects the school's strategic vision, including reference to SIAMS and diversity). The cells are marked red because governor monitoring has yet to take place. In addition, the time scale for loading overviews onto the website has slipped. Autumn ones have been done, but those for spring and summer will be uploaded over the summer holidays in one go, as this is more time-efficient. There is a note on the website stating that they are being actively reviewed. Overviews for all subjects are almost complete and it was agreed that the red action plan cells will be marked as orange and the timescale for uploading subject overviews amended. Governors were asked to complete their February monitoring tasks as a matter of urgency. It was clarified that the new curriculum is in place and being taught; the overviews are a public record providing details of what is being taught and progression of skills for each subject. They are also linked with SIAMS and diversity.	HM Govs

	<i>Q: What is the logic behind what is clearly a huge amount of work? Is it to make the school more accountable?</i> <i>A: The overviews are for Ofsted, who will then check that the school is teaching what it states is being taught using pupils' books.</i> ODST has announced that it is likely to be removing the requirement to use Target Tracker as a means of assessing pupils, and is not going to impose another system. Dr South's has wrestled with the tool over the years but can now update it effectively and will continue to use it for assessing pupil progress. The school has a grid of learning, showing what will be taught in the coming year, based on Target Tracker statements. <i>Q: How do we know, as governors, that the curriculum is fully compliant?</i> <i>A: Governors are welcome to visit the school and discuss the curriculum with HM. They will then be able to triangulate and reassure other governors of the school's compliance.</i> Governors asked that the school flags any such areas in future that may require a great deal of work so that the benefit of such work is assessed against time involved. Priorities 2 (to ensure children have made academic catch up in writing) and 3 (to ensure good progress in maths, particularly for the more able) are mostly green, with just one action to evaluate for priority 2. Interventions for priority 4 (to ensure good mental health and wellbeing for all children and adults in the school) have been limited by staff shortages and sickness, but are now beginning to be fully implemented. Action 4.1.5 is marked as red as the parent questionnaires are still to be analysed by governors.	
11	Note final vision statement and receive update on curriculum statements* The vision statement had been circulated. Governors did not like the phrase global world and suggested wider world. Others suggested using 'care for others' instead of 'mutual care' and taking out 'global'. 'Citizens' could be used instead of 'inhabitants'. The statement is now final. Curriculum statements are required for Ofsted. There has been input from staff and reference to the school's strapline of 'Nurture, Educate, Inspire' included where appropriate. <i>Q: What happens now with the vision statement? Have the pupils been involved?</i> <i>A: Now that the vision statement has been finalised, pupils will be given the chance to understand it and explain it to parents. A copy will be displayed in the foyer.</i> <i>Q: Should it go in the parish magazine?</i> <i>A: The school usually provides an update in the July copy of the magazine, detailing the school's year, but a piece could be supplied at any point in the year.</i> Governors discussed the benefit of highlighting the village's excellent school in the magazine each month for a year, and it was agreed that the school will ask the magazine to include its vision statement for the next year. A phone number for the school will also be given. In addition, an article will be supplied for the next copy of the magazine advertising for new governors.	HM/CM

12	Receive and discuss report from Finance, Personnel and Premises (FPP)* The minutes had been circulated and no questions were raised.	
13	Additional Meeting Focus: Review initial budget draft and discuss priorities for coming year* JC and KC had met with HM and the bursar to discuss the budget. The first draft, already circulated, has been prepared from the projected figures from this year with the proposed staffing plans for next year and the expected funding. The budget is much more positive than those of previous years. The school has been awarded sparsity funding for the first time, which should amount to approximately £40,000. Although this will mean the school will not qualify for a couple of smaller grants, the school will still receive more funding than previously expected, resulting in an in-year credit of £14,500. The budget has therefore been rejigged and the credit spent on additional 1:1 staffing. At present, Year 1 of the budget will break even and not require a draw down from the school's trust fund. Years 2 and 3, however, will require additional funds from the trust to ensure a balanced budget. The school is yet to receive the additional funding for 1:1 support given to 2 pupils to allow them to cope in the mainstream setting and which was applied for in October. The SEN funding team have said this is now a priority. The school's largest cost is staffing and 1:1 support. Any funding received for providing 1:1 support is less than half of the costs involved. Funding for 2022-2023 is based on the October 21 census. There is a large Year 6 cohort leaving this year so funding for the next year will drop, before rising again. Governors expressed concern that increasing costs, particularly in energy, have not been accounted for. Although the reserve of uncommitted revenue balance, equal to approximately £29,000, offers some protection, the school was asked to check how energy costs have been calculated in the formula for the draft budget. JC, KC and HM are to have two sessions in April to drill down into the budget figures and to prepare an explanatory report for the FPP meeting in May.	HM JC/KC/HM
14	Receive update on safeguarding* A safeguarding report had been circulated. <i>Q: Would you consider the four referrals in the autumn term a typical number?</i> <i>A: Safeguarding is at a fairly steady level. We are supporting several families, and there may be an occasional referral for new issues.</i>	
15	Receive update on health and safety The governor health and safety walkabouts are taking place every month. EG will take on the health and safety governor role at the start of next term.	
15.1	Note swimming risk assessment and final audit letter The final audit letter does have a note that the school is non-compliant with regard to the local authority swimming policy. A risk assessment for swimming	

	has been prepared for CM to sign. The school does not consider it necessary to provide poolside-trained staff in addition to the two paid swimming instructors and lifeguard. Where staff can be trained they will be, but we do not wish to be constrained by the shortage of courses or staff moving on to the extent that we would need to cancel the lessons whilst waiting for the training of new staff.	CM
16	Governance	
16.1	Receive update on new governor appointments As previously discussed, there will be a push to recruit new governors at the start of next term via the parish magazine and a letter to parents.	CM
16.2	Receive update on committee membership EG will join FPP for next term (though his expertise is more relevant to T&L). Committee membership will be reviewed once new governors have been recruited.	
16.3	Review governor roles and appoint governors for SEN, health and safety and whistleblowing EG will be health and safety governor from next term. The whistleblowing policy has been amended to indicate the additional governors to approach for any staff member wishing to use the policy and is on open access in the staff room.	
16.4	Update on governor visits and training undertaken A bespoke ODST training course is available on finance, and it was agreed that this should be arranged before the next LGB meeting to approve the budget in May. HM to ask ODST what dates they have available for the weeks beginning 25th April or 9th May.	HM
17	Any other business Dr South's Year 6 are now the county champions for hockey, having won the recent final. Their behaviour was exemplary throughout the competition and governors were delighted to pass on their congratulations. Governors briefly discussed the provision of sport in the school. A specialist sports coach covers planning, preparation and assessment (PPA) time, and an additional sports coach from Gosford teaches at the school during September-January. There are also activators who work with Early Years and Ash class, as well as two after school sports clubs. Overall, sports provision has increased this year from previous years.	
	Meeting closed at: 8.40pm.	
	Proposed dates of next meetings: LGB – Tues 17th May at 7pm (19th July) T&L – Tues 3rd May at 5pm (11th July) FPP – Tues 3rd May at 7.30pm (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

KC to represent governors on the group co-ordinating the village response to hosting Ukrainian refugees, and HM is to attend the group's next meeting.

HW to consult the school improvement adviser about how other ODST schools gather evidence on leadership and management within their school.

HM to amend the red action plan cells for priority 1 to orange and update the timescale for uploading subject overviews.

Governors to complete their February monitoring tasks for the action plan as a matter of urgency.

HM to ask the parish magazine to include the school vision statement for the next year, along with a phone number for the school.

CM to provide an article for the next copy of the parish magazine advertising for new governors, and to prepare a letter to parents to recruit new governors.

HM to check how energy costs have been calculated in the formula for the draft budget.

JC, KC and HM to have two sessions in April to drill down into the budget figures and to prepare an explanatory report for the FPP meeting in May.

CM to sign the new risk assessment for swimming.

HM to ask ODST what dates they have available for a bespoke finance training course for the weeks beginning 25th April or 9th May