



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 17th May 2022 at 7pm at school

<u>Present:</u>	Calum Miller (CM) [Community], Chair Kathryn Campbell (KC) [Foundation] Jon Conibear (JC) [Foundation] Eamonn Gearon (EG) [Co-opted], attending virtually Liz Halsey (LH) [Staff] Steve Hayes (SH) [Foundation] Huw Morgan (HM) [Co-Headteacher] Jonathan Nicholl (JN) [Foundation] Hannah Penwarden (HP) [Parent] Ruth Sibly (RS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Absent:</u>	Rob Dallison (RD) [Foundation], Matthew Nicholson (MN) [Foundation], Mandy O'Sullivan (MOS) [Parent]
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 No apologies had been received.	
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 Net zero carbon aims and a matter around the budget were raised to be later discussed in the meeting.	

6	Approval and signing of the minutes from the previous LGB meeting held on 29th March 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	
7.1	Update from group coordinating village response to hosting Ukrainian refugees Two families are being hosted in the village and more are expected once their visa applications have been approved. At present, the refugee children are not of primary school age, though a family with a child of nursery age is being shown round the school shortly. The community is working together to support the Ukrainian families being hosted and their hosts. A recommendation was made from the senior leadership team that families do not rush to enrol pupils at the school but allow their guests to settle into their new environment first. The school will be happy to take pupils where there are spaces, but it may not be appropriate to rush traumatised children into such a setting. The recommendation will be passed on to the coordinating committee. Governors questioned the school's preparedness, which will be an individual response to the needs of each child.	KC
7.2	Update on how other ODST schools gather evidence on assessing leadership and management within their school HW will discuss how other schools gather evidence for the self-evaluation form (SEF) with the school improvement partner, Paul Shaughnessy, particularly for the item 'learners are ready for the next stage of education', and report back to the next meeting of the teaching and learning (T&L) committee.	HW
8	Discuss headteachers' written report* The report had been circulated as part of the paperwork for the meeting to allow full scrutiny by governors. <i>The quality of education</i> <i>Q: You mention that the school is on track for website curriculum information to be fully uploaded over the summer holiday. What does this include?</i> <i>A: We are required to publish what is taught in each year group with the progression of skills and knowledge for every subject. Subject plans need to include reference to equality and diversity where appropriate.</i> <i>Behaviour and attitudes</i> <i>Q: With regard to safeguarding, there were no referrals to the Multi-Agency Safeguarding Hub (MASH), yet under leadership and management safeguarding continues to be effective and there were five cause for concern forms submitted.</i> <i>A: Staff are encouraged to report any concerns. The five forms submitted indicate staff are alert and vigilant. Fortunately, no concerns needed to be referred on.</i> <i>Q: The report states that the few children with individual challenges are managed well. What is the source of evidence for this? Is it the parent questionnaire?</i>	

	<i>A: This was not one of the questions addressed in the parent questionnaire but parents could raise any concerns in the free-form box and none had done so. The assessment is based on teachers' professional judgement.</i> <i>Personal development, including social, moral, spiritual and cultural development</i> Governors were delighted that whole school and external events are now running and have been very successful. <i>Leadership and management</i> No questions were raised. <i>Early Years</i> <i>Q: Is oral health included on the curriculum?</i> <i>A: Yes, and the topic has already been covered this year.</i> <i>Premises and finance</i> Governors asked about the decarbonisation survey undertaken on behalf of the Diocese. HM will chase the report on this. <i>SIAMS</i> No questions were raised. The overall effectiveness of the quality of education provided in the school remains good.	HM
9	Receive and discuss report from Finance, Personnel and Premises (FPP)* Minutes of the recent meeting had been circulated. Approximately £30,000 more income had been received this year. Despite higher expenditure on areas such as supply staff, the draw down on the Trust Fund to balance the budget is £20,000 less than expected. FPP had divided the large number of policies to be reviewed at the next meeting between its members. The policies will be briefly reviewed and FPP governors questioned what T&L do when approving policies. A lot of policies are statutory and depending on how they are graded by ODST, governors are very limited as to what they can change when looking at policies. However, there are some where governors can agree to change the policy and therefore the practice and ethos of the school. If they are happy with what is currently happening, the policy should simply be renewed. ODST is working on a lot of the policies at the moment and plans to indicate where changes have been made to the current policies, which will assist governors in their scrutiny.	
10	Discuss and approve 3-year budget: 2022-23, 2023-24, 2024-25* A commentary and staffing plan had been circulated with details of the draft 3-year budget. KC and JC had met three times with HM and HW to analyse the proposed budget in detail, and the bursar had also attended the first meeting.	

	The budget is required to balance in the first year, but no additional draw down from the Trust Fund is required for 2022-2023 other than the £40,000 to fund the enrichment programme. The school is to receive sparsity funding for the first time, which will result in a net increase of £30,000 in funding. Locally generated funds will also be increased, with the cost of clubs being raised slightly. The school may have up to five pupils next year needing 1:1 support, which will cost approximately £35,000. ODST do not demand a detailed budget for years 2 and 3, as the numbers are likely to change considerably before then. However, for the sake of a balanced budget, draw down from the Trust Fund allows a balanced budget over the 3 years, but leaves the fund exhausted by the following year. The situation should improve but does mean the school has a contingency plan for a worst-case scenario. <i>Q: What about inflation in energy costs and other utilities, and for school meals? What figures have you used?</i> <i>A: We have applied those provided by ODST.</i> <i>Q: Is energy being purchased collectively within ODST schools?</i> <i>A: Yes.</i> <i>Q: What about school meals?</i> <i>A: These account for a small part of the budget so are less of an issue. Their cost to parents is likely to go up slightly.</i> <i>Q: What about their nutritional value?</i> <i>A: The school will discuss meals with its provider to ensure nutritional content and portion size remain the same, even if the Dr South's Charitable Trust Fund for the village is asked to supplement food costs.</i> The school's meal provider has a contract for the next year, after which it will be reviewed. Governors agreed that costs are likely to increase considerably by the autumn in many areas of expenditure, and FPP will look at inflationary pressures on the budget more closely in their July meeting. Governors also agreed that the Dr South's Charitable Trust Fund for the village may be needed for those in the community who are badly hit by the cost of living crisis. <i>Q: For the office manager next year, is 1 day/week sufficient?</i> <i>A: Yes. We have outsourced a lot of the more complicated finances to the bursar, so that 1 day/week is sufficient to pay invoices, etc. The telephone and door will be covered at all times.</i> <i>Q: The fall in pupil numbers in our current Reception class has a large impact on future funding. Should we consider a recruitment drive, refreshing the prospectus and raising the profile of the school?</i> <i>A: The fall in numbers was across the whole area.</i> HM, HW, JC and KC were all thanked for their hard work on the budget. The budget was approved.	
11	Receive and discuss report from T&L* Minutes of the recent meeting had been circulated. The results of the parent questionnaire highlighted the invisibility of the LGB at present. CM, as chair, had	

	introduced governors to parents at the start of the year, but the lack of visibility could be a result of the pandemic. Of additional concern is the lack of governor visibility to the support staff. Governors who had attended the INSET day to discuss the school vision had found it helpful working with staff and it was agreed that more regular joint working would be beneficial. The staff-governor social will also help improve the relationship, and governors have been asked to wear name badges. The chair, together with the chairs of FPP and T&L, will give a short briefing to staff at the September INSET day. There will be a parent governor election at the start of the next school half-term, which will help raise the profile of the work governors do. Governors should also check the website for the accuracy of their profile. It may be that a group photo of the LGB in September should be displayed in reception, and it was agreed that the individual roles of governors should be more publicised at the start of the year.	
12	Receive update on safeguarding RS will meet with HM to discuss safeguarding before the next LGB meeting.	
13	Receive update on health and safety EG will do the June and July health and safety governor walkabouts. He may take on the role of health and safety governor, but this will depend on committee membership next year.	
14	Governance	
14.1	Receive update on new governor appointments RD, MN, MOS and RS will all stand down at the end of the academic year, leaving three foundation governor vacancies and one parent governor vacancy. An advertisement for new governors has been published in the parish magazine and a letter has been sent to all parents. There has been one expression of interest, who will be proposed for one of the foundation governor vacancies, together with EG, currently a co-opted governor. Governors were encouraged to reflect on their own networks to encourage suitable candidates to apply. The parent election next year may also generate more possible candidates.	
14.2	Receive update on ODST governor effectiveness and skills audit Governors stepping down have been asked not to complete the survey. All remaining governors, bar one, have now completed the audit. A report from the survey, together with a note of the skills needed, will be available for the July LGB meeting.	
14.3	Update on governor visits and training undertaken The bespoke finance training provided by ODST had proved extremely useful, and governors suggested asking ODST to repeat the training next year for governors unable to attend this time. KC had attended a net zero carbon for schools session. Schools will be required to have a net zero action plan, and submit energy usage by July. KC will brief HM and FPP will discuss this further in July. SH to attend a course on domestic abuse and violence, which may have some use in the school setting too.	KC/HM FPP

	HP had led an assembly on the big bike ride. The school was congratulated on the behaviour of its pupils. Completed governor visit forms can be found on GovernorHub, and give a good overview of the engagement that is happening. Governors were encouraged to visit the school and blank forms can be found in the office. Any governors struggling to connect to the school internet are welcome to meet the school's IT person to resolve the issue. He is in school every other Wednesday at 12 noon.	
14.4	Arrangements for final LGB meeting of year and possible governor/staff meal The final LGB meeting of the year will be held on Tuesday 19th July. It was agreed that the meeting will be held at 6pm, to finish at 7-7.30pm, when there will be a staff-governor social and a send-off for those governors stepping down. HP to co-ordinate the social, and volunteers to help should be at school by 5pm on 19th July.	HP/govs
15	Any other business None was raised.	
	Meeting closed at: 8.05pm.	
	Proposed dates of next meetings: LGB – Tues 19th July at 7pm T&L – Mon 11th July at 7.30pm FPP – Tues 5th July at 7.30pm	

*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 pass the school's recommendation that children are allowed to settle into their new environment before starting school to the coordinating committee for hosting Ukrainian families.

HW to discuss how other schools gather evidence for the SEF with the school improvement partner, Paul Shaughnessy, and report back to T&L.

HM to chase the report from the decarbonisation survey undertaken on behalf of the Diocese.
 KC to brief HM on the net zero carbon for schools session and FPP to discuss this further in July.

FPP to look at inflationary pressures on the budget more closely in their July meeting

HP to co-ordinate the staff-governor social on 19th July, following the LGB meeting at 6pm, and volunteers to help should be at school by 5pm.