



Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

Headteachers: Mr Huw Morgan, Mrs Helen Watson

Telephone (01865) 372323

E-mail: office.3655@dr-souths.oxon.sch.uk Website: www.dr-souths.co.uk

Minutes of the Local Governing Body (LGB) meeting held on Tuesday 19th July 2022 at 6pm at school

<u>Present:</u>	Calum Miller (CM) [Community], Chair Kathryn Campbell (KC) [Foundation], attending virtually Jon Conibear (JC) [Foundation] Eamonn Gearon (EG) [Co-opted], attending virtually Liz Halsey (LH) [Staff] Steve Hayes (SH) [Foundation] Huw Morgan (HM) [Co-Headteacher] 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>	Rob Dallison (RD) [Foundation], Mandy O'Sullivan (MOS) [Parent]
<u>Absent:</u>	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 SH led governors in an opening prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Rob Dallison and Mandy O'Sullivan.	
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 None was raised.	
6	Approval and signing of the minutes from the previous LGB meeting held on 17th May 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 on diocese decarbonisation survey ODBE has completed a decarbonisation survey for all of the church schools that it oversees. The survey was carried out in March at Dr South’s and the resulting report outlines the actions needed for the school to become carbon net zero. In total, these will cost approximately £145,000, and a cost/benefit analysis is also provided. <i>[Information provided following the meeting: overall cost £74,624, payback 56 years. Saves 5.6 tonnes of carbon per annum, 50% of current emission.]</i> The Finance, Personnel and Premises (FPP) committee will look at the report in detail at its October meeting. Some of the actions are low cost and will have immediate impact, and possible sources of funding for the more expensive items will be discussed.	FPP																								
8	Discuss report from Teaching and Learning (T&L), incl review of progress and attainment data* T&L met last week and draft minutes have been circulated. The committee reviewed the progress and attainment data, highlighting the areas of success and concern. Writing has been affected by the lockdowns and will be a main priority next year. Year 3 results reflect the gaps in learning still caused by the pandemic and also the difficulties in tracking results from Year 2 to Year 3. HW outlined the SATS results for Year 6, compared with national results and other ODST schools. <table><tr><td></td><td>Dr South’s</td><td>ODST average</td><td>National average</td></tr><tr><td>Writing</td><td>75%</td><td>69%</td><td>65%</td></tr><tr><td>Reading</td><td>88%</td><td>76%</td><td>74%</td></tr><tr><td>Maths</td><td>81%</td><td>72%</td><td>72%</td></tr><tr><td>SPAG*</td><td>88%</td><td>70%</td><td>69%</td></tr><tr><td>Combined</td><td>75%</td><td>54%</td><td>51%</td></tr></table> *SPAG: spelling, punctuation and grammar. The Year 1 phonics results of 82% also compared well with the national average of 73%. Governors expressed delight with the results, and wished to record their thanks and congratulations to the staff. The Year 6 cohort had been flagged as needing particular support from an early stage, with a high level of special educational needs, and governors regularly challenged the school to account for the results. The school continued to believe the results would improve and the data now validates this position. Attendance will be a focus for all schools from September. Attendance has improved at Dr South’s but there is national concern that Covid is now used as an excuse for absence. The committee thanked MOS and RS, who are standing down as governors at the		Dr South’s	ODST average	National average	Writing	75%	69%	65%	Reading	88%	76%	74%	Maths	81%	72%	72%	SPAG*	88%	70%	69%	Combined	75%	54%	51%	
	Dr South’s	ODST average	National average																							
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	end of the school year, for their sterling work as chair of T&L and safeguarding governor, respectively.	
9	Review progress and impact of the school action plan, with final signoff* T&L have reviewed the action plan, which has been updated with their comments. <i>Priority 1: To embed the new curriculum, and to ensure that it reflects the school's strategic vision, including reference to SIAMS and diversity</i> Some elements of the curriculum require further work over the summer. Outstanding actions will be carried forward. <i>Priority 2: To ensure children have made academic catch up in writing</i> Actions have been completed, but pupils still continue to struggle with their writing. The external moderator confirmed this is a problem in all schools, with Years 1 and 2 in particular lacking in stamina for writing. <i>Q: Why is this?</i> <i>A: Over lockdown, learning became very computer-based. Other year groups were less affected because they had completed previous years where writing was continued throughout, unlike the younger children. The younger children also appear to lack emotional stamina and are exhausted now.</i> Governors noted that all interventions had not been completed because of staff shortages. <i>Priority 3: To ensure good progress in maths, particularly for the more able</i> All actions have been completed. <i>Priority 4: To ensure good mental health and wellbeing for all children and adults in the school</i> There are a few items to complete for this priority. LH has carried out a follow-up survey to evaluate pupil wellbeing over the year and is currently collating the data. Governors questioned the cells marked amber referring to staff shortages, despite budgeting for intervention time. There was a high level of staff sickness throughout the year, plus the staff shortages arising from the county-wide difficulties in recruiting teaching assistants. <i>Q: What's the plan for next year?</i> <i>A: We are fully staffed at present for September, including staff to carry out social and emotional interventions. There is a financial implication, as training is required.</i> <i>Q: Do we have final numbers yet for pupils requiring 1:1 support?</i> <i>A: Not yet.</i> Governors reflected briefly on the value of the action plan. It is reviewed at every meeting and requires work to draft and update. <i>Q: Has it worked? Does it enable us to sufficiently challenge the school? Are we happy with this approach?</i> <i>A: The plan gives us the opportunity to regularly review the priorities. T&L, though</i>	

	<i>generally happy with progress over the year, does struggle sometimes to find the evidence for all of the actions.</i> Governors agreed that despite best efforts when drafting the plan, the metrics and success criteria can be hard to define. T&L will consider how best governors can track success over the year within the action plan.	T&L
10	Approve final self-evaluation form (SEF)* T&L had already reviewed the sections on the quality of education, behaviour and attitudes and personal development. There were no additional comments on these sections. Governors then reviewed the section on leadership and management. They did not consider that any areas had gone back or improved. Although they believe governance is carried out effectively at present, a period of turbulence for the LGB in the coming year is expected with the large number of governors stepping down from their positions. There is a strong culture of safeguarding within the school, and there was brief discussion of upgrading this item to blue. However, there is a new system to be implemented in the autumn and it was therefore agreed that all items would remain green. The SEF was approved and signed off as it stands.	
11	Discuss report from FPP, incl health and safety* Draft minutes from the recent meeting had been circulated. Three items from the meeting were highlighted. 1. With regard to budget monitoring, the financial results of the current year have been better than anticipated at its start and less money will be needed from the Trust Fund to balance the budget. There will therefore be more money in the Trust Fund for future years. 2. The potentially significant increase in costs arising from the current inflationary pressures was discussed. The most significant part of the school's budget is spent on staff, and this will be reviewed in the autumn when the pay rise is known. It is hoped that there will be funding provided to cover any increase in salaries, but this cannot be assumed. 3. The net zero survey (already touched on in 7.1) was discussed. Significant expenditure could make a difference but not all changes suggested are expensive. In addition, there is the change in culture required to conserve energy that may be helpful to the community as well as the school.	
12	End of year review of SIAMS • In the first half of the year, the school community had discussed and crafted a new school vision. • This year is the first year class teachers have taught religious education (RE). There are a few areas to develop, particularly in evidencing what has been	

	learnt, but the transition has been successful. Key Stage 1 training has been completed and the Understanding Christianity resources are being better used. • Collective worship assemblies continue. • Next year, more trips are planned as well as inviting outside speakers to school to discuss their faith. • HW plans to attend the three ODBE training sessions on Space Makers. Governors congratulated staff on the massive achievement of transferring the responsibility for RE to class teachers. They were also impressed by the online assemblies during lockdown and the outside service held at Jacob's Field recently, still talked about in the community and a credit to the staff and pupils involved. Staff and pupils were thanked, particularly Annette Jaggard.	
13	Discuss priorities for next year Governors discussed a range of priorities for next year: writing, completing work on the curriculum, focus on an aspect of SIAMS, equality and diversity, evidencing RE, maths, attendance, development of the physical environment, particularly that of Willow, mental health and wellbeing. It was agreed that there will be three main priorities next year. • Writing. • SIAMS, with a focus on equality and diversity, tying in with the drive from the Church of England, and including work on evidencing RE and increasing school trips and visits from external speakers. • Development of the physical environment, including the area behind the library and action on the net zero carbon survey. As well as the three main priorities on the action plan, governors will also monitor progress with the curriculum, maths and mental health and wellbeing. FPP will focus on pupil numbers and how these can be encouraged through marketing and promotion, despite a decline in birth rate.	FPP
14	Initial discussion of new attendance guidance* The new guidance for September had been circulated, with the government particularly keen for maintained schools and local authorities to take firm action on poor attendance. Schools are asked to be clearer on not authorising absences and to better follow-up non-attendance. At Dr South's, the school already does first-day calls about absent children, but might need to develop a firmer stance with persistent absentees. Governors questioned whether the school would be more vulnerable to persistent absentees affecting the attendance data because of the size of the	

	school and asked for data that distinguishes between known managed absence and unexpected absence. In fact, the Department for Education guidance breaks the issues down into several different categories. Unfortunately, the traveller community, which has traditionally had a high absence rate, does not fit into any of these.	
15	Ratification of policies and reports	
15.1	Review the annual school public sector equality duty statement* The statement was discussed. Governors felt that after the positive opening paragraph, the statement should outline how the school addresses discrimination, equality and diversity through its teaching before discussing what is in place such as the equality plan. <i>Q: In the last paragraph, it mentions a yearly questionnaire. Does this happen?</i> <i>A: Yes, the annual family and pupil questionnaires contain questions on equality, and the school then acts on any comments or suggestions.</i> It was agreed that the statement will be redrafted.	HM
16	Receive update on safeguarding*	
	The report had been circulated and RS picked out some of the highlights. LH confirmed that SPIRALS and Friendship Formula were used in Key Stage 1 and ELSA (Emotional Literacy Support Assistant) in Key Stage 2, and pupils did complete their sessions over the year. RS was thanked for her diligent work as safeguarding governor. Her hard work and meticulous approach to the role have been much appreciated and she will be missed.	
17	Governance	
17.1	Receive update on new governor appointments RD, MN, MOS and RS are all finishing at the end of this academic year. HP's term of office as a parent governor also finishes this month. Two forms have been completed ready for submission to ODST – EG, currently a co-opted governor, is proposed for a foundation governor role, along with Alastair Searle, a parent at the school. There are three further potential candidates – two residents of Islip, together with a parent. LH has been reappointed as staff governor. There will be a parent governor election in the autumn, but not before the first LGB meeting in September. HP is happy to stand again.	
17.2	Receive update on ODST governor effectiveness and skills audit* The report had been circulated. It will be reviewed over the summer for discussion at the September meeting. One obvious skills gap is IT.	CM
17.3	Appoint governors for heads' appraisal in the autumn The school is in correspondence with ODST over the external adviser to be used	

	in the appraisals. Previously, the chair, chairs of T&L and FPP, vice-chair and priest have been involved in the appraisals. Once these roles have been appointed in September, a decision on governors to undertake the heads' appraisals will be made.	
17.4	Update on governor visits and training undertaken HM has completed training on safer recruitment as well as designated safeguarding lead training. SH has completed training on domestic abuse awareness. No formal visits have been made recently but governors very much enjoyed sports day and both school productions.	
17.5	Approve meeting schedule for next year* The meeting schedule was approved. The first meeting of T&L will be at 7pm.	
18	Any other business Governors were asked if they would be happy to recommit to the school end-of-year productions, as the high-quality productions take a lot of time. Governors felt the productions were of exceptional standard and offered a great opportunity for every child. Governors therefore confirmed that they were supportive of the educational opportunities provided by the school in putting on such high-quality productions. Governors raised the concern, expressed in the staff survey, that staff don't know governors. The governing body has not had non-governor staff input to meetings for some time, and governors suggested that not only would this be beneficial but it would also help staff get to know governors better. SH will be on sabbatical during January-March 2023 and will not therefore be able to attend any meetings over that period. Dr South's has won Primary School Team of the Year at Gosford, first winners of the new sports trophy. As well as RS, the other governors standing down this year were thanked. MOS has served for many years as parent governor, chair of T&L, vice-chair and SEN governor. Huge thanks were expressed for her wonderful work as governor and service to the school. RD has served for the last few years as co-opted and then foundation governor, and continued his role this last year despite moving to Bath, and MN has served since 2014 as foundation governor, health and safety governor, assisting with both IT and the website. Great thanks were expressed to both. All governors were thanked for their hard work over the year. As the governing body faces a period of change, it looks forward to welcoming new governors with their many talents and interests.	
	Meeting closed at: 7.15pm	
	Proposed dates of next meetings:	

LGB – Mon 19th Sept 2022 at 7pm (28th Nov, 23rd Jan, 27th March, 15th May, 17th July) T&L – Mon 26th Sept 2022 at 7pm (14th Nov, 13th March, 22nd May, 10th July) FPP – Mon 3rd Oct 2022 at 7.30pm (21st Nov, 30th Jan, 6th March, 24th April, 3rd July)	
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*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

FPP committee to look at the decarbonisation report from ODBE in detail at its October meeting.

T&L to consider how best governors can track success over the year within the action plan.

FPP to focus on pupil numbers and how these can be encouraged through marketing and promotion, despite a decline in birth rate.

HM to redraft the annual school public sector equality duty statement.

CM to review the ODST governor effectiveness and skills audit with governors over the summer for discussion in September.