



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 Monday 26th September 2022 at 7pm at school

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Jon Conibear (JC) [Foundation] Eamonn Gearon (EG) [Foundation] Liz Halsey (LH) [Staff] Steve Hayes (SH) [Foundation] Huw Morgan (HM) [Co-Headteacher] Jonathan Nicholl (JN) [Foundation] Alastair Searle (AS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Hannah Penwarden (HP) [awaiting reappointment as foundation governor, invited to attend] Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	Calum Miller (CM) [Community]
Confirmation of Quorum - Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone to the meeting, particularly Alastair Searle attending his first governors' meeting as a new foundation governor. Eamonn Gearon was also congratulated on his appointment as foundation governor. SH led governors in an opening prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Calum Miller.	
3	Annual declaration of all interests including related party transactions (RPTs) – all governors to update declarations tab on GovernorHub <i>All governors to complete their declaration of interests using the declarations section on GovernorHub. AS, as a new governor, to also complete the declarations of interest form.</i> <i>[The revised register of interests will be published on the website at the end of November when new governors are expected to be in post.]</i>	All gobs
4	Review of the RPT register There were no new 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 19th July 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 The action points from the previous minutes were reviewed. The finance, personnel and premises (FPP) committee will study the decarbonisation report from the Oxford Diocesan Board of Education (ODBE) at its October meeting, along with reviewing pupil numbers and how to encourage these to rise. Teaching and learning (T&L), at its October meeting, will consider how best governors can track success over the year within the action plan. HM has redrafted the annual school public sector equality duty statement, ready for approval in 13.1 below. Review of the ODSST governor effectiveness and skills audit will be deferred to the November meeting.	
8	Elections and appointments	
8.1	Elect chair KC was elected chair of the LGB.	
8.2	Elect vice-chair CM was elected vice-chair of the LGB.	
8.3	Elect committee chairs and review membership of committees JC will continue to chair FPP. SH will chair T&L, with HP as vice-chair of the committee. Membership of FPP: JC, AS, CM, HM, HW, EG, and KC in the short term. Membership of T&L: SH, HP, JN, LH, HW. The rescheduled T&L meeting on 4 th October will be chaired by LH.	
8.4	Agree committee terms of reference* The terms of reference were approved.	
8.5	Approve schedule of delegation* The schedule outlines the LGB's responsibilities, and queries and inconsistencies that have been raised with ODSST and marked in red remain. The terms of reference are based on the schedule of delegation.	
8.6	Appoint specific governors for safeguarding, SEN, RE/SIAMS, and health and safety CM will take on the role of safeguarding governor in the interim and EG will remain health and safety governor. Other roles will be appointed when new governors are in post.	
8.7	Adopt ODSST Code of conduct; all governors to confirm approval using GovernorHub* The updated code of conduct was approved and all governors will use the	All govs

	declarations section of GovernorHub to confirm that they will abide by the code.	
9	Discuss heads' written report* HM and HW prepare a written heads' report three times each year, to provide a summary of the previous full term. T&L are given more detailed data on the assessments completed during the year for a greater overview of pupil attainment and progress. Governors use the heads' reports, along with governor visits, to agree the self-evaluation form (SEF). This comprises a series of statements based on the latest Ofsted framework that are graded as good (green), needs watching (amber), immediate action required (red) and outstanding (blue). Using the heads' reports and the SEF, the priorities for the coming year are agreed at the final LGB meeting of the academic year and the new annual action plan is drafted. <i>Q: Is the heads' report prepared just for governors or also for ODS?</i> <i>A: The report is for governors but ODS have the right to look at heads' reports.</i> <i>Q: Shouldn't the report highlight the enrichment activities that take place over the year?</i> <i>A: Yes, these can be added to future reports.</i> The heads expressed their hope that a period of significant disruption has ended, with staff shortages now resolved. Governors raised the point that with the size of the school, the absence of a small number of pupils can have a large effect on attendance figures. Attendance figures look good but there is one pupil with repeated absence, and governors questioned what is being done. The new attendance guidance outlines what schools can do about repeated absence and a firmer line is now permitted. <i>Q: Writing in the new Year 3 is clearly an issue. Is there a programme in place to address this?</i> <i>A: As part of the new action plan, writing is a priority across the school. The priority was discussed at the recent INSET day and new plans are in place to help all children. There are reports that writing in the new Year 3 pupils is an issue across the country.</i> Heads' reports normally include information from governor visits to the school.	HM/HW
10	Receive updated SEF* The SEF is monitored throughout the year and monitored at alternative LGB meetings, as well as at T&L meetings. Gaps shown on the SEF indicate new items from the updated Ofsted framework and will be filled in over the coming year. Governors discussed the new focus of Ofsted which recognises that not all of the curriculum can be taught. The school has to be able to explain what it is prioritising for each subject and why. A recent staff meeting had reviewed the priorities for music, and a staff meeting has been planned for each subject over the coming year. <i>Q: Do you have to justify your choices?</i> <i>A: You have to be able to give the rationale behind the priorities and this is published on the website. Ofsted will check that what you teach matches what you have said will be taught.</i> <i>Q: Does Ofsted have a favourite part of the curriculum?</i>	

	<i>A: No, and the decisions are not made just to please Ofsted. The possible curriculum is too big to teach in depth in its entirety. At Dr South's, for example, cookery skills are taught to a high level, as the school considers this to be an important life skill.</i> Ofsted always looks at reading, writing and maths and all of the curriculum for maths and English is taught, as the teaching of these subjects is much more prescriptive. <i>Q: Does maths include computer skills?</i> <i>A: No.</i> <i>Q: What are your priorities for this subject?</i> <i>A: Online safety first and foremost. Pupils will also be taught how to use the Office suite of programmes such as Word, PowerPoint, etc. Year 1 have recently been taught how to log on and off properly. Discussions with staff have been useful for building confidence in subject leaders.</i> Elements from various subjects in the curriculum have been identified as ideally suited to be taught in the outside environment at Forest School. This teaching has been done previously but not formally recorded. However, there will now be recording and assessment of the material taught in the outside environment. The SEF was approved and will be reviewed at the November T&L and LGB meetings.	
11	Discuss and approve new school action plan for coming year* The action plan has been drafted from the priorities agreed at the July LGB meeting. Once approved, it will be developed in greater detail and governors will be assigned a monitoring role. The updated action plan will be distributed at the committee meetings next week. <i>Q: Are the priorities in order of importance?</i> <i>A: No, they are of equal importance.</i> The initial draft of the new action plan was approved.	
12	Review performance of the LGB and discuss ODST governor effectiveness and skills audit* Overall, it was felt that the governing board is carrying out its duties in an effective manner. Governor skills appear to cover a broad range of capabilities except in the area of IT. An error in the calculations was pointed out on the culture and practice section. A more detailed review of the audit was deferred until the next meeting.	
13	Ratification of policies and reports It was agreed that when policies are reviewed in the committees, it is useful if governors take one or two policies each to read in detail.	
13.1	Approve the updated annual school public sector equality duty statement* The statement had been updated by HM and was approved. It will now be published on the website.	
13.2	Approve Child Protection and Safeguarding Policy*	

	The names and email addresses on page 4 need to tally. With these corrected the policy was approved.	
13.3	Receive designated teacher statement for Child Protection* The Designated Teacher for Child Protection purposes is HW. In her absence, the Deputy Designated Safeguarding Leads are HM and LH.	
13.4	Receive designated teacher statement for Looked After Children* The Designated Teacher for Looked After and Previously Looked After Children is LH. There are currently no looked after and previously looked after children at school.	
13.5	Confirm whistleblowing policy/procedure is in place The whistleblowing procedure was discussed at the recent INSET day and the policy is clearly displayed in the staffroom.	
13.6	Receive looked after children report* No looked after children attended the school for the academic year 2021-2022.	
13.7	Receive and discuss pupil premium report* There are six pupil premium children this coming year; there were seven last year so there will be a small reduction in funding.	
14	Receive safeguarding update; all governors to complete quiz and confirm that they have read Keeping Children Safe in Education using GovernorHub* All governors are required to read Keeping Children Safe in education and should use the declarations section of GovernorHub to indicate when they have done so. All governors are required to complete level 2 safeguarding training. A new confirmation will be added to GovernorHub for governors to use when they have completed the required training. HM will run a level 2 safeguarding training course at 6.30pm on 28th November, just before the next LGB meeting. All governors are expected to attend unless they have completed the required training or equivalent elsewhere. Where governors have already completed the training, they need to bring their certificates to the LGB meeting so that it can be minuted. They should also update GovernorHub with training details. Anyone who is unable to attend the training in November must sign up for Governor Services safeguarding training. The quiz will form part of the November training. It is hoped that on governor visits governors will ask a member of staff a question about safeguarding – scenario cards have been provided by Ruth Sibly, former safeguarding governor.	All govs BT All govs
15	Receive update on Health and Safety There are no concerns to raise. The required reports have been completed.	
15.1	Health and safety governor walkabout rota* A rota was circulated with the meeting paperwork for completion. All governors should take a slot through the year and visit at different times of the day. It was agreed that HM would assign governors to different months and circulate.	HM
16	Governance	
16.1	Receive update on new governor appointments	

	AS and EG have been appointed as foundation governors. HP has agreed to continue as a governor and will be nominated for a foundation governor role. Two candidates are currently applying for co-opted governor roles. There are two vacancies for parent governor and the election will be held shortly. KC and HM will draft a letter to go out to parents, based on previous letters but clarifying the level of commitment required.	
16.2	Appoint governors for heads' appraisal in the autumn The chair (KC) and two subcommittee chairs (SH, JC) will undertake the heads' appraisals. HW's appraisal will have Chris Price-Smith as the external adviser and HM is likely to have Lisa Horton as the external adviser.	
16.3	Update on governor visits and training undertaken BT to circulate the autumn training programme from Governor Services and governors were encouraged to sign up for training. Health and safety governor visits are ongoing. Governors were encouraged to visit the school, as they will be very welcome and can focus on any area of interest. Governors should be familiar with the Governor visits policy before any visit to the school.	BT All govs
17	Any other business Governors briefly discussed the use of hybrid governor meetings. Although there was no appetite for them, with the difficulties experienced previously with this style of meeting, it was recognised that they have a use for those with childcare difficulties, for example, and may encourage a wider diversity of the governing board. Smaller meetings work better with the format.	
	Meeting closed at: 8.25pm	
	Proposed dates of next meetings: LGB – Mon 28th Nov at 7pm (23rd Jan, 27th March, 15th May, 17th July) T&L – Tues 4th Oct at 7pm (14th Nov, 13th March, 22nd May, 10th July) FPP – Mon 3rd Oct at 7.30pm (21st Nov, 30th Jan, 6th March, 24th April, 3rd 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 3 governors, one of whom should be a Foundation LGB Member

Action points arising from the meeting

All governors to complete their declaration of interests using the declarations section on GovernorHub. AS to also complete the declarations of interest form.

All governors will use the declarations section of GovernorHub to confirm that they will abide by the code of conduct.

HM/HW to highlight enrichment activities that have taken place in their heads' report.

All governors are required to read Keeping Children Safe in education and should use the declarations section of GovernorHub to indicate when they have done so.

All governors are required to complete level 2 safeguarding training. All governors are expected to attend the training just before the next LGB meeting unless they have completed the required training or equivalent elsewhere (in which case they should bring their certificates to the meeting and update GovernorHub with details of their training).

HM to assign governors to different months on the new governor health and safety walkabout rota and then circulate.

BT to circulate the autumn training programme from Governor Services and governors were encouraged to sign up for training.