



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 Monday 23rd January 2023 at 7pm at school

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Jon Conibear (JC) [Foundation] Eamonn Gearon (EG) [Foundation] Liz Halsey (LH) [Staff] Filiz McNamara (FM) [Parent] Calum Miller (CM) [Community] Huw Morgan (HM) [Co-Headteacher] Jonathan Nicholl (JN) [Foundation] Hannah Penwarden (HP) [Foundation] Alastair Searle (AS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	David de Mestre (DM) [Parent], Steve Hayes (SH) [Foundation], Lavinia Janke (LJ) [Co-Opted]
Confirmation of Quorum – Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone and HM opened the meeting with a prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from David de Mestre, Steve Hayes and Lavinia Janke.	
3	Declaration of any new interests including related party transactions (RPTs) There were no new declarations of pecuniary interest.	
4	Review of the RPT register There were no new RPTs to review.	
5	Notification of any urgent business Governors questioned what the impact of the potential teachers' strike on 1 st February will be and what contingency plans are in place. The school will remain open, and parents have been informed of this by email. It will also be included in the school newsletter.	
6	Approval and signing of the minutes from the previous LGB meeting held on	

	28th November 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 Government money for Ukrainian pupils will be discussed under any other business. Governors were asked to check their confirmations on GovernorHub, as there are still some blank boxes.	All govs
7.1	Update on website revamp and possible material from previous marketing of the school The revamp to make the website more attractive to potential new parents is a work in progress. A former governor is looking for the marketing material previously prepared. Any governors with suggestions for the new look should contact JC. The updated staff biographies were complimented and the governor biographies will be updated next. HM to commission new photographs as the current ones have been on the website for a long time.	All govs HM
7.2	Update on new question wording for pupil questionnaire It was agreed to shelve this potential question because of the difficulties in finding the appropriate wording and a lack of clarity on what is being asked. The school ensures inclusion and diversity are included within the curriculum, with a great deal of planning to ensure the topic is widely covered. The teaching and learning committee (T&L) can revisit this area in the future if desired.	
7.3	Update on bank of volunteer parents as emergency cover for teaching assistants (TAs) This has not been taken forward. HM to consider the matter further.	HM
8	Discuss heads' written report* The data from recent assessments has not yet been reviewed by T&L, but the headline results were included in the heads' report. Year 3 results have dropped considerably as a result of new pupils joining this year group, and the data improves when the results for the new pupils are not included. At the recent heads' forum, it was found that Year 3 pupils are struggling across ODST schools. The school is pleased with the data from the December assessments. Reading has recovered quickly following the pandemic, with the guided reading sessions allowing effective evidence gathering for Target Tracker. Writing has suffered most across ODST schools. The school has introduced a new writing scheme but this will take a while to show an effect. The school's adviser was very happy with the quality of writing at a recent visit. In a comparison with other ODST schools of the data from external tests, Dr South's has performed well.	

	ODST average results	Dr South's results
Pupils reaching ARE in Early Years (%)	63%	71%
Pupils passing Year 1 phonics test (%)	70%	82%
Pupils reaching ARE for reading at the end of KS1 (%)	68%	79%
Pupils reaching ARE for writing at	55%	50%

the end of KS1 (%)		
Pupils reaching ARE for maths at the end of KS1 (%)	65%	64%
Pupils reaching ARE for reading at the end of KS2 (%)	75%	81%
Pupils reaching ARE for writing at the end of KS2 (%)	64%	75%
Pupils reaching ARE for maths at the end of KS2 (%)	70%	81%

ARE, age-related expectations; KS1, Key Stage 1; KS2, Key Stage 2.

Q: What is being done to help new pupils catch-up with their peers?

A: There are individual interventions in place, with pupil progress meetings held for all these pupils. Most of the pupils showing significant gaps arising from the pandemic have joined Dr South's recently.

Q: How many new pupils have joined Year 3?

A: Three since September, with two joining the year group last year.

Money from the new pupils will feed into the budget once they have been in the school for the census day, but other pupils have left so there will not be a big impact on the budget.

Q: Are you concerned that 0% of Year 6 pupils meet ARE in maths?

A: No, this is an anomaly arising from Target Tracker. Pupils are doing well on previous SATS papers.

With regard to attendance, the national figure for the autumn term was 93%, so the school's attendance figure of 94% is higher than the national average.

Governors expressed their concerns over pupils with poor attendance. Holidays in termtime are likely to increase this year, but the data for this form of absence can be reported separately. Governors questioned the value of fines for parents taking their children out of school for holidays. These are issued by the local authority on behalf of the school, following current government policy. The school does not receive the money from any fines issued.

Governors noted that details of the enrichment programme had been included in the heads' report, as requested, and the meeting discussed how enrichment activities are now assessed as part of the curriculum. Strands of the curriculum for many of the subjects taught at school have been teased out to develop further within the enrichment programme.

Governors asked for an update on staff wellbeing, which had been at a low ebb before Christmas. Staff felt there had been some improvement, though staffing is stretched at present, with a part-time member of the support staff having left. There are already two potential applicants for the vacant position, which is being advertised by word of mouth rather than a formal advertisement.

Q: What is different this year, to have such a detrimental impact on staff wellbeing?

A: Finances. January can be a particularly challenging month for personal finances and the support staff are very poorly paid for a tiring job. For staff with primary school age children, term-time only hours are of great benefit, but for those without young children the lack of work over the school holidays has serious

	<i>financial implications.</i> Governors discussed what could be done to improve staff morale. HW to prepare a brief proposal for funding for a staff social event for the finance, personnel and premises committee (FPP) to consider at its meeting on Monday. Governors considered the possibility of liaising with local employers to find employment for support staff within the school holidays. The potential for holiday clubs run at the school was also touched on. A holiday club run for 4 weeks during the summer for children in the local area, not just for those at Dr South's, could be of great benefit to working families, the support staff who would help run it, and also showcase the school to potential new families. A repeat of a survey to determine the possible uptake for such a club is needed. In addition, HM and HW were asked to advise governors of particular concerns for any members of staff due to the cost-of-living crisis.	HW HM HM/HW
9	Review action plan*	
9.1	Discuss progress on three priorities Priority 1: To improve attainment and progress in writing, with a particular focus on children currently classed as under-achieving The new writing scheme is in place, with targeted support for struggling pupils, as determined in pupil progress meetings. Teachers were trained on the new scheme at the September INSET day, and more training is to be provided for TAs. The scheme is to be reviewed in 2 weeks to assess its success. Priority 2: To embed the revised school vision, with a particular emphasis on equality and diversity The school vision has been discussed with pupils, but it is hoped to expand this more outwards. Engagement with the wider community on a long-term basis needs development and governors suggested a link on the Parish Council website to the school would be a good start. Approximately 75% of pupils live in Islip, with the rest from the local villages. Lesson plans are being amended to include reference to equality and diversity. Subject co-ordinators are leading staff meetings to ensure curriculum coherence, with one subject being addressed every fortnight. Assessment using Target Tracker for religious education (RE) will not work so the school will develop its own means of assessing pupils in in this area. For the computing curriculum, the school has decided to include instruction on how to use the Microsoft Office software. Priority 3: To improve the physical environment of the school, with a focus on tidiness, cleanliness and moving towards Net Zero The government has given all schools an additional £11,000, ring-fenced for using for capital projects to reduce carbon usage. The school will need to consider carefully how to move forward, and FPP will discuss this further. Replacement of external doors will be added to the list of possible actions, though this is not cited on the carbon reduction report.	
9.2	Clarify and discuss role of governor monitoring	

	The governor monitoring role is to assess whether actions within the school action plan are taking place. Both EG and SH have been into school to complete their monitoring role. LJ will monitor handwriting in the absence of SH.	
9.3	Agree focus topic for March LGB meeting Various possible topics were discussed, and it was agreed that the next LGB meeting will set aside approximately 30 minutes for an in-depth discussion on staff wellbeing.	
10	Receive update on special educational needs and disabilities (SEND)* Governors discussed the four documents that had been circulated. The Neale Analysis of Reading Ability (NARA) overview assesses reading ability, and the bright blue squares indicate accelerated progress. Pale green indicates pupils are at the level they should be, with positive values indicating months ahead compared with chronological age. The righthand column, reading rate, is shown for interest. Reading quickly can have a negative impact on accuracy and comprehension. LH is very pleased with the data. Governors questioned whether the results are shared with the pupils. Positive feedback is always given to the pupils, and they know when they have done well. A similar assessment chart was circulated for maths using the Sandwell assessment tool, and governors questioned how the data compares with that pre-Covid. This is not known. Every cohort is different. Anecdotally, pupils are making rapid progress, showing that many of the gaps are due to a lack of teaching (because of the pandemic) rather than SEND. Pupils will be reassessed in March. <i>Q: Is there anything governors can do?</i> <i>A: Anyone who can come in and read with the children or play maths games would be very welcome. The school is very grateful to the Friends of Dr South's (FODS) for purchasing Dyslexia Gold. This is making a massive difference, and also helping pupils with their confidence.</i> A TA is currently training on the ELSA (Emotional Literacy Support Assistant) programme. On the document detailing social, emotional and mental health interventions, the pre and post scores are out of 10. The rating of the sessions is out of 5. Pupils also complete a general wellbeing questionnaire and there is a noticeable rise in scores after pupils have participated in a series of the sessions. Anxiety and friendship are the key issues. <i>Q: Is there a specific relationship education program for pupils with SEND?</i> <i>A: Relationship education is done throughout the school as part of the curriculum. All pupils also complete a wellbeing survey. Where there is a concern, pupils will complete an ELSA screening and will then take part in up to 12 small-group sessions, tailored to the group's needs.</i>	
11	Receive update on SIAMS HP and LH met before Christmas and this morning to discuss SIAMS. From the last SIAMS inspection, there were three areas to focus on. 1. More explicitly apply and evaluate the distinctive Christian vision, in its public profile, and within policies and planning to increase its impact across school	

	life. HP and LH looked at how the new school vision could have a greater impact across school life. All members of the school community should know about the vision and it should be clearly visible within the school. It was agreed that in the reception foyer there could be more indication that the school is a Christian school, with the use of artwork for example. 2. Develop more structured and robust monitoring systems to enable governors to have a more succinct analysis of the quality of the different aspects of church school provision and RE, to ensure sustained improvement. All teachers are preparing assemblies, with stories from different faiths or no faith. The worship club is well-established, and there is feedback added to the hall board for each assembly. Governors have attended and given feedback on the impact of worship. 3. Continue to develop the enthusiastic and knowledgeable RE leader to enable the quality of teaching and learning to be excellent. RE is now established in Early Years. As discussed previously, the school is looking to devise its own assessment scheme for RE, as Target Tracker is not effective. It may be possible to discuss this with other ODST schools.	HM
12	Receive update on safeguarding	
12.1	Update on current position Staff were trained on the Child Protection Online Management System (CPOMS) at the January INSET day. The school is still using the paper system while slowly moving over to CPOMS.	
12.2	Confirmation of approval of Annual Safeguarding report The report was confirmed by the safeguarding governor (CM) as having been approved and submitted. In addition to the annual report for the local authority, the school is subject to audit from the local authority, and ODST has a new safeguarding standard that has changed three times since September. An ODST adviser also carries out a low-key audit. All of these procedures require slightly different things and HM expressed his concern at the amount of time spent on the high number of checks. Governors will consider their approach to ODST.	
13	Receive update on health and safety	
13.1	Update on current position Governors continue to complete their monthly health and safety walkabouts, which are very useful to the school. The annual health and safety audit is on 26th January 2023.	
13.2	Update on tree pollarding The trees have now been pollarded. Governors expressed concern that the trees at the front of the school have not been done. However, these have been	

	checked and some of their branches stripped out.	
13.3	Update on prevention of potential lawsuit from an injured intruder* A report from DM on liability had been circulated before the meeting. The school needs to be sure it has enough signage, and governors questioned whether the school is clear on what the areas of risk are. There should be a health and safety check to consider what sites are vulnerable to unwelcome visitors and FPP will consider this matter further . The play area is particularly vulnerable.	FPP
14	Ratification of policies	
14.1	Approve admissions policy* The admissions policy was set by ODBE and ODST. As the policy was due for a seven yearly thorough review, as required, information had been circulated in the local area, displayed in the reception lobby and placed on the website. No comments had been received. The policy was approved.	
15	Governance	
15.1	Update on governor visits and training undertaken There have been several governor visits to school for the health and safety walkabouts and for monitoring purposes. Yellow forms should be completed for all visits. AS hopes to attend the upcoming session on net zero implementation in schools.	
16	Any other business For governors struggling to access the school's internet, the IT consultant will be in school on Wednesday. The money schools will receive from the government for Ukrainian pupils will be £700/pupil [confirmed after the meeting as per term] rather than the £6000/pupil [per year] originally promised. Ukrainian pupils attending Nursery do not appear to qualify for additional funding. There will be a music evening on Friday 10 th February at 6.30pm. Tickets cost £10 and will include food. Pupils learning wind instruments will perform alongside a professional wind trio and the food will be cooked by the pupils to showcase what they can do. The event is open to all and the funds raised will go to FODS but will be used specifically for music within the school. There will also be an exhibition of Chinese art. Staff parking was briefly discussed. Staff are able to park on the gravelled area by the Village Hall. Governors expressed the importance that staff feel welcome within the village.	
	Meeting closed at: 9.15pm	
	Proposed dates of next meetings: LGB – Mon 27th March at 7pm (15th May, 17th July) T&L – Mon 13th March at 7pm (22nd May, 10th July) FPP – Mon 30th Jan at 7.30pm (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 5 governors, one of whom should be a Foundation LGB Member

Action points arising from the meeting

Governors to check their confirmations on GovernorHub.

All governors to forward suggestions for improving the school website to JC. HM to update the governor biographies and to commission new photographs for the site.

HM to consider the feasibility of a bank of volunteer parents as emergency cover for TAs.

HW to prepare a brief proposal for funding for a staff social event for the finance, personnel and premises committee (FPP) to consider at its meeting on Monday.

HM to survey the possible uptake for a 4-week summer club run at Dr South's for local children.

HM and HW to advise governors of particular concerns for any members of staff due to the cost-of-living crisis.

HM to look at whether there could be more indication that the school is a Christian school in the reception foyer, with the use of artwork for example.

FPP to consider what sites are vulnerable to unwelcome visitors and whether more signage is required.