



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 17th July 2023 **at 7pm on Teams**

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Jon Conibear (JC) [Foundation] David de Mestre (DM) [Parent] Eamonn Gearon (EG) [Foundation] Liz Halsey (LH) [Staff] Steve Hayes (SH) [Foundation], until 7.50pm Lavinia Janke (LJ) [Co-Opted] Filiz McNamara (FM) [Parent] Calum Miller (CM) [Community], until 7.50pm Huw Morgan (HM) [Co-Headteacher] Jonathan Nicholl (JN) [Foundation] Hannah Penwarden (HP) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	Alastair Searle (AS) [Foundation]
Confirmation of Quorum - Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone and SH opened the meeting with a prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Alastair Searle.	
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 None was raised.	
6	Approval and signing of the minutes from the previous LGB meeting held on 15th May 2023* The minutes were approved, with no amendments, and agreed to be a true record of the meeting. KC to sign a copy at the September LGB meeting.	KC

7	Discussion of matters arising from the minutes not covered elsewhere	
7.1	Update on website revamp HW and JC have discussed the proposed changes to the website with HM. A number of areas will be tweaked over the summer, making the site more relevant to prospective parents. FM will also discuss the website with HW and will review the planned marketing flyer for nurseries and playgroups. The excellent SATS results will be publicised, together with the school's focus on environmental awareness. <i>Q: Is it possible to prove a correlation between the number of teachers and teaching assistants and the quality of academic results? We have been in correspondence with the Department for Education about the damage cuts will do to education. Do our results strengthen our case?</i> <i>A: It is difficult to prove. The high level of staffing allows the school to achieve a broad curriculum and enrichment programme, which may also explain the good results.</i> Governors discussed the agreed pay rise for teachers of 6.5%, which is only going to be partially funded by the government. A letter from ODS has just been received by the school, possibly indicating Dr South's will not be receiving as much funding as other schools, but needs more careful perusal. HM to send a copy of the letter to KC and JC.	HW/HM /FM HM
7.2	Update on governor biographies and photos on website All updates have been received from governors, bar one.	
7.3	Update on new look foyer to emphasise Christian focus of school A helpful update had been given to the recent Teaching and Learning (T&L) committee. HW has met with a parent who is an interior designer. There is to be some glass work, with a cross and the school's strapline added to the foyer doors, and children's artwork will also be included in the new look reception area. The changes may not be ready for the start of September.	
7.4	Update on new electronic governor visit form FM has updated the governor visits form using a Microsoft form, and is awaiting feedback from HM and HW. The form can be completed via an electronic link that will automatically upload it to GovernorHub. A second link will take governors straight to the folder containing all completed governor visits forms. A report can easily be run, compiling information from all completed forms, and used as evidence for governor monitoring and involvement within the school, as well as simplifying the updating of the school action plan and self-evaluation form (SEF). The new form will be available from 6th September.	
7.5	Update on further marketing ideas for the school and finding local expertise As discussed in item 7.1, the text for the revamped website and marketing flyer has been reviewed. The flyer will not only focus on academic excellence but also on the enrichment programme, and will try to encapsulate what is special about Dr South's in a small number of words. An expert in communications is to review the flyer to maximise its effectiveness. Nurseries and village parent groups will be targeted, and all suggestions from governors for places to publicise the school are welcomed.	All gobs

8	Discuss report from T&L, including review of progress and attainment data* Minutes from the recent meeting had been circulated. LH had provided an excellent report on the progress made by individuals with special educational needs and disabilities (SEND) as well as classes, and governors expressed their great appreciation for her work in the school. The sports premium report, prepared for approval before publication on the website, was much more than a policy statement, giving a breakdown of all the activities provided over the year with use of the premium and those planned for next year. Results from the recent data drop had been reviewed in detail. The Year 6 SATS results are excellent, well above the (currently unvalidated) national average. Review of the school action plan and SEF had proved challenging, with some of the wording for actions and objectives making them hard to fully achieve. For example, the aim for the community to be fully conversant with the school vision is an impossible target to meet, even with heavy advertising within the parish magazine and noticeboard displays. Next year, objectives and actions need to be more realistic, but without making them any less ambitious, with governors acknowledging the need for challenging objectives to be set. With regard to colour coding of the action plan and SEF, governors can recognise triangulation points and gain an impression of what is happening in school but do not have all the information available to school leaders. Therefore, it was agreed that, going forward, consistent with their oversight role, governors should be asked to review and comment on the SEF and action plan rather than fill in detailed comments for all items. Nevertheless, governors are confident that progress has been made on the action plan which is reflected in the SEF, and staff are to be applauded on their efforts. HM and HW were thanked and congratulated on the school's very successful academic year. HM, HW and KC, with other governors who want to be involved, will review the forms for next year that will identify the actions needed to carry out realistic objectives that can then be monitored by governors.	
9	Discuss report from Finance, Personnel and Premises (FPP), including a staffing update and health and safety* The school is almost fully staffed for next year. Following a recent resignation, interviews for a teaching assistant (TA) position will be held on Monday. The school is expected to show a £14,000 deficit at the end of the financial year, largely related to the unfunded increases in salaries, and governors questioned whether ODS is likely to allow this to come from the carry forward total or whether it will need to come from the school's trust fund. At present, staff shortages at ODS mean that communication is challenging. However, additional funding has been received from a variety of sources, which is being clarified by the bursar, Kate Forde. Although welcome, the random nature of the funding makes budgeting extremely difficult. HM is meeting with Kate on Friday to	

	determine the end of year position. It is hoped to avoid any risk of an unscheduled audit by ODST as the result of a deficit. FPP will discuss in detail what adjustments are possible to secure the school's finances in the longer term at their October meeting.	FPP
10	Receive update on safeguarding* A detailed report from CM as safeguarding governor had been circulated before the meeting. A recent safeguarding audit, commissioned by ODST and carried out by the county council's safeguarding team and ODST's safeguarding lead, raised a question about the security of the school. The perimeter wall is low and the team therefore recommended that the school consider locking the doors to the school buildings during the day to enhance pupil safety. This has practical implications as the school is a multi-building site and the proposed restrictions would affect the free flow of pupils between buildings, as well as affecting the open culture of the school with pupils being more constrained. Ian Frost from ODST has been invited to visit the school to discuss practical considerations. Although the audit was advisory, and the LGB can make the final decision, governors agreed that it is important to consider advice given. The question is how to maximise security while retaining effective functioning of the school as well as maintaining an inclusive and open environment. <i>Q: Previously, FPP has looked at the risk of intruders and any potential liability. Did we find any vulnerable places for entry?</i> <i>A: The walk about to look at this was assessing the site for possible liability from trespassers hurting themselves and the adequacy of suitable signage, rather than the possibility of intruders during the school day. It was noted that the school's walls are low.</i> This issue will be added to the next LGB agenda and governors will continue to discuss how security can be increased, within budget and still maintaining the character of the school. High fences would detract from this and make it harder for pupils who struggle to come into school. <i>Q: Would CCTV help if it focussed on the more hidden areas around the school?</i> <i>A: CCTV would be more to prevent liability from trespassers hurting themselves. It would be less effective in helping with intruders during the school day.</i> CM and SH left the meeting at this point, after SH had been thanked for his amazing contribution as governor to the school, with the board benefitting greatly from his experience.	
11	Review progress and impact of the school action plan, with final signoff* T&L had reviewed priorities 1 and 2 in great detail. Priority 3, focusing on the premises and facilities, had been monitored by FPP and reviewed in detail in February. The displays have been monitored and are clean and well-maintained. General tidiness and cleanliness have been monitored and more work is required to ensure the premises are consistently tidy. Funding has not been agreed for development of the outside area behind the library. The move towards net zero in energy consumption is underway and is well monitored by FPP.	

	Governors were happy to signoff the current action plan. HM and HW were congratulated on the many areas of the plan where success had been achieved.	
12	Approve final SEF* T&L had reviewed their sections of the SEF in great detail. The section reviewed by the LGB had been completed in advance and circulated for comment. Governors were asked in particular if they are still happy to note no major safeguarding concerns in the light of the results of the audit discussed in item 10. The SEF was approved, with no amendment.	
13	Discuss priorities for next year Priorities for next year: • Develop maths mastery, potentially revising the maths curriculum • For literacy, develop spelling as well as writing across the curriculum • Deliver and embed the new religious education (RE) curriculum and establish the new SIAMS framework. Historically, reading has always been good at Dr South's. Writing is more of a challenge and the last Ofsted inspection raised writing across the curriculum as an area for development. For maths, the Abacus programme is not stretching enough for the more able mathematicians, and free training on a new mastery curriculum has been offered just when the school would like to focus on this area. LH is currently getting to grips with the new RE syllabus. It looks as if it should be possible to use a large part of what the school currently teaches. There will be 8 objectives for each year group, and the school will need to ensure the new syllabus is linked with the rest of the curriculum. <i>Q: At T&L we questioned whether the expected number of pupils are achieving greater depth. Do we know this yet?</i> <i>A: HW will run a report for the next T&L meeting.</i>	HW
14	Governance	
14.1	Receive update on governor vacancies An advertisement for governors has been placed in the parish magazine and will be placed elsewhere to seek to fill the vacancies as governors come to the end of their term of office. Skills that are needed are on the ministry side, with the retirement of SH, and in safeguarding and wellbeing. The Revd Lucy may be interested in joining the board as a co-opted governor until the new rector is in place. Anyone interested in becoming a governor should contact KC.	
14.2	Appoint governors for heads' appraisal in the autumn KC, JC and the new chair of T&L, if appointed by then, will carry out the heads' appraisals in the autumn.	
14.3	Update on INSET day and lunch to be provided	

	FM and HP have agreed to organise provision of lunch for staff on 5 th September, with governors invited to attend the morning session of that INSET day. There are likely to be up to 30 people attending the session of Space makers training at 11-12.30, with lunch following on at 12.30/12.45pm. FM to contact the proposed caterers and send an estimate of the cost to KC.	FM
14.4	Update on governor visits and training undertaken Governors were thanked for the amazing number of visit forms completed over the year, indicating a very encouraging level of involvement in the life of the school. All governors were encouraged to look at the training available in the autumn programmes from Governor Services and ODS/ODBE to keep their skill sets up to date.	All govs
14.5	Approve meeting schedule for next year* The proposed meeting schedule was approved. The first LGB meeting is on 25th September, with the two subcommittees following shortly afterwards. LGB and T&L will meet at 7pm, FPP at 7.30pm.	
15	Any other business The end of year Key Stage 2 performance took place last week. The performance is of a very high standard and takes a lot of time to prepare for. Governors confirmed that they are happy for the pupils to take time out of the normal curriculum to work on the play, and considered it one of the best activities taking place within the school year. Songs are learnt within the curricular music lessons and then the last full week of term is set aside for rehearsals. Staff were thanked for their hard work, resulting in an incredible year for the school. Governors were thanked for all their work for the school, and the work of EG was particularly acknowledged as he steps down from his role as foundation and health and safety governor.	
	Meeting closed at: 8.20pm	
	Proposed dates of next meetings: LGB – Monday 25th September at 7pm (4th Dec, 29th Jan, 25th Mar, 13th May, 22nd July) T&L – Thursday 5th October at 7pm (16th Nov, 18th Jan, 18th April, 18th July) FPP – Tuesday 10th October at 7.30pm (21st Nov, 9th Jan, 20th Feb, 30th April, 9th 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 sign a copy of the approved minutes for the May LGB meeting at the September LGB meeting.

HM/HW to tweak a number of areas on the website over the summer, to make it more relevant to prospective parents. FM to discuss the website with HW and to review the planned marketing flyer for nurseries and playgroups.

HM to send a copy of the recent ODST funding letter to KC and JC.

Governors to suggest places to publicise the school.

FPP to discuss in detail what adjustments are possible to secure the school's finances in the longer term at their October meeting.

HW to run a report for the next T&L meeting about the numbers of pupils achieving greater depth.

FM to contact the proposed caterers for lunch on the 5th September INSET day and send an estimate of the cost to KC.

All governors to look at the training available in the autumn programmes from Governor Services and ODST/ODBE to keep their skill sets up to date.