



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 25th September 2023 at 7pm at school

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Jon Conibear (JC) [Foundation] Liz Halsey (LH) [Staff] Lavinia Janke (LJ) [Co-Opted] Filiz McNamara (FM) [Parent] Huw Morgan (HM) [Co-Headteacher] Hannah Penwarden (HP) [Foundation] Alastair Searle (AS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Absent:</u>	David de Mestre (DM) [Parent], Calum Miller (CM) [Community]
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 No apologies had been received.	
3	Annual declaration of all interests including related party transactions (RPTs) – all governors to complete new form and also update declarations tab on GovernorHub* All governors at the meeting completed the new declarations form from ODSST and also updated their interests on GovernorHub. 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 17th July 2023* 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 website revamp and new marketing leaflet Marketing of the school is being increased though numbers are currently good, with 95 pupils including Nursery attending this year. There is a high level of interest for next year, with a good number of potential parents being shown round. The proposed flyer, to be circulated in nurseries and toddler groups, has been designed and now requires photos. It was agreed that these should be high quality and HP will ask within the school community about a possible photographer. The flyer will be circulated to governors before printing. Governors asked whether the school holds open days. These do not currently take place, with families being shown round at their convenience. It was agreed that the school will consider holding an open morning, as this would be useful advertising for the school. Various activities, highlighting the school's enrichment programme, could be organised without too much difficulty. The deadline for completion of school application forms is January 2024. HW and FM were thanked for their work on the flyer, and FM was also thanked for her work on the online governor visit form.	HP
8	Elections and appointments	
8.1	Elect chair KC was elected chair of the LGB.	
8.2	Elect vice-chair JC was elected vice-chair of the LGB.	
8.3	Review and agree committees to be used It was agreed that the two main subcommittees would remain as Teaching and Learning (T&L) and Finance, Personnel and Premises (FPP). Other committees (for Admission, Complaints and Exclusion panels) will meet as and when required.	
8.4	Elect committee chairs and review membership of committees JC will continue to chair FPP and HP will chair T&L. Membership of FPP: JC, KC, DM, AS, HM and HW. Membership of T&L: HP, LH, LJ, FM and HW. Governors are welcome to attend any meeting, though they will not be able to vote at a committee meeting where they are not a member. There will be two meetings of both subcommittees before the next LGB meeting in early December. Any issues that need addressing before then can be raised with KC or JC.	
8.5	Appoint specific governors for child protection and safeguarding, special educational needs and disabilities (SEND), religious education (RE)/SIAMS, health and safety and whistleblowing Governors were thanked for agreeing to take on additional duties. CM will continue as child protection and safeguarding governor. LJ was appointed as SEND governor and DM as health and safety governor. HP and JC will continue in	

	their roles as RE/SIAMS governor and whistleblowing governor, respectively. There are other potential governor roles and any governor interested in additional duties should speak to KC.	
8.6	Confirm all governors have completed a DBS and section 128 check and that the single central record has been updated with this information All governors have completed a DBS and section 128 check and the single central record is up to date. The date of the DBS check and certificate reference number have been added to GovernorHub records.	
8.7	Adopt ODS Code of conduct; all governors to confirm approval using GovernorHub* The updated code of conduct was approved and all governors at the meeting used the declarations section of GovernorHub to confirm that they will abide by the code.	
9	Agree committee terms of reference	
9.1	Admission Committee* Agreed.	
9.2	Complaints Committee* Agreed.	
9.3	Exclusion Committee* Agreed.	
9.4	Finance, Personnel and Premises Committee* Agreed, though the terms will be reviewed at the upcoming FPP meeting.	
9.5	Pay and Performance Committee* Agreed.	
9.6	Teaching and Learning Committee* Agreed.	
10	Discuss heads' written report* The report had been circulated before the meeting. <i>Q: Levels of writing in Year 6 last year were well above national average, but not levels of greater depth in this subject. Why not?</i> <i>A: Writing was affected most by the pandemic and needs further development. To achieve greater depth, there can be no areas of weakness such as poor spelling or handwriting. In addition, the Year 6 cohort last year was small, so the figures are of limited statistical significance.</i> <i>Q: Are pupils classed as more able treated differently in class?</i> <i>A: No. However, there are higher expectations and pupils are extended more in lessons.</i> <i>Q: Can you clarify what you mean by a broadly neutral budget?</i> <i>A: The school broadly broke even over the year, though the final figures are not available until early October. There are no financial concerns to raise alarm at ODS.</i> <i>Q: Attendance has increased from last year, which is excellent. What is the national goal?</i>	

	<i>A: The government expects 95% attendance in primary schools.</i> The meeting briefly discussed the current drive by the Department for Education to improve school attendance. Being a small school, Dr South's is able to track attendance closely and intervene swiftly where appropriate. Some elements of behaviour slipped towards the end of the summer term and governors asked if the school was concerned. However, this was expected at the end of a long hot term, when both pupils and staff were tired. The September INSET days were used as an opportunity to ensure all staff understood expectations and high standards of behaviour were asked for and expected from the first day of term. There are a number of new teaching assistants and one new part-time member of teaching staff this term. Governors asked if any issues had been flagged at the 5-year electrical check and annual water check. No problems had been noted, but an issue raised in the annual health and safety audit has been queried. The boiler maintenance firm does not agree that special pressure valves are required and the school is in the process of resolving the matter. The new manager of premises at ODS is due at school to discuss any outstanding issues with regard to the site. Governors questioned what is happening about Forest School onsite for the younger pupils, a priority on last year's action plan. The funding to develop the area behind the library was not forthcoming, but two members of staff are being trained to provide a scaled down Forest School for younger pupils, with two volunteers also undertaking training, one at Wittenham Clumps (Volunteer support) and one at Hill End (Level 3).	
11	Receive updated self-evaluation form (SEF)* An updated document had been circulated. The school uses the Ofsted framework as a basis for its SEF. The framework was revised over the summer and the SEF has therefore been amended to reflect this. Gradings from last year's form have been brought over where applicable. New items are not coloured. The leadership and management section has been particularly heavily amended. The word resilience is especially noticeable due to the increased emphasis placed on it by Ofsted. It was agreed that governors should visit the school with a view to discussing items on the SEF. FPP will now review the sections on behaviour and attitudes and personal development rather than T&L. The heads' reports, data gathered by governors and available from their completed visit forms, together with the rolling record from the School Improvement Advisor, will all help provide evidence for the evaluation document.	FPP
12	Discuss and approve new school action plan for coming year* A draft action plan has been drafted from the priorities agreed at the July LGB	

	meeting. <i>Priority 1. To develop maths mastery, including the potential development of a new curriculum</i> The school has enrolled as a member of the Bucks, Berks and Oxon (BBO) maths hub to develop maths mastery. It is expected that there will be changes to the curriculum, but the first meeting is not until mid-October. This priority will be better mapped out by the December LGB meeting. The hub has been much recommended by those schools already enrolled. <i>Priority 2. To develop spelling, and to develop writing across the curriculum</i> Spelling is a weakness across the school. The new Jane Constantine writing scheme has proved a great success but the linked spelling scheme has been less good and a new approach is needed. A progression of skills document based on the national curriculum objectives has been developed over the summer, and spellings at home are to be re-introduced. Baseline assessments have already been completed. Writing across all areas of the curriculum is being developed and areas other than literacy where writing can be a focus have been identified. This directly addresses one of the areas identified for development at the last Ofsted inspection. <i>Q: If your new spelling framework is effective, will you continue with it or do you plan to change each year?</i> <i>A: No, we hope to continue with the framework, once we know it works. Research has shown different year groups all have very different gaps in knowledge. We also have Literacy Gold to help with spelling.</i> <i>Q: You have done the baseline assessments to determine pupils' spelling age. Will you assess this throughout the year?</i> <i>A: We will carry out ongoing assessments, and governors will be able to look at these on visits to the school, but a further numerical assessment will only be undertaken at the end of the academic year.</i> <i>Priority 3. To deliver and embed the new RE curriculum, and to establish the new SIAMS framework</i> A new Oxfordshire RE curriculum has been agreed. A clear assessment framework needs to be developed, and LH is a member of the working party tasked with developing this. <i>Q: Is the new curriculum balanced across the faiths?</i> <i>A: Yes.</i> At the meeting it was stated that the new SIAMS framework has been in place for about a year, but this was corrected after the meeting. The framework has been trialled for about a year and was formally launched in September 2023. The school is due for an inspection in 2025. Governors will be notified of their monitoring roles for the action plan shortly.	
13	Review and agree school's vision, ethos and values, identifying where these are linked to the ODST vision, ethos and values* A document had been circulated detailing the school's ethos statement from its	

	original Instrument of Governance and the statement developed for SIAMS, together with the bible quote underpinning the school vision. Alongside these were cited five ODST values linked with five statements and a motto which very much chime with those of the school. Each term the school has an assembly on its vision and purpose, encapsulated by its strapline Nurture, Educate, Inspire. Several ex-pupils have been back with the aim of inspiring the current pupils.	
14	Safeguarding	
14.1	Review ODST Safeguarding Standard 2023 and responsibilities outlined in the LGB Members Section* The ODST Safeguarding Standard had been circulated and reviewed.	
14.2	Receive safeguarding update; all governors to confirm that they have read Keeping Children Safe in Education (KCSiE) 2023 Part 1 using GovernorHub and that they have previously completed Level 2 safeguarding training, and received an annual update* All governors present at the meeting confirmed that they had attended Level 2 safeguarding training last year and have read KCSiE 2023 Part 1. HM, as a qualified trainer, then provided annual refresher safeguarding training, highlighting the major changes raised by KCSiE this year and how the school are addressing the new requirements. At present, it is not possible to receive alerts when pupils search for blocked sites and the school's IT provider, Turn IT on, and ODST are working on this. In the meantime, staff are vigilant in checking pupils' screens. HM to circulate slides used in his presentation. DM/CM to attend refresher training.	HM/DM/CM
14.3	All governors to complete Prevent Duty course 1 (awareness) and then confirm on GovernorHub All governors present at the meeting had completed online Prevent training and confirmed this on GovernorHub. DM/CM to complete Prevent training. It was agreed that Prevent training should be redone every 3 years.	DM/CM
14.4	Receive update on response to recent safeguarding audit The action points raised from the recent safeguarding audit were reviewed, together with how the school is addressing them: • The typo on some of the policies has been corrected. • The school has signed up to receive the safeguarding newsletter. • Staff are regularly receiving safeguarding updates, and these meetings are now minuted. • It has also been minuted when staff have been told to report safeguarding concerns.	

	• Governors have been advised as to how important it is they ensure they have confirmed they have read KCSiE on GovernorHub, along with updating all their other declarations. • The site risk assessment has been reviewed. • The move to the Child Protection Online Management System (CPOMS) is complete and is working well. • Governor training records will be printed and stored separately once completed on GovernorHub. • Evidence has been provided that the school follows safer recruitment. • The ODST front sheet is now used for all staff files.	
14.5	Receive confirmation that all staff safeguarding training is in place All staff received a Level 2 update on safeguarding at INSET, except one member of staff who is currently completing an online update.	
15	Receive update on Health and Safety	
15.1	Update on RAAC position There is no reinforced autoclaved aerated concrete (RAAC) in the school. This was confirmed by ODST.	
15.2	Health and safety governor walkabout rota* A rota had been circulated. Governors will get a reminder email from Christine Robertson in the school office when it is their turn to do the check. They should liaise with her and book a time to visit the school, which can be before or after work if necessary. A checklist will be provided.	
16	Ratification of policies and reports	
16.1	Approve the annual school public sector equality duty statement* Approved.	
16.2	Approve the Child Protection and Safeguarding Policy* Approved.	
16.3	Receive the designated teacher statement for child protection* HW is designated safeguarding lead (DSL), and her training will be renewed next week. LH and HM are deputy DSLs.	
16.4	Receive the designated teacher statement for looked after children* LH is designated teacher for looked after children.	
16.5	Confirm a whistleblowing policy/procedure is in place An up-to-date policy is on display in the staffroom, and all staff were reminded of this at INSET. KC, JC and CM are given as contacts for any safeguarding concerns.	
16.6	Receive the looked after children report* There are no looked after children attending the school.	

16.7	Receive and approve the pupil premium strategy statement and report on evaluation of spend on pupil premium pupils* Approved. The report had been compiled with care, to avoid the identification of individual children. The premium is used to help with social integration, provide financial support with school activities, provide special equipment and often funds specialist staff training.	
16.8	Note the updated DfE Guidance on Suspension and Permanent Exclusion, which came into force in September 2023 The new guidance was noted.	
17	Governance	
17.1	Receive update on governor vacancies The Revd Steve Hayes has retired and his position on the LGB will be taken by his successor when appointed. The Revd Lucy is providing pastoral support in the meantime. Eamonn Gearon has resigned and was thanked at the July meeting. Jonathan Nicholl's appointment has come to an end and he was thanked for his time as a governor. One member of the local community has expressed interest and has been provided with the application form. The LGB currently has a very good group of governors with a wide variety of skills and there is not a pressing need to fill the vacancies quickly.	
17.2	Review training needs* Safeguarding was the priority and this has been provided tonight. The training programmes from Governor Services and ODST had been circulated. Governors noted the preparation for Ofsted session being run on 26th September by ODST.	
17.3	Receive update on governor visits including INSET day training and lunch Some governors had attended the third INSET day on visioning and including the space makers training session, and had provided lunch for the staff. Staff had expressed their huge thanks for this, as it had been much appreciated. Governors who had attended the INSET morning had very much enjoyed their time, and found it beneficial in clarifying their role as governor and enhancing their connection with staff	
18	Any other business The next Ofsted inspection is likely to be in the summer term, or earlier. A brief overview of the inspection process and governors' role in this will be added to the next LGB agenda. Preparation for Ofsted training dates will be circulated by BT.	BT
	Meeting closed at: 9.15pm	
	Proposed dates of next meetings: LGB – Monday 4th December at 7pm (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	

*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 4 governors, one of whom should be a Foundation LGB Member.

Action points arising from the meeting

HP to ask within the school community about a photographer to take high-quality photos for the marketing flyer being prepared to advertise the school.

FPP to review the sections on behaviour and attitudes and personal development in the SEF rather than T&L.

HM to circulate slides used in his refresher safeguarding training.

DM/CM to attend refresher safeguarding training and complete online Prevent training.

BT to circulate preparation for Ofsted training dates.