



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 4th December 2023 at 7pm at school

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Vanessa Chong-Morrison (VC) [Co-Opted] David de Mestre (DM) [Parent], attending via Teams Liz Halsey (LH) [Staff] Lavinia Janke-Smith (LJ) [Co-Opted] Calum Miller (CM) [Community] Hannah Penwarden (HP) [Foundation] Alastair Searle (AS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	Jon Conibear (JC) [Foundation], Filiz McNamara (FM) [Parent], Huw Morgan (HM) [Co-Headteacher]
Confirmation of Quorum - Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone, and introduced Vanessa Chong-Morrison, a newly appointed Co-Opted governor. LH then opened the meeting with a prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Jon Conibear, Filiz McNamara and Huw Morgan.	
3	Declaration of any new interests including related party transactions (RPTs) VC is employed by University College London and the University of Oxford. She has a child attending Dr South's. There were no other 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 25th September 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, open morning and marketing of school to local nurseries and toddler groups HM and HW have a meeting booked with Matthew Nicholson, who maintains the website, to update the home page and photos. The marketing flyer is being printed by Gosford and is expected shortly. Governors questioned how this would be distributed, and it will be taken round to local nurseries, toddler groups and doctors' surgeries.	
8	Receive and discuss report from the finance, personnel and premises committee (FPP)* The committee had met twice since the September LGB meeting and minutes for both meetings had been circulated. Four main areas had been covered at the meetings. • Last year's financial closedown: the school finished the year with a surplus of £8205, because of unexpected last-minute additional funding. It is hoped that this surplus can be used to set against the current year's deficit and will be discussed with the new ODST head of finance when they are in post. The timing of the drawdown on the school's trust fund, which is used to fund the enrichment programme and to balance the budget, was discussed and will be delayed as much as possible to avoid such a surplus in the future. • Current year budget monitoring: there is a projected deficit of £20,000 arising from the teachers' pay awards and 2 new pupils requiring 1:1 support. It is hoped that the funding for the latter will be forthcoming shortly. This year's budget already assumes donations of £100,000, including £30,000 from the trust fund in addition to the £40,000 for the enrichment programme. JC and the heads will prepare possible future scenarios for the longer-term funding of the school, for discussion at the January FPP meeting. • Premises and capital projects: a number of capital projects were discussed arising from the safeguarding audit, preparation for the health and safety audit and decarbonisation. These include a new alarm and fob system for door security, replacing drafty doors and windows and new LED lighting. FPP also discussed the need to update the school's IT equipment. It is anticipated that the Friends of Dr South's (FODS) will contribute money to cover some of this, such as the new school projector. Replacement of the current i-pads is the first priority as they need better filtering capacity and their use is discouraged at present. Funding for the projects will come from the devolved funding capital (DFC) and the £12,000 of EEF (energy efficiency funding) money, to be spent on energy saving measures. The school can apply to ODST for possible matched funding for the EEF. The quotes for the projects have not all been received and governors agreed that approval for expenditure on the urgent	

	projects of new alarm and fob system can be delegated to JC or KC. Digital filtering and monitoring: the school has a new 'surf protect' system, designed to give live updates when someone attempts to access blocked sites and also provides end of day reports. The system is becoming easier to manage as more sites can be unblocked once deemed safe. The committee discussed the need for a governor role to oversee this area and agreed that it best fits with the safeguarding governor role.	
8.1	Receive update on health and safety and premises As discussed above.	
8.2	Approve quote for capital project including new alarm system* As discussed under item 8.	
9	Receive and discuss report from the teaching and learning committee (T&L)* The committee had met twice since the September LGB meeting and minutes for both meetings had been circulated. - Governors had reviewed data from a Juniper benchmarking report, taking information from Target Tracker, which showed that the school compares very well with other ODS schools, being above average in most areas. - The action plan had been discussed, with priority 1, the focus on maths mastery, updated following the first meeting of the Bucks, Berks and Oxon (BBO) maths hub, attended by both HM and Mrs Sellars. Priority 2, focusing on spelling and writing, had been tweaked to be more specific in its success criteria. Priority 3, part of which is to establish the new SIAMS framework, was tweaked in terms of its timescale for various action points. The initial dates had been unrealistic and had not reflected the need for LH and HP to first attend training on the new framework in January. - HP had met with HM to discuss evidence for the self-evaluation form (SEF). T&L reviewed the various sections and agreed that the final statement under personal development, 'The school prepares pupils for life in modern Britain', should be green (good) rather than blue (outstanding), as evidence of the pupil voice is missing. It was agreed that the British values will be displayed on the walls, and this has already been done. - Governors discussed the provision of special educational needs and disabilities (SEND) within the school. FODS will fund the subscription to Literacy Gold this year. - Attendance is improved on the same period last year, from 95.84% to 96.02%. - The pupil and parent questionnaires were reviewed and amended, ready for approval at the January meeting. The parents' questionnaire will be online this	

	year. • There were no issues raised concerning health and safety and safeguarding. • Several governors had visited the school.	
9.1	Approve updated T&L terms of reference* Approved.	
10	Verbal update on school events including Christmas activities governors could attend • There is a St Nicholas service on Wednesday 6th December at 2.15pm in the church. • The church carol service is on Saturday 16th December at 6pm, and several children are taking part. • There will be carols and mince pies at the Village Hall on Tuesday 19th December at 2pm, followed by a get together at 3.30pm for staff and governors for tea and mince pies in the Lin Cooper Practical Skills Building. • There will be a school carol service and Ash class nativity play on Wednesday 20th December at 2pm. • On the 9th February, the annual soup lunch and talent show will take place at 2pm. • The FODS quiz night is on Saturday 23rd March. This is a big event in the community and an important fundraiser. • <i>The Big Bike ride is scheduled for 12th May and should be advertised in the school newsletter.</i> <i>Q: Are there any other important events over the next few weeks or ODS requirements?</i> <i>A: The next data drop is scheduled for 13th December and assessments are being carried out this week. LH is attending a SEND conference at ODS and on Thursday 7th December at 11am there is an ODBE carol service at Christ Church cathedral for governors and heads.</i>	HM
11	Review action plan* There is not much to add to T&L's review discussed under item 9. There will be an evaluation in the spring. For priority 1, on maths mastery, there is a lot of training available, and Dr South's is hosting an event this coming Thursday. Support staff are also taking advantage of the high level of training available from ODS this month and next to upskill. <i>Q: How different is the new curriculum?</i>	

	<i>A: It is not a new curriculum but a change in how the curriculum is delivered. The weaknesses within the Abacus scheme have always been known and it may be that we adapt how we use this resource or possibly move away from the scheme entirely.</i> For priority 2, all staff have been briefed and are aware of the spelling objectives for their year group. All children have been assessed for their baseline spelling age and those behind are having additional sessions. With regard to writing, a programme has been put in place for long pieces of writing to be undertaken in subjects other than literacy and books will be monitored to ensure writing standards are consistent with those seen in literacy. For priority 3, as discussed, most dates have been amended to February 24, to allow LH and HP to attend training on the new SIAMS framework in January. HW to email BT with an updated version of the action plan. HM will allocate governor monitoring responsibilities, as last year.	HW/HM
12	Review SEF and agree gradings for LGB-monitored section* The SEF has been reviewed by both T&L and FPP. The LGB is responsible for reviewing the leadership and management section and HP has already discussed the evidence for this with HM. Evidence was readily available, and a cautious approach has been taken with the gradings at this point in the year. <i>Q: Looking at items 7 and 8 under quality of education, it is of concern that these have dropped from green to amber.</i> <i>A: The current grading of amber (needs watching) is correct, as new standards have been set for these items. The change in standard has resulted in the change of grading.</i> <i>Q: For the new item 20, pupils are resilient to setbacks and take pride in their achievement, this has been graded as amber because there is no evidence yet. We need to be explicit as to what evidence is needed so that we know what to look for. Are there any questions on the pupil questionnaire that will provide evidence for this item?</i> <i>A: There are records from meetings between LH and Annette Jaggard which will show evidence from Forest School of what is being taught on resilience. The school newsletter highlights pupil achievements each week. T&L will look at the pupil questionnaire.</i> Governors discussed the evidence for item 40 on safeguarding, which simply states that full safeguarding is in place. It was agreed that this should be spelt out, along the lines of: full safeguarding training is in place; regular scrutiny and audit of the single central record (SCR) is carried out by the lead governor; staff receive regular updates. HW and HM will amend the SEF accordingly.	T&L HM/HW
13	Safeguarding	
13.1	Receive update on current position* A report had been circulated from the lead governor on safeguarding, CM, on his termly visit to school to review safeguarding and scrutinise the SCR. He reviewed the annual safeguarding report and was satisfied with all responses to the questions. However, concern was expressed over the service provided by CAMHS	

	(child and adolescent mental health service), which is chronically under resourced and has a waiting time of more than 2 years. Because of the tight wording within the report, the school had to answer yes to the question of having access to and support from CAMHS schools in-reach team. However, in reality this is not the case, and governors agreed that the matter should be raised with ODST as a first port of call. Although it is known why the waiting times for CAMHS are so long, this does not make them acceptable. ODST is very aware of the struggle to find appropriate mental health and SEND support within Oxfordshire and is trying to utilise specialist knowledge within the trust. HW/CM to contact ODST to ask them to approach the appropriate governmental authorities with their concerns so that it is on record. HM will also discuss with LH the best approach to flag this to ODST/OCC. The SCR was up to date, secure and well-organised. All staff are using CPOMS (child protection online management system) effectively, allowing a fast sharing of information with other agencies. CM will complete level 3 safeguarding and cyber essentials training.	HW/CM HM/LH CM
13.2	Approval of the Annual Safeguarding report* CM was thanked for his in-depth review of the report. Governors questioned whether support staff have been trained to use CPOMS, which they have. The report was approved.	
14	Special educational needs (SEN)	
14.1	Approve SEN Information report* The report is updated annually for the website. There have been some minor tweaks, and the links have been checked. A minor change to read 'one of our headteachers' will be made, and a review of the wording to ensure that it is clear that SEND pupils are integral within the class rather than a separate group. Subject to these amendments, the report was approved and will be uploaded onto the website.	LH/HW
15	Receive update on admission policy consultation	
	The consultation has taken place as required and no comments were received.	
16	Governance	
16.1	Update on governor visits and training undertaken HP, KC, LJ and CM have all made visits to the school. Governors who were able to observe lessons expressed their delight at what they had seen. Unfortunately, governors were unable to find the new online governor visits form and therefore completed the paper version. KC has completed cyber security training. Two governors had booked places on the Governor Services training session on preparing for Ofsted but had been unable to access the session. BT will lodge a complaint with Governor Services	BT

	and find new dates for the session.	
16.2	Discuss possible future focus topics Focus sessions have proved helpful in the past and governors were encouraged to think about a possible topic for a 30-minute discussion at the March LGB meeting. One idea would be a session on the new SIAMS framework.	All
16.3	GDPR & cyber security for LGB members* Julian Hehir has been appointed ODST data protection officer. The LGB has a responsibility to monitor GDPR compliance, and a lead governor is therefore required for GDPR, who can liaise with the school's data protection lead, Huw Morgan.	
16.4	Appointment of GDPR link member Volunteers for the role were sought. In the interim, KC will take on the role and she has already completed the necessary training.	
17	Any other business A draft of the design for the new look foyer was circulated for governors' information. A high proportion of the material for the planned new planters has been donated, reducing their likely cost from £800 to about £300. It is hoped they will be completed over the Christmas holidays. The grounds of the school have been assessed and bushes and plants earmarked for pruning. FODS have provided funding for new plants for the peace garden. Distribution of the school's marketing flyer was further discussed. The village will be leafleted, with a post-it note added to each flyer encouraging the recipient to pass it on to anyone who could be interested. CM and possibly the local postman will carry out the leafleting. Future flyers will include emphases on challenging the more able pupils and provision of wraparound care. A tab will be added to the website on Dr South's role in the community, with quotes from some of the community volunteers.	CM HW/HM
	Meeting closed at: 8.30pm	
	Proposed dates of next meetings: LGB – Monday 29th January at 7pm (25th Mar, 13th May, 22nd July) T&L – Monday 15th January at 7pm (18th April, 18th July) FPP – Tuesday 9th January at 7.30pm (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 4 governors, one of whom should be a Foundation LGB Member

Action points arising from the meeting

HM to advertise the Big Bike ride on 12th May in the school newsletter.

HW to email BT with an updated version of the action plan. HM to allocate governor monitoring responsibilities, as last year.

T&L to look at the pupil questionnaire for a question to show pupil resilience to set backs and pride in achievement.

HW and HM will amend the SEF to reflect the discussions on items 7, 8, 20 and 40.

HW/CM to contact ODSST to ask them to approach the appropriate governmental authorities with their concerns about CAMHS and SEND provision. HM will also discuss with LH the best approach to flag this to ODSST/OCC.

CM to complete level 3 safeguarding and cyber essentials training.

LH/HW to review wording of the SEND Information report to ensure that it is clear that SEND pupils are integral within the class rather than a separate group, and to ensure reference is made to both headteachers.

BT to lodge a complaint with Governor Services about the inability to access one of their training sessions and find new dates for the session.

Governors to think about a possible focus topic for the March LGB meeting.

CM to help with the distribution of the school's marketing flyer.

HW/HM to ensure a tab is added to the website on Dr South's role in the community, with quotes from some of the community volunteers.