



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 29th January 2024 at 7pm at school

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Jon Conibear (JC) [Foundation] David de Mestre (DM) [Parent] Liz Halsey (LH) [Staff] Filiz McNamara (FM) [Parent] Calum Miller (CM) [Community] 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>Apologies:</u>	Vanessa Chong-Morrison (VC) [Co-Opted], Lavinia Janke-Smith (LJ) [Co-Opted]
Confirmation of Quorum – Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone and HM then opened the meeting with a prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Lavinia Janke-Smith, and from Vanessa Chong-Morrison following the meeting. Ruth Fitter, who has been put forward for a foundation governor role, was unable to attend the meeting but it is hoped she will be in post by the March LGB meeting. She is an NHS chaplain and will bring much experience to the board, having been a primary school teacher and chair of governors.	
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 The 5-year fixed wiring check was completed in June but the report was not received until December. Parts of the wiring had failed and the school has	

	therefore moved swiftly to get quotes for the work needed. Two quotes have been tendered, one from Lowe & Oliver for £2225 and one from O&O Electrical for £1635. The third company invited to quote failed to submit one. Governors approved the quote from O&O Electrical, a company known and respected by the school.	
6	Approval and signing of the minutes from the previous LGB meeting held on 4th December 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 The teaching and learning committee (T&L) has reviewed, amended and approved the pupil questionnaire, which will be distributed after half-term. The special educational needs and disabilities (SEND) information report has been amended as requested and uploaded to the website. The website has been checked for compliance. A lot of the tabs on the front page take viewers to old sites, and these will be updated as discussed below.	
7.1	Update on website revamp, open morning and marketing of school to local nurseries and toddler groups Matt Nicholson is currently assessing the website and how its layout can be improved and updated with the new text and photos provided. HM has a meeting booked with him to complete the immediate changes needed. A local community tab, discussed at the December meeting, is also to be added. A date for an open morning has not yet been agreed with staff but is likely to be in June or early September. Flyers will be circulated in early autumn and some are already with Gosford Hill, who will distribute them to parents also looking for primary school places. CM will leaflet the village when next possible and will liaise with HW. The heads are happy to show parents around the school 1:1, as they are more easily able to answer any questions. They always receive very positive feedback on the wide range of activities on offer such as Forest School.	CM
7.2	Update on proposed request to ODST to flag struggling Oxfordshire mental health support services HM wrote to both the chief executive officer (CEO) and the deputy CEO of ODST to flag this issue and raise his concerns that the safeguarding audit returns mask the lack of support for schools from the mental health support services. His letter has been noted and will be followed up at tomorrow's seminar with ODST. As a result of its own concerns for schools struggling to provide adequate provision for pupils with SEND, ODST is putting in place three specialist hubs to provide short-term interventions, training and resources, and has done a lot of work with SENCos.	
8	Discuss heads' written report* The report had been circulated and governors were delighted that pupils are doing well, but raised the question on how the school is helping children	

	remember what they have learned, a focus of the current Ofsted framework. Pupil interviews have shown that children are not recalling all that they have been taught, except in areas where there has been a lot of repetition, such as in religious education (RE) and maths. Resources purchased for a recent art topic on Hockney included 5-minute flashback activities, with questions on the previous lesson. These need to be developed for all subject areas to help reinforce what has been previously covered. For RE, the same story is covered several times but analysed from different perspectives, and this cyclical approach needs to be developed in other areas. In maths, brief sessions repeating what has been taught previously occur daily, again helping reinforce what has been learnt. <i>Q: Is this loss of memory new or newly identified?</i> <i>A: It is newly identified, and is not thought to be Covid-related. It is partly the result of the previous heavy focus on maths and English, to the detriment of the teaching of other subjects. It is important to make all lessons fun and engaging, with pupils more likely to retain the information provided in such a way. All pupils remember the science and art lessons provided at Forest School.</i> Governors asked about the role of the school improvement partner from ODSI. They visited twice last term, and their focus is on development of the subject co-ordinators. Their last visit looked at PE and the upcoming visit will look at science. Governors appreciated the layout of the heads' report but noted the absence of governor visits to look at behaviour and attitudes and personal development. Governors were encouraged to assess these areas, even if visiting the school for something else. An example given was the governor visiting the school for a finance meeting, but attending the school assembly and noting the exemplary behaviour and attitude of a 1:1 child who was responding very positively to the joy of music.	
9	Receive and discuss report from the finance, personnel and premises committee (FPP)* Minutes from the recent meeting had been circulated. Three points from these were highlighted: • FPP has taken on the monitoring of some of the self-evaluation form (SEF). Progress in the Early Years setting is a particular focus of the committee. • With regard to the site, a lot of measures to improve the carbon efficiency of the school are to be implemented shortly. Matched funding has been received, and new doors and windows are to be fitted in the May half-term or summer holiday. Guttering has been repaired and new planters built. By early summer, the school will be looking brighter and smarter. There will also be a new security system in place, with all main doors operated using a fob system. Governors suggested that teachers are asked what one thing they would do to improve the school premises, with the proviso that expectations are managed. The list that this will provide can inform plans for future work. A suggestion raised at the meeting is that the whole school needs painting.	HM

	Kate Forde had attended the FPP meeting and was able to answer governor questions on the budget and school finances. ODST has confirmed that the unexpected surplus from last year of £9000 can be used to offset part of the school's expected deficit this year. Additional SEND funding is expected, and the school has just received £4000 as part of this. In the medium term, the school has reserves within the school's trust fund that should be used but not so swiftly they disappear without being replenished. A spreadsheet is being developed for the next FPP meeting, outlining the effect on the finances if the Reception year is filled each year until the school is at maximum capacity. It is expected that this would provide the school with an additional £50,000. Jennifer Payne, ODST Communications Officer, can help with website development and school marketing and Andrew Jeffrey, the new chief financial officer at ODST, will look at central procurement as part of his drive to reduce schools' costs.	
10	Receive and discuss report from T&L, including update on SEND* Minutes of the recent meeting had been circulated. Several points from these were highlighted. Reviewing the results from the autumn data drop, pupils are generally making good progress, and governors had discussed reasons for when enough progress is not being made. Reviewing the action plan, priority 1, developing maths mastery, is on a slow burn, with much more action on this priority expected in the next academic year. For priority 2, development of spelling, teachers are already seeing improvements in written work, spellings are displayed on classroom walls and are being taken home to learn. It is hoped there will be good progress in pupils' spelling age by the end of the year. Priority 3, development of the new RE curriculum and establishment of the new SIAMS framework, is discussed at a later point in the meeting. Governors were encouraged to visit the school to undertake their monitoring duties, and are welcome at any time. The pupil questionnaire is ready for use after half-term and will be in paper form. The parent questionnaire will be online only and will be ready for the parents' evenings at the end of February. It was agreed that parents should be offered the opportunity to complete the survey at school, with help if needed, to ensure that no-one is excluded from doing the survey because of a lack of expertise in completing online forms.	HM
11	Review action plan and progress on three priorities* There has been no progress since the T&L meeting on priorities 1 and 2. For priority 3, LH and HP have attended training on the new SIAMS framework and huge progress has been made with RE curricular planning. Everyone is now clear on what needs to be done in this area.	
12	Receive update on SIAMS The training on the new SIAMS framework, attended by LH and HP, was a 3-hour session delivered over Teams. It was suggested within the training session that the school may not be inspected for 8 years. However, there is a new list	

	published each July showing which schools will be inspected in the coming academic year. The one-word gradings have been removed. Schools will be assessed as acceptable, or not, and will be given an action plan to work on.	
13	Receive update on safeguarding* A safeguarding report had been circulated prior to the meeting and CM was thanked for his thorough helpful update. The designated safeguarding leads (DSLs) were thanked for their work, and governors noted that the safeguarding focus at each staff meeting is minuted. Governors asked about the new ODST safeguarding standard, what is new and what has been its impact. This has been reviewed by the school and there are not too many additional actions required. However, the standard is structured into three columns marked as 'must', 'should' and 'could' and there have been a long list of items that have been added to the 'must' column that are not legally required. The school expressed its great concern that by increasing this list, ODST risks schools losing sight of the essential actions needed to keep children safe. An example given was that cleaners 'must' be trained in cyber security and this is given equal importance with the legal requirement that there is a DSL available at all times. It was agreed that the school's concerns would be raised at tomorrow's seminar with ODST. Governors also agreed that where an action on the 'must' list is not legally required and is deemed not urgent by the school, this can be reviewed and agreed as off the 'must' list at a governors' meeting, with careful minuting of such decisions. Safeguarding of children at school is the highest priority, and to do so effectively it is important that the school is able to ensure all essential actions are completed well. It was re-emphasised that all legal requirements are already in place.	
13.1	Receive updated child protection policy from ODST* The child protection policy has been updated with new guidance, and ODST was thanked for their timely provision of the revised policy. This is already on the website. Governors questioned whether the email addresses were correct, but it is believed there has been a glitch in the email system and these will be rechecked following the visit of the IT specialist.	HM
14	Receive update on health and safety incl recent annual audit* The school achieved 100% in the recent health and safety audit and is delighted with the results. Jean Beesley, Lynn Randall, Serinne Curtis, Raffy Zero, Chrissy Robertson and David de Mestre, as health and safety governor, were all thanked for their incredible work to achieve such an outstanding report, working so well as a team. The value of governors completing their monthly walkabout was also noted. Governors questioned whether the excellent results should be advertised on the school's website, as part of the marketing campaign, and HM will look into this.	HM

15	Ratification of policies	
15.1	Confirm publication of admissions policy on school website The school has completed a formal consultation, following the timelines given. The policy has now been approved by ODS and is published on the website.	
15.2	Discuss audit of school website* An audit of the school's website has been completed checking both the ODS and the statutory requirements, and the school remains compliant.	
15.3	Review pupil premium strategy statement and appoint governor lead* The original strategy statement has been moved to the new template. There is now a requirement for a named governor to monitor use of the pupil premium and meet with the senior leadership team annually to review the statement before it is submitted to governors for approval. JC volunteered and was approved as pupil premium governor.	
16	Governance	
16.1	Update on governor visits and training undertaken Governor visits have already been discussed. There is Governor Services training on preparing for Ofsted on 19 th February. ODS is also running a training session on preparing for Ofsted on 6 th March, with details circulated earlier in the day. Governors were encouraged to attend one of these sessions.	
16.2	Update on governor vacancies It is hoped that Ruth Fitter will have been appointed as a foundation governor by the next LGB meeting.	
17	Any other business It was agreed that Vanessa Chong-Morrison will join the FPP committee. Governors discussed various possible topics for a focus session of 30-45 min at the March LGB meeting. It was agreed that governors will discuss preparing for Ofsted in March and marketing the school in May.	
	Meeting closed at: 8.35pm	
	Proposed dates of next meetings: LGB – Monday 25th March at 7pm (13th May, 22nd July) T&L – Thursday 25th April at 7pm (18th July) FPP – Tuesday 20th February at 7.30pm (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

CM to deliver the school's flyers around Islip when next possible and will liaise with HW.

HM to ask teachers what one thing they would do to improve the school premises, to generate a list for future work.

HM to ensure parents are offered the opportunity to complete the parent survey at school, with help if needed, to ensure that no-one is excluded from doing the survey because of a lack of expertise in completing online forms.

HM to check email addresses listed in the revised child protection policy following the visit of the IT specialist to address the glitch in the email system.

HM to look into whether the excellent results from the health and safety audit should be advertised on the website, as part of the school's marketing campaign.