



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 March 2024 at 7pm at school

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Vanessa Chong-Morrison (VC) [Co-Opted] Jon Conibear (JC) [Foundation] David de Mestre (DM) [Parent], via Teams Ruth Fitter (RF) [Foundation] Liz Halsey (LH) [Staff] Lavinia Janke-Smith (LJ) [Co-Opted] Filiz McNamara (FM) [Parent] Calum Miller (CM) [Community], until 8.10pm Huw Morgan (HM) [Co-Headteacher] Hannah Penwarden (HP) [Foundation] Alastair Searle (AS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Lisa Austin (Principal Schools Adviser) and Ian Frost (Deputy Chief Executive), ODST, invited to attend, via Teams, for item 6 Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	All members were present
Confirmation of Quorum – Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone and introduced Ruth Fitter, newly appointed Foundation governor attending her first meeting. Ruth is interim lead chaplain for the Oxford University Hospital Trust and has previous experience as a primary school teacher, governor and chair of governors. She opened the meeting with a prayer.	
2	Receipt of apologies for absence All members were present.	
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	Additional Meeting Focus: Preparing for Ofsted Lisa Austin (LA) and Ian Frost (IF) from ODSF had been invited to attend the meeting to help governors prepare for the Ofsted inspection that is expected in the summer or autumn terms. Some governors have already completed the general ODSF or Governor Services training in this area. The discussion took the format of a questions and answers session, with LA and IF posing questions on areas that Ofsted may explore with governors. Key questions asked included: • What is the governing board's vision for the school and how is this shared? • Where is the vision articulated in the school development plan and school policies? • What has the school done to improve on the previous inspection and what are the school's current priorities? • How do you meet the Equality Act of 2010 and how do you protect specific characteristics? • How do you ensure all pupils benefit from the curriculum and how do you monitor this? • How do you know the needs of disadvantaged pupils are being met? • How well do pupils achieve and what are the key messages in the inspection data summary report (IDSR)? • How do you make sure safeguarding policies are up to date and put into practice? • How do you support staff and reduce the risk of a heavy workload including the heads? • How does the LGB monitor attendance? • How are you kept up to date on school spending? Governors answered the questions fully to the best of their ability. They were advised to take a file of key documents with them when interviewed by Ofsted, with the heads' termly reports providing much of the information required. It is important that governors have a strong understanding of the school vision and the strapline of Nurture, Educate, Inspire. The heads should ensure they emphasise the school's outstanding SATS results and uncompromising, ambitious curriculum for all pupils in the pre-inspection phone call. LA will send through the list of questions used in the training and suggested that	

	a couple of questions could be discussed at the start of each governor meeting. JC and KC are meeting Mark Jones and IF after Easter. There is a useful set of slides that can be accessed on GovernorHub under ODSST Resources from their online training session. LA and IF were thanked for their time and for providing such a useful session. CM left the meeting at this point.	
7	Approval and signing of the minutes from the previous LGB meeting held on 29th January 2024* The minutes were approved, with no amendments, and signed as a true record of the meeting.	
8	Discussion of matters arising from the minutes not covered elsewhere The parent survey has been sent out, completed and evaluated, for discussion at the next teaching and learning (T&L) meeting. The heads have discussed a potential list of future works with staff and what they would like to see improved at school. Several staff mentioned the leaking canopy (roof) of the lean-to outside the school hall. A local builder has been asked to investigate the problem.	
9	Receive and discuss report from the finance, personnel and premises (FPP) committee including the proposed changes to the pay committee* A report had been circulated prior to the meeting, together with the minutes from the February meeting. ODST revised their pay policy in November together with their recommendations for a pay committee. FPP therefore recommends that the pay committee for Dr South's should be made up of the chair of governors, together with the chairs of the two subcommittees, FPP and T&L. They will meet once a year to review the pay awards for all teachers following their appraisals. Governors were happy with this suggestion.	
9.1	Review initial budget draft and discuss priorities for coming year* Governors have received a first view of the budget, and FPP governors will continue to work on it prior to their April meeting to ensure it is ready for approval at the May LGB meeting. The school is expecting to submit a balanced budget.	FPP govvs
10	Receive update on safeguarding* A report was circulated before the meeting from the safeguarding governor, CM, who was thanked for his thorough and conscientious work in this role. There was one amendment to make to his report. It is not believed that pupils will be required to sign into the new i-pads, though pupil security will be improved. HW will clarify the position and inform CM of the new arrangement with the i-pads.	HW
11	Receive update on health and safety DM has completed this month's governor walkabout, with nothing to highlight.	

	Repairs have been made on the window locks. Governors commented on the new planters which have recently been planted up by Jean Beesley, and look beautiful.	
12	Update on governor visits and training undertaken A link to the governor visit forms had been re-circulated. There is also a QR code that can be used to access the completed forms. Governors were encouraged to visit the school before the end of the year and complete a form. Parents were reminded that they can complete a visit form when attending a school event.	All govs
13	Any other business HM is to retire as co-headteacher at Dr South's at the end of August and has tendered his resignation. Governors noted that HM has been an exceptional head, serving Dr South's since 2011, and expressed their gratitude to HM for his many years of outstanding service, his visionary spirit and dedication to Dr South's. Governors praised HM's commitment to the growth and development of Dr South's as an exceptional place of learning. He will be sorely missed. KC noted that succession planning and development has been ongoing. HW has been co-head since 2021. Before that she was deputy head for 2 years and part-time acting head during 2017/18. A panel of governors, comprising KC, JC and CM, have been in discussions regarding the best way forward and have consulted with ODS. ODS are wholly supportive of HW continuing as fulltime headteacher following HM's departure at the end of August. They confirmed that there is no legal requirement to advertise the position or otherwise engage in an external selection process given HW's current role as co-head. ODS asked that HW's appointment as fulltime headteacher be brought before the governors for approval. It is the panel's recommendation that HW becomes the fulltime headteacher. HW has been an excellent co-head and is very well qualified to take on the fulltime role. She has worked closely with ODS in their continuing headteacher development programme and completed her National Professional Qualification for Headship (NPQH) in 2021 and Excellence in Leadership with ODBE in 2017. HW has demonstrated an unwavering commitment to the best education and care of the pupils of Dr South's and to the support and wellbeing of the staff. She has been a dedicated teacher at Dr South's for over 10 years teaching Beech class and while she will be very much missed in this role, it is expected that HW will provide excellent mentorship for all staff, particularly her successor in Beech class. Governors unanimously approved the appointment of HW as headteacher of Dr South's CE Primary School effective upon HM's departure. It was agreed that staff be informed of these changes on the following morning and that KC will send a letter to parents with this news. HM will talk to all classes on Wednesday morning.	

	Meeting closed at: 9pm	
	Proposed dates of next meetings: LGB – Monday 13th May at 7pm (22nd July) T&L – Thursday 25th April at 7pm (18th July) FPP – Tuesday 30th April at 7.30pm (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

FPP governors to continue to work on the budget prior to their April meeting to ensure it is ready for approval at the May LGB meeting.

HW to clarify the position with regard to sign in on the new i-pads and inform CM of the arrangement.

Governors to visit the school before the end of the year and complete a visits form.