



Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

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Minutes of the Local Governing Body (LGB) meeting held on Monday 13th May 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] Liz Halsey (LH) [Staff] Lavinia Janke-Smith (LJ) [Co-Opted] Calum Miller (CM) [Community], from 7.55pm Hannah Penwarden (HP) [Foundation] Alastair Searle (AS) [Foundation] Helen Watson (HW) [Co-Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Apologies:</u>	Ruth Fitter (RF) [Foundation], Huw Morgan (HM) [Co-Headteacher]
<u>Absent:</u>	Filiz McNamara (FM) [Parent]
Confirmation of Quorum – Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone and HP opened the meeting with a prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Ruth Fitter and Huw Morgan.	
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 Governors thanked the Big Bike ride team for all their hard work. The event took place yesterday and was a huge success, with great weather and approximately 300 riders including many pupils and former pupils. The whole community supported the event and money was raised for the school and church.	
6	Approval and signing of the minutes from the previous LGB meeting held on 25th March 2024*	

	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 leaking canopy roof A first fix has been completed, so that the roof's gutters drip rather than flood, but the gutter joints need to be replaced. Most of the school's guttering needs clearing, which KC will address.	KC
8	Discuss headteachers' written report* A new template for the report had been supplied by ODS. Governors discussed the report and also asked for additional information to be added to future reports. • The school's strapline needs to be added to the top of the first page. • It would be useful to add the action points from the last Ofsted report, along with those from the last SIAMS inspection. • Governors questioned the evidence for marking personal development as outstanding. Most items had been graded outstanding on the self-evaluation form (SEF), which governors agreed with, but more evidence needs to be added to the SEF. • Spiritual, moral, social and cultural development is not graded as a standalone as there are no descriptors. It was previously part of personal development, which has grades. • To develop writing across the curriculum needs to be added to objective 2 under school improvement priorities. • Governors questioned why objective 3 is marked as amber. This is because there is still work to be done on the new religious education (RE) curriculum, as all units have not yet been taught. Governors requested that its rollout date be indicated on the objective. • Under contextual data, governors questioned the increase in pupil numbers in Years 4 and 5 next year. New pupils will be joining these classes. • The numbers are disappointing for Foundation Stage next year, but numbers are low across Oxfordshire. The predicted numbers may increase slightly, and Nursery numbers are looking strong, which will help with funding. • Under behaviour and attitudes, governors requested that behaviour in the playground is added, as on previous reports. • Overall, governors liked the new format of the report, which is clear and easy to read.	HW

9	Receive and discuss report from the finance, personnel and premises committee (FPP)* The current year is financially on track, with Nursery fee income expected to be higher than budgeted for. The committee reviewed the latest benchmarking document. The finances for next year are in a relatively good place, and there is likely to be a lower draw down on the trust. The committee recommends that the trustees of the school's trust fund meet formally each year at this time to review the budget and agree a draw down from the trust. The trustees are the head and chair from the school and the rector (formerly Steve Hayes). Steve's replacement is not yet in place, and in the interim Steve can be contacted for any approvals required. KC will meet with HM/HW to review the trust's constitution and formalise the approval process for this year and next. There are significant changes in staffing this year. The school has interviewed for a new Year 5/6 teacher and is just waiting for references before formally appointing. The new recruit, if appointed, is an experienced teacher. Appointment of a teacher for the Year 3/4 maternity cover is ongoing, with interviews scheduled. The position will be fulltime, and is likely to be an early career teacher. The current 2-day teacher position will no longer be needed. Parents will be informed as soon as formal appointments have been made. It is planned to introduce girls and boys football clubs in September, as the proposed new teacher for Year 5/6 is a trained football coach. HW to draft a summary of what is planned for the Parish Council, to seek permission for marking out pitches on the village field. The clubs will be at lunchtime or after school, and it hoped to have as many pupils as possible involved. A further aim for September is to have a well-structured programme of after-school clubs. Additional music funding has been found to secure the strings lessons so that these can continue next year. A list of future capital projects is being compiled, so that as funding becomes available, they can be addressed. Projects already on the list include painting the inside of the school, clearing the gutters, finding an office for the SENCo and development of the library. HW to prepare a proposal for development of the library for DM to use when approaching a possible benefactor. The new planters are looking beautiful and DM was thanked for all his work on these. Governors recommended that a note is added to the parent newsletter about the planters (and the planting by Jean Beesley) and a photo could be included. JC to discuss the addition of more flowers with Jean Beesley. A replacement for the dead box hedges or a new idea for that area is now required. DM was also thanked for his help in securing the school's may pole so that a new	KC HW HW/DM HM/HW JC
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	one is not required.	
10	Discuss and approve 3-year budget: 2024-25, 2025-26, 2026-27* A commentary on the draft budget had been provided by Kate Forde. The school's funding this coming year has increased by approximately £60,000, some of which has come from the increase in pupil numbers. Costs are increasing by 3.5%, which means a lower level of donations will be required next year. The budget is less stressed than last year and the school is able to do almost all of what it wants to do, without having to reduce support staff hours. Governors expressed their thanks to Kate, who has worked so hard on the draft. The great news is that the budget balances, which several schools in the trust have been unable to achieve. Years 2 and 3 show significant deficits at this time, but there are likely to be changes before the end of the next school year. Donations are a vital source of income for the school and the school is very fortunate to have so many who contribute. One of the jobs of the trustees of the school's trust fund will be to consider how to manage the fund for the longer term. Next year, school leaders will be working with ODS to review the marketing of the school. There will be an open day in September, and the school's Nursery will be promoted. The toddler group meeting on a Tuesday morning will be visited, along with the group meeting in Kidlington. One disadvantage is that the school does not offer wraparound care, as well as the fact that the Nursery is shut during the school holidays. Governors thanked JC and HW for their work to balance the budget. The budget was unanimously approved.	
11	Receive and discuss report from the teaching and learning committee (T&L)* The minutes of the recent meeting had been circulated. HM and Mrs Sellars are steering the development of maths teaching within the school and a new programme will come into effect in September. There will be a parents' open evening to ensure parents are fully informed of the new approach and governors are welcome to attend. Target Tracker is being replaced within the trust and Dr South's will be an early adopter of the new assessment tool, Insight. Staff will continue to use Target Tracker up to the next data drop on 26th June and will thereafter use Insight. As much data as possible will be transferred across to Insight. Staff currently update Target Tracker daily for reading, writing and maths so that gaps in learning are identified for all pupils, and the school intends to use Insight in the same way. Data on foundation subjects is inputted weekly or each half-term.	
11.1	Receive update on data dips from spring data Data for the Early Years Foundation Stage shows that a few pupils are behind where they should be. However, pupils have been in and out of the unit and a new child has recently joined so the data is quite turbulent. Interventions are in place for two pupils in Year 1 to support their writing.	

	In Years 3 and 4, there is a high number of pupils with special educational needs and disabilities (SEND), along with children joining and leaving the year groups. A plan has been developed and measures put in place to address the needs of all pupils in this class. T&L plan to review the data across the whole year in July, to assess both attainment and progress made. CM joined the meeting at this point.	
11.2	Note parent comments from the parent questionnaires The parent questionnaire went online for the first time this year. A long list of parent comments from the completed questionnaires was circulated to governors. There are a lot of positives, which can be used for evidence on the SEF. Governors discussed what the school could do better. • Former pupils now in Year 7 could be invited back to school to talk of their experiences moving up to secondary school. • Several parents asked for more art. Pupils actually do a lot of art at school, suggesting the profile of art needs to be raised, and will be discussed and displayed more. From September, overviews of what will be taught in the coming term will be sent out to parents. • More clubs are planned. Parents suggested cricket and gardening clubs, though the latter is already a major part of Forest School. • There were some complaints about the school dinners provided and the school recognises that there is a problem. However, with the high food price inflation the government funding does not meet the cost of the meals, resulting in a reduction in quality or quantity of the food provided, and governors expressed concern at the unhealthy, processed foods sometimes being served. Several county suppliers are going out of business. The school is raising the cost of school dinners slightly in September. Currently about 30% of pupils have school dinners in Key Stage 2, with younger pupils having more, as they are free. On Fridays, when it is fish and chips, more pupils have a hot meal. FPP will look at this complex issue and investigate what can be done to improve the quality and quantity of the food provided.	FPP
11.3	Note up to date attendance figure Attendance currently stands at 94.5%, which is lower than hoped for but is above the national average of 93.3% provided by the Department of Education. The school is working closely with the families of pupils with persistent absence. Additional guidance for dealing with poor attendance is being released and will be in place for September and the school will continue to work with families whose attendance is poor.	

12	Receive the school development (action) plan* An additional column for governor monitoring has been added. One governor/term will come into school to monitor the priorities. Staff monitoring will be completed in June, and a column has been added for this at the request of the school improvement partner. LJ will visit the school at the end of June/beginning of July to complete the governors' monitoring of the action plan.	LJ
13	Receive the SEF* The SEF was noted. CM to complete the governors' monitoring of the SEF when he does his next safeguarding visit.	CM
14	Receive update on safeguarding CM has discussed safeguarding with HM on the phone, and will complete his formal safeguarding visit later in the term. There are no significant updates since his last visit.	
15	Receive update on health and safety The planters have been adjusted to remove the sharp edges and the locks on the toilets in the Lin Cooper Practical Skills Building have been mended.	
16	Ofsted inspection preparation update* In preparation for the upcoming Ofsted inspection governors discussed the question: "What is the governing board's vision for the school and how is this shared?". Reflecting on the vision nurture, educate, inspire, governors looked at the importance of each element and how it is shared within the school community.	
17	Update on governor visits and training undertaken There have been no recent visits or training undertaken.	
18	Any other business The next LGB meeting, on 22 nd July, will be held on Teams and not at the school.	
	Meeting closed at: 8.55pm	
	Proposed dates of next meetings: LGB – Monday 22nd July at 7pm T&L – Thursday 18th July at 7pm FPP – Tuesday 9th July at 7.30pm	

*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

KC to address the clearing of the school's guttering.

HW to ensure additional information, as outlined above, is added to future head's reports.

KC to meet with HM/HW to review the constitution of the school's trust fund and formalise the approval process for this year and next.

HW to draft a summary of what is planned in regard to school football clubs for the Parish Council, to seek permission for marking out pitches on the village field.

HW to prepare a proposal for development of the library for DM to use when approaching a possible benefactor.

Heads to add a note to the parent newsletter about the planters (and the planting by Jean Beesley), with a photo. JC to discuss the addition of more flowers with Jean Beesley.

FPP to look at school dinners and what can be done to improve them.

LJ will visit the school at the end of June/beginning of July to complete the governors' monitoring of the action plan.

CM to complete the governors' monitoring of the SEF.