



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 22nd July 2024 at 7pm via Teams

<u>Present:</u>	Kathryn Campbell (KC) [Foundation], Chair Vanessa Chong-Morrison (VC) [Co-Opted], from 7.30pm 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>	Jon Conibear (JC) [Foundation]
<u>Absent:</u>	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 opened the meeting with a prayer.	
2	Receipt of apologies for absence Apologies were received and accepted from Jon Conibear.	
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	Approval and signing of the minutes from the previous LGB meeting held on 13th May 2024* The minutes were approved, with no amendments, as a true record of the meeting. KC to sign a copy of the minutes in September.	KC
7	Discussion of matters arising from the minutes not covered elsewhere	

7.1	Update on building maintenance • Windows and doors have been measured and new replacements will be fitted over the summer. Tom Fry, who manages premises for the diocese, will supervise the project. • Once the new windows and doors have been fitted, the office end of the school will be painted, with a full refurbishment of the library, funded by the Friends of Dr South's (FODS). • The lighting has been upgraded so that LED lights are used throughout the school where practical. • External lights are remaining on all night. New lights with appropriate sensors have therefore been ordered and are expected to be in situ shortly. • The Lin Cooper Practical Skills Building is due to be painted inside and out over the summer. • The external fencing work (staining and preserving) has been completed.	
8	Discuss report from Teaching and Learning (T&L), including review of progress and attainment data* Draft minutes of the recent T&L meeting had been circulated. Governors had been able to see the style of data presented using the new assessment tool Insight, which will be clearer and easier to understand, and will be less work to prepare for HW. SATS results achieved this year in Year 6 are above the national average and governors expressed their thanks to HW and Mrs Barnhill for all their hard work in supporting and preparing pupils for the tests without causing stress or anxiety. It was noted that with small cohorts one pupil can have a large impact on the overall results. Thanks were also expressed to the Key Stage 1 staff for achieving a great set of results with the younger children. The new religious education (RE) curriculum continues to be embedded throughout the school, and thanks were expressed to LH for all her work on this. A comprehensive report of pupils with special educational needs and disabilities (SEND) had been reviewed by governors. The school has a high proportion of pupils with SEND and LH was thanked for the excellent work that she does in supporting these pupils.	
9	Discuss report from Finance, Personnel and Premises (FPP), including a staffing update and health and safety* FPP met on 9th July and the draft minutes had been circulated. The meeting had covered three main areas: finance, human resources and premises. In regard to finance, there is currently an overspend of £15,000. ODST has agreed	

	that the underspend of £8000 from last year can be set against this. The remaining £7000 deficit may be carried over, but governors will wait to see if any additional funds come into school over the next month or so. Kate Forde is to advise governors of the up-to-date position at the end of August. ODST completed an audit of the school's key control environment, and found excellent best practice around financial controls and budget monitoring. There was one note to tighten financial controls further and ensure an audit trail of approval before raising orders. The necessary processes are in place and have been further tightened. School dinner provision was briefly reviewed, with governors emphasising the need for good quality food to enable pupils to concentrate and for their health and wellbeing. ODST will be consulted about the procurement of school dinners to see if there could be advantages to coordinating provision across its schools. Governors also agreed that the matter should be taken up with the new member of parliament for the area. In regard to human resources, HW has been appointed as fulltime headteacher from September. With Mrs Cornish on maternity leave, two new fulltime teachers have been appointed for Beech and Oak. Both appear to be outstanding candidates and the school is very excited to have them join the staff team. In regard to premises, an update was given under item 7.1. Future projects include painting the inside of the rest of the school over the next 2 years. LH will share the head's office from September.	
10	Review progress and impact of the school development plan (SDP), with final signoff* JC had been in to school to review and ratify the SDP for the summer term. <i>Impact of priority 1, to develop maths mastery, including the potential development of a new curriculum</i> After a year of largely preparation, a new way of delivering maths has been developed for the autumn. Rachel Sellars was thanked for her commitment to this project. Mastering Number will be introduced in Reception and Key Stage 1 and teaching assistants (TAs) have been trained in its use. The White Rose maths scheme will be used across the school. <i>Impact of priority 2, to develop spelling, and to develop writing across the curriculum</i> Longer writes across different subjects have been built in to lessons, and will be repeated next year. Pupils have more opportunity to demonstrate their writing skills and writing scores have significantly increased. <i>Impact of priority 3, to deliver and embed the new RE curriculum, and to establish the new SIAMS framework</i> The new curriculum is in place, with the first year now completed and teachers more familiar with it. Pupils are reflecting the new learning in their writing, and the opportunity for reflective writing will be extended to younger pupils next	

	year. The SDP has been monitored 3 times over the year by governors and volunteers will be sought in September to monitor next year's plan. Governors were happy to signoff the current SDP.	
11	Approve final self-evaluation form (SEF)* JC had been in to school to review and ratify the SEF for the summer term. There are a few items marked as amber: - Flashback 4s, already introduced in RE and automatically part of the White Rose maths materials, will be introduced across all subjects. - Phonics, formerly marked as green, has been dropped to amber following the phonics check results. Although there are clear reasons for the drop in score, this is clearly an area to monitor closely. - The multiplication check was also very low. Only one pupil passed (a score of 25/25 is required), though many got high marks. It was agreed that pupils need to be strong on tables but also need to be comfortable working on i-pads, to avoid the possibility of input errors. - The item on resilience and pupils taking pride in their achievements still requires evidence. LH is to meet Annette Jaggard, who runs the Forest school, this week to discuss pupils' progress in this area. Pupils are screened once a year for well-being and resilience and their progress is monitored termly. The final SEF was approved. The summer monitoring completed by JC needs to be noted on the form.	HM
12	Discuss priorities for next year Priorities for next year had been discussed at the recent T&L meeting. Proposed priorities were as follow. - Roll out the White Rose and Mastering Number maths schemes. - Focus on the teaching of phonics. - Continue to embed the new RE curriculum and introduce the new SIAMS framework. - The new school improvement adviser Lisa Horton is an Early Years specialist so this would be a good year to look at other Early Year Foundation Stage settings to glean ideas to drive outstanding practice at Dr South's, utilising Lisa's expertise in this area. T&L had proposed that underpinning all priorities should be support for the new fulltime head and new teaching staff. However, governors at the current meeting agreed that this should be a fifth priority, with governors providing a high level of support. Success criteria could include the use of pulse surveys to check how staff are feeling at the start and end of a half-term. This priority should include the development and wellbeing of all staff and introduction of the new performance management system for teachers and TAs from ODS.	

	With the increase in number of main priorities, the number of objectives within each priority will be significantly trimmed to make the plan manageable. The new SDP will be developed over the summer ready for approval at the September LGB meeting.	
13	Receive update on safeguarding, incl review of effectiveness of child protection policy and procedures CPOMS (child protection online management system) is working well and staff are not afraid to raise small issues. The safeguarding returns have been completed for ODST and the single central record (SCR) prepared for September. CM to complete a brief sign-off on this year's SCR. There is a culture of safeguarding in the school, as evidenced by the readiness for approval of items 14.1-3 below to ensure the school is ready for September.	CM
14	Ratification of policies	
14.1	Approve Child protection and safeguarding policy 2024-2025* Approved. Governors liked the clear policy. As discussed at T&L, the SEND policy will be highlighted at September's INSET days, and governors requested that the child protection policy be dealt with in the same way. HW is not yet trained to provide safeguarding training. She can give the annual safeguarding update to staff in September, because all staff completed full safeguarding training last year and this is valid for 3 years. VC joined the meeting at this point Governors have all attended Level 2 safeguarding training together with Prevent training, and the school is therefore compliant with legal requirements. However, it is believed that ODST are now requiring governors to attend Level 2 safeguarding training annually, together with online Prevent training annually. HW will contact Grace Challans to clarify the position. It is assumed that ODST will be able to provide the required safeguarding training for governors.	HW
14.2	Approve the designated teacher for child protection statement* Approved. HW is designated teacher for child protection with LH as deputy.	
14.3	Approve the designated teacher for looked after children and previously looked after children statement* Approved. LH is designated teacher for looked after children and previously looked after children.	
15	Governance	
15.1	Appoint governors for head's appraisal in the autumn; appoint external adviser The head's appraisal will be undertaken by the chairs of the LGB, FPP and T&L. ODST will appoint the external adviser. There is training available on the new performance management system 'Growing great people', and HW will send the paperwork through to KC.	HW
15.2	Update on governor visits and training undertaken Parent governors have made several visits recently to school to school events. In	

	addition, HP has met with LH to discuss RE and SIAMS. Governors were reminded to record all training attended on GovernorHub. A print off of all governor training attended over the year will be made at the end of July for the school's records.	All gobs
15.3	Approve meeting schedule for next year* Approved.	
16	Any other business HM thanked governors for being such a great LGB, and he has every confidence for the future in the new head, school and community. In return, KC thanked HM on behalf of all governors for his dedication to Dr South's for more than 13 years. He has been a wonderful headteacher, driving through new opportunities for children to learn and grow, fostering an environment for pupils to be the best they can be and fulfilling the school's vision to nurture, educate and inspire. HM and the whole team have made the school a very special place. KC also thanked governors for all their hard work this year and looks forward to the coming new school year and working with HW as fulltime head. HM's leaving event for staff and governors will be held on Tuesday 23rd July at 4.30pm at school.	
	Meeting closed at: 7.45pm	
	Proposed dates of next meetings: LGB – Tuesday 17th September at 7pm (10th December, 4th February, 1st April, 13th May, 15th July) T&L – Tuesday 1st October at 7pm (3rd December, 7th January, 6th May, 1st July) FPP – Tuesday 24th September at 7pm (26th November, 14th January, 18th March, 29th April, 8th July)	

*Indicates documents are associated with this item. **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 sign a copy of the approved minutes from the previous LGB meeting on her next visit to school.

HM to note the summer monitoring completed by JC on the SEF.

CM to complete a brief sign-off on this year's SCR.

HW to contact Grace Challans to clarify safeguarding training requirements for governors.

HW to send the paperwork on training on the new performance management system to KC.

Governors to record all training attended on GovernorHub.