



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 Tuesday 17th September 2024 at 6.30pm 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], from 7.10pm Lavinia Janke-Smith (LJ) [Co-Opted], from 6.55pm Filiz McNamara (FM) [Parent] Calum Miller (CM) [Community], from 7pm Hannah Penwarden (HP) [Foundation] Helen Watson (HW) [Headteacher]
<u>In attendance:</u>	Bryony Thomas (BT) [Clerk]
<u>Absent:</u>	Alastair Searle (AS) [Foundation]
Confirmation of Quorum – Quorum was met	

No.	ITEM	ACTION
1	Welcome and opening prayer KC welcomed everyone to the exciting year ahead at Dr South's. HW is now sole headteacher and the school has new members of staff. There have also been some major new refurbishments, with many thanks to the Friends of Dr South's (FODS) for the funds, and members of staff and volunteers for the new-look library and to a benefactor for the refurbishments to the Lin Cooper Practical Skills Building. HP then opened the meeting with a prayer.	
2	Receipt of apologies for absence No apologies had been received, though some members expected to be late.	
3	Safeguarding level 2 training for all governors All those attending the meeting then received Level 2 safeguarding training provided by HW. Governors will confirm that they have completed the safeguarding training on GovernorHub, and BT will update their training records and upload certificates. CM, as lead safeguarding governor, completed Level 3 safeguarding training earlier in the year, and is therefore compliant with ODST	Govs BT

	safeguarding requirements until he steps down as governor at Christmas. LH completed safeguarding training at the September INSET day with all staff, and LJ has completed training at her school, and will send a copy of her certificate to HW and BT. All governors are therefore now compliant with ODST safeguarding requirements, except AS who will need to attend ODST safeguarding training in October.	LJ AS
4	Annual declaration of all interests including related party transactions (RPTs) – all governors to update declarations on GovernorHub There were no new declarations of pecuniary interest. Governors will complete their declaration of interests on GovernorHub, including whether they have children attending the school.	Govs
5	Review of the RPT register There were no new RPTs to review.	
6	Notification of any urgent business None was raised.	
7	Approval and signing of the minutes from the previous LGB meeting held on 22nd July 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	
8.1	Confirmation that all is in place for the new performance management system The new performance management system, Growing Great People, has been brought in by ODST and staff have had an introductory session. There are new standards for teaching assistants (TAs) and office staff, and there will be ongoing targets set with monthly reviews. The new appraisal system is based on school improvement and there is no longer a link between performance and pay progression. Governors questioned how pay progression will now be evidenced and noted that there needs to be an objective, transparent basis for pay progression. HW will check the scheme and will circulate the description of the new system to governors. There will still be performance reviews to help underperforming staff, and the capability process is still available when needed. The new pay committee will review pay and will set a date to meet in the near future. The targets set for last year still need to be closed down.	HW Pay comm
8.2	Confirmation brief sign-off of single central record (SCR) for previous academic year has been completed The sign-off has been completed.	
9	Elections and appointments	
9.1	Elect chair KC was re-elected as chair of governors.	

9.2	Elect vice-chair JC was re-elected as vice-chair of governors.	
9.3	Elect committee chairs and review membership of committees KC will chair the pay committee, and JC and HP will continue as chairs of the finance, personnel and premises (FPP) and teaching and learning (T&L) committees, respectively. Membership of FPP and T&L will remain the same.	
9.4	Appoint specific governors for child protection and safeguarding, filtering and monitoring, special educational needs and disabilities (SEND), GDPR, pupil premium, religious education (RE)/SIAMS, health and safety and whistleblowing • CM will continue as child protection and safeguarding governor, with responsibility for filtering and monitoring, until Christmas. • LJ will continue as governor for SEND, and her proposed reappointment as co-opted governor from November was agreed. BT to send her the required forms. • KC will continue as governor with responsibility for GDPR. • JC will continue as governor with responsibility for monitoring pupil premium. • HP will continue as governor with responsibility for RE/SIAMS. • DM will continue as governor with responsibility for health and safety. • JC will continue as whistleblowing governor.	BT
9.5	Confirm all governors have completed a DBS and section 128 check and that the SCR has been updated with this information HW and CM confirmed that all governors have completed a DBS and section 128 check and the SCR has been updated with this information.	
9.6	Adopt ODST Code of conduct; all governors to confirm approval using GovernorHub* The ODST Code of conduct was adopted. All governors will confirm agreement using GovernorHub.	All gobs
10	Discuss head's written report* The report provided an overview of the summer term, using the new format for heads' reports from ODST. Several governors had made visits to the school but had not completed the online form. Currently this can be found under forms in the school email system, but will be added to GovernorHub. FM to send the form to BT for GovernorHub and to put a QR code for it in the school office. Governors queried pupil numbers – an additional 5 pupils have been gained over the summer throughout the school, and numbers are strong in Nursery, with 10 children already, and numbers expected to build over the year. There is a total of 86 pupils at present, all on roll so qualifying for the October census (to determine future funding). There are small cohorts of pupils in Years 1 and 3, so Year 2 was allowed to expand to 18.	FM

	The school's first Open day will take place on 21st October, and new leaflets are currently being prepared for distribution at nurseries and toddler groups. There will be an advertisement in the parish newsletter and any input from governors is welcome. The Open day will take place during equalities week, and it is planned to emphasise the school's broad and balanced curriculum. There will be a session of Forest School run during the day, along with a cooking lesson. Governors volunteered to come and help show people round, to give a different perspective for potential new parents. FODS have been very proactive for the start of this academic year, with a coffee morning for Willow class parents and all other new parents to the school. There was also a highly successful barbecue held on the previous Saturday with a huge turnout. The year-end finances have been reconciled, and Kate Forde (school bursar) will be attending FPP next week. The deficit for last year was reduced to roughly £9000, which ODST is allowing to come out of the previous financial year's surplus, so no additional money should be required from the school's trust fund. Reserves remain at approximately £54,000. These are rough estimates and will be confirmed in October when the budget for last year is closed down officially.	
11	Receive updated self-evaluation form (SEF)* The gradings have been carried over from the previous year. Phonics remains on amber, following the dip in results in the summer. The SEF will be monitored three times by governors over the year, with governors from the LGB, FPP and T&L responsible for their committee's sections. KC volunteered to monitor the leadership and management section for the LGB in the autumn and FM will do the autumn monitoring for T&L. FPP will nominate a governor at their meeting next week. Evidence will be gathered through conversations with HW and other staff, ready for December.	
12	Discuss and approve new school development plan (SDP) for coming year* <i>Priority 1: To improve the provision for maths across the school</i> There are big changes in the provision of maths, with the introduction of the White Rose teaching scheme throughout the school and Mastering Number in Reception and Key Stage 1. <i>Priority 2: To ensure all children have good phonic knowledge in order to decode effectively</i> There was a dip last year in Year 1 pupils achieving the required standard of phonics. Governors queried whether this could be the result of the new writing scheme being used, but phonics teaching uses a completely different programme so this is not the case. The school is aware of why the pupils who failed the test did so, but still want to tighten up on their phonics teaching and TAs are taking the opportunity of training with ODST. Governors asked if the wording of the priority could be simplified, and HW will change 'decode' to 'read'. HW will also clarify that any pupils struggling with phonics after Year 2 will continue to be supported.	HW

	<i>Priority 3: To embed the new RE curriculum and prepare for SIAMS inspection</i> This priority remains on the SDP, to monitor the continuing embedding of the second year of the new RE curriculum and to prepare for the next SIAMS inspection under the new framework. <i>Priority 4: To develop existing good practice in Early Years Foundation Stage (EYFS)</i> The school improvement adviser this year, Lisa Horton, is an Early Years specialist and it is planned to use her expertise to improve the already good practice in Early Years at Dr South's even more. Governors questioned how success for this priority will be measured. HW will review the success criteria outlined on the plan. It is planned that Lisa's feedback will identify items for Miss Talboys to work on, which can then be reviewed at Lisa's next visit. Governors questioned whether football should be added to the SDP, and expressed the need to ensure the school doesn't take the enrichment programme for granted. Football is already in place within the curriculum, and there was clear confirmation that the enrichment programme will continue. Governors also discussed how long priorities should be on the SDP. In July, an additional priority to ensure governors provide a high level of support for the new fulltime head and new staff, and to include the development and wellbeing of all staff, had been proposed. However, following discussion with the school improvement adviser, it was agreed that this is not necessarily a priority for the SDP but should underline everything this year. Governors want to ensure pulse surveys are used to check how staff are feeling at the start and end of a half-term, and this will be an item on the December LGB agenda. It was agreed that this 'priority' for governors will be a standing item on this year's LGB agendas.	HW BT
13	Safeguarding including a report from the safeguarding lead governor* CM's report had been circulated and there was nothing to add. His final paragraph was much appreciated by governors, who requested it to be recorded below: <i>"Overall, I had confidence that Dr South's safeguarding policies are well-known by staff, that records are up-to-date and well-maintained, that staff have been fully trained in safeguarding and that the systems are well-embedded for reporting concerns, escalating action and keeping our children safe." (CM, 13.9.24)</i> It was emphasised that CM acts on behalf of all governors and welcomes any questions. As safeguarding governor, he tries to visit the school every half-term.	
13.1	All governors to confirm that they have read Keeping Children Safe in Education (KCSiE) 2024 using GovernorHub The compliances were discussed. Governors are expected to read all of KCSiE 2024.	All govs
13.2	All governors to complete annual Prevent Duty course 1 (awareness) and then confirm on GovernorHub	

	Once completed, governors should send their certificates to BT for uploading on GovernorHub.	All govs
13.3	All governors to complete annual cybersecurity training and then confirm on GovernorHub Once completed, governors should send their certificates to BT for uploading on GovernorHub.	All govs
13.4	Receive confirmation that all staff safeguarding training is in place All staff have completed safeguarding training, filled in the quiz, read the child protection policy and KCSiE and signed the code of conduct.	
14	Receive update on health and safety It was reported that a member of staff has fallen on the astroturf. This has been logged and the cause of the fall investigated and addressed within a day. The fall was the result of mud being washed from the playground by heavy rain. The situation will be monitored and the drainage issue discussed further at FPP next week. There have been several leaks at the start of the year, which have been dealt with by DM, and a plumber has been booked to address a few additional matters. DM was thanked for all his hard work, which is much appreciated by both staff and governors. New doors and windows have been fitted, as planned. A new security system, using fobs, is to be installed on 30.9.24. Governors requested that heating bills are monitored to establish whether energy usage is reduced as a result of the refurbishment.	
14.1	Health and safety governor walkabout rota DM will do the September walkabout, and a sheet will be given to office staff for governors to sign up to.	
15	Agree committee terms of reference All terms of office are the same as last year, except for those of the pay and performance committee, which have been adapted from the terms for the former pay governor role. FPP will review the ODST resources committee terms of reference next week. The new scheme of delegation will be reviewed at a later meeting.	
15.1	Admission Committee* Approved.	
15.2	Complaints Committee* Approved.	
15.3	Exclusion Committee* Approved.	
15.4	Finance, Personnel and Premises Committee* Approved.	
15.5	Pay and Performance Committee* Approved.	

15.6	Teaching and Learning Committee* Approved.	
16	Receive reports	
16.1	Receive the looked after children report* There are no looked after children attending the school.	
16.2	Receive and approve the pupil premium strategy statement and report on evaluation of spend on pupil premium pupils* More funding, £1500, has been received this year. HW and LH have reviewed the reports from other schools and hope to provide a more detailed statement next year, but will ensure that it is not possible to identify any pupils. The statement at the end of the current report to this effect will be moved to the top. Following scrutiny from governors, HW will ensure that there is clarity in the number of children for last year, while still ensuring anonymity for pupils. There is a historic challenge with the pupil premium, because of the lag in funding.	HW HW
17	Ratification of policies	
17.1	Approve the annual school public sector equality duty statement* Approved.	
17.2	Confirm a whistleblowing policy/procedure is in place A whistleblowing policy/procedure is in place and can be found in the staffroom, attached to the safeguarding board.	
17.3	Approve Governor visit policy* Approved. There is an online form as well as the yellow form.	
18	Governance	
18.1	Receive update on governor visits FM has been in to discuss communications with HW, along with blue sky thinking on wrap around care. LJ to come in for a literacy focus and to discuss SEND. KC had attended a recent celebration assembly, and governors, if free, were invited to attend these on Fridays at 2.30pm. Each week there is a different focus. VC had attended the coffee morning for new parents.	
18.2	Collection of diversity data on GovernorHub ODST has requested that governors complete the diversity data section at the end of their profile on GovernorHub. This is not compulsory, but if governors do not wish to provide the data, they should indicate that this is the case. All data provided will remain anonymous and no-one is able to see the data provided on individual profiles.	All gobs
19	Any other business The annual safeguarding audit needs to be submitted before the next LGB meeting. Governors therefore agreed to delegate the check and approval of the audit to KC and CM.	

	Meeting closed at: 8.55pm	
	Proposed dates of next meetings: LGB – Tuesday 10th December at 7pm (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 5pm (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

Governors to confirm that they have completed safeguarding training on GovernorHub, and BT to update their training records and upload certificates. LJ to send her certificate to HW/BT.

AS to attend ODSST safeguarding training in October.

Governors to complete their declaration of interests on GovernorHub, including whether they have children attending the school. Governors to complete all compliances on GovernorHub. Once done, governors should send their certificates for Prevent and Cybersecurity training to BT for uploading on GovernorHub.

HW to check the new performance management scheme and circulate a description to governors.

The new pay committee to set a date to meet in the near future to review pay.

BT to send LJ the required forms to apply for reappointment as co-opted governor from November.

FM to send the governor visit form to BT for GovernorHub and put a QR code for it in the school office.

HW to simplify the wording of priority 2 and also clarify that any pupils struggling with phonics after Year 2 will continue to be supported. She will also review the success criteria for priority 4 outlined on the SDP.

BT to ensure the 'priority' for governors to support the new head and staff, and monitor the development and wellbeing of all staff, will be a standing item on this year's LGB agendas. The December LGB agenda should include an item on the results of the pulse surveys to be completed at the start and end of each half-term.

HW to move the statement on protecting pupil identity at the end of the current pupil premium report to the top. She will also ensure that there is clarity in the number of children for last year, while still ensuring anonymity for pupils.

Governors to complete the diversity data section at the end of their profile on GovernorHub, or indicate that they do not wish to provide that data.