



Headteacher: Mrs Emma Brown
Summerside Rd, Buckland, Faringdon SN7 8RB

<https://www.bucklandprimaryschool.org.uk/> e-mail: office@buc.cambrianlt.org

Minutes Meeting 6

Meeting	Local Governing Committee Meeting	Where	IT Suite, Buckland School
Date	Wed 9 th July 2025	Time	5pm
Attendees	<p>Mrs Rosamund Willis (Chair), Mrs Lucy Gildersleeves, Mrs Mary Lines, Dr Tim Saunders, Rev Talisker Macleod, Mr James Stevens, Mr Steven Houston, Mrs Emma Brown (Headteacher), Mr Adam Solley, Mrs Kerry Spurry, Keeley Davis (Clerk) Mrs Kayleigh Taylor (Guest)</p> <p>Apologies: Miss Kim Hatton (Guest)</p>		

No	Description	Actions
	Opening Prayer	RTM
1	Apologies for absence and acceptance/non-acceptance Apologies from Kim. Welcome Kayleigh and Kerry.	Chair
2	Welcome new members, visitors or staff presenting and introductions Lucy will be new chair. All happy. Voting takes place. Chair and vice chair leave room. Both elected.	Chair
3	Declaration of any personal or business interests Lucy going over previous meeting.	Chair
4	Minutes of previous meeting Lucy going over previous meeting. Double check what is being asked of meeting. Lots of training on Governor hub. Read suspension policy on website – important. Learning walk date on Tuesday next week. LG asks if anyone would like to join. LG – Please can we all refresh on admissions and complaints policy. All happy is correct.	Chair
5	SEND Updates Presentation from KH to discuss SEND strategy 2024/25 and looking ahead to 2025/26 EB going through this. Shows copy Kim has made. EB – 117 on roll, 23 send – including nursery. Currently have 5 EHCPs in place. Application going in for 6 th after the summer. Attendance is 96.6% for send. Key issues rise in complexity in SEND needs. Increase in EHCP applications. Child been accepted for specialist provision in Reception – very pleased with outcome. Physical and verbal aggression increased, support given from Mulberry Bush. Lots of training taken place, BIO team have been very helpful. Staffing, recruitment gaps due to long term sickness. Long delays in support services, also expensive. CAHMs long wait list, very difficult. Parents seeking assessments privately.	KH

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	<p>Thanks to Kim for all her guidance and support to staff. Training given to staff around SEND. Kim has done additional training. Transition this year, extra sessions for all children, particular SEN children. Booklets, extra visits, teacher conversations. YR6 extra conversations taken place. JS – 7 different schools this year that Year 6 children are going to. JS complimented the children on how well they have done. EB discussed the purpose of the Nurture Room. Pets as therapy, reading charity. KT discussed options of what else can be added. EB discussed new assessment ways that will help teachers – Norfolk Pathway – NP assessments. RW clarified numbers, 23 SEND total.</p>	
6	<p>Outcome data Primary phase outcomes - EYFS, Phonics, KS1, KS2 Overall school data</p> <ul style="list-style-type: none"> • Analysis of outcomes against FLT • Improvement plan requirements <p>EB presented KS1 data. EYFS GLD outcome maintains 73%, same as last year. Phonics 93%. More training given on phonics next year for new and returning staff. Yr 2 reading outcomes 87%. Yr2 writing 79-80% (same as last year). Yr 2 Maths outcomes slight dip, but work will take place on this next year. Times Tables score 21.5% (2 children did not take part in this).</p> <p>JS – KS2 data. JS highlights how well the children have done. 93%. All children received expected standard in Maths. 80% in spag. 3 didn't pass but gave reasons for this. 14/15 will leave with expected or above with R, W, M. Buckland above national average. 8 out of 15 children are greater depth in 2 categories. Above national average.</p> <p>JS highlights this is very positive. EB saying thanks to JS for incredible hard work.</p>	EB/JS
7	<p>Headteacher's Report (Item 7a) to include</p> <ul style="list-style-type: none"> • Attendance (HT report page 14-15) and Annual 360 attendance report (Item 7b) • Staffing structure (Item 7c) • SDP (Item 7d) • SDP priorities for next year <p>3 spaces available in Yr5. Sports fixtures will not have transport provided from next year. JS and EB discussed plans on how to help with this. Parents perhaps helping? EB write letter to parents at the beginning of next term. Perhaps the village community bus? Going forward, can we use the village minibus and can we get parents to help with this. Also check the policy on this. KS to action this.</p> <p>LG asks what the implications are for vacancies. EB - census takes place in the autumn and the following years funding depends on this. Yr6 additional children to compensate for the gap in Yr5 – potentially. KS asks if we keep previous enquiries on file – yes. LG states that previous years, potential children have jumped up a year. RW states this was stopped post-covid.</p>	EB



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	<p>Attendance 96%. Most concerned are persistently absent children. We know reasons for this. One child at 56.7%, family well supported (EHCP in place). Looking at specialist provision for this child. Drive for nurture room for children struggling coming to school. No questions on this.</p> <p>Staffing EB – KJ now returned from maternity leave, will job share with KH. Beech class Mrs LLS back, HE replaces Della sharing with LLS. Sycamore Miss Beswick starts in September – very strong start. SH clarifies with EB Miss Beswick’s previous experience. JS remaining in Oak and part of the leadership team. Admin team being supported by GS – strong team.</p> <p>Phillippa due back in April, Aurelie currently covering for her at grade 6. From the Autumn Laura Bull will work in Acorns not 1:1.</p> <p>HH helping with Opal scheme. Interest from a candidate around lunchtime cover.</p> <p>SH queries thoughts around job share. Could teachers swap? EB and JS give reasons why this perhaps wouldn’t be appropriate. EB confirms that Miss Beswick will have additional support and explains how this will look.</p> <p>RW querying teacher time out of class. EB explaining how this will look from September. Confirms Kim will require more time out of class for her SENCo work and this is currently being planned for.</p> <p>Looking at alternative ASC and breakfast club provision from September – perhaps Annabelle’s? RW queries. EB would like to put a questionnaire out to parents to gather thoughts. EB would like to offer additional clubs after school. EB will investigate Annabelle’s.</p> <p>EB - new cleaning contract from September.</p>	
8	<p>Health and Safety / Premises including updates on Health and Safety audit actions and accident reporting (See Headteachers report page 23-26) Reviewed site security risk assessment (Item 8a)</p> <p>Action points from Lockdown policy</p> <p>EB would like to look at 2 documents: keeping safe and risk assessment. Lockdown policy. EB confirms action points are on the back of the paperwork. Discusses previous action points. CCTV recently been quoted for. EB would like additional CCTV in place – currently £1600 quoted for 4. EB asks for input around additional security. New CCTV will hold information for 1 month.</p> <p>Recent lockdown drill went very well. EB explains how the lockdown drill works. Some SEND children found this difficult – one child in particular. KS queries if alarm is sounded, EB confirms it doesn’t as it will be confused with fire alarm. EB explains that this is something she is looking into as there are many areas children/staff could be. EB</p>	<p>EB SH / AS</p>



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	<p>touches on policy and how other schools do this. Solution for now is that it is practised often in different contexts.</p> <p>AS queries CCTV options. Offers to help look into this. KS suggests camera on office door.</p> <p>EB Safeguarding. Safeguarding review highlighted the gate. EB explains that the wall is listed. EB explains that all staff are aware, and entrants/exits are securely closed. SH queries best solution for the main gate. Rev T queries disabled access. Suggests 'buzzer' on the gate into quiet garden. LG suggests thinking over the summer about the main gate – particularly as its safeguarding. Perhaps asking village to help fund?</p> <p>EB confirms H&S review takes place tomorrow.</p> <p>EB discusses blind on DT room door.</p>	
9	<p>LGC report Published report for the board and parents. This will include:</p> <ul style="list-style-type: none"> • what governors have focused on this year • the LGC's impact • foci for next year <p>RW points to a summary of the report. Highlighted areas QofE – changing the roles of governors. Going forward governors given roles and key responsibilities.</p> <p>LG says it is worth looking at in September. Suggests going on Governor Hub and noting areas of strength. RW points everyone to Governor Hub.</p> <p>RW QofE. Explaining strengths in this area.</p> <p>Focus Area 1 – QofE: TS</p> <p>Focus area 2 - behaviour and attitudes: KS</p> <p>Focus area 3 – personal development: Rev T</p> <p>Focus area 4 – Leaderships and Management: SH</p> <p>Focus area 5 – Early Years: ML</p> <p>Review document 25/26.</p> <p>Addition: Safeguarding: KT (following Gov appointment) Health and safety and premises: AS Finance: LG</p> <p>Education Summary. RW going through the positives.</p> <p>IT – New chrome books in school</p> <p>Premises – Boiler sorted by the trust</p> <p>Toilets – FOB's</p> <p>Focus for next year. Referring to paperwork – highlights this to KT.</p>	RW



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	<p>ML – New Ofsted framework? EB explains this will be spoken about in the first governor meeting next term.</p> <p>LG – SIAM’s. Feels this should also be a focus point.</p> <p>SH – Queries informing parents around RW stepping down. RW confirms she has written this EB will put out in the newsletter tomorrow.</p>	
10	<p>Safeguarding Summary of incidents reported on CPOMS and updates Safeguarding audit including action points</p> <p>EB discusses Safeguarding review. Thorough audit taken place. Safeguarding is to a high standard. All staff trained appropriately. Very impressed with the level of training in core areas across all staff. Very high staff vigilance and CPOMs logs are thorough. Very positive feedback from children and staff. ESAT audit will be happening 7th May 2026. Safeguarding action plan is in place and will be expanded in Term 1.</p> <p>Key areas for training:</p> <p>All governors to do cyber security training – EB to send around</p> <p>Prevent training</p> <p>Allegation training – sexual harassment training</p> <p>Safeguarding – 2nd September training taking place – all governors invited.</p> <p>Supporting Admin Team – EB invited HR in to go through files.</p> <p>Safeguarding newsletters going out to parents every half term. EB will buy into this.</p> <p>Domestic abuse – DSL’s have done training on this.</p> <p>Safeguarding training – KT – EB to look into this. ML and KS to discuss.</p>	EB / ML
11	Learning walks Term 6	JS
JJ		
12	Finance Update see LGC report, Budget profile summary and School Analyz	RW
	<p>RW – explains policy.</p> <p>763,515 – original budget</p> <p>825,505 – expected turnout</p> <p>Total spend: 822,505 surplus £751</p>	



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	<p>EB - highlights areas that are not fully funded. RW – Highlights late payments from parents. EB – Would like to change system around payments</p> <p>RW – Going through documents Staffing 84% of total budget Really need to get numbers up</p> <p>Staff costs – long term affordability SEND provision – pressure on budget Education standards – increased level of need</p> <p>RW continues: Numbers may change but that’s what it is now. We don’t have next years budget.</p> <p>EB – Grant applications would be good to look at.</p>	
13	<p>Policies – lockdown policy (see H & S) Covered previously.</p>	
14	<p>Any other business agreed as being urgent Governing body update – parent governor elections/ succession planning for new chair/clerk position</p> <p>LG – RW stepping down, thank you to RW. Formally welcome to KT. EB - Thank you to RW (flowers given).</p> <p>LG – succession planning, always worth looking out for. Take time to look at our own strengths and where contribution can be given. Can assess this going forward. Thank you to everyone and let’s make ourselves visible (on the gate etc).</p> <p>EB – To note, JS current staff governor. Happy to continue? JS confirms. EB – Suggests more in-person meetings. All will consider.</p>	Chair
15	Chairs Comments	Chair