



Headteacher: Emma Brown

Summerside Rd, Buckland, Faringdon SN7 8RB

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

Minutes

Meeting	Local Governing Committee Meeting	Where	Online * (see bottom of document for link)
Date	Wed 21 st May 2025	Time	7.15pm
Attendees	Mrs Rosamund Willis (Chair), Mrs Mary Lines, Dr Tim Saunders, Mr James Stevens, Mr Steven Houston, Mrs Emma Brown (Headteacher), Mr Adam Solley Apologies: Mrs Lucy Gildersleeves, Rev Talisker Macleod		

No	Description	Action
	Opening Prayer	RTM
1	Apologies for absence and acceptance/non-acceptance Apologies for Lucy and Talisker accepted	Chair
2	Welcome new members, visitors or staff presenting and introductions – note that Governors are pleased that Emma will be the permanent head of Buckland.	Chair
3	Declaration of any personal or business interests - none	Chair
	Strategic Role	
5	<p>Minutes of previous meeting - ML to share contact details for the Year 5 workshops – Isabelle Noland. This is to enable JS to have more time with Yr 6 in the Autumn term for extra support and preparation for the challenges ahead. ML will email EB.</p> <p>LGC year planner – Governors to review – keep as ongoing action.</p> <p>Training information to Govs and staff has been sent out by EB/SB - Stacey is starting to do more work on the SCR as she learns the new admin role. Govs to action training needs.</p> <p>Mary Lines – needs Safeguarding L3 as SG Governor. EB to send links. EB to check this is definitely needed.</p> <p>Safer recruitment training – one more Governor to be trained (preferably new CofG)</p> <p>Allegations management training – (will be EB and new CofG)</p>	<p>ML</p> <p>Govs</p> <p>EB</p> <p>New CofG</p>

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6	<p>Headteacher's Report to include staffing structure/attendance/SDP</p> <p>Staffing:</p> <ul style="list-style-type: none"> • New admin team in place, have made an excellent start – thank you to Georgiana for supporting with handover – large areas to handover (census/nursery funding/admissions/MiS changes with new academic year etc) different computer systems etc. • New lunchtime supervisor to replace Sarah Sample – thank you to Kathryn Hambleton who has covered x3 days a week until we had a new member of staff in place. Still advertising for 5 day a week post – challenging to recruit for as middle of the day. • Tina Chapman (caretaker from FCC) is covering weekly compliance checks whilst the trust advertises for a new caretaker to replace Martin. • Della Gorham retiring end of Term 5- Hannah Elliott appointed to her role (0.66) and will be covering fulltime in Beech until Lucy Langlay-Smith returns 3rd July. Steve asked what the plan is for Acorns whilst Hannah works in Beech – EB replied that there are 8 days needing cover before Kirsty Jones returns. This will be done by Sharon and Georgiana – all has been communicated with Acorns parents. • Joe Henry is leaving – decided not to apply for permanent contract (currently on temporary contract) as wants to focus on sports education. New ECT will replace Joe in Year 3/4- Katie Beswick, interview took place first week of term. (Mary Lines commented that she no longer receives newsletters so had missed this communication – EB to ensure Gobs receive them on a Friday. EB to ask Sweethaven to create a Governors email group (CLT emails). <p>James commented that we were lucky to get such a strong field – Katie spoke honestly in her interview about how many people had left the PGCE when they went on their first placement – dropping out due to workload. Massive shortage of teachers as many young professionals decide that teaching isn't for them. EB replied that recruitment is complex and competitive. Katie was an excellent candidate, and we are excited to work with her in the future.</p> <ul style="list-style-type: none"> • Josie Miller has taken up a position working in the Operative team at the trust. Will not be replacing her. 		EB
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	<ul style="list-style-type: none"> Catering contract has gone out to tender – Jason Ackrill leading on this (no current updates). This is a trust wide tender for a contract for all schools. <p><u>Funding/enrichment:</u></p> <ul style="list-style-type: none"> Need to be creative with funding opportunities due to budget constraints – upcoming Buckland weekend fundraiser – proceeds will go towards Beech toilet block. Reflected on the fantastic enrichment opportunities we have had this year so far – a huge thank you to FOBS for their support with bus costs. These costs are large (e.g. £1400 for 7 swimming sessions) and without their support we would not be able to partake in so many activities. <p><u>Year 6 SATS:</u></p> <ul style="list-style-type: none"> All staff involved with Year 6 SATS have been impressed with the level of calm, focus and resilience that the children approached their tests with. Thank you to Steve and Tim for supporting with monitoring the process. Year 6s have no got lots of exciting opportunities to look forward to. <p><u>SEND:</u></p> <ul style="list-style-type: none"> Mulberry Bush training has been highly beneficial for all involved – training on a range of areas to support staff with ongoing challenges around SEND and complex needs. Kim Hatton (SENDCo) and Emma visited the Mulberry School (Specialist provision in Standlake for children who have experienced significant trauma) and were very impressed with their nurturing approach. This will form part of the work to develop the Nurture room next year which is being supported by the county BIO (attendance) team and the Mulberry Bush team in order to ensure that it is purposeful and well-planned – EB/KH meeting with teams and working on putting plan in place. EHCP’s – we have 5 currently – soon to apply for a 6th. Thank you to Kim for her work on these – very time consuming including back-to-back annual reviews which require extensive work. EB and Kim trying to manage parental expectations around how many meetings we can attend – Governors can support with this by being visible and available on a regular basis. EB looking at structure for Autumn to be able to extend Kim’s SEND time. <p><u>Suspensions:</u></p> <ul style="list-style-type: none"> Suspensions – currently 7 (1 child) – working closely with county BIO team (who support schools with attendance). Family are supportive. Adam Solley 		<p>Govs</p>
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	<ul style="list-style-type: none"> No RIDDOR events to report. 		
8	<p>LGC Year Planner</p> <ul style="list-style-type: none"> Learning walks for summer term – document on Governor Hub – closely linked to SDP. EB to post dates. 		EB
9	<p>SDP 2025-26</p> <p>OPAL scheme – using Sports Funding - £5300 over 18 months. Supports children’s play – 1 year of their time at Primary School and we know that this is an area where children can find the unstructured time quite challenging. Insets/parental involvement. Sports funding for next year not confirmed yet, but not replacing JM has freed up money in the current Sports Funding. EB to let Govs know about Sports Funding in next meeting. Steve commented that it sounds like a really interesting scheme – do they provide a framework for the staff to carry out? Resources?</p> <p>EB replied that they do an initial audit, create an action plan, do training for staff. Resources are for the school to organise, but we have such an invested parent body, sure that this will be well supported – possibly some FOBS funding ad can use Sports Funding for specific sections – have to have a legacy – cannot be single items, so could put in astro turf for example if needed. Natural materials can be used. Mary commented that incident in the playground often create issues in the classroom so a happier and more structured and supported play opportunities will create a positive impact on learning too. James agreed – autumn and winter terms are more challenging with regard to play – being flexible and using ideas from OPA: will benefit all children – particularly the youngest.</p> <p>Steve – everyone is very supportive of the scheme.</p> <p>New nurture room – as discussed previously – will be part of the SDP. Continuous provision in Year 1/2 - EB will be working with Hannah Elliott and Lucy Langlay-Smith on this.</p> <p>EB to continue working on SDP based on annual audits this academic year.</p>		EB
	Accountability		
10	<p>Q of E review</p> <p>James Stevens:</p> <p>A leadership review was conducted by Claire Sylvester and Andy Brown (Headteacher, Wantage area) with a focus on reading and maths. The reviewers were highly impressed with the quality of teaching and learning, praising the work of class teachers, teaching assistants, and support staff.</p> <p>Children’s attitudes to learning were noted as a key strength. Reviewers were particularly impressed by: The quality and consistency of pupils’ workbooks, the</p>		EB / JS



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<p>depth of understanding shown during pupil voice discussions, positive behaviour and enthusiasm across all key stages.</p> <p>The school presented as calm, purposeful, and vibrant, with the visiting heads noting the warm, welcoming environment from the outset.</p> <p>Invited school leaders to reflect on any next steps they might see themselves.</p> <p>Consistency across key stages was a notable strength, with clear alignment in pupils' responses and learning experiences.</p> <p>The visit was unannounced to children, offering an authentic view of a typical school day at Buckland.</p> <p>Overall, the review validated the school's focus on core subjects following earlier emphasis on personal development and foundation subjects post-inspection.</p> <p>Feedback was fair – e.g. thinning out White Rose materials. Continuous journey for all staff.</p> <p>Emma added:</p> <p>Particularly important to revisit core subjects with some new teachers in post.</p> <p>Pleased with the outcomes, and the review offered both quick-win suggestions and longer-term development ideas- some of which will feed into the next School Development Plan.</p> <p>The external reviewers brought a fresh perspective, quickly identifying key strengths and offering thoughtful, constructive feedback.</p> <p>The review encouraged productive and supportive professional dialogue, highlighting the benefits of collaboration and challenge within the trust.</p> <p>Claire Sylvester, who co-led the review, will become Buckland's new School Improvement Partner (SIP) from autumn, replacing Louise. Her involvement in the review has provided a strong foundation for that role transition.</p> <p>Steve welcomed the integration of smaller development points from the review into the upcoming SDP.</p> <p>Emma and James both expressed interest in participating in peer reviews at other schools in the future, recognising the value in seeing different settings and practices.</p> <p>James recently visited Shrivenham School as part of Year 6 writing moderation across the trust, gaining useful insight into another setting and identifying transferable ideas for Buckland, despite the schools' differing contexts.</p> <p>Both emphasised the benefit of external visits in broadening perspective and informing best practice. Steve highlighted how it is a real benefit of being part of a trust.</p>		
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12	<p>Safeguarding Summary of incidents reported on CPOMS</p> <p>Upcoming Safeguarding review will give school a chance to highlight strengths and areas for development.</p> <p>Mary to suggest a date to Stacey to monitor SCR.</p> <p>CPOMS: Report shows the categories – no bullying incidents, no discriminatory incidents, number of safeguarding concerns are two, but they're carried over as EB leaves them open on CPOMS until confident they are resolved.</p>		ML
15	<p>Learning walks Term 6 (covered previously) Mary to liaise with Kim on when she is doing walks.</p>		ML
	Financial		
16	<p>Finance Update EB has met with Finance Business partners – challenges due to unfunded teacher and support staff pay rises (only partly funded) and rising national insurance costs. School must cover them which makes detailed planning essential. Reviewing all trips and enrichment activities – rising costs also affect residentials such as Hooke Court next year. Closely co-ordinating with Steli. Potential risk in Year 5 falling numbers which will impact GAG funding – need to be proactive. EB has spoken to Sarah Nichol's regarding marketing for these places. Next year's budget setting will be challenging.</p> <p>Steve asked where the funding for the Chrome Books is coming from. EB to find out.</p> <p>Steve asked about overview of budget – Emma explained that the iplicit system has taken time to embed but that the way the budget is set out for next year gives us good oversight.</p>		EB
	Procedural and Compliance		
17	<p>Policy overview Admissions – no changes – Goves to be aware of policy. Complaints policy from CLT – now our only complaints policy – Goves to read as if official complaint this will go to Goves.</p> <p>Inclusion policy runs parallel with SEND policy.</p>	Goves	



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	<p>AI policy an interesting read – brand new policy. Can support teacher workload if used in correct way. Oak Academy have put up a new AI tool for lesson planning.</p> <p>Buckland policies – Collective worship and RE policy.</p> <p>Govs agreed Buckland policies.</p>	
18	<p>Any other business agreed as being urgent</p> <p>Governing body update – parent governor elections/ succession planning for new chair/clerk position</p> <p>Rosamond will be stepping down as Chair of Governors at the end of the academic year. Lucy has agreed to step in as interim Chair, EB is pleased due to Lucy's deep knowledge of the school - especially valuable during this period of change. A formal vote will take place at the next meeting.</p> <p>Rosamond's departure also creates two vacancies for parent governors (Rosamond and Paul's positions). The nomination process has been finalised and will be conducted online, running for 10 school days (excluding holidays and weekends). If only two candidates come forward, no election will be needed. Otherwise, elections will be held online.</p> <p>The goal is to have both new parent governors and the new Chair in place for the next Governors' meeting.</p>	EB
19	<p>Chairs Comments</p> <p>Steve – only to remind everyone that Term 6 governors' meeting will be in person on Wednesday, 9th July.</p> <p>Emma added a reminder that Friday is Della's last day, and there will be a farewell gathering with cream tea and bubbly in the hall after school to celebrate her retirement. Everyone is welcome to attend.</p> <p>Steve expressed appreciation and gratitude for Della's contributions, noting her significant positive impact on the children, including personal experiences. The Governor's extended their best wishes for a happy retirement.</p>	

Future Meeting Date:

Wed, 9th July (in person)