



Buckland Primary School

Meeting:	Buckland School LGC		
Date, time, and location:	Wednesday 3 rd December 2025 at 7pm		
Present:	Lucy Guildersleeves (LG, Chair), Steven Houston (SH, Vice Chair), Mary Lines (ML), Tim Saunders (TS), Revd. Talisker Macleod (Revd. T), James Stevens (JS), Emma Brown (EB, Headteacher), Adam Solley (AS), Kerry Spurry (KS), Kayleigh Taylor (KS)		
Apologies:	Apologies were received and accepted from AS and SH.		
Absent without apologies:	N/A		
Consent to absence:	The LGC consented to the absence of AS and SH.		
Others in Attendance:	Keeley Davis (KD, Clerk)		
Quorum:	4	Quorum Met:	Yes

Item	Minutes <i>Governor's questions, comments and challenges are shown in italics</i>	Action
1	<p>Welcome, Opening Prayer, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>The chair opened the meeting at 19.08, welcoming the committee. It was confirmed that the meeting was quorate. A Governor led the opening prayer. Apologies were received and accepted from AS and SH. All other Governors were in attendance. No new attendees. The committee were invited to share any declarations of interest pertinent to the agenda, of which there were none.</p>	
2	<p>Urgent matters (previously notified to the Chair)</p> <p>The Chair confirmed that there were no urgent matters of which she had been notified.</p>	
3	Minutes of the previous meeting	



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<p>a) Approval</p> <p>The committee approved the minutes of the previous meeting held on the 8th of October 2025 as a true and accurate reflection of the proceedings. The Chair confirmed they would sign the minutes as approved on GovernorHub. –</p> <p>Action: Chair</p> <p>b) Actions arising from the previous meeting</p> <p><i>The Chair asked for Governor views on face-to-face meetings.</i> Governors confirmed that in-person meetings would work, with a start time of 5:30pm being suggested for the next meetings and a 4pm start time for the summer meeting.</p> <p>The Headteacher explained what the Trust Character Awards were.</p> <p>A Governor confirmed that their school were running the Awards already and it was positive. The Governor continued to explain how it works, noting that pupils were given a booklet, with bronze, silver, gold, and the children were working towards individual goals. The Governor explained how the children could work towards these, such as through volunteering, etc. They shared that every big term, a guest speaker came in to explain what they did and why these goals were important, and the children were then awarded. They were timetabled each week, and goals were worked towards. <i>Governors commented that this provided a great incentive.</i></p> <p>The headteacher explained that it is split into four areas. Helps children become responsible and grow. Targets are personalised to each school. Reaching platinum is a significant milestone and an award in itself. <i>A Governor commented that children work very hard to achieve this.</i></p> <p>The Headteacher explained that the awards system adapted challenges as needed so that all children could succeed. She commented that she was very much looking forward to it, noting it would hopefully be in place from January.</p> <p><i>The Chair acknowledged that this sounded good and asked whether it would affect staff from a workload perspective.</i> A Governor declined and noted it had required an adjustment at the start, but felt this worked well for staff and children together (from her experience). The Governor said that keeping on track was a work in progress, and communication was ongoing to develop this (tracking).</p>	<p>Chair</p>
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	<p><i>Governors asked how it aligns with the existing awards and how it would work if children joined in Year 5, for example.</i> The Headteacher confirmed that Year 6 started on gold. The staff Governor confirmed that all children in all year groups would achieve.</p> <p><i>Governors queried how many tasks are at each level.</i> The Headteacher confirmed it is 6 – 8.</p> <p><i>Governors continued to ask if it was reviewed for all 30 children.</i> A Governor explained that <i>they</i> might have a simple goal so that all children can achieve it. Children take ownership and tick their achievements.</p> <p>The Chair acknowledged that this sounded exciting and would provide an update once things get underway.</p> <p>c) Village bus usage (carried over from previous meeting). Headteacher to report on progress.</p> <p>Bus update. The Headteacher confirmed that buses were now provided for fixtures and that other sources were no longer needed. LH has sourced swimming buses.</p>	
<p>4</p>	<p>Governing Body</p> <p>a) Updates to the Governing Body, including recruitment and resignations</p> <p>Governor explained the Terms of Office regarding ML and Chair. Rev T resigned from her role. The Chair announced that another person had expressed interest in this role.</p> <p>Action: Chair and Head to look at possible new appointment.</p> <p>Head expressed thanks to Revd. T for all her help and support on the governing committee.</p> <p><i>The Chair asked whether Rev T would still support with SIAMS and whether the Governors would support this.</i> Revd. T asked whether she could stay for the rest of the meeting, and all Governors approved. Rev T offered her ongoing support if needed. All thanks from Govs.</p> <p>ML and LG terms end Spring/Summer 2026. ML asked if all governors were happy for her (ML) to continue.</p>	<p>EB/LG</p>



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<p>Action: Head to apply to Board of Trustees for another ½ term (2 years). (ML and LG)</p> <p>b) Governors to confirm completion of all mandatory training shared with them at the start of the year. Governors to confirm that they have updated their GovernorHub training record accordingly. (This is carried over from the previous meeting to ensure all is up to date.)</p> <p>Some Governors explained that they still needed to complete some training and update their records.</p> <p>The Clerk explained that all Governors should now have completed this. Some Governors continued that they still have to do this and will do it ASAP.</p>	<p>EB</p>
<p>Action: Some Governors to complete ALL mandatory training and update training records accordingly.</p> <p>The Headteacher queried the Safeguarding Level 2. Also explained where to find this on GovHub, and noted some Govs expire in Feb. All Govs to check this.</p> <p>EB queried whether Level 1 or 2 should be undertaken or both.</p>	<p>Some Govs</p>
<p>Action: All Govs complete Level 1 and/or 2 Safeguarding Training (Once Level confirmed by EB).</p> <p>Safeguarding Governor to book level 3 safeguarding training.</p>	<p>All Govs/EB</p>
<p>Action: Complete Level 3 Safeguarding Training: KT.</p> <p>c) Governors to confirm that they have completed all mandatory start-of-year tasks and read all statutory policies. (This is carried over from the previous meeting to ensure all is up to date.)</p> <p>Some governors explained that they still need to do this. The Clerk explained the importance of this and asked all governors to check.</p>	<p>KT</p>
<p>Action: All Governors.</p> <p>d) Clerk / Head to confirm that attendance for academic year 2024-25 and conflicts of interest for academic year 2025-26 have been added to the school website.</p> <p>All completed.</p>	<p>All Govs</p>



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	<p>e) Review Governor link roles and make any changes if necessary. LGC must have a link Governor for SEND, Safeguarding, Attendance, Governor Training and CPD, Filtering and Monitoring (compliance), and Pupil Premium.</p> <p>Note: Ongoing from the previous meeting.</p> <p>The Chair outlined what roles and responsibilities need to be covered. The Chair suggested that it might be useful to have a fundraising Governor. A Governor offered to take on a subject if necessary. Chair suggested ML take on PSHE. Governor agreed. History and geography taken on by TS. Chair explained that she would like this on profiles and asked when would be best to catch up on these subjects; this should be spread out throughout the year with subject leads.</p> <p>Action: Clerk to check profiles (Once finalised).</p> <p>The Headteacher suggested meeting with subject leads one afternoon rather than multiple meetings. Perhaps terms 1,3, and 5. The Staff Governor suggested 1, 3 and 6 to round off the year. He suggested meeting in terms 3 and 6 this academic year, but not the last 3 weeks of term 6. Mathematics and science-focused visits may be asked of SH and AS.</p> <p>Action: Maths and Science to be taken on by SH and AS? (Chair to follow up).</p> <p>The Chair asked that personal nominations be sent to the Clerk and to her. <i>Governor queried the Quality of Education meetings that used to happen and suggested using this to review other curriculum.</i> The Headteacher considered this helpful.</p> <p>f) Look at Governor training and development, including Hot Topic Briefing Sessions attended so far/coming up. Update on any training attended / any upcoming training to attend.</p> <p><i>The Chair queried how to share training feedback.</i> A Governor suggested an email rundown and perhaps links to attachments to share training sessions with other governors. <i>Governors agreed this was a good idea and suggested outlining it in bullet points.</i></p>	<p>KD</p> <p>Chair/SH/AS</p>
<p>5</p>	<p>Chairs Report</p> <p>a) Chair to share update, including any feedback received from the Board.</p>	



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	<p>Head explained that the Trust will possibly centrally manage the uploading of statutory policies for all schools once the school websites had been updated.</p> <p>Chair wondered if this would affect school local policies and whether there were potential implications for schools locally implementing centrally determined policies.</p> <p><i>Governors commented on the new Ofsted framework, noting that, as an Ofsted Outstanding school, how would they manage communication with parents regarding the new framework, noting that the category five banding was exceptionally high.</i></p> <p>EB to communicate with wider community regarding new Ofsted framework.</p>	
6	<p>SIAMS</p> <p>No update.</p>	
7	<p>SEND Updates</p> <ul style="list-style-type: none"> a) Update from SEND governor on any SEND monitoring visits or meetings. b) General update on SEND within school. <p>SEND Report was received from SENDCo.</p> <p>EB explained they had 18 pupils on SEND register, equating to 17.6% of pupils. They had two children with EHCPs and one further EHCNA (Educational Health Care and Needs Assessment) application pending submission. There was one EHCNA application that had been submitted already, awaiting a response.</p> <p>Attendance for those children with an EHCP was at 72.8%, but EB was hopeful this would improve. 95% overall Target of 97%.</p> <p>Training to support children with SEND was ongoing. EB shared there were ongoing delays with accessing services. She asked that any further questions on SEND be emailed to her out of committee.</p>	
8	<p>Appraisal and Pay Progression Report</p> <ul style="list-style-type: none"> a) LGC to receive appraisal report. 	



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	<p>b) Headteacher to provide feedback on staff CPD and wellbeing.</p> <p>Please see confidential Minutes.</p> <p>Appraisal report was agreed by the Governors.</p> <p>EB explained the appraisal process, confirming all had been finalised. She shared that a lot of CPD had taken place, and general feedback on wellbeing was positive. EB confirmed that staff were working at capacity and that parents' meetings had increased. She noted she was mindful that they were adding to the workload, and she was seeking ways to support families without increasing teachers' workload. EB and SENDCo (KH) were looking to schedule meetings with SEN parents to coordinate coffee mornings and similar activities. General feedback had been positive.</p> <p>EB shared that she was worried about late-night emails and additional meetings with staff.</p> <p>The Chair explained that Buckland had always been perceived positively for its communication and asked whether emails to the school received automated responses.</p> <p><i>A Governor explained that emails are unavailable to parents at her school and that another option would be to designate a day for emails.</i></p> <p>EB agreed this would be a good idea and noted it for consideration.</p>	
<p>9</p>	<p>Sports Premium Funding</p> <p>a) Review the impact of sports premium funding from the previous academic year.</p> <p>b) Confirm PE and sports premium funding action plan for this academic year.</p> <p>EB explained the update, outing the document referred to the previous year. She shared the key changes, noting that they did not replace Josie Miller (PE Lead), and the OPAL scheme was underway. EB felt OPAL would be incredibly beneficial. She noted she had submitted the report in July, and all was compliant. EB confirmed she was finalising funding with finance and would update the LGC when she had this.</p> <p><i>A Governor asked whether after-school clubs were included and whether low-income families were supported in accessing them.</i></p> <p>EB confirmed that some financial aid was available.</p>	



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<p>10</p>	<p>Pupil Premium</p> <p>a) Approve strategy statement on use of pupil premium and publish on website by 31st December.</p> <p>Approved.</p> <p>b) Complete evaluation of spend on pupil premium and service pupil premium in the previous academic year and publish on the website.</p> <p>Completed.</p> <p>c) Headteacher to confirm that pupil premium eligible pupils were included in the October census to attract funding.</p> <p>Confirmed.</p> <p>EB explained that significant work was underway and that the changes had been made. EB continued by sharing that they had the fewest pupil premium children out of all the Trust schools.</p> <p>EB explained that the character awards would support all.</p> <p>EB explained how low-income families were supported and how sport was incorporated into this support. She noted that only a small amount of funding was available, but it was used efficiently.</p> <p><i>A Governor explained that the Pupil Premium criteria was set to change, and more children would be eligible for free school meals. Do we expect this to rise at Buckland?</i></p> <p>EB noted she would investigate free school meal numbers and implications of this.</p> <p>Action: EB - Free school meals numbers</p>	<p>EB</p>
<p>11</p>	<p>Headteacher's Report (Documents: GovernorHub)</p> <p>a) HT to share the updated report with the LGC.</p> <p>EB explained that the new website was almost ready. The staff Governor confirmed it was looking positive, and it needed an update.</p> <p>EB explained that a lot of work still needed to be done, but it was a work in progress and was looking good, and it was almost ready.</p>	



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EB highlighted, page 6: Fewer behaviour incidents compared to last year, which was good to see. She commented that the Willow room may have positively impacted this. She noted that attendance was monitored weekly and compared/tracked with other schools. LH is working with EB to monitor this. Term 1 to term 2 there were cases of persistence absence, but she was looking at this carefully. She noted they were supporting parents with absence and what is expected, as well as having regular meetings with the trust inclusion lead.

A Governor queried how attendance is tracked.

EB confirmed VIAD was used for attendance data. She shared it was a very thorough process and very helpful in supporting families with absence.

The staff Governor confirmed that the teachers' register shows % and was monitored regularly, and that they were keeping in touch with families on the best ways to support.

A Governor queried the report, which only shows this year's data, and asked whether last year's data can be made visible for comparison.

EB confirmed that this was in last year's Headteacher Report.

The Chair explained that the trust was pushing Every to be used for accident reporting. Does this identify what needs to be done to prevent further accidents?

EB explained that this would be discussed during the H&S item below.

The staff Governor explained the data for the Autumn term. He explained that mock SATs were done and that this was a good guide for next year.

Overall, the data was very strong across all areas and above average. Reading strongest. Always found that reading is at the expected level or higher: Very often higher than writing.

Increases at greater depth. The Staff Governor believed that it was largely down to the staff and their teaching approach.

Teachers are aware of gaps and interventions implemented. All appropriate information would be shared with parents at the parents' evening. Staff are careful with percentages when analysing. The number of children in Years 5 and 6 was expected to be much higher than in Year 2. Very proud of Year 6 as their achievement has been higher.

A Governor queried years 1 and 2, which were behind Expected. The staff Governor explained that the transition from Acorns to Beech can be very tricky for some children. *A Governor queried why writing was not as good as reading.* The Staff Governor explained that writing was slightly lower, and this was normal. Continued to explain: You would expect a higher percentage of children working at the expected standard (or higher) for reading than for writing.



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	<p>EB explained that high expectations among staff drive these strong results. Pupil Progress meetings would be reviewed to ensure all the necessary actions are taken to support children who need additional support.</p> <p>The Staff Governor explained that a tracking system was in place, covering reception to year 6. This was very good to see the progress made.</p> <p><i>The Chair requested a discussion with the Governors regarding Ofsted.</i> EB explained that the Ofsted framework had been shared on GovHub.</p> <p>Add to Agenda: pages 72–80 of the Ofsted framework.</p> <p>Action: KD/EB to ensure pages 72-80 are added to Agenda (GovHub).</p> <p>A Governor explained that there were a couple of great docs on GovHub to support Ofsted.</p> <p>EB suggested all Goves take time to read and discuss at the next meeting.</p> <p>Action: All Governors to read the Ofsted framework.</p>	<p>KD/EB</p> <p>All Goves</p>
<p>12</p>	<p>Health and Safety / Premises, including updates on Health and Safety audit actions and accident reporting (See Headteacher's report...)</p> <p>(Documents: GovernorHub)</p> <p>a) Update on any H&S audits conducted since the last meeting</p> <p>The health and safety audit was completed; the overall position was strong at 92%. No actions that required immediate attention, just ongoing items. The audit was very thorough, and the training was completed.</p> <p><i>A Governor asked who supports the implementation of actions.</i> EB explained that COSHH was the most essential requirement and that, every time we purchase a product (e.g., soap), we must conduct a risk assessment. LH and SB are looking into this.</p> <p>New maintenance contract in place, led by Vale Solutions. It was excellent news that they will be running all compliance.</p> <p>They also provide the school with weekly maintenance hours. EB confirmed to the Chair and committee that they will be supporting with Every.</p> <p>Mindful that moving forward with OPAL, the tree survey will be actioned.</p> <p>b) H&S link Governor to update on any visits conducted</p>	



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	<p>Health and Safety Governor absent. Will report if necessary.</p> <p>c) Update on any H&S items not covered by the leadership report item, including any updates on audit actions from Worknest.</p> <p>Health and Safety Governor absent. Will report if necessary</p> <p>d) Update on the use of Every system across the school, including logging of accidents and near misses.</p> <p>Health and Safety Governor absent. Will report if necessary</p>	
<p>13</p>	<p>NGA Skills Audit</p> <p>(Documents: GovernorHub)</p> <p>a) Governors to discuss the results of the collated skills audit and determine areas of strength and areas of focus for the upcoming year.</p> <p>(Carried over from previous meeting).</p> <p>All confirmed to have been completed.</p> <p><i>The Chair suggested that another Governor take a turn chairing a meeting to support all areas. EB confirmed this to be a good idea.</i></p> <p><i>A Governor queried her knowledge gap around the curriculum. Explained that there was not enough time in meetings to ask questions around this. The Chair suggested an additional day to discuss. EB commented that it was best to ask at specific points during the Gov meeting. EB suggested talking with link Govs on specific subjects would be beneficial. Also, to use Hot Topics.</i></p> <p>EB explained that there is ongoing Trust work on the Ofsted framework.</p>	
<p>14</p>	<p>Safeguarding</p> <p>a) Update on any safeguarding audits conducted since the last meeting.</p> <p>b) Confirm the annual safeguarding report has been submitted.</p> <p>Annual safeguarding report submitted (EB). Confirmed.</p> <p>c) Update on any safeguarding monitoring within the school and any safeguarding link governor visits.</p>	



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	<p>Invite the Safeguarding Governor to do a safeguarding visit. EB to invite.</p> <p>Action: EB – Organise KS Safeguarding visit.</p> <p>A Governor provided feedback from the Learning Walk (6th November) and asked about the process for children who are unwell at school. EB explained that if a child was going to vomit (for example), they would sit in the DT room where there is a sink. Staff supervise at regular intervals. Sick children may also sit in the office if feeling unwell.</p> <p>The Staff Governor explained that the DT room was designated for quiet use and is staff-monitored. The Staff Governor confirmed this would continue to be monitored. <i>A Governor suggested a camera or timer should be implemented to ensure a staff member comes to check the DT room every 2-3 minutes; this would be especially useful on short-staff days.</i> The outside door to the DT room may need to be reviewed with the addition of a self-closing mechanism.</p> <p>The Chair suggested that in Acorns, they would have a snack at a table with a tablecloth, rather than at a craft table. The Chair asked whether Governors should type up the feedback and pass this on to EB, rather than EB typing up the report. EB agreed this would be a better option.</p> <p>The Chair and Governor completed a learning walk on 6th Oct 2025. It was also confirmed that the SENDCo (KH) conducted regular learning walks with EB and the Staff Governor.</p> <p>d) Confirm all safeguarding training is in place for all staff and governors.</p>	<p>EB/KT</p>
<p>15</p>	<p>Learning walks Term 1</p> <p>a) Governor reports & visits to school.</p> <p>Please see above.</p>	
<p>16</p>	<p>Finance</p> <p>a) Review and discuss the latest management accounts b) Update on budget monitoring</p> <p>Please see confidential Minutes.</p> <p>Action: EB – Confirm finance figures with LG when finalised.</p>	<p>EB</p>

