



Buckland Primary School

Meeting:	Buckland School LGC		
Date, time, and location:	Wednesday 21 st January 2025 at 5.30pm, Buckland		
Present:	Lucy Guildersleeves (LG, Chair), Steven Houston (SH, Vice Chair), Mary Lines (ML), Tim Saunders (TS), James Stevens (JS), Emma Brown (EB, Headteacher), Adam Solley (AS), Kerry Spurry (KS), Kayleigh Taylor (KS)		
Apologies:	N/A		
Absent without apologies:	N/A		
Consent to absence:	N/A		
Others in Attendance:	Keeley Davis (KD, Clerk)		
Quorum:	4	Quorum Met:	Yes

Minutes

Governor comments, questions and challenge are shown in italics

Item	Subject	Action
1	<p>Welcome, Opening Prayer, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>The Chair opened the meeting at 5.35pm, welcoming the committee. It was confirmed the meeting was quorate.</p> <p>The Chair led the prayer.</p> <p>The Chair invited the committee to share any declarations of pecuniary 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	<p>Minutes of the previous meeting</p>	



Buckland Primary School

	<p>a) Approval</p> <p>The Chair invited the committee to comment on the minutes of the last meeting. The committee approved the minutes of the meeting on December 3rd, 2025, as a true and accurate reflection of the proceedings.</p> <p>The Chair confirmed that she would sign both the main and confidential minutes as approved on GovHub. – Action: Chair</p> <p>b) Actions arising from the previous meeting</p> <p>The Chair ran through the actions arising from the previous meeting. It was noted that KHQ’s (potential new Governor) appointment was ongoing.</p> <p>The Chair extended thanks to all for signing the card for Revd. Talisker.</p> <p>The Chair queried how best to communicate the sharing of Hot Topics training attended by Governors. It was confirmed that an email would be sent by the attendee. The Chair suggested this continue for all training. The Headteacher suggested a brief summary of training attended in an email, and then a brief discussion during the LGC meetings.</p> <p>It was noted that Safeguarding training was coming up, the Chair confirmed that she had signed up. KT explained that she had emailed about the training and was awaiting a response.</p> <p>EDI: The Headteacher confirmed that an email had been sent to ML. EB and ML confirmed that they would liaise on this. – Action EB and ML</p>	<p>LG</p> <p>EB/ML</p>
<p>4</p>	<p>Governing Body</p> <p>a) Updates to the Governing Body, including recruitment and resignations</p> <p>The Headteacher and Chair confirmed that there was little to update. The headteacher confirmed it had been accepted for the Chair and ML to continue on the Governing committee for an additional 2 years.</p> <p>b) Governors to confirm that they have completed all mandatory training. (This is carried over from the previous meeting to ensure all is up to date.)</p> <p>The Chair thanked everyone for completing their training. The Headteacher clarified the safeguarding training requirements and confirmed that the governor's safeguarding training must be completed every 3 years. However,</p>	



Buckland Primary School

	<p>the Headteacher noted it was annual for Volunteers. General Governors every 3 years.</p> <p>The Headteacher and Clerk explained that everyone must complete GDPR training.</p> <p>The Headteacher shared that ML, AS, and TS must complete Prevent training. The Headteacher requested that all certificates be sent to her and the school Administrator. The Clerk requested all completed training to be on GovHub.</p> <p><i>TS queried his Prevent training and stated he would check.</i></p> <p><i>KT queried Cyber Security training, EB/KD to check.</i></p> <p>Action: EB/Clerk to check Cyber Security training. Action: TS to check Prevent training</p> <p>The Headteacher confirmed that all training policies were on GovHub under Policies. The Headteacher shared that all policies are shared every September.</p> <p>c) Confirm Level 3 Safeguarding has been completed – KT.</p> <p>KT confirmed Level 3 Safeguarding training was booked for February.</p> <p>d) 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>Please see above.</p> <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>The Chair explained the link roles and reviewed the shared document (circulated to Governors). EE (TA and ELSA Lead) was assigned to Art. ML confirmed that she would be the SIAMS lead. The Chair asked AS if he would be willing to take on IT; AS agreed. KT is to lead on Filter and Monitoring. SH agreed to lead on PE.</p>	<p>EB/Clerk</p> <p>TS</p>
<p>5</p>	<p>Headteachers Leadership Report</p> <p>a. Head to share leadership report with the LGC</p>	



Buckland Primary School

The Headteacher shared the key developments. A new website had been launched, and the newsletter format had been updated.

The Chair queried the process of updating new things to the website, and what Governors are responsible for.

The Headteacher confirmed that she had reviewed the website and that it was up to date. The Headteacher noted that she would like the website to be very informative about what is offered, including RRS, OPAL, and EYFS corefulness (core strength). She reiterated that the school would continue to build on the website.

The Headteacher outlined the update to the website's curriculum section. She continued by asking Governors to ensure they read it to confirm it is up to date and looking correct. AS was to check and confirm. The Headteacher shared that she thought it was a great communication platform. The Headteacher requested feedback and opinions once the governors had reviewed.

Action: All Govs to look on website.

A committee member suggested adding a link in the newsletter to important items and resources for parents.

The headteacher confirmed this to be a good idea.

The Headteacher asked for the Governor's thoughts on a weekly or fortnightly newsletter.

The Chair queried whether Governors were getting the newsletter.

Headteacher suggested checking the website, as the newsletter link is there.

The Headteacher shared that Vale Solutions had started with compliance and would be doing maintenance for the school. A student would be in Oak class for 8 weeks. Forest School had begun; OPAL was underway. HH (TA) would lead on this, and the Headteacher felt it would be very positive. The Headteacher continued by outlining how the Sports Funding could be used. She continued by explaining that the school would be asking parents for support on donations, fundraising, etc. Shared that OPAL in other schools looked fantastic. Storage is needed for OPAL.

The committee queried the size of OPAL in other schools.

The Headteacher explained that it depended on numbers within the school.

The Chair suggested HH (OPAL Lead) liaise with parents on support. A committee member suggested residents within the village could perhaps help.

All Govs



Buckland Primary School

	<p>Additionally, it was noted FOBS (school PTA) would be keen to support too.</p> <p>The Headteacher shared that the Leadership review was very positive.</p> <p>The Headteacher shared that pupil numbers were starting to balance out. A Year 5 child would be joining, and another child may start soon.</p> <p><i>The committee queried shuffling to move children up a year if needed.</i></p> <p>The staff Governor explained that there were pros and cons to this. The staff Governor then continued to outline the considerations around this.</p> <p>Please see confidential Minutes for further information.</p> <p>b. Close focus on attendance by year group, SEND and PP.</p> <p>Please see above/below.</p>	
<p>6 Safeguarding</p>	<p>a. Update on any safeguarding audits conducted since the last meeting.</p> <p>Please see Confidential Minutes.</p> <p><i>The Chair queried Young Carers and whether there was a framework on this.</i></p> <p>The Headteacher confirmed that HE (Yr 1 and 2 class teacher) was Lead on this, and families had been approached.</p> <p>The Headteacher shared that CPD was ongoing for staff members.</p> <p>The Headteacher shared that Attendance was improving at 95.9%, and that she was monitoring this carefully. She continued to share that she was looking into families who might need more support. There was an increase in persistent absence, which was being carefully monitored.</p> <p>No DATA updates. This was confirmed for discussion at the next meeting.</p> <p>Action: Clerk to add to the next agenda</p> <p>It was confirmed that there were no staffing changes currently.</p> <p>b. Update on any safeguarding monitoring within the school and any safeguarding link governor visits.</p> <p>Please see below. Item 14.</p>	<p>Clerk</p>



Buckland Primary School

	<p>c. Confirm all safeguarding training is in place for staff and Governors.</p> <p>Confirmed to be in place for all staff and Governors.</p>	
<p>7</p>	<p>Health and Safety</p> <p>a. Update on any H&S audits conducted since the last meeting.</p> <p>b. Update on any H&S items not covered by leadership report item, including any updated audit actions from Worknest.</p> <p>The Headteacher confirmed that the Worknest audit had been completed and that the school Administrator and the Trust Operations Manager were reviewing it. Some Priorities noted were: Tree, Every system, and how things are being logged.</p> <p><i>A committee member questioned the OPAL play and the increased risk it entails regarding children challenging themselves physically.</i></p> <p>The Headteacher confirmed that, through careful risk assessment, play policy, and communication with parents, this would be the approach to ensure safe playing. She reiterated that OPAL would be introduced through assemblies focused on OPAL and in classes.</p> <p>It was confirmed that the fire alarm was checked, and an updated panel was required. The Headteacher shared that she was looking at changing providers; this was ongoing.</p> <p>c. Update on use of Every system across the school, including logging of accidents and near misses.</p> <p>Please see above.</p> <p>d. H&S link Governor to update on any visits conducted since the last meeting.</p> <p>It was confirmed that there was no update from the H&S Governor.</p>	
<p>8</p>	<p>Finance & Budget Update</p> <p>a. Review and discuss latest management accounts.</p> <p>Please see confidential Minutes.</p>	



Buckland Primary School

	<p>b. Update on budget monitoring.</p> <p>Please see confidential Minutes.</p>	
9	<p>Pupil Premium</p> <p>a. Confirm Strategy statement on use of Pupil Premium was published ahead of the deadline.</p> <p>All confirmed to have been completed.</p>	
10	<p>Admissions and Prospectus</p> <p>a. Update on admission arrangements: admission arrangements for entry in 2027 must be determined by end of February 2026 and published on website by 15th March 2026.</p> <p>The Headteacher shared the policy with the committee. She shared that there were no changes and confirmed that information would be shared on the website and that the previous versions would be removed. The prospectus would be updated.</p> <p>Action: Update Prospectus on the website - EB</p> <p><i>The Chair queried whether communication was widely shared.</i> The Headteacher confirmed that communication had been shared and that recently there had been many visits to the school from prospective parents.</p> <p>b. Review and update prospectus information on the website.</p> <p>Action: Review and update prospectus information on the website - EB</p>	<p>EB</p> <p>EB</p>
11	<p>Surveys and Responses</p> <p>a. Update on Parent Survey responses from the Autumn term.</p> <p>The Headteacher noted that overall, feedback had been low among those who completed.</p> <p><i>The committee expressed that the questions were not particularly clear and should have been more to the point. The committee noted that further clarification was needed regarding 'don't know' responses. A committee member queried if it was perhaps the way the information was delivered: via emails. Another committee member asked if there was any guidance from the</i></p>	



Buckland Primary School

	<p><i>Trust. Another committee member questioned when it was sent out to parents, which may reflect the small number of responses.</i></p> <p>After reviewing the responses, the Headteacher shared that after-school clubs had been thoroughly reviewed. <i>A committee member expressed surprise at the low completion level of the parent survey.</i></p> <p>The Headteacher asked Governors to consider writing a report for the school newsletter to be sent out regularly.</p> <p>Action: Governors to consider writing a report for the newsletter – all Governors.</p> <p><i>A committee member suggested Governor engagement evenings. The Chair asked all Governors to consider this.</i></p> <p>Action: Consider engagement evenings - all Governors.</p>	<p>All Govs</p> <p>All Govs</p>
<p>12</p>	<p>Risk Register</p> <p>a. Discussion of items on the risk register and current grading.</p> <p>The Headteacher invited questions.</p> <p><i>The Chair asked whether any other Governors had any issues with the risk register; none were raised.</i></p> <p>The Headteacher shared that Clare Silvester would be attending the next LGC meeting and would explain how Ofsted assesses governors/governance.</p> <p>b. Look at whether risks need increasing, decreasing or discharging.</p> <p>Confirmed to be ongoing.</p>	
<p>13</p>	<p>Policies for Approval</p> <p>None</p>	
<p>14</p>	<p>Learning walks Term 2</p> <p>The Headteacher requested dates for Learning Walks and suggested that governors attend a Learning Walk and meet with curriculum leads. The Headteacher requested</p>	



Buckland Primary School

	<p>The Chair shared her requirement to write to the Trust at least once every long term. The Chair requested input from other governors at the end of each meeting to provide feedback she can take back to the Trust to raise or suggest.</p> <p>Action: Feedback to Chair – all Governors</p> <p><i>The committee immediately requested that the Chair ask whether the Trust could review the workload placed on volunteers, which was considered substantial.</i></p> <p><i>A committee member commented on DATA and how this is shared with Governors. Expressed importance for governors to have an overview.</i></p> <p>Chair noted this.</p> <p>The Chair expressed thanks to the LGC for their support before she closed the meeting at 19:25pm.</p>	
	<p>Next Meeting Dates 2025/2026:</p> <p>Term 4 – Wednesday 11th March 2026, in-person at 5.30pm</p> <p>Term 5 – Wednesday 6th May 2026, in-person at 5.30pm</p> <p>Term 6 – Wednesday 1st July 2026 in-person (Afternoon Tea and Meeting to Follow) at 4pm</p>	