



Acting Headteacher: Emma Brown

Summerside Rd, Buckland, Faringdon SN7 8RB

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

## AGENDA

<b>Meeting</b>	Local Governing Committee Meeting	<b>Where</b>	Online
<b>Date</b>	Wed 19 <sup>th</sup> March 2025	<b>Time</b>	7.15pm
<b>Attendees</b>	Mrs Rosamund Willis (Chair), Mrs Mary Lines, Mrs Lucy Gildersleeves, Rev Talisker Macleod, Mr James Stevens, Mr Steven Houston, Mrs Emma Brown (Acting Headteacher), Georgiana Siedle (Clerk)		

No	Description	
	<b>Opening Prayer</b>	
1	Apologies for absence and acceptance/non-acceptance	
2	<p>Welcome new members, visitors or staff presenting and introductions</p> <p>GS received PC's resignation today, with immediate effect. Apologies received from AS.</p>	
3	<p>Declaration of any personal or business interests</p> <p>None</p>	
4	<p>Review of previous minutes</p> <p>There were a few actions regarding additions to newsletters and dates. RW discussed trying recording and scripting the minutes online, using AI to summarise the meeting. AI should also be able to pull out the action points. This is particularly pertinent if there is not a clerk in place. Vicky from the Trust will provide guidance on this as other LGCs already have this system in place.</p> <p><b>ML will share the contact details for the Year 5 support team</b> to Emma for next year. ML will ask for capacity for support for next year.</p> <p>ML confirmed that she had audited the SCR in March not in Feb (Term 2 action).</p> <p>GS informed governors that the LGC year planner has been added and on governor hub. <b>Governors should review this document.</b></p> <p>EB confirmed she had shared the parent feedback survey to staff via staff meeting and a whole staff email.</p> <p>Lockdown policy has been reviewed, there are still some questions with regards to separating the sound for lockdown from the fire alarm.</p>	ML





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Section 2: Contextual information	
8	<p>Contextual information The school currently has 107 pupils. 16 in Year 3 and 5, so over PAN as agreed. Nursery will be full in September, this will reflect full funding of 8 x 30 hr places and 3 x 15 hour places. The school will be losing one Year 5 pupil.</p>
Section 3: School Improvement and Self-Evaluation	
	<p>Evaluation and review of CPD matrix EB updated governors with progress and actions made.</p> <p>EB referred to the SDP, reviewing the termly updates. There have been a series of different lesson observations, which have been positive. Undertaking curriculum review work. JS has led CPD in Maths, focusing on SDP aims.</p> <p>EB completed the 'Elevating Heads' course which was excellent, the ECT has developed lots of support networks and is well supported by JS and EB.</p> <p>There will be a website update done by Sarah Nicolls in the near future. LG queried whether the website update will change the essence of the vision and values? She expressed concern that with the update and overhaul it might be lost. EB confirmed that the content of the website will remain the same but instead provide a refresh with photos and design. Some changes around font, layout and colouring. EB confirmed that the school has complete autonomy over the content.</p> <p>A lot of training has been given to staff through the Mulberry Bush, particularly in relation to supporting children with SEND.</p> <p>Personal development – RRS gold has been pushed to autumn due to lack of time, another member of the team may be able to take this on as it is good CPD opportunity. RRS is firmly embedded in school culture and everyday activities.</p> <p>Early years update – KH included EYFS update in the report to governors.</p> <p>The termly SEND report for governors was provided, ML emphasised there is a high proportion of SEND. ML asked EB to comment on the number of suspensions, EB explained that an increase in physical outbursts towards children or staff that has resulted in suspensions. The exclusion policy supports this well as it is extremely clear, it is based on building a good relationship with families so that they can understand what is happening in school. OCC will be sending out an attendance officer to support the school with 2 children. KH has put more in place for families to be able to seek further support and set expectations of what the school is able to</p>



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	<p>deliver. The school is getting better at early identification of SEND. RW asked about the Wave 2 pupils which increased extra need to 50% - EB explained this does not mean these children will move to Wave 3 support plans but it does mean extra support (e.g. SALT), or that they may need extra input during lessons. JS clarified that schools are increasing nationally for SEND percentages. ML added that within the early years, there is a lot of speech and language which is possible to be the lasting effects of COVID. EB agreed that the curriculum review incorporates children's current needs without removing the richness of the education.</p> <p>Equality – this will be pushed to the next meeting</p> <p>JS once again completed the REST scale questionnaires with children before the February half term. The vast majority of children score very well. The children in the low and very low category are shared with staff so they know who these children are and a plan is made to boost their resilience. There has been some communication with parents around this as well. Staff have looked at the results to ensure their answers match the reality rather than children giving what they think they should answer. JS referred to the SEND section and the trends of lower resilience with SEND children.</p>	
	<p>Attendance Attendance 96% and national 94%. Persistent absentees are well supported.</p>	EB
	<p>Reviews and audits Including <b>Governor Monitoring</b></p> <p>The SEND review took place on 10<sup>th</sup> Feb. 3 x headteachers visited and looked at the SEND provision in detail. The visit was supportive; focusing on looking at the different areas in the EEF recommendations. There was evidence of strengths and some helpful suggestions for the future. It was good to see they recognised how much work is done behind the scenes with regards to SEND. They recognised that SEND is at the heart of strategic decisions. KH did an enormous amount of work leading up to the review, EB thanked her for this. ML endorsed the body of work that was done and also wanted to highlight the significant need, especially for a small school. ML also recognised all the work beyond this of the TAs and teaching staff.</p> <p>Learning walk feedback - EB/ JS and KH all completed learning walks. KH completed a SEND learning walk –she found children were well supported and that EEF 5 a day was well implemented. EB completed walks at different times of the day to get an overview of what is happening in different subjects, one of these included a phonics focus with the school's RWI consultant which was useful. She could see that phonics was consistently delivered with children on task. However, she could also give very targeted feedback on groupings. Furthermore, lessons are well scaffolded and calm,</p>	



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	<p>learning is focused with a high level of engagement. JS looked at all three classes in action with regards to Maths. He fed back that in Acorns they were very comfortable exploring their activities with confidence, using various strategies. Challenge time in Beech was displayed with 3 different activities; children were confident talking about what they were doing and children were proud of their achievements.. Sycamore was calm with clear instructions of what is expected of them. 1:1 children knew what their task was, who was helping them and how they might improve.</p>	
	<p>Work and activity linked to wider trust These were discussed under audits.</p>	
	<p>SIAMS Not discussed during this meeting.</p>	
	<p>School Assessment and Performance Overview, no formal assessments have been completed since the last meeting.</p> <p>JS discussed the pupil progress data, highlighting that teachers are looking at specific children who have not made expected progress, seeking advice from senior leaders as to how to ensure children make the expected progress and why they may not be on track. Usually the reasons are already known, but these discussions are valuable to make individualised plans for each child. A high majority of children are achieving challenging targets. Support will be put in place for those who are not on target, this is individualised, targeted and strategic.</p> <p>JS discussed the results from the Year 6 children's SATS 2024 paper which was sat by children from across the Trust. Buckland data is extremely strong. JS confirmed that all Year 6 children are emotionally resilient and ready for secondary.</p>	
<b>Section 4: Wider school up-dates</b>		
	<p>Staffing and HR Updates</p> <p>SH asked about Martyn's reappointment as the FCC Caretaker which is highlighted as a threat. EB has spoken to Jo Ray about ensuring that school has someone who can continue with compliance checks, MR will support this during the recruitment process. Practical maintenance aspects will have to be on hold, hopefully recruitment will be quick.</p> <p>EB confirmed that a full time Admin Assistant in post who has made a good start and a School Administrator will be starting in April.</p>	
	<p>Premises and operational Information</p>	



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	<p>AS has taken over the H&amp;S from SH. A lot of premises is covered in the head's report.</p> <p>RTM asked about the repurposing of The Burrow. EB confirmed computers need replacement due to not being updated by Windows 11. Laptop trolleys would free up the IT room which would free up a whole classroom space for a new nurture room. Grants have been applied for, and some staff will be visiting schools who have successfully implemented similar spaces. This is likely to be a summer project. LG asked, how does the plan fit with the space that is needed for the support work that LE does. EB confirmed the room will be a multi-purpose room for use by many staff and children. The current Burrow can also be repurposed. RW asked about the Chrome books as she had not seen an update with IT. EB confirmed she is still waiting for a quote on the Chromebooks.</p> <p>There is a new heating / air conditioning system in place in Acorns, the toilet block (outside) and the boiler is in hand with SCA funding. The toilet block will need three further quotes and the PTA will consider fundraising for this project. The Trust are taking operational responsibility for the boiler. SH expressed concern that all process has been covered by the trust to ensure the best possible option will be implemented with regards to the boiler system. EB will forward any details when she receives. EB confirmed that there is a lot of support and expert knowledge provided by the trust.</p> <p>EB has updated the risk register, AS had highlighted two risks that needed to be highlighted in red. EB will update. LG asked about the Acorns breach and requested clarification on the likelihood of the concern. EB responded that moving away from the matrix, any safeguarding concerns are dealt with high vigilance. This may be why safeguarding concerns score more highly on the risk register.</p>	
	<p><b>Health and Safety Updates and Planning</b></p> <p>AS is completing the practical audits and reviews, SH didn't have any specific updates.</p>	
	<b>Areas of Compliance</b>	
	<b>GDPR</b>	
	<p><b>Finance</b></p> <p>RW updated governors of the financial picture as of the end of January. The school has an extra £30k income, nevertheless, the outturn is predicted to overspend by £23k. However, £8k of this will be ignored as this was not added to the original budget when it was set. This leaves and overspend of £14k but within this there is still a lot to balance and therefore the figure is expected to improve. In particular, maternity cover and long-term sick has had significant impact on the budget but some money should be credited back to the school to cover part of this. As JM (Sports TA) has resigned</p>	



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	<p>there is £7k saving as she will not be replaced, however, the sports funding is ringfenced and can only be spent on specific items. EB updated that the sports funding will be spent on utilising the playground better so that non directed time can be improved. A company called Opal comes highly recommended, offering a scheme where experts assess all outdoor space and make recommendations on how to develop them in different ways; this also includes staff CPD. EB is exploring this now that there is more money within the sports funding section of the school budget. EB is keen to put this as a target for the SDP for next year. The trust has given support for developing PE across the school.</p>	
	<p>Policy Updates: Admissions arrangements policy / Anti bullying / Attendance / Charging and remission policy / Collective worship / E-safety / EYFS / Feedback / Healthy snacks / Homework / RE</p> <p>EB supplied a spreadsheet to give an overview as there have been changes in statutory requirements and the school supplies as much information as possible. EB monitors this carefully through the spreadsheet.</p> <p>All policies were reviewed and approved.</p>	
13	<p>Chairs Comments</p> <p>RW gave feedback from the chair's forum, highlighting that it was a good meeting with both sides of the trust and best practice was taken from both sides. They discussed updated visions, values and goals RW updated governors on these. RW encouraged attendance to the governance forum on the 24<sup>th</sup> March – governors encouraged to review the feed on governor hub. This will discuss the strategic plan for the next 2 years and actions. Unfortunately, this was not possible for any governors to attend.</p> <p>RW confirmed that the next chair's forum is on the 17<sup>th</sup> June so <b>succession planning needs to be considered for Chair.</b></p>	All Gov
14	<p>Any other business agreed as being urgent</p> <p>None</p>	

Future Meeting Dates 24/25, all online unless otherwise stated:

Wed, 14<sup>th</sup> May (online) – **note that this has been changed to the 21<sup>st</sup> May**

Wed, 9th July (in person)