



Acting Headteacher: Emma Brown

Summerside Rd, Buckland, Faringdon SN7 8RB

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

Minutes

Meeting	Local Governing Committee Meeting	Where	Online
Date	Wed 15 th January 2025	Time	7.15pm
Attendees	Mrs Rosamund Willis (Chair), Mrs Mary Lines, Dr Tim Saunders, Mrs Lucy Gildersleeves, Rev Talisker Macleod, Mr James Stevens, Mr Steven Houston, Mrs Emma Brown (Acting Headteacher), Mr Adam Solley, Mrs Phillippa Rivero-Bosch Georgiana Siedle (Clerk)		

No	Description	Action
	Opening Prayer	
1	Apologies for absence and acceptance/non-acceptance Paul Cullinan	
2	Welcome new members, visitors or staff presenting and introductions	
	Headteacher Recruitment RE Updated the governors on the headteacher recruitment. RE left the meeting. EB joined the meeting.	
3	Declaration of any personal or business interests	
4	Review of previous minutes GS confirmed that the document LG queried is still relevant GS shared governor emails with staff. RW queried the focus for curriculum leads. JS confirmed that action plans should be shared with governors. ML will continue to monitor safeguarding actions from audit . GS to share a schedule of who will write additions to the newsletter. RW, TM will be available on specific Fridays for parents. GS to add dates to diary and newsletter. EB will put something for the newsletter and send to RW. ML, TM and LG have been supporting Year 5 so that JS has had focused time with Year 6 for one afternoon per week. This can be investigated for next academic year. EB will do so, ML to share contact details. Risk register will be carried forward to the next meeting. SH has approached the Southby Trust regarding the front gate. The SEND report was shared on governor hub. ML will do an SCR audit in February.	GS GS EB/ML ML



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	<p>GS to recreate an action plan for governors</p> <p>The sports plan funding is still under discussion and the school is waiting for revised values from finance. Government guidance on what the money can be spent on has changed significantly. EB will action once finance has confirmed budget.</p> <p>GS will try to share the governor planner as a working governor document.</p>	<p>GS</p> <p>EB</p> <p>GS</p>
Section 1: Vision & Mission, Executive Summary and Safeguarding up-date		
5	<p>Executive Summary (Key things to know/key changes since last meeting)</p> <p>Opportunities</p> <p>EB highlighted the short period of time since last meeting and the beginning of Term 3 and updated governors with the following:</p> <p>Successes:</p> <ul style="list-style-type: none"> • The children have settled into Term 3 well. • There has been a staff room revamp with new furniture and streamlined information available on noticeboards. • Martyn has redecorated the upstairs School Administrator’s office alongside the removal of the old fixtures and fittings and a more suitable new desk. • One support staff member has returned from long term sick leave on a phased return, full time work planned at the end of 4 working weeks. • A student in Oak class has joined for 8 weeks and has made a positive start (3 days so far). • Georgiana is supporting the office in both admin roles for 3 days per week. She is available until 7th Feb. • EB and LW conducted round 3 of school administrator interviews, unfortunately having initially accepted the role, the candidate withdrew as their current employer made a counter offer. • EB has appointed an admin assistant who will start on 7th February. • LW appreciated her send off in church which was a heartwarming and community experience. • EB achieved her MPQH. – RW congratulated EB on successfully passing. • The inset day was positive with a guest speaking discussing designing the curriculum. • Forest school will start this week for Year 1 children. • Positive feedback from parent survey was received. RE and LW were positive about the feedback from Buckland survey this year. JS suggested EB share with staff as a good morale boost. 	<p>EB</p>

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	<p>Threats:</p> <ul style="list-style-type: none"> • One TA remains on long term sick leave. • The heating in Acorns in a significant problem. • Recruitment for School Administrator role is proving to be a challenge. • 3 children who require 1:1 support. • Budget is stretched due to overstaffing in Acorns. 	
6	<p>Safeguarding Key Information and updates</p> <p>No major updates. L Hammond is pleased with CPOMS recording of incidents and tracking incidents.</p> <p>EB gave an overview of number of TAFs in place and number of concerns currently.</p> <p>The main focus currently is to ensure new staff are trained and ensuring records are up to date.</p>	
Section 2: Contextual information		
8	<p>Contextual information</p> <ul style="list-style-type: none"> • A new child has started in Year 5 at the beginning of Term 3. A Year 3 place has been offered. This means there the school is now full. • A reduced timetable has been negotiated for one child due to persistent absence since mid-December. The school is supporting the family. The aim is to get the child into full time education in 4-6 weeks. • ML queried the drop in attendance in the last week of term 2, EB confirmed this was due to illness. • 	
Section 3: School Improvement and Self-Evaluation		
	<p>Attendance</p> <p>There is not report due to returning recently.</p>	
	<p>Reviews and audits</p> <ul style="list-style-type: none"> • RE (CEO) visited the school; he was impressed with the high levels of engagement, clear vision and ideas around space and was pleased with the direction the school is taking. He will visit regularly and will visit again in Term 4. • EB confirmed the school has the following reviews coming up: <ul style="list-style-type: none"> ○ SEND Review (10th Feb) 	



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	<ul style="list-style-type: none"> ○ RRS Gold accreditation review. If that will impact too much this may be pushed back by a month. RW recommended that this should be done, EB agreed. ○ Q of E review. <p>Governor monitoring – EB will share the dates for learning walks for term 3 and 4. Governors welcome to join.</p>	EB
	<p>Work and activity linked to wider trust EB met with the enrichment lead for the Trust, he was extremely impressed by the enrichment opportunities given to the children. The school is always pursuing new opportunities and experiences for children (recently this was Williams F1 day and parliament visit).</p>	
	<p>SIAMS – no update at this point. Anne Andrews supporting DG reviewing the RE curriculum.</p> <p>RT is working on the application for diocese funding for ISingPop. RT explained that decision will only be communicated at end of Feb.</p> <p>RT will discuss with EB a project regarding school choir.</p>	
	<p>School Assessment and Performance <i>Overview (no formal assessments have been made since the last meeting)</i> EB confirmed that the next main update will be after Easter in Term 5.</p>	
Section 4: Wider school up-dates		
	<p>Staffing and HR Updates</p> <ul style="list-style-type: none"> ● EB/GS conducted interviews for Extended Provision. There has been a successful appointment. (KJ - new TA). EB/GS are currently looking at the schedule involved with this. This appointment will help EB and HH for who have been doing a lot of cover for breakfast and afterschool care. Thanks to HH for her support. ● Lesley Harvey was appointed in round 3 in the admin assistant round of interviews. She will be working 5 days per week from 8.30-4.30. This is extremely positive for consistency and covering the start and end of the day. ● Round 4 of the school administrator interviews is currently being processes. The trust have requested a job description review, taking away some of the Grade 7 elements and to make the role a Grade 6 	



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	<p>post in line with other primary schools in the trust. An R and R has been agreed, which is a payment added to the role for up to two years due to the difficulty in recruiting. This role will be a three day a week role and EB is finalising elements of this with HR. RW queried the decision to change the grade.</p>	
	<p>Premises and operational Information</p> <p>Premises</p> <ul style="list-style-type: none"> AS took part in the H&S audit last term and another is booked for tomorrow. The boiler is currently working well with a temporary fix. The Trust are pursuing funding for a replacement. Acorns heating has been a significant challenge. A parent has arranged all the details and has secured funding from a private donor from the village. This will be going ahead as soon as possible. SH pursuing funding for afront gate The outside toilets remain an ongoing issues, EB is awaiting clarity from the trust as the best way to move forward. Jason has been very helpful supporting EB in explaining and supporting systems. Martyn also knows the site well and has been a good support. The Art/DT room needs work and will be the next project. 	
	<p>Health and Safety Updates and Planning Audit occurring on 16th Jan.</p>	
	<p>Areas of Compliance – no update</p>	
	<p>GDPR – no update</p>	
	<p>Finance The school is still in the position where it is difficult to work with the budget as the £20k deficit is inaccurate. The budget is in deficit due incorrectly budgeting staffing and not due to mismanagement of funds. There is nothing that EB could have done differently. The school is hoping that P4 will be more accurate.</p>	
	<p>Policy Updates (none for review) GS and EB will look at the lockdown policy</p>	EB/GS
13	Chairs Comments	
14	<p>Any other business agreed as being urgent</p> <p>EB confirmed that the second phase of the curriculum review is in process. T</p>	



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Future Meeting Dates 23/24, all online unless otherwise stated:

Wed, 19th March (online)

Wed, 14th May (online)

Wed, 9th July (in person)