



Headteacher: Ms Louise Warren, 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 4 th December 2024	Time	7.15pm
Invited	Mrs Rosamund Willis (Chair), Mrs Mary Lines, Dr Tim Saunders, Mrs Lucy Gildersleeves, Rev Talisker Macleod, Mr James Stevens, Ms Louise Warren (Headteacher), Mr Steven Houston, Mrs Emma Brown (Acting Headteacher), Mr Paul Cullinan, Mr Adam Solley Georgiana Siedle (Clerk)		

No	Description	Action
	Opening Prayer – LG delivered the prayer.	
1	Apologies for absence and acceptance/non-acceptance Apologies received and accepted from: Rosamund Willis, Steve Houston, Paul Cullinan, Tim Saunders, Reverend Talisker	
2	Welcome new members, visitors or staff presenting and introductions Louise joined the meeting to reflect on her time and wish governors well. Louise officially handed governor leadership over to Emma Brown as Acting Headteacher. Louise will continue to support Emma as Acting Head and the school in her new role as full time Director of Education. Mary thanked Louise for all her input in the school, huge appreciation of all that Louise has been done. Louise's dedication and care of the school has been immense and had a huge impact on the school and community. LW left the meeting Mary asked about the Trust's support for recruitment of a new Headteacher. It was confirmed that this would be done in the New Year.	
3	Declaration of any personal or business interests – None	
	Strategic Role	
4	Minutes of previous meeting Governors and KCSIE / Pecuniary interests	



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	<p>LG raised that one document was a Vale document with links to their resources, GS will check and confirm.</p> <p>EB confirmed she sent out safeguarding policy to parents.</p> <p>Merger news – EB updated that the merger has not yet been finalised, governors will be kept up to date.</p> <p>ML has thanked KH for audit work.</p> <p>EB confirmed that the school has used a variety of platforms for advertising roles and these have a wide reach and have been fairly successful.</p> <p>All governor subject leads should have the curriculum actions plans. Staff should initiate contact with their link governor, GS to send gov email addresses to staff.</p> <p>Minutes approved</p>	<p>GS</p> <p>GS</p>
5	<p>Headteacher’s Report t</p> <p>EB reminded governors that the new head’s report should be read in conjunction with School Development Plan (SDP).</p> <p>Opportunities:</p> <p>EB highlighted the key aspects and foci that the school is working on.</p> <p>Leadership transition has been smooth, EB has met with Richard Evans and Louise Warren for a leadership review.</p> <p>JS has taken to senior leadership and his TLR well, this has meant there is always a member of SLT on site.</p> <p>The Early Career Teacher (ECT) has settled well and is well supported from varying communities.</p> <p>There have been extensive enrichment activities within school which has proved very successful. JS updated governors on the skills developed at the Woodlands residential and how these skills may be transferred to classroom. EB thanked JS and all the staff that went.</p> <p>For the first time the Cambrian Trust held a trust conference (combined with the Vale Academy Trust) during the last inset day. This comprised of a variety of workshops that</p>	



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individuals could choose to attend and an impactful keynote speaker for all based around positive relationships. The conference received positive feedback.

Threats:

The school currently has two members of staff on long term sick leave.

The school has three children with EHCPs requiring 1:1 support. TAs supporting these children need support as the role is extremely intense. EB holds regular meetings to pinpoint areas where they need further support or improvements, as well as celebrating the successes.

Cleaning is still an extreme challenge as the standard of cleaning is not up to standard. The trust has a tender out at the moment and the school is hoping that a new contract will see improvements.

The offer of extended provision has been a challenge. A lot of parents rely on this service, and, as small village school means there is limited alternatives for working parents. The school has recruited a new employee as a job share and she is keen to take up some breakfast club and after school care responsibility. This alleviates some of the strain on staff and as a result the situation will improve. EB spent time exploring external provision options but none of these were right for the school. The majority of options relied on school staff so would not have solved the issue.

Safeguarding

CPOMS now has new categories which has been a lot of work to implement. EB has shared the safeguarding manual with all staff, and adjusted the reporting so that incidents are separated into incident and staff action. This allows staff to take more ownership of what is being done to address issues. EB has an overview of all incidents and can add further action as necessary. ML questioned why there has been a significant increase in incidents. EB explained that Lynne Hammond (Trust Safeguarding Lead) was positive about how vigilant the school is using CPOMS and how diligent staff are at recording. The database is not only used as a log of incidents and actions but also used a communication tool, e.g. 'unkind hands' for younger children. The staff are vigilant at putting in everything from serious to low level incidents which makes up a large portion of logged incidents. This results in the DSL team knowing that the right staff are informed and how it has been dealt with. This is particularly important between job sharing staff. Contextually a lot of behaviour incidents are produced by a small amount of high-profile children. .

LG asked why there was a jump between Term 1 and Term 2 statistics? EB responded that it is a combination of factors. Some of the younger children are their developing



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<p>social and emotional skills, particularly in Acorns Class as both years were born during COVID and the school is seeing that they need a lot of support around their personal, social and emotional areas.</p> <p>EB add that it is better to log one too many times rather than one too few. EB highlighted that often in autumn, it starts calmly, then there is more of a flurry of incidents, and it is now starting to calm down more.</p> <p>There are two new DDSLs on the DSL Team (HE and JS). KH and EB remain on the team with EB taking overall responsibility as DSL. KH and HE cover the EYFS DDSL area.</p> <p>Safeguarding audit – this was approved and has been submitted having been checked by Lynne Hammond (LH). There are action points which EB will action and work with staff and ML will ensure compliance through monitoring. EB commented that the CPOMS deep dive from LH was extremely helpful.</p> <p>Contextual Information</p> <p>The school is at PAN. Governors have agreed that the school can go over PAN in two alternate year groups in KS2, ideally Year 3 and 5 (otherwise Year 4 and 6). This would support budget constraints and would mean that Sycamore and Oak could have 31 children in each class.</p> <p>Quality of Education</p> <p>Adaptive teaching is the big focus area this year and will be the focus on future learning walks. Subject leaders are reviewing the curriculum around adaptive teaching, foundation subjects and streamlining the curriculum. All subject leaders are working on the same areas within their different subjects. The school is working in partnership with another school who are doing the same. Governors can expect more information on this as the project develops.</p> <p>JS is leading on metacognition in Maths, he is doing so by focusing on one area at a time.</p> <p>Leadership and management</p> <p>As already discussed there has been a smooth leadership transition and the ECT staff member has made a good start. The Beech class job share is successful. There is a parent survey currently out run The Trust and data will be shared with EB shortly.</p> <p>The governor newsletter was discussed, and it was suggested that a regular update in the school newsletter may be more appropriate. EB asked governors to think about</p>	<p>ML</p> <p>EB</p>
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<p>whether this would work. ML agreed this might be relevant after meetings so that parents understand more with regards to the strategic context of the school.</p> <p>EB asked whether the governor gate rota was continuing. Governors agreed to continue this in term 3. GS will provide a rota for governors to sign up to.</p> <p>EB highlighted that a website refresh is required as well as the newsletter moving forwards.</p> <p>Behaviour and Attitudes</p> <p>Support staff have attended PACE training (this includes patience, empathy and using humour to support children).</p> <p>Regular meetings with TAs have taken place. It is difficult to free everyone's time up and therefore EB has been meeting with one TA and they feedback to others in their team. These meetings are particularly vital for those working with the vulnerable children; their understanding of the children they support is extensive. Making sure staff tweak and revising their practise and communicate is part of the cycle of improvement.</p> <p>KH / EB are investigating options for play time areas. Undirected times can be challenging for some children. The school has a lot of space that is not always utilised and EB would like to work on this.</p> <p>The school is looking at working on building continuous provision with younger children (Year 1/2). The current cohort need a lot of support, therefore Miss Elliott has been developing continuous provision in Year 1 / 2.</p> <p>Personal development</p> <p>EB thanked Mary for organising the speaker from Rosehill food cupboard to visit and give the children understanding of why they were bringing in their harvest items. Courageous advocacy is such an important part of the school's vision and the Rights Respecting School's work.</p> <p>Early years have been working to target specific children to reach their Good Level of Development (GLD) in writing. With some children there is a lot of work to be done to close the gap. Staff have been looking at individualised plans for those who are may not achieve GLD and these are being closely followed and tracked.</p> <p>Attendance</p> <p>The school has had good attendance which is above the national average excepting one week in the middle of October where there was a lot of illness. Term time holidays have</p>	<p>GS</p>
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	<p>been taken by a few families, some schools have chosen to implement penalty notices nationally and this is a the Head's discretion. As a school with a close community, at this point the school is not implementing penalties. Instead the current approach is to have discussions with families and discuss persistent absenteeism. This is the route that it currently being taken.</p> <p>Various reviews have taken place:</p> <p>EB referred to the data found in the SDP. EB has done some informal phonics reviews. Many children in Year 1 are being carefully tracked as some will get to the expected level (EXP) but are not there yet.</p> <p>KS2 data looks strong; in Oak from January onwards there will be the return of the class TA and a trainee teacher and this will have an impact on Year 5/6 progress. The academic side of the Year 5 has been intensely focused upon. JS would like to focus on challenging the Year 6's with more adults available in the class.</p>	
6	<p>Pupil progress data and targets</p> <p>Governors reviewed KS2 results from last year; overall the data is incredibly positive. JS explained the results to governors.</p> <p>LG congratulated JS and the school on the results. She asked if there was anything that JS was able to do that was different from before that resulted in such excellent results. JS considered that having an afternoon a week with just Year 6 children was beneficial. Equally, addressing misconceptions quickly by intervention work with TA in the afternoon ensured good progress. LG asked if the external provider provision for the afternoon each week would help, JS agreed explaining it allows focus for academic readiness for Year 6s and a good opportunity for Year 5s to do something different. Post Christmas LG and RT have agreed to conduct some ethics work, so this provides an opportunity after Christmas. ML suggested that the school contacts the Oxford Concert Party to look at how regularly an opportunity can be offered.</p> <p>EB congratulated JS on the data, as importantly, this put the children in the best possible position to achieve in Year 7.</p>	ML
7	<p>Chairs Forum Update - SH not in attendance and therefore not update provided. Carry over to next meeting for any relevant items.</p>	GS
8	<p>Health and Safety / Premises including updates on Health and Safety audit actions and accident reporting</p> <p>Review school risk register – GS to carry over to the next meeting.</p>	GS



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	<p>EB gave a brief overview of the headline items:</p> <p>The H&S audit took place by external provider. This went well, and resulted in a few minor actions.</p> <p>Term 1 and 2 H&S audits were completed in conjunction with The Trust.</p> <p>The adventure trail has been updated with RA and FOBS have taken over the cost of the annual checks and any updates that are required.</p> <p>The school has completed a fire evacuation practise.</p> <p>EB will be working through RAs with Jason Ackrille (from The Trust) in January to ensure that everything is covered correctly.</p> <p>GS / EB have been discussing the Lockdown and site security as the site can be vulnerable.</p> <p>The boiler has been fixed and is now working well. There have been many issues which have been costly and time consuming.</p> <p>In Acorns the heater does not work and a few different options have been purchased. Engineers are looking at moving the Beech heater into Acorns. This would get the classroom through the winter months. The school would then prioritise Acorns for a similar system to the one in beech. The trust are looking at boiler contingency.</p> <p>Steve raised a question on governor hub regarding the parent shelter. EB responded that as FOBS put the parent shelter and adventure trail in place they will be paying for the upkeep.</p> <p>The issue of the outdoor toilets remains a concern, however, the boiler is more of a priority currently.</p> <p>The schools needs a new front gate, EB will approach the Buckland School Trust (BST) for support.</p> <p>ML queried whether pursuing a pedestrian gate to go directly to the office would be an option, EB replied that it depends on funding. EB will investigate.</p>	<p>EB</p> <p>EB</p>
<p>Accountability</p>		
<p>9</p>	<p>SEND annual report</p> <p>ML has reviewed the SEND report provided by KH. GS to share more widely on governor</p>	<p>GS</p>



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	<p>hub.</p> <p>18 (21%) children are on the SEND register with 5 children having extra provision that are not on the register.</p> <p>EHCP children: 2 EHCPs are in place and the school is applying for a further 2 with 1 that is pending (paperwork submitted). There have been delays to applications due to Ed Psych illness. If all approved this will take the school to 6 EHCPs.</p> <p>ML asked governors to think about the following concerns:</p> <ul style="list-style-type: none"> • Staff sickness has had a significant pressure on existing staff. ML suggested that governors express their thanks to all staff for coping with this. • Many staff are coping with children with a particularly high level of need. • The increase in number of pupils seeking private diagnosis. • There is continued interest in families with concerns and children who present differently at school. EB discussed the support given to mental health in children, the national picture and also the increase in SEND need. <p>EB agreed that as a small school, staff can feel the impact of staff absence and issues cannot be fixed immediately. EB continued that the school is in a predicament without medical referrals and referrals to the school. Some waiting lists for services is 3-5 years, however, the school puts support in place, working closely with parents. EB agreed that if children need help, they need help now and this school does help by responding to this, however, SALT and CAHMS and Ed Psych services all have long waiting lists.</p> <p>ML asked how to address this?</p> <p>EB highlighted that staff know children well and targeted support is put in place. KH is good at signposting parents to support offered (e.g. specific support for parents from CAHMs whilst on wait list).</p> <p>SH had raised a question about offering further support in year 5/6. The Oak TA is due back on a phased return after Christmas as well as a student teacher. Acorns have been high staffing reflecting the high level of need in the setting.</p> <p>ML thanked KH for her support.</p>	
10	<p>Safeguarding – Annual 175 audit response</p> <p>This was discussed under the headteacher report. ML will do an SCR audit with a specific focus on new staff in Term 3.</p> <p>Summary of incidents reported on CPOMS and updates</p>	ML



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<p>11</p>	<p>Reports - Pupil Premium, Sports Premium</p> <p>These were published on governor hub.</p> <p>JM worked on this with Rachel Kenyon from The Trust (a new and complicated format). Teachers are confident in teaching PE, focus groups are positive and after school club attendance is high.</p> <p>Funding has gone towards:</p> <ul style="list-style-type: none"> • the sports TA offering targeted support to those in most need. • Sports clubs and coaching and supporting for competitive events. • Equipment • Staffing for sports enrichment (e.g. swimming, attending events and organisation costs) • Trust sporting support • Site improvements • Mental health <p>As a note of the school's success, they reached county finals for cross country which was a proud moment.</p> <p>LG asked why the swimming data was not completed. JS answered that Oak accessed St Hugh's swimming last year and they are awaiting the outcomes / paperwork from St Hugh's.</p> <p>Governors approved the sports funding (with St Hugh's addition and funding).</p> <p>EB will send over the new spending plan, and this will be approved in the next meeting.</p> <p>Pupil premium outcomes last year were high. The strategy is working well but will be tweaked based on current children and their needs. Teaching Assistant costs are the main expense in this area. EB summarised the strategy and linked this to the results. Income has reduced this year due to less PP children.</p> <p>Pupil Premium report approved.</p>	<p>EB</p>
<p>12</p>	<p>Personnel Updates</p> <p>EB provided the staffing overview to governors.</p> <p>The teaching staff and leadership structure remains consistent. DG will be retiring at the end of term 5. This coincides with maternity cover return which has already been agreed.</p>	



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	<p>Support staff – the school is advertising for a School Business Manager (SBM). GS is this role covering temporarily.</p> <p>An Admin Assistant (AA) will be joining the team soon.</p> <p>There has been a restructure so that AA role is full time, 37 hours per week. 8.30-4.30, this means that downstairs office is always covered.</p> <p>Some of the admin items have been removed from the SBM role and this is now 24 hours (3 days) per week.</p> <p>A new Lunchtime Assistant has started who is doing 2 days a week, job sharing with SS who has reduced to 3 days per week.</p> <p>One TA in Acorns has been doing 4 days per week, covering an extra day per week, however, another member of staff has been appointed for two days but the school is awaiting final checks before issuing contracts.</p> <p>SJ is leaving at end of December, she has reduced her days during December.</p> <p>One Beech TA is reducing from 3 to 2 days per week. An appointment has been made for 3 days a week to replace retirement and reduction in hours in Beech.</p> <p>SH has raised the issue of notice periods for support staff, however, these are limited by the Trust. EB agreed that recruitment takes time and people cannot be placed quickly.</p>	
	Financial	
13	<p>Finance Update</p> <p>Regular meetings are taking place between EB and finance. The overview meeting, however, will be next week with finance, RW and EB.</p> <p>Finance are kept informed of changes and why (e.g. over staffing).</p>	
	Procedural and Compliance	
14	<p>LGC Planner</p> <p>GS introduced the document and will be using this to plan meetings. All governors should familiarise themselves with the document. GS to write an email summarizing all governor actions.</p>	All Gov GS
15	Chairs Comments – ML thanked staff for all their hard work.	
16	Any other business agreed as being urgent – None	

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



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Wed, 15th January (online)

Wed, 19th March (online)

Wed, 14th May (online)

Wed, 9th July (in person)