



Headteacher: Louise Warren
 Acting Headteacher: Mrs Emma Brown
 Summerside Rd, Buckland, Faringdon SN7 8RB

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

Minutes

Meeting	Local Governing Body Meeting	Where	IT Suite at school
Date	Wed 18 th September 2024	Time	5pm
Attendees	Mrs Rosamund Willis (Chair), Mr Steven Houston (Vice-Chair), Mrs Mary Lines, Dr Tim Saunders, Rev Talisker Macleod, Mr Paul Cullinan, Mr Adam Solley, Louise Warren (Headteacher), Mrs Emma Brown (Acting Headteacher), Mr James Stevens, Mrs Phillippa Rivero-Bosch, Mrs Georgiana Siedle (Clerk)		

No	Description	Action
	Opening Prayer given by RTM	
1	Apologies for absence and acceptance/non-acceptance Apologies received and accepted from Lucy Gildersleeves and Phillippa Rivero-Bosch. PC and TS had informed the clerk that they would arrive later.	
2	Welcome new members, visitors or staff presenting None	
3	Declaration of any personal or business interests None	
4	Minutes of previous meeting SH to finalise website profile and send to CB by end of week. Governors will update any out of date information currently on the website and send amendments to CB. GS to check that LG and PC have been signed up to safer recruitment Governors agreed a gate rota for term 1 Remote learning policy / contingency plan to be considered if an event triggered a school closure All other actions completed.	SH and All Gov GS EB
5	Scheme of delegation (SoD) and annual schedule (AS) Due to the delayed merger, the SoD and AS have not yet been finalised. As a result, the 2023/24 documents remain standing. By Term 2 the 2024/25 documents will be released and the LGC will discuss changes. EB summarised the responsibilities of governance, including those of the board and the LGC.	
6	Safeguarding – KCSIE 2024, Safeguarding Policy, summarising key changes this year	



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	<p>RW confirmed that there is a meeting booked with the trust finance team in the next few weeks to discuss the end of year, the school and governors hope to have final confirmation of the end of year balance and carry forward at this time. RW will update governors as needed.</p> <p>The transfer across to Maid Marions has been a challenge, this is improving with particular focus on improving shared areas.</p> <p>Caterlink are recruiting a new member of staff to support the school.</p> <p>Staffing for extended provision is a challenge, especially with current staff absence. RW questioned whether there was significant pressure on the staffing team. EB confirmed there are two TAs working an extra two days to support in KS2. However, the biggest pressure is with younger children, there is low staffing here too and children with high needs. The school is advertising to solve this in the long term.</p> <p>SH asked about the school's planning for sickness. EB confirmed there is a supply teacher available to use across the trust but not for TA work at the moment. EB is exploring further opportunities to balance staff time.</p> <p>RW questioned whether the school is advertising in the right platforms for TAs There was some discussion around looking into other platforms to advertise. It was agreed that the school will ask local nurseries to advertise to their parents who may be looking for part time work with school hours. EB will contact local school and if there are any Tas who would do overtime.</p> <p>CPOMS has new categories, EB will be trained by LH (Trust Safeguarding Lead) to ensure this is being used properly. EB will communicate this to staff. Safeguarding training has taken place on the inset day. EB gave safeguarding update/overview to governors.</p> <p>The school has one new starter joining in Year 3 and potentially a Year 5 child.</p> <p>EB introduced the professional development matrix. RW requested that TAs are included in the matrix for a whole school overview.</p> <p>The new attendance matrix will monitor attendance across the year which will be useful; EB is currently supporting families that have attendance challenges.</p>	EB/CB
9	<p>SEF</p> <p>The document was prepared by EB but is owned by governors and any governor input is valued.</p> <p>EB highlighted the excellent progress scores for last year, which analyses progress from KS1 SATs to KS2. If the score is 0 the progress is 'expected', in all three areas the school attained a progress score of 3+. The school has received recognition for this outstanding achievement.</p>	
10	<p>SDP (School Development Plan, previously known as RAP)</p> <p>Section 1 outlines the strategic level at trust and also the vision and goals of the school, looking ahead as far as 2029.</p>	



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	<p>Section 2 includes the in-year school development plan, this was discussed by governors in Term 6 and governor feedback has been reflected in the SDP. EB will include the four areas of Ofsted woven into the head's report but this is included in the SDP as well.</p> <p>The aims of the SDP have been discussed with the staff team during the inset day at the beginning of term so all staff know how they can contribute towards this year's school development.</p> <p>RW asked whether SDP targets are tied into teacher appraisals – EB confirmed this is the case and will form a whole school target for teachers and an individual target based on personal growth and development.</p> <p>LW highlighted that the SEF, SDP and head's report documents should be seen together to give a whole strategic overview.</p>	
11	<p>SEND annual report</p> <p>This is being prepared by KH and ML will be reported next term</p> <p>The audit occurred at the end of Term 6.</p> <p>ML will thank KH for the audit work and results.</p>	ML
12	<p>Personnel Updates</p> <p>Covered in head's report</p>	
13	<p>Health and Safety / Premises including updates on Health and Safety audit actions and accident reporting</p> <p>SH updated the following key points that governors should be aware of:</p> <p>The key priority is Beech toilets which has peeling paint on the walls; quotes are being obtained by CB. RW suggested a toilet block and stage refit and help from community may be considered. The worst-case scenario would be to close the outside toilets until the problem is fixed. SH informed governors that the John Southby trust are willing to help the school, if it has a community impact or visually impacts the village (e.g.front gate). PC has applied for funding through work which is up to the value of £1k. Bampton community shop has confirmed they will contribute to £1k towards the staff room which is in need of a revamp to make it more comfortable and productive.</p> <p>The school is waiting to see whether the boiler improvements can be supported by the CIF bid.</p> <p>The H&S Term 1 meeting will happen later this term.</p>	
14	Finance Update	



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	<p>There is a finance meeting scheduled on 7th October, RW is hoping to have an overview of last year's budget and this year's position.</p> <p>The school is currently paying the village hall rent but usage has significantly lowered. RW has made contact and is awaiting their response, hopefully it will result in a reduction in rent.</p>	
15	<p>Policy review</p> <p><i>Positive relationships (behaviour) policy</i></p> <p>This policy is reviewed annually to make sure it remains effective and is consistently applied across school. The policy is measured by the relationships of pupils and staff. It focuses on the restorative approach to problem solving which was revisited by all staff during the inset day. The approach helps children manage their emotions, targeted lessons on zone of regulation are currently being delivered weekly, focusing on self-regulation. The policy focuses on positive relationships and the school wide approach to behaviour management with pupils expected to take responsibility for their actions. There is also a focus on metacognition and understanding how individuals can impact and regulate their own learning. Adults in school this model behaviour to strengthen practice. The Mulberry training really supported this, e.g. if a child has an angry outburst they need to restore what has gone wrong (e.g. putting back an item thrown). Often, for some children, apologising is meaningless and therefore this is not always the solution. The school currently has 8 staff Team Teach trained (1 on maternity leave) and many have been PACE trained. Much of the work that is done in school is built on this policy. It also includes the information about suspension and inclusion which is a statutory requirement.</p> <p>Governors approved this policy.</p> <p><i>Learning policy</i></p> <p>EB highlighted that learning walk dates will be published; governors are welcome to join for these. (this policy was not required to be updated).</p>	
16	<p>Governor Responsibilities</p> <p>SH highlighted the governor responsibilities.</p> <p>Some areas have gaps as they are not a focus this year.</p> <p>Teachers should share their subject lead action plan with their link governor. JS to ask staff to do this.</p>	JS
17	<p>Chairs Comments</p> <p>RW thanked EB for the start of the year and JS for stepping up in his leadership role.</p>	



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	RW suggested teachers think about parent support for specific projects (e.g. DT, art etc.) so that they can book time in their diaries. Some of this has already been done in the school's calendar.	
18	Any other business agreed as being urgent – None	

Dates for 2024/25:

Wed, 4th December (online)

Wed, 15th January (online)

Wed, 19th March (online)

Wed, 14th May (online)

Wed, 9th July (in person)

Pay Committee must meet between 11th Nov 2024 and 21st Nov 2024