

Headteacher: Ms Louise Warren
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Minutes

Meeting	Local Governing Committee Meeting	Where	Online
Date	13 th March 2024	Time	7.15pm
Attendees	Mrs Rosamund Willis (Chair), Mr Steven Houston (Vice-Chair), Mrs Mary Lines, Dr Tim Saunders, Mrs Lucy Gildersleeves, Mr James Stevens, Ms Louise Warren (Headteacher), Mrs Emma Brown, Mrs Phillippa Rivero-Bosch, Mr Paul Cullinan, Mr Adam Solley Georgiana Siedle (Clerk)		

		Action
	Opening Prayer – LG opened with a prayer	
1	Apologies for absence and acceptance/non-acceptance – apologies accepted from TM.	
2	Welcome new members, visitors or staff presenting and introductions – none	
3	Declaration of any personal or business interests – none	
4	<p>Minutes of previous meeting</p> <p>Action updates:</p> <p>Learning walk PC and TS confirmed they will attend the learning walk in June</p> <p>RW reminded governors to add questions regarding the Head's report on governor hub prior to the meeting.</p> <p>RW will take on the responsibility of the governor newsletter.</p> <p>ML to write letter to LE – outstanding.</p> <p>Finance meeting will occur at the end of March.</p> <p>Skills audit – some outstanding, GS will email individually to chase.</p> <p>At the end of the meeting we will allocate curriculum responsibilities. GS to add curriculum discussion to next agenda.</p> <p>Website profiles for SH and RW are required.</p>	<p>GS</p> <p>GS</p> <p>SH/RW</p>

Minutes

5	<p>Headteacher's Report</p> <p>A new child is starting in Year 1 after Easter.</p> <p>SDP / Rag rating is starting to move forwards, with a number of actions completed.</p> <p>Section 1</p> <p>Governors were provided with the learning walk feedback (joined by LG and RW), governors noted that it is important to build a complete picture and therefore further visits are required as Governors spend approximately 15 mins in each classroom. RW commented that it was lovely to see children on her first learning walk and to see how the school is operating. RW will revisit, different classes were working on different subjects, and she would like to see Maths across each classroom. RW recommended the experience to other governors. LG added that where there were questions there were clear reasons as to why what was happening was happening. LW reiterated that governors are welcome to come for a learning walk anytime, governors can book with the office. RW added that all the children were able to say what they were doing and were open to answering questions.</p> <p>EYFS Trust Lead visited and governors were provided with his report. The report is highly positive and thanks was given to the EYFS team.</p> <p>Section 2 Behaviour and attitudes</p> <p>Governors discussed the increasing number of, and high level of SEND pupils and support teachers and KH are giving them and their families.</p> <p>Section 2 – Mental health</p> <p>JS fed back regarding his role supporting those children with low self esteem, scores from REST have been identified, for those that are quite low, these have been monitored and before Easter there will be another chance for children to answer the questionnaire again and JS will reevaluate their scores. A mental health message has been shared every week through the newsletter, with Year 6's sharing their messages. There have been some initiatives to bring the staffing team together as well. There is particular support for staff as post COVID children need more support to navigate their relationships, parents also require a lot of support from teachers.</p> <p>Section 4</p> <p>Attendance – despite a dip in attendance before Christmas which was below national average for a few weeks, the school is now back above national since Christmas. Overall, Buckland is well above the national percentage to date. There are a small</p>	<p>All Gov</p>
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Minutes

	<p>number of persistent absentees and the school has worked with families and have seen improvements following conversations.</p> <p>Staff absence information was provided as requested by governors. Hopefully there will be a reduction in sick leave due to the seasonal change.</p> <p>The Year 1 place has now been filled. The school is advertising the Year 2 place and a year 5 place will be advertised in the summer term.</p> <p>Afghan refugees update: It is unlikely that the Afghan refugees who are being placed at Shrivenham military base will be placed at Buckland. The base is quite far so not ideal for them geographically. Buckland has offered places on a temporary basis if required and this should be seen as a moral responsibility as well as a learning opportunity for our children.</p> <p>Premises – SH updated on the pond project. The design has been professionally put together by a local villager, work will happen over the Easter holidays. There will be cost for materials with the Buckland School Trust involved. This feels like a real community project which is positive. The Southby Trust are contributing a further £1k. This will be an excellent curriculum resource and exciting new addition to our grounds.</p> <p>The target of 100% of children reaching the GLD (Good Level of Development) was an aspirational one. At this point in the school year 3-5 children are not on track to meet GLD. It would be unusual to make 100% and our overall statistics remain well above national average. The school's overall aim is to ensure the children are as ready as they can be for the transition to Year 1.</p>	
6	<p>Pupil progress data and targets – not all assessments have taken place so this will be discussed at the next meeting. The assessments take a lot of time, and there is discussion as a Trust whether this are necessary three times per year as they can take time away from teaching. Governors will be updated when a decision is made.</p>	
7	<p>Health and Safety / Premises</p> <p>SH completed the end of Term 3 full site inspection alongside CB (Office Administrator) and JA from Trust. JA has been more involved than previously which is positive. Action report – one item was cleanliness, particularly harder to reach jobs rather than everyday. Deep clean recommendations were an action point. The current cleaning team will be finishing at the end of the year and the school is likely to join the Trust contract with Maid Marions. SH continues to communicate with CB to follow up actions.</p> <p>RW asked if there was a 5 year plan so that the school can predict costs. SH responded that there is a 5 year plan, the trust has a spreadsheet of this based on the condition survey. LW explained that we need to invest in our building based on the condition</p>	

Minutes

	<p>survey. The Trust have been supportive with bigger spends when required, this is why they keep an overview. LW agreed that we need to go back to look at this in relation to the budget spend.</p> <p>The risk register was reviewed by PC. LW changed some of the scores with risk ratings. AS – queried a coding colour for budgeting which LW agreed as finance is a risk currently, LW will update. Governors can review and feedback to LW if needed.</p> <p>Accident reporting reviewed and nothing to report.</p>	<p>LW/RW/ SH</p> <p>LW</p>
<p>8</p>	<p>Compliance Review</p> <p>The equality objectives have been rag rated. Some further actions are below:</p> <p>Staff are exploring whether assemblies can incorporate other faiths and have visitors from other cultures to speak to classes or the whole school. The African drumming workshop worked well and other opportunities would be beneficial.</p> <p>The school continues to develop links with the Joshua Project in Malawi.</p> <p>‘Children from all socio-economic backgrounds can access school life.’ EB suggested a new questionnaire may be needed to check.</p> <p>‘Positive attitudes to those who have additional needs’. Teachers have talked about children learning about different needs at an appropriate age level. The staff team have thought about revisiting and using new resources to support further understanding. EB highlighted that staff need to ensure there is consistency so that all children have the same message. KH will complete some SEND pupil voice. The school will investigate having visitors with additional needs.</p> <p>Valuing older people in our community is the point at which the school probably needs to work on most as COVID limited involvement with older communities. This can be interweaved with RRS work, children enjoy volunteering so reestablishing links is an area to develop.</p> <p>The school’s Jigsaw scheme (PHSE) helps children understand about diversity, alongside parts of the curriculum. New RE scheme also supports this.</p> <p>LW reminded governors that equality objectives must be monitored by governors, as a board governors must know what the objectives are and that the school is actively moving these forward. March 2023 was the last parent questionnaire – by trust. LW to look to see if another is planned.</p>	<p>LW</p>

Minutes

	<p>Access plan</p> <p>EB added some items to the school's Access Plan. A lot of work has been done for children with sensory difficulties. Learning stations, laptops, regular SEND meetings to review support plans with thorough and regular parent meetings. Staff are very aware of the needs of the pupils, this is a strength as a school.</p> <p>EB raised that the school could work further on enabling parents who have IT access difficulties or EAL. EB will talk to CB about ensuring there is nothing more that can be done to support families and include information in the enrolment pack.</p> <p>There is work planned on identity-based bullying and ongoing work about anti bullying so children feel well supported outside anti bullying week.</p> <p>ML raised the problem of access needs for parents with mobility needs. ML has discussed with LW the need to purchase a portable ramp for access to the hall and sycamore class. LW highlighted that the trust has queried providing a ramp may make access unsafe (there are no handles for example). The school would support a ramp if safe. ML knows of a ramp that does not require handles and will send the information to LW/CB. ML asked whether the school could petition for the disabled bay outside the road to be made official - it is often used by one of the residents. SH will follow up with Parish Council re: disabled space.</p>	<p>EB/CB</p> <p>ML</p> <p>SH</p>
<p>Accountability</p>		
<p>9</p>	<p>SEND Updates</p> <p>ML has spoken to LE this week and will meet with KH in the next few weeks. There has been a course called the SWIFT course with 8 parents attending. This was run by the council's Communication & Interaction team and particularly focused on supporting children with autism. There was lots of feedback that KH can take forward. The same course is planned for staff in June.</p> <p>TS asked if KH has enough resources to support her with increase in SEND numbers. LW agreed there is a lot to do, LE is still supporting during transition. KH has one day per week assigned to her SENCO work. TA's in school are well trained to support children. There are two children with full time 1:1 support which takes a lot of resource with some additional funding.</p>	
<p>10</p>	<p>Safeguarding</p> <p>ML visited school on the 22nd Feb and audited the SCR (School Central Register). The planned audit on 27th Feb was postponed with 25th March new date. CB is on top of admin safeguarding. Governors attended training on 22nd Feb.</p>	

Minutes

	<p>All staff have now done additional safeguarding training and levels of knowledge have increased.</p> <p>ML reported that there is a lot more checks on volunteers and this has been a big project for CB.</p>	
	<p>Culture and ethos of the school</p> <p>LW has reflected on the culture and ethos of the school which and hopes that governors feel the culture of the school on their visits. Visitors this week identified how personal and caring the school is. LW feels the school's daily habits create this culture which incorporate how things are done and how the values are lived out every day. How the staff treat the children, modelling with simple language based around being wise, responsible and kind. The values help on a daily basis to reinforce the culture.</p> <p>The staff team remain positive, always looking to improve and a culture of innovation and high resilience, in challenging times. High expectations are part of the school's culture, driving high standards and maintaining those high expectations. LW acknowledged that sometimes this is a challenge, especially as complex needs require additional thinking, but children are still able to achieve their potential due to staff consistently planning to meet everybody's needs. Individual care remains exceptional, all children and adults feel valued. Support is very inclusive and LW hopes that children feel everyone has something to give and is loved. Alongside this the school maintains a sense of fun and enjoyment – if you look at the extracurricular activities this term there are many examples (e.g. drumming, science workshops, fun run, residential, trips, county cross country finals). LW feels culture remains strong. Lw asked governors what they thought and to consider this when visiting the school.</p> <p>PHB added that there has been amazing input from the extra activities and is delighted to see the joy from the children.</p> <p>AS confirmed the wide range of opportunities is fantastic to see.</p> <p>LG highlighted her observation of the culture of care the children demonstrate when she visits the school which the children naturally demonstrate.</p>	
11	Personnel Updates – none additional	
	Financial	
12	<p>Finance Update</p> <p>RW informed that the next meeting is 25th March so no further finance updates. The school is still projected to be over budget by approx. £10k.</p>	

Minutes

	<p>In addition, the finance team are focusing on looking at 24/25 school year. On the 26th March there will be a Trust finance meeting which RW will attend. Buckland has a subgroup to generate some ideas for the budget. This will be reported in the next meeting. The concern for next year is that the school will have approximately £580k income and in addition some other income from pupil premium, sports premium, after school and breakfast clubs, FOBS, teacher pay grant. This is likely to be approximately £56k further income. So approx. 636k, staffing costs are slightly higher than this. All income may not cover staffing costs. We await to see if there are further funding streams coming online. Staffing allows us to offer our exceptional curriculum and pastoral support which make us an outstanding school.</p>	RW/LW/ SH/AS/P C
	Procedural and Compliance	
13	<p>GDPR Report and update on actions LW referred to report, external visit created this. TS asked who they are – a company called GDPR Sentry who are our data protection officer (DPO). Recommendations have been converted to actions.</p>	
14	<p>Website compliance report and actions PC had the website for governor compliance. Website provider checked statutory obligations, CB and LW have completed all actions from report.</p>	
15	<p>Term of Reference The Trust have reviewed the terms of reference (ToR), although we have agreed our ToR at the beginning of the year. LW advised there are several changes and therefore governors should review the new ToR. The name has changed from Local Governing Board to Local Governing Committee (LGC). The board delegate to the LGC, policies at Trust level are adopted on behalf of the LGC and whilst the LGC does not have to approve these policies they should be aware of them.</p> <p>There are changes to the constitution. As a C of E School there should now be 4 appointments made by the trustees, 2 by the diocese, the headteacher and 2 parent representatives. This is what the committee will work towards over time. Additionally, the ToR refers to governors not continuing in post term after term. However, there are exceptional circumstances where governors who hold a particular position and history and are valuable to the school. Governors agreed that generally it takes a year in role to understand the requirements and start making a significant contribution. All governors to look at ToR so they know what the committee is operating under. Next meeting – GS to collate governor terms for all governors from start date</p>	All Gov GS
16	<p>Governor Roles Confirm and Minute names of at least 2 governors who have had the following:</p> <ul style="list-style-type: none"> • Appraisal training - none except Head 	

Minutes

	<ul style="list-style-type: none"> • Single Central Record Vetting training – ML • Safer Recruitment training – ML, LW GS to check with CB • Charing panels training – No <p>GS will let the trust know as they should be able to offer training.</p>	GS
17	<p>Policies</p> <p>Governors were provided with the following policies to review prior to the meeting: Transition; Anti-bullying; British Values; Assessment; Keeping Safe; Positive Handling, Curriculum</p> <p>GS highlighted that Trust policies will be available on Governor Hub in the future – once uploaded these will be found in the Documents / Polices folder.</p> <p>The policies are all in school policies, governors do not have a statutory obligation to approve but should be read as they are key policies that have recently been reviewed. All those policies are uploaded and available to read.</p> <p>Transition – there are different transition in the children’s journey (nursery, reception to year 1, year 2 to year 3 etc. and year 6 to 7). Year 7 teachers have fed back that transition at FCC was challenging this year, with some children being disorganised and lacking in resilience, the school and primaries are looking at what else they can do to prepare Year 6 children. LG asked if the feedback was specific to Buckland children at FCC. LW confirmed this applied across the year 7 cohort, but LW has had feedback from some parents as well. TS asked whether COVID has made a difference, LW agreed that some of it is down to parental anxiety and some not wanting to see that their child might contribute to particular situations. Communication is key. LW will contact families of current Year 7’s to find out how transition went (this was done previously in 2018).</p> <p>Another key transition in school is to ensure children are ready for a year 1 / 2 classroom.</p> <p>Anti bullying – this now follows an OCC policy. There is a focus on prevention and what to do when bullying happens. Staff will highlight the policy next week with children and then share with parents. Speaking out is a key focus for children. The school is finding that social media issues are becoming problematic with older children. There will be no visible or reported issues in school but then incidences occur after school on platforms. Parents are not necessarily aware what is happening. Bullying outside school is still the school’s business and there is a responsibility to support the children whatever context they are in.</p> <p>British values –this remains important and is a requirement that it is in place. It is inbuilt in to the curriculum to ensure it is broad and balanced and truly representative.</p> <p>Assessment - still discusses formal assessment weeks but this may change. (see note above) TS asked what pupils felt about the tests? LW will seek pupil voice about</p>	LW

Minutes

	<p>assessments before making a decision. Year 5/6 will need to prep for SATS so getting into the habit of sitting assessments hopefully reduces stress and provides important practice. JS and EB agreed that high achieving pupils in years 3-6 probably quite enjoy the assessments.</p> <p>Keeping safe (commonly known as Lockdown policy). A practice was conducted a few weeks ago, some parents queried why this was practised. It is a statutory requirement to keep our children safe from teh risk of external dangers.</p> <p>Positive handling policy provides guidance for staff about how they can support to prevent dysregulation and the boundaries for dysregulated children. Six staff are Team Teach trained which provides staff with training to deescalate problems and if necessary restrain. This is part of the safeguarding suite of policies. LG queried whether volunteers are given a copy of this, LW confirmed that it is not one of the suite given but will do so in the future.</p> <p>Curriculum – this remains very much the same. Priorities with the school’s value-based education but an interesting one for governors to read. ML asked whether there should be a glossary for parents as this contains a lot of acronyms. LW agreed to make acronyms clear in the policy.</p>	<p>LW / CB</p> <p>LW/EB</p>
18	Chairs Comments	
19	<p>Any other business agreed as being urgent - None</p> <p>GS to create document of gov responsibilities before next meeting and discuss on agenda</p>	<p>GS</p>

Meeting ended at 9.04pm

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

15th May 7.15pm

10th July 5pm in person