

Headteacher: Ms Louise Warren
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	31 st January 2024	Time	7.15pm
Attendees	Mrs Rosamund Willis (Chair) (RW), Mrs Mary Lines (ML), Dr Tim Saunders (TS), Mrs Lucy Gildersleeves (LG), Rev Talisker Macleod (RTM), Mr James Stevens (JS), Ms Louise Warren (Headteacher) (LW), Mr Steven Houston (SH), Mrs Phillippa Rivero-Bosch (PRB), Mr Paul Cullinan (PC), Mr Adam Solley (AS) Georgiana Siedle (Clerk) (GS)		

No	Description	Action
	Strategic Role	
	Opening Prayer	LG
1	Apologies for absence and acceptance/non-acceptance Apologies received and accepted from EB.	Chair
2	Welcome new members, visitors or staff presenting and introductions – none	Chair
3	Declaration of any personal or business interests – none	Chair
	Strategic Role	
4	Minutes of previous meeting LW has completed her action points. SH has spoken to Southby Trust and is awaiting their feedback regarding the art project. Trust – streamlining that accident reporting system; this has not moved on, SH will raise in the Term 3 Trust visit on the 8 th Feb with in T3 meeting to discuss a more time efficient process as this has a significant impact on office staff time. The website has been updated by office staff. Some governors are still to provide their pen story and photograph for the website. GS will email individually. 18 th June – learning walk, TS / PC confirmed they will see if he is able to take time off work	SH GS TS/PC

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	<p>Risk register – PC is in the process of finishing this project which will be ready in the next week.</p> <p>There was a delay in approving our safeguarding audit, the OSAB team have noted this. They will shortly be releasing which schools will be moderated this year, it may be that the school is selected which the school would welcome.</p> <p>The pupil survey will be completed by Easter – SJ will create a google form for children to complete, governors will discuss results at the next meeting.</p> <p>Training – to be discussed at this meeting (see below).</p> <p>LG confirmed she can now access the governor hub information.</p> <p>RW attended the chair’s meeting and updated governors. Chairs from FLT met, the VAT / FLT CEO, Richard Evans also attended and was able to discuss the current commonalities and differences between the trusts. FLT pupil numbers are down generally, although this is not the case for Buckland. The Vale schools are oversubscribed. FLT schools discussed marketing which will not be a focus for Buckland. This year, Buckland’s census was down by 3 from last year, however, this was anticipated by the school and due to the level of need the school decided not to increase numbers in KS2. The result of this is that the budget next year will be £10.5k down. RW reported that other schools in the trust are in need of community governors. LW will communicate to parents who live in different communities to see if any parents interested in supporting these schools. RW highlighted that Buckland has some different challenges to other schools where issues such as attendance, retention of staff and pupil numbers are all key priorities. RW reflected that it is often easy for the Buckland community to lose sight of how good the school is and RW suggested that governors should celebrate this via a governor newsletter. ML / RW to work on newsletter to celebrate the success and allow people to reflect on the school’s strengths and outstanding offer.</p>	PC
5	<p>Headteacher’s Report</p> <p>LW reminded governors to post questions on governor hub prior to the meeting re: head’s report.</p> <p>Governors discussed the report.</p> <p>LW explained how the TA support and their flexibility helps to ensure the school delivers the best offering for all children. This includes a complicated schedule to support a high standard of phonics in reception / KS1</p>	All Gov

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There has not been a significant movement with regards to targets, as there has only been 4 weeks since the last governor meeting.

LW discussed the Year 2 reading fluency assessments which will be completed rather than reading comprehension SATs which were stressful for many children to access in the past. School will be likely to complete the Maths Y2 SAT as this is more accessible for all children. LG wanted to thank for the school for the results on phonics and KS2. The school was second in the league tables in Oxfordshire. LW thanked LG but also wanted to highlight that this is based on percentage of children who met expectations and does not take into account progress, greater depth or whether children are flourishing in the broader curriculum.

Behaviour and attitudes – there are less CPOMS incidents in terms of ‘disruptive incidents’. The school had to suspend a child for half a day, this is very rare. In terms of persistent disruption and aggression this was needed and parents are supportive. The child has returned in a more positive frame of mind. RW asked why the January Inset had an impact on the decrease in incidents. The speaker, who has a daughter who is blind with complex needs, spoke passionately, with particular focus on how the adults that helped her child most were those that could be in her space and meet her needs where she was. She focused on understanding the level of need and how difficult complex needs children find school. It helped staff reflect and manage expectations that some children cannot be expected to react in the same way that other children do and how challenging school can be for them. A lot is not what you do but how you do it, a kind and tolerant adult can make a huge difference. A dysregulated adult cannot help regulate a dysregulated child, this made staff realise the value of changing face when needed and asking for help, as well as continuing to come from a place of understanding. Our staff do this very well but it served as an affirmation to us all.

Personal development – JS updated governors to inform that all children completed the REST scale before Christmas. This is 10 statements that focus on how they find learning, their resilience and their ability to bounce back when things go wrong. JS commented that KS2 were particularly reflective in their answers. All scores have been sent to staff so that they know which children need extra support. A similar test will be conducted at Easter and results will be compared to see if progress has been made. JS commented that staff wondered whether the excitement and busy schedules ahead of Christmas and feeling tired from an extremely long term had an effect on scores. A list of those who scored lower than staff expected has been created and JS will have individual meetings with those children, ensuring children to help develop their sense of pride in achievements. JS has also analysed patterns e.g. siblings, attendance etc. JS confirmed that low scores have been shared with parents via their teachers as appropriate.

Leadership and management – the school is delighted to have KH return as class teacher and SENCO. There are more children on the SEND register than ever before and with

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<p>more with complex needs. This means lots more conversations with staff and professionals, contact with external agencies, paperwork such as support plans, EHCPs etc.</p>	
<p>A new TA will start after half term, mostly working in Sycamore.</p>	
<p>Governors were given attendance data. Buckland is one of the highest performers across the Trust schools, +1.5 % with national statistics. Scores are still below pre covid which was 97%, whereas the target this year 96%. Year 2 are the poorest attenders but this is due to some specific children and understandable circumstances. Interestingly, there are no persistent attendees in Reception. This is pleasing as these are normally more of an issue due to younger children tending to pick up illnesses and have more absences. RW asked if absence was ever excluded in the percentage due to significant illness. LW confirmed all are included, no matter the reason for absence. Each case has to be contextualised.</p>	
<p>SH asked whether the school tracks staff attendance and whether there are national statistics. LW confirmed the school tracks staff data, when staff reach a specific level there is a process called a stage 1 absence meeting, this can lead to stage 2 and 3 in rare cases. Every time a member of staff is ill, LW completes a return to work conversation, and there are relevant forms to complete. LW will report staff absence statistics to governors in the next meeting.</p>	LW
<p>There has been some feedback from parents regarding the cost of trips. The school's job is to meet the needs of the children and parents. The school does have more enrichment opportunities and trips than many schools, so being aware that the school should not discriminate against those who cannot make a contribution is important. Some parents have fed back that they are happy to make a bigger contribution to support those who cannot; at this stage the school does not accept these offers. RW will add to the governor newsletter a section to gauge parents views on trips. RW asked whether The Buckland School Trust (BST) is in a position to support families. LW attends 2 meetings per year for this trust, there are a number of parents, ex parents and an ex head who sit on the committee and the Trust will pay for things that school cannot such as leavers' pens, one annual school experience (African drumming this year) and up to 50% residential cost for specific children who need financial support. RW requested that the school should market the BST for those parents who offer to pay more. LW will add this item to the newsletter and speak to those parents who have offered to pay more.</p>	RW
<p>ML suggested parents leaving may want to make a donation at the end of year 6. RTM also suggested a donation to FOBS if they are making donations to trips. SH asked if FOBS tell parents what they have paid for, LW confirmed parents are told when trip information issued.</p>	LW

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	<p>LW spoke highly of the Forest school offering delivered by ALF. LW suggested governors look at the photos on the website. The area not big enough for older children but the school has a good relationship with St Hugh's and Year 5 will be accessing their forest school site before Easter.</p> <p>LW updated that the school kitchen received a Level 5 in food hygiene and the GDPR audit was successful. Admissions numbers for September are positive. CB manages all of these things and is a real asset to the school.</p> <p>The was building damage during the recent storms, the Trust have submitted an insurance claim and the school awaits the result.</p>	
6	<p>Health and Safety / Premises including updates on Health and Safety audit actions and accident reporting</p> <p>Fencing work is completed on the top field.</p> <p>JA from the Trust organised a tree survey. All species of tree are now identified and a comprehensive report includes some actions. Some are fairly urgent and some more long term; MR can complete some of the smaller actions and is booking in works for bigger projects.</p> <p>The Term 3 H&S meeting is next week with JA and possibly JR. This will include a full site inspection and analysis of the conditions survey. The storm damage to the roof has highlighted the school's vulnerabilities. Due to the listed building status the school will have to apply for post work planning as the work is urgent and cannot wait for planning approval.</p> <p>SH suggested that the trust having a preferred supplier list would make CBs life easier. It seems to be a time drain. LW highlighted that there is one on Every, GS commented that it is not always comprehensive.</p>	SH
7	<p>Strategic focus on curriculum</p> <p>Governors wanted to look at the curriculum that the school offers. Governors should be part of the strategic decisions and reasons underpinning the curriculum. The curriculum is available on the website, with long term plans for this and next year. Curriculum Buckland Church of England Primary School (bucklandprimaryschool.org.uk)</p> <p>The plan is on a 2 year cycle, due to there being 2 year groups per class. There is time included to revisit knowledge so children remember what they have learnt. The curriculum intent is based on a values based curriculum, with the core values (wisdom, kindness and responsibility), then curriculum values – usually three per term. The curriculum is based around those values, across the whole school (linked with texts, thematic work etc). Open the book and worship is also linked to those values. It is a</p>	

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	<p>very integrated approach based upon values. Teachers take the long-term plans which are made into medium plans and then a weekly, day to day plan. In each of the 12 subjects there is a planned and mapped out sequenced progression with review. The school buys into some schemes and some have been written by staff in school to make them bespoke and ensure the learning is cohesive for the term. EB has worked hard on history and geography, following the national curriculum which gives the school autonomy of when and how they learn but is prescriptive about what they must learn. EB has just started to map diversity across the school, she is reflecting on the units of work and considering whether planning and representation is diverse and reflects equality well. She will share this with governors once completed. In doing this project she has identified gaps and is making adjustments to strengthen curriculum areas.</p> <p>LW highlighted that there are different gov for different subjects. Governors are required to meet subject leaders, all subjects have an intent and the school tracks the implementation, how subjects are delivered and the impact. This is assessed by pupil voice, books and lesson observations. The curriculum tracker shows analysis of each subject and where staff feels subjects need work, the overview shows at glance what is being worked on currently. The grid will never be fully green, as there are always new ideas/research to consider and implement and it is a matter of staying up to speed with the best available.</p> <p>Governor subject responsibilities can be found on the website. Governors may wish to review these by the end of the year.</p> <p>Meet the Governors Buckland Church of England Primary School (bucklandprimaryschool.org.uk)</p> <p>RW suggested all governors have dates of visits for learning walks and subject lead meetings booked in by the next meeting. Learning walks and subject lead meeting should not take more than 30-40 minutes.</p> <p>LW – encouraged governors to raise questions if they have reviewed curriculum data. GS to include in next meeting.</p>	<p>All Gov</p> <p>All Gov / GS</p>
Accountability		
8	<p>SEND Updates</p> <p>SEND report is available on Governor Hub. Year 2's have made accelerated progress. A pupil has been granted an EHCP which had previously been denied. The provision was already being funded by the school so this is welcomed. The main focus currently is the handover between KH and LE. ML will thank Libby on behalf of governors for her impactful work during KH maternity leave; she made a huge impact. There is a SWIFT course with 6 parents attending delivered by our C&I advisor, with a particular focus on</p>	<p>ML</p>

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	<p>supporting parents with children who have ASD traits, this is an extremely positive level of engagement.</p> <p>ML would like to meet with parents of SEND children again. They have appreciated the contact and this ensure clear communication. ML suggested the school promotes Elly Chapple's work (from INSET) to all parents. LW confirmed that she has already written this in the newsletter. RW recommended ML includes this in the governor newsletter. Parent Meetings are 19 and 21 March for ML to attend.</p>	ML
9	<p>Safeguarding – including reporting on DSL supervision</p> <p>ML meets with CB once per term to monitor the SCR. CB is effective and on top of this area. LH (Trust Safeguarding Lead) will do a full safeguarding audit after half term.</p> <p>Summary of incidents reported on CPOMS and updates, these have been discussed in the Head's report.</p> <p>2 children have a TAF in place which have involvement from local community social services.</p>	
10	<p>Personnel Updates</p> <p>New TA starting after half term.</p> <p>KH has successfully returned from maternity leave.</p> <p>Another maternity leave is planned for this summer with Mrs Jones, the school will advertise for replacement cover.</p> <p>Another maternity leave is expected but has not yet been announced.</p> <p>LW updated that the school benefits from the experienced level of staff; at the moment the staffing cost is high. There will be a point where the provision will need to be reviewed as it is not sustainable financially. Staffing is an ongoing, permanent cost and so must be planned carefully.</p>	
Financial		
11	<p>Finance Update</p> <p>Currently, the budget has been reviewed to the end of December, it was reported that the school was projected to be £14k over budget. LW has found a further 10k within the budget that could be repurposed. Extra costs such as roofing and the boiler pose a risk. Next year's budget will be smaller due to pupil numbers, in addition to this the staffing costs are increasing. Sports funding contribution for next year is unknown at this point. RW suggests that governors need to look at how the school can get more out of their</p>	RW / SH / PC / AS

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	<p>budget. The new budget will be finalised by beginning of June. RW suggested a working group in April to discuss how the budget could be stretched further, looking at fundraising, getting more out of existing contracts. AS, PC, SH happy to contribute this, the school may be able to ask parents who are experienced in this area to contribute to the working committee.</p>	
Procedural and Compliance		
12	<p>Skills / Training</p> <p>Gov safeguarding training is booked with LW leading.</p> <p>GS updated governors with regards to training. The Trust will deliver a governor induction in March. GS pointed governors to the online governor training available on governor hub. If governors complete any training they should update GS / CB. Training can be found here: Governor Training GovernorHub Knowledge (thekeysupport.com)</p> <p>Governors who have not completed the skills audit to please do so and return to GS.</p>	All Gov
13	<p>Policies – none for review at this time. Governors to familiarise themselves with Trust policies which can be found on governor hub.</p>	
14	<p>Chairs Comments</p> <p>The staff survey responses have been received. The main action arising is the Trust’s role and the positive impact it makes.</p> <p>RW updated with merger news – communication has gone out the communities. Comments and views are being sought. The Vale and FLT have been looking at the teams and how they can merge together. They are currently not recruiting as they are looking at what they offer to existing employees.</p> <p>RW updated that some chairs have requested that governors who are experienced sit in on their meetings, Buckland may also have some visitors to governor meetings.</p> <p>RTM was reading the trust merger document, TM raised some concerns regarding expansion and losing our identity. LW suggested RTM attend one of the published sessions to raise questions.</p>	
15	<p>Any other business agreed as being urgent – none.</p>	



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Meeting ended 9.18pm	
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Future Meeting Dates 23/24, all online unless otherwise stated:

13th March 7.15pm

15th May 7.15pm

10th July 5pm in person