

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 Body Meeting	Where	IT Suite
Date	Wed 5 th October 2023	Time	5pm
Attendees	<p>Mrs Rosamund Willis (Chair), Mr Steve Houston (Vice-Chair), Mrs Mary Lines, Rev Talisker, Mr Paul Cullinan, Dr Tim Saunders, Mrs Lucy Gildersleeves, Mr Adam Solley, Mr James Stevens, Ms Louise Warren (Headteacher), Mrs Emma Brown</p> <p>Apologies: Mrs Phillippa Rivero-Bosch</p> <p>Mrs Georgiana Siedle (Clerk)</p>		

No	Description	Action
	Opening Prayer was conducted by LG	
1	Apologies for absence and acceptance/non-acceptance Apologies were received from PRB. SH will need to leave at 8.30pm	
2	Welcome new members, visitors or staff presenting – RW welcomed our new parent governor, Adam Solley	
3	Declaration of any personal or business interests	
4	<p>Minutes of previous meeting</p> <p>PC has completed website review, LW will action those points raised.</p> <p>RW has written ALF.</p> <p>SH has written to JM.</p> <p>SH has not had the opportunity to approach the John Southby Trust to request funding for the art specialist project, this will be carried forward.</p> <p>Grounds maintenance – the school commissioned clearance from another provider during half term which was helpful. BGG contract will be continued.</p> <p>SH reviewed accident reporting with office staff (SJ and CB). This has been escalated with Jason in the trust office as some minor injuries are too labour intensive. Awaiting further action from the trust.</p> <p>ML made herself available to SEND parents before parents evening, three parents came to visit and were pleased to have an opportunity to talk. An action plan for taking things forward was discussed with LW. This includes communicating to all parents about how we identify children with SEND, and the support that we put in place, so that parents are better informed. This will include work with external agencies and the vast amount of work that is done for SEND, this is not widely understood currently.</p> <p>SEF / SDP Review – this will be discussed in the meeting.</p>	<p>LW</p> <p>SH</p> <p>Trust Action</p>

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	<p>TM – Termly staff support visits, one has been conducted. TM feels there has been a positive response to this. LW thanked her for her time. GS – Pay committee date set and completed.</p>	
5	<p>Headteacher’s Report LW highlighted the current student numbers, particularly the rising level of need. RW asked about school numbers for our lower numbers for some of the year groups coming up. LW agreed we will need to advertise places on our website as there will be 3 places available, we are losing a KS1 child at Christmas. CB to update website.</p> <p>Learning Most objectives are moving forward, some objectives will have greater focus from the spring term. RW / LG will join the learning walk in the spring term. Reminder that governors should visit at least once per year, but ideally 3 times for a learning walk. There is space for two governors to join the learning walk on the 18th of June.</p> <p>Behaviour and attitudes RW questioned the rising level of need, how much impact is this having on the teaching? LW explained learning is chunked into pieces so that all children can follow the learning objectives but also includes challenge for those who need it, alongside scaffolding for those that need further support. First quality teaching is planned to deliver to all, some will need additional interventions which teachers aim to deliver within the classroom so that children don’t feel they are different. It is harder for teachers to ensure that the learning meets all their needs. Alongside the increased level of need is an increase in parental anxiety, particularly after COVID and particularly in KS1. LW identified that some of these children may not necessarily have an SEND but just have delayed development. Children lack well developed learning behaviours which teachers are trying to embed after COVID. TM enquired after staff well-being, particularly in related to the increased level of need, bearing in mind how dedicated our teachers and staff are. EB responded that the increased need is no doubt a challenge. People are managing well because of the team spirit and an open and honest culture to discussion needs as they arise. Relationships are good between staff, which is positive and helpful but nevertheless a challenge. The staff need the wider community to understand the pressures on teachers. JS added that the staff team are good at looking after one another identifying when someone needs a break or further support. It was agreed that TM regular support visits are positive. It is not seen as a weakness to ask for help and support. LG enquired whether the fact that Buckland is so good at nurturing means that we attract families who think their child may have SEND. JS agreed that some parents identify us as a school for that reason, the school has some SEND children that travel a significant distance to attend. EB highlighted that this is a national trend for small village schools as they are seen as small, nurturing and caring schools.</p>	<p>CB</p> <p>Gov</p>

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	<p>Personal Development No further comments raised from the report.</p> <p>Leadership and Management The school has received a resignation from a TA who was working with a named pupil. Interviews will be conducted on Monday with four strong candidates. LG queried whether the school is conducting exit interviews, having the opportunity to discuss what is good and what could be improved. EB confirmed that they do exist but equally, due to the small nature of the school, LW is aware of why people resign, and our staff retention is good. This would be good to follow up for leavers. CB to action via a Google Form.</p>	
6	<p>Pupil progress data and targets JS updated governors that teachers all know which children are targets due to lack of progress or early signs of more provision so that they can get to their targets. He reminded governors that this is about progress rather than level of working. As children do not learn in a linear fashion, some children see accelerated progress at different times of the year. EB updated on lower KS2 results, she is pleased with outcomes, for many children the jump to Year 3 is a challenge to work more independently. EB has been focusing on problem solving and reasoning as this has been a challenge for children, they have become more positive as a result. In Year 1, there were 4 children who did not meet their GLD at the end of last academic year. They have had continuous provision in the autumn term and 3 are now ready to work within the national curriculum. Year 2 had some high scores in autumn tests although SATS are not statutory this year. Staff CPD this year will include moderating and looking at writing to allow children in KS1 to get to greater depth. In summary, on the whole the data is very positive, with staff clear on which children need a significant focus next term.</p>	
7	<p>Health and Safety / Premises SH explained the termly compliance and auditing checks to new governors. Term 2 was compliance for COSHH and asbestos. This was completed a month ago alongside the new School Administrator (CB) who is doing well despite a lot of new systems to learn. The Trust came for a visit to help induct CB and to try to improve systems. SH identified two key issues with Every, too much paper use and over evidencing on minor injuries, this is now left with the Trust to address. Followed up on Term 1 actions site inspection, a lot of external audit actions have been ticked off. Term 6 actions have been followed up. The extra parking spaces have been completed as well as fire safety visits from the Oxfordshire Fire Department. LW raised we need to review our school risk register, LW asked if PC could support on this, LW will send PC the register and this will be reported in the next meeting.</p>	LW / PC

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8	<p>SWAT analysis from SDP</p> <p>Governors raised the following strengths that should be included in our SWAT analysis:</p> <ul style="list-style-type: none"> - data to drive continuous improvement (strength). - Good communication = parents / community, with high parental support. (strength). - professional development (strength) <p>RW queried whether the school uses digital literacy skills in the best possible way? Where is the school in terms of the rest of the country? LW agreed this may be a weakness and an opportunity.</p> <p>LW highlighted there will be a Windows refresh in 2025. As a result, all staff machines will need to be replaced. There will not be desktops in classes but docking stations and staff will have laptops. At the moment, the school is very well resourced, there are new tablets in Oak which has enabled more ipads to be shared between Sycamore and Beech.</p> <p>Opportunities raised included the following:</p> <ul style="list-style-type: none"> - environmental sustainability, green initiatives - Wellness and mental health and emotional well-being - staff and children. <p>Risks raised included the following:</p> <ul style="list-style-type: none"> - adequate support for budget, - pupil numbers - rising levels of complex needs. - the age of the building (this may become a weakness). <p>RW asked why community cohesion was included as a weakness. LW highlighted that the school deals with a lot of issues balancing parents and the community perception in Buckland, particularly around traffic.</p>	
Accountability – Core Function 2		
9	<p>SEND Updates – This has been covered in different parts of the meeting. LE has done an excellent job for each of our pupils during maternity cover. The school looks forward to KH returning as SENCO, particularly for the parent meeting and developing parents understanding of SEND support further.</p>	
10	<p>Safeguarding</p> <p>LW updated the annual audit and informed governors the school may be selected for moderation this year. This would be a positive process and help the school identify any potential gaps. LW has been critical in her analysis of safeguarding processes as there is</p>	

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	<p>always something more that can be done to ensure thorough rigour around processes. RW will approve and validate the audit before the end of term on behalf of the governing committee.</p> <p>LG queried the reference to contextual safeguarding and what is meant by educating parents regarding this. LW explained this is about the wider community and ensuring children are safe when they are independently out in the community.</p> <p>Audit was formally approved.</p> <p>CPOMS update – LW provided governors with the number of incidents since September. Some of the figures are skewed due to staff recoding incidents incorrectly (such as recording as a cause for concern when it is a behaviour incident); this is an action from the audit. All incidents are fairly low level, but all are followed up by a teacher or LW. There are incidents such as siblings hitting each other, parents shouting, children hitting themselves, children wearing bikes with no helmet etc. Some of these are on the rise since COVID, parenting and children’s mental health. LG asked what Team teach is, LW explained this is a strategy to prevent and de-escalate situations. We do not restrain children but may have to gently guide a child away from a situation. This is always recorded and should only given by those who are Team teach trained.</p> <p>8.30pm SH left the meeting</p>	
11	<p>Pupil Premium Report – EB updated on the pupil premium strategy statement which is a review of last year and the plan for this year. Pupil Premium children make up of 7% of the cohort. Funding included recovery premium funding for further support linked back to COVID 19. Key challenges have been identified which includes high expectations for all our PP children, particularly in relation to emotional and social skills. Most of the budget goes on staffing, but also includes a contribution towards our Read, Write Inc programme, Team Teach training and ADHD training, Nessy dyslexia programme, subsidies for trips, drawing and talking therapy. Targeted intervention supports specific children’s needs.</p> <p>Part B – review last year. Outcomes for disadvantaged pupils, results are good for the PP children. Staff worked closely with children to support their social and emotional needs, TA support, Elsa support, Year 6 club, IT support.</p> <p>Sports Report</p> <p>Review of last year, the budget was £16.5k r which includes mental health and well-being. A large portion of the spend is spent on the PE TA who comes in one day per week and enhances the sports provision. E.g. cycling proficiency, afterschool netball, cross country. There is a spreadsheet that breaks down the spend in the correct way, the action plan shows the impact.</p>	

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	This year's plan has an indication of where the school will be spending its money to support provision.	
12	<p>Personnel Updates</p> <p>Interviews were held for Admin Assistant; the current post holder reapplied, and they were reappointed as best person for the role.</p> <p>Next week interviewing for a new TA – strong field of 4 people to interview.</p> <p>Last week of term looking to appoint the job share for the EYFS teacher.</p>	
	Financial Monitoring and Oversight – Core Function 3	
13	<p>Finance Update</p> <p>RW updated for year end. Deficit of £4,387k. If accounts had been paid accurately, money had been received for the bell tower works but not released into the year. The accounting error was realised too late to add to the budget, if the amount had been added the deficit would have been approx. £1.2k.</p> <p>Meetings are conducted every 2 months with the finance team, LW and RW. At the moment the school's position is largely matched to budget.</p>	
	Procedural and Compliance	
14	<p>Schedule of governor feedback on pupil, staff and parent surveys</p> <p>Staff survey has been completed by the Trust recently. Results to follow.</p> <p>Parent survey was done last spring by the Trust.</p> <p>Pupil survey is organised by the school and will be completed in the Spring term. LW will create the questions, largely based on Ofsted questions. Governors will look at the outcomes.</p>	LW
15	<p>Governor development and training</p> <p>GS to find out what the training programmes are available to our governors.</p> <p>Safeguarding training is due for renewal for a number of governors, LW can conduct this training and will provide a date. CB will review the central register and inform governors whose training is expiring.</p> <p>Induction for new governors</p> <p>LG asked whether there was an acronym crib sheet. GS will provide.</p> <p>LG – governor hub emails and access. LG to check whether she can access the content of emails received from governor hub and if not to contact GS who will investigate.</p>	<p>GS</p> <p>LW / CB</p> <p>GS</p> <p>LG</p>
15	Chairs Comments (see below).	
16	Any other business agreed as being urgent:	

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<p>Trust news: two trusts working very closely together (VAT and FLT), each trust has 9 schools. If there is a merger, there will be 18 schools. They are well located and there has been a lot of cross working and head teacher meetings which has been very positive. The trustees will meet next week when due diligence will be presented to look at the viability of the two trusts merging with a January meeting to discuss whether to proceed. If both trusts agree, then the Regional School Director will make the final decision. If merged, it will be a merge of equals with a new name for the trust. The time scales would be that it would hopefully be ready for September next year.</p> <p>There will be a chair's briefing in January.</p> <p>LW finished with a comment on the challenges of our SEND pupils and complex needs. In some cases the school is struggling to meet the children's specific needs in a mainstream setting. The school will take all external advice to ensure those children can be educated in the best setting to meet their needs. Continuing to strive for excellence in terms of social and emotional needs and enabling all of our children to flourish remains at the centre of what the school does. The small staff team continues to strive for the best and to maintain outstanding standards.</p>	<p>RW</p>
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Meeting finished at 19.15pm

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

31st January 7.15pm

13th March 7.15pm

15th May 7.15pm

10th July 5pm in person

Signed:

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