

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), Mrs Mary Lines, Rev Talisker, Mr Paul Cullinan, Mrs Phillippa Rivero-Bosch Mr James Stevens, Ms Louise Warren (Headteacher), Mr James Stevens, Mrs Emma Brown</p> <p>Apologies: Dr Tim Saunders, Mrs Lucy Gildersleeves</p> <p>Mrs Georgiana Siedle (Clerk)</p>		

No	Description	Action
	Opening Prayer was conducted by RTM	
1	Apologies for absence and acceptance/non-acceptance Belated apologies from LG	
2	Welcome new members, visitors or staff presenting – RW welcomed our new parent governor, Paul Cullinan	
3	Declaration of any personal or business interests – GS reminded all that everyone must complete pecuniary interests on governor hub. GS has left instructions on completing this, alongside the annual declarations (e.g. safeguarding) on the Governor Hub noticeboard.	All Gov
4	<p>Scheme of delegation – LW shared the updated scheme of delegation. The document describes the functions of the trust; LW informed that the Trust will vote a new chair tomorrow evening to replace Liz Holmes who has stepped down after a long service. LW explained our board sits below that of the Trust and the scheme explains the structure. Buckland does not have committees and instead has amalgamated all matters to be covered in one meeting, six times per annum. Specific policies and reviews may be delegated to individual governor or group of governors to share the responsibility. The LGB operates within the scheme of delegation and discharges all the functions it has responsibility for.</p> <p>Governors confirmed they are aware of the scheme of delegation and confirmed they are happy to accept.</p> <p>LW discussed the governance planner; this details what needs to happen in each term and each meeting within the year. Usually, the Trust meets prior to the LGB meetings. There is some flexibility in switching specific areas to discuss between meetings if better suited.</p>	

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	<p>ML raised why we were not discussing the website for this meeting. GS explained that the first meeting always has a lot to cover and felt that this could be delayed to tie in with the January website review with the website company provider. GS will move to Term 3 agenda. LW highlighted that there is a statutory list expected of a school website and it would be helpful for a governor to audit contents. PC willing to conduct a review. GS/LW to send statutory list to PC prior to audit.</p> <p>GS will update the planner and highlight what has been covered through the year.</p> <p>SH pointed out there will be a new village website, SH will keep school posted and ensure links with the community are maintained.</p> <p>RW introduced the governance seminar which will be held next Wednesday 6.30-8pm at FCC main hall. There is a link on governor hub to respond regarding attendance. It is hoped that at least 5 governors can attend. All gov to consider whether they can attend.</p>	<p>PC LW/GS</p> <p>GS</p> <p>All gov</p>
5	<p>Safeguarding & KCSIE 2023, Safeguarding Policy</p> <p>LW introduced the changes to KCSIE; governors need to read the whole document as this covers all information for leaders in school. LW explained that our policy comes from the OSAB, based on the KCSIE 2023 document and is a summarised version, alongside local context specific to the school. LW summarised the 2023 changes, these include:</p> <ul style="list-style-type: none"> • Better monitoring of filtering to protect children online. The school has purchased 5 new SEND laptops and 15 new tablets, resulting in a strong IT offering. The school is required to ensure children are not searching for information that may be harmful. Trust systems filter inappropriate content, but the school must monitor children's searches for worrying or inappropriate topics and take action when these arise. In our trust, it has been decided that the DSL will review searches and act as needed and therefore this will be conducted by LW or EB when necessary. • Children absent from education; this takes a further step beyond children missing in education (those moving between schools) and looks at children with low absence. Last year the school had an overall absence of 96%, and so far this is looking similar for 2023/24. Nationally persistent absentees are a real issue and there were 5 or 6 across our school last year. Schools are supposed to put in place a parenting contract with these children, due to the nature of our size and strong community relationships, LW has previously worked individually with families. 50% absence is considered severe. KCSIE 2023 ensures schools are tracking absence and knowing where children are. 	<p>All gov</p>

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	<ul style="list-style-type: none"> Additional advice around recruitment, specifically in relation to online searches when applying for jobs and informing candidates that you will do so. This includes volunteers. RTM fed back that the recruitment form is not well designed for volunteers. LW explained that the form for volunteers must be robust to ensure we deter those that should not be working with children. LW stated that the Trust are happy with the form but have said we may design one ourselves that should be KCSIE compliant. Governors felt the Trust should be implementing an effective volunteer form not the school individually. Volunteers and providers create a lot of work for office staff and as a result, the school will have to consider scaling back the number of clubs. Organisations that use our school was updated. We do not loan on hire our premises, but we do use outside providers for after school clubs and it is our responsibility to ensure their safeguarding practices are correct and their staff are properly recruited and trained. <p>LW will send a more in depth PowerPoint of the Sept briefing for teachers sent by the OSAB. This is an annual review refresher that was delivered to all staff during the September inset and will refresh governors' knowledge.</p> <p>LW discussed the school's updated Safeguarding Policy and highlighted that this year's changes are in blue, she pointed out that the policy is much more accessible this year as they have refined the document. LW informed that there is a new LADO in place – Jo Lloyd. The policy will be formally ratified by Trust board tomorrow, following this the policy will be sent to parents. The policy now includes a DSL job description which is new and has not been part of our policy before (see Appendix A). LW remains the DSL, Emma and Kirsty are DDSL. Kirsty and Kim have EYFS focus and Carla will join as DDSL in the future. Kim will need to renew her training on her return from maternity leave.</p>	LW
6	<p>Minutes of Previous Meeting</p> <p>RW will take over the responsibility of writing to Forest school leader (outstanding)</p> <p>ML to write re SENCO role (outstanding)</p> <p>Learning walk dates are: Tues 21st Nov / Tues 5th March / Tues 18th June. Up to two governors can join, governors to let LW know if any dates suit them.</p> <p>LW updated that Anne Andrews from the Diocese will be visiting this term and will support with any RE policy updates (completed)</p> <p>Looking for learning policy will be discussed in this meeting (completed)</p> <p>SH – to write to Josie (outstanding)</p> <p>JS has arranged the meeting for Year 6 children to set expectations for Year 6. This will take place before half term (completed)</p> <p>SH – art specialist with John Southby, Steve still working on this to discuss funding (ongoing)</p> <p>The pupil suspension previously reported was reviewed and rescinded, resulting in a warning letter instead. The positive behaviour policy has included clarity in this area</p>	<p>RW ML</p> <p>All Gov</p> <p>SH</p> <p>SH</p>

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7	<p>Headteacher's report (verbal)</p> <p>Inducting new staff has been a key focus this term and staff have worked hard to ensure a positive start to term, the children have returned well in well settled environments. The new Trust Safeguarding Lead visited yesterday and the comment 'behaviour was excellent!' is included in her report. There are three/four high needs children that need 1:1 support, they have been well supported by our high quality staff. The staff work using the PACE approach in supporting our children (Playful, Accepting, Curiosity and Empathy) and this is working well.</p> <p>The Burrow is still in use but not as often which is a good sign. There are three Year 1s who are struggling in the morning. They do phonics first thing which is a good time, but for some children find this is a challenge. There is always a settling activity following drop off as well as a connection with an adult which is followed by phonics. Additional support needed for those three and more visits to EYFS to be arranged.</p> <p>EYFS is a very successful environment, LW requested that governors visit and do a learning walk to see how well settled and positive the environment is. There are 15 reception children and 11 nursery (3 x 15 hour and 8 30 hour) which takes the setting to capacity. PHB fed back that there are strong friendship groups already across both year groups. SH asked if the Year 1 children have time in Acorns, LW explained that continuous provision using outside school space is in place for all children with selected children accessing Acorns according to their needs.</p> <p>RW asked whether the impact of COVID is still being seen and whether this means that children are less resilient (e.g. Little Acorns not going to Harvest). LW is of the opinion that we are in danger of thinking we have gone back to normal, but each age group has been slightly differently impacted and it is wise to remember what children missed during that time. Development is slower than previously for many.</p> <p>Lunches are an ongoing journey; it is settling but there has been teething problems. The school has improved the level of service so that it is faster and also revised food quantity. Staff will continue to work with Caterlink to get the best service it is able to give. The food is balanced delivering a nutritionally balanced diet across the menu.</p> <p>RW asked if we can ensure enough food by counting the UIFSM children, whether they are eating or having a packed lunch, as the school receives the funding for this according to the census. LW to investigate and to see whether this is at greater cost to the school (UIFSM cost vs Caterlink charge of £2.70). JS / EB to talk to children about making sure their meal is enough for KS2 children, they can ask for more when queuing up.</p> <p>The bell has jammed, they will come at half term to sort this.</p>	JS / EB

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	<p>LW has ongoing problems with our ground's maintenance, BGG, who started off very well but have now been very unsupportive due to lack of resources. LW highlighted the problem of too many weeds, Acorns trees to be cut back, area outside Beech in a meeting in Term 6 but they have not delivered on this. They are now not answering LW's calls. RW asked whether Lucy and Tamsin (local business) may be an option, LW will investigate.</p> <p>Belief, trust and respect are the values this term. Texts studied in class are linked to these values. There have been various enrichment opportunities seen within classes already this year. Sycamore virtually visited the Eden Project for example and Oak class had a Stone Age workshop as well as visiting Waylands Smithy. Year 5's have an intergenerational project on Fridays working on changing the hall into a rainforest; so far this has included dancing, painting and playing music. This has given the teacher an opportunity to spend time with the Year 6's and prepare them for SATS and secondary school.</p> <p>Forest school has started this week, finding a hedgehog was a highlight.</p> <p>Clubs, LW has decided to cut back a little on the club offering as there is too much going on. There is a lot of activity on site until 4.30pm. The school needs a balance between offering a vibrant provision and staff working after school marking books and planning and preparing for the following day.</p> <p>LW invited governors to join the Harvest Service tomorrow. She reminded governors to review the calendar for all events including parent's evenings; any events governors can attend is always appreciated. Governors also need to visit school 3 x a year in relation to their role.</p>	<p>LW</p> <p>All gov</p>
8	<p>Health and safety and premises</p> <p>SH updated that during Term 6 he conducted a detailed premises inspection with Caretaker. This resulted in 25 actions, from small jobs to longer term plans. Some are already being addressed or completed.</p> <p>Achieved:</p> <ul style="list-style-type: none"> Premises fire assessment by the fire brigade; there were no major actions, however, some tweaks will be included in their report which we are waiting for A new carpet in Acorns was completed over the summer New LED lighting was installed across the school site PAT testing has been completed Cupboards have been cleared The Beech air con unit has been a huge success, we would like to potentially roll this out in Oak next but will need to look at funding. 	

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	<p>The Term 1 H&S visit is more focused on risk assessments and policies, this is set to occur with caretaker in a few weeks. PC may join these visits for Term 1 or 2. School Administrator to share dates of meetings with Paul.</p> <p>ML fed back about how difficult it is to open the gate, LW will ask cartemaker to move the bolt higher so that it is easier to reach.</p> <p>LW has had a quote for perimeter fencing for the top field. This will cost £2k and will be part funded by funding received from Bampton charity grant (£1k) and sports funding (£1k). Work will be completed at Christmas.</p> <p>The retarmacking at the top of the playground was unable to happen during the summer holidays, this will now go ahead during half term as well as providing three more car parking spaces for staff cars.</p> <p>Conducting a tree survey is an outstanding item on the list.</p> <p>Accident reporting, staff are struggling with the workload of putting on to the Trust system. Fortunately, we are small enough to see the trends (e.g. 3 x slips on adventure trail will result in an investigation). At the next meeting SH will present the accident reporting statistics. RW suggested SH look at the system and feedback whether the system is efficient. SH will review the system to check that all mandatory fields are genuinely mandatory and not overly time consuming.</p> <p>SH highlighted the age of the building and finding the balance between budget and work required, as the school ages this will become more of a challenge. For example, the school is aware that at some point the boiler will require replacement.</p> <p>RT suggested investigating solar panels on the roof, this has been allowed on listed churches locally and therefore may be an option for the school. SH to look into this / suggest to Trust office.</p>	<p>CB</p> <p>LW</p> <p>SH</p> <p>SH</p>
	Accountability – Core Function 2	
9	<p>SEND updates</p> <p>The school has written its annual Send Report. ML confirmed that she has completed the SEND governor hub training. ML highlighted the importance of governors meeting with parents, and particularly for ML to be available to parents of children with SEND. LW would like ML to gain parents feedback so that parents have a voice, thus any issues can be addressed. ML to suggest a date to parents of children with SEND to meet with her. EB to ask SENCO to update the Year 3 figures before finalising report.</p> <p>Governors approved the report. Governors thank SENCO for creating the report. Office to add to website once Year 3 data has been updated.</p>	<p>ML</p> <p>EB</p> <p>Office</p>
10	<p>Personnel Updates</p> <p>The school will advertise for a Midday Supervisor. There is someone locally who may be</p>	

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	<p>interested which is positive as this role is difficult to recruit for. The role is needed to support the youngest children during lunches. Most support staff only have a 30 minute lunch in order to support lunches in some capacity.</p> <p>The new administrator has started. She is working incredibly hard to become accustomed to all the information and processes; the school needs to support her and ensure that she has time to learn all the new systems. She will work from home on Fridays to give her focused time.</p>	
	Financial Monitoring and Oversight – Core Function 3	
11	<p>The SEF, which is updated annually, has been updated. LW prepares this document but explained that it is owned by governors and input from governors is required. LW suggested reviewing and thoughts and suggestions submitted to LW. Actions are pulled through to SDP. Results are above national standards. Staff have reflected on the children who were expected to get GD in Maths but did not. Although our progress score is a minus figure (-0.6), this is not indicative of being unsatisfactory. Y6 teacher reviewed the children who did not make expected progress. The link was that these were all children who joined the cohort later; the 9 children that were with the school from Year 2 all made expected / better than expected progress. Those that joined later, were assessed at the end of KS1 at different schools. There were several reasons for not making expected progress, however, LW highlighted that all 4 children have emotionally left in a much better place; academic progress does not always reflect this success. The school, nevertheless, values that they left as more confident, robust individuals. Y6 teacher has been able to analyse what has been successful for his Year 6 cohort from previous years and will make adjustments this year to improve their experience further.</p>	All gov
12	<p>LW introduced the new SDP format, this was previously known as the RAP (Raising Achievement Plan) and is now the School Development Plan (SDP). This format is shared across the two trusts.</p> <p>The process of completing provided LW with a thoughtful journey to pull together different pieces of work. The front page reflects the key focus and this feeds through to all the objectives which follow the Ofsted framework.</p> <p>There are 11 objectives this year. Staff have discussed them at the September inset. LW reminded that this is a strategic governor document with LW advising on progress and contents. Governors are welcome to feed anything that they think should be there.</p> <p>The document also includes the Trust’s strategic goals.</p> <p>Page 4 and 5 includes the longer-term strategic plan which covers 2021 – 2025. The SDP</p>	All Gov

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	<p>fits within the 2025 vision.</p> <p>Section 3 is the school self-evaluation summary table. Buckland is the only school in the 18 across the Trust that is outstanding in all areas. The document also includes the end of year SWAT. Governors to analyse, LW would particularly like feedback on this (page 8). Review for next meeting, GS to add to agenda.</p> <p>Governors will also find the summary of results; teachers have set targets based on FFT aspire.</p> <p>LW has included an aspirational target of 97% for absence this year.</p> <p>From page 11 is the breakdown of actions and what the school will be doing to deliver on the objectives with the success measures. This will come back rag rated regularly through the year.</p> <p>Governors looked at the aims together.</p>	<p>All Gov GS</p>
13	<p>Finance Update – RW explained there is no update currently, a meeting is scheduled on 27th October. The 2022/23 year has not yet been closed so RW was unable to report on final figures.</p>	
12	<p>Policy review</p> <p>‘Looking at Learning Policy’ (replaced monitoring). LW highlighted the governor responsibility in this. GS to highlight the monitoring form on governor hub. LW will share foci of learning walks for the year, dates can be found above.</p> <p>Policy approved by governors</p> <p>Positive Relationships, they key update on this policy which is reviewed annually is on sanctions which includes suspension and exclusion. Parents will be informed in writing of behaviour that is negative and whether their child is at risk of suspension. The policy still focuses on the restorative approach to problem solving. Some children cannot meet the expectations of the policy and therefore they will have an individual behaviour plan in addition to the policy which meets the general need. SH asked about knowledge sharing among staff when behaviour is challenging and asked how this is implemented. LW explained the school uses Team Teach which focuses on how to deescalate situations. The school has 7 staff Team Teach trained and intends for all staff to be trained by end of year. The school’s staff do support each other and learn from one another. RT asked if staff feel well supported with managing difficult behaviour. RT asked whether there was a confidential avenue for staff to discuss</p>	<p>GS / LW</p>

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	<p>challenges within the workplace. RT offered a confidential service for staff, RT to provide dates for a termly visit. RW recommended governors investigate the difference between policy and reality. LW suggested that this should be tested by governors. LG/ML/RT to discuss the policy with staff and check policy vs. reality.</p> <p>ML suggested, governors ask if there is anything that would help work load. LW highlighted this was discussed at the end of the year and some adjustments have been made; teachers no longer provide a weekly class newsletter and events were analysed to spread over the year to try to avoid the summer term being too busy. Policy approved by governors</p>	<p>RT</p> <p>LG / ML / RT</p>
15	<p>Chairs Comments –</p> <p>RW updated the board that we are advertising for a new parent governor. The school has had 3 parents interested at this point</p> <p>RW questioned RT end of term, GS to ensure that RT term is not finishing on governor hub as her role is continuous.</p>	<p>GS</p>
16	<p>Any other business agreed as being urgent</p> <p>Governors were informed that the Hooke Court residential will take place in March 2024 for Sycamore class, this was approved.</p> <p>LW raised that the pay committee will be required to meet before the next meeting. RW, PC and SH will sit on the pay committee, GS will clerk. GS will communicate dates. LW's appraisal is separate and will be conducted with RW and SH as Chair and Vice-Chair.</p>	<p>GS</p>

Meeting finished at 19.15pm

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

13th December 7.15pm

31st January 7.15pm

13th March 7.15pm

15th May 7.15pm

10th July 5pm in person

Signed:

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