Headteacher: Ms Louise Warren
Summerside Rd, Buckland, Faringdon SN7 8RB

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Minutes

Meeting	Local Governing Body Meeting	**Where**	IT Suite
Date	Wed 12th July 2023	**Time**	5pm
Attendees	Mrs Samantha Brady (Chair), Mrs Mary Lines, Dr Tim Saunders, Mrs Lucy Gildersleeves, Rev Talisker Macleod, Mrs Rosamund Willis, Paul Cullinan, Phillippa Rivero-Bosch Mr James Stevens, Ms Louise Warren (Headteacher), Mr James Stevens, Mrs Emma Brown, Mrs Georgiana Siedle (Clerk) Tim arrived at 17.48pm		

No	Description	Action
	Opening Prayer was conducted by RTM	
1	Apologies for absence and acceptance/non-acceptance	
2	Welcome new members, visitors or staff presenting – Phillippa Rivero-Bosch	
3	Declaration of any personal or business interests – None	
4	Any significant matters arising – None	
5	Minutes of previous meeting Chair to write to ALF regarding forest school certification and implementation – outstanding ML to write to KH for SENCO work – outstanding LW to raise with Trust recognition – not appropriate at the moment PHSE – still no comments from parents LW has looked at number of children relating to CPOMS (later on agenda). Minutes approved.	Chair ML
	Accountability – Core Function 2	
6	Headteacher's Report LW introduced reviews from school learning walks. SH asked for clarity on who had observed the learning walks, LW confirmed different members of staff undertook peer review. LW confirmed that governors are welcome to join these learning walks. Governors to let LW know availability and whether this fits with the learning walk cycle. The evaluation of last year's RAP was shared and discussed. Quality Assurance Record – last looked at half way through the year. Each subject area has an overview with a brief update. The school is always reflecting on practice which results in implementing new practice and ideas; this is why you will always find amber areas in the record. RE will be reviewed over the summer to align with the new	Gov

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	Oxfordshire guidance. LG raised a question on intent. Intent is your scheme of work and your policy (planning), implementation is how it is delivered. *TS arrived at 17.48pm* LG queried the language used. LW clarified that language can look at the past but LW will discuss in a staff meeting to ensure that there is consistency in understanding and language across the document. LW said the monitoring trust policy will be called 'looking for learning' policy. LW will share the new policy on this in September; this will be adapted from our current monitoring policy. It includes all our types of monitoring and review. Review of subject link governors: Rosamund – Art / DT, Leadership and Management, Attendance, Finance (Chair) Tim – Geography, Quality of Education, Pupil Premium and Outcomes RTM – RE Mary – EYFS, SEND, Safeguarding, Equality, PLAC, Behaviour and Attitudes Steve – H&S, Premises, PE Lucy – Collective Worship, PSHE, Mental Health and Wellbeing, Personal Development Paul Cullinan will be joining in September and will need some time to settle into the governor role before taking in responsibilities. We may review responsibilities to see if we need to change focus in the January meeting, LW reminded governors of the process of leading an area: meet with the subject lead, have a learning walk around school and conduct a subject / book look. 1 visit should last no longer than an hour. SH to thank Josie for her hard work The governor monitoring visit documents can be found here. GovernorHub	LW LW Subject lead gov SH
7	Outcome Data TS met with LW to discuss outcomes. In summary, good results. KS2, all children who were expected the reach 'expected' did so. The picture for Greater Depth was not as good as estimated; this is a national trend. The standardised score was lowered to get expected for the reading paper this year. When analysing the paper, there were 600-700 more words for the children to read this year than the previous year. Two of our pupils found it incredibly hard. 3 girls in Maths did not secure GD result in SATS which we had predicted. SB asked if there is anything we can do to build children's resilience for exam taking. LW said it can be about drive not just nerves and anxiety. The combination of cohort can also have an impact. Work ethic is important – JS will hold a parent meeting in September to set expectations for Year 6. Our phonics score was 100%.	JS

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	LW drew attention to spring KS1 data, some of our children who were -GD (therefore lower GD) have finished the year as strong EXS. There is a huge difference between –GD and +GD. There are very few pupils who are not EXS. Most of these children are SEND, and some are not ready. EYFS GLD - 4 did not achieve their GLD. Reasons for this are 3 are summer born boys and a child who joined late and had missed some school. They are our target children with increased level of support going in to KS1. Year 4 results have come out very high; outstanding teaching has supported these outcomes. We have to be careful that this can be sustained and that they can continue with the same trajectory. We must still offer the challenge for pupils as well as supporting those who need support and are vulnerable. Another highlight is that all pupils made the phonics standard. If they can good results in phonics, it should mean they will meet the reading standard at end of KS1. Fluency, confidence and comprehension is not necessarily a reading EXS standard in Year 1. Parental engagement is frequently low and shows a difference in outcomes. The school is pleased with the Year 4 multiplication check results. The test is made up of 25 questions with 5 seconds to answer each question. 6 children achieved 25/25. 80% scored 20 or more. 3 children scored under 20 (two are SEN). Year on year we are improving our scores. The progress measure of + 5 in reading, writing, maths last year was particularly high. We anticipate a lower progress score this year but hope still a positive score.	
8	SIAMS and Trust Review We would like to recognise that we are an excellent school, it was a very affirming experience from the community. We have an area to develop which is around worship, that children understand that it is Christian is in nature every day. They would like to see us valuing worship by citing in the long term plan. The school undertook a Trust peer review, the main development point was to be clearer about atmosphere and noise in KS1. However, they were doing a practical lesson on money that day and learner engagement was high. LG asked about comments of ‘more subject leader time’ and how we achieve this? LW clarified that JS has been given a morning a week this year, however, this was affected by staff absence at times which impacted making time to support subject leaders. ML suggested whether getting a specialist teacher in to cover was an option but the school budget does not have the money. The school uses SB for French and music. We could	

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	consider using Josie to deliver PE as her skills and experience has developed during her time in the role. Behaviour management of large groups is a consideration. LW added that TA overtime was also used – absence, claims for overtime. E.g. ALF leading forest school which takes time to prepare outside school hours, SB marking books. We have a TA who comes in early to support a specific child. Recognising children that need 1:1 before they get an approved EHCP with linked funding. RW asked about funding for staff for 9 months and whether a private assessment would have cost less. LW clarified that we pay for 3 days of Ed Psych time and reports. It is not the diagnosis that speeds it up EHCP approval but the process itself that takes time. SH asked whether the John Southby Trust could fund three days of an art specialist. SH will approach them to ask if they were considered. Suggested to use FOBS for reading support. Next year we would like a bring back the reading event if possible. Governors asked whether we can do some question level analysis for Maths. The school do not get KS2 papers returned but can look at KS1 papers. SEND; there will be a focus on no unfinished work and that they have had more marking and feedback than other pupils.	SH
9	Safeguarding and Behaviour Update ML met with LW/GS and Sarah Gristwood (Trust SL). We asked about tracking on CPOMS and Sarah is going to investigate. LW can do this by printing an incident report. LW shared the summary data. LW reported a suspension – physical incident towards a member of staff. We now have 6 Team Teach trained staff. LW explained the physical incidents to the board and how these are viewed. ML will monitor the incidents to ensure that she is happy with the reporting. Staff report everything, a physical incident can be relatively small.	
10	Attendance Data National - 94%, School - 96.1%. 6 children persistent absenteeism. Our schools will start fining parents for unauthorised holiday in the next academic year. LA will manage the process and receive the money.	

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	Financial Monitoring and Oversight – Core Function 3	
11	Health and Safety / Premises including updates on H & S audit actions / accident reporting Term 5 and 6 audits Summer works – tarmac including three parking bays, LED lighting across school, carpet in Acorns and work on the school bell. The fire brigade will do a fire risk assessment in September. External H&S audit. New accident reporting system. RA for outside school (LG) an action for Paul to review next year.	
12	Personnel Updates / Review staff structure A message to governors was sent today about the Caterlink contract. ST is considering whether to TUPE for Caterlink, we would hope that this continues as she is a good link. Food cooked at Folly View and brought across to school SS will remain as a lunch assistant employed by the school A salad bar, bread and fruit bowl will be provided Ms Carla Betts, the new School Administrator came in yesterday and will come in tomorrow. Staffing structure stays the same with some TA movement to ensure cover is in the right place, especially for those with additional funding.	
13	Budget monitoring We have had an increase in budgeted income, but unfortunately due to staff overspend is currently predicted. Two pay rises, two new staff, maternity leave and return. Currently we are -£11k but due £3k from FOBS and SEND funding. Capital funding – 6 x latptops and 15 tablets to be bought.	
	Strategic Role – Core Function 1	
12	RAP Targets for next year Governors analysed LW's suggestions, a new format called SDP (School development plan). All the aims have been discussed earlier this meeting, LW will finalise over the summer for discussion at first LGB.	

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13	Election of Chair and Vice Chair RW was proposed as Chair of Governors by SB and seconded by TM. SH was proposed as Vice Chair by RW seconded by SB Both were unanimously voted in and wills start their posts on 01 September.	
14	Structure of Committees Pay committee. Continue with structure as before Pay Committee Resources paper reading – RW, SH, PC	
15	Chairs Comments -	
16	Any other business agreed as being urgent LW reminded about confidentiality	