

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	Online
Date	Wed 10 th May 2023	Time	7.15pm
Attendees	Mrs Samantha Brady (Chair), Mrs Mary Lines, Dr Tim Saunders, Mrs Lucy Gildersleeves, Rev Talisker Macleod, Mrs Rosamund Willis, Mr James Stevens, Ms Louise Warren (Headteacher), Mr James Stevens, Mrs Emma Brown, Mrs Georgiana Siedle (Clerk)		

No	Description	Action
	Opening Prayer was conducted by Reverend Talisker	
1	Apologies for absence and acceptance/non-acceptance – Apologies were accepted for Steve Houston	
2	Welcome new members, visitors or staff presenting – None	
3	Declaration of any personal or business interests – None	
4	Any significant matters arising – None	
5	<p>Minutes of previous meeting</p> <p>SB / LG to write to ALF re: Forest School accreditation</p> <p>LG has now visited forest school and is currently writing up her observations Ongoing work with subject leaders is continuing, the majority of governors have met with their subject leads, although there may be some reconstruction of governors allocated to roles (see notes below).</p> <p>ML to thank Kim for her SENDCo work outstanding</p> <p>LW will raise with trust recognition for those that go above and beyond</p> <p>Governors still to hold a drop in meeting for parents. A Friday before pick up was agreed and the date set for 9th June.</p> <p>19.28pm Tim Saunders joined the meeting</p> <p>LW noted that following sharing the PHSE policy with parents she had no response/comments from parents. She will raise this with class reps.</p> <p>Minutes agreed</p>	<p>SB/LG</p> <p>ML LW</p> <p>LW</p>
	Accountability – Core Function 2	
6	<p>Headteacher's Report</p> <p>Section 1</p> <p>LW highlighted that there have only been 3 teaching school weeks since last report. This is traditionally a budget meeting .</p> <p>JS will focus on Beech Maths after SATS; he will have a particular focus on analysing the</p>	

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	<p>use of equipment to support solving Maths problems.</p> <p>A new RE syllabus has become available which we will be looking to adopt. The long term plan will be reviewed, this will be covered during our SIAMS inspection and will show that we are constantly reviewing and improving what we offer.</p> <p>Notes from learning walks have been made available to governors.</p> <p>Next meeting we will look at analysing EB's spelling policy and how this has impacted children's learning in their outcomes. How children access daily feedback and resources and whether they are learning well.</p> <p>Section 2</p> <p>Transition from EYFS to Year 1 remains a key target, we need to further develop a nurturing environment to make a more seamless transition for children. There will be less focus on academic achievement in the Autumn term and more focus on well being and a settled class.</p> <p>Section 3.4 F Following SB's question raised prior to the meeting, LW clarified that resilience surveys are available for governors so they could see how the children are scored. Most children score above 40 (out of 50). We look at those who drop significantly or are low scoring. Some children in year 6's resilience scores can be impacted by SATs and transition, we hope to see an increase in scores once SATS are over the enjoyment of their last term of primary school begins. JS to review those scores with the Year 6's at the end of the term. LW highlighted that these scores are done 3 times per year, with the younger children having a more simplified questionnaire that they receive support with. The questionnaire is provided as part of our Jigsaw PHSE resources.</p> <p>Section 4</p> <p>Target A for SIAMS will be a focus for Monday.</p> <p>RW and RTM will monitor the SATS this week. The children have been very composed and staff have been very pleased with how they are responding without too much stress.</p> <p>RW asked about SEND interest in admissions as LW mentioned that there has been increased interest. LW clarified that we have a good reputation but that we need to be honest when parents enquire regarding our current numbers, spaces, resources, current level of need. We will of course always accommodate children where we are able.</p>	
7	<p>SEND - ML talked through the SEN report written by Libby Eastburn.</p> <p>There are a portion of children who have made accelerated process which is a RAP target. There are some children who are not making accelerated progress. Measuring SEND progress is not the same measure as the other children, for example not from expected to</p>	

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	<p>expected level, instead we take a reading age and a spelling age and maths (if required), and use standardised tests to measure progress by asking them to sit the same test three times a year. It is a better way to measure as they tend to make smaller steps in progress.</p> <p>ML has done some monitoring; she has met with LE. ML observed children on the playground as well as strategies for supporting in assemblies. ML monitored pupil voice; the children were very positive.</p> <p>LW highlighted how busy LE has been as seen in the report. The transition between KH and LE has worked well which means that when Kim returns this will be a good provision to hand back. LW would like to see attendance in SEN increased as the trend is that the average is always less than the rest of the school.</p> <p>Teachers are able to track progress using provision map which is a new investment in the school where all SEND information is stored.</p> <p>ML noted that there have been some changes in personnel recently but noted that there is still high-quality support even from new staff. LW agreed, this is in part due to the teachers high standard of planning and preparation. Our TA's are excellent. JS agreed they are invested in the children and are willing to go above and beyond.</p>	
8	<p>Safeguarding and behaviour update</p> <p>Trust safeguarding lead has left and Sarah Gristwood, Inclusion Lead is doing one extra day to cover this. Once someone is appointed they will work across the two Trusts.</p> <p>LW, GS, EB met with SG today for safeguarding supervision. Next term will be a meeting with ML, our safeguarding governor.</p> <p>List of incidents from CPOMS went on governor hub. ML questioned what the internal inclusion was, LW clarified that the child spent the rest of the day in The Burrow, completing their work. LW noted that staff are rigorous recording incidents on CPOMS. LW summarised the types of concerns under the 'cause for concern' category so that governors could see what types of issues were being recorded and dealt with.</p> <p>LW to count up how many children the CPOMS incidents apply to for the next meeting</p>	LW
	Financial Monitoring and Oversight – Core Function 3	
9	Finance – Budget	

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	<p>RW has offered to step in as finance governor. RW will be invited to the next meeting with our finance officer.</p> <p>LW, GS and Steli (finance officer) have put a budget together using trends from previous years. The main portion of the budget is spent on staff (circa 85%) which is standard. There is a staff scenario which is worked out projecting our staff planning, LW talked through the decisions behind this.</p> <p>LW talked through income and expenditure in detail.</p> <p>Budget approved subject to any changes which will be posted on Gov Hub</p>	
10	<p>Health and Safety / Premises including updates on Health and Safety audit actions / Accident Reporting</p> <p>Work on bell tower. Work on pond. Potentially painting the hall.</p> <p>GS to create a report from the accident reporting system for next time.</p>	
11	<p>Personnel Updates</p> <p>These have been completed in the budget discussions under staffing scenarios.</p>	
	Strategic Role – Core Function 1	
12	<p>SIAMS</p> <p>LG thanked staff for coping with having a delayed SIAMS. LW thanked governors for their support and that we are looking forward to Monday.</p>	
13	<p>Policy review – first aid policy, manual handling policy (FLT policy, does not require approval)</p> <p>First aid policy approved</p>	
14	<p>Strategic governor responsibilities</p> <p>This has been deferred to the next meeting to discuss all roles with new governors.</p>	
15	Chairs Comments - Trust updates	
16	<p>Any other business agreed as being urgent</p> <p>SB highlighted the proposal to merge with the VAT after our trial period working together.</p> <p>LG congratulated the school on the letter received from the government re phonics outcomes.</p>	



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	<p>Succession planning – Parent of Y3 child is completing the forms to become a parent governor. GS to follow up. LW still speaking to staff regarding our staff governor replacement. The replacement for SB will be advertised in September.</p> <p>TS or SH to attend parish council on behalf of LW if possible on Monday 15th May. Notes provided for updates.</p>	
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Meeting finished 21.10