

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	Google Meet
Date	Wed 29 th March 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), Mrs Georgiana Siedle, Mrs Emma Brown Laura Brunning (FLT)		

No	Description	Action
	Procedural Matters – Core Function 4	
	Opening Prayer – led by TTM	
1	Apologies for absence and acceptance/non-acceptance – . SH was unfortunately delayed on public transport and unable to attend the meeting. Andrew Comfort resigned with immediate effect due to work commitments.	
2	Welcome new members, visitors or staff presenting – SB welcomed Laura Brunning from the Faringdon Learning Trust as an observer to the meeting.	
3	Declaration of any personal or business interests – none recorded	
4	Any significant matters arising – none	
5	<p>Minutes of previous meeting were reviewed and actions points were reviewed and confirmed below:</p> <p>SB still to write to ALF regarding Forest School work and qualification LG still to visit forest school</p> <p>GS gave an update on the pond – GS organised for the site to be cleared by our grounds maintenance team. We now have an environmental advisor working with us to suggest a plan moving forwards with a focus on KS2 learning (environment/science). GS secured a grant of £1,000 from the Bampton Community Shop which will contribute towards the cost of materials.</p> <p>GS confirmed she had updated governor hub and the website to reflect new governor responsibilities</p> <p>Equality will be covered in this meeting (see notes below)</p> <p>TM is booked to deliver sessions spirituality sessions after Easter</p> <p>Mary has looked at SEND details</p> <p>SIAMS SEF was sent to governors by LW following the last governor meeting</p> <p>There is still ongoing work to be done by subject leaders</p> <p>LG attended an assembly on a Monday for RTM</p> <p>Rights Respecting Schools will be discussed at the meeting today</p> <p>ML – still to thank KH for her SENCO work</p> <p>Subject link governor monitoring visits still required – need to assess the structure in September if visits are not working</p> <p>Chair role still to be discussed</p> <p>Governors agreed to approve the minutes</p>	<p>SB LG</p> <p>All Gov</p> <p>ML All Subject Lead Gov</p>

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6	<p>Admissions</p> <p>GS gave update on admissions. As the county have a new system in place, GS has been able to see some information ahead of offer day. There have been a total of 50 applicants for reception, 15 of these applications made us their first choice school. Current nursery is full and we also have all places filled for nursery next year (September 2023). Reception has one place available, with some interest and therefore likely to be filled by September. No other year groups have places. RW asked whether we know if we will lose any families and whether we can build this in to our numbers in KS2. We will take each application on merit but we are likely to still be full in September.</p>	
Accountability – Core Function 2		
7	<p>The Headteacher’s report had been published prior to the meeting and questions posted on Governor Hub.</p> <p>LW confirmed that the number SEND children have increased and with it the level of need. LE is doing good job of covering KH mat leave, supported by Helen Cox, SEND Trust Lead.</p> <p><i>LG joined meeting at 7.30pm.</i></p> <p>LW highlighted the good progress, highlighting a very few children that are not making the progress we would like. Targets are individualised but always aim for good or better progress. LW met with TS to discuss progress in detail.</p> <p>TS highlighted how well the classes are progressing, despite having a large number of SEND in Year 5, they are doing well and on target. There is quite a steep learning point at Year 3, and we find that children often start ‘taking off’ in KS2 with accelerated progress. On the whole data looks very positive and looks like the KS1 results, which were not what we expected during COVID (a national trend), are beginning to narrow the gap. LW agreed that it is good to see that our outcomes are back up and making accelerated progress.</p> <p>RW asked if we compare our progress against national average? LW explained this is generally only at the end of the academic year, but she will include this comparison next time.</p> <p>LW referred to point 1.7 of the report and shared information from learning walks and pointing out the focus for Term 4 which will be reported at the next meeting.</p> <p>Mary asked about SEND pupil voice and whether she should do this alongside LW – LW</p>	<p>LW</p> <p>ML/LW</p>

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<p>agreed it would be better to act together. ML to look at comments in parent survey and address issues raised.</p> <p>SB asked whether the Year 1 pupils who are not making expected progress are SEND; LW, confirmed that they have checked against SEND descriptors. They are young for their year and so staff are keeping a close eye on them rather than confirming a specific SEND need.</p> <p>SB asked whether Ukrainian children are exempt from SATS. LW confirmed that you can dis-apply, however, we would like our Year 6 child to take the tests as they are able. LW has asked DfE what adjustments can be made and we have been told we can open the test early and translate. LW will be asking OCC and the arrangements for the county.</p> <p>Behaviour and Attitudes</p> <p>LW highlighted the part of the report that covers bullying in Year 5; two year 5 pupils have reported bullying since last November. You can see the results of this coming through in the parent survey. There is high monitoring in Oak class, particularly in Year 5 and a specific focus on our SEND children to ensure they are thriving, socially and emotionally as well as academically.</p> <p>Leadership and Management</p> <p>We continue to experience challenges with our wrap around care, ZW will finish breakfast club at Easter and a small team of staff have volunteered to do a day a week of that provision. We are still covering after school care in house; some parents would like the care to finish later but this is all we can offer at the moment. We keep advertising, but no applicants for either roles; lunchtime cover can be problematic too. SB asked about recognition for those staff who are filling in roles, LW confirmed we always say thank you and look after staff in house but we don't have a formal system of recognition vouchers. LW to raise with the Trust.</p> <p>LW confirmed that TA appraisals are now complete.</p> <p>RTM raised a question with regards to governor visibility. LW agreed that it would be useful for governors to offer a drop in session; in the past governors often attended parents evening and gathered parental feedback, or attended coffee mornings, this allows parents to speak directly to governors.</p> <p>RTM raised a question regarding the parent survey and asked what are the expectations of parent who disagreed with all comments. Are their expectations realistic? LW can't</p>	<p>LW</p> <p>LW</p> <p>All Gov</p>
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	<p>be sure who they are. LW highlighted that when the Educational Psychologist visits she tells us our provision is second to none and how impressed she is with what we implement for our children; this does give us affirmation that we are addressing adjustments required for children with SEND. Nevertheless, there are patterns raised in the parent survey, in particular areas of SEND and the perception of bullying and these are areas that the school will assess to see what further support can be put into place.</p> <p>TS commented that the survey was answered by 44% of families – how does this compare? LW confirmed it was a much smaller uptake than usual but one of, if not the best, in regards to trust level.</p> <p>RW questioned staffing asking whether we have JV and HH both in Oak 5 days? JV 4 days in Oak and HH who does 2 days. SB redirected to the schedule GS created for the last governor meeting that gives a staffing overview. LW explained that TA support is complicated, depending on skill set and need E.g. LE supports delivery of phonics every morning whilst JV covers Sycamore and goes into Oak at 10am. RW raised that it may benefit parents to see the logistical puzzle that is delivered, RW thinks this will make parents see how much is done. LW highlighted that we need to ensure we do not open ourselves up to operational questioning as it is very well planned and thought through.</p>	LW
8	<p>Curriculum</p> <p>EB updated the spelling policy based on work that has been done for the past 1 ½ years to ensure it is as effective as possible. EB gave a thorough report to governors of the spelling strategy in school; spelling is a national struggle post Covid. As part of our strategy we have the Read Write Inc (RWI) programme. The main strategies are with RWI children in Reception and KS1, high frequency words make up 75% of our language and so this a focus for children to learn with the intention that they leave KS1 with secure spelling. Also common exception words, looking at regular and irregular spelling patters.</p> <p>In Year 3 and 4 those that need more support for high frequency words receive more, individualised input. SEND children are tested regularly for gaps and any other pupils that need extra support. Spelling Shed is a new programme implemented last year for all of KS2 and has been effective. It covers a large variety of words included in national curriculum offering a wide range of strategies to teach spellings – give children lots of ways to practice to keep them engaged, practising little and often and revisiting frequently. Alongside this, getting pupils to think about applying words, not just knowing for a test but able to include confidently in their writing. Precision spelling, words mats, consistent words across the school, spelling tutor for those that need extra support are all in place. Teachers correct key spellings, particularly linked to high frequency words, this is included in their spelling log. We have some children who have</p>	

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	<p>dyslexia or are struggling with spellings and words and these children use a programme called Nessy. Anecdotal evidence has been positive but there are some who need even more work – staff know who they are. EB has data from all spelling assessments and this will be presented at the next governor meeting.</p> <p>JS updated governors on his work on Maths across the school. He has been analysing the data across the school following the recent assessments. He has been planning, delivering and observing lessons with a focus group in Beech. Most children are on track to meet aspirational targets, but there are some that are not. JS has helped to identify common misconceptions amongst children and teaching has been adapted.</p> <p>EB gave an update on Rights Respecting Schools. The powerpoint that provides our evidence to support our silver application was shared with governors prior to the meeting. The document identifies our key three strands.</p> <p>A – learning about rights B – learning through rights C - learning for rights.</p> <p>The RRS work is firmly embedded, but still some areas that need further development. The documents has been sent to Unicef for advice and where we can be improve. This leads to a silver self evaluation, following this we will have a silver accreditation visit - a 2 hour meeting online who will be talking to staff and children about RRS across the school. The outcomes will be that children need to know, exercise, feel valued and recognise the rights of others. This work dovetails well with SIAMS and our school values. There are some further areas to embed, commonality of language of staff (TAs, lunchtime staff particularly). The children are good at understanding, RRS assembly each week supports this knowledge. Their understanding of the articles and what it means is very strong, pupils are empowered, that their voice is heard and looking out into the wider world and the feeling that they can make a difference. Hopefully we can achieve silver by the end of the year and have three years to work towards our gold accreditation.</p> <p>LG was very excited by the presentation and asked how much are the children able to connect with things like the school values? It's an interesting comment about responsibility that we don't explore, they don't have a responsibility towards their rights, it is accepted that everyone has a right to their rights. However, they do have a responsibility towards certain things, the environment in particular. EB will do an assembly to link the good Samaritan to the rights.</p>	<p>EB</p> <p>EB</p>
9	SEND updates	

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	<p>ML has met with LE. LE has been working on 3 EHCPS two existing and one in draft. We also have EHCNA for two children, paperwork being put in place for EHCP. New diagnoses for some children that includes dyslexia and ASD. Helen Cox is meeting with LE weekly and will support with the EHCP reviews alongside LE and class teachers. We are incredibly lucky to have LE supporting in this role.</p> <p>ML next term will look effectiveness of TAs working with children with SEND.</p>	ML
10	<p>Safeguarding and behaviour update</p> <p>KJ has done her Level 3 safeguarding course and has joined the safeguarding team as a Deputy Designated Safeguarding Lead. GS has updated posters with photos. The school has bought a sign in app, visitors sign in electronically which includes safeguarding and health and safety information.</p> <p>A safeguarding audit with Gemma Rogan was completed, we await the report. The safeguarding walk around highlighted a gap in our fencing to the right of the top field. MR has fixed this already.</p> <p>A lot of work within our curriculum has been completed, especially e safety and social media particularly with our older children. We have brought parents into these discussions, using our PHSE Jigsaw programme will help us embed that safeguarding learning for children. LW will complete the neglect audit tool over the Easter holidays. We will have a safeguarding action plan which will be stand alone, an equality plan, Section 128 safeguarding audit and trust safeguarding report. GS has some work to do on personnel files. KCSIE has brought in some additional requirements, GS is working through this information.</p> <p>Our newsletter has regular safeguarding information, including the contextual safeguarding for trust staff that was sent to parents.</p> <p>Governors were provided with a CPOMS summary report which will now be included regularly in governor meetings. It shows you what the school is addressing, lots of behaviour reports and records from Sept – March. A lot of those relate to a very small number of complex SEND children rather than across the board. A relatively high number of external agencies and home and parenting support. SB asked what the term ‘legacy’ meant – this is carried over from the previous academic year.</p> <p>SB asked whether we exclude for verbal and aggressive incidents. LW explained that this is part of a behaviour support plan – a lot of that time is spent outside the classroom environment. Lots of strategies are in place for this child, LW is involved with verbal and aggressive incidents and parents always informed.</p> <p>Governors asked what voice of the child meant, it was explained that this means something the child has said.</p> <p>RW asked about incidents against peers? Do we always look after those who witness a situation. LW explained we do talk to the other children, but the first priority will be to make things safe. We talk about how different people have different needs and we have to support different people’s needs. This includes the victims and bystanders of</p>	

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	<p>incidents.</p> <p>ML reminded governors that she has been reviewing this data termly, so governors have been monitoring this but not as a governor group.</p> <p>All governors may have noticed safeguarding training from Laura on governor hub.</p> <p>ML raised whether parents know who the safeguarding governor is. GS confirmed that this is part of all new starters information pack, LW to add to newsletter to ensure parents know</p>	LW
11	<p>Attendance and Absence data GS presented the attendance data which showed a slight improvement from the last meeting.</p> <p>Finance LW / GS met with new finance officer. Bottom line shows that we are on track for -£2387 which is a much better position than a few months ago. Some variables in money which we will be getting back due to some cheaper staffing scenarios when we set budget and some absence insurance. There are some pots to spend that we have plans to spend for the remainder of the year. SB asked whether it takes into account absence – LW confirmed this will be offset having employed an additional TA and she will continue for 3 days in Beech in T5.</p>	
12	<p>Health and Safety / Premises including updates on Health and Safety audit actions / Accident Reporting In SH's absence, GS reported that we have had our Term 4 visit from the Trust. They were happy with the premises files and did not raise any immediate actions. A report will follow.</p> <p>A number of works that are planned – scaffolding and work on the bell over the summer, new carpeting in Acorns class over the summer, air conditioning in Beech class which has been driven forward by parents. We will be able to monitor output and decide whether this is something we would like to roll out across the school. The Trust are planning on updating all our lighting to comply with new standards. If we have enough money at the end of the year we will look at new fencing in the top field.</p> <p>GS reported that there was an incident where a member of staff tripped on the tarmac at the top of the playground. The Trust are looking at fixing this over the summer.</p>	
13	<p>Personnel Updates / Review staff structure LW confirmed that we will have an additional TA during term 5, funded by EHCP additional hours that have come in, we have already been funding this out of our budget so allows us to offer extra support.</p> <p>We have appointed a new Catering Manager to replace LCD</p>	



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17	Chairs Comments	Chair
18	Any other business agreed as being urgent LGB Successions planning, SB reminded all that we will need a Chair and new parent governor to replace AC (current) and SB (September). GS has asked Support Staff to consider standing as her term finishes in April.	Chair

Finished at 9.28