

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

<https://www.bucklandprimaryschool.org.uk/> e-mail: office@buc.faringdonlearningtrust.org

Minutes of Meeting

Meeting	Local Governing Body Meeting		
Date	Wed 24th May 2022	Time	7.15pm
Attendees	Mrs Samantha Brady (Chair) (SB), Mrs Mary Lines (ML), Dr Tim Saunders (TS), Mrs Lucy Gildersleeves (LG), Rev Talisker Macleod (TM), Mrs Rosamund Willis (RW), Ms Louise Warren (Headteacher) (LW), Mrs Georgiana Siedle (Clerk) (GS), Mr Steven Houston (SH)		

No	Description
	Procedural Matters
	Opening Prayer given by LG
1	Apologies for absence and acceptance/non-acceptance Talisker Macleod
2	Welcome new members, visitors or staff presenting None
3	Declaration of any personal or business interests None
	Ensuring Accountability
4	<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> • Most governors attended safeguarding training. GS will ensure all are up to date • The governor update is ready to send to parents on Friday. • LW has pulled together the strategic vision which will be discussed later in the meeting. • GS created an action tracker which is now on governor hub. • EHCP application timings – ML to chase up. • RW visited to review reading of LPA readers, she spoke to two Year 6 children. They were excellent readers. Beech and Sycamore will be arranged later. • Governors to visit with learning walks – ACTION ALL please • Foundation governor website review - LW / GS have added subject pages which are currently being updated by subject leads • Nursery places – still available, one has been filled since last meeting. Governors to support advertising. • Year 5 places – we have gained one Year 5 pupil since the last meeting. • Window works – see below • Tree planting – completed • Beech – see premises update below • Equality objectives – published on website • SB's role has been advertised to parents with no other interest which means that SB will continue in governor role. ML / LG's diocese form to be completed. • GS to confirm TS's term coming to an end. • GS to confirm with Mary's form needs to be signed by SB

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5	<p>Headteacher's Report</p> <p>1. Q of E</p> <p>RW fed back that she looked at subjects in depth due to a meeting with Mrs Brown but not conducted a learning walk yet. RW fed back that guided reading has changed significantly this year. There is no longer one text for a whole term but a series of texts tying in with world issues and relevant topics / current affairs. Year 6 spoke positively about this approach. RW commented that EB's in-depth knowledge as English subject lead was significant. RW also discussed history with EB; there is still a lot to do but structure and knowledge is progressing. There is a lot of data to process, with topics linked well in a timeline. RW reviewed some books, they included impressive timelines and colour coordinated, the subject dove tails with geography, Eng and art; the collective approach is working well and has a positive impact. LW reported that our history deep dive impressed visiting colleagues. Key areas to work on are highlighted in some of our foundation subjects, as a small school leads taking on several subjects means high workload. During an Ofsted Subject deep dive they will look at reading, maths and one subject area, most schools are given a choice as to which subject can be reviewed.</p> <p>LW reported that KJ is adding good value in Beech Class, she has developed good relationships with pupils, manages the whole class well and has had a positive impact with one to one interventions. We have seen the impact of this through Year 2 SATS. Governors questioned why some progress had been slower for Year 1 and 2, LW explained that a number of the children who we had concerns about have done well since the March progress data.</p> <p>Governors asked if there are more support plans that previous years. LW explained that on average the school used to have approximately 8, now we have 14 (13%). 15% is the national average and our percentage is significantly lower than some trust schools (at 25%).</p> <p>LW explained that the SENCO TLR has developed so we will give a full TLR in Sept 2022 to recognise that responsibility and need within our school, this year the TLR has been a 0.4 position. This will mean that the SENCO role will require additional 0.2 cover time which means a day a week will be covered by other staff. SB asked who will cover the class on those days? LW confirmed that it has been Mrs Bunting this year, we will reflect what the school needs. There is some possible flexibility amongst teaching staff next year from Kirsty Jones and Della Gorham which will also support relationship building with our younger children and personal development of the EYFS curriculum.</p> <p>SB questioned how many children receive 1:1 support in Beech class; LW clarified only one currently.</p>

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Writing SB asked whether the Year 5 SPAG data included new EAL child; no, because this was March progress.

SB asked what was being done to fill the gaps for EYFS? LW responded that interventions are given as continuous provision. KH strong in supporting these children. We rarely get 100% GLD because some children are not ready.

RW – reading in year 4 and 5, 6 is behind last summer's data and asked why this may have happened. LW explained that 4 children in Year 4 need to get back up to reach greater depth and 2 more in Year 5. This is greater depth standard, making sure they can answer the type of questions required to get them to greater depth. Some of this is the result of the limitations of online learning and individual focus which children naturally receive in the classroom from staff. JS commented that for the two in Year 5 it is about articulating their thoughts more, the jump between the expectations year 4 and 5 is significant. He feels confident that the children will eventually achieve this standard but they are taking longer than hoped.

As a cohort Year 1 are behind in some areas, we assume this is due to the lockdown and missing the majority of EYFS. LW explained that alongside this there is a range of factors, staff changes within Beech class, a newly qualified staff member (ECT) and high needs pupils as well as the period of time during pandemic. RW queried whether high needs pupils should apply for an EHCP to obtain extra funding. LW responded that it may do, KH is putting an application together but this will not be submitted until the end of term. We have budgeted for 1:1 support next year, whether EHCP is successful or not.

RW questioned staff stability and how long we have KJ for. LW responded that we have managed to find enough money to pay for KJ to stay until 31st Aug 2023 which allows stability and some flexibility in cover.

SH asked whether KJ will continue the extra time she has put in with one to one interventions. LW explained that we will invest in the remaining year where we can (budget and KJ time). KS1 SATS should confirm teacher assessment.

Behaviour and Attitudes

SB asked whether parenting courses are offered to those who need support. LW confirmed that some parents we have offered but say no thank you. LW confirmed that putting in weekly meetings with a child and their parents can have a significant impact on supporting a family at home and give a joined up message to the child. This is a good investment of LW's time when needed. Trust family worker will start in June and two families will be referred once she has started.

Personal Development

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LW confirmed that we won't achieve silver Rights Respecting Schools this year, Mrs Brown continues to work on this and embed in the culture of our school next year. This is being done thoroughly and done to a high standard by embedding rather than a tick box exercise.

SB queried sexual harassment. LW confirmed we have taken the report very seriously, but the incident was not witnessed. Staff are monitoring daily.

Leadership and Management

Governors queried why there is a financial shortfall for school lunches? LW explained that post covid we haven't picked numbers back up, more children are bringing packed lunches. Alongside this is the financial squeeze, cost of food having risen and staff salaries rise year on year as well as extended lunchtime staffing hours now that we have four sittings. RW suggested that we review some of the menu. LW meeting with CC tomorrow to discuss getting pupil voice. We need to communicate that the provision must be used otherwise we will lose it; the after school club is a good example of this.

RW asked if school is obliged to offer after school club? No. LW discussed with the 3 Acorns families most impacted. It was suggested that they have a reciprocal offering in school but LW clarified we cannot involve school premises for this due in particular to safeguarding and insurance as well as other restrictions. LW does feel as a rural school something we should offer and we would like to get it back. Parents have to realise they have a responsibility to this by supporting it for viability.

SH – suggested a 30-minute zoom, or a headteacher's video message to discuss key messages, rather than repeating in the newsletter which can get lost amongst all other messages.

4.6 Governors discussed the IYFAP decision to admit a further two pupils and the projected numbers in classes over the next few years. It was agreed that the numbers are manageable.

Governors discussed the new White Paper and asked whether will tutoring be open to all not just Pupil Premium children? LW confirmed it is supposed to every child that not where they are meant to be. For other schools, who are at 50% on track for expected, this is a big ask.

LW confirmed that the 32.5 hours stated in the paper is something we already provide. Substantive sessions – means a morning and afternoon session

Governor and Headteacher Reporting

6 Pupil Outcome Data

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	<p>This analysis was discussed as part of Head's report, generally results are more encouraging post covid than we thought it might be.</p>
7	<p>Budget – AC met with LW last week. The budget is realistic and balances, almost to 0 and projections for next few years manageable.</p> <ul style="list-style-type: none"> • Income – (GAG funding) £523,500 plus additional income • Teaching staff - Includes KJ for additional hours from Sept and on until end of academic year • Educational support staff – 127k • Premises - £11k • Admin - £45k • Other staff (catering) £33.5k • Staffing around 80% of our budget but our most important resource.; 75-80% is national standard. LE permanently moving to 4.5 days per week and will be supporting Sycamore alongside the two 1:1 support TAs who support high needs. JV will go on to permanent 4 day a week contract (this year she has worked these hours on a temporary basis). There will be high need in Oak next year, 1 x EHCP, 1 rejected EHCP and PLAC child also applying for EHCP, potentially this may result in 3 x EHCPs in the class. RP supporting for 2 days a week in Oak next year alongside JV. • We have included an additional £1,500 TLR 3 for a particular project; supporting Maths teaching and learning in KS1. • The budget is based on 107 pupils (taken from the October 2021 school census). • Other main things for attention – electricity has had large inflation in future years; gas and electric £10k. • Rent is for village hall, contract to be renegotiated. • Educational supplies £6k, this is a good amount for buying resources. • Academy recharge £47,600, AC has received a breakdown (IT, Payroll, HR, school improvement, on pupil numbers and costed for each service). LW will upload breakdown on to governor hub. • SH – Building projects, remains at £5k, is this realistic? We will keep on a rolling programme, we have got our carry forward if required. This is ongoing rather than crisis management. • SH – sports funding? Only includes £8k, sometimes this is increased after budget approved. We may assign additional support teacher. • IT licensing – quite significant, large part paying for our MIS, we are changing from SIMS to Bromcom. SB asked if this service is cheaper? It is cheaper and does more so better value. • CPD – courses, we are lucky to get good value out of trust that does not cost. Some external courses are used when necessary or provided by free funding. • Revenue balance is £817 surplus. Governors noted that next year provides for £4k in teacher overtime but would like to put more into teacher overtime going forwards. LW to request some is allocated to this in second year.

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	Budget approved
8	<p>Safeguarding</p> <p>Much of this was covered in head's report. ML has meeting on 9th June with academy trust lead and safeguarding school leads. LW is doing safeguarding training with two of our volunteers. (Later arranged online with Trust SG lead instead)</p> <p>LW gave a summary of some of the key issues and support families are facing.</p> <p>SCR is being externally audited.</p>
9	<p>Premises</p> <p>GS reported that we have recently had a Health and Safety Audit. Whilst still awaiting the report it generally went well. The auditor focused on our Keeping Safe (Lockdown) Policy and Risk Assessments.</p> <p>The windows project is almost finished; the final windows and tweaks will be completed over half term next week.</p> <p>We will shortly be erecting a fence surrounding the tree near the low part of the wall on the lower field. Children often play in here, especially after school and there is a danger of the drop on the other side of the wall and onto the road. We may consider upgrading the fencing on the north (village) side of the football field.</p> <p>We have started to have our first contractors in to look at the damp area in Beech and Acorns and toileting area. The work is quite extensive and likely to take 5 weeks. GS has discussed an immediate start as soon as we break up and discussed with teachers the impact it may have and how to make it manageable. Heating and ventilation will be key to the success. We continue to await quotes.</p> <p>Starting to organise the snagging for the end of the year, we have had a contractor out and awaiting quote on new carpet for Oak class.</p> <p>We have had a quote to put some astro turf in Acorns area.</p> <p>We have received a quote for some balance beams for outdoor activity.</p> <p>Table tennis table purchased and being used.</p> <p>Parent is supporting the raised beds and planting for Beech Class.</p> <p>SH – asked about flattening the field. ML – redone in about 2005 and the school paid, resurface, etc. It meant a term of not using. LW will approach land owner for suggestions but some work being</p>

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	done by parents scarifying over the summer so this may not be required. We have been offered St Hugh's pitches but await dates.
10	<p>Policies</p> <p>Mobile phone policy was adopted.</p>
Strategic Matters	
10	<p>Strategic Vision</p> <p>LW working on putting together the strategic plan, this followed the trust plan as it sits well in 3 areas and links to our RAP. Nurture and Develop our People was one of our biggest areas.</p> <p>This s a governor document, it is the governor strategic vision. Governors to consider whether there are any other monitoring or accountability areas? Governors to input if they can see any further measures. It ensures it gives the school direction over the next 5 years so is key to guiding governors strategically.</p> <p>Annual RAP which will be discussed with staff and finalised over the summer will tie into this.</p>
13	<p>Committees and Meetings Next Year</p> <p>LW proposed that the LGB sits 6 times next year and covers all business. Smaller meetings (e.g. Tim and progress with LW, SH with GS and Health & Safety, AC with Finance Officer). Governors are struggling to attend meetings and clerking 18 meetings rather than 6 is resource heavy. Difficult to recruit.</p> <p>Governors to reflect and decide at the next meeting.</p> <p>SB to continue in role, deadline is Friday for interest from parents. We will vote for chair at the end of the academic year.</p>
Other Matters	
	Chairs Comments
	<p>RW wanted to raise a reading day at school. Group of parents to see whether we could do something as a governing body. RW to suggest a date on governor hub.</p> <p>Meeting ended 21:22</p>