

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 30th March 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
1	Apologies for absence and acceptance/non-acceptance James Stevens, Andrew Comfort
2	Welcome new members, visitors or staff presenting The meeting welcomed Emma Brown, Deputy Headteacher
3	Declaration of any personal or business interests None
	Ensuring Accountability
4	Minutes of previous meeting LW confirmed training for all – safeguarding 8 th April at 1.30pm. A number of governors have confirmed their attendance. GS reminded governors that if they attend training elsewhere they will need to send their certificates to GS for record keeping. RW to write a governor update for parents before end of term and send to ML for sending to parents LW confirmed that the RAP had been updated SB to pull together ideas to for strategic vision, will be discussed below SB to send details of LAMDA coach to LW to pursue a debating / public speaking club Minutes of last meeting agreed? RW pointed out there were some actions that were not included on the last minutes. GS to create an action tracker so that actions are not lost from previous minutes Minutes approved
5	Headteacher's Report – <u>questions were raised in the meeting and are outlined below.</u> Section 1 LG - <i>what is the basis on which an authority denies an EHCP application?</i> They decided, in this case, that the level of need wasn't great enough in comparison to other applications that they are receiving and did not meet the threshold. The school cannot appeal but parents are able to. The school can reapply in 6 months. RW – <i>are the 2 new EHCPs running through the same council?</i> The two we are in the process of applying for will be Oxfordshire and therefore a different council. The school had anticipated that this ECHP application would be approved. The school would not

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pursue an application if it did not think the child required it. The 2 current applications have support of the Educational Psychologist. The process involves lots of reports, gathering data and involves at least 2 days work each for SENCO and class teacher. It is quite extensive, especially working around teaching staff work schedules.

RW - *how long does a response take?*

Approximately 6 weeks (ML to confirm with KH please)

SB – *Who makes the decision on EHCP applications?*

SEND department within each council.

SB – *Why was the EHCP sent to be approved by a different council?*

The child lives in a different borough; applications are based on home address. The school will pay for the support the child needs out of the budget and is already capitalising on the new TA who is working across two classes.

SB – *Is ASD/ ADHD diagnosis linked to an EHCP application?*

Diagnosis will strengthen case for an EHCP.

SB – *if CAHMS is required to give a medical diagnosis and the waitlist is 2 years what impact does this have? Can we pay to get a diagnosis to support for an EHCP to ensure success?*

LW will speak to the Educational Psychologist; she has recommended somebody and will ask whether this will have an impact on the EHCP application. The school has to be careful as a number of parents are concerned and they cannot be subjective about who is privately funded for and who is not. SB suggested that this could only apply to EHCP applications that are required over the threshold of 15-hour support which would make decision making less subjective.

TS observed that the terms of agreement must be made clear if we fund an assessment.

Assessment only, rather than an expectation that there will be significant follow up. He highlighted that the lines can become blurred between NHS and private.

SH – *is this the most TA's we have on our staff, is this a trend post pandemic?*

Yes, our current position is the most we have had and we keep requiring more. The current advert for a one-to-one TA is short term until the end of academic year. We can assess the impact on budget as we do not want to have redundancies in the future. This picture can be seen nationally; the trend is a significant increase in SEN needs and support. Recent white paper 'Opportunity for all' can be found on governor hub for governors to read for current context (All Gov).

SB added that research has shown that lockdown babies are expected to have less social / speaking skills, the impact of this will be in a few years' time.

SH – *Are we expecting to see new roles in school e.g. pastoral lead?*

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We have a Pastoral Lead in place (Libby Eastburn).

ML raised some queries from the Trust Review. There was discussion around the mixed age teaching which creates an additional skill requirement of our teachers. We have 3 outstanding experienced teachers alongside one ECT in their first year with an unexpected new job share. There is support and measures are in place, EB is mentor with LW as tutor. JS offers Maths support, KH who offers additional circle time and assemblies.

RW – is this because of high level of need of class?

Yes, some of it is reflective of the cohort. All NQTs (as previously known) have needed support in their first year, the mixed age group adds to that challenge as well. It takes a lot of thinking through and practice.

ML – queried the point raised in the report on monitoring.

Monitoring has not been as rigorous as in the past due to cover availability. SB works 3 days but also need for stability/consistency and high quality teaching and keeping teachers with their classes. One visit should identify development, this should be followed through, addressed and be impactful.

RW – can we test out the last question in the report (Can the lower ability readers talk as confidently and as passionately about reading as the children who shared with me today?)

LW recommended that RW comes in follow this through and feedback at the next meeting.

Section 2

ML – is the bullying in Year 4 impacted more by COVID?

In part, yes, those that have safeguarding or ELSA support and complex needs have been more impacted. A result of school closures and isolated remote learning, little daily worship and messages that we communicate and weave through the fabric of the school. We were starting to reintroduce whole school assemblies but many COVID cases in the community has temporarily limited this again. Bullying is about how you manage the situation and your response to resolving issues quickly in partnership with all stakeholders.

Section 3

RW – singing has been limited due to COVID, is it returning to school life?

Singing will return via assemblies; is back in class music lessons and LW has supported a parent with choir club this term. The parent is now prepared to take choir and will focus on preparing the children for the Festival of Voices, this will be a smaller group both for the opportunity and to ensure it is a manageable size. SB, who is music lead in school, has supported the Spring music concert and will lead Beauty and the Beast this year.

Section 4

Governors to visit with a learning walk and meet your subject lead link

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	<p>ML – has reviewed the website St John’s in Carterton, the school is very vocal about what they achieve. We are much more subtle and ML thinks we should review what we say about ourselves to celebrate our achievements further. Foundation governors will review the foundation element of the website with this in mind. LW and GS will look at other website updates.</p> <p>We still have nursery places available for September, please can all governors / community use word of mouth to support this.</p> <p>Admissions –Year 5 places are likely to become available, please do listen out for anyone in the community who may wish to seek a place.</p>	
6	Governor accountability to parents – this was carried over from the last minutes and addressed above.	
Governor and Headteacher Reporting		
7	Safeguarding	
	<p>ML reported that there is a safeguarding catch up on Monday with all DSLs and the Trust lead. LW updated that she is doing Level 3 training this Friday.</p> <p>Level 2 refresher training delivered by Gemma Rogan (Trust Safeguarding Lead) who is putting together an excellent training programme over the next 18 months.</p> <p>The school has one family who have a TAF (Team Around the Family) following an EHA (Early Health Assessment). Monthly meetings going forward until we have made the impact the family need.</p>	
8	Premises	
	<p>GS met with the contractors this week to finalise plans for the reconditioned windows throughout the school. They will be replaced and installed over the Easter holidays. GS to inform the parish council of works over Easter.</p> <p>A tree surgeon worked on the site over February half term, felling one tree cheery tree in the quiet garden and maintaining others and making safe around the site. GS suggested the school plants a tree for Queen’s Jubilee and replace. GS to request support from the BST or FOBS or Bampton grant?</p> <p>The Beech / Acorn class building will need some significant work completed over the summer. Initial assessments have indicated dry rot and the replacement of walls and some flooring within the classroom are a minimum. Whilst the work is carried out the school intends to take this opportunity to overhaul the toilets in Acorn class and have two or possible three cubicles which include more age appropriate size toilets. We intend to use Six Consulting who worked with us on the Bell Tower works and also the two window projects. They will source quotes and manage the project and have proven to be excellent suppliers in the past. GS to be key contact for Trust and Six Consulting to take project forward.</p>	

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Strategic Matters	
9	<p>Finance – budget monitoring</p> <p>AM joined LW/GS and our Finance Office for the finance meeting this week.</p> <p>The current budget reflects approx £5k overspend, this includes the furniture that we have bought, c£4k (surplus from last year and put into reserves). Approximately £11k still to spend so we are in fortunate position. Extra TA additional hours are affordable as this is included as a projected spend in the budget already.</p> <p>We will have a maternity leave rebate but this will be reflected in next year's budget.</p> <p>We are putting our budget together at the moment. Initially looking at staffing for next year; this makes up approx 80% of the budget, the remaining money will be allocated and agreed in April / May. AC will be involved and we will bring to governors when finalised.</p> <p>Next year's budget is up as we were above 105 numbers on census day, also schools have been given extra funding.</p> <p>Our projection for future years has been brought down but is now more realistic as the Trust had anticipated we would increase PAN to 16 or 17 in future years. This is not feasible and therefore now lowered to an accurate 15.</p>
10	<p>Strategic Vision – 30 Minute Discussion</p> <p>LW - <i>What do we want to develop, change and keep over the next 5 years to tie in with our values.</i></p> <p>LW presented a model recent strategic vision based around three areas: Learners First / Nurturing and Developing our People / Strengthening and growing our school. This is in line with the trust strategic vision.</p> <p>It was agreed that this model fits well for us both in strategic vision but also how we set out our annual aims in our RAP. LW and SB will look at actions to achieve what is discussed.</p> <p>ML – All stakeholders should be considered within our people that we develop and nurture.</p> <p>LG – ethos is important and should be included, Christian and spirituality element. Include in nurturing and developing our people. Links with excellent grade in our SIAMS.</p> <p>SB Use IQ, SQ, EQ, to support strengthening our school. Weave through our ethos, strategy for SIAMS and Ofsted.</p> <p>ML – children and staff are all settled, maintain high quality education, future proofing space</p> <p>SB – resilience and mental health for all stakeholders</p>

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	<p>GS – preparing for reality of secondary school, so they can continue to thrive. Understanding of others’ lives, social education, diversity/culture/equality and resilience to deal with those that do not treat you in the same way as the school ethos.</p> <p>TS – children should be allowed to reach their potential, challenge to do outside their comfort zone, this is something we should continue. Opportunities to volunteer and be part our of community.</p> <p>RW – accountability for their education, why do they want to be at school and what they want. Understand that school is for their own good in future. Careers education is becoming more prevalent (LW). Safe enough to have the courage to do new things. Psychologically safe to do the best you can do. Fits in with the value of responsibility.</p> <p>LW – confidence and relate well to adults (speaking and listening)</p> <p>RW – continue relationships with community links with private sector</p> <p>SH – agrees with many points, small school with big school opportunities whilst retaining our ethos. Cross year interactions. Environmental challenges. Community links.</p> <p>RW – inspiring to tie in to bigger opportunities (e.g. Royal Opera House). Broadening and enriching.</p> <p>GS - having personal agency and knowing what that means.</p> <p>SH – consider becoming carbon neutral (longer than 5 years).</p> <p>LW and SB put a draft together and send to governors to add to before finalising.</p>
11	<p>Equality Objectives, this was discussed at the last LGB and LW created and finalised the objectives. This will be externally audited through our Equaliteach programme. ML – would like to identify that we see people with additional needs and older people in a two-way relationship. LW will ensure this comes across.</p> <p>Approved by governors. GS to publish on website.</p> <p>LAC Report</p> <p>No comments recorded – governors approved. LW to amend footer before publishing. GS to publish on website.</p> <p><u>Approved by governors</u></p>
	Other Matters
	Chairs Comments



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Any other business agreed as being urgent:

Foundation Governor Appointment - LG subject to approval from diocese

ML's paperwork is done and sent to Diocese (term ending in July)

LG to complete paperwork and send to diocese (term has ended at end of March)

SB's term is ending in June, SB / LW / GS to discuss and move forwards following parent governor protocol.

RW – wanted to congratulate staff on the seamless way school has run with all of the COVID cases.

Meeting ended 21.20