



# BUCKLAND C OF E PRIMARY SCHOOL

Headteacher: Ms Louise Warren

Summerside Rd, Buckland, Faringdon SN7 8RB



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

## Minutes of the Full Governing Board held virtually on 24<sup>th</sup> November 2021 at 19:15pm

<b>Attendees</b>	Mrs Samantha Brady (Chair) – Parent Governor, Mrs Rosamund Willis (vice Chair)– Parent Governor, Ms Louise Warren – Headteacher, Mrs Georgiana Siedle – Staff Governor, James Stevens – Staff Governor, Tim Saunders – Community Governor, Andrew Comfort – Parent Governor, Talisker Macleod – Foundation Governor, Mary Lines – Foundation Governor
<b>Apologies</b>	Mr Steve Houston – Community Governor, Mrs Lucy Gildersleeves – Foundation Governor
<b>In attendance</b>	Mrs Hattie Clay (Clerk)

*The meeting started at 19:15 and was quorate. Governor questions are in bold italics*

No	Description	Action
1	<b>Apologies for absence and acceptance/non-acceptance</b> Apologies were received and accepted from SH and LG.	
2	<b>Declarations of interest for this Agenda</b> None declared for this meeting.	
3	<b>Welcome new members, visitors or staff presenting</b> The Chair welcomed everyone to the meeting.	
4	<b>Minutes of previous meeting</b> Governors were asked to email GS with amendments to the minutes. The minutes were approved subject to any amendments as above.	
5	<b>Matters arising from that meeting not elsewhere on the agenda</b> <ul style="list-style-type: none"> <li>• Governor monitoring - it was noted that monitoring visits need to continue.</li> <li>• Biggest impact – Governors commented that this question needs to be considered at the end of each meeting as an agenda item.</li> <li>• AC to meet Juliet Nash and report back to Governors. This is scheduled for this week.</li> <li>• SH and AC have reviewed the quotation for the IT suite and order placed.</li> <li>• Condition Improvement Fund – it was noted that this should read CIF not SIF in the minutes. GS commented that this is progressing.</li> <li>• HC to circulate the scheme of delegated authority to all Governors.</li> </ul> <p style="text-align: center;"><i>All other actions were completed</i></p>	
6	<b>Headteacher’s Report</b> Governors were asked to read ahead of the meeting add comments on the noticeboard on GovernorHub.  It was noted that the school is working on 13 main targets this year across the 4 Ofsted areas of the RAP and LW updated the Governors on these targets in the report. Governors were encouraged to review the Subject action plans for each subject. LW highlighted the work which has been done on Phonics and commented that Y2 (target group) are making good progress. Governors heard that there will also be a maths intervention for Y2 children, run by JS.	ALL



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<p><b>Why will LW be taking the phonics test?</b> LW responded that EB (English Lead and Deputy Head) has not been in school for long and does not know the children well enough to be able to do this.</p> <p><b>JS working with less experienced colleagues – is this across FLT or within the school?</b> LW responded that this was within the school.</p> <p>LW commented that there are 14 children on the SEND register. Kim Hatton (SENDCo) has done a huge amount of work and has obtained lots of support from external providers for these children.</p> <p><b>How is KH doing 0.4 SEND work alongside her teaching role?</b> LW responded that KH is doing 0.4 of a TLR role. LW commented that KH has 0.1 outside of the classroom for this work but also does a lot of work on top of this.</p> <p><b>Is this time within school covered by Sharon Bunting?</b> LW confirmed that it was.</p> <p>LW commented that teaching staff appraisals are linked to clear knowledge objectives and this is a focus of the learning walks. LW noted this is monitored by both formal observations and less formal learning walks. It was noted that each of the learning walks has a different focus and feedback around next steps is given at staff meetings.</p> <p>Behaviour and attitudes – LW noted that the complex needs students take a lot of time and resources and the impact of poor management can have a wider impact on other children’s learning. LW commented that these children are being well catered for and are making progress as well as ensuring other children can learn.</p> <p>Positive relationships policy –LW commented that behaviour after the school day is a concern as the expectations should remain the same whilst on the school site. LW commented that there is some concerning behaviour at pick up and the school is trying hard to improve this.</p> <p><b>Is the school liable if an injury occurs after school whilst in the care of parents?</b> LW responded that school insurance would cover this but noted that the more important element is about encouraging a joined up message at home and at school.</p> <p><b>What kind of concerning behaviour is being seen after school?</b> LW responded that children are often left unsupervised and are often seen “grabbing” each other, which is contrary to the “keep your hands to yourself” policy in school. Governors noted that some parents may not be aware of this policy and suggested that this message is communicated to parents. LW will do this.</p> <p>Personal development – LW explained that a pupil survey will be carried out and noted that the rights respecting schools work will continue. LW explained that Spiritual intelligence will be matched to PSHE. LW commented that some schools in the Trust are still seeing high cases of COVID.</p>	<p>LW</p>
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	<p>Governors heard that Libby Eastburn (LE) has been working with six children in her Emotional Literacy Support Assistant (ELSA) role.</p> <p><b>Are all of these children within Sycamore?</b>          LW responded that there are three afternoons of ELSA support, where the TA conducting this is away from Sycamore class. LW noted that traditionally, Sycamore have had 3 days a week of TA support. LW commented that the school are looking to appoint a new TA to offer support for an EHCP child in Oak and commented that this will also help with some additional support across the school.</p> <p><b>Is this arrangement in Sycamore working well?</b>          LW responded that generally, this arrangement is manageable.</p> <p>Governors suggested posting the advert in a school newsletter as well as in a forwardable email to parents for the new Teaching Assistant. LW will do this.</p> <p>LW explained that the school is looking to develop systems to offer worship time to staff as well as pupils in line with a C of E school.</p> <p><b>Can this be optional?</b>          LW responded that this would be optional for staff.</p> <p>Governors noted that the school is not participating in the big sing this year.</p> <p><b>Why is this?</b>          LW responded that this was about capacity within the school. LW noted that the school have allocated some additional support for singing and LW has stepped in to help with Choir, however LW commented that the school remains too stretched to consider this event this year. Governors suggested that this is communicated to parents. LW will do this.</p> <p>It was noted that the school have appointed a teacher to cover the maternity role and LW noted that this appointment is good and the school feel that this new teacher will fit in well with the team. Governors heard that this staff member will start before Christmas and will cross over with LLS. It was noted that LLS will remain in school but not in the classroom until her maternity leave starts due to Covid. LLS will work with small groups of children for additional interventions and it was noted that this will be a good addition to the school.</p>	<p>LW</p> <p>LW</p>
<p><b>7</b></p>	<p><b>Update from Resources committee</b>          The meeting was summarised as follows:</p> <ul style="list-style-type: none"> <li>• Governors discussed the quotes for the replacement of computers in the ICT suite.</li> <li>• Governors discussed auditing and replacing of sports equipment if necessary, using the Sport Premium funding and also discussed developing a link in with St Hugh's to share Sports facilities.</li> <li>• The Health and Safety walk-around was discussed. GS added that this happened yesterday and the second element of this will happen next week.</li> <li>• Governors discussed the CIF bid and GS confirmed that the School house windows are included in the CIF.</li> </ul>	



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	<p><b>Could we look at exploring a better facility for long jump?</b> LW will look into this.</p> <p>Governors suggested that the school ask to use St Hugh’s pool at less popular times. LW noted that she has contacted St Hugh’s about this but noted that there has been no response yet. SH may also make contact, as PE link Governor. LW suggested asking Rachel Kenyon (PE lead for FLT) to help fill some of the PE leadership role which is currently being done by LLS. LW noted that some of the Sports Premium funding could be used for a sports TA role. LW will look into this.</p> <p>LW commented that the school did a “keeping safe” practice. LW commented that the children responded well to this.</p> <p>Black history month – LW noted that the school has particularly focused on this in relation to the values of respect.</p> <p><b>Update from Quality of Education committee</b> The meeting was summarised as follows:</p> <p>Policy review. Approval of recovery catch up and PP funding for 2020-21 and 2021-22 Approval of annual SEND report Discussion around SEND and thanks passed to KH for taking on this role with enthusiasm and efficiency</p>	<p>LW</p> <p>SH</p> <p>LW</p>
<p><b>8</b></p>	<p><b>Finance</b> GS explained that the budget monitoring meeting is scheduled for 25<sup>th</sup> November. GS explained that the P12 report is now available, along with P2 figures.</p> <p>Governors highlighted the notable underspend showing in the P12 report. GS noted that nationally, all schools have underspent due to COVID, for a number of reasons. LW commented that the school were not aware that there would be such a large surplus due to utilities being underspent and funding for universal infant free school meals unexpectedly still being received during lockdown. LW commented that the school has re-furnished two classrooms and wanted to do two additional classrooms. The school also wanted to pay for some phonics funding. All this could have been done if the school had been made aware of the underspend.</p> <p><b>Can we dispute this?</b> GS responded that changes will not be permissible at this time.</p> <p>Governors commented that the school need a much better idea about the surplus before year end from FLT. GS responded that she has been keeping records of money being spent so commented that the school are unsure how there was such a large surplus. Governors again commented that the lack of transparency at the end of the financial year remains a concern. LW suggested that an examination of the end of year accounts needs to happen to establish where this surplus came from and why it was unexpected. LW explained that planned</p>	



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	<p>expenditure is down as forecasted spend, so there is not an accurate picture of the funding available. GS explained that in May, the school asked for funding available, outside of future allocated funding and it was noted that GS has been keeping a record of this.</p> <p>P2 – GS commented that the forecast was £38 but the actual surplus is £15,459. GS commented that part of this discrepancy was the unplanned income from sports funding and recovery catch up funding. LW also noted that there is not a huge amount of allocated cost for staffing absence cover and so the school usually wait until Feb/March before allocating spend in case there is any significant unplanned staffing expenditure.</p>	
<p><b>9</b></p>	<p><b>Financial manual</b></p> <p>GS explained that all governors should be aware of this document and can refer back to this if necessary.</p> <p>AC explained that there are a couple of minor typos but remarked that this appears to be a comprehensive document.</p> <p><b><i>Can we use this document as an instrument to ask questions around the service level agreement for financial reporting from FLT?</i></b></p> <p>Governors agreed that this could be considered as part of the review of this document.</p>	
<p><b>10</b></p>	<p><b>Safeguarding</b></p> <p>The annual OCC audit needs to be submitted by 31<sup>st</sup> December. This will be completed in due course and will be sent to all Governors to review. SB and ML will have access to the website to verify and submit. This will need to be approved outside the committee.</p> <p>Governors noted that NSPCC have a system so that anyone in school can report a safeguarding issue, and NSPCC will direct the concern to the correct area.</p> <p>GS noted that working together to Safeguard children is a more detailed document than KCSIE and suggested that Governors look at this document for additional information around safeguarding.</p>	
<p><b>11</b></p>	<p><b>Subject Link Governor conversations</b></p> <p>LW created some information around monitoring visits, which was shared with Governors and is summarised as follows:</p> <ul style="list-style-type: none"> <li>• Governors should identify what the intent is for the subject, and the narrative around this intent.</li> <li>• Governors should then explore the sequencing of the curriculum from Nursery to Y6 and the planned implementation of this and how this is broken down into small steps across the term, including medium and long term planning.</li> </ul> <p>LW noted that Governors should ask what teachers would expect to see in a lesson, so that learning walks can validate these conversations. During learning walks, Governors should explore how SEND children are being supported.</p> <p>LW highlighted the three important elements of a link Governor visit to explore:</p> <ol style="list-style-type: none"> <li>1. Intent</li> <li>2. Implementation</li> </ol>	



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	<p>3. Impact of the curriculum</p> <p>LW commented that Governors should be able to identify the development priorities for the subject, including how this is monitored.</p> <p>Can this be in a word document so that it can be used as a tool when conducting visits? LW advised governors to print the PowerPoint to use.</p> <p>LW emphasised the importance of talking to children about the subject, either in the classroom or by asking for two or three children to talk about their experience of the subject outside the classroom.</p> <p><b><i>Governors noted that learning walks are being kept to a minimum – how will this work with Governor monitoring?</i></b></p> <p>LW suggested that this was down to Governor autonomy and commented that the school will push back if this becomes too onerous in one period.</p>			
12	<p><b>Diocesan matters</b></p> <p>None</p>			
13	<p><b>Chairs comments</b></p> <p>None</p>			
14	<p><b>Any other business</b></p> <p>GS explained that there are some meeting dates which Alex Molton (new Clerk) is not able to clerk. Governors decided that meetings dates should remain and meetings will be clerked by someone else if necessary.</p>			
15	<p><b>Where have we made the biggest impact?</b></p> <p>Governors have made the biggest impact by outlining our intent to ensure that financial reporting from the FLT is more transparent in the future.</p> <p>Governors also noted that information provided by LW around Governor visits was useful and will have a significant impact on the effectiveness of Governor monitoring.</p>			
16	<p><b>Closing Prayer</b></p>			
17	<p><b>AOB</b></p> <p>None</p>			
18	<p><b>Next Meeting Dates</b></p>			
	<b>FGB 7.15pm</b>	<b>Resources 7.15pm</b>	<b>Quality of Education</b>	
	2 <sup>nd</sup> February	26 <sup>th</sup> January		
	30 <sup>th</sup> March	23 <sup>rd</sup> March		
	25 <sup>th</sup> May	11 <sup>th</sup> May		
	13 <sup>th</sup> July	15 <sup>th</sup> June		

The meeting ended at 20:50