

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

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

## Minutes

<b>Meeting</b>	Local Governing Body Meeting	<b>Where</b>	Google Meet
<b>Date</b>	Wed 30 <sup>th</sup> November 2022	<b>Time</b>	7.15pm
<b>Attendees</b>	Mrs Samantha Brady (Chair), Mrs Mary Lines, Dr Tim Saunders, Rev Talisker Macleod, Mrs Rosamund Willis, Ms Louise Warren (Headteacher), Mrs Georgiana Siedle (temporary clerk), Mr Steven Houston, Mr Andrew Comfort, Mrs Lucy Gildersleeves		

No	Description	Action
	<b>Opening Prayer</b> – an opening prayer was led by Rev Talisker	
1	<b>Apologies for absence and acceptance/non-acceptance</b> James Stevens and Emma Brown sent apologies due to to being parents' evening week which were accepted	
2	Welcome new members, visitors or staff presenting (none)	
3	<b>Declaration of any personal or business interests</b> - none	
4	Minutes of Previous Meeting Actions to carry forward: Rosamund's monitoring visit to test out new spelling policy Tarmac / tree – still working on this as will involve neighbours Power washing of adventure trail – SH to pursue Governors require a further detailed grid of staffing Minutes agreed	
5	<b>Headteacher's report</b> Amendments on the front page, 14 children in year 6 but 18 in year 5 we cannot accept a child in this class. Total of 104 without nursery, 114 with nursery. PP / PLAC, 2 x PP in Year 6 and 17 in ethnicity other than WHB. <b>GS to update front date grid so figures are accurate going fowards.</b> Section 1 – Quality of Education all objectives have started moving forward. 1.1 SB queried what an EHCNA, LW explained this is the process you go through before you apply for an EHCP. LW highlighted the data overview which was updated as a separate doc. Data is pleasing, majority of children are on target with very high numbers who are at expected / greater depth.  In reading there are three Year 1 children who just achieved their GLD in this area and should sustain progress but at the moment are not on track for expected progress. DG/KJ looking again and ensuring they are receiving effective intervention. One of the children is likely to be identified as having an SEN. Identifying issues now is important to try to stop gap widening as pupils move up the school. AC expressed concern about	GS / LW/ SH / All governors / SJ / RTM

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whether parents know, LW confirmed that this will be part of discussion at parents evening so parents will be fully aware.

Staff are looking at descriptors for SEND for 2 children in Year 2. LW explained that we are finding much higher number of children with SEND. Year 3 all on track except for one child we need to ensure they get EXP. Year 4 all on track. Year 5, who are a large group and had lower KS1 results are making good progress. Year 6 - 3 x readers who we hope will make GD will need support, 1 x Ukrainian pupil so will not get 100% this year as they are unlikely to achieve exp. Tutoring will target these children.

In writing, again, many children are on track. In Year 1 the same three children who need reading support are also not making expected progress in writing - they did not meet the early learning goal in writing either. In Year 4 all pupils are on track except one who is not on track for greater depth. Year 5 have aspirational targets.

Maths – Year 1 the same 3 pupils (summer born) are not making expected progress. Mr Stevens is working in Beech supporting Maths, supporting LPA pupils and also trying to get some children to greater depth. TS asked if the school is worried about Year 1? LW explained that there is a focus on these three children particularly. RW asked if when talking about expected, are we talking about a national standard? LW explained the expected standard is a national standard measuring where children are expected to be at the end of Year 2, Year 6 etc. Each child is set an aspirational target, if a child is at the expected standard at Year 2 and the expected standard at Year 6 this is expected progress. In the narrative below the figures governors can see how many have not made the expected progress – very few children.

SB queried the term ‘going underground’ used in the Head’s report. LW highlighted this meant when children try to undermine relationships etc. without staff seeing. LG asked how do you ensure this is not happening outside class? LW explained this is about all staff knowing of ongoing issues, children in one place, the use of the burrow to support those that need it. Having an engaging curriculum and enjoying learning often means they don’t look for other things beyond the classroom.

SH queried forest school and whether this has been in place this academic year. LW confirmed that Nursery and Year 1 have enjoyed forest school this term. Reception will have this benefit after Christmas.

RW asked if we have approached St Hugh’s to ask if we can use their forest school. LW – met last head and discussed what they might do. **LW to make contact with interim head** but highlighted that using their site will also require staffing and transport and therefore it is not always a viable option.

LW informed governors that we will have a trainee teacher from St Hugh’s coming to work in oak for a month. We have the dates for swimming in spring and summer term confirmed from them as well.

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LG asked if governors could have a report to measure outcomes and articulate the impact Forest School has had on the children. **LW to ask ALF to write a report** on this but highlighted it may difficult to measure and many of the benefits are not tangible, e.g. mental health/well-being etc. **LG to observe forest school and speak to some of the children after forest school.**

SH suggested we could expand on the use of the pond, getting some professionals to create an area to effectively use. We could use our sport money to improve outdoor conditions. **SH to investigate this further.**

LW highlighted that governors have a statutory obligation to monitor our equality objectives. LW has shared these and explained the importance that governors know what they are and hold staff to account to move these forwards. **All governors to ensure they know the objectives and monitor.** Equality is, quite rightly, becoming more of a focus. **ML was nominated as Equality governor.**

Having a Uniform Policy became a statutory requirement to be published on school websites, largely in response to equality and poverty proofing. We are obliged to give as many choices as possible. We have excellent second hand available from FOBs who request donations rather than charge for specific items. LW does try to request shoes rather than trainers. LG – there are things that make reference to items that have logo? SB – would like to tweak some items to reduce the range of colours but governors agreed to keep the options broad. To help families GS suggested that the school use some sports funding to purchase logo sports uniform and also some blazers to that children who do not have these items can borrow them whilst representing the school. GS will ask **SJ to investigate this.**

A new child's version of the Anti bullying policy that a group of children have written has now been published. SB asked why this was needed alongside the positive relationships policy, LW explained this tackles all types of bullying and identity-based bullying specifically.

SH discussed subsidising singing and whether this was extended to sports afterschool. Historically school has subsidised singing as it is private tutoring as part of the school day. **LW to advertise that school could part fund some sports afterschool.** SB raised FOBS and fundraising within school. LW agreed that we should ensure it is not too frequent. We communicate that it is always optional and are aware that it all adds up. RW suggested sales are not done by parent shelter but at the other side of the playground where they can avoided. We need to help families who cannot afford these treats.

LW sent a copy of a PowerPoint to SB which explained the trinity of intelligences to the children. Communicating this has been a real challenge. They understand the values

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and the Good Samaritan but getting them to understand the IQ, SQ and EQ is difficult. RTM will run some age-appropriate sessions, especially linked to spirituality and this is where our focus will lie. Rev Charlie visited this week, he went to collective worship. He reflected that a journey of wonder and mystery might be a next step development. We can move towards the trinity of intelligences but start with SQ.

Attendance – relatively good at 96% compared to national, back up pre covid. We have quite a high number of persistent absentees; we are working with parents to understand the impact of this. Higher absence is found in reception, lots with coughs and colds. We need to work with youngest children to get into good school habits as this follows them through their school career. LW raised that we need to appoint an Attendance governor, they will look for patterns in attendance, monitor our actions and what we do about people who take holidays in term time etc. SB volunteered as Attendance governor.

Pupil numbers – from January nursery will be full. We have one place available in reception, an applicant for one of those places for an EHCP. We await outcome.

School lunches – is there anything we can do, fundraising, changing meals, listening to pupil voice? Lots of pupils have stopped paying for lunches, mostly older children in KS2. SB suggested adding menu to the newsletter which LW will do. RW asked that the children are asked for feedback; they are too polite and kind to be honest. RW suggested GS speak to children which she will do.

GS to check Beech children always get the milk that parents are paying for.

SH asked how confident we are that the two EHCP applications that we are working on will be successful. LW explained that we can't be certain but very likely that we will get additional funding. One may be through in March the second one likely to be May/June.

Finance – GS / LW met our finance officer on 29<sup>th</sup> November. In summary, last year we came in at approximately £1k (awaiting final confirmation from auditors). We were very pleased with this outcome. Currently we are predicted deficit of £20k for this academic year, largely due to the staff increase in salaries which were underestimated in the budget (support staff and UPS/leadership). Support staff received a flat rate of £1,925 (pro rata). However, we have lots of extra money coming in, absence claims, EHCP money, increase in nursery numbers and breakfast club/afterschool care have higher numbers than anticipated. Our finance officer will make adjustments so next period we will have a better prediction of the outcome this year. LW was asked to check when flat rate energy runs out (this has since been confirmed as: electricity September 2023 and gas September 2024).

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6	<p>H&amp;S items – SH visited Term 2 H&amp;S audit. Lots of premises paperwork, COSHH, asbestos files. Marked some actions and the paperwork has been sent to the Trust. Audit actions have been signed off by LW Toilets, final snagging almost finished MR has started work on some of the items from 5 year plan Post meeting note: Work from the 5 year electrical survey will cost 1.5k</p>	GS
7	<p>ML has met with SENCO, who has been very busy, particularly collating all the information and paperwork for 2 EHCP applications. The annual report has been completed and when costings are added will be finalised. Governors happy to approve. Our SEN pupils make good progress and are well supported. <b>ML to do some SEND learning walks in Term 3 and talk to pupils.</b></p>	ML
8	<p>Safeguarding – LW has completed the safeguarding audit, this is done online through OCC which produces an action plan which had been shared with governors via Governor hub. The report is thoroughly thought through – there is always room for improvement and the report helps us plan ahead. ML will review actions with LW / Gemma Rogan next week. Deputy DSLs and ML have reviewed and checked the audit answers. Audit was approved and <b>Chair will approve online.</b></p> <p>PP Report – We have a relatively small number of FSM / Ever 6. For purposes of this report we include military children and PLAC because this means children are less identifiable. Total funding 2022-23 will be 15,100, 2k is recovery funding. Intended spending plan, 10k to high levels of TA support to support teaching, £3k targeted academic support / interventions, £2k is for enrichment.</p> <p>LG asked whether there could be change in language in the intended outcomes which states pupils know that help is available, <b>LW to add families know that help is available. Governors approved the plan and review of last year. PP pupils made good progress and were well supported.</b></p>	SB / LW
9	<p>Personnel – we have a member of staff on long term absence. Stage 1 absence meeting has taken place. A stage 2 meeting will take place after Christmas. LT has been appointed to cover these hours until Christmas. TA who was off for a term has returned and an absence claim has been sent to the Trust. ZW working successfully with two 1:1 students although part of this was not included in our budget. One of our cleaning staff will be off for three weeks before Christmas. LLS is due to return at the beginning of Feb, she has been coming back for KIT days already</p>	

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	to familiarise herself with the class. Governors questioned how much disruption there will be for Beech when KJ starts her maternity cover post in Acorns. Governors asked how we would cover the gap in KJ moving to Acorns and LLS returning. (There will only be two days to cover in Beech before LLS returns.)	
10	SEF SIAMS – Another new framework will be introduced from next September, but there is still an element of an ‘excellent’ school in the framework that we will be measured by this year. There are 7 different strands, we have support from Diocesan advisor. Foundation governors will be the key support for this inspection as they have spent a lot of time to support and move forwards. <b>LW requested that all governors familiarise themselves with the SIAMS SEF.</b>	All gov
14	Suspension and exclusion policy, this is based on statutory guidance with new language in place ‘suspension’ or ‘exclusion’. – SB asked for clarity on whether you can suspend SEND pupils. LW explained that you can but you can only do this if you have put all the support that the pupil requires in place. SB asked about appeals – LW confirmed that the outcome is that it can be overturned. We have had one one-day exclusion in the last 13 years. We do have to ensure we review our data regularly; it is in place to protect both the school and families. As a church school we would do everything we can to avoid exclusion as this does not fix the problem; we use many approaches as a means of prevention.  The governing body do not have to approve the curriculum policies, many of which have been updated, <b>it is vital to read if you are a subject lead.</b> New policies are on the school website.	Subject Lead Governors
	<b>Chairs Comments</b> – Nothing more to add	
	AOB GS raised the Instrument of Governance – this was discussed and governing body accepted current structure which is working well for the school.	