



# BUCKLAND C OF E PRIMARY SCHOOL

Headteacher: Ms Louise Warren

Summerside Rd, Buckland, Faringdon SN7 8RB



<https://www.bucklandprimaryschool.org.uk/> e-mail: [office.3222@buckland.oxon.sch.uk](mailto:office.3222@buckland.oxon.sch.uk)

## DRAFT Minutes of the Full Governing Board held virtually on 6<sup>th</sup> October 2021 at 19:15

<b>Attendees</b>	Mrs Samantha Brady (Chair) – Parent Governor, Mrs Georgiana Siedle – Staff Governor, Ms Louise Warren - Headteacher, Mr Steve Houston – Community Governor, Mrs Lucy Gildersleves – Foundation Governor, Mrs Rosumund Willis (vice Chair)– Parent Governor, Mary Lines – Foundation Governor, Tim Saunders – Community Governor, James Stevens – Staff Governor, Andrew Comfort – Parent Governor
<b>Apologies</b>	Talisker Macleod – 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>The meeting started with a prayer</b>	
2	<b>Apologies for absence and acceptance/non-acceptance</b> Apologies were received and accepted from TM	
3	<b>Declarations of interest for this Agenda</b> None declared for this meeting.	
4	<b>Welcome new members, visitors or staff presenting</b> The Chair welcomed AC and JS to the meeting.	
5	<p><b>Statutory items</b> HC reminded all Governors to complete Conflict of interest forms and code of conduct declarations.</p> <p>Governors confirmed that they are aware of Whistleblowing Procedures</p> <p><b>Governor link roles</b> The following link roles were agreed:</p> <ul style="list-style-type: none"> <li>• SB –French and Music and Leadership and Management and GDPR</li> <li>• ML – SEND, Early Years and Safeguarding. Chair of Quality of Education, LAC</li> <li>• TS – Standards and Geography and PP</li> <li>• LG – PSHE, Spirituality and Science</li> <li>• TM – RE and collective worship</li> <li>• SH – Health and Safety and Premises and PE</li> <li>• RW – English and History</li> <li>• AC – Finance</li> <li>• GS – Welfare and Behaviour, and Art/ DT</li> </ul> <p><b>Committee structures</b> Governors agreed that the current committee structures worked well. JS will join the Quality of Education Committee and AC will join the resources committee.</p>	
6	<b>Minutes of previous meeting</b> The minutes of the previous meeting were agreed to be a true and accurate record and will be signed to that effect when possible.	

Signed by Chair: .....

Date:.....

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	HC to change TM as an attendee at the meeting.	HC
7	<p><b>Matters arising from that meeting not elsewhere on the agenda</b></p> <ul style="list-style-type: none"> <li>• LW will share a presentation to Governors about the link Governor role</li> <li>• ML to make contact with KH – this has been carried forward.</li> <li>• ML to audit the HR files – this has been completed</li> <li>• Safeguarding training – this has been completed</li> <li>• TM and LW to put together a programme of delivery for SQ – this will be carried forward this year. LW noted that it has been confirmed the school is not due a SIAMS inspection this year. Governors noted that it would be beneficial to embed this prior to an inspection.</li> </ul> <p style="text-align: center;"><i>All other actions were completed</i></p>	
8	<p><b>COVID risk assessment</b></p> <p>The risk assessment was shared with Governors. It was noted that some of the precautionary measures from the summer term 2021 have been removed, such as staggered start times and not permitting parents to come into school. LW noted that the school have maintained some measures such as separate toilets and are ensuring that children are regularly hand washing.</p> <p>Governors heard that the school was required to have an outbreak management plan. LW explained that the school have had two outbreaks. LW explained that as per the plan, the school stopped continuous provision, and put some additional precautions in place to stop the spread. LW explained that an outbreak management plan needed to be instigated where there was a 10% outbreak. Governors heard that there are two members of staff who currently have COVID and both staff members are due back next week.</p> <p><b><i>Are the outbreak management plans different each time?</i></b></p> <p>LW responded that there will be similar measures but relate to different outbreaks in different classes.</p> <p><b><i>Are there still children who are off with COVID?</i></b></p> <p>LW explained that all children have returned but commented that staff are still off school. LW explained that this has put additional pressure on the school and staff are needing to provide cover.</p> <p><b><i>Should this happen again, is there a contingency plan?</i></b></p> <p>LW noted that there are supply agencies who can be contacted. LW explained that the breakfast club leader has been working in a TA role. LW noted that additional leadership time has been lost but staff are still being given PPA time. LW has been covering.</p> <p><b><i>What would happen if there were two classes with an outbreak at the same time?</i></b></p> <p>LW responded that the advice from the DfE is that schools must remain open. LW explained that if staff members are off sick, the school would need to identify a teacher for this class. LW explained that there may be times when, at worst, a class may need to work from home but confirmed that the whole school will not close.</p> <p><b><i>Is there no capacity within the academy to share staff cover?</i></b></p>	



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	<p>LW responded that all schools are experiencing staff shortages and absences. LW commented that recruitment is an issue and noted that there are no schools within the trust who are in a position to be able to loan staff to another school.</p>	
<p><b>9</b></p>	<p><b>Review and approve SDP and RAP</b>          LW explained that objectives were discussed in our June LGB and this plan was reviewed over the summer. LW shared this with parents in a newsletter last week. Governors heard that there are 13 objectives and highlighted that progress will be measured against this in each meeting.</p> <p><b><i>This document states that children will have a better understanding of the articles – does this relate to the articles of the UNHRC?</i></b>          LW confirmed that this is correct.</p> <p><b><i>Why is there a focus on progress for Y2 children specifically?</i></b>          LW explained that this year group had been affected by lock-down and had some staffing instability. LW explained that there is a member of staff in this team who will be on maternity leave and will be out of school from December until their maternity leave starts in .</p> <p><b><i>Will this time count as maternity leave from December?</i></b>          LW responded that this staff member will be working from home for a period of time.</p> <p><b><i>Do we have enough remote work for this staff member?</i></b>          LW responded that the school will work with this staff member to maximise the impact they have on learners.. However, LW noted that the school will need to also appoint someone to cover this person’s class teaching role at the same time.</p> <p>Governors questioned whether this teacher’s skills could be used across the school and not just in Beech class.</p> <p><b><i>Behaviour policy – is this a revised policy?</i></b>          LW responded that this policy is reviewed yearly and is the responsibility of the LGB.</p> <p>Monitoring schedule:</p> <p>LW shared this and explained that there is a range of monitoring across the year, from lesson observations, book looks, governor monitoring. LW noted that Governor monitoring has not been possible but commented that it was important to re-instate this. LW commented that there will be an external review from the trust in March.</p> <p><b><i>Is this from the Academy Improvement Team?</i></b>          LW confirmed that it will be</p> <p>LW reminded governors that monitoring visits should be conducted at least once a year and noted that it was important for Governors to ensure that what is being reported is evidenced by visits.</p>	<p>Gvnrs</p>



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10	<p><b>Review and Challenge the SEF</b></p> <p>LW commented that previously the school was graded as outstanding in all areas including overall effectiveness. LW explained that the overall effectiveness is now graded as good/outstanding, and noted that this is mainly due to the quality of education grading. LW commented that this would be difficult for any school to be confident on this at the moment. LW explained that the last 2 years have put schools under a lot of pressure and pupils need re-building pastorally and academically. LW also noted that there are new members of staff who are picking up new roles as well as new subject leads. LW explained that under the new framework subject leadership is key.</p> <p><b>How confident are you that next year's SEF this will be graded as outstanding again?</b></p> <p>LW responded that this will largely depend on the year in terms of the national picture and also the internal picture in terms of staffing. LW explained that the staff turnover means a greater need to focus on additional induction and training for these staff members. LW noted that there are classes which regularly demonstrate outstanding teaching but noted that the SEF is also about the quality of the curriculum, ensuring that this is sequential. LW commented that this area needs some additional work.</p> <p><b>Can we highlight the less stable areas?</b></p> <p>LW responded that there is a need to re-integrate links with the governors and the teaching staff. LW explained that the school are working alongside the trust to help develop subject leaders. LW explained that the trust will be conducting subject deep dives, focusing on science initially, and then history and Art. LW explained that this will help to develop these subjects through the course of the year.</p> <p>LW noted that all other areas remained graded as outstanding.</p>	
11	<p><b>Review School assessment data and procedures for this year</b></p> <p>LW explained that Standardised score assessments will be conducted at the end of November ahead of the formal parents evening. LW explained that these will happen again in the Spring and again in the Summer.</p> <p><b>Are we on track to achieve the 93% phonics target?</b></p> <p>LW explained that this is looking more like 75%. LW noted that this decrease is in line with other schools in the trust and nationally. LW explained some 1:1 interventions scheduled have not been possible due to staff absences.</p> <p>LW explained that the current Y1 children will do their phonics test in June along with Y2 KS1 assessments and Y6 SATS. Governors heard that KH has completed all of the new EYFS baseline assessments of the reception children.</p> <p><b>Are all interventions across the school run by LE?</b></p> <p>LW explained that TAs in each class do interventions, sometimes in groups and sometimes 1:1. LW noted that LE is particularly strong in phonics as has done additional training in this area.</p>	
12	<p><b>Staff Survey</b></p> <p>Governors noted that the outcome of this survey was pleasing.</p>	



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<p><b>13</b></p>	<p><b>Staff updates</b></p> <p>Governors heard that there is one member of staff in Beech class who will be going on Maternity leave. LW explained that the two Teaching assistants in this class will remain, as well as DG which will provide some continuity. Governors heard that the school will need to appoint a maternity cover teacher.</p> <p><b><i>Is the plan to continue with this job share in this class?</i></b></p> <p>LW confirmed that this is the plan, although noted that this job share could move to another class in future years</p> <p><b><i>Who is the employer for the teachers?</i></b></p> <p>LW responded that staff are employed by Faringdon Learning Trust rather than specifically by Buckland School.</p> <p><b><i>Could a job share cross schools?</i></b></p> <p>LW responded that this is theoretically possible, although LW noted that this would be challenging for the staff member.</p> <p>Governors noted that having a good relationship between the teachers is vital and noted that this allows for continued professional discussions between these two teachers. Anecdotally, Governors noted that children are enjoying having two different teachers in Beech class.</p> <p>LW explained that the new members of staff are very strong and have settled quickly.</p> <p>SB passed on that JR thanked all Governors for all of their support and expressed her thanks for the gifts.</p>	
<p><b>14</b></p>	<p><b>Governance Review</b></p> <p>LW explained that the Governance review was conducted in the summer term by Liz Holmes (Chair of the trustees, FLT)</p> <p>LW summarised the recommendations as follows:</p> <ul style="list-style-type: none"> <li>• Ensuring that the minutes and visits provide clarity and ensuring that the decision making underpins the vision and strategic priorities.</li> <li>• Capturing the actions which show how the Governors are following up on the actions raised. Ensuring that the follow up is documented to ensure that nothing is lost to follow up.</li> <li>• Ensuring that the Governors retain a strategic focus and that the personal feeling and emotion is removed from decisions.</li> <li>• Ensuring that the SIAMS objectives are embedded within the RAP</li> <li>• Evidencing the impact of Governance in the school. Governors suggested that an agenda item is added to ask what is the biggest impact?</li> <li>• Developing a succession plan in terms of chair and vice chair</li> <li>• Action: These will be discussed again at our next meeting to see if they are progressing. HC to raise on agenda.</li> </ul>	<p><b>HC</b></p>
<p><b>15</b></p>	<p><b>Finance</b></p>	



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	<p>Governors heard that AC will meet Juliet Nash shortly and will report back to the Governors. LW noted that so far, there have been some additional costs in terms of cover costs as well as the purchase of some new desktops.</p> <p>LW noted that FOBS have raised enough money to replace the 15 PCs in the ICT suite.</p> <p>LW will send details of quotation for the ICT suite to AC and SH to review.</p> <p><b><i>Has there been anyone from the private sector who could advise on this?</i></b> AC responded that he has an IT background and will have a look at this</p> <p>Governors noted that the Trust recommendations need to be based around the school itself. LW responded that this trust lead did look at the room before submitting this quotation</p> <p>LW noted that the school will receive £2000 from the DfE for educational recovery.</p>	<p><b>AC</b></p> <p><b>AC and SH</b></p>
<p><b>16</b></p>	<p><b>Health and Safety and Premises</b></p> <p>Governors heard that a compliance visit has been carried out. GS explained that there will be another site visit due by the Trust but noted that it may be prudent to carry out this role in Term 2 ahead of the Trust visit, as the operations manager is a vacant post..</p> <p>GS explained that the bell tower works were completed over the summer holidays. GS explained that this was carried out by two companies – one company attended to re-build the bell tower and another to look at the bell itself. GS explained that access to the bell has not been possible and the school was advised that this needs to be accessed through the roof. GS explained that the bell tower has now been repaired and the school will continue to work on repairing the bell itself.</p> <p><b><i>Has the bell been re-hung?</i></b> GS responded that the bell has not been re-hung, as it was not able to be accessed.</p> <p><b><i>What is the next stage?</i></b> GS responded that Appleton Bellringers can do the work but noted a means of accessing the bell needs to be established.</p> <p><b><i>How do they propose to access this?</i></b> GS responded that it is likely that access will be through the loft area</p> <p><b><i>Have we had a quotation for this work?</i></b> GS responded that this has not been obtained yet. GS will ask Alex Molton to follow this up</p> <p>Governors thanked GS for her work ensuring that the structure itself is sound. GS highlighted that the school has been awarded a SIF bid for the work on the windows in the IT building and the main hall. GS explained that it is intended that this work will be completed by Easter.</p> <p>Governors heard that the Windows in the school house will need attention over the next couple of years.</p>	



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	LW explained that some parents came into school to clean the pond out. GS passed on thanks for this work and noted that the children are very excited about this.	
17	<p><b>Safeguarding</b></p> <p>Governors were reminded to read Keeping Children Safe in Education and sign on Governor hub to confirm that they have done this.</p> <ul style="list-style-type: none"> <li>Safeguarding Policy – Governors heard that this policy has been adopted by the Trust and has been written by Oxfordshire Safeguarding Children Board (OSCB) and represents all of the information in the current KCSiE document. LW reported that staff have been trained in the key differences in this guidance. LW highlighted that the Policy has changed as a result of the pandemic and contains additional guidance around peer on peer abuse, as well as additional guidance around online safety and mental health. LW explained that this guidance contains additional information around child sexual exploitation and suggests that there is additional CPD around sex and relationship education, significantly in terms of age appropriateness. LW highlighted to Governors the recent OFSTED review on sexual abuse in schools and attitudes towards women. LW noted that this is something which is important throughout the trust. LW commented that children need to feel comfortable at school to be able to report issues, and staff should ensure that any reports are taken seriously.</li> </ul> <p>LW commented that the Safer recruitment guidance has changed significantly and suggested that this training needs to be re-visited.</p> <p><b>Governors noted that some completed this training last year – does this need doing again?</b></p> <p>LW confirmed that this training will need to be done again as there have been lots of changes. Governors were asked to let GS know if they would like to complete this training. ML, LG and SB will do this.</p>	ALL
18	<p><b>Pupil Premium</b></p> <p>This will be discussed at the Curriculum meeting on Friday 19<sup>th</sup> November. With a review and action plan presented then.</p>	
19	<p><b>Catch up funding</b></p> <p>Governors heard that this will form part of the Pupil Premium (PP) report.</p> <p>Governors heard that the eligibility for Free school meals is being reviewed on March 31<sup>st</sup>.</p> <p><b>Would this make it harder or easier for families to claim?</b></p> <p>GS responded that the new eligibility criteria is not yet known.</p> <p><b>When is census day?</b></p> <p>GS responded that this is tomorrow (7<sup>th</sup> October 2021)</p> <p><b>Is the census based on students on roll or students in school?</b></p> <p>GS responded that this is based on the number on roll – 109</p> <p><b>Will the school will get additional universal infant school meals based on uptake for lunches on this day?</b></p>	



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	GS confirmed that this is the case.	
20	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Behaviour policy – LW explained that this policy has changed significantly. LW explained that this policy has been re-named as the Positive relationships policy. LW commented that this decision and subsequent policy ties in with the school values as the basic rules are to be wise, responsible and kind. LW explained that this policy encourages children to reflect and think about whether their actions are wise, responsible and kind. LW noted that this is a progression from the zones of regulation, which children are already familiar with. LW noted that the relationships children make will enable them to feel happy and settled which leads to good choices. LW highlighted that the policy still contains a section about consequences as this is still important. Governors heard that there is also a section around formal exclusion.</li> </ul> <p>Governors emphasised the importance of having a robust behaviour policy.</p> <p><b><i>Are you confident that this would support any potential permanent exclusion?</i></b> LW responded that this policy makes clear what the expectations are and the route of escalation for any deviation from these expectations. LW commented that this policy ensures that prevention and recognition is best but makes clear the channels and the consequences would happen. LW confirmed that she would be confident that this policy would support any exclusions.</p> <p>Governors noted that this was a significant improvement on the previous policy and plays into the SQ trinity which has previously been discussed. LW explained that this policy will be circulated to parents.</p> <p>Governors <i>ratified this policy.</i></p> <ul style="list-style-type: none"> <li>Admissions Policy – It was noted that the 2022 admissions policy has been approved by the board and the 2023 policy will be approved in January.</li> <li>Personal care policy – Governors heard that this new personal care policy has been produced by OCC. It was noted that this policy clarifies that all staff working in school have a duty of care to give children and should treat children with dignity at all times. Governors heard that this policy sets out the procedures around this. LW commented that children encouraged to be as independent as possible, and this is reflected in this policy.</li> </ul> <p><b><i>If a child is unclean would the school be permitted to guide the child in their personal hygiene?</i></b> LW confirmed that this would be permissible, as it is part of caring for the child.</p>	
21	<p><b>Scheme of Delegated Authority</b> HC to circulate when available</p>	HC
23	<p><b>Diocesan matters</b> Foundation Governors highlighted that safeguarding issues are a very high priority for the church and commented that this is well reflected in what the school are doing.</p>	
24	<p><b>Chairs comments</b> None</p>	



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<b>16</b>	<b>AOB</b>			
	Governors introduced themselves for the benefit of the new Governors.			
<b>13</b>	<b>Next Meeting Dates</b>			
	<b>FGB 7.15pm</b>	<b>Resources 7.15pm</b>	<b>Quality of Education</b>	
	24 <sup>th</sup> November	10 <sup>th</sup> November		
	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 21:45**