



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

Minutes of the Meeting of the LGB held virtually On 3rd February 2021 at 19:15

Attendees	Mrs Samantha Brady (Chair), Mr Paul Margey, Mrs Georgiana Siedle, Ms Louise Warren, Mrs Jan Rossie, Mrs Lucy Gildersleves, Dr Tim Saunders, Mr Steve Houston, Mrs Mary Lines, Rev Talisker MacLeod, Mrs Rosamund Willis
Apologies	
In attendance	Mrs Hattie Clay (Clerk)

The meeting started at 19:15 and was quorate.

No	Description	Action
1	Apologies for absence and acceptance/non-acceptance None declared for this meeting.	
2	Declarations of interest for this Agenda SH declared that he has a son who will be going through the nursery admissions process in September	
3	Welcome new members, visitors or staff presenting None	
4	Committee membership and Governor link roles Discussion was held about the Governor link roles as follows: <ul style="list-style-type: none"> English and History – RW has picked up these roles. PE – SH will pick this up. Science – LG is currently doing but noted that SH will take over this. Computing and Maths – PM is the link role for both subjects RE and Collective worship – TM is the lead for these roles. PSHE and Spirituality – LG 	
5	Minutes of previous meeting The minutes of the previous meeting were agreed to be a true and accurate record and will be signed to that affect when possible	
6	Matters arising from that meeting not elsewhere on the agenda <ul style="list-style-type: none"> LW and ML to check the single central record on a termly basis – LW noted that this is being done. TM to contact KH with an offer of support – TM confirmed that she did this. <p><i>Governors noted that there was a meeting about supporting children with writing during lockdown. Governors asked if this was recorded.</i> GS confirmed that it was and will be made available.</p>	

Signed by Chair:

Date:.....

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	<ul style="list-style-type: none"> FOBS –Governors noted that the FOBS website was very professional and asked that this was added as a link to the Buckland website. HC will send the website information to GS Pen Portraits – GS explained that three are outstanding. GS will follow these up <p><i>All other actions were completed</i></p>	<p>HC</p> <p>GS</p>
<p>7</p>	<p>Review of Return to School risk assessment</p> <p>LW explained that the Risk assessment was written in September and has been adapted on a weekly basis as a result of learning in practice. LW explained that this has been further adapted with the addition of lateral flow testing and the tightening of cross bubble contamination. LW explained that this will be reviewed over half term, with the intention of planning for a return to school. It was noted that the Department for Education (DfE) have assured schools that they will provide two weeks’ notice of the intention to return.</p> <p>LW explained that beginning of T4 will have all staff working in school and noted that this is for a number of reasons. LW explained that this change will mean that the workload of teachers will need to be managed in terms of managing teaching in school and also remote learning. It was noted that this change will allow the school to extend the number of places in key worker bubbles, but noted that there have been a range of factors which have complicated the extension of the number of children in the bubble.</p> <p><i>Has there been a decision on whether teachers can be vaccinated?</i></p> <p>LW explained that there has not been an update on this. LW explained that teachers are in a positive place and are keen to be back in school. LW noted that there will be daily opportunities for teaching staff to come out of class and engage with the remote learning, when teaching staff are in school. LW noted that half day PPA cannot be offered due to the difficulties in managing teaching remotely as well as live. LW explained that this will be managed by splitting into daily chunks of PPA.</p> <p><i>Who will cover the teaching during staff PPA time?</i></p> <p>LW explained that the teaching assistants will cover this. LW commented that it is likely that the amount of work which is able to be uploaded remotely will be less than is currently being offered.</p> <p>GS commented that the risk assessment is working well and will be adjusted as things progress. LW commented that most staff are wearing clear face masks, and LW noted that this has made people feel safer. LW commented that the school and staff are aware of the risk of feeling artificially safe. LW commented that it is challenging for staff in school, as distancing measures are restricting the amount of contact they have with one another to share ideas and discuss work.</p>	
<p>8</p>	<p>Safeguarding</p> <p>ML explained that she has completed Safer Recruitment training, adding that a Governor monitoring visit was conducted two weeks ago. ML explained that there is a meeting with the Trust Safeguarding lead scheduled for next week.</p> <p>LW added that the electronic Safeguarding monitoring system (CPOMS) is being embedded into school practice. It was highlighted that this alerts all staff when an incident is recorded.</p>	



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	<p><i>Is it more challenging to monitor safeguarding as children are not attending school?</i> LW commented that class teachers have a good relationship with individual children and families, and noted that engagement is very closely monitored, with follow up conversations being had when engagement levels drop. LW commented that a number of children have been brought into school who are seen as “highly vulnerable” in terms of their family pressures. It was noted that on a county level, incidents of domestic violence seem to have increased. Discussion was had around the lack of opportunity to have 1:1 discussions with children. LW explained that the school have been emphasising that children are able to communicate with teachers 1:1 when necessary. It was noted that any families who are struggling are being encouraged to step forward. LW explained that class teachers notify LW (as Designated Safeguarding Lead) of any concerns. It was noted that all children they have identified as being vulnerable have been offered a part time place. LW explained that with teachers in school, the school may be able to increase from 8 children per bubble to 10 per bubble.</p> <p>JR commented that class teachers are able to tell a lot from the children’s demeanour on screen.</p> <p>Anecdotally, LW noted that one TA has had a conversation with nursery children about smacking, which came out of an opportunistic conversation, commenting that this demonstrated that opportunistic disclosures are still happening in school.</p>	
9	<p>Head teacher’s Report <i>The report was available for Governors to view on Governorhub prior to the meeting</i></p> <p><i>Will DG will be doing a KS1 placement as part of her SCITT?</i> LW confirmed that DG will be spending some time working in Beech</p> <p><i>The report mentions a longer settling in period for reception – how long is this period?</i> GS explained that there was a two week settling in period before the nursery children started school.</p> <p><i>Is the new Y5 pupil a girl or boy?</i> GS responded that the new pupil is a girl.</p> <p><i>Is there one Y5 pupil leaving?</i> LW confirmed that there is</p> <p><i>Is there a common theme for a fall in standards of children’s work during lockdown?</i> LW noted that this is most noticeable in writing.</p> <p><i>The report mentions that Year one children are needing more support – how will this be managed next year without the continuity of staffing?</i> LW explained that this year group are a year which is a focus currently. Discussion was had around parent TAs working in the same class as their own children. It was noted that parents working in the same class as their children have not previously been seen as an issue and highlighted that the current plan is for the current TA structure to remain. LW commented</p>	



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<p>that she is meeting with LL-S on Friday. LW explained that the plan is for DG to work in Beech class alongside CP doing team teaching. It was noted that this will leave 3 adults in the classroom at all times in term 4. GS explained that the school have a benefit in Buckland that the pupils have consistency across two years, as most schools have new teachers every year. LW noted that the school are not able to overstaff, due to budgetary implications.</p> <p><i>Have we had staff members working in the same class as their own children previously?</i> LW confirmed that this has happened before.</p> <p>LW noted that there is a high emotional and social need in Year 3, as well as high levels of SEND in this year group and so commented that this year group are also a focus.</p> <p><u>DfE self-evaluation for remote learning</u></p> <p>It was noted that this document is available for Governors to view. LW explained that most of the grades are given a 4, and commented that there were some minor adaptations made as a result of this self-evaluation. LW commented that the DfE have released some strict guidance on remote learning provision, but LW commented that this needs to be taken into account alongside the expectations of parents, who may struggle to support their children alongside working and juggling other responsibilities. LW commented that the expectation has been altered based on parental feedback, to ensure that the school community is supported.</p> <p><i>Do parents know what to do if their children become disengaged with remote learning?</i> LW will add information about this to newsletter. JR added that parents are using Googleclassroom, as well as e-mails to teachers.</p> <p>LW commented that there have been lots of positive activities around zones of regulation this week.</p> <p><u>Personal Development</u></p> <p>GS noted that the wellbeing page on the school website has not been promoted as much as it could have been, commenting that there is an abundance of support and information on this page.</p> <p>LW explained that some after school sessions have been taking place, for children to socialise and also to support wellbeing. TM led a session today and noted that next week TM will run a mindfulness session. LW added that teachers are working on writing letters to each other across classes to increase cross class communication.</p> <p><i>Transition to Windows 10 during half term– how can we make this transition as smooth as possible?</i> LW explained that the Trust IT team have done a Risk assessment and noted that there should not be any impact on remote learning. LW will send to SH to review.</p> <p><i>Are there any files which will be lost or subsequently not work?</i></p>	<p>LW</p> <p>LW/SH</p>
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	<p>PM explained that the files will not be lost, but noted that there may be some legacy software which will not function.</p> <p>LW explained that the Educational Psychologist has not been able to come to school. LW noted that there are a number of children who are awaiting this support. LW has contacted the Trust about this. Governors noted that there may be some private educational psychologists who could be used at a similar cost. LW will look into this.</p> <p>LW noted that LB will be able to move back into her admin role on 22nd February, as LB has been working in Acorns. LW noted that GS has been working incredibly hard whilst LB has not been able to support with admin.</p>	<p>LW</p>
<p>10</p>	<p>Raising Achievement Plan (RAP)</p> <p>JR explained that the RAP has been RAG rated and noted that some areas need some additional work. JR highlighted key areas as follows:</p> <ul style="list-style-type: none"> • JR explained that the subject leadership knowledge and skills need more time given to it, particularly as subject leadership time has been lost a lot this year. • Quality First teaching – it was noted that this has begun to be addressed but not as in depth due to COVID limitations • Reading - it was noted that changes need to be monitored later in the year. • Dyslexia training – this has been booked • JR explained that the school have done lots of work on the zones of regulation and children are very confident to be able to talk about this. • Restorative approach – it was noted that it was challenging to re-build relationships and friendships after the first lockdown and therefore work will be needed here again once school returns. • The school have started to think about how to moving the school council forward, although it was noted that children are clear about rights respecting schools and can talk confidently about this. • ELSA – JR explained that class teachers are good at identifying those children who need additional support. It was noted that identifying additional children in need of support is something the school are aware they will need to do more of once school returns. • JR explained that there is some additional work around spirituality which is planned. • Leadership and management – JR commented that there is still some work which is needed in supporting new roles this area. • Behaviour – noted that the school are aware of behaviour issues after lockdown and also in terms of staff who have moved roles. <p>JR commented that the school have managed to move forward in a number of areas. Governors heard that JR has been remote teaching full time, and it was therefore noted that both JR and LW have been stretched in terms of their availability but was thought of as the right decision for JR to remain teaching.</p>	
<p>11</p>	<p>Governors visits and monitoring</p> <ul style="list-style-type: none"> • Art – GS reported on the monitoring visit. GS explained that the range of things children have been doing was impressive. GS explained that the next step would be 	



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	<p>to work on labelling the children’s work, giving it reference, such as the title and the date.</p> <p>Discussion was had around linking the school values with the work children are doing in class. LG explained that it can be challenging to identify these links, when staff are focused on the work and noted that highlighting these values is sometimes lost. LG suggested a sticker for teachers to use to reference these values. LW will look into this.</p> <p>How welcome would monitoring visits be?</p> <p>LW commented that the second or third week of term 4 would be a good time for visits to happen. LW reiterated that keeping the meetings short would be beneficial.</p>	<p>LW</p>
<p>12</p>	<p>Minutes of the Resources meeting</p> <p>The meeting was summarised as follows:</p> <ul style="list-style-type: none"> • There is currently a predicted deficit but SB commented that it may not reach this level. Governors heard that reasons for this are mainly due to unforeseen pension costs (PM added that this is up to £4K). • Discussion was had around offsetting some overtime against Sports funding. • PM emphasised the need to look at reducing any expenditure possible • PM reiterated that this financial position is seen across all schools <p>Minutes of the Quality of Education meeting</p> <p>The meeting was summarised as follows:</p> <ul style="list-style-type: none"> • The Collective worship and EYFS policies were discussed and ratified • SIAMS inspection was discussed – foundation Governors will meet to discuss this • SEND, Remote learning and key worker roles were discussed • Progress data was discussed • Governors discussed the importance of having a purpose to writing, and commented that this has been implemented in the aforementioned letter writing. • Reading – it was noted that the children need to have access to good books and LW explained that the school have spent some additional money on some additional read, write inc books. <p>LW reiterated the importance of keeping up to date with the minutes of the committee meetings.</p>	
<p>13</p>	<p>Admissions Policy for September 2021</p> <p>GS explained that the school use the OCC Nursery admissions policy template, although commented that for Nursery, this is managed by GS. It was noted that the school are over-subscribed for Nursery. GS explained that there is one application from a family who will be living with Grandparents in Buckland, but are currently living abroad. GS explained that there is a risk is that the family may not return to the UK and therefore a place would be lost. It was noted that this would be a catchment place.</p> <p>Are the family going to permanently reside with grandparents?</p> <p>GS explained that this has not been confirmed.</p>	



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	<p>Can they be required to provide some independent evidence of moving back to the UK? GS explained that she could ask for some flight confirmation, but noted that the family have provided evidence from the grandparents. Governors felt that this would allow precedence for any child who may live with their grandparents in order to get a place and that the child should be residing at the property or else be considered as a late application once the child is in residence.</p> <p>Two Governors abstained from the vote due to potential conflict of interest. Governors voted to add this child to the waiting list and make a final decision when the child returns to the UK.</p> <p>LW explained that there are two children on the waiting list for places in year two. LW explained that these children have siblings who currently attend the school. LW explained that currently, there are no spaces to offer these children but LW raised this to ensure that Governors were aware.</p> <p>Are any of these children in the catchment area? LW confirmed that one child was in the catchment area</p>	
14	<p>Equality Objectives and Information LW commented that there are 4 objectives and provided feedback on the work being done on each of these areas. It was noted that the school is working hard to embed these objective into the curriculum delivery.</p> <p>Children from different socio-economic backgrounds. It was noted that all teachers are having lots of conversations with families to make sure that all families are well supported.</p> <p>Ensuring that families feel part of the community – LW noted that the current FOBS team has been vital in ensuring that all families feel included as part of the FOBS committee.</p> <p>Ensuring that children understand families are diverse and unique – LW explained that the new PSHE scheme of work (jigsaw) has been useful for this, as well as having diverse families within the school.</p> <p>Encouraging children to value older people in the community – LW noted that it has been challenging to engage with the elderly community during this time, as they have become more insular. LW commented that ML has been really good at forging these links with older generations in Buckland.</p> <p>Could you do a virtual meet with some of the older Buckland Residents? Discussion was had around the Buckland Whatsapp group and also ideas for some children who are in catchment who may be able to physically speak to Buckland relatives. LW commented that this was also important in terms of building relationships. ML, LG and TM will discuss this at their meeting.</p> <p>Anecdotally, LW noted that the older children were talking about the death of Captain Tom and commented that it was lovely to hear children speaking so respectfully about this.</p>	ML/LG and TM



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15	<p>Diocesan Matters</p> <p>Foundation Governors noted that the discussion about Equality Objectives was particularly relevant in terms of Diocesan priorities.</p> <p>TM explained that Equality objectives are being looked into by the Diocese and it was noted that the school link is very valued by the church.</p> <p><i>What would the most valuable thing the Church could do to support staff</i></p> <p>LW commented that the school will think about this and will feed back to TM.</p>	
16	<p>Chairs comments</p> <p>None</p>	
17	<p>FLT</p> <p>LW explained that there are weekly meetings with the Trust and commented that Duncan Millard (CEO, Faringdon Learning Trust) has written to all schools to offer support and to encourage schools to pass on this message of support to families. LW noted how supportive parents have been across the trust. LW commented that it was nice to see sharing of learning across the Trust and commented that the school feel very well supported by the central team</p>	
18	<p>AOB</p> <p>GS commented that all Governors need to complete GDPR training by April 2021.</p>	
19	<p>Next Meeting Dates</p> <p>Tuesday 17th March</p>	
20	<p>The meeting finished with a prayer.</p>	

The meeting ended at 21:15