



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 11th November 2020 at 13:00

Attendees	Mrs Samantha Brady (Chair), Ms Lucy Gildersleeves, Ms Mary Lines, Mr Paul Margey, Mrs Jan Rossie, Mrs Georgiana Siedle, Dr Simon Simpkins (vice-chair), Revd. Talisker MacLeod, Ms Louise Warren, Mrs Rosamund Willis, Dr Tim Saunders
Apologies	Ms Liz Jepson
In attendance	Mrs Hattie Clay (Clerk)

The meeting started at 19:15 and was quorate.

No	Description	Action
1	Welcome Prayer The meeting started with a welcome prayer	
2	Apologies for absence and acceptance/non-acceptance Apologies were received and accepted from LJ. SB explained that LJ has handed in her notice as a community Governor. The Governors passed on their huge thanks to LJ for her fantastic service to the school for the last three years.	
3	Declarations of interest for this Agenda There were no new declarations of interest for this Agenda.	
2	Welcome new members, visitors or staff presenting Rosumand Willis was welcomed to the meeting and will be joining as the new Parent Governor.	
4	Minutes of previous meeting The minutes of the Buckland LGB meeting held on 30 th September 2020 were agreed to be a true and accurate record and will be signed to that effect when possible. Review and challenge the LAC report – No LAC children in the school. Resources committee meeting – SB provided an overview for this, including nursery admissions, pay policy, critical incident procedures. No budgetary update. Sports report – GS presented the spreadsheet which demonstrated all of the information was updated last year. The PE action plan will be uploaded to the website with a review of last year’s actions. The spreadsheet detailing costs will not be uploaded but will be stored in school as evidence of spends. Quality of education committee meeting - Monitoring policy – recommended for approval – yes SEND Report was reviewed and recommended for approval – yes	



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

	<p>Thanks expressed to teachers, TAs and LE for their work on this - full discussion noted in committee minutes.</p> <p>JS presented the outcomes and progress data for this term and Governors noted how thorough the data evaluation was. A small number of children will need to make ground following summer term school closure and it is clear plans are in place to ensure this.</p>	
<p>5</p>	<p>Matters arising from that meeting not elsewhere on the agenda</p> <ul style="list-style-type: none"> • LW asked for Governors to discuss return to school process with staff. This action will be carried forward for the next meeting. Action: JR and GS to report back. • Rights and responsibilities and zones of responsibility – GS noted that the school council are working on this and there have been some positive ideas from this. • SIAMS – TM explained that there was no update on this at the moment other than what LW had provided in the Head’s report. • ML to meet with KH – this is ongoing • PM to attend the school council meeting. PM to arrange contact with SB to arrange this. • Godly play to be incorporated into the harvest celebrations – it was noted that this was not possible but ML explained that she is still looking to bring this into the school, possibly working with the EYFS children. (Post meeting note – finger puppet Nativity recorded and sent to KH for use with Acorns). • All Governors to read and confirm the KCSiE - TS and PM to complete this declaration. <p style="text-align: center;"><i>All other actions were completed</i></p>	
<p>6</p>	<p>Governor Monitoring</p> <p>LW and LG met to discuss the RE subject plan. LG noted that the subject is working well and added that the school’s approach to the curriculum has been broadened. It was noted that a further element of understanding Christianity may be incorporated into this. LG explained to Governors that she was able to conduct a book scrutiny whilst in school and noted that the items raised in the previous monitoring visit have been addressed.</p> <p>It was noted that all of the subject plans are now available for Governors to view on Governor Hub.</p> <p>Subject link areas were discussed and the following link subjects were agreed:</p> <p>Art and DT – GS</p> <p>Computing and maths – PM</p> <p>RE- TM and LG</p> <p>Geography – TB</p> <p>Music and French - SB</p> <p>English and History – RW</p>	

Signed by Chair:.....

Date: Page 2



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

	<p>PE – new governor</p> <p>Governors further noted that there needs to be an additional Governor responsibility allocated to look at Premises and Health and Safety, and to sit on the Resources committee.</p>	
7	<p>Review of return to school risk assessment.</p> <p>LW noted some changes to this document and summarised as follows:</p> <ul style="list-style-type: none"> • The school have been working hard to improve distancing measures as much as possible. LW added that there was some difficulties for children in year one having to be forward facing, as they were missing the interaction with peers and finding it challenging to concentrate. This has therefore been adjusted slightly. LW explained that strict adherence to class bubbles was the strongest control measure in school • The children are using hand sanitiser between hand washing. • There have been some further restrictions added in terms of visitors entering the school which has limited extra-curricular provision • The school have been asking parents to wear masks when attending the school (LW noted that some staff requested to wear masks during this period, due to the number of adults around at one time) <p>Teachers may also choose to wear clear face coverings which the school have available if they are involved in activities which could involve transmission of aerosol droplets. It is noted that this can give a false sense of security and we need staff to be mindful of the science behind who the mask protects.</p> <p><u>Governor Question</u> <i>Do you feel that the risk assessment has been tested by the current bubble closure?</i> LW explained that the bubble closed very quickly, adding that only one bubble was required to close. LW explained that Public Health England confirmed that the whole bubble needed to close, including every member of staff working with those young children. LW has asked parents not to communicate this news before notifying the school. LW explained that the positive case had been in first contact with the children in Reception and explained that there was some parental anxiety about siblings. LW explained that the advice from PHE was that siblings did not need to isolate as they had not been in direct contact.</p> <p><u>Governor Question</u> <i>What happens about the cleaner?</i> LW explained that the cleaner has full PPE and would not have come into direct contact with the child.</p> <p>LW noted that this situation has reiterated the importance of social distancing for staff to limit the ramifications should another child or staff member test positive.</p> <p>Governors noted that when visiting the school, there were easily accessible cleaning points and cleaning materials.</p> <p>LW explained that some children in Sycamore have come into school wearing masks and advised that the school will be discouraging the use of masks for children. Discussion was</p>	



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

	had about children using masks as accessories and Governors noted the importance of hand washing for children, which may be overlooked with the use of masks.	
7	<p>Review and approve annual safeguarding audit.</p> <p>LW and ML noted that this document is extensive and has now been completed online. LW explained that this audit identifies some actions as follows:</p> <p>Ensure that all DSLs attend a termly safeguarding meeting, including the trust safeguarding lead. LW noted that this needs to be picked up this year.</p> <p><u>Governor Question</u> <i>Does everyone on the DSL team need to attend this, despite there being a relatively low prevalence of safeguarding in the school?</i> GS responded that it remains important for all DSLs to receive updates and to discuss cases.</p> <p>Action 2: LW needs termly supervision, which will be done by Lindsey Baldwin as part of termly visits.</p> <p>Action 3: All club providers need to have their own Safeguarding policy and need to sign to say that they have read the school Safeguarding policy</p> <p>Action 4: To make sure that external providers have provided their leaders with adequate safeguarding training and that we have evidence that shows this.</p> <p>Action 5: The need to complete peer on peer abuse training. LW noted that there is extensive training available on Safeguarding on the OSCB website for all staff.</p> <p>Action 6: LW needs to update trainer training, to allow her to provide generalist Safeguarding training to all staff.</p> <p>Action 7: To disseminate information about reporting threshold levels to all staff.</p> <p>Action 8: To draw parents attention to any changes in the Safeguarding Policy and point parents towards the safeguarding area on the website.</p> <p>LW noted that the school is in the process of changing to CPOMS and GS will do some training with other staff on this system. LW noted that this will link behaviour, SEND, Safeguarding and wellbeing. GS noted that records can be transferred to other schools using CPOMS. Governors noted the importance of documenting all information including behaviour issues in once place, especially for potential exclusion panels.</p> <p>Governors discussed the importance of LW and ML checking the single central record on a termly basis. (Post meeting note – completed on 13/11/20)</p> <p>Governors approved this audit. SB will submit this.</p>	GS
8	<p>Headteacher's Report</p> <p>The report was available to view on Governor hub and LW summarised as follows:</p>	



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

<p>Quality of education – LW highlighted that the Acorns team are really strong. It was noted that remote learning was quickly up and running following the bubble closure. Parental feedback has suggested that parents have been struggling with managing work, as well as having small children at home.</p> <p>Y2 phonics are going to be tested this year. It was noted that the children have made fantastic progress and are on track for 93% to meet the standard. LW explained that the target was for 100% but it was noted that there is one child who may not achieve this. JR has had conversations with the family about this and they are aware of how to support.</p> <p>Forest school for Y1 – This was planned to go ahead on Monday but this has been paused at the moment. The sports funding will be used to fund this provision.</p>	GS
<p><u>Governor Question</u> <i>How is morale in the school? Is there anything which Governors can do to support staff?</i></p> <p>LW explained that the Buckland team are very resilient and noted that there is a sense of determination. LW suggested that KH may appreciate some contact from TM on a pastoral level.</p> <p>Staff governors confirmed that morale is good in the school, adding that parents were anxious about children being off from school, as these children are so young and may struggle to re-adjust. GS noted that this has been a positive learning journey for the staff.</p> <p>LW explained that the school expected there to be a new Y5 child joining the school but added that there are some wider issues which have prevented this from happening at the moment. LW explained that Oak class had a three day non-residential, which was cancelled at the last minute. It was noted that the school were offered some alternative dates but that this offer has not been taken up as the trip had a number of additional restrictions and it was therefore felt best to wait until some of these restrictions could be lifted in the spring.</p> <p>LW noted that the school have discussed that access to remote learning will only be available for children who are self-isolating for 14 days.</p> <p>LW explained that there was a phonics session last night, which was well attended. Staff from Acorns, Beech and Sycamore presented at this meeting. Governors explained that having these meetings online makes it easier for some parents to be able to attend.</p>	TM
<p><u>Governor Question</u> <i>Can these meetings be recorded to allow parents to view at a future date?</i></p> <p>LW confirmed it would.</p> <p>LW explained that only a minority of children are not on target following baseline assessments at the end of September. LW explained that staff have reviewed this data and have identified children who may need some additional intervention.</p> <p><u>Governor Question</u> <i>Is there a theme in this data where children are falling behind?</i></p> <p>LW noted that children tend to fall back on all three areas, rather than there being one more prominent area.</p>	LW



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

JR commented that there was a noticeable dip in Spelling, Punctuation and Grammar (SPAG) and commented that this may be due to the fact that children had quickly become unfamiliar with the high frequency words and other grammatical prompts since being at home.

Governor Question

Is there a strategy which could be used to improve this regression should there be a second lockdown?

JR noted that there will be live teaching, and this will be fundamental to ensuring that the same does not happen again.

LW explained that Allyson Taylor and Chris Price-Smith from the Diocese will join the next LGB meeting to explain how the school values can be further embedded into the work of the school, including in the work of the Governing Board.

Governor Question

KH was going to lead a staff meeting – did this happen?

LW confirmed that this happened on Monday. KH spoke about quality first teaching which was inclusive of all children.

Governor question

Does this all inclusive quality first teaching mean that each teacher will have possible 6/7 layers of differentiation in lessons.

JR explained that this does mean there is different learning planned for different groups of children but usually 3 activities with some individual provision for SEND pupils.

Governors commented how innovative FOBS have been and thanked them all for their effort. HC will pass this onto the FOBS team

HC

LW noted that there has been some new guidance about re-introducing singing in school. LW commented that so far, Sharon Bunting has been delivering the music using Charanga. It was also noted that the school nativity may be able to go ahead in some format should singing be able to be done in school.

LW explained that that comments within her report relating to parents not being able to help at home is never because parents do not want to help but noted that for some families, it is a very different relationship with parents than it is with teachers at school and so home schooling is particularly challenging for some families.

Governor Question

How are you applying the admissions criteria at the moment given the request for an additional place in Reception?

LW expanded on this question, by highlighting to Governors that there was a child living in the village who was not attending the school. LW explained that the cohort is currently at 16 and noted that increasing to 17 would be possible, but would require two children to move to spend their Y2 in Sycamore in future years. LW added that there is some known



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

	<p>movement within the school and so the NOR will be lower and so this decision would resolve the financial ramifications of the potential loss to the school.</p> <p><u>Governor Question</u> <i>Is this opening the floodgates for appeals, given that there is a waiting list for Reception at the moment?</i></p> <p>LW explained that this was unknown, as this has happened in the past. LW added that the question was whether there was the capacity for an additional child to join the school.</p> <p><u>Governor Question</u> <i>Have we got capacity in Acorns?</i></p> <p>LW confirmed that there is capacity in acorns, as this cohort was currently 27.</p> <p>Discussion was had around the financial benefits of accepting this additional child, as well as the importance of maintaining status of the village school, by ensuring that children living in the village can attend their village school. Governors questioned whether the timing was right for the child to join the school, as the Acorns bubble is currently isolating. Governors noted that this child would need to isolate before joining the class.</p> <p>Governors agreed that accepting a child now, with the understanding that the infant class sizes may be breached next year. Discussion was had around the difficulties some children might face with moving children up a class. It was noted that the PAN was not changed.</p> <p>Despite the agreement in principal, Governors noted that there remained some areas of concern which should be addressed with parents.</p> <p>Governors noted that the decision was circumstantial and noted that the organisation can be flexible, in order to achieve the aims of the school. This includes the financial income generated by the addition of a child, which would help to fund some of the provisions needed for the Quality of Education.</p> <p>Governors voted and confirmed that this proposal to accept an additional child was agreed.</p>	
<p>9</p>	<p>PP Annual report and PP plan – this had been presented by JR at the Quality of Education committee – please see minutes for the discussion had.</p> <p>Governors highlighted that KH’s role seems particularly demanding, especially as there are additional requirements for PSHE this year. LW noted that working from home may allow KH some additional thinking time in the afternoon to complete this work.</p> <p><u>Governor Question</u> <i>SEN report – when would an SEN revert to an EHCP?</i></p> <p>There is a high criteria for application for an EHCP. The school noted that the ECHP becomes a legal document once in place and therefore is a high level criteria. LW noted that EHCP children generally have very complex and high level needs.</p> <p style="text-align: center;"><i>See Quality of Education Committee minutes from 6th November 2020</i></p>	
<p>10</p>	<p>Finance</p>	



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

	It was noted that the Resources committee met on Monday 9 th November 2020 and minutes will be available of this meeting.	
11	Health and Safety and Premises GS explained that a parent has suggested using a drone to photograph the bell tower and sending these images to the surveyor. Governors agreed.	
12	FLT updates LW explained that Longcot & Fernham, FCC (staff) and FJS have bubbles closed this week. GS noted that there was a Faringdon Learning Trust Policy about Governor Pen Portraits. GS will circulate this to Governors and asked that Pen portraits are then sent to GS to add to the website.	GS
13	Diocesan matters Foundation Governors noted that the Diocese has been excited by the strength of the Ignatian spirituality toolkit. Buckland was a pilot school for this toolkit and the Diocese are looking to roll this out from January. TM noted that the toolkit is intended to be one quick exercise a day. TM explained that the recorded videos she had made had some problems with sound but TM was hoping that this was going to be rectified shortly. TM added that she was happy to share these tools with the parent body. Open the book sessions – it was noted that the Open the Book Assemblies were well received by the school. LW noted that familiar faces were very welcome for the children.	
9	Chairs comments None to add other than discussed at this meeting	
10	AOB	
11	Next Meeting Dates 3 rd Feb 2020. 21 st January 2021 Resources. 22 nd January 2021 Quality of Education.	

The meeting ended at 21:15

Signed by Chair:.....

Date: Page 8