



# BUCKLAND C OF E PRIMARY SCHOOL

Headteacher: Ms Louise Warren

Summerside Rd, Buckland, Faringdon SN7 8RB



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## Minutes of the Meeting of the Full Governing Body held virtually On 30<sup>th</sup> September 2020 at 19:15

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
Apologies	Dr Tim Saunders, Ms Liz Jepson
In attendance	Mrs Hattie Clay (Clerk)

*The meeting started at 19:15 and was quorate.*

No	Description	Action
1	<b>Apologies for absence and acceptance/non-acceptance</b> Apologies were received and accepted from Liz Jepson.	
2	<b>Welcome new members, visitors or staff presenting</b> There were no new members or staff visiting	
3	<b>Any resignations or changes to the Governing Board</b> Simon Simpkins announced that he has decided to resign as a Governor. The Governors thanked SS for all of his work and noted that the school has appreciated and valued Simon's support over the last six years.  Governors were asked to consider nominating themselves for the role of vice-chair.  PM was proposed for the role by SB and seconded by ML.  PM left the meeting and a vote was cast. PM was elected as vice-chair of the Governing board.	
4	<b>Declaration of any personal or business interests</b> None declared for this meeting for this meeting.  HC asked that Governors please complete the annual declaration of interest forms and return to HC.	
5	<b>Governor link roles</b> Governors noted that following the resignation of SS, there is an absence of link role for Science and Health and Safety. It was noted that the school will ask for any parents with this expertise to nominate themselves for the Parent Governor role. LG agreed to take on the link role of science. LW noted that Charley Peters (maternity cover Y1-2 teacher) has taken over the staff link role for science.  HC asked Governors to read and confirm that they accept the Governor Code of conduct.  ML drew Governors attention to the Whistleblowing procedure which is available online.	

Signed by Chair: .....

Date:.....

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	<p>Scheme of Delegated Authority –HC will add this document onto Governor hub and circulate via e-mail. Governors were asked to review this document.</p> <p>Annual schedule – LW noted that this document will be confirmed by 12<sup>th</sup> October, adding that this is particularly important for chairs of committees. A review of this document will be added to the Agenda for the next meeting.</p> <p>Resources – SB agreed to chair the Resources meeting following SS’s resignation.</p>	<p>HC/ALL</p> <p>HC</p>
<p><b>6</b></p>	<p><b>Agree Minutes of previous meeting</b></p> <p>The minutes of the last meeting were agreed to be a true and accurate record of discussions and will be signed to that effect when possible.</p> <p>Actions from the previous meeting were summarised as follows:</p> <ul style="list-style-type: none"> <li>• It was noted that ML has completed level 2 and level 3 Safeguarding course.</li> <li>• Rev. Talisker confirmed an advert for Nursery was circulated and GS commented that the nursery is now at capacity. Governors thanked GS for all of her work on this.</li> <li>• After school provision – GS explained that the uptake was initially very low but added that the after school club has now picked up and is now financially viable. Governors noted that this needs to be closely monitored to ensure viability, commenting on the value this provision adds to the school.</li> </ul>	
<p><b>7</b></p>	<p><b>Return to school risk assessment</b></p> <p>LW explained that the risk assessment had been submitted to the Faringdon Learning Trust for review. LW added that the school has been monitoring this assessment on a weekly basis, and often more frequently if issues are identified.</p> <p>LW highlighted problems such as distancing, especially with the younger year groups. LW explained that because distancing is not always possible, other measures have to be paramount, such as good hand hygiene and cleaning regimes. LW explained that the school has been keeping in 4 bubbles, with staggered lunchtimes and pick up times, commenting that the staggered pick up and drop off times have been working well. LW explained that currently, teachers are teaching with doors and windows open, although noted that this week it has been particularly cold and so remarked that this will need to be reviewed. Staff added that the cold weather has been particularly noticeable in the last week and may become increasingly challenging.</p> <p>LW discussed some points from a recent Oxfordshire County Council (OCC) briefing, and noted that one of the main points was that staff distancing is difficult. LW noted that this is really important should there be a positive case. LW explained that some staff are working across all four bubbles and these staff members are especially careful to remain at a safe distance. LW explained that one child has presented with some challenging behaviour, which is difficult to manage as it requires working physically closely with this one child.</p> <p><u>Governor Question</u>  <i>Can classrooms be ventilated at points during the day, without the need to have windows open during class?</i>  LW agreed that this could be a solution.</p>	



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	<p><u>Governor Question</u>          Governors noted that one of the cleaning staff is on long term sick – and asked if this was adding pressure for staff?          LW explained that there are cleaning staff covering this sickness but noted that staff are having to do some additional cleaning such as wiping down at lunchtimes but explained that the main clean is still done in the evenings.</p>	
8	<p><b>Raising Achievement Plan (RAP)</b>          Governors noted that this document was circulated and discussed at the previous meeting</p> <p>JR highlighted some of the current main focus points as follows:</p> <ol style="list-style-type: none"> <li>1. Ensuring that the children feel safe and secure</li> <li>2. Ensuring that consistent Quality First Teaching is inclusive and effective for all children in all classes and that this provision is clearly documented in lesson plans</li> <li>3. Ensuring that all children develop higher levels of resilience and independence and can regulate their behaviours in order to learn effectively using the Zones of Regulation to support this.</li> <li>4. Children are aware of people’s rights and responsibilities (Rights Respecting Schools award)</li> </ol> <p>JR noted that there was lots of work involving embedding children’s knowledge and skills. JR explained that she has been spending time with teachers to ensure that the teaching of reading is effective and that quality first wave teaching is there. JR also added that teachers have been doing work to check that the work on re-banding and re-setting books is working well. In terms of behaviour and attitude, JR commented that the school is focusing on the Zones of Regulation. JR noted that this may take a lot of time and effort to embed this new system but commented that most children are ready to return to school and to learn. JR explained that the school are using Jigsaw for PSHE but commented that there have also been some additional PHSE lessons when needed. JR noted that staff are working with the “contemplative toolkit”, which is a pilot being rolled out by Oxford Diocese. JR explained that some of the concepts have been simplified to make sure that they are all accessible to all. TT-M has also been producing some videos to use alongside this toolkit to be shared with the children.</p> <p>Leadership and management – JR explained that JR, LW and GS have all been involved in integrating the new staff members. JR further added that the school has noted a priority to develop the role of the deputy head within new structure and ensure that new staffing structure is effective.</p> <p>The school have added SIAMS as a priority, and noted that the school is keen to ensure that the school achieves excellence in this at the next inspection.</p> <p>LW explained that Governors priorities need to be linked to the RAP. However, LW highlighted the difficulties of Governor monitoring at this time, but commented that remote meetings with staff will be useful. LW explained the importance of validating the information provided to Governors, as well as the importance of ensuring that Governance is not remote</p>	Gvrs



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	<p>from the work of the school.</p> <p>LW asked whether Governors would be happy to discuss the return to school process with staff to make sure that this has been successful?</p> <p>LG will create a questionnaire for staff. GS asked about compiling a parent questionnaire about parent/children's thoughts on the school's re-opening process and noted that this could also incorporate questions about the remote learning provision.</p> <p>Discussion was had about the Governor link roles, and linking these with the RAP, and the following was decided:</p> <p>Reading – JR will speak to LJ about linking in with this element of the RAP.</p> <p>SIAMS – TT-M</p> <p>Zones of regulations - GS</p> <p>Rights and responsibilities – GS</p> <p><u>Governor Question</u>  <i>How can Governors monitor the teaching without being able to speak to the children?</i>          LW explained that SB came into school two weeks ago and was able to see every class but remained at a safe distance. GS suggested scanning some books, so that Governors could have a look at the work.</p> <p><u>Governor Question</u>  <i>Can there be some evidence of teacher plans for Governors to review?</i>          JR explained that this is all available for Governors to view on Staff share. JR noted that this is a real time document. LW suggested that Governors arrange to meet with Kim Hatton (Early Years Teacher). ML will arrange this. LW also suggested meeting with the school council and Sharon Bunting. PM will meet with the school council.          (Post meeting note – governors are aware of the need not to become operational and to collect evidence from a range of staff rather than viewing plans themselves.)</p>	<p>Gvrs</p> <p>LG / GS</p> <p>JR</p> <p>TM</p> <p>GS</p> <p>GS</p> <p>Gvrs</p> <p>ML</p> <p>PM</p>
<p>9</p>	<p><b>Review and challenge SEF</b>  <i>Governors viewed this prior to the meeting</i></p> <p>LW noted that this is an update on previous years but noted that the document did not contain any end of year data (except Y6 TAs). LW noted that the document looks at every area of the school, including Governance. LW highlighted that the document still grades the school as outstanding in every area.</p> <p><u>Governor Question</u>  <i>Are there any areas which is at risk or might need some additional focus?</i>          LW noted that the maternity leave causes some vulnerability in terms of staffing. LW noted that a short term cover requires help and support, as it requires work to bring this new staff member up to speed with school processes. LW explained that CP has been allocated as a lead for science and PE, so explained that these subject areas may require some additional attention. LW noted that there are real aspects of outstanding across the school, particularly</p>	



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	<p>EYFS and Nursery</p> <p><u>Governor Question</u> <i>Is there any learning from this induction period which could be used in the future?</i> JR added that the induction process was particularly challenging, as staff were unable to easily meet face to face. JR explained that not being able to have some of these additional meetings has added some additional layers of complication, which would not ordinarily be a problem.</p> <p><u>Governor Question</u> <i>Under the behaviours and attitudes, one of the things identified as a possible problem area was attendance in relation to COVID-19 – how is the attendance data?</i> GS noted that the attendance has been excellent and remarked that the opposite seems to be true, with families being very keen to attend school. GS has explained that there have been a few children who have had to isolate but explained that this is coded separately to the traditional absence marks. LW noted that families who were shielding and reluctant to attend when invited before the summer have all attended.</p>	
10	<p><b>Headteacher’s Report</b> <i>The report was available for Governors to review prior to the meeting.</i></p> <p>LW highlighted some elements of her report as follows:</p> <ul style="list-style-type: none"> <li>• There are currently a high number of SEND children in Sycamore class this year.</li> <li>• The school are expecting to receive £80 per pupil catch up funding, and noted that this has been used to fund an additional day of SEND and ELSA support.</li> <li>• The school has appointed a temporary TLR3 to lead on remote and recovery curriculum using the catch up funding.</li> <li>• The predicted Y6 KS2 data would have put the school in a very strong position in terms of results.</li> </ul> <p><u>Governor Question</u> <i>Is the increase in SEND newly diagnosed?</i> LW explained that there are two children who have recently been added to the SEND register and two who are new to school.</p> <p><u>Governor Question</u> <i>Have any of these children got EHCPs?</i> LW explained that we are applying for EHCP for one child and added that another family are keen for us to apply for an EHCP.</p> <p><u>Governor Question</u> <i>Does the school receive any additional funding for children with an EHCP?</i> LW explained that funding is only for any support in addition to 15 hours, but noted that these children are unlikely to get more than 15 hours and so there will likely be no additional funding.</p> <p><u>Governor Question</u></p>	



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<p><i>Governors noted the report mentioned a new EYFS curriculum and asked what this was. LW explained this was due to come in next year but explained that the school could have chosen to be an “early adopter”. KH was keen to do this but LW felt was not the right time given the current climate. LW added that this will become statutory in September.</i></p> <p>Governors noted that this was poor timing to bring in a new curriculum due to the fall out from COVID-19.</p> <p>Behaviour and attitudes – LW explained that the school has adopted a new approach to behaviour called Zones of Regulation, explaining that this was still in its infancy at the moment.</p> <p>LW explained that children are having baseline assessments at the moment and remarked that so far there have been no particular trend in gaps in knowledge, which makes it particularly challenging to be able to meet the needs of the children. JR noted that grammar and spelling seems to be an emerging trend with the children, commenting that this element of learning seems to have been forgotten and therefore, suffered the most from lockdown.</p> <p><u>Governor Question</u> <i>Governors noted that there were three physical episodes involving one child – is an exclusion being considered?</i></p> <p>LW explained that the first step would be an internal exclusion and remarked that an external exclusion would be a final resort, (of note, LW added that the school has never had to do an external exclusion before)</p> <p><u>Governor Question</u> <i>Are there wider problems for this child?</i></p> <p>LW explained that the parents are supportive but LW noted that this child may need some external support.</p> <p>Personal development – LW again highlighted that TT-M has been working with the school and alongside the contemplative toolkit. LW noted that remote assemblies have been successful. LW highlighted that the Harvest celebration will need to be adapted this year.</p> <p>Governor Question Could something being done outside for the Harvest celebrations? TM suggested doing something virtually either live or pre-recorded. LW/TM will liaise about this</p> <p><u>Governor Question</u> <i>Has there been a need for more ELSA support since the return to school?</i></p> <p>LW responded that there has been the need for more academic support, rather than ELSA support.</p> <p>It was noted that LG has done lots of work around the “open the book”. Governors noted that there has been lots of information about "godly play" and suggested this could be</p>	<p>LW/TM</p>
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	<p>incorporated into a harvest celebration, which would allow children to engage more in the celebrations.</p> <p>LW explained that CPOMS (Safeguarding Software) has been purchased, and explained that this is a centralised electronic resource for recording safeguarding events, mental health concerns as well as other behavioural concerns. LW explained that this will be useful to be able to store all information in one place.</p> <p><u>Governor Question</u>  <i>Is this a subscription and if so, how will this be sustained?</i>          LW noted that budget is looking better so suggested that this should be sustainable. However, LW will ask about what would happen to records stored if the school is no longer able to pay for the subscription.</p> <p>Leadership – LW explained that DG has settled well into her School-centred initial teacher training (SCITT) role and explained that KH is now more involved in SENCO work following her training.</p> <p><u>Governor Question</u>  <i>Governors asked how JR was managing with her workload as well as mentoring DG and being involved in high level leadership.</i>          JR noted that DG very good and easy to work with and is very emotionally invested in the children. JR explained that the children see both staff members as a “teaching team”. JR noted that this training is heavy on the work hours, with lots of emails over the weekend and evening. JR noted that she is hoping that this workload will reduce once DG is more settled.</p> <p>Premises – GS commented that there is currently a leak in the hall which needs repairing. GS noted that there is someone coming out to quote on the school hall roof tomorrow. GS explained that there has been a clear out around the school and remarked that this has made a huge difference to the feel of the school.</p> <p>GS explained that the new nursery building is lovely LW further explained that the nursery provision has been really beneficial. GS noted that the school are hoping to produce a virtual tour and has been offered some help from an ex-pupil’s parent to do this. GS explained that it has been difficult not to be able to move around the school as much.</p> <p>Governors added a special word of thanks to GS who has ‘stepped up to the plate’, with the building maintenance. Governors noted that GS has gone beyond the call of duty and is providing timely support and energy to our issues.</p> <p>LW noted KD is new TA in Oak. KD has previous TA experience with younger children and we are offering training and mentoring support to develop KS2 skills and knowledge.</p>	ML
11	<p><b>Finance</b>          PM explained that there have been no updates yet. PM explained that he asked the FLT for an update over the summer and spoke to Juliette Nash to request more information about the financial position of the school to allow the school to assess its position . PM explained that the response was that the finance team were not working over the summer and so were</p>	SB



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	<p>unable to provide an update.</p> <p>SB will ask for this to be on the Chair’s Agenda to ask whether the school could receive an update at some point over the summer period next year. (Post meeting note: LW spoke to AL and emailed PM / SB the response. AL offered to discuss with governors if need be).</p> <p>GS added that HR is in a similar position, where contracts and recruitment culminate over the summer period.</p> <p>Governors emphasised the importance of receiving some updates over the summer. LW noted that the school has been permitted to accrue some finances for expenditure from September, which is a first and therefore, positive.</p>	
12	<p><b>Health and Safety</b></p> <p>It was noted that the School is expecting a visit from the Health and Safety team from FLT, which was postponed from the last academic term</p>	
13	<p><b>Safeguarding</b></p> <p>HC asked that all Governors read and sign that they have read and understood KCSiE. HC explained that this declaration can be done electronically via Governorhub.</p> <p>LW noted that FLT adopted the OCC model policy last week and explained that the school have adapted this. LW noted that this was reviewed on the INSET day with all staff. Governors approved this Safeguarding Policy</p>	ALL
13	<p><b>Policies</b></p> <p>Positive Behaviour Policy – LW noted that in line with the restorative approach to behaviour, the policy has been adapted to change the sanction element of the “good to be green” and “red” and replaced these with the Zones of Regulation. LW noted that this was more about emotional intelligence and self-awareness. LW explained that this will hopefully lead to children being able to self-regulate their behaviour</p> <p><u>Governor Question</u>  <i>Would this withstand any disciplinary procedures?</i></p> <p>LW explained that the Policy allows for the Head or deputy to exclude a child following extreme behaviour and the policy provides some examples of what would constitute extreme behaviour. LW added that the policy is robust but explained that Governors should be confident in this.</p> <p><u>Governor Question</u>  <i>You have identified that there have been 5 instances of poor behaviour – how is the policy withstanding that management?</i></p> <p>LW explained that there is one child who represents 3 of these instances and remarked that this child has needed a more robust behaviour plan. For the other instances, LW commented that children involved have benefited from the policy. LW explained that this method of behaviour management is hard for adults to adhere to as it takes a considerable amount of time but noted that the benefits are clear.</p> <p>Governors ratified this Policy.</p>	
14	<p><b>Diocesan matters</b></p>	



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	<p>TT-M explained that the church has a socially distanced capacity of 37 in the main nave so noted that the school may be able to utilise this space if needed.</p> <p>TT-M explained that some of the new education policies have been halted by COVID-19 but explained that there has been a recent policy released for young children and discipleship.</p> <p>TT-M added that Year 6 pupils I were presented with Bibles from the PCC.</p>	
<b>15</b>	<p><b>Chairs comments</b></p> <p>SB explained that the FLT Chair of Governors meeting has been cancelled for the foreseeable. LW added that there was a meeting scheduled for October. LW will send this date to SB</p>	LW
<b>16</b>	<p><b>AOB agreed as being urgent</b></p> <p>Risk register – LW will share this document with Governors. LW noted that she would be grateful for feedback on this, commenting that this document is intended to allow the trust to compile a trust wide risk register.</p>	
<b>19</b>	<p><b>Next Meeting Dates</b></p> <p><b>11<sup>th</sup> November 2020</b></p>	

The meeting closed at 20:53