



Every child will be an independent, imaginative achiever, with excellent life skills

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DRAFT Minutes of the Full Governing Body meeting held on Wednesday 8th July 2020 at 7.15pm Remote meeting held via Microsoft Teams

- Present:** Samantha Brady (SB) – Parent Governor (Chair)
 Simon Simpkins (SS) – Parent Governor (Vice-Chair)
 Louise Warren (LW) (Headteacher)
 Jan Rossie (JR) – Staff Governor
 Liz Jepson (LJ) – Community Governor
 Paul Margey (PM) – Parent Governor
 Mary Lines (ML) – Foundation Governor
 Georgiana Siedle (GS) – Staff Governor
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor
 Lucy Gildersleeves (LG) – Foundation Governor
- Apologies:** Tim Saunders (TS) – Community Governor

In Attendance: Laura Purcell (Clerk)

The meeting commenced at 7.20pm
 The meeting was quorate.

1	<p>Welcome</p> <p>SB opened the meeting, welcomed all Governors.</p> <p>Apologies for absence</p> <p>Apologies received as detailed above and accepted.</p>	
2	<p>Prayer</p> <p>A prayer was led by TTM</p>	
3	<p>Confidentiality and Declaration of Conflicts of Interests</p> <p>There were no declarations of interests for this meeting.</p>	
4	<p>Agree Minutes of previous meeting</p>	

	<p>Subject leader / governor meetings will re-start in September. New action plans will need to be written.</p> <p>ML has carried out Level 2 and 3 Safeguarding course online. She is the only Academy SG governor to do this so far.</p> <p>Removal of willow structure and pond area tidying carry forward to September.</p> <p>TTM confirmed an advert for nursery places has been circulated via all distribution lists that church wardens and TTM have. TTM will also advertise in Seven Voices publication. GS to send updated text to TTM.</p> <p>Governors questioned if we will lose the After-School club provision due to more parents working from home and whether the club will be viable. LW updated that on their last conversation ZP was positive and it was her intention to return. Governors questioned how the ‘bubbles’ will work. LW advised it is about limiting the contact children have across bubbles and we can be careful with other control measures, such as hand washing. LW to have a further conversation with ZP.</p> <p>Governors agreed minutes from the last LGB meeting.</p> <p>Minutes from Extraordinary meeting</p> <p>Governors agreed minutes from the Extraordinary meeting.</p>	<p>GVRS</p> <p>LW</p> <p>GS/TTM</p> <p>LW</p>
5	<p>Any significant matters arising</p> <p>None</p>	
6	<p>Head’s report</p> <p>LW thanked Governors for raising questions on the Head’s Report in advance of the meeting.</p> <p>Section 1 Quality of Education</p> <p>Secondary School Transition Governors questioned what transition experience support has been available for Y6 children with their destination schools? LW confirmed it has been very different this year and each destination school has offered a different experience. The children have watched a couple of video tours but unfortunately children moving to FCC have not had the opportunity to meet their tutor. LW has requested if these meetings could take place next week.</p>	

A lead practitioner has been appointed in the improvement team to assist with the transition from KS2 to KS3; the new Headteacher at FCC will be supporting this. JS has forwarded the general transfer record with academic achievement to the Y6 children’s secondary school together with any pastoral information and safeguarding paperwork.

Governors questioned how the children will cope with managing expectations following the need to get all Y7 intake back up to speed post Covid 19. LW advised we can explain to the children it may be different initially. The DFE have suggested that the focus can be on English and maths in the autumn term, although timetabling this focussed teaching could prove more difficult for secondary schools.

Governors questioned how the remote learning and teaching in Oak class was working. LW confirmed Monday and Friday are free to provide for remote learning. A TA who has been shielding has also been supporting the Y5 children which has proved useful to have that ‘live’ contact.

Governors questioned how big the gap will be for the Y1 children who have been shielding. LW advised that is an unknown as present, some work has been handed in but at a different standard than would have been completed in the classroom. Teacher assessments will take place in the Autumn followed by two parent evening appointments in October and December to initially discuss the gaps and then to meet again to discuss if the gaps are starting to close or have closed.

Governors questioned how the school will ‘close the gaps’ for children who have fallen behind. Teachers planning and the excellent quality of teaching that is already in place is foremost. Assessments will take place and the planning will be extremely important for these children. There will be a need for small groups to work together in the afternoons for catch up sessions, but it cannot all be about catch-up. We need to have other curriculum activities as well.

Parents who have chosen not to or been unable to do school work with their children over this 4-month period are likely to continue to find it difficult to support home learning going forwards. LW did recognise it can be hard for working parents and difficult when children are reluctant to work. White Rose maths work will be sent home over the summer with a focus on English and maths in September. Maths lessons will be slightly longer in the morning as assemblies cannot take place, but instead virtual assemblies will be played on the boards in classrooms.

LW and teachers have found that during remote learning, writing has suffered the most with some significant steps backward. Mymaths has been a useful tool for some children to help upskill and practice and reading has also increased for many children.

	<p>All children will be expected in school in September and for those that are not in school the normal attendance measures will apply.</p> <p>Governors asked if KPIs could be sent out. LW confirmed these have previously been sent to all year groups and will also be available on the website.</p> <p>A Risk assessment will be needed for the return to school. Bubbles will be bigger, and we need to try not to cross bubbles therefore staggered start <u>and</u> finish times will need to take place. 100 children washing hands 5/6 times a day will take a lot of time and therefore some children will need to hand sanitize <u>instead</u>.</p> <p>Remote learning package will need to be ready to go <u>up</u> quickly and smoothly in the event of a local lockdown.</p> <p>Academy schools are investigating using Google classrooms, a platform FCC will be using, this would assist children in their transition to secondary school and is a longer-term plan for us.</p> <p>Behaviour and attitudes</p> <p>Governors questioned what the Zones of Regulation are. LW advised it fits really well with our restorative approach to behaviour to get children to be self-regulatory, that they need to recognise when they are not in the best place and learn to do something about it rather than react spontaneously. The different colours are for different zones, red in a negative place, green in a good place ready to learn. It matches up attitudes and feelings about learning alongside behaviour. KH will be taking forward next year.</p> <p>No other questions <u>were</u> received on the Head's Report.</p>	
7	<p>Quality of Education – assessment and progress data</p> <p>Included in the Head's report were the results provided to secondary schools for our year 6 children which indicate that they would have done very well this year. LW has validated JS' assessments and looked through the writing. Data shows 100% at expected standard for reading, writing and maths although 2 were borderline for reading just hitting over the 100 so potentially SATs results could have gone either way – expected or below expected but day to day working shows they would have been at expected. 77% greater depth in maths and reading and 54% greater depth writing.</p> <p>Assessments carried out since the return to school have shown that 3 of these grades have dropped from GD to expected as a result of home learning and we are working with the two children concerned to bring them back to secure GD standard for secondary school transition.</p>	

	<p>KH is reviewing which of her Reception children would have achieved the early learning goals. This will be lower than the expected target. Y6 children were ready at the end of March for their SATS tests but younger children are ready much later and often June is when that turning point takes place.</p> <p>PIRA and PUMA tests will be carried out in the autumn as a baseline. Y5 for example will do Y4 summer test. Governors questioned whether reception children going into Y1 will be assessed on Early Years criteria <u>take an assessment</u>. LW confirmed they will have to have met their early years goals to be ready to move onto the Y1 curriculum. CP will be working an EY style approach for the first term <u>in Y1</u>.</p>	
8	<p>RAP targets 2020-2021</p> <p><u>A draft</u> RAP circulated in advance of the meeting which JR advised is very much a working document. 4 areas, Quality of Education, Behaviour and attitudes, Personal Development and Leadership and Management. The following four underlying aims and ideas <u>are threads</u> through the plan. KH has had a large SENCO perspective input. JR highlighted our over-arching aims for the year:</p> <ol style="list-style-type: none"> 1. We all feel safe and happy at school and our learning is built on firm foundations. 2. Our teaching is inclusive so all children can make progress within every lesson. 3. Being aware of our emotions and behaviours helps us all be in a place to learn 4. Knowing our rights and responsibilities helps us feel good about our place in and contribution to the community <p>A lot of work on emotional needs will take place when we return to school, also adding in extra PHSE sessions, ensuring children are comfortable with friendships – return to school will not just be about academic work but about working together again and reinforcing our values.</p> <p>In preparation for <u>our</u> SIAMS we will be developing the children’s understanding of spirituality and linking with the contemplative toolkit. We need to get children and adults to be able to talk articulately about what spirituality means and get them to be able to use the words that describe what spirituality is. A drip feed in September and help from Foundation Governors will move this forward. LW reminded Governors the document is a draft document until September and thanked JR for all her work to bring this together.</p> <p>Under Leadership and Management there will be quite a few new members of staff to induct which we will work hard on, ensuring staff fit in well with their</p>	

	<p>new responsibilities together with making sure the new staffing structure is effective.</p> <p>JR invited Governors to add comments to the document.</p>	
9	<p>Staff structure review</p> <p>Following the consultation, no responses have been received about the staff structure review. This is the final discussion about whether we are happy with the structure, and if so, we approve and then move to ensure the roles are in place. LW commented that, on reflection, <u>the</u> SEND TLR may need increasing from 0.1 to 0.4. We do not have to reconsult to move this forward but an increase to 0.4 is more representative of the number of SEND children we have and the scope of the role, alongside LE as Inclusion manager. LW confirmed money can be made available in the budget for this. The TLR will need some time allocation as well. Governors approved.</p> <p>LW advised we cannot confirm the grade evaluation yet for the School Administrator role. That role will also need to include Inset days as the role requires the need to be in over the holidays to monitor building work / parent communication and therefore time will be included rather than the need to claim overtime for these days.</p> <p>No objections received for new staff structure following consultation All governors approved the SEND role to be 0.4. The new structure was approved and adopted. LW will now move forward on appointing roles for when they are required.</p>	
10	<p>Governor Hub</p> <p>LP advised Governors that an account has been set up with Governor Hub for all the schools in the MAT. It is an excellent tool which makes sharing and handling information secure and enables all the documents to be held in one place. LP talked through the functions of Governor Hub and advised that Governors will receive an email to join. The Hub will be used for all governor communications and papers from September.</p>	
11	<p>FAoS updates</p> <p>LW advised of the new head's position at FCC starting in September, Lead Practitioner in the improvement team has been appointed. A SENCO lead across the Academy 1 day a week to support SEND has also been appointed. A computing lead teacher has been appointed who will work half a day a week across the schools. A family worker will be supporting our safeguarding lead who will run parenting courses, the first to take place in the autumn term.</p>	

<p>12</p>	<p>Budget monitoring</p> <p>Academy Finance Officer has been working on our budget monitoring, with the latest changes just been received. Things are tight towards end of year with little money left in the pot. Income was £6742 more than we expected however a big deficit in expenditure of £18284. This is largely due to a member of staff needing to shield from March, together with the absence of another member of staff and the need to buy in additional supply cover. GS confirmed insurance would not cover us for this absence but we will hopefully receive insurance for two other long term absences that have occurred this year.</p> <p>Savings on catering expenditure of £3k however an overspend on cleaning materials has taken place. Governors questioned if the Government can help in terms of extra cleaning materials. LW explained you can only claim for extra cleaning materials if in a deficit budget which includes capital budget.</p> <p>Final balance is around £3,400 so should just about break even, although there are some premises costs which will need to come out of this for the leaking roof and willow domes that need taking out. We may need to pay for internal decoration of the new nursery build.</p>	
<p>13</p>	<p>Premises update</p> <p>SS visited recently and carried out a safety and premises survey. Identified the leak in the roof and a damp area in the kitchen. Quotes for repair in hand.</p> <p>LP updated on the bell tower. Two builders have declined the work. Builder visited today who on initial inspection with binoculars does not think the bell tower is unsafe but <u>that it is</u> in a shabby condition. Builder recommends a cherry picker to inspect at around £500 rather than erecting scaffolding with costs that could run into the thousands. Awaiting precise costs from builder. Governors agreed to go ahead with an inspection initially.</p> <p>The Auditor has visited who is putting together the new fire risk assessment. No results received yet.</p> <p>Post meeting - Please note work on the new Nursery classroom will start on 4th August with the new build hopefully being complete for the beginning of the new term.</p>	
<p>14</p>	<p>Personnel updates</p> <p>LW updated –existing member of staff hours in EYFS increased, following application and interview and will be working with KH all day, this is now a full-time grade 6 position. A new TA has been appointed to start in Oak class for 3 days a week. She has experience of working in school with younger children</p>	

	<p>predominantly but JS will provide support and training. TA currently signed off hopes to return in September and will return to Beech class in a job share role.</p> <p>Interviews will take place this Friday following an internal advert for an admin assistant.</p>	
15	<p>Elect Chair and Vice-Chair</p> <p>SB stood as Chair. TTS nominated, which was seconded by PM. Governors agreed with the nomination and SB will become Chair for the period of 1 year.</p> <p>SS stood as Vice-chair. SB nominated, which was seconded by LJ. Governors agreed with the nomination and SS will become Vice-Chair for the period of 1 year.</p> <p>LW thanked SB and SS for standing for another year, for their commitment and the continuity provided.</p>	
16	<p>Update on Terms of Governors</p> <p>LP updated Governors on the terms of Governors advising this information is available on the website and will be part of the information held in Governor Hub.</p>	
17	<p>Committee structures</p> <p>LW asked Governors to reflect on how we work (LGB / Quality of Education / Resources) is this working for Governors or do we want to work in another way? Do we want to amalgamate, or do we still want smaller committees as well? Governors felt pros and cons of both but agreed they would like to keep the existing structures for now. Governors will revisit in the Spring due to the likelihood of remote meetings still needing to take place.</p>	
18	<p>2020/2021 meeting dates</p> <p>Meeting dates for next year. 30th Sep, 11 Nov, 3rd Feb, 17th March, 19th May, 7th July (New clerk tbc.)</p> <p>LP was thanked for her very efficient and effective role as clerk to the LGB.</p>	
19	<p>Safeguarding</p> <p>ML updated following a recent safeguarding audit. The report will be written with a few minor changes and upgrades to what we are doing now but no major issues. Audit will be shared once report comes through. One referral has taken place this term and support is in place.</p>	

Meeting closed at 9.05pm