



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

Buckland, Faringdon, Oxfordshire SN7 8RB Tel: 01367 870236
 Headteacher: Louise Warren Chair of Governors: Samantha Brady
 office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

DRAFT Minutes of the Full Governing Body meeting held on Wednesday 6th May 2020 at 7.15pm Remote meeting held via Microsoft Teams

- Present:** Samantha Brady (SB) – Parent Governor (Chair)
 Louise Warren (LW) (Headteacher)
 Tim Saunders (TS) – Community Governor
 Georgiana Siedle (GS) – Staff Governor
 Jan Rossie (JR) – Staff Governor
 Liz Jepson (LJ) – Community Governor
 Paul Margey (PM) – Parent Governor
 Mary Lines (ML) – Foundation Governor (arrived 7.25pm)
 Simon Simpkins (SS) – Parent Governor (Vice-Chair)
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor
 Lucy Gildersleeves (LG) – Foundation Governor – joined the meeting at 7.37pm

In Attendance: Laura Purcell (Clerk)

The meeting commenced at 7.25pm
 The meeting was quorate.

1	<p>Welcome</p> <p>SB opened the meeting, welcomed all Governors.</p> <p>Apologies for absence</p> <p>No apologies received.</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, reflect on impact from previous meeting</p>	

Signed..... *S.S. Brady* Date *8/7/20* Page 1 | 10

	<p>The use of Dropbox to upload documents relating to LGB meetings and to enable Governors to annotate the Head's report has been superseded by using Microsoft Teams. Going forward Microsoft Teams will be used to upload documents for termly LGB meetings</p> <p>SB to talk to SB about French and Music. Art, DT (GS / LW) and Geography (JR and TS) are also due a subject leader meeting. Recent events have overtaken these actions. Actions will be carried forward until next LGB meeting / ease on current restrictions.</p> <p>Feedback on subject link governor visits and curriculum – LW and LG have carried out a governor visit. LW will share notes with staff. Action carried forward.</p> <p>TTM confirmed the Safeguarding Officer for the local church is Alison Thompson.</p> <p>ML to carry out Level 3 safeguarding course – action not completed due to lockdown restrictions - LW advised there is an online course available and will send link to ML.</p> <p>LW advised it is important that Governors looks at the subject policy they are linked to and review action plan with teachers who lead that subject – action to carry forward.</p> <p>LW has spoken with Ilona who will be removing the willow structure on the top field – carry action forward to September. Pond area tidying will also carry forward to September.</p> <p>Y6 transition – if Y6 children do return to school after the half term break LW advised it may be feasible for some interaction with other Y6 children within the Academy to take place to prepare for transition.</p> <p>LW confirmed advert for Nursery school places has been put on the Faringdon Facebook page and will be going in the Seven Voices publication. GS said we have 4 nursery school places to fill and queried whether it is appropriate to advertise in other Parishes other than Buckland and Littleworth. GS requested if anyone knows who the Parish Clerks are for the villages to please forward on this information. TTM confirmed she has this information.</p>	<p>GVRS</p> <p>LW</p> <p>ML/ LW</p> <p>GVRS</p> <p>LW/LJ</p> <p>LW</p> <p>TTM</p>
5	<p>Any significant matters arising</p> <p>None</p>	
6	<p>Committee Minutes review</p>	

	<p>Quality of Education:</p> <p>ML read through the action points from the Quality of Education meeting on 28th February. LW/ML to meet termly to review and monitor safeguarding processes.</p> <p>Training has been identified for peer on peer abuse and contextualised safeguarding – governors, staff and volunteers to be invited.</p> <p>Documents to be password protected when sending sensitive information between staff. GS has done and will remind all the password.</p> <p>LW to investigate with safeguarding academy lead the availability of Team teach training and let staff know when course will be running again.</p> <p>Resources: SS advised the Resources committee have not met since before the last LGB meeting, therefore actions were discussed at the March LGB.</p>	<p>LW</p> <p>GS</p> <p>LW</p>
7	<p>Head's report</p> <p>Head's report had previously been circulated and annotated by SB / GS and JR. LW asked Governors if they could get into the habit of reviewing / commenting on the Head's report in this way, via Microsoft Teams, to enable Governors to see each other's comments.</p> <p>Governors questioned if we have a plan for September if we have 31 pupils, one over the ICS (infant class size) in Beech. GS confirmed that one pupil who has an EHCP in place will remain in Reception class.</p> <p>Governors asked how many Nursery children are 15 hour and how many are 30 hour. LW advised currently in Nursery 8 are 30 hr and 3 are 15 hr, which is full capacity, ideally this is the number we would like in the next academic year. In future LW to include the breakdown in the report.</p> <p>Governors questioned what arrangements have been made for key worker children who are in school. LW confirmed they are carrying out the learning the teachers are setting each day which is supported by the staff that are in school that day. Typically, between 4 -8 children per day are in school.</p> <p>Acorns and Beech texts have been sorted into phonic bands. Governors queried how this differs from colour banding of books. LW advised phonic bands break colour bands down more to create language sets. There will be more sets as the children progress through Acorns and Y1 and learn their sounds. Once they are all learnt they will change to a colour band which is based on fluency. This will allow teachers to be more specific about allocating a text to a child so children will make more rapid progress.</p> <p>Staff and Governors are aware of the recent diagnosis of a member of staff. The news remains confidential and the member of staff does not want the</p>	

<p>school to share this news more widely. SB to contact staff member on behalf of the LGB.</p> <p>Governors raised the point that some parents feel the stress of working from home as well as supporting their children is a challenge, some parents cope with this better than others. Some parents are enjoying the structure of a 'school day' at home whereas others can or are choosing to do little. This does depend on individual circumstances. The school are very mindful that the children will all have had a very broad range of experiences from time spent at home.</p> <p>ELSA support has continued to be provided regarding anxiety to children at home. Counselling is not allowed over the phone, but some really good advice has been sent to parents via email for children struggling in the current situation. Governors queried whether this support is by request. LW confirmed it is – we have been advised not to give individual remote support as better to have face to face discussions.</p> <p>Admissions for Reception next academic year are very positive. We have 15 children with only 4 who have not attended the Nursery plus one child on an EHCP who will be repeating the year in Reception class. There will be two appeals that we are aware of. This could potentially take the class size to 18 which would not be a problem while in Acorns class but would be going into Beech. Solution could be to move some children into KS2 a year earlier which we have done in previous years. We just need to be mindful of large class sizes in KS2 and children having to move up early which needs to be agreed with parents and be right for the children academically and socially.</p> <p>One of the two cleaners is currently still off on long-term absence leaving the other cleaner without transport who is trying to get into school. Not ideal especially at this time and staff are having to fill the gap. This is an ongoing issue which hopefully an Academy contract will help with.</p> <p>Governors asked for clarification of what a SCITT is. LW confirmed it is a school-based teacher training course which one of our TAs will be starting in June. Next academic year she will be working in Sycamore with JR mentoring. This will involve 2 days teaching (providing Deputy Head release), 2 days as a TA and 1 day in another school. The training will be complete in July 2021.</p> <p>Governors commented on the reference to the school vision being tested now – Wise, Responsible, Kind like the Good Samaritan. Situations like this test people's ability to cope with ambiguity and asked TTM to clarify the serenity prayer. TTM confirmed it teaches us to accept the things we cannot change and to change the things we can, having the wisdom to know the difference. TTM to forward prayer to LW and write a piece for the newsletter / assembly input.</p>	<p>SB</p>
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TTM

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Progress data

Progress data grids together with a summary of attendance and achievement was circulated to Governors in advance of the meeting. Governors congratulated the team on the results.


Attendance – Governors commented that given the challenge for ‘attendance’, would it help if Governors were to write to families stressing the importance of attending for maximizing pupil learning. LW felt now was not the appropriate time and suggested this happen in September.

Governors noted that there are more Y3 children in developing than other years and asked if this was a consequence of there being proportionally more SEND pupils in this year group. LW confirmed this was the case and that these children would probably continue to be in this band throughout although we hope that excellent teaching and support will enable them to make expected by the end of primary school and asap.

Governors questioned given the current situation was there a way of enabling our reading volunteers to support the pupils who would normally have the individual attention. LW advised advice is not to have people having 1-1 conversations with pupils and that we will have to take a step back on this aspect of support. Teachers contacted SEN parents before Easter and discussions have taken place about the importance of reading and how to have the biggest impact while away from school. LW confirmed teachers are working very hard with families of children working below expected but the support given at home is very dependent on parents and how much time they can give. We need to get the balance right between ensuring parents understand that whilst self-esteem etc is important academic achievement is equally important as it builds confidence and pride which are key.

Most children have achieved expected level with good numbers at greater depth. The vast majority made at least the expected progress that they should have done. A couple of year 2 children who were on track for greater depth in writing may not now achieve this and we will need to work with them as they will have effectively lost a term. Our data for these cohorts will be lower across the board than it would have been in other years.

Y6 children were really focused on and pushed early in Spring – none of our children will do SATs. All our assessments will be on knowledge to date and the work that they are able to hand in. Governors asked if we can give the Y6 children the SATs papers for exam experience however these have not been issued to schools. Y6 children did sit last year’s SATs so we do have good data to assist with judgements. LW said EYFS children will possibly be the furthest

	<p>behind so we will have to look at their provision in the autumn term and think carefully about their curriculum before moving into the national curriculum.</p> <p>Summary data report</p> <p>Governors asked if there is any correlation of individual pupil performance levels between the writing and SPAG performance data. LW reported generally children tend to achieve the same with Reading, Writing and SPAG, there are some individuals with dyslexic tendencies that do better in writing than SPAG some HA boys in particular like the speed of SPAG but do not have the same stamina for writing. LW advised Governors if they are interested in one area of analysis to ask JS to investigate further.</p> <p>LW advised staff are working on the Recovery Curriculum which will include remembering what it is like to be a learner, being part of a group again, accepting this situation that has happened and any sense of loss, being able to trust adults and accept routines. More discussions will take place as a staff team on the Recovery Curriculum. We cannot move straight back into decimals and adjectives for example, other aspects will be more important.</p>	
9	<p>Subject link updates</p> <p>Good progress was being made with action plans and workbook monitoring but unfortunately this area has had to be put on hold which we will need to restart in September.</p>	GVRS
10	<p>Safeguarding update</p> <p>LW advised safeguarding has never been so prominent whilst children are working remotely and tensions may be high at home through stress. LW confirmed Buckland has no children on child protection plans and no children in need although we do have a level of vulnerable children some of which are coming into school every week. Initially we only had key worker children in school but have now opened up to vulnerable children too to offer some respite. Governors asked if there is a mechanism for parents who may now find themselves in need of help due to this situation know how to get help. LW confirmed an Academy safeguarding letter has been sent to parents however this level of support will be reiterated in the newsletter although we would not want to open the floodgates due to the need for safe social distancing.</p> <p>Safeguarding policy has been amended, read by all staff and governors and accepted. We have offered face to face meetings for children who want to see their teacher with clear guidance.</p> <p>LW added that we are adding and reflecting on things all the time and are aware of 'change fatigue' – there have been so many new things to take on board in</p>	

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	such a short period of time. Oak class have asked if they can have small group chats as they are missing the social side of school life which we will look to implement.	
11	<p>Remote learning</p> <p>Remote learning has gone extremely well – Oak class have worked really well on Teams with some of the children learning great skills for the future. It is very fast paced at the moment and no sooner have we got our heads round remote schooling we are now thinking about returning to school and planning the Recovery Curriculum. Governors congratulated staff on the quality of remote leaning, as seem on the school website.</p>	
12	<p>Potential return to school</p> <p>LW advised we do not know any more than what is in the newspapers. Potentially Y6 could be coming back after half term but we do not know how much autonomy schools will have. Likely to have staggered break and lunch times. Challenge in Oak class as could not have year 5 and 6 back together, most likely for us to take alternative year groups – 2, 4 and 6 with staggered start / collection times, if we have any autonomy in decision making.</p> <p>Until the social distancing rules etc are announced we will not know the impact and cannot confirm plans. Governors made clear not having a cleaner working every day would not be acceptable. LW advised that the Academy or staff will need to step in and help.</p> <p>Governors questioned if After School club could and would run – LW thought not but will make contact with ZP.</p>	LW
13	<p>Staffing / personnel</p> <p>LW advised she is working on TA and support staff appraisals, reviewing targets, talking about their aspirations, preferred hours to get the best provision for the next academic year. These appraisals are taking place through 1-1 calls.</p> <p>Remote interviews will take place next Thursday for the maternity cover post.</p> <p>EYFS TA hours that BG was doing will be advertised internally.</p>	
14	Premises	

	<p>GS advised not a huge amount to report as she has not been able to make contact with the builder who was due to do the work on the bell tower and we are currently waiting for confirmation on when to start work on Acorns classroom. She will follow up asap and advise governors accordingly.</p>	<p>GS</p>
<p>15</p>	<p>Budget 2020 / 2021</p> <p>LW advised the Budget has been delayed due to situation. The latest version was circulated to Governors in advance of the meeting. LW advised the budget would be extremely tight and therefore cuts would be needed in a number of areas. Each pupil comes with an income of around £3300 therefore a loss the 7 pupils last year is quite significant however, the budget is close to balancing which is excellent.</p> <p>Budget for staffing accounts for SCITT teacher, maternity cover teacher and Headteacher working 3 days, Deputy Head 2 days. HLTA will revert to 3 days per week, previously 4 days however the SCITT teacher will cover that. BG will be on a zero hours contract and if there is any movement in the budget then outdoor learning can take place. TA in Beech would like to reduce to 2 days and the budget assumes this reduction. There is no TLR 3 allowance in the budget.</p> <p>Sports funding grant is reduced by 50% to £8425 but this money is ringfenced and will be spent on sport. Other Government grants includes £3k NLE income however that depends on whether LW is released to work with other schools which proved difficult to do last year alongside the Academy role.</p> <p>SEND funding is for 1:1 pupil support and we have to provide that member of support staff to support that pupil. Early years funding is where we are being very optimistic and assumes that we have 8 30-hour children. Getting children into nursery is absolute key.</p> <p>Support staff TA overtime has been reduced along with the allocation for cover for staff illness. However, with regard to staff illness we tend to be flexible with this and cover staff illnesses internally.</p> <p>Premises staffing covers the cost of the caretaker, admin and catering staff stay the same. Repairs and maintenance have been reduced to £2k.</p> <p>Educational supplies have been brought down from 6k to 4k and this is an area we need to be extremely careful how we spend. If necessary, will need to look to fundraising.</p> <p>Academy recharge £46,433 (+ staff absence insurance circa £3,000) – LW will send breakdown to Governors to see what we pay the Academy for. This</p>	<p>LW</p>

Signed *[Signature]*

Date *8/7/20*

