



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

Buckland, Faringdon, Oxfordshire SN7 8RB Tel: 01367 870236

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DRAFT Minutes of the Full Governing Body meeting held on Wednesday 11th March 2020 at 7.15pm at the School

- 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
 Lucy Gildersleeves (LG) – Foundation Governor
 Liz Jepson (LJ) – Community Governor
 Paul Margey (PM) – Parent Governor
 Mary Lines (ML) – Foundation Governor (arrived 7.25pm)
- Apologies:** Simon Simpkins (SS) – Parent Governor (Vice-Chair)
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor

In Attendance: Laura Purcell (Clerk)

The meeting commenced at 7.15pm
 The meeting was quorate.

1	<p>Welcome</p> <p>SB opened the meeting, welcomed all Governors.</p> <p>Apologies for absence</p> <p>Apologies had been received and accepted by those listed above. LW advised Governors TTM has sent her apologies for this meeting and for the meeting on the 6th May. At present TTM is unable to join evening meetings due to personal circumstances but will join the Quality of Education Committee meetings which take place during the day.</p>	
2	<p>Prayer</p> <p>A prayer was led by LG in TTM's absence.</p>	
3	<p>Confidentiality and Declaration of Conflicts of Interests</p> <p>There were no declarations of interests for this meeting.</p>	

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4	<p>Agree Minutes of previous meeting, reflect on impact from previous meeting</p> <p>ML to write summary of Godly Play and her visits into school. Action closed; Godly Play report received.</p> <p>Safeguarding policy has been amended to reflect the change in nominated Safeguarding Governor. ML and GS have had their first safeguarding meeting although have not touched on recruitment yet. As the school is in the process of recruiting for a maternity leave position GS and ML will work together initially on this aspect of recruitment.</p> <p>LW confirmed the recommendation of books has and will be included in the Newsletter to promote the importance of reading and development of vocabulary. Oxfordshire Book Award books have recently been promoted.</p> <p>Subject leader meetings have been covered in the Head's report.</p> <p>Postcards are being sent to children to praise when they are doing well. We have to date sent two batches and they have been extremely well received by children and parents. Postcards will be sent at the end of every half term to ensure we do not dilute the praise.</p> <p>Governors suggested some additional dyslexia training. LW confirmed this has been booked for the summer term. KH will deliver as has been a focus on her SENCO course. The SENCO course covers a different focus each week, LW highlighted that KH is therefore receiving an enormous amount of CPD at the moment.</p> <p>Year 4 is a high performing cohort, with most at greater depth across the board. JR followed up to see if this cohort all reached their GLD goals. All but 4 children did achieve the GLD goals. In terms of exceders there were 3 in literacy and these 3 are currently achieving greater depth. 3 children that did not make GLD are SEND children.</p> <p>Letterhead and website have been updated with the new vision.</p> <p>Long term strategic plan is an agenda item in this meeting.</p>	
5	<p>Any significant matters arising</p> <p>Governors requested that the Coronavirus and planning around a possible school closure should be discussed in AOB.</p>	
6	<p>Head's report</p>	

Signed.....S Brady..... Date ...6 May 2020....

<p>LW asked that Governors please raise questions on the Head's report in advance. Various electronic ways of doing this was discussed and it was decided to use Dropbox. LP to put current documents into Dropbox and ensure past agendas/minutes are deleted. Governors can then annotate the Head's report via Dropbox and all Governors can see each other's comments.</p>	<p>LP/GVRS</p>
<p>Governors raised questions on the following points of the Head's Report:</p>	
<p>1. Quality of Education</p>	
<p>1.3 – What is the big question approach in RE? LW said it is a big question like “does prayer make a difference?” The children research and talk about the question and come back to the question after a matter of weeks having reflected on it. LG advised the RE curriculum on the website details all of the big questions for each class.</p>	
<p>1.5 – SB advised she has arranged to meet with SB to talk about French and music. LW added that Art, DT and Geography are also due a Governor visit.</p>	<p>GS/TS</p>
<p>1.7 – Governors asked for an explanation of the phrase ‘Who do the children work for and what makes them feel proud’. LW advised intrinsic motivation behaviour that is driven by internal rewards. Some schools have completely taken away the reward system but LW feels a bit of both is the right balance.</p>	<p>GVRS</p>
<p>2. Behaviour and Attitudes</p>	
<p>2.2 – Governors questioned what is a 1, 2, 3 approach to starting work. LW advised we are trialling it at the moment to tighten up on routines in Beech class. 1 - Stand up, 2 - Go to your chair, 3 - Pick up your pencil. It is hoped this fairly rigorous approach will keep behaviour settled.</p>	
<p>3. Personal development</p>	
<p>3.2 – Governors thought the ongoing work towards meeting the criteria for being a Rights Respecting School was an excellent initiative to be involved with and one we should communicate across the Academy. LW advised there are many different initiatives schools can get involved in and it is down to each individual school's preference and budget. LW will let other Academy schools know that we are working towards it.</p>	<p>LW</p>
<p>4. Leadership and management</p>	
<p>4.2 - Ms Green has decided it is time to leave and focus on her family although Ms Green will continue to do outdoor learning. In the meantime, an existing part time employee in the setting will step up to full time for the summer term.</p>	

	<p>An advert will go out for the permanent position in September. The cover member of staff has expressed an interest in the position and also in doing a SCITT course in the future.</p> <p>2 people have been shortlisted for interview for the maternity leave post. LW / JR and SB are interviewing on Monday. Both are very strong candidates. One candidate is an NQT. JR added that an NQT will need more support and guidance. Governors asked if an NQT could be a subject lead – LW confirmed they could not, existing staff would need to pick up these subjects.</p> <p>4.4 - ML advised she has had a meeting with LE and have gone through and looked at the programmes that are in place and how LE's time is deployed. Some of our SEND children (currently 12) have not all been diagnosed with an SEND. Governors questioned what needs they have. ML confirmed they include ADHD, behaviour needs, writing and spelling, memory difficulties, comprehension and verbal language, dyslexia, significant difficulties with working memory and dyspraxia. 1 child has an EHCP in place.</p> <p>4.7 – The ISing pop concert will take place on the 26th March which FOBS are funding. ISing pop work with the children for 3 days based on Christian values – LG has seen the product of their work and was really very impressed. The concert will be held at Bampton Church. (Subsequently cancelled due to Covid 19 virus disruption)</p>	
7	<p>Feedback on subject link governor visits and curriculum</p> <p>JR updated Governors, we have had some visits but not all have taken place yet. LLS has met with SS for science, JR and LJ have met and this is ongoing, LW and LG have completed their RE learning walk. LG acknowledged it is a specialist subject on which we are seeking to clarify ways on which to support staff. We have looked at whether we can adapt the Oxfordshire Guidance. One of the challenges is the big question approach and getting children investigating and discussing which can be a little fragmentary – the children do not always have a clear vision as to which religion is which. LW has bought some knowledge planners which details this. We need to be in a position where the children can articulate the knowledge and the progression of this knowledge and the big question approach does not necessarily fit with this.</p> <p>LW and LG have carried out governor visitor notes which LW will share with staff.</p> <p>JS and PM have spent time together – PM saw the White Rose scheme which is used widely in the Academy but not exclusively.</p> <p>GS and ML have met and looked through the SCR register and the roles of the Safeguarding governor. ML has also met with LE. Moving forward ML will</p>	LW

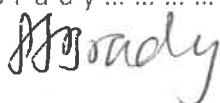
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	<p>look more closely at the SCR and recruitment and in particular scrutinize the recruitment process as this is an area she has not presently covered.</p>	
<p>8</p>	<p>Quality of Education update</p> <p>The Quality of Education committee met recently but was not quorate. ML read through the minutes highlighting:</p> <p>ML to meet with LW termly as new safeguarding governor to review and monitor safeguarding processes.</p> <p>LG questioned safeguarding checks with local church and would like to know who the safeguarding officer is there.</p> <p>Training has been identified for peer-peer abuse and contextualized safeguarding.</p> <p>ML to carry out her Level 3 safeguarding course.</p> <p>The following policies were reviewed by the Quality of Education committee and adopted at the LGB: Assessment, Curriculum, E-safety, PSHE/RSE and the Access Plan. GS to generate the policy front sheet.</p> <p>GS showed Governors the key information and policies which are all on the website explaining that all Buckland School policies are now in the same format, with the same front sheet detailing when the policy has been updated, the future review date, the author, the committee that is responsible and version number.</p> <p>LW reiterated the PSHE/RSE policy is an important document for all Governors to approve. All agreed on the recommendation of the Quality of Education committee to adopt this policy which is bespoke to Church schools and comes with our Jigsaw PSHE scheme. Class reps and pupils have been involved.</p> <p>LW advised Governors it is important that Governors look at the subject policy they are linked to. There is an overarching curriculum policy which demonstrates how all the subjects link together and each subject has a policy. LW encouraged Governors to read the curriculum policy and their subject policy.</p>	<p>LG</p> <p>ML</p> <p>GS/SS/ML</p> <p>GVRs</p>
<p>9</p>	<p>Long term strategic plan and vision</p> <p>LW circulated the Long-term strategic plan highlighting that we need to make sure we are identifying the right long-term priorities adding we have worked hard on our long-term vision incorporating our core values. The 3-5-year plan</p>	



	<p>really should make sure that we are heading practically and strategically in the right direction.</p> <p>IT – LW advised the Academy are working on having a central server, rather than one in each school. We are currently waiting for overall costings and how this will be distributed out to schools. Governors raised the possibility of a new board in the school hall. LW to investigate cost/ practicality of an interactive board / pull down screen.</p> <p>The computers in the IT room are all working on Windows 10, all have accepted the upgrade and are working. At some point we are hopeful FOBS will fundraise to replace them. Governors asked how the method of sharing work works - GS to investigate Lan School. (Post meeting – now working). Governors acknowledged due to number of computers and size of room the classes are split into two for an ICT lesson.</p> <p>Premises – works are ongoing – GS advised the sink in Beech class will need replacing soon. Work on the nursery space and additional building to take place in the summer. CIF bids made for the other two sets of windows in the ICT room and hall. Governors questioned if the pond is being utilized. The willow on the top field needs to be removed and the willow in Acorns garden needs attention. LJ to ask if anyone in the village can help with willow weaving. (Ilona Lewis since employed to remove and replant). LW to mention in the Newsletter that help tidying the pond area would be appreciated.</p> <p>Personnel and staffing – we are currently involved in a staff restructure review. LW and SB to meet with a member of staff from the Academy regarding a permanent leadership restructure. SCITT training and maternity leave to be considered. LW asked Governors to think about anything else visionary for the school. Governors asked if we should bring in an outside PE coach or science specialist to pick up on the member of staff going onto maternity leave, if we employ an NQT. This can we reviewed after the appointment, LW stressed financially we will be tight next year and therefore it will be critical to spend wisely and prioritise.</p> <p>Church and Community - Governors asked how Live Lent resource is working and questioned whether it is beneficial – LW will look at the impact.</p> <p>Curriculum</p> <p>A lot of work has been done on curriculum sequencing and reviewing policies, together with working with the Academy to strengthen our curriculum. Governors questioned what ‘trial creative timetabling - mixing up the day’ is. JR confirmed when we mix up teaching English and Maths at the same time every day. JR advised it is difficult to teach Maths in the afternoon and these core subjects are better taught in the morning when children are more focused.</p>	<p>LW</p> <p>GS</p> <p>LJ/LW</p> <p>LW</p>
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	<p>Governors thought we should embed the new curriculum before we try to bring in anything else at the moment. LW confirmed the curriculum will be looked at again in 2022 as it is a 2-year plan and will be tweaked and refined.</p> <p>Governors questioned whether days out to other schools are beneficial and questioned what is gained. JR feels there is a real benefit to the children going to the science lessons at Abingdon School. The content of the lessons fit well with our curriculum and allow the children the experience of working in a laboratory. Other experiences like languages for example are more about inspiring learners rather than securing a knowledge base.</p> <p>LW will update the Long-Term Plan and circulate to all Governors.</p>	LW
11	<p>FAoS updates</p> <p>SB advised a finance meeting is taking place on the 2nd April which PM will be attending.</p> <p>LW confirmed the Head Teacher at FCC has resigned and an excellent new Head has been appointed.</p>	
12	<p>Y6 transition</p> <p>LW advised some children who have made the transition to FCC have not been successful and wonder whether we need to reflect on this and think about the provision we offer. We build our pupils to expect the very best and when this does not happen, some children do not understand why. Our children are all confident resilient children with high expectations of others, our children have been nurtured to expect this and when it is less than that they are struggling. We need them to be realistic and cope when things are not ideal or there are problems.</p> <p>Governors felt that interacting with other year 6 children from other Academy schools may help. Also asking past pupils to come and talk about their experiences.</p>	LW
13	<p>Resources update</p> <p>Resources minutes previously circulated to Governors. SB highlighted the following points:</p> <p>LW has drafted a message for Faringdon Facebook about places – both nursery and school. Places have also been advertised on the school website. We have 5 nursery places to fill. Governors suggested flyers being circulated to Toddler groups within the area.</p>	GS

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	<p>Catering numbers are down on last year. We have recently canvassed parent feedback on the menu and there have been some adjustments for Term 4 as well as a comprehensive catering newsletter.</p> <p>Budget monitoring – Governors have reviewed P5 and adjustments have been made to include additional income not included in the budget and donations received towards the bell tower. We now have a predicted surplus of £5,464.</p>	
14	<p>AOB</p> <p>Governors asked what messages we are giving to the children about Covid-19. LW advised that staff have discussed with children in assembly the importance of regular handwashing, how to sneeze and cough and how to ask for help if they are coughing and need to open a door. Staff have explained that there is a difference between a cold and having contracted the virus – it is about getting the balance between addressing the situation and not overreacting. A CBBC link providing information on the virus will be used in assembly.</p> <p>Governors asked for clarity on what the school will do if we must close and how we continue to educate.</p> <p>Discussions took place over teaching remotely and using software to enable interactive lessons to take place. There are several practical reasons to consider as not every child will have access to a PC and screen and it may be necessary to have a camera and microphone connected to the screen. JR also felt it would be extremely difficult to teach in this way as teaching to this age group is very much ‘live and ever changing’ depending on the children’s needs, responses and concentration levels etc at that time. It is not as simple as standing up and delivering a lesson and would not feel comfortable being recorded in this scenario. The possibility of a morning video of the children’s teacher could be uploaded to the website to enable children to feel they are having that daily contact. Work would be set by teachers via this video and pupil’s work could be sent via email to teachers (during school hours). Teachers would be available for questions / help and support during the school day. Staff meeting will take place on Monday when this will be discussed further, and a plan put in place should the school close for a period.</p>	

Meeting closed at 9.30pm

Future LGB meetings:

6th May

8th July

Signed ... S Brady ... Date ... 6 May 2020 ...

