



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

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Minutes of the Full Governing Body meeting held on Tuesday 21st May 2019 at 7.15pm at the School

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

Apologies: Liz Jepson (LJ) – Community Governor
 Martin Westmoreland (MW) – Associate Member

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 had been received and noted by those listed above.</p>	
2	<p>Confidentiality and Declaration of Conflicts of Interests</p> <p>There were no declarations of interests for this meeting.</p>	
3	<p>Agree Minutes of previous meeting</p> <p>GS, SB and ML to talk to Mrs Eastburn re the work she is doing with ELSA pupils. GS and SB to email questions to Mrs Eastburn in advance of meeting.</p>	GS/SB

Signed *SB Brady* Date *9/7/19* Page 1 | 7

ML to write a summary of Godly play and her visits into school. Carry action forward to next meeting.

ML

LG visited last month and carried out observations of assemblies, and how they embrace diversity. LG reported that it was interesting to see the whole week of assemblies to get a sense of balance and exploring how the diversity theme is linked in with the term value. LG thought the children were really engaged across all the ages with some very perceptive comments made by the younger children. It was quite noticeable that the children settled more quickly when entering the hall to music playing. LG felt it would be beneficial to connect some of the Open the Book assemblies to the relevant value but thought a couple of the assemblies were an interesting lesson, rather than a spiritual experience. LG acknowledged Friday is achievement assembly and Wednesday is singing assembly. LW will explore and revisit this acknowledging that these assemblies are not particularly spiritual. LW thought a prayer at the beginning of these assemblies, rather than the end may help set the context. Overall LG thought the variety was very healthy, not all led down a specific Christian focus but the essence did fit a Christian ethos.

GS has received 9 responses from a possible 12 from the Year 7 children to establish how they generally feel about school life now and their transition from Year 6. Overall the transition has worked well for all the children, the only significant response being that their child has joined in less clubs, this is because FCC offer less.

JR would like to offer Year 6 parents the opportunity to come in and discuss technology and how to deal with this as children move to secondary school. Before a date is set and presentation prepared GS to gauge how much interest there is from parents. GS to create a link for parents to let school know their level of interest.

GS

The Curriculum Intent Statement is part of the agenda and will be discussed later in the meeting.

LJ's exit interview questionnaire and responses were circulated in LJ's absence. Overall the responses were very positive, describing how much the children enjoyed being at Buckland. One response indicated that although they were grateful for extra help they felt they missed out on other activities and this did not seem fair. LW advised Governors that parents and pupils need to be aware of advice from SEN support which is to discuss the importance of additional literacy or numeracy so that they commit to it and are motivated to learn, therefore time in the school day needs to be made available for this. However, by varying the times of this resource will mean the child does not always miss the same activity. LJ will repeat the questions this year to enable a comparative to take place.

4	<p>Any significant matters arising</p> <p>None</p>	
5	<p>Head's Report</p> <p>LW previously circulated the Head's report and invited questions. The following points were discussed.</p> <p>Section 1 – Outcomes</p> <p>1.3 – KS2 have now finished their SATs and all the children demonstrated an excellent attitude. We will be moderated for our KS2 writing this year, the last moderation taking place 4 years ago. We are confident that our judgments are secure, with the moderation taking place in June. Noted the additional workload this brings to JR.</p> <p>KS1 tests are taking place this week with Year 2 children. Children are doing very well and enjoying them. Year 1 children are working with Beech class TA. Year 1 phonics will take place w/c 10th June.</p> <p>1.4 – Whole school parent questionnaire feedback will be discussed later in the meeting. 8 responses from 11 have been received following the Nursery class feedback form. Overall the vast majority of comments were positive and the children and parents have loved their school start. An action point that has been identified is that parents would like increased feedback especially in the Autumn term. LW/KH have discussed this and plans are in place to allow KH to be available at 3pm for this to take place.</p> <p>LW wants to ensure parents are aware of the richness of activities the children receive, currently we have little photographic evidence. We do update the communication board and the weekly newsletter is a useful tool for this but conscious that we need to raise the profile of what the children do. LW will ask KH to make better use of the class pages on the website.</p> <p>Governors asked if 2Simple could be shared with parents. LW does not think that would work at this stage as a lot more information, other than pictures is available on 2Simple and this would not be the correct forum to share these comments. However, LW is aware that we do need to raise the number of photographs available to parents. The 3pm pick up time was also raised. The slightly earlier collection time is designed around the children, to allow time for children to talk 1:1 with parents about their day and allow for a calmer collection with less children. LW has investigated all options however, collection time will stay at 3pm, being sympathetic to the children's needs. Governors agreed. LW will offer the prayer space for parents if cold and wet while waiting the 15 minutes.</p>	

1.5 – LW wants to raise the profile of children’s vocabulary and the importance of parents talking to children and helping to develop this. This is an area we need to continue to focus on. Governors asked if we have a list of the words that children have highlighted they do not know the meaning. JR has a list in Oak classroom which can be used as a useful ‘bank of words’ for future year groups.

Section 2

2.2 - LJ will report the maths lessons she observed at the next LGB. LW has the written feedback.

LJ

2.3 - KH has been accepted on a SENCO course. This is an 18 month course which takes place at Oxford Brookes. KH can officially act as our SENCO as soon as the course starts in September and will work closely with LE during this time. The course is £2k, being the amount we would have paid for an external SENCO.

2.5 – We have two trainees in school for 8 weeks. This makes a significant contribution to our capacity. One is needing some support to work with a large team of staff. Leaders are managing this.

2.6 – We had an SEND review from our SENCO team last term. This helped us identify some refinements we will make to our provision which LE is taking forward including involving the parents and children more in writing individual plans and thinking about the outcomes. The plans should be driven by pupils and parents with staff supporting. Overall the review was very positive and SEND children make very good progress. ML attended the meeting. Next year’s timetable incorporates 6 Governor support visits with a focus for each visit, being particularly useful.

Section 3

3.3 - KH has delivered two excellent sessions on restorative approach on behaviour management. Some staff are finding it quite a challenge to have a behaviour management system which is not built on consequence. Restorative approach is focused on thinking about the impact of your behaviour on others. Governors asked if we could relay this work with parents and whether there is a You Tube video available to view. LW to investigate.

LW

Section 4

4.2 – Governors asked for clarity on sentence in 4.2 “The concept of an alliance of schools as an informal step is a positive one”. LW confirmed the Academy want to expand having already entered two sets of merger talks with two

	<p>Academies, EPA and the VAT, neither of which moved forward. The academy is trying to build relationships first with the concept 'try before you buy' allowing Trusts to understand personalities, ethos, aims and goals.</p> <p>4.6 – All Year 6 children have been allocated their preferred schools for Year 7 with the majority moving onto to FCC and 3 into the independent sector.</p> <p>One child for Reception is appealing and is also currently applying for an Education, Health Care Plan (EHCP) if successful this will allow for first choice of school to be Buckland. This would increase our Reception intake up to 16 for September, as we are currently at 15. Governors will discuss as more information becomes available.</p> <p>4.10 – St Hugh's school has made contact and they are keen to extend the relationship we have and to also include FAoS. The Head has recently changed at St Hugh's. Forest School at St Hugh's for example would be an excellent opportunity for us as our site cannot really cater for this, especially for our older children. We do however offer outdoor learning to our children when possible. LW to meet with Hilary Lloyd to discuss.</p>	
6	<p>Parent Questionnaire</p> <p>SB circulated the results following the parent questionnaire. Governors thought the response of 23 was a little disappointing, despite it being communicated 3 times. Discussion moved on to investigate if we can put in place the facility to check who has read the newsletter and questioned if this is something ParentPay can offer. Leadership and Management question indicated that 91% strongly agreed that the school was well led and managed. Following some fundamental changes this year with staffing structure this is very positive. It was unanimously agreed that parents would recommend the school to others.</p> <p>2018's responses were 56. Governors confident the lower response this year is not a concern, being a one off and not a pattern.</p> <p>One question highlighted a 'disagree' to the question 'I receive valuable information from the school about my child's progress'. However, Governors confident this response was relating to communication received at the end of the day from the Nursery setting which has been addressed.</p>	
7	<p>Curriculum Intent Statement</p> <p>LW circulated the amended Curriculum Intent Statement, having worked on it following Governors' feedback. LW read the Statement to Governors. Governors felt it should include the importance of resilience, however, following discussion Governors happy that this has been incorporated in well-</p>	

	<p>being. Governors agreed the statement is comprehensive and sits well alongside the vision. The Curriculum Intent Statement, having been driven by Governors will be adopted. LW to communicate to staff.</p> <p>LW circulated a PPT presentation on the research behind the new Quality of Education judgement in the 2019 Ofsted Education Inspection Framework and talked through the slides with Governors. Consultation has now concluded, and the framework published. From September 2019 we will be working with this framework. Agenda item at next LGB meeting.</p> <p>Part of the reason for this new framework is due to curriculum narrowing, the foundation subjects being narrowed.</p> <p>We need to focus on our subject leadership work and establish what we want the children to learn. Each curriculum needs to meet the needs of each individual school, needs to strengthen progression through subject content and our planning needs to look very carefully at our progress from Reception through to year 6 and we need to think more freely and flexibly about timetabling. Intertwined curriculums being the most effective.</p> <p>We could be inspected again anytime from 2020. There is a turnaround from the last inspection focus, being very much on the Head Teacher, this new framework will focus on all the staff and subject leadership with a very thorough approach.</p>	<p>LW</p> <p>LP</p>
8	<p>Long-Term Map</p> <p>LW circulated the 2018-2020 Curriculum maps. LW signposted Governors to these on our website in the Head's report to give Governors the chance to read in advance and digest. The plans are based on our 3 termly values. The plan clearly indicates our subject lead, includes an outcome, key texts which link to the values, we have wow opportunities, outdoor learning, spiritual and cultural links. It is hoped that learners will build on these to draw out deeper learning. An improvement to be made to these plans is to be more specific about the key knowledge the children will gain. LW invited Governors to visit these documents and look at them in greater detail. LW will bring back to Governors in the Autumn term once the refinements have been made.</p>	<p>GVRS / LW</p>
9	<p>2019/2020 Budget</p> <p>Revised budget was circulated to all. PM advised all the income has matched expenditure giving a zero-net position at the end of the next financial year. Income is forecast at £593,849, we have retained our staffing position the same as this year. LW to continue to work on a temporary basis as Director of Education for the Academy and is paid by them for 2 days a week. LE's</p>	

	<p>additional hours will be made permanent. PM advised from a financial view point we have nothing to worry about for the remainder of this year or next year, we have a balanced budget, surplus, planned expenditure is accrued for, there should be no surprises. Our budget projects on current numbers and therefore do not consider pupil mobility that we are aware of. GS is proactive in filling these spaces.</p> <p>PM advised that future years' income is dropping over the next 4 years by £38k with the cost of the Academy contribution increasing. Therefore, we are predicted to have less income but paying out more. This is due to salary projections. PM did not feel this is in our control at the stage, and confirmed we are in a good position for this financial year and next.</p>	
10	<p>Resources Committee</p> <p>SS talked through the previously circulated minutes. Available school places have been advertised on the website, no GDPR breaches, work is still ongoing towards GDPR compliance. GS advised we are hopeful to fill the vacancy for the Resources clerk. LP to contact MW to ascertain if he will remain as an Associate Member.</p>	LP
11	<p>Standards Committee</p> <p>ML talked through the previous circulated minutes. SRE policy needs to be signed off by the FGB. LW has researched this and new framework comes in in 2020 and therefore a new policy will need to be written. Agenda item for next Standards meeting.</p>	LP
12	<p>Any other urgent business arising since the agenda was circulated</p> <p>SB circulated information on free training for Governors in Oxfordshire and encouraged governors to attend.</p>	
	<p>Future meeting – 9th July 2019</p>	

Meeting closed at 9.25pm

