



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

**Minutes of the Full Governing Body meeting held on  
 Tuesday 2<sup>nd</sup> April 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  
 Liz Jepson (LJ) – Community Governor  
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor (joined meeting at 7.55pm)

- Apologies:** Lucy Gildersleeves (LG) – Foundation Governor  
 Martin Westmoreland (MW) – Associate Member

**In Attendance:** Laura Purcell (Clerk)

The meeting commenced at 7.20pm  
 The meeting was quorate.

1	<p><b>Welcome</b></p> <p>SB opened the meeting, welcomed all Governors.</p> <p>A prayer was led by ML.</p> <p><b>Apologies for absence</b></p> <p>Apologies had been received and noted by those listed above.</p>	
2	<p><b>Confidentiality and Declaration of Conflicts of Interests</b></p> <p>There were no declarations of interests for this meeting.</p>	
3	<p><b>Agree Minutes of previous meeting</b></p>	

Signed ... *S. Brady* ... Date ... *21/5/19* ... Page 1 | 8

	<p>Governors to thank LE for her valued input. SB confirmed this will be done over the Easter holidays.</p> <p>SS to write to thank JV for her support on the Woodlands trip. SS to write and also include a thank you for all JV's hard-work often working 'over and above' what is expected of her.</p> <p>Following a trial, the marking machine is no longer used in school. JR finding that the machine does not help reduce workload in the way she had hoped.</p> <p>GS and SB to talk to Mrs Eastburn about the work she is doing with ELSA pupils. GS confirmed dates have been looked at and the meeting will now include ML. ML to send available dates for a meeting in Term 5. Meeting to be arranged and meeting aims to be clarified in advance.</p> <p>GS updated the Governors on the Breakfast club figures up to period 6. In summary, Breakfast club made £1,008.97 which is very positive as we are not at full capacity every day. Some minor spends of around £100 will need to be made but overall very positive.</p> <p>Faith week in school. SB updated the Governors that the Islam visitor she was trying to coordinate has not proved possible.</p> <p>GS confirmed key code combination changes have taken place.</p>	<p>SB</p> <p>SS</p> <p>ML SB GS</p>
4	<p><b>Any significant matters arising</b></p> <p>None</p>	
5	<p><b>Attendance policy</b></p> <p>LW circulated a copy of the Attendance Policy, advising the policy is generated by the Board. The Academy has not had an Attendance Policy before, an OCC policy has been adapted with enough generalization that fits for all. LW included extracts from the policy in last week's Newsletter to advise parents of the existence of the policy and to highlight specific parts of the policy. LW has received several notifications of term time holiday which is a little disappointing, we do not authorise term time holiday unless there are exceptional circumstances. We now have 4 children in school who are counted as persistent absentees as their attendance rate is under 90%. In these circumstances, parents are likely to be contacted by the County Attendance Team.</p>	
6	<p><b>Confirm staff governor appointments and review governor terms</b></p>	

	<p>GS has stood as Support Staff Governor with no other nominations received. Therefore, GS will remain the Support Staff Governor with a term of 4 years, expiring in March 2023.</p> <p>Rev Talisker's term is due to expire in October 2019.</p>	
7	<p><b>Head's Report</b></p> <p>All Governors received the Head's Report in advance of the meeting and LW invited any questions via email. LW advised going forward this Report will be circulated one week before the LGB meeting to allow Governors time to raise questions. LW requested Governors to please email questions in advance of the meeting.</p> <p><u>Section 1 – Outcomes for children and learners</u></p> <p>The Standards meeting minutes have been circulated prior to the meeting. At this meeting JS presented our progress grids. These grids are where we look at the shift of children across each term and the data proves useful when tracking the movement of children and being mindful of it. We have broken the expected band into expected plus and expected minus. The green highlighted text shows pupils making more than expected progress. We have very high levels of children achieving the expected progress in each area in each year group with only a few making more or less than expected.</p> <p>LW also circulated the Group Analysis of results, which again shows the vast majority in each year group working at the expected standard, with a minority working below. High % are working above at greater depth / a high standard. This analysis includes our SEN children who are not necessarily working below expected.</p> <p><u>Section 2 – Quality of Teaching and Learning</u></p> <p>2.2 LW wanted the Governors to be aware of the need to carry out some pupil voice next term. LW is conscious we do not spend much time talking to the children about what they think of their curriculum and we are going to build this into circle time. Under the new Ofsted framework a desktop review will take place and if there is evidence there has been a shift in provision, this may prompt a visit. The focus will be more on outstanding teaching and learning in the foundation subjects, not just English and maths. Therefore, our subject expertise will be vital, as will our pupils' opinions and progress.</p> <p>Governors asked for more clarity on section 2.1 regarding behavior in Y1. LW advised there is a broad range of individual needs in the year 1 cohort who need a high level of empathy and personal connection which takes a lot of time, energy and emotional intuitiveness. LW has discussed this with the class teacher, and a plan has been agreed for the year 1 cohort to be split into two 9s twice a week. This will take place to enable some more outdoor learning to take</p>	

	<p>place. 9 children will stay inside with the year 2 children who need to be a bit more of a focus to prepare for Y3. LW confirmed the teacher is doing a very good job, she is highly adaptive, but they are a challenging year group.</p> <p>2.4 JR updated the Governors on learning walks this term advising she has been looking at behaviour and focusing on how staff are interacting and looking at the level of challenge in learning activities. JR advised this has been a real privilege. Some productive discussions have taken place and it has been interesting to see the level of good continuity taking place in all the classes.</p> <p><u>3. Personal Development, Behaviour and Welfare</u> LW advised we are lucky to be joined by two trainees for the Summer term. Both will be with the school for 8 weeks which is a great resource.</p> <p><u>4. Effectiveness of leadership and management</u> 4.1 SB advised she came to visit the Nursery setting to see what takes place for the Nursery children in the afternoon and to see how they are bid farewell at the end of the day, before the older children leave. SB confirmed the afternoon ran very smoothly, the children were engaged and focused, the children were looking at numbers. LW advised the Nursery children have a different activity every day to take part in. Very positive feedback was given.</p> <p>4.3 We will be losing two children who moved recently. A year 2 and year 4 pupil. Another family from Buckland with a current year 1 and current year 4 are due to move in May. We have also been notified that a family with 4 children will be moving on in the summer. It may be necessary to increase class sizes temporarily, so we make sure we are investing for the future. Next year our budget will be on last year's census, however, it is important for the following year's budget that new pupils join the school before our October census. LW asked Governors to please advocate that we do have spaces available.</p> <p>4.9 LW highlighted the very broad and enriched experience our pupils receive. The whole school science opportunity investigating oobleck (slime), Yr 2/3 have visited the Sheldonian this week for an Oxford Literary festival, to hear Jeremy Strong. Oak class have had a session with 6 young engineers building bridges. Dennis the pony has visited Acorns, 12 children took part in a County Cross Country event.</p> <p>Rev Talisker joined the meeting - 7.55pm.</p>	
8	<p><b>Standards minutes from committee meeting – pupil achievement data</b> ML advised Governors have already been updated on the Data, having been reported in the Head's report. The date of Faith week has changed to 5<sup>th</sup>-7<sup>th</sup> June. ML invited any questions on the previously circulated minutes. All were content.</p>	

<p>9</p>	<p><b>Reports from governor visits</b></p> <p>TS updated Governors following his visit to Reception class to look at transition and the maths work that takes place. TS observed the class spending time in the various activities including the maths corner and outside maths activities. The maths section was the least frequented. Miss Hatton advising that even at this age the boys are more interested in classifying objects by size, height etc whilst the girls are more interested in imaginative play. TS advised the setting was very organised and calm, children seemed to concentrate well. The transition between classes is sensitively managed.</p> <p>ML will write a summary of Godly play and her visits into school.</p> <p>LG visited last week and carried out observations of assemblies, and how we were embracing diversity. LG saw 4 pieces of worship, one day being the Zulu workshop. LG to report at next Governors meeting.</p> <p>LJ has an observation booked to look at maths feedback and marking in Oak class.</p>	<p>ML</p> <p>LG</p>
<p>10</p>	<p><b>Draft Ofsted framework for Sept 2019</b></p> <p>LW circulated a summary of the new Ofsted framework; the final version is due to come out in September. Outstanding schools will still be exempt from Section 5 inspections, but they can be inspected under Section 8. Section 8 being a one-day inspection and Section 5, a 2-day inspection. Overall school performance can trigger an inspection. Governors asked if Ofsted consider small cohorts and the effect this can have on school data. LW advised while they do, the new framework focuses on an enriched curriculum, and no longer such a focus solely on English and maths. The Quality of Education judgement part of the framework will be organised into 3 areas:</p> <p>Intent – the extent to which the school’s curriculum sets out the knowledge and skills that pupils will gain at each stage.</p> <p>Implementation – how the curriculum selected by the school is taught and assessed in order to support pupils to build their knowledge.</p> <p>Impact – the outcomes that pupils achieve because of the education they have received.</p> <p>The framework includes a section on Behaviour and Attitudes. The Leadership and Management section shows that a big difference between good schools and outstanding schools is staff CPD and staff well-being, these are both very high on the agenda.</p> <p>Training is taking place on the new framework at Heads’ meetings next term. The big challenge and change for us will be evidencing that quality of education</p>	

	<p>across all foundation subjects. There has been a turnaround from the previous Ofsted inspection being a conversation with the Leader; now more conversations will take place in classrooms, looking for evidence that a full and enriching education has been embedded from the early years. JR feels the hardest thing will be not to drop the standards in English and maths. A History lesson must be a history lesson, Geography lesson a Geography lesson etc, with the children taking part in different activities, but not necessarily written activities. LW advised curriculum narrowing has taken place in some schools as there has been pressure on the English and maths data although LW does not believe that has happened in this school. We are still very much in the early stages of planning for the changes to the new framework.</p> <p>The Academy have worked hard this year on key milestones for our year 6 children and have worked on key statements of where children should be. Next year we will continue this work across the academy to enable subject leaders to come together. In the new inspection framework, interviews will take place with subject leaders, so they can evidence their knowledge and how progress takes place.</p>	
11	<p><b>Statement of curriculum intent</b></p> <p>LW advised Ofsted carried out a research project to prepare for the new framework and looked at a mix of 64 primary and secondary schools. The indicators suggested curriculum narrowing. LW talked through the notes on the document highlighting:</p> <p>Scoring highly on intent often showed a decline in implementation – particularly in primary schools. What leaders thought was happening, wasn't. Need for monitoring – evidence in books, talking to pupils.</p> <p>We need to make sure we are building key knowledge into our curriculum plan, LW acknowledged there is a huge amount of work to be done across all the subjects which will take some time.</p> <p>Reading and maths must be priorities as preconditions, there is no longer the same explicit focus on writing. It is important we have readers for life and embed a love of books with the children. Pupils should not miss other subjects to catch up English and maths. Lower previous attainment can at times mean children miss sport and other activities because of English and maths, JR feels we should not overload our offer and think carefully of the extra-curricular events we include. It is about trying to find a balance and not wanting children to miss opportunities on offer, such as public speaking for example.</p> <p>GS to follow up with children that have moved on, now in Year 7 to establish if they have continued with their reading etc and how they generally feel about school life now.</p>	GS

	<p>LW drafted a statement of curriculum of intent to propose to governors, which has already been discussed at Standards Committee who would rather not use the word 'topic' as did not think this approach makes clear the necessary subject teaching required. There is more to our obvious Curriculum, like our ethos and values which we must remember to include.</p> <p>LW asked Governors to look at the long-term curriculum map for each of our four classes, which are on our website. These documents show the coverage across the school, based around the 3 termly values.</p> <p>Governors were concerned by the atomization of the curriculum -why can you not join the dots and link the subjects? For example, use a history lesson to write a speech and deliver to the class. Governors thought this is one of the key strengths of a primary school. JR confirmed this is something we do do but the lesson may need to be more objective led and we need to evidence that quality of teaching in all subjects. Governors asked how much leeway we have when setting the curriculum. The next LGB meeting Governors to look at the long-term map to ensure all are happy with the document. LW will amend Curriculum Intent Statement and bring to the next meeting.</p>	<p>GVRS LW</p>
<p>12</p>	<p><b>Visioning parents' questionnaire</b></p> <p>LW circulated a Parentview questionnaire used by Longcot and Fernham. It includes questions such as 'what makes our school special', 'what are our most important values', 'what are the strengths', 'what would we like for the future'. SB to review our questionnaire and add some of these questions to our previously used questionnaire to go out in the summer term which will help inform our vision and is particularly vital for SIAMS in 2021.</p>	<p>SB</p>
<p>13</p>	<p><b>FAoS change of name</b></p> <p>LW advised FAoS are keen to receive suggestions for their proposed change of name. The current name is too Faringdon specific and if the MAT wants to grow to include more schools from outside of Faringdon this change needs to take place. A new logo, new brand and new website will evolve. Governors discussed and suggested <b>The Sapientia Trust</b>, meaning Wisdom. There was a concern around the cost of this work to the Academy.</p>	
<p>14</p>	<p><b>Feedback from Governance Seminar</b></p> <p><b>Premises</b> We need to make sure we are recording all head inquiries on the system. The H&amp;S annual cycle will involve three visits – to look at annual survey, health and safety audit and compliance check. Involvement of local governors is key in monitoring.</p>	

	<p><b>Finance</b> PM advised that Governors talked about their specific specialist areas. PM said some of the schools are suffering financially and some cannot see a way out, some being demoralized. A meeting is taking place this Thursday to enable finance Governors to discuss further.</p> <p><b>Ofsted</b> SB advised the session giving updates on the new framework from DM was very useful and has made her reflect on the role of governance in future inspections and how the LGB needs to be operating.</p>	
15	<p><b>Resources minutes from committee meeting</b></p> <p>SS updated following the Resources meeting. A date has been set for Headteacher interim appraisal. The nursery premises were discussed. GS updated that we are in the process of getting quotes for taking down the area attached to the side of Acorns and replacing with a new building. GS has applied for a visit from a Planning Officer to determine whether we need planning permission or not. The Academy are supportive as we should have the funds.</p>	
16	<p><b>Any other urgent business arising since the agenda was circulated</b></p> <p>LJ has carried out exit interviews with last year's year 6 – LJ will put this information together with GS's report following how they have settled into Secondary school.</p> <p>LJ attended parents evening and spoke to as many parents as possible. Very positive feedback, many parents considered themselves 'lucky' to have a child in the school. One parent was extremely impressed with the different techniques we use to get the very best from pupils. One expressed a concern about the amount of art the children do. The school will consider this is curriculum planning but often outcomes are not in sketch books but on display.</p> <p>VP will be leaving this week after 33 years working at the school. ML suggested her service should be recognized from Governors and will write her a card.</p>	<p>LJ/GS</p> <p>ML</p>
	<p><b>Future meetings</b> – a change in scheduled meeting date from 14<sup>th</sup> May to 21<sup>st</sup> May.</p>	

**Meeting closed at 9.05pm**

2018/2019 meeting dates:

Tuesday 21<sup>st</sup> May 2019

Tuesday 9<sup>th</sup> July 2019

Signed ..... *H. Bromley* ..... Date *21/5/19* ..... Page 8 | 8