



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 15<sup>th</sup> May 2018 at 7.15pm at the School**

**Present:** Simon Simpkins (SS) – Parent Governor (**Vice-Chair**)  
 Louise Warren (LW) (**Headteacher**)  
 Paul Margey (PM) – Parent Governor  
 Lucy Gildersleeves (LG) – Foundation Governor  
 Liz Jepson (LJ) – Community Governor  
 Georgiana Siedle (GS) – Staff Governor

**Apologies:** Samantha Brady (SB) – Parent Governor (**Chair**)  
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor  
 Jan Rossie (JR) – Staff Governor  
 Mary Lines (ML) – Foundation Governor  
 Lynette Saunders (LS) – Community Governor  
 Martin Westmoreland (MW) – Associate Member

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

The meeting commenced at 7.25pm  
 The meeting was quorate.

1	<p><b>Welcome</b></p> <p>SS opened the meeting and welcomed all governors.</p> <p>A prayer was held by LG.</p>	
2	<p><b>Apologies for absence</b></p> <p>Apologies had been received and noted by those listed above.</p>	
3	<p><b>Declaration of Interests</b></p> <p>There were no declarations of interests for this meeting.</p>	

4	<p><b>Approval of the minutes of the meeting held on Tuesday 27<sup>th</sup> March 2018</b></p> <p>The above minutes were adopted, signed and dated as an accurate record of the meeting and given to the clerk for filing.</p>	
5	<p><b>Matters arising from previous meeting (Chair)</b></p> <p>Allotment investment. LW advised sponsorship has been advertised in the Newsletter with very little uptake, LW has spoken with a parent who has previously helped with the allotments to seek ideas, but unfortunately, we are still looking for a solution. There is no curriculum time for gardening, and we have tried to offer as an after-school club with little uptake. To get the allotments to a manageable state the grounds-men will be strimming back the area but other than employing someone we do not have a long-term solution. LW stated the land is leasehold and therefore there are restrictions in place. Governors suggested changing the space into a sensory garden. LW to talk to FOBS about the possibility of funding this and discuss with ML who was involved when the allotments were originally set up.</p> <p>Bubble tube - LG advised she has bought a bubble tube and is in the process of securely setting it up.</p> <p>Long term plan – Church and Community - LG advised she has been giving this some thought and believes there are many possibilities i.e. an art and craft exhibition in the Church, and wondered whether there would be scope to get some creative stitchers in from the Community to help make story sacks. LW to add to long term plan.</p> <p>Feedback from last year’s leavers - LW has sent letters and questionnaires to last year’s cohort and has received six back. LW will share the information once more questionnaires are returned. Responses received to date are all very positive.</p> <p>Skills Audit – Governors’ understanding of Current Educational Policy could be stronger – LW to carry action forward to next meeting.</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>
6	<p><b>Head’s Report</b></p> <p>LW advised there is no written report as it has only been a month since Governors last meet. LW gave a verbal update.</p> <p>Year 6 children are taking their SATs this week. We were moderated by the Local Authority on Monday who came in and verified all the processes are correct. Monday’s Grammar test went very well and the children felt confident having carried out a lot of preparation. Reading test was more challenging with 50 questions in an hour and 3 texts to read. Year 2 SATs will take place next week</p>	

which are all internally marked. These tests are made to feel part of the usual week with no emphasis on them being SATs.

Staff all are busy writing end of year reports. LW has asked staff to think about the individual learning characteristics of the child. LW has offered a day each the staff can take back as a lot of time does going in to preparing reports.

15 iPad minis and a charging unit have been ordered at a cost of £5k. This money will come out of the capital budget. The trolley will go into Oak class. The three classrooms will then have one trolley each giving the children one iPad between two.

Year 1/2 went on a trip to Badbury Clumps, Zoolab have visited Acorns, Year 6 have been on their Junior Citizens trip. Kim Base, an outdoor learning expert has visited and met with Miss Green to give some advice. He will be coming back to clear the pond with some of the year 6 children following SATs. Governors suggested he may have some ideas for the allotment space.

Martin Roper is on site repairing the stone wall at the front of the school. He is trying to patch repair and make it more sustainable. The Academy are funding his time.

Academy news – Dave Wilson is retiring at the end of this year and the Academy are in the process of putting in place a temporary measure. Dave Wilson is visiting LW this Friday. These visits take place three times a year. John Banbrook has also resigned. Solutions are in place for temporary appointments to these key roles.

The Home School Link worker has been working with one of our children and getting to know the parents, offering support at home.

LW has led two safeguarding training sessions and delivered generalist training to twelve people. Another training dates needs to be scheduled.

We have a lady coming in to make a Mosaic of our values with the children. This will go into the School Hall and say Wisdom Kindness and Responsibility shaped as tree branches.

GDPR – GS has started the process of destroying our pupil records and financial records which are more than 7 years old.

Two additional TAs are doing casual hours in Acorns to offer additional support. This is an additional cost of around £1k which will most likely need to be in place until the end of the academic year.

Our Culture Healthcheck took place last summer. This term LW has helped do one at Longcot school. The process involves the school improvement team observing

GS

	<p>what it is about our culture that makes our schools successful. All FAoS schools will have access to one of these.</p>	
7	<p><b>Summary reports from committee chairs</b></p> <p>Resources meeting took place on the 1<sup>st</sup> May. SS stated budget monitoring was a large part of the agenda, this will be covered later in this meeting.  Danielle Luquero is now our Breakfast Club Lead and is settling in well.  General Data Protection Regulation (GDPR) – the school is moving towards data compliance.  The effectiveness of the behavior policy was discussed and confirmed that our policy is rigorous and effective.  Absence rates are good and above the national average.  Safeguarding training has been carried out.</p> <p>Standards meeting took place on 4<sup>th</sup> May. LG stated the Maths, Homework, EYFS, RE and Science policies have been looked through with few small amendments. GS confirmed all amendments have been made and the website updated.  The curriculum is being reviewed particularly for music and French.  Parent and pupil questionnaires are ready to go out in Term 6. On line questionnaires for the parents and paper copies for the children. The questions will be the same as last year to allow us to carry out long term trending. SS will compare the last three years trending which will give us four years of trending. Ofsted Parentview results could be added to this information.</p> <p>ML/LG are working on another prayer week.</p> <p>The school is 225 years old this year. ML/LG will be looking at school archives to see if we can produce something to mark this date.</p>	SB/SS
8	<p><b>2018/2019 Budget</b></p> <p>This year's budget  PM met with the finance team from the Academy and reviewed this year's budget line by line. Net position is £15k to spend, a lot of which has been committed:  £3k - outside toilets  £500 – maintenance on the trees  £800 – mosaic values  £3,200 – Oak class redecoration  £1k – Additional TAs  £500 Pira and Puma Hodder assessments  £3k course fees</p>	

Next year's budget

PM advised a meeting took place recently. All Heads and Lead Finance staff attended to look at the projection for the next five years and the impact future salary increases and pension fund contributions will have. Next year finances will be in line but year 2, 3 and 4 could see the school entering into a deficit. Quite radical changes would need to take place in future years unless the Government act. Schools closing Friday lunchtime was discussed to allow for PPA time without the need to pay for cover. This is an extreme and unlikely solution.

There is some trepidation regarding next year's budget around nursery income. Some parents who have committed may have also committed to other schools. Eight nursery places will cover our costs. We currently have this.

The cost to carry out a full refurbishment to the outside toilets is £13k which is too costly. The repair will be carried out in two phases, the first phase to make good the windows and door.

Next year's budget projection shows a small surplus, future years fall into increasing deficit due to staff cost rises and no increase in funding. Governors acknowledged a lot can happen in 3 years and we are in a fortunate position for the next financial year. LW requested the percentage of income spent as staffing costs. We are operating at 76% and are doing exceptionally well on that front. Financial prudence is taking place in a lot of areas.

Budget has included the staffing levels we require for next year. PM confirmed he cannot see any red flags. Budget relies on Nursery numbers, NLE income and pupil numbers. The 2018 census is predicting 110 pupils which is unrealistic. LW will ask finance officer to cap at 107 (105 is our official PAN capacity).

LW

Governors agreed we need to increase KS2 pupil numbers where possible and take KS2 year groups to 16. GS will contact admissions to confirm this.

LW circulated a document detailing the breakdown of the Academy re-charge. A refund has gone back into all schools due to the saving from two senior salaries. The breakdown details what we pay for. LW stated £44k is very good value compared with what we paid for these services when we were not part of the Academy.

LW asked Governors for any questions on the Academy re-charge break down. None received.

LW has asked finance to ensure they put all the budget through for this year on maintenance and premises of £9k. This figure decreases in subsequent years but will enable us to complete some essential maintenance works. LW stated we have sufficient flex in next year's budget provided we get the nursery numbers we are hoping to.

	All Governors approved next year's budget. LW asked all to bear in mind there may be further versions. LW will present any changes to the budget via e mail for governor approval.	LW
10	<p><b>Any other business</b></p> <p>SS advised the asbestos report is quite sobering indicating that all the Governors and the Head are responsible for the different patches of asbestos in the school. All areas of asbestos are annotated and recorded on the asbestos register. Jo Ray inspects annually to see if the asbestos has been agitated or if there are any further risks. A risk assessment is attached to the report.</p> <p>LW invited governors to review the report.</p>	GVRS
	<b>Meeting Closed at 8.45pm</b>	
	<p><b>Date of next meeting: Tuesday 10<sup>th</sup> July</b></p> <p><b>Resources Committee Meeting: 26<sup>th</sup> June</b> <b>Standards Committee Meeting: 29<sup>th</sup> June</b></p>	

