



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 27<sup>th</sup> March 2018 at 7.15pm at the School**


**Present:** Samantha Brady (SB) – Parent Governor (**Chair**)  
 Louise Warren (LW) (**Headteacher**)  
 Jan Rossie (JR) – Staff Governor  
 Lynette Saunders (LS) – Community Governor - joined the meeting at 7.35pm  
 Mary Lines (ML) – Foundation Governor  
 Paul Margey (PM) – Parent Governor  
 Lucy Gildersleeves (LG) – Foundation Governor

**Apologies:** Simon Simpkins (SS) – Parent Governor (**Vice-Chair**)  
 Rev Talisker Tracey-Macleod (ITM) – Foundation Governor  
 Liz Jepson (LJ) – Community Governor  
 Georgiana Siedle (GS) – Staff Governor  
 Martin Westmoreland (MW) – Associate Member

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

The meeting commenced at 7.30pm  
 The meeting was quorate.

1	<p><b>Welcome</b></p> <p>SB opened the meeting and welcomed all governors. Governors welcomed Lucy Gildersleeves (LG), Foundation Governor to her first meeting, taking over the role from Rev Tony Lynn.</p> <p>A prayer was held by ML.</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 30<sup>th</sup> January 2018</b></p>	

Signed .....  .....

Date 15-MAR-2018 Page 1 | 6

	<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>LW to talk to one of our Military parents to enquire about provision and to ensure parents advise the school of deployments so we can involve our ELSA in supporting children.</p> <p>LW has contacted Melanie Bushnell, HIVE Information Officer at RAF Brize Norton. A meeting is being arranged during term 5 to discuss the possibility of emotional and financial support and the work that HIVE currently do for Military families.</p> <p>LW to confirm the number of children receiving SEN support. LW confirmed we currently have 7 SEN children.</p>	
6	<p><b>Head's Report to include RAP action progress</b></p> <p>LW circulated hard copies of the Head-Teacher's Report which had previously been circulated electronically.</p> <p>LW advised this report includes performance data as the Standards Committee were not able to meet last week. Year 2 and Year 6 tables of children's targets are detailed in the report with 92% of Year 6 and 80% of Year 2 children on track for meeting expected level in reading, writing and maths combined. These end of academic year targets are submitted to the Academy every long term. All the percentages are very positive with very few pupils across the school working at the developing stage.</p> <p>Following the Spring Hodder assessments, standardised scores are obtained in maths, spelling and grammar and reading. Writing is teacher assessed. A standardised score of around 105/106 show children securely working at expected level.</p> <p>JR circulated Year 1 to Year 6 tracking data. The document shows what score the children achieved at the end of the last academic year, and the score achieved in the Autumn and Spring assessments. The document is an excellent visual to see how the children are moving within the bands. All scores are looked at on an individual basis by Head and class Teacher. Governors asked if we should split the table further by creating another band within the 118+ band. JR and LW said that any child over 118 is working very securely at greater depth and did not feel breaking the data down further would serve a purpose in school. These tables are produced to give a broad overview, with the scores scrutinised on an individual basis. Scores are also reported to parents.</p>	



Governors queried why Year 3 maths shows more children have moved down a band, in some cases more significantly than just a couple of points. LW advised the Year 3 maths curriculum does become more challenging and those children that have just met expected at the end of Year 2 may not thrive as well in Year 3 whereas children with a solid foundation will find the curriculum less challenging.

During term 5 and 6 Mr Stevens will be carrying out more standard method arithmetic with Year 2 to try and enforce and build on the knowledge the children already have in order to prepare them for the KS1 – 2 jump.

Governors asked if we could look back at previous results to see if this move is the cohort or the transition. JR confirmed it is the transition made up of both the step up in curriculum and emotional impact of moving up. Some children take until Christmas to really settle into Year 3. Staff also see this in Y5 pupils. The school will look at Y2-3 transition carefully for September to find ways of easing this step so that it does not have an impact on pupil achievement.

Following a staff meeting LW advised the School will be involving parents more in the arithmetic we teach in class and the modern-day calculation methods that are used. The school will also be moving towards arithmetic booklets for homework, and less use of MyMaths, an online maths programme.

Governors asked if pupils struggle more in the November assessments following a long summer break. LW confirmed this can be the case and this summer the children will be encouraged to complete arithmetic booklets. Last summer the focus was on writing with the children completing a holiday diary.

## 2. Quality of Teaching and Learning

LW welcomed any questions on this section. Governors asked for clarification of who Gabriella McDonald is. LW confirmed an ex St Hugh's parent who is offering reading support.

2.1 LW advised joint observations have taken place with 3 teachers which have been successful in demonstrating what to look for in outstanding teaching and how to give feedback, affirming skills and suggesting points for development. Mr Stevens has done an excellent job of supporting a trainee in Beech class as teacher mentor this term.

## 4. Effectiveness of Leadership and Management

	<p>LW advised she has visited two schools this term to offer support as a National Leader in Education (NLE). LW stated it is good to visit schools in different Counties to see how schools operate other than in our Academy.</p> <p>Governors asked if LW's time is taken away from our school. LW said it is within her control to strike a balance and ensure Buckland would not suffer because of the NLE role. It also gives other staff an opportunity to assume responsibility and to benefit from CPD in supporting other schools.</p>	
7	<p><b>Pupil achievement data</b></p> <p>This was discussed in the Head's Report section above.</p>	
8	<p><b>Summary reports from committee chairs</b></p> <p>Standards meeting did not take place last week due to staff absence. PM talked through the highlighted sections of the Resources minutes, previously circulated to all Governors electronically, adding there is a potential financial shortfall next year, and the question has been asked of the Academy if we can accrue money from this financial year. This is possible and a line will be added to final balance to show use of money in following year.</p>	
9	<p><b>Long term plan</b></p> <p>LW circulated the Long Term Development Plan. The Governors received the document in January when they were asked to review before this meeting.</p> <p>The investment needed into the allotments was discussed. Ideally, we need someone to invest time into the allotments so they are manageable for us to maintain. If the allotments were in a manageable condition, we would consider providing 2 hours overtime each week to maintain them. An advert will be put in Seven Voices.</p> <p>Church and Community – LG will investigate the cost of a bubble tube.</p> <p>LW welcomed LG's thoughts on phase 2 and 3 of the Church and Community section. LG to give it some thought and update at the next LGB meeting.</p>	<p>LW</p> <p>LG</p> <p>LG</p>
10	<p><b>Governor self-evaluation</b></p> <p>SB circulated the LGB self-assessment questionnaire results. Seven responses have been received.</p> <p>The following points were discussed in more detail:</p>	

Signed  .....

Date 15-MAY-2018

	<p>5. Good succession planning – this is covered at point 11 below.</p> <p>7. Could our vision look forward 3-5 years, and include what the children who have left the school will have achieved?</p> <p>LW thought this would be useful and will do some investigative work in the Autumn of our twelve Year 6 children, to receive feedback from their new school. LW will also try and gather information from last year’s cohort of Year 6 children.</p> <p>8. Have we agreed a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy?</p> <p>The Long Term Development Plan and RAP are School documents that guide the LGB. LP to circulate recently signed off FAoS Strategic Plan for the Academy document to Governors. The strategic aims of the Academy are naturally our strategic aims.</p> <p>9. We listen to, understand and respond to our pupils, parents and staff.</p> <p>SB’s termly report is circulated to parents in the Newsletter. LW produces monthly article for Seven Voices magazine. LW advised she will begin to include greater academic achievement in this report and governor news so that the community see the role of the LGB. (Annual parent questionnaire and pupil interviews.)</p> <p>The skills audit document was circulated to give a visual of any gaps. There is a gap in Financial skills but all agreed as this is a specialist subject and there is only a need for key people to be in place. Governors agreed we need a spread of expertise across all the areas. LW thinks an "Understanding of Current Educational Policy" could be stronger and will include some information for Governors on this at the next meeting. Links with local businesses is important for mutual benefits. The Faringdon Young Traders market in the summer term may help with this.</p>	<p>LW</p> <p>LP</p> <p>LW</p>
<p>11</p>	<p><b>Succession planning / governor terms</b></p> <p>Five Governor terms are due to end this year. Foundation Governor (ML), Community Governor (LS), two Parent Governors (SS), (SB) and Teacher Governor (JR).</p> <p>Tim Saunders (TS) would like to stand as Community Governor. Governors voted in agreement with the post and TS will become Community Governor from September 2018 replacing LS whose term expires. The Parent Governor posts will be communicated to parents via ParentPay in May together with the skill sets we are looking for. Current Parent Governors are both happy to re-stand. Teacher Governor will be elected by staff in the summer term.</p>	

12	<p><b>Academy updates</b></p> <p>Faringdon Infant School and Junior School have both been inspected and both remain good schools. David Wilson CEO has resigned and will be finishing at the end of the academic year.</p>	
13	<p><b>Any other business</b></p> <p>None</p>	
	<p><b>Meeting Closed at 9.15pm</b></p>	
	<p><b>Date of next meeting: Tuesday 15<sup>th</sup> May</b></p> <p><b>Resources Committee Meeting: 1<sup>st</sup> May, 26<sup>th</sup> June</b>  <b>Standards Committee Meeting: 4<sup>th</sup> May, 29<sup>th</sup> June</b></p> <p>Future LGB meeting dates:          Tuesday 10<sup>th</sup> July</p>	