



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 30th January 2018 at 7.15pm at the School

Present: Samantha Brady (SB) – Parent Governor (**Chair**)
 Simon Simpkins (SS) – Parent Governor (**Vice-Chair**)-joined meeting at 7.30pm
 Louise Warren (LW) (**Headteacher**)
 Georgiana Siedle (GS) – Staff Governor
 Jan Rossie (JR) – Staff Governor
 Lynette Saunders (LS) – Community Governor-joined meeting at 7.30pm
 Mary Lines (ML) – Foundation Governor
 Liz Jepson (LJ) – Community Governor
 Paul Margey (PM) – Parent Governor
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor
 - joined meeting at 8.15pm

Apologies: Rev Tony Lynn (TL) – Foundation Governor
 Martin Westmoreland (MW) – Associate Member

In Attendance: Laura Purcell (Clerk)

The meeting commenced at 7.25pm
 The meeting was quorate.

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

Signed AS Brady Date 27/3/18 Page 1 | 6

4	<p>Approval of the minutes of the meeting held on Tuesday 28th November 2017</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>Matters arising from previous meeting (Chair)</p> <p>Action - Carry forward sign off sheet for new safeguarding policy to next meeting GS confirmed sign off sheet for the new 2017 Child Protection and Safeguarding Policy has been signed by all Governors.</p> <p>Action - PM would like finance to send us the budget on a monthly basis in an exported spreadsheet. PM to support GS with improving our in house financial systems to avoid a future underspend. PM confirmed he has received the necessary spreadsheets from finance.</p> <p>Action - SB and LW will be speaking to Anne Lynn re: the admission policy for nursery children to have priority over distance. There are many arguments that would support this decision. SB to ask if she can present to the board / PR committee. SB to carry action forward to next FGB meeting. LW has contacted other schools in the Academy and they are happy for us to proceed.</p>	SB/LW
6	<p>Head's Report to include RAP progress</p> <p>Electronic copy of the Head's Report had been distributed in advance of the meeting, hard copies available at the meeting.</p> <p>Section 1 - Outcomes for children and learners</p> <p>EYFS progress was reported on as not reported in November alongside the rest of the school. Reception children are baselined before October half term and a progress measure is taken in December to allow Reception children to settle and become used to their surroundings. The data showed the vast majority of children making 1 band of progress, as we would hope and approximately 20% making 2 bands in some of the 17 areas (particularly PSED) which is very good. A small minority did not make progress across a band in reading. We are confident that support is in place for these children and there is a real focus on reading every day in the setting using a wide variety of strategies.</p> <p>LS and SS joined the meeting at 7.30pm.</p> <p>LW and JR noticed that prior attainment groups, which are key in tracking progress, are set high by FFT Aspire, our target setting/self evaluation tool. For example, our EYFS data from last year puts over 60% of children into a HPA group. We</p>	

have to be aware that a child who achieves 2.1 is really only just above expected rather than exceeding (2 is expected and 3 is exceeding).

The number of nursery children achieving age expected reading is below that of writing. As children progress through school, children tend to attain more highly in reading than writing. It should be noted that many reception children find it easier to write than read as they must learn the skill of 'blending' to help them read. We are observing reading very carefully as that was a weaker area last year.

Section 2 – Quality of Teaching

LW advised there is a vacancy for a Link governor in the RAP for Quality of Teaching Learning and Assessment. LJ is happy to fill this role and has booked to come and visit guided reading in Oak class. Hopefully with subsequent visits to all classes to give an overview across the school.

Provision for pupil premium and vulnerable children. SB would like to investigate if there is any more support we can offer Military children to build resilience in readiness for parents being away on military operations. LW to talk to one of our military parents to enquire about provision and to ensure parents advise the school of absence so we can involve our ELSA in supporting children.

LW

Section 3 - Personal development, behaviour and welfare

LW advised teaching staff have discussed the advantages and disadvantages of a more flexible timetable. Some children like an element of choice and not to have the same lessons at the same time each week and some prefer the routine of knowing exactly what will happen each day/week. Teaching staff will reflect on their own timetable and share their thoughts at next staff meeting. JR added she did not think teaching maths in the afternoon would be prudent as it is difficult to retain concentration from some of the children.

Section 4 – Effectiveness of leadership and management

LW was hoping to update Governors on the proposed merger but has since been advised this is currently on hold and therefore unable to share consultation documents.

Governors asked what a C and I teacher is referred to in 4.10. LW advised a Communication and Interaction teacher who can help children who have language and communication difficulties or Aspergers type tendencies. Governors asked why we have a visiting SENCO and Libby Eastburn (LE). LW advised LE does not have a SENCO qualification. The official visiting SENCO monitors our practices for our SEN children and provides advice/feedback.

7

Summary reports from committee chairs

Minutes from the Resources and Standards meetings were available having previously been electronically circulated.

Resources

SS advised an annual review of Risk Assessments had taken place. GS has completed the majority of actions outlined already.

Appeals – SB is writing a paper for the Academy PR Committee who will in turn take to the FAoS Board to request change of the admissions policy to include an admission rule that includes children who have attended the nursery above proximity to the school.

Our budget remains healthy for this academic year. PM and LW met with the FAoS Finance team today. PM has now received finance reports electronically.

Site Security policy has been reviewed and will be sent out to all staff.

LW

A £13k quote has been received for works on the outside toilets (partial revamp). We are talking with the Academy to request that we use £10k of capital money if possible.

A very comprehensive condition survey has taken place with some works to be done this year. Jo Ray will prioritise works and let us know what needs to be done.

Two PGCE students should be joining us this year. One starts next week in Beech class.

A communication has been sent to parents alongside the weekly Newsletter to explain how Acorns class is changing next year to be able to offer extended hours for Nursery children. GS has produced a form to try to encourage parents to commit to 30 hours as there is no obligation to accept a place offered but we will have to set our staffing up to be able to offer the provision.

Standards

ML advised Collective Worship feedback has been received from pupils and conclusion is that the children would still like to become more involved. Plans are already in place to get the children more involved in the Easter prayer walk. They would also like to sing different songs in assembly.

Rev Talisker joined the meeting at 8.15pm

Section f - Guided reading – amendment to the Standards Minutes dated 26th January 2018 – should read ‘At the moment the boys are reading more’ (not girls).

	<p>Extreme reading incentive which will go out with the Newsletter this week is hoped to further raise the profile of reading.</p> <p>ML advised she has had a meeting with LE about the SEN work she does in school alongside the external SENCO support. LE has a timetable to work to with the children. The administration and filing tasks are exceeding her contracted hours thereby necessitating overtime claims. LW advised she would like to include this administration time in weekly hours for 2018/2019 academic year. LW to confirm the number of children currently receiving support. ML said we are extremely fortunate to have such a highly skilled and qualified Inclusion manager to be working for the school.</p>	LW
8	<p>Governor terms, skills audit and performance review</p> <p>SB has received three responses from Governors as at Monday pm. Action postponed until next meeting to enable more data to be received. All governors to complete surveys online.</p> <p>TL has resigned from his Governor duties. Governors would like to thank TL for all his help and time and appreciate that he is happy to continue working with the school but not as a Governor. His term was due to finish in August 2018. With regards to succession LW and TTM to discuss. LW to communicate via Newsletter that TL is still very keen to be part of school life, will continue with Open the Book Assemblies and is visiting Beech class next week to support their maths lesson.</p>	SB GVRS LW
9	<p>Long term Plan</p> <p>LW circulated the Long Term Development Plan 2018 which replaces the 2015-2018 plan. The document which includes ICT, Premises, Personnel and Church and Community fits alongside the annual RAP. LW explained the document works in phases rather than years to allow flexibility. Phase 1 indicates what costs are imminent. Document will be sent to the Academy so they are aware what costs are likely to be incurred in future years and what requests we will put in with regard to our carried forward surplus. LP to send document out electronically with draft Minutes. Re-agenda for next meeting to allow Governors time to review. LW would welcome the Governors thoughts on the document.</p>	LP GVRS
10	<p>FAoS news</p> <p>News about the potential merger is on hold. Faringdon Junior School has appointed the holding Head as the permanent Head Teacher. LW was involved in this appointment. LW is also part of the Improvement team review at Faringdon Infants this week.</p>	

Signed *J Brady*

Date *27/3/18*

11	<p>Any other business</p> <p>None</p>	
	<p>Meeting Closed at 8.40pm</p>	
	<p>Date of next meeting: Tuesday 27th March 2018 – 7.15pm</p> <p>Resources Committee Meeting: Tuesday 13th March 7.15pm Standards Committee Meeting: Friday 23rd March 2018 9.15am</p> <p>Future LGB meeting dates: Tuesday 15th May Tuesday 10th July</p>	