



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 19th September 2017 at 7.15pm at the School

Present: Samantha Brady (SB) – Parent Governor (**Chair**)
 Louise Warren (LW) (**Headteacher**)
 Georgiana Siedle (GS) – Staff Governor
 Jan Rossie (JR) – Staff Governor
 Rev Tony Lynn (TL) – Foundation Governor
 Martin Westmoreland (MW) – Associate Governor
 Lynette Saunders (LS) – Community Governor (joined the meeting 7.36pm)
 Mary Lines (ML) – Foundation Governor
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor
 Liz Jepson (LJ) – Community Governor
 Paul Margey (PM) – Parent Governor

Apologies: Simon Simpkins (SS) – Parent Governor (**Vice-Chair**)

In Attendance: Laura Purcell (LP) (Clerk)

The meeting commenced at 7.28pm
 The meeting was quorate.

1	<p>Welcome</p> <p>SB opened the meeting, welcomed all Governors. SB thanked Sophie Sheard for her role as Chair and for all her help with the school’s journey towards an Outstanding Ofsted report. SB introduced the two new Governors Liz Jepson and Paul Margey and asked all Governors to introduce themselves.</p> <p>A prayer was held by TTM.</p>	
2	<p>Apologies for absence</p> <p>Apologies had been received and noted by those Governors listed above.</p>	
3	<p>Declaration of Interests</p> <p>There were no declarations of interests for this meeting. Annual pecuniary interests were collected and the clerk will upload to website – outstanding ones to be handed in asap.</p>	LP

Signed *SB Brady* Date *28/11/17* Page 1 | 8

4	<p>Approval of the minutes of the meeting held on 11th July 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>SS to write to James Wildman to thank him for his assistance with the new logo. LP to ask SS if this has been done. Carry forward to the next meeting.</p> <p>The Governors were keen to know how the data is put together and on reviewing the Year 1 mean data figures, especially in Year 1 noticed they seem to peak in March. LW advised the teachers are mindful that the validity of a test given needs to be consistent across all three tests. One factor could be that the level of support is slightly greater in March than in June when the children are a little older and more independent. LW reported she has spoken to JS and LT regarding the dip/peak in the Pira and Puma assessment tests. Going forward no support will be given during assessments therefore we should not see a discrepancy between Autumn and Summer data.</p> <p>Governors requested sight of last year's data to be presented with current academic year's data. LW has sent this data to SS. Action carried forward to next meeting in SS's absence.</p>	<p>LP</p> <p>SS</p>
6	<p>LGB structures</p> <p>LW talked through a powerpoint presentation detailing the Local Governing Body structures. LP to send powerpoint document to all Governors electronically.</p> <p>LS joined the meeting at 7.36pm</p>	LP
7	<p>Scheme of Delegation and Annual Schedule</p> <p>LW circulated Faringdon Academy of Schools Scheme of Delegation document to all Governors. This document details who holds which areas of the Governance Functions – Academy Board, Local Governing Board, Committees or Head. If any Governors have any feedback on the document, please email LP / LW will be happy to answer any questions.</p> <p>LW circulated the Annual Schedule advising it is a useful document to have at the beginning of the academic year as it details what business is to be covered. There is some flexibility with the content of this document and is a useful document for the two clerks of the committees to be guided by in raising agendas.</p>	

8	<p>Agree Terms of Reference and meeting dates for committees</p> <p>Terms of Reference were circulated to all the Governors. Quorum for both these committees is 3, agendas and papers to be circulated 7 days before the meeting if possible and minutes distributed to the LGB. Minutes of these meetings are a public document and should be signed off as an accurate record at the beginning of each new meeting. The Governors agreed the Terms of Reference for Committees giving Committees delegated powers. The following meeting dates have been proposed:</p> <p>Resources - Tuesdays 7.15pm in the school staff room 21st Nov 16th Jan 13th March 1st May 26th June</p> <p>Standards - Fridays 9.15am in the school staff room 24th Nov 19th Jan 23rd March 4th May 29th June</p> <p>Please note – not all of these meetings may be required prior to LGB and if business can be covered in the main meeting a cancellation will be sent out in good time.</p>	
9	<p>Mission statement and vision</p> <p>SB read out the foundations of the Raising Achievement Plan (RAP). LW explained that the RAP builds on each year that has gone by. This year the RAP is about pushing the boundaries of outstanding to become even better. However successful, there are areas we need to reflect on and move forwards. The school's vision and mission statement are at the top of the document. The vision was worked on as a Governing Body two years ago. The vision will stay the same as is a very broad and overarching statement and captures where we want the children to be. Governors questioned whether the children 'reflect and plan the next steps in their learning journey' and what evidence there is of this. JR advised Governors that this is an ongoing daily process plus time is set aside every Friday for the children to reflect on both their academic work and behaviour. Governors thought we should highlight this to parents. LW invited Governors to focus on this during a Governor monitoring visit to gain their own evidence that this is happening.</p>	<p>LW/ GVRs</p>

10

Head's report

LW advised pupil numbers for the October census are 107. Nursery has 5 children with 6 places available. The LA will give us a rural funding grant to take us to funding for 8 children for the autumn term only. GS advised at Christmas we will be taking on 3 more nursery children and should fill the remaining places by the summer term. Governors thought we need to think carefully about nursery children joining mid-year as this can be a challenge to meet the needs of a wider age group. LW reassured Governors that this will be well thought through and measures will be put in place to ensure children settle well. From a financial point of view, we may well need to make it work.

18 children are in reception class, 8 of which are new families to the school. Decision to take reception numbers from 15 to 17 was taken as governors knew nursery cohort was smaller. One other parent appealed, and won the appeal at the end of August which took this number to 18. 33 children in year 1/2 is not an option due to the infant class size rule, some children who are ready, both academically and emotionally, may move into year 3 early, equally some children who may not be ready to leave EYFS could be offered the opportunity to stay in EYFS for a further year but follow the Year 1 curriculum. This will be discussed with the relevant parents at the time. There may also be a mobility factor which would help alleviate the issue.

The school currently have 7 military children, 1 pupil premium child, 6 SEN children and 1 previously looked after adopted child.

Behaviour - A year 1 child has found it difficult to settle but staff have worked hard to help with the transition and this has proved very positive. One reception child is testing the boundaries and needing emotional support, LW and KH are working with that child and parents and further training will be sought. 1 Year 4 child demonstrating low level off task behaviour – this is being monitored. 4 new pupils in years 2, 4, 5 and 6 – all have settled well.

Premises - Acorns and Beech classroom have been decorated over the summer. Work has also been done on an internal quadrant and loose capping stone. The Academy have tried to repair the leaking roof in Sycamore cloakroom but initial works have proved this is too big a job and therefore we need to use an external company which will cost approx. £2k. Oak classroom windows will be replaced sometime this term, Premises Manager at the Academy will be managing this project for us. Playground markings have been done and funded by FOBS. Cycle pod should be installed sometime this term, we are waiting to hear how much funds have been raised following a Tesco initiative.

Community - FOBS committee will stay the same this year. AGM is taking place this Friday 22nd September. LW asked if Governors were available to please try and support them.

Autumn Festival takes place this weekend in Buckland. We have encouraged the wider community to get involved.

Road safety – a message has today been sent out to new parents asking them to please remember to show respect with regard to road safety and parking in the village. The Parish Council would like Summerside to be traffic free. Cars parking along Summerside could potentially cause a problem if emergency services need to get through. LW advised that the School Council will get involved this year with helping to communicate this message.

Finance - We will be given our final budget close down figure in December but should have an early indication of the amount before this time.

FAoS - The expansion with Eynsham Partnership Academy (EPA) is continuing and a consultation document will be out just after half term. If successful, a merger would potentially take place around Easter time. As a Governing Body, we will need to talk to staff and parents to give relevant information regarding the consultation.

National Support School status - LW may be supporting a school in Swindon. This school went into special measures at the end of the summer term. It is possible that they will join the Academy as a sponsored school. This will impact on LW's time as little or as much as LW dictates. LW advised Buckland will not be compromised due to the support we give.

Academy Conference is on the 28th September – LW/SB/LJ are attending. During the conference the Academy Board will speak and give updates on the potential expansion. Various workshops will be available 7pm to 9pm. LW encouraged other Governors to attend.

GVRS

Clever Touch boards have been installed in 3 classrooms. These have cost approx. £3k each and have been paid for from a surplus in last year's budget. We will possibly purchase one for Acorns classroom too if funds are available.

School has been without the internet for a week. We think that the BT line has been taken over by another company. FAoS IT department have been working on a temporary fix and Schools' Broadband are working to get the line back.

Term 1 after school clubs programme has started which is very good provision.

The annual calendar is on the website, this can also be downloaded and will import dates into personal calendars.

J Brady

28/11/17

Self-Evaluation Form (SEF)

LW circulated the SEF document to all Governors. This is an Academy format document with all the schools submitting documents in the same way. LW highlighted an important section on last year's data on page 9. This is the data that leads into this year's RAP and which tells us where we need to work this year. In KS2 79% achieved expected in reading, writing and maths. National figure is 61%. Following the unexpected low result in reading there is now a plan in place for those children on the 'cusp' to ensure they reach expected.

Progress in reading KS1 to KS2 was 2.2. If every child made the progress they should it would be 0 therefore anything above 0 is a good indicator. Page 10 details this year's data showing reading progress at 2.2 (top 40%) and maths progress at 5.3 (top 5%). Reading is a focus area, with maths doing very well. Page 12 KS1 data – 100% of children reached expected level in reading and maths and 66% in writing. We have talked a lot about the group of boys that continue to receive support for their writing and a lot of support has gone into this but whilst the gap has closed, they have not met the expected level yet. A standardised score of 100 would be an average, our standardised scores are well above this in every area.

EYFS - 75% of children reached a good level of development (GLD), the national figure is 69% (2016). The figure represents the 3 children that did not reach a GLD— there are a wide range of areas they need to achieve this level in and they must obtain it in all areas. Most children made 3 bands of progress with a good number of children making 4 bands of progress. If they do not achieve good level going into year 1 they are given extra support. Governors questioned if children can be re-evaluated in Year 1. Re-assessments in maths, writing and reading would continue in Year 1 but PSED is not measured once in Year 1. LW will speak to KS1 teacher to ensure PSED objectives from the EYFS are followed through as they are a key indicator to future success.

LW

100% of our Year 1 children met the phonic standard.

LW invited the Governors to peruse the document in their own time and raise any queries or give any input they may have into the SEF. Please feedback either by emailing LW, at a Governor visit or at the next LGB meeting.

The SEF leads into the RAP which was discussed at the last LGB meeting in July. Once approved LW will send the aims and objectives to parents to show what we are working on.

LW

Priority 1 – Outcomes for children and learners

- Every child enjoys reading and achieves at least the expected level in all year groups.
- Raise the standard of spelling and writing for Lower Prior Attaining (LPA) children in particular

	<ul style="list-style-type: none"> - JS maths lead to work with children every week in classes, particularly focussing on girls - LPA children across the school are supported in all subjects <p>Priority 2</p> <ul style="list-style-type: none"> - Working on the development of the should, could and deepening approach in all foundation subjects - Making sure there is pupil choice, especially for Higher Previous Attaining (HPA) children and that they can choose their outcome - Developing peer observation across the school, making sure staff have the opportunity to see each other teach. <p>Priority 3</p> <ul style="list-style-type: none"> - Making sure children know support is available for them - Continue to develop the children's understanding of diversity, the differences and similarities between people. <p>Priority 4</p> <ul style="list-style-type: none"> - Manage the potential merger of FAoS with EPA within the community - Ensure the new Chair and two new Governors are inducted well and are making good impact - Manage budget and premises effectively - Ensuring staff have professional development opportunities and that there is effective succession planning - Evolve EYFS setting to secure future viability of Nursery - Fulfil role of National Support School (NSS) and National Leader in Education (NLE) to offer support to other schools <p>LW asked Governors for any questions or comments on the RAP document. LW acknowledged it contained a lot of information, explained it is a Governor Leadership document that will guide the whole school year. Please email any thoughts to LW.</p>	
11	<p>Safeguarding – annual report and policy review</p> <p>GS presented the Safeguarding annual report. GS to obtain DBS checks for new governors LJ and PM. LW and JR to carry out safeguarding training in spring 2018. Previously we have not checked for any safeguarding issues for children coming into nursery/reception class from another nursery setting. This will now be carried out. We have few children that need intervention but all staff need to be constantly vigilant. A pupil survey will be carried out to ascertain whether the school can provide any further support to children in regard to bullying and unkindness. GS will complete the governor response section and return the report to the OSCB. GS gave out a copy of the reviewed Safeguarding and Child Protection policy which has been approved by the Board. She asked all Governors</p>	GS

	to read the policy and at the next LGB meeting Governors will be asked to sign a document to indicate they have read and understood the policy. Policy was adopted by the LGB.	GVRS
12	Pay policy and Teacher appraisal policy adoption LW advised the Governors we have not yet received these policies from the Academy and they will be reviewed at the next Resources meeting. Pay increases cannot be approved until the policy has been approved.	Resources Committee
13	AOB Governor monitoring. LW circulated a document from the National Governors' Association entitled 'Knowing your school'. This document recommends that Governors should endeavour to make at least one visit each academic year and no more than one per term. Each visit should have a very specific identified focus that is shared with all the staff involved. LW invited the new Governors especially to book a visit and focus on something they would like to learn/know a little more about, preferably relating to this year's RAP. Meeting Closed at 9.06pm	
	Date of next meeting: Tuesday 28th November 7.15pm Resources Committee Meeting: Tuesday 21st November 2017 Standards Committee Meeting: Friday 24th November 2017 Future LGB meeting dates: Tuesday 30 th January Tuesday 27 th March Tuesday 15 th May Tuesday 10 th July	