



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: Sophie Sheard
 office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

**Minutes of the Full Governing Body meeting held on
 Tuesday 23rd May 2017 at 7.15 pm
 at the School**

Present: Sophie Sheard (SS) Community Governor (**Chair**)
 Samantha Brady (SB) – Parent Governor (**Vice-Chair**)
 Louise Warren (LW) (**Headteacher**)
 Georgiana Siedle (GS) – Staff Governor
 Jan Rossie (JR) – Staff Governor
 Rev Tony Lynn (TL) – Foundation Governor
 Martin Westmoreland (MW) – Parent Governor
 Lynette Saunders (LS) – Parent Governor – joined the meeting 7.35pm
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor – left the meeting 8.10pm

Apologies: Mary Lines (ML) – Foundation Governor
 Simon Simpkins (SSi) – Parent Governor

In Attendance: Laura Purcell (LP) (Clerk)

The meeting commenced at 7.25pm
 The meeting was quorate.

1	<p>Welcome</p> <p>SS opened the meeting and welcomed all Governors.</p> <p>A prayer was held by TL.</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.</p>	



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: Sophie Sheard
office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

4	<p>Approval of the minutes of the meeting held on 4th April 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>No matters arising from previous meeting.</p>	
6	<p>Head's report</p> <p>LW advised the Governors that she is making a verbal Head's report due to the fact it has only been 4 weeks since the last written report. The focus of this meeting is to discuss the budget. LW updated the Governors:</p> <p>Achievement: KS2 SATs have been completed. The maths paper was particularly challenging and this was the national perception too. There is no longer a Level 6 paper, one paper covers all ability levels. The previously lower achieving children can suffer from this type of approach to a test as it can make them feel inadequate. Our previously higher achieving children have done well. The reading test was also challenging, 39 questions to be answered in an hour plus 3 texts to read. The results will be received on the 7th July. KS1 have also completed their SATs. All the children had a good attitude towards the papers. The papers will be internally marked, with a raw score submitted. Two children that we had hoped would meet the phonic standard following daily phonics support may still not achieve this.</p> <p>An external moderator will be visiting EYFS after half term. KH will submit results which the moderator will check are correct. We are on track for predicted 75% good level of development which will hopefully be confirmed by the moderator.</p> <p>A visitor from Watchfield has been in to observe JR teach. A maths coordinator from John Blandy will also be visiting shortly to observe JS. LW observed teaching in Y 3 / 4 this week which was extremely strong and the teacher provided an excellent lesson. Discussion of next steps / future refinements will follow.</p>	



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: Sophie Sheard
 office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

LS arrived – 7.35pm

Appraisal observations will take place next term as well as an Academy review. Our TA team are strong, helped by the focus and support following the Ofsted report. The Academy will spend time talking to each individual member of staff on their own and, following a suggestion from a Governor (SB) be asked to focus on TA support and its impact.

An Oxford Brookes student in their final practice year is currently working in Oak Class.

Personal Development Behaviour and Welfare

Rev Talisker has been in school to visit each class, carrying out pastoral visits, rather than taking assemblies to try and establish relationships / connect with the children as individuals. This will however take time due to the teaching which takes place in the classroom at the same time and the number of children to meet.

LW/LT are focussing on fitness and skills development across 3 classes. 12 children have been identified as needing additional support. LW is releasing LT from teaching for 45 minutes per week to work with these children to try and raise fitness / skill level and enjoyment of PE.

LE, our ELSA, is seeing 7 children across 3 afternoons regarding their emotional, social needs. These sessions help to build confidence and give the children an opportunity to discuss any anxieties and are excellent quality. The children are visibly stronger after the sessions.

All the staff went to Shrivenham school this week for training in helping build children's resilience.

One incident of racism has been reported. JR has spoken to the parents of the child directly associated with the incident and has followed this up with a conversation to all the children in the classroom.

Leadership and Management

LT visited Longcot school who have had their review from the Academy team and observed 3 writing lessons. This provided useful ideas for teaching. An additional point LT brought back from her visit was that all the staff sit down together at



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: Sophie Sheard
office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

some point during the day. Finding time for staff to sit down together is about a balance between staff wellbeing / looking after the children / preparing for a lesson. TTM suggested providing two opportunities during the week where staff can all get together if they wish.

The National Support School application has been received. A request for further impact data has been received and actioned. The deadline for us to hear has been extended from April until after the 8th June 2017.

KH and BG are attending a Local Authority Conference this week during which they will receive an award for running an Outstanding EYFS.

The steering group for the FAoS / EPA merger, which LW is a part of is now fully underway. LW visited Bartholomew School this week and met with the Teaching and Learning steering group. The aim is to get a Consultation document completed ready to distribute in September.

JS has attended a leadership group meeting at the FAoS. Others in the Academy who have also been identified as potential leaders attended. The aim of this is to grow our own leaders within the Academy.

The new logo is now on the Newsletter and our letterhead. Uniform is available with the new logo. The logo on the uniform appears without the values as this proved top heavy with text. GS is working on the new prospectus. SS to write to James Wildman to thank him for helping us with this.

SS

Bishop Steven, new Bishop of Oxford will be visiting the school on Wednesday 7th June to visit the children for around 45 minutes. We are the only primary school in the Deanery to receive a visit. TTM and TL will accompany him.

Jim Smith, a very inspirational speaker will be speaking about the current issues in education. The talk intended to rejuvenate and motivate will take place on the 5th June at Faringdon Junior School. All Governors are welcome. Please advise LW if intending to attend.

The Governor / Staff social will take place on Friday 16th June – between 6pm to 8pm was agreed.



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: Sophie Sheard
 office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

	<p>Many opportunities and extra curricular events have taken place this term which include Junior Citizen for Year 6, Maypole dancing, Spring disco, Sycamore and Acorn class assemblies, Beech class worship, Beech class visit to Abingdon Science Laboratory, Waving Hello project including a visit from two refugees from S Africa and Uganda, who came to share their stories/experiences with the Year 5 children. Community lunch including some of the children singing, FCC Festival of Voices, swimming lessons. Some very able Oak children will receive a visit from Chris Withers who works at St Hugh's this week to challenge/have discussions around current affairs.</p> <p>Rev Talisker left the meeting at 8.10pm.</p>	
7	<p>Brief summary report from Standards Committee</p> <p><u>EYFS Achievement data – Spring term</u> Copies of the minutes from the Standards Committee meeting were circulated. KH came to the last meeting and gave a very comprehensive view of assessment in the EYFS and gave an excellent presentation detailing how children's progress is tracked and how this is evidenced. The school is on track to achieve the target of 75% GLD by the end of the year. SS thanked KH for creating such a comprehensive and thorough assessment system.</p> <p><u>Pupil feedback</u> School Council will be visiting classrooms while children are working to get feedback directly. The parent questionnaire is in hand with SB. Governors looked through pupils' books, in particular at cursive writing. Standards and progress are high. It is accepted that our focus group of Y1 and 2 children will not all meet the expected level at the end of this year but that the difference between them and their peers is significantly diminished. Progress in books is strongly evidenced. Noted that those in Y1 working below the expected level are all Summer born. This is not so in Y2.</p> <p>Portable ramp to be on site to access the hall and Sycamore classroom.</p> <p>Resources Committee did not meet due to the Budget discussions taking place in the FGB meeting.</p>	



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: Sophie Sheard
 office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

8	<p>2017/2018 Admissions</p> <p>LW advised 6 children out of 11 places will be starting in the Nursery in September. There is plan in place to take children that are 3 years old in the Autumn to start in January. Some parents may be reticent about this as a child would then be in the setting for two and a half years. LW is happy we can meet need due to the outstanding staff and provision available.</p> <p>Places have been offered and accepted by 15 children for Reception year. 6 children are on the waiting list, 3 of whom attended Buckland Nursery. Discussion took place around whether the School should offer any additional places. Point put on hold until after the budget was discussed to gain a greater understanding of the finances.</p>	
9	<p>2017/2018 Budget</p> <p>LW circulated a 5 year Revenue Financial Forecast and Budget Monitoring Summary Report for month ended April 2017. MW advised 2017/2018 budget has balanced, next year we are in a good position but the future years could see some challenges and the Governors need to keep a focus on pupil numbers. Staffing costs are rising, maintenance of premises is flat, staff development is flat across the period. There is a risk around funding for universal infant free school meals coming to an end. There is some additional funding in Maintenance of Premises and Educational Support Staff overtime. We have a small surplus until 2020/2021 then drop into a deficit, it is not acceptable to run a school with a deficit from an Academy viewpoint. If we do bank a surplus at the end of the year it is added to whole Academy reserves. MW advised per pupil funding is crucial and any volatility in pupil numbers will be an issue for us. The Governors agreed to increase the 2017/2018 reception year to 17 children and offer 2 additional places. It is accepted that there is some risk around this due to the fact that there is a cap on KS1 class being at 30. The school will need to think creatively to avoid this should the situation occur but historical perspectives show that there tends to be a mobility factor involved. To keep KS1 class at 30, it may be that higher previously attaining children could move to Y3 class or children who do not meet a Good Level of Development in the EYFS would remain in the setting for their Y1. The school are committed to meeting each individual pupil's needs and will make any decisions in consultation with parents based on this. It is also noted that the school could not</p>	



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: Sophie Sheard
 office.3222@buckland.oxon.sch.uk www.bucklandprimaryschool.org.uk

	<p>increase above 17 places both due to ensuing numbers in KS1 and also room size in the EYFS. Increasing cohort size is not a decision that could happen every year and will need to be considered carefully each time to ensure there is no compromise to educational provision.</p> <p>Governors agreed that they need to look further into the revenue that would be generated from increasing the Nursery setting to 30 hours per week from 15 hours for next year.</p> <p>LW circulated the Academy Recharge costs. Next year the school will be contributing £46k for Academy services. This was spoken about at great length at the Head's recent meeting. LW is confident it is fair and is bespoke for each school. The school gets good value for what it receives and is in a stronger financial position than it was as an LA school. LW stated she has spent time supporting the Academy this year and this has meant she has been able to cover classes less which has had a cost implication. The Academy are aware of this and will take into consideration.</p> <p><i>Governors approved the budget for next year 2017-18.</i></p>	
10	<p>Any other business</p> <p>The next meeting will include the election of Chair of Governors and Deputy Chair of Governors. Governors to think about these positions. MW's term is due to expire at the beginning of July. MW confirmed he will re-stand as Parent Governor. All parents will also be invited to stand. The position will need to be filled by someone with financial expertise. LP to action elections protocol.</p> <p>Meeting Closed at 9.05pm</p>	GVRS
11	<p>Date of next meeting:</p> <p>Resources Committee meeting – Tuesday 27th June 2017 – 7.15pm Standards Committee meeting – Friday 30th June 2017 – 9.15am FGB meeting – 11th July – 7.15pm</p>	

