



Faringdon Academy
of Schools

BUCKLAND C of E PRIMARY SCHOOL



Buckland C of E Primary School
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Chair of Governors: **Sophie Sheard**

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*“Small school, big hearts.
Encouraging outstanding learning”*

**Minutes of the Full Governing Body meeting held
on Tuesday 4th April 2017 at 7.15 pm
at the School**

Present: Samantha Brady (SB) – Parent Governor (**Vice-Chair**)
Louise Warren (LW) (**Headteacher**)
Georgiana Siedle (GS) – Staff Governor
Jan Rossie (JR) – Staff Governor
Mary Lines (ML) – Foundation Governor
Rev Tony Lynn (TL) – Foundation Governor
Martin Westmoreland (MW) – Parent Governor
Lynette Saunders (LS) – Parent Governor – joined the meeting 7.25pm
Simon Simpkins (SSi) – Parent Governor – joined the meeting 7.32pm

Apologies: Sophie Sheard (SS) - Community Governor (**Chair**)
Rev Talisker Tracey-Macleod (TTM) – Foundation Governor

In Attendance: Laura Purcell (LP) (Clerk)
Lynette Stulting Chair of Governors from Longcot & Fernham School

The meeting commenced at 7.19pm
The meeting was quorate.

1	<p>Welcome</p> <p>SB opened the meeting, welcomed all Governors and Lynette Stulting, who observed the meeting.</p>	
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	A prayer was held by TL.	
2	<p>Apologies for absence</p> <p>Apologies had been received and accepted by those Governors listed above.</p>	
3	<p>Declaration of Interests</p> <p>There were no declarations of interests for this meeting.</p>	
4	<p>Approval of the minutes of the meeting held on 31st January 2017</p> <p>The above minutes were adopted, signed and dated as an accurate record of the meeting and given to the Head Teacher for filing.</p>	
5	<p>Matters arising from previous meeting</p> <p>Review the long-term plan to show spending requirements to the Academy. MW to report during this meeting - agenda item no 10.</p> <p>LP to book Memorial Hall and recommunicate the date to staff. Carried out and action closed.</p> <p>LW encouraged Governors to come into school for a learning walk. Covered under agenda item no 6.</p> <p>LS joined the meeting at 7.25pm.</p> <p>Data to be presented with the boys and girls together. GS and JR circulated data showing this. Governors thought this was useful but would like to see the data with graded colours to visually improve the document. GS to revisit the document, check the figures and circulate to Governors in advance of the next meeting.</p> <p>Governors would give an input to the RAP progress at the next FGB meeting. Covered under agenda item no 6.</p> <p>As part of Rachael Smith's project she would like to do a learning walk with one of the Governors. GS circulated a report from Rachel Smith re TA's progress. This report is available should any Governor like an electronic version.</p> <p>SSi joined the meeting at 7.32pm.</p> <p>Overall feedback from Rachel Smith is that our TA's are going from strength to strength, are enthusiastic and fully committed. Prompt cards have been given to all TA's to help with their questioning. GS advised the work has all been carried out in a financially viable way. Action closed.</p> <p>LW circulated Journey to Outstanding presentation to all Governors with the minutes of the 31st January meeting. Action closed.</p>	GS

	<p>LW circulated revised long term plan. Action closed.</p> <p>LW to clarify with the Academy if the deprivation index is taken from our catchment area or whether from where our pupils live. LW awaiting reply from Academy. Action to be carried over to next meeting.</p> <p>Post Meeting Note – reply received from Academy on 5th April. The deprivation factor is based upon actual catchment area rather than where the children come from. It does also take into account pupil premium numbers etc. Action closed.</p>	
6	<p>Progress in RAP areas</p> <p>LS reported on Outcomes for children and learners: The school are meeting much of the RAP demands in many ways. More children are in developing than we have seen before at this time of year especially in writing and spelling, and in lower parts of the school. New structures and new demands could be a factor. One of the things the school continues to do very well is to have detailed knowledge of each child and the staff are able to identify individual pockets of difficulties and successes and focus on those children and those groups. The school continues to have good systems, thanks to JR, of tracking children and picking up any variances and addressing them. Overall the school has extremely high outcomes in maths and reading. Maths – all generally doing well – 93% on track for secure or better but there is still a gap between boys and girls and a larger increase in mean score in boys across all years. Very good to see the girls doing so well in year 6. Reading 96% on track for secure or better, year 5 with particularly high standardised scores. Writing 78% expected to be secure or better. At the lower end of the school there are more boys in developing than girls but a relatively even percentage of boy and girl high attaining writers. SPAG 69% on track for secure or better. The thresholds have moved higher with the new curriculum and assessment measures and the expected standard now needs to be a year above chronological spelling age. We are therefore choosing more challenging spellings.</p> <p>RAP 1 and 2 – good progress has been made in years 1 and 2 but there is still more work to be done with the three / four target boys in these year groups and individualised progress is ongoing.</p> <p>RAP 3 – pupil premium and vulnerable children have been identified and school have excelled at the focused support given to these children.</p> <p>RAP 4 – Robust systems are in place to measure progress.</p> <p>RAP 5 – We have a significant number of higher ability children and progress is monitored using KPI's.</p> <p>RAP 6 – Science – progress and achievement seem good. LS would be keen to come back into school and review this.</p> <p>RAP 7 and 8 – ethic of striving and wanting to do better, wanting to succeed with each individual child having their own challenge levels.</p> <p>LW said the school has worked really hard with two groups identified in years 1 and 2. Our data shows that whilst good progress has been made these children</p>	

are not likely to get to expected by the end of the year. Intervention has been put into place and a lot of support work carried out with these children. It is important that the children work at a pace that does not feel stressful. Each child is an individual, sometimes it is about readiness to learn and some children just find it more difficult than others and need more time / support. It is important that we continue to encourage accelerated progress for these children to keep narrowing the difference between them and their peers.

TL reported on Quality of Teaching, learning and assessment:

RAP 1 - Lesson observation confirms higher level questioning is used to challenge throughout lessons. An established system of providing a should, could and deepening activity is helping children choose the right level of challenge. Still some work to be done on Foundation subject planning but good improvements.

RAP 2 - Foundation subjects have seen a high quantity and quality of visitors/trips. Further focus in KS1 for art and DT.

RAP 3 - Work in books, on display, assemblies, discussions with pupils demonstrate that the children have a good understand of diversity. The curriculum this term has been particularly strong.

RAP 4 - Four new TAs have been in post since September 2016 and are a very embedded team. They have had many opportunities for training and have a very strong growth mindset, always wanting to do the best job they can and improve.

RAP 5 - Teachers fully use the capacity of parents to support learning. It is generally the same parents that engage with the school, work has been done to reach out to the parents who we do not connect with as often. This is a two way process.

RAP 6 - All children feel they have a good level of challenge.

GS reported on Personal development behaviour and wellbeing:

GS showed the Governors examples of children's English and Maths books which evidenced children learning by their mistakes and learning to be resilient. Two maths books were viewed where children had misunderstood something in their work, reflected on this and then achieved. Excellent Oak class assembly where the children took the lead, showing diversity. Mrs Eastburn, our ELSA, meets with children who are having difficulties with coping strategies. GS will circulate her report if any Governor would like to see a copy. A small allocation for resources should be included in the budget for this work. A recent Oak class school trip highlighted the excellent behaviour of our pupils, all being focused and engaged. Our vigorous safeguarding systems were also excellent.

LP read out SS's report on Effectiveness of Leadership and management.

Time has been spent observing each class with an objective of looking at the equality of participation in the class. Class displays explain diversity, equality and tolerance and it was good to see how the values are being taught in each class.

	<p>LW is very conscious of the demands on staff wellbeing and staff are being supported when possible.</p> <p>The staff work hard to ensure that the school values, curriculum values and British values are all interlinked and part of every day school life.</p>	
7	<p>Head's Report</p> <p>Section 1 LW circulated the Head's report and said there is a minor annotation to the front page. Ethnic groups than white British should read 7 excluding nursery, 6.8%.</p> <p>LW thanked the Governors for their work on their RAP areas and welcomed any questions in this section. Spring assessment data shows that we need to focus on spelling as this proved to be a weaker area for children.</p> <p>The vast majority of children have made good progress in all areas and are on track to meet their target, there are a small number who we continue to provide additional support for.</p> <p>Any children who have dropped more than 5 points in their standardised test score for reading and maths this term have been discussed and those in need will have additional focus.</p> <p>LW/JR attended an Academy training session led by a writing moderator which gave clarity over how to assess the expected standard and greater depth. JR/LW will be overseeing not moving children on to high skills too quickly as this could risk children having gaps.</p> <p>Section 2 Our TAs are going from strength to strength. Class swaps, teacher observation and feedback, SENCO and AIT observation and feedback and external training are all adding value. A KS1 TA is to attend a two day TA training course on reading funded by the Academy.</p> <p>Section 3 Focus more on those children who are less physically active next term. Miss Thurston to work with this group and try to enlist the skills of external people too. LW to contact Ed Large – tennis coach.</p> <p>Section 4.6 Academy – Expansion plans continue. LW is very pleased to be part due to her being on the Board of Directors.</p> <p>Section 4.7 Our application to be an NSS, National Support School is being considered and we should hear the outcome later this month. We have an extremely strong team of people and would be good to offer this challenge as ongoing professional development to our staff as well as to be able to support other schools.</p>	

8.	<p>Subject Leader reports – English / Maths / Science / PE</p> <p>Subject Leaders' reports were circulated to all. These reports are an overview of the work being done in subject leadership across the school. LW highlighted the fantastic work Lucy Thurston is doing in PE.</p>	
9	<p>Long Term Plan</p> <p>LW circulated the Long Term Development Plan. The Long Term Plan was reviewed in 2016 and again in January 2017. Text highlighted green shows work completed, yellow on going work and red not moving forward. Big spends will be needed in IT and premises. The Academy IT department have advised we do not need to change our desktops in the IT room but should concentrate on our smart whiteboards and start a rolling programme of changing these. Unfortunately we did not get the CIF bid for the windows. Looking to use £15k of reserves to replace windows in Oak classroom by November 2017 and then submit another CIF bid for the remaining £45k funding which the Academy will support us with. MM to talk to JB about how to request funds. Patch repairs are needed to the playground as the tarmac is bubbling, the front wall dry stone will be a big spend. The refurbishment of the outside toilets inside and outside is required. A rolling programme of re-decoration is needed, starting with a £3k spend in Acorns and Beech this summer and then moving onto Sycamore and Oak. Important to keep the Academy aware of the need to spend money and what on.</p>	
10.	<p>Summary reports from Committee Chairs</p> <p>Resources Committee Minutes from this meeting have already been circulated electronically to all Governors. Unfortunately we did not get the CIF bid and now looking at other ways to get the windows replaced. Reported in Long Term Plan. £1k has been obtained from Tesco for a new cycle area. The Academy 5 year plan is not looking great for school funding. Buckland have a reserve of £155k but as we are part of the Academy, this is seen by the EFA as Academy reserves. Not all schools would be able to spend their reserves at the same time. We need to remember that two thirds of the reserves have been accrued since 2013 when we joined the Academy and are in part due to wise spending but also to economies of scale achieved for us.</p> <p>Standards Committee Minutes from this meeting have already been circulated electronically to all Governors. English policies have been reviewed. Kim Hatton will be asked to attend the next FGB meeting to present on EYFS data.</p>	

11.	<p>School Logo</p> <p>LW advised the new school logo did not go live at parents evening to give the Governors time to discuss at this meeting. LW acknowledged it will take time for the new logo to become embedded. The three links linking together show unity and are linking our values. Blazer is to be offered as an option to KS2. It may be that the values cannot go on the uniform as too many words. GS to ask James Wildman for a black and white version of the logo and forward to Governors. Pupils will be given badges next term, the new logo will go on the website and communication will be sent to parents after Easter that the uniform will be updated with the new logo.</p>	GS
12.	<p>AOB – Nursery numbers</p> <p>GS advised Nursery numbers for September 2017 are currently 8 and we are advertising for the 3 remaining places. The Governors need to make a decision whether the school offers 30 hours funding for our nursery children. If the numbers were 8 or less current staffing levels would stay the same albeit some staffing TA moves would need to take place. We have consulted Nursery parents for next year and the 5 responses show they would be interested in 30 hours. However, we need to take into account our setting and whether it can offer high quality provision for both year groups all day. Decision made not to offer the additional hours in September 2017 but to reconsider for September 2018 following more planning and liaison with parents. It will be important to be transparent with Reception age parents so they know from the outset that younger children would potentially be there all day. It would also be important for staff to embrace the idea. We would find it a challenge to offer places for 30 hours to be taken through the year as our staffing profile would need to keep changing and we need to maintain the setting's financial viability.</p> <p>Meeting Closed at 9.45pm</p>	
	<p>Date of next meeting:</p> <p>Standards Committee meeting – Friday 12th May at 9.15am Resources Committee meeting – Tuesday 27th June at 7.15pm FGB meetings – 23rd May – 7.15pm 11th July</p>	

