



## BUCKLAND C of E PRIMARY SCHOOL



Buckland C of E Primary School  
Buckland  
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*"Small school, big hearts.  
Encouraging outstanding learning"*

**Minutes of the Full Governing Body meeting held  
on Tuesday 31<sup>st</sup> January 2017 at 7.15 pm  
at the School**

**Present:** Sophie Sheard (SS) - Community Governor (**Chair**)  
Louise Warren (LW) (**Headteacher**)  
Samantha Brady (SB) – Parent Governor (**Vice-Chair**)  
Georgiana Siedle (GS) – Staff Governor  
Jan Rossie (JR) – Staff Governor  
Mary Lines (ML) – Foundation Governor  
Simon Simpkins (SSi) – Parent Governor  
Lynette Saunders (LS) – Parent Governor – joined the meeting 7.34pm

**Apologies:** Rev.Tony Lynn (TL) – Foundation Governor  
Rev Talisker Tracey-Macleod (TTM) – Foundation Governor  
Martin Westmoreland (MW) – Parent Governor

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

The meeting commenced at 7.23pm  
The meeting was quorate.

1	<b>Welcome</b>  SS opened the meeting, welcomed all Governors and James Stevens (JS) to the meeting.  A prayer was held by ML.	
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2	<p><b>Apologies for absence</b></p> <p>Apologies had been received and accepted by those Governors 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 28<sup>th</sup> November 2016</b></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><b>Matters arising from previous meeting</b></p> <p>Trend Analysis in maths data. JS to present data during this meeting - agenda item number 6.</p> <p>Review the long term plan to show spending requirements to the Academy. MW will report back. <b>In MW's absence this action point to be carried over to the next meeting.</b></p> <p>Proposed social on the 16<sup>th</sup> June 2017 for staff/Governors/partners. Date to be noted by all Governors. <b>LP to book Memorial Hall and recommunicate the date to staff.</b></p> <p>Governor Monitoring. LW advised LS will be in school on the 24<sup>th</sup> February for a Governor visit. <b>LW encouraged all Governors to come into school for a learning walk during which would be a good time to concentrate on the RAP.</b> This will then enable Governors to present on progress towards objectives.</p>	<p>MW</p> <p>LP</p> <p>GVRS</p>
	<p>SS asked Governors for any other points not on the agenda – none were raised.</p>	
6	<p><b>Trend Analysis – English</b></p> <p>In addition to the Maths Trend Analysis completed by JS, JR has also completed a Writing Trend Analysis.</p> <p>JR circulated the Trend Analysis document which details boys/girls who are at developing, expected or greater depth across the school - Y1 to Y6. This document includes the November 2016 assessment data. The graphs show that girls are exceeding boys in writing particularly in younger year groups. At National level at the end of KS2 68% of boys reached expected, we are below that in years 1, 2 and 3, the boys seem to improve in writing towards the end of their primary school years. There are far fewer girls working at developing across the school with none in year 4, 5 and 6. 81% of girls reached expected last year at the end of KS2 nationally and 82% at Buckland.</p> <p>When reviewing the data we need to take into account the children that leave and join the school. A clear robust system of keeping track of this needs to be in</p>	

Signed.....*J Brady*.....

Date.....*4/4/17*.....

	<p>place in order to explain variation. The autumn results can show a higher number of pupils at developing/expected as they are unlikely to be working at these stages early on in the academic year.</p> <p>LS joined the meeting – 7.34pm</p> <p>The Governors asked if we can encourage the boys earlier, before they reach KS2. JR confirmed this is what the school are doing. They encourage children to be the best they can be without putting pressure on them and damaging morale but equally do not want boys' self-esteem to dip in year 3 due to not succeeding. JR confirmed plans are in place for KS1 boys and Mrs Eastburn's work is adding tremendous value.</p> <p>LW stated English is a large part of the school day, 2 hours made up of English/Reading/SPAG. Governors questioned whether children lose out on other curriculum areas due to this, agreed this was not the case as the school offers high quality science, art and extra-curricular activities. <b>Governors asked if the data could be presented with the boys and girls together. JR and GS will work on this.</b></p> <p>The Governors asked how would teachers go about getting more training with the assessments of greater depth and expected in writing. LW advised that FAoS Heads have invited a KS2 moderator to talk about writing and the school are hopeful that exemplars will become available for all years.</p> <p>SS thanked JR for her findings.</p>	<p><b>JR/ GS</b></p>
<p>6</p>	<p><b>Trend Analysis – Maths</b></p> <p>JS circulated a Maths Trend Analysis document. JS informed the Governors this is his second year as maths coordinator, he feels his passion for maths really comes across to the whole school. Friday mornings JS teaches maths to Y1-Y6, which is really beneficial and enables JS to know the ability of all the children in maths. Support is being given to Y3/4 girls to ensure girls have the opportunity to engage and talk about their maths. Governors asked why we need to encourage this. JS explained pupils need to be able to explain the process and how they reached the answer and on occasions girls are less confident to speak out. JS advised we are inviting some children from FCC (hopefully some of our old Y6s) to talk to our girls about how enjoyable maths can be.</p> <p>Overall the graphs show all average scores across every assessment point are above 100. Following the Autumn 2016 assessment boys have outperformed girls in years 3, 4 and 5. Future actions include supporting year 3 (particularly girls) and Y4 children, to identify Y2 and Y6 children who need support now for SATS style questions and to provide more real life contexts for all children to solve. To encourage children to answer the White Rose mastery questions, all children can access the questions as they encourage fluency, problem solving and reasoning at mastery.</p> <p>LW advised the school will also identify children whose average has dropped and support them.</p>	

	<p>SS thanked JS for his report and for attending the meeting.</p>	
<p>7</p>	<p><b>Head's Report</b></p> <p>LW circulated the Head-Teacher's report. This document had previously been circulated electronically to all Governors. Six teaching weeks have taken place since the last meeting. LW requested if the Governors would give an input to the RAP progress at the next FGB meeting.</p> <p><u>Outcomes for children and learners</u></p> <ol style="list-style-type: none"> <li>1. Intervention programmes are up and running for those pupils who were identified as not on track after the November assessments, working with four low Y1 children and also working in Sycamore to provide support to a low confidence maths group. The school are maximising Mrs Eastburn's skills to help with this which is having a very positive impact.</li> <li>1.2 Year 3/4 writing moderation has taken place. This gives teachers the opportunity to compare expected standards and judgements about the pupils who are on track for expected. Their findings were confirmed. Y6 writing moderation and Y2 second round still to take place.</li> <li>1.3 1:1 mentoring sessions with targeted Y6 pupils have taken place to help improve attitudes of some Y6 children to always do their best and to help prepare them for the demands of SATs and Y7.</li> <li>1.4 Following the Ofsted inspector's visit, some Y1 phonics children have been tested early and those who can read all of the sounds will be working with Y2s on more advanced phonics two days a week.</li> </ol> <p><u>Quality of Teaching, learning and assessment</u></p> <ol style="list-style-type: none"> <li>2. Rachael Smith has been supporting the work of Louise Siddle on how to maximise the support of TAs. Rachael Smith has observed all of our TAs and will be back to work with the TAs again next term. As part of Rachael's project she would like to do a learning walk with one of the Governors. The main action from the Ofsted report was to continue to develop the TAs. A lot of work has already been done to assist them and staff have visited other schools to observe good practice.</li> <li>2.3 Support staff appraisals are being carried out. It has been an opportunity to reflect, offer praise and thanks, and look at the next stage to help move staff and the school forward.</li> <li>2.5 Teaching staff have carried out a self-evaluation of their teaching this Year. LW confirms the judgements - 75% outstanding teaching over time and 25% good.</li> <li>2.7 Beech class currently have a trainee teacher which has been really successful and provided an opportunity for JS to articulate his knowledge. An Oxford Brookes student will shortly be joining Beech class for one day a week.</li> </ol>	<p>GVRS</p> <p>GVRS</p>

	<p><u>Personal development, behaviour and welfare</u> Nothing to draw attention to – no questions from Governors</p> <p><u>Effectives of leadership and management</u> 4.5 LW and other staff in school are supporting other Academy schools. The Head at Shrivenham is moving to a new post, LW has been involved in recruiting a new Head at FIS. LW presented Buckland's Journey to Outstanding to the Heads recently which was well received. LW to circulate this document to all Governors.</p>	LW
8	<p><b>Brief summary reports from committee chairs</b></p> <p><b>Standards Committee</b></p> <p>Kim Hatton (KH) has collated and produced the EYFS data. This is an excellent document giving a clear picture of progress with the vast majority making expected progress or more.</p> <p>Relationship and sex education policies has been reviewed with no major changes. Governors approved the policy.</p> <p>Improvements have been made to the village swimming pool and this should be open in the summer. The aim is to have all KS2 children swimming 25m by KS2. Initially lessons will be for EYFS / KS1 only.</p> <p><b>Resources Committee</b></p> <p>The school is in a positive financial position. We need to pay for re-decorations of the portacabin and use the budget for other building maintenance. The Academy are investigating the portacabin– planning permission is required this year. We have to re-apply for planning permission every 5 years due to it being a temporary building.</p> <p>AE has resigned and there is no intention to re-appoint this post as the transition children AE is working with are now well-settled. JV has increased her hours by half a day a week to three and a half days.</p> <p>We have the help of a parent who is applying for a Tesco grant for the improvement of the cycle area. If this proves to be unsuccessful the school will fund.</p> <p>The rebranding of the school is in hand and hope to have the new school logo by the end of March.</p> <p>All Governors have a copy of the long term plan which is to last until 2018. The plan needs updating to highlight items that have been achieved and to include items not covered by the RAP. The revised plan to be circulated in advance of the FGB agenda to all Governors. The Governors need sufficient time to read and action (if necessary) anything in the plan.</p>	LW GVRS

9	<p><b>Academy Updates</b></p> <p>Under the new Fair Funding Formula rural schools without a high deprivation level will come off worse, the predication for Buckland is around -£8k. LW to clarify with the Academy if the deprivation index is taken from our catchment area or whether from where our pupils live.</p> <p>The expansion programme for the Academy to move forward is now more urgent as the Government is putting pressure on Academies to grow. Faringdon Academy is fairly small, the more pupils within the Academy will provide increased funding.</p> <p>Meeting closed at 9.05pm.</p>	LW
	<p><b>Date of next meeting:</b></p> <p>Standards Committee meeting – Friday 24<sup>th</sup> March – 9.15am  Resources Committee meeting – Tuesday 28<sup>th</sup> March – 7.15pm  FGB meetings – 4<sup>th</sup> April – 7.15pm  23<sup>rd</sup> May, 11<sup>th</sup> July</p>	