



Headteacher: Mrs Emma Brown
Summerside Rd, Buckland, Faringdon SN7 8RB

<https://www.bucklandprimaryschool.org.uk/> e-mail: office@buc.cambrianlt.org

MINUTES

Meeting	Local Governing Committee Meeting		Where	Oak Class, Buckland School
Date	Wed 8 th October 2025		Time	5pm
Name	Initials	Governor Type	Attended	
Mrs Lucy Gildersleeves	LG	Trust Appointed Governor - Chair	Yes	
Mrs Mary Lines	ML	Foundation Governor	Yes	
Dr Tim Saunders	TS	Trust Appointed Governor	Yes	
Rev Talisker Macleod	TM	Foundation Governor	Yes	
Mr James Stevens	JS	Staff Governor	Yes	
Mr Steven Houston	JH	Trust Appointed Governor - Vice Chair	Yes	
Mrs Emma Brown (Headteacher)	EB	Headteacher	Yes	
Mr Adam Solley	AS	Parent Governor	Yes	
Mrs Kerry Spurry	KS	Parent Governor	Yes	
Keeley Davis (Clerk)	KD	Clerk	Yes	
Mrs Kayleigh Taylor	KT	Trust Appointed Governor	Yes	
Kim Hatton	KH	-	Yes	

No.	Minutes <i>Governor's questions, comments and challenges are shown in italics</i>	Action
	<p>Opening Prayer</p> <p>The Chair opened the meeting at 5.10pm, welcoming the committee.</p> <p>Rev. Talisker led the opening prayer.</p>	
1	<p>Apologies for absence and acceptance/non-acceptance</p> <p>It was confirmed that no apologies at been received for the meeting; all Governors were in attendance.</p>	
2	<p>Welcome new members, visitors or staff presenting and introductions</p> <p>The committee welcomed the new Trust-appointed Governor, KT, to her first LGC meeting.</p> <p>It was confirmed that the Chair and Vice-Chair had been voted in at the last meeting of the previous academic year and would remain in post for 2025-26.</p>	



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	The committee welcomed KH, who attended to share an update on the SEND review held in September.	
3	<p>Declaration of any personal or business interests</p> <p>Governors were invited to share any declarations of personal or business interests pertinent to the agenda, of which there were none.</p>	
4	<p>Minutes of the previous meeting</p> <p>The committee approved the minutes of the previous meeting held on 9th July 2025 as a true and accurate reflection of the proceedings.</p> <p>The Chair confirmed she would sign the previous minutes as approved on GovernorHub. – Action LG</p> <p>The Chair ran through the actions arising from the last meeting, thanking Governors for completing their actions.</p> <p>Referencing the action regarding whether the village bus could be used for school trips, the Headteacher confirmed that the school were unable to fund this provision.</p> <p><i>The Chair requested further information.</i></p> <p>The Headteacher asked for more time to consider the options before returning to the committee on this item. – Action Headteacher</p>	<p>Chair</p> <p>Headteacher</p>
5	<p>Governing Body</p> <p>a) Updates to the Governing Body, including recruitment and resignations</p> <p>The Headteacher confirmed that all checks for KT were complete. Additionally, it was confirmed that KT would be the Safeguarding Gov.</p> <p>b) Governors to confirm completion of all mandatory training shared with them at the start of the year. Governors to confirm that they have updated their GovernorHub training record accordingly.</p> <p>It was noted that this had not been completed by all Governors. The Clerk explained the importance of completing all mandatory tasks.</p> <p>Action: Governors to complete all training as soon as possible and add to their GovHub profiles.</p>	



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	<p>The headteacher explained the document that summarises all the training. All certificates to be sent to Stacey Blackwell (Office Admin). The chair explained about the Hot Topics sessions, to be considered for the Governor's specific roles.</p> <p>c) Governors to confirm that they have completed all mandatory start-of-year tasks and read all statutory policies.</p> <p>It was noted that this had not been completed by all Governors. The Clerk explained the importance of completing all mandatory tasks. Action: Governors to complete all start-of-year tasks as soon as possible.</p> <p>d) Clerk / Head to confirm that attendance for academic year 2024-25 and conflicts of interest for academic year 2025-26 have been added to the school website.</p> <p>The Clerk confirmed that she was still waiting for more responses from Governors. Again, the importance of completing all mandatory tasks was explained. Action: Governors to complete their Declarations of Interest as soon as possible.</p> <p>Headteacher to action website update.</p> <p><i>Governors queried where to send their completed training.</i> The Clerk and Headteacher suggested that GovHub should be used for training records, which could be added to individual profiles.</p> <p>e) Review Governor link roles and make any changes if necessary. LGC must have a link Governor for SEND, Safeguarding, Attendance, Governor Training and CPD, Filtering and Monitoring (compliance), and Pupil Premium.</p> <p><i>The Chair requested that all roles be shared and perhaps responsibilities be shared more widely.</i> It was noted that additional training must be provided for new roles.</p> <p><i>A committee member suggested Google Docs could be used to support with managing the process.</i> The Chair requested another time to discuss additional responsibilities.</p>	<p>All Governors</p> <p>All Governors</p> <p>All Governors</p> <p>Headteacher</p>
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	<p><i>A committee member suggested perhaps swapping roles and responsibilities around for a fresh pair of eyes.</i></p> <p><i>A committee member asked if implementing a 'Funding' Governor role was necessary.</i></p> <p><i>Governors agreed this might be beneficial.</i></p> <p>Action: Set up Google Docs or a similar tool so Governors can choose their responsibilities – The Clerk to query and/or action this.</p> <p>f) Look at Governor training and development, including Hot Topic Briefing Sessions. Update on any training attended / any upcoming.</p> <p>Please see above.</p>	Clerk
6	<p>Chairs Report</p> <p>a) Chair to share update, including any feedback received from the Board</p> <p>The Chair confirmed that there was no further feedback from the Board.</p>	
7	<p>SIAMS</p> <p>A discussion ensued regarding SIAMs and assigning a SIAMS link Governor. Rev T confirmed she would be the SIAMS link Governor for this academic year.</p>	
8	<p>SEND annual report (Review took place in September 2025) (Docs: GovHub)</p> <p>The Headteacher shared the Annual Send report for Governors. There were 23 pupils on the SEND report; this has since decreased to 19 currently. Clear increase in need and parental referrals, the majority of SEND pupils are making good progress. Attendance 96%; however, it was lower for some pupils with EHCPs. Staff training to support SEND was significant and explained the training provided; lots of positive work done with outreach teams, currently focusing on nurture, sharing that a new nurture room was created over the summer. Long waiting lists for additional services which is proving challenging as it is increasingly hard to access timely support. Introducing new pupil SEN support paperwork across the school - NAP. SEMH and dyscalculia training was a current focus for CPD. EB noted that the school offered highly inclusive support for SEND pupils, as demonstrated by a very positive SEND review in September.</p>	



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Kim H, SENDCO, explained the Annual SEND review, which took place in September 2025.

She noted that Ruth Ash (RA), Trust SEND Lead and Izzy Randall, visited and undertook a very thorough review. The reviewers looked at all aspects in depth. RA spoke to pupils and staff at length, including Governors, and that reviewers could see how much had been implemented since the last visit. It was reassuring that they agreed with EB and KH on the action plan going forward.

KH invited Governors to read the documents.

New format support plans have been implemented across the Trust. Provision map was no longer used. KH noted a significant overhaul of classroom environments, including that board displays had changed and space had been considered to create clear, uncluttered, calm spaces. Organising additional space was also ongoing. KH shared that the review had demonstrated that there was a calm feeling across the school in the environmental context and that pupils were very good at sharing their learning, but additional tools were needed to help pupils help themselves. i.e. independent problem solving. Further work on assessing SEND pupils is a Trust focus.

The Chair asked if this was just for current SEND pupils or all pupils.

A Committee member explained how children without SEND were assessed and confirmed that this is very in-depth.

KH explained that the staff know children well and constantly assess all pupils. This was agreed by the review team. Pupil Premium Governor explained target-setting and how they were challenging SEND children to achieve their best.

KH confirmed that the SEND action plan was agreed with by the reviewers. KH continued reading the report, highlighting Trust feedback that the *'OPAL scheme will benefit all students, particularly those with SEND.'*

The Chair asked how we would demonstrate the impact of the investment put into having this dedicated room (The Willow room), given the many demands on school space and resources.

Pupil Premium Governor (KT) commented that she felt it was an important space and was used a lot at her school.

KH explained that The Mulberry Bush had been very supportive and had given advice on how best to use it. KH explained that it was a timetabled space that had



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	<p>a significant positive effect on all pupils. She noted that firm aspirations continued, how it was used, and how to use it most effectively.</p>	
<p>9</p>	<p>Review SEF & SDP</p> <p>(Documents: GovernorHub)</p> <p>a) Review and agree on the school’s Self-Evaluation Summary Agreed by all Governors</p> <p>b) Review and approve the School Development Plan for this academic year Agreed by all Governors</p> <p>The Headteacher explained the reports. Action: Headteacher to update SDP to new Ofsted framework</p> <p>EB (Head) shared how the SEF form is laid out, with 7 key areas based on the new OFSTED framework. Headteacher confirmed that she had asked for feedback from the central team – meeting with CEO and Director of Education to look at in more detail.</p> <p>It was noted that the governance area needed to be looked at in the next meeting. Clerk to add to the next agenda. – action Clerk</p> <p>SDP - Head explained key areas in the report and identified that environments needed additional thought, including how best to use the outdoor space, particularly for Key Stage 1. It was noted that Maths mastery was being led by JS - Staff Governor and continued to progress. JS supporting teachers with this. Brief overview of the Character awards and noted that they would be explained at the next meeting. Aiming for the RRS Gold Award. New staff doing an excellent job, and high-quality teaching was ongoing. Focus on SEMH continued. Target is for outcomes above the national standard at each key phase, including at greater depth, and all pupils would at least achieve targets set based on their prior attainment.</p> <p>The Headteacher explained the trackers in the report, identifying attendance in particular.</p> <p>SEF - school remains in a strong position, attainment exceeding the national average. Teaching remained strong, and support for ECT is ongoing – JS mentor and EB tutor.</p> <p>JS (Staff Governor) explained that extra transitions for secondary schools had been positive. Feedback had been that children had settled well.</p>	<p>Clerk Headteacher</p>



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	<p><i>A committee member asked if it was possible to aim for exceptional in terms of OFSTED.</i></p> <p>The headteacher explained that feedback from the Central Team had been positive, however this is constantly under review and EB will revisit together with SiP and further meetings with CEO and Dir of Education to continue self-evaluation under new framework.</p> <p><i>The Chair queried whether there would be training for Governors on the new OFSTED framework.</i></p> <p>The headteacher confirmed this.</p> <p>The Headteacher explained the importance of Learning Walks.</p> <p><i>The Vice-Chair queried the objectives for learning walks.</i></p> <p>The Headteacher explained.</p> <p>The Chair explained the importance of the Governor's roles and responsibilities.</p> <p><i>Committee members queried whether roles could be linked to other schools for feedback, etc.</i></p> <p><i>Another committee member suggested that Gobs share what Hot Topics sessions they are doing so that all Hot Topic sessions are covered. – Action All Governors</i></p>	
<p>10</p>	<p>Inclusion and Equality</p> <p>a) Review and monitor compliance with the cost of school uniform guidance</p> <p>The Headteacher confirmed that amendments had already been made, and the school was compliant with the guidance.</p> <p>Gobs confirmed all had read this.</p> <p>Headteacher confirmed that tendering was completed last year. Georgiana S and Lesley H completed this.</p>	
<p>11</p>	<p>Headteacher's Report (Documents: GovernorHub)</p> <p>a) HT to share the updated report with the LGC</p> <p>Head confirmed that it had been a settled start to the year, with a calm, positive atmosphere around the school. New ECT in Year 3/4 has made an excellent start</p>	



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	<p>and had built positive relationships. She commended the ECT for working incredibly hard and for being very well organised.</p> <p>The Headteacher shared that they had a new boiler, upgraded Beech toilets, and a new cleaning contract. Willow Room is up and running, and they had a positive SEND review. EB stressed that the budget remained tight and that the school had 107 pupils up until May of this year. By the end of the last academic year, there had been four new starters, but school has lost some pupils too due to families moving away or starting private schools. She shared with the committee that Reception, Year 1, Year 2, and Year 3 have had a lot of interest from prospective families, but less so in Year 5 and 6.</p> <p><i>Committee members queried PAN.</i> EB confirmed the PAN was 103 currently.</p> <p><i>Governors queried the budget against pupil numbers and the quality of teaching.</i> The Headteacher explained that this was something to consider.</p>	
12	<p>Health and Safety / Premises, including updates on Health and Safety audit actions and accident reporting (See Headteacher's report...)</p> <p>(Documents: GovernorHub)</p> <p>a) Update on any H & S audits conducted since the last meeting b) H&S link Governor to update on any visits conducted</p> <p>The Health and Safety link Governor led on this item, sharing that the school had received a very successful audit in term 6. He shared that there were three minor actions to complete, but it was overall a positive review with no concerns.</p> <p><i>The Chair asked if there is a list for things that need doing.</i> The Health and Safety link Governor explained that a survey was available.</p> <p><i>Another committee member queried the CCTV.</i> The Health and Safety link Governor explained that a <i>site plan was required before quotes could be issued</i> and confirmed this was ongoing.</p> <p><i>A committee member queried the school side gate and suggested that a keypad perhaps be added onto this.</i> A number of other suggestions were given by the committee.</p>	



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	It was noted that this was an ongoing issue, and all suggestions would be considered.	
13	<p>NGA Skills Audit</p> <p>(Documents: GovernorHub)</p> <p>a) Governors to discuss the results of the collated skills audit and determine areas of strength and areas of focus for the upcoming year.</p> <p>The Chair explained that Skills Audit responses must be submitted as soon as possible. The Clerk explained the importance of completing this on time.</p> <p>Action: All Skills Audits to be completed asap.</p>	Governors
14	<p>Safeguarding</p> <p>a) Summary of incidents reported on CPOMS and updates</p> <p>b) Confirm all staff safeguarding training is in place for staff and Governors</p> <p>Regarding Governors, the Clerk explained the importance of keeping individual GovHub profiles up to date with training completions. The Clerk offered support if help was required to complete profiles.</p> <p>C) Receive the annual safeguarding report (section 175) for the previous year, including the anti-bullying appendix. Review and agree on the report and submit it online to the Local Authority before the 29th of November 2025 deadline.</p> <p>d) KCSIE Updates 2025, Safeguarding Policy</p> <p>The Headteacher confirmed that discussions on CPOMS were covered on the Headteachers' report. She noted that Training was ongoing, but positive. Continued to confirm that documents were on the website and confirmed that effective safeguarding was in place. It was confirmed that all documents were on GovHub.</p> <p>The Headteacher confirmed KT as the Safeguarding Governor.</p> <p>All Gobs agreed that the safeguarding policy had been read.</p> <p>Gobs all agreed to approve the Section 175.157 report for submission.</p> <p>The Head noted that there had been no Trust safeguarding review yet this year. The Headteacher confirmed that Trust Safeguarding Lead Lynne Hammond had reviewed the school's annual safeguarding report.</p>	



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<p>15</p>	<p>Learning walks Term 1</p> <p>a) Governor reports & visits to school.</p> <p>It was noted that learning walks would take place next term, beginning with JS on November 6th.</p> <p><i>The Chair queried the monitoring form and when it should be completed.</i></p> <p>The Headteacher confirmed the form should be completed following each Learning Walk.</p> <p>The Chair requested that Learning Walks be balanced between all Governors, not all visiting at once.</p> <p>The Headteacher asked the Governors to double-check roles before the document was published.</p> <p><i>The Chair queried the protocol around unannounced visits.</i></p> <p>The Headteacher suggested meeting with curriculum leads instead of doing this.</p> <p>Action: Governor roles to be confirmed – All Governors</p>	<p>All Governors</p>
<p>16</p>	<p>Finance</p> <p>The Headteacher shared that budget setting was challenging this year and that they would have a better idea of their finances towards the end of the year. She noted that they had a surplus of £15,000 but would most likely have a deficit in the upcoming year. She reassured Governors that decisions would be made continuously about how to save money.</p>	
<p>17</p>	<p>Policies</p> <p>Policies for approval:</p> <p>a) EDI policy</p> <p>It was noted that the objectives needed to be reviewed. The Headteacher asked for the Governor's input on the next objectives.</p> <p>It was confirmed that this would be discussed at the next meeting.</p> <p>Clerk to add to the next meeting agenda. – Action Clerk</p> <p>The Chair suggested that just the EDI Governor meet with the Headteacher rather than all the Governors.</p>	



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18	<p>Chairs Comments</p> <ul style="list-style-type: none"> • Google Doc (or similar) out asap for Governor roles. • Chair to meet with KS and TS. • Chair suggested more time to discuss policies. Headteacher suggested doing this around the OFSTED framework. • Committee member suggested additional meetings to discuss the OFSTED framework and perhaps other matters. Considerations are ongoing. 	
19	<p>Any other business agreed as being urgent</p> <p>It was noted that no other business had been submitted for discussion. The Chair thanked the Governors for their contributions and attendance. The meeting ended at 19.12.</p>	
20	<p>Next Meeting Dates:</p> <p>Term 2 – Wednesday 3rd December 2025 online at 7pm Term 3 – Wednesday 21st January 2026 in-person at 5pm Term 4 – Wednesday 11th March 2026 online at 7pm Term 5 – Wednesday 6th May 2026 online at 7pm Term 6 – Wednesday 1st July 2026 in-person (Afternoon Tea and Meeting to Follow) at 4pm</p>	