



Buckland Primary School

Meeting:	Buckland School LGC		
Date, time, and location:	Wednesday 18 th March 2025 at 5.30pm, Buckland		
Present:	Lucy Gildersleeves (LG, Chair), Mary Lines (ML), James Stevens (JS), Emma Brown (EB, Headteacher), Kerry Spurry (KS), Kayleigh Taylor (KS)		
Apologies:	Adam S (AS), Steven H (SH)		
Absent without apologies:	Tim S (TS)		
Consent to absence:	The LGC consented to AS and SH's absences.		
Others in Attendance:	Keeley Davis (KD, Clerk), Sally Robins (SR, Headteacher at Longcot and Fernham).		
Quorum:	4	Quorum Met:	Yes

Governors questions, comments and challenge are shown in italics

Item	Minutes	Action
1	<p>Welcome, Opening Prayer, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>The Chair opened the meeting at 5.38pm, welcoming the committee. It was confirmed the meeting was quorate.</p> <p>ML led the prayer.</p> <p>The Chair invited the committee to share any declarations of pecuniary interest pertinent to the agenda, of which there were none.</p> <p>The LGC accepted apologies from AD and SH. It was noted that TS was absent.</p>	
2	Urgent matters (previously notified to the Chair)	



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	<p>Two points. 1. The accessibility plan to be considered under Item 6. 2. EB shared that there was a vast volume of policies. She asked the committee if they were happy to have policies sent to the correct link governor or curriculum lead for approval.</p> <p>EB shared that the Buckland policies, as opposed to Trust Policies adopted by the school, must be approved by the LGC.</p> <p><i>Governors asked if there was an electronic document.</i> EB confirmed that there was not.</p> <p><i>Governors asked why they all needed approval.</i> EB explained that they all appeared at once, and it was due to the time of the year for many policies to be approved.</p> <p><i>The Chair asked that the curriculum lead, in particular, be kept up to date.</i></p>	
<p>3</p>	<p>Minutes of the previous meeting</p> <p>a) Approval</p> <p>The Chair invited the committee to comment on the minutes of the last meeting. The committee approved the minutes of the meeting on 21st of January 2026 as a true and accurate reflection of proceedings. The Chair confirmed that she would sign both the main and confidential minutes as approved on GovernorHub.</p> <p>Action: Chair</p> <p><i>The Chair queried DATA feedback.</i> EB confirmed that DATA feedback is terms 2, 4 and 6, and grids would be produced at those meetings.</p> <p>b) Actions arising from the previous meeting</p> <p>The Chair shared that there were none.</p>	<p>LG</p>
<p>4</p>	<p>Governing Body</p> <p>a) Updates to the Governing Body, including recruitment and resignations</p> <p>The Chair shared that a prospective Governor had completed her application forms and would hopefully be on board very soon. Continued to share that there were no other updates.</p> <p>b) Governors to confirm that they have completed all mandatory training. (This is carried over from the previous meetings to ensure all is up to date.)</p>	



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	<p>The Chair shared that she was working her way through this. She shared that she understood a fellow Governor with outstanding tasks was also working his way through the training.</p> <p>Action: Governors to complete all mandatory training as soon as possible.</p> <p>KD (Clerk) again explained the importance of completing and suggested perhaps setting a final completion date. EB agreed.</p> <p>Action: Clerk to set final training completion date.</p> <p>c) Confirm Level 3 Safeguarding has been completed – KT.</p> <p>Confirmed to have been completed.</p> <p>d) Governors to confirm that they have completed all mandatory start-of-year tasks and read all statutory policies. (This is carried over from the previous meetings to ensure all is up to date.)</p> <p>Please see above.</p>	<p>Governors</p> <p>Clerk (KD)</p>
<p>5</p>	<p>Headteachers Leadership Report</p> <p>a. Head to share leadership report with the LGC</p> <p>EB highlighted the opportunities for March 2026 and explained that OPAL had been a success so far. EB invited a Governor to attend the OPAL meeting on Monday next week.</p> <p>There were fewer incidents at playtimes, and HH (Hannah H, OPAL Lead) had done a fantastic job.</p> <p>There had been many Enrichment opportunities and supporting activities for the children. Two pupils competed and did very well at the Science Fair. EB explained that the school ensured there were opportunities for all.</p> <p><i>The Chair questioned if there was a cost for Annabelles (Off-site After School Care Provider).</i></p> <p>EB confirmed that there was not. EB continued to share that this would be beneficial to many parents. Care would be available for children from reception to Year 6. A survey was sent to parents, and many responded. EB explained how this would work: Annabelle’s after-school provision would collect from school (at the end of the school day) and take the pupils back to their setting. There had been a lot of positive feedback on the initial plans.</p>	



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EB continued to explain that she would like to review the arrangement with Annabelle's annually. Parents would then be kept informed early on and would be able to book in advance. EB shared that she would like to provide more flexibility for after-school care in the long term. She would like to have Annabelle's, as well as in-school after-school-care and additional after-school clubs.

Governors questioned pupil numbers and how, perhaps, limited wraparound care might impact this. They continued by highlighting that extended after-school care could be appealing for new parents.

Please see Confidential Minutes.

The Chair queried pupil numbers and whether there was an identifiable pattern. EB confirmed that children were often moving to private schools. EB continued to share that children were moving out of the area and that some had transitioned to specialist schools. Additionally, she shared that the fall in pupil numbers was being seen across the Trust.

The Chair queried when the 2 children due to commence would start and whether this would be before October.

EB confirmed that those children would start before October.

The Staff Governor additionally shared that some families had moved house due to secondary school choices.

The Chair queried if exit interviews are conducted.

EB shared that parents were often honest and explain their reasons.

The Chair queried confidence in filling vacancies in the upcoming academic year, particularly in years 3, 5 and 6.

EB explained that she would like to increase the number of pupils in year 5 in preparation for October, and that a leaflet was being created to advertise the spaces.

A Governor shared feedback from the governors' development forum they attended, which they felt offered useful insights into increasing pupil numbers.

EB shared that the safeguarding link Governor was booked to meet with Lynne Hammond (Trust Safeguarding Lead). Both the safeguarding link Governor and EB were currently trying to arrange a date to discuss safeguarding.

Action: KT/EB to arrange a date for KT to meet with Lynne Hammond.

EB/KT

EB confirmed that the CPOMS deep dive had been shared with staff.



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<p><i>The Chair queried bullying and noted a 0 indication of bullying. She shared that she does not find this a true reflection.</i> EB explained how the report works and confirmed that there had been 3 for this year.</p> <p>EB confirmed completion of EVC training.</p> <p>EB shared that there was one 15-hour nursery place available for September, and asked the Governors to please share this wherever possible.</p> <p>Action: Governors</p> <p>EB invited questions.</p> <p><i>The Chair queried Young Carers and stated that this had been under review for the previous four meetings.</i> EB confirmed that there was a list and that there were currently 4 children. EB continued to share that HE (Hannah E, Beech Class Teacher) leads on this and would be doing termly work with young carers.</p> <p><i>The Chair queried if there was funding.</i> EB/KT confirmed there was not.</p> <p>EB shared that CPD needed to be updated in the spring (term 4). Continued to share that cumulative attendance for pupils with SEND was at 96.2%.</p> <p><i>Governors asked if the school monitors patterns regarding absences, particularly on Mondays.</i> EB confirmed that school do this. EB shared that she would be sending out a letter regarding holidays and their impact on attendance.</p> <p><i>The Chair queried whether a financial penalty had ever been used.</i> EB confirmed not.</p> <p>EB shared and confirmed that attendance was tracked very carefully.</p> <p>EB explained the school development plan and felt that good progress was being made, particularly around SEND, nurture provision, Willow Room, OPAL, attendance, new starters, and the admin team was working well. She shared that the RRS (Rights-Respecting Schools) Gold achievement award was being worked towards and that an assessment review was coming up.</p> <p>Regarding DATA, the Staff Governor explained item 5b of the report. He shared that, in most classes, reading was on track. The number of children working at Greater Depth was higher than expected. Teachers must identify those children</p>	<p>Governors</p>
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	<p>working towards Expected. Yr 4 was doing incredibly well, with over half of pupils working at Greater Depth. EB shared that she recalculated percentages based on pupil numbers.</p> <p>The Staff Governor continued: all Year 6s completed mock SATs recently, with 94% Expected or higher and 63% at Greater Depth. Writing DATA was strong, and many children were on track. One child who wasn't on track was likely due to attendance. He shared that, regarding Maths, many children were on track for Expected, and KS2 data was strong. EB shared that targets were exceeded. Children would hopefully find out their scores before parents' evening.</p> <p><i>The Chair queried writing and asked if that perhaps was the one area that had plateaued. Continued to query if that is an area of focus.</i></p> <p>EB explained that this was being focused upon, and the percentages were due to 2 children leaving and how this impacted the percentages shown. EB explained that she was working with HE (Beech Class Teacher) and making additional changes to foundations. EB continued to share that interventions were working, and an additional adult in Yr5/6 had been beneficial.</p> <p>b. Close focus on attendance by year group, SEND and PP.</p> <p>Please see above.</p> <p>c. Head to share review of staff attendance.</p> <p>No update. However, it was noted that the Acorns Class TA had returned.</p>	
<p>6</p>	<p>Equality</p> <p>a. Consider and review progress towards the school's public sector equality duty (PSED) objectives.</p> <p>EB explained that she had reviewed the EDI objectives with support from a Governor. She shared that she had reduced her objectives from 5 to 3. EB continued to share that the Jigsaw programme had been updated and that she and KH (SENDCo and Acorns Class Teacher) had been looking at mental wellbeing and they had applied for funding for My Happy Mind. EB shared that My Happy Mind had very good reviews and that she would like to implement this. EB shared that she felt it went very well alongside Jigsaw.</p> <p><i>The Chair queried the dates for the objectives and noted they were a long way off.</i> EB shared her feedback on why this was and noted that it was ongoing.</p>	



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	<p>EB invited questions on the Accessibility plan.</p> <p><i>The Chair queried whether it needed to be reviewed annually and, perhaps, the budget implications.</i></p> <p>EB shared that she would like to continue as it was, on a 2-year review cycle.</p>	
7	<p>Safeguarding</p> <p>a. Update on any safeguarding audits conducted since the last meeting.</p> <p>CPOMs' deep dive explained and shared with governors.</p> <p>b. Update on any safeguarding monitoring within the school and any safeguarding link governor visits.</p> <p>No update.</p> <p>c. Confirm all safeguarding training is in place for staff and Governors.</p> <p>Please see Item 4.</p>	
8	<p>SEND</p> <p>a. Review actions and progress from the last Trust SEND review.</p> <p>Please see below.</p> <p>b. Update from SEND Governor on any SEND monitoring visits or meetings.</p> <p>EB shared that this document was on GovHub and invited governors to read. EB shared that the total number of pupils currently with SEND was 18: 11 boys, 7 girls. EB continued to share that attendance was currently reasonably strong for children with SEND. There was ongoing training and tracking of children.</p> <p><i>Governors queried the SEND coffee morning.</i></p> <p>EB confirmed that this was a success and another one would be planned soon.</p> <p>EB expressed thanks to KH (SENDCo) for her hard work.</p>	
9	<p>Health and Safety</p>	



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	<p>a. Update on any H&S audits conducted since the last meeting.</p> <p>EB shared that there was 1 Audit in January, and Worknest was being carefully monitored. Financing had been sent back to the Trust.</p> <p><i>The Chair questioned whether 3 fire practises throughout the year would happen.</i> EB confirmed this would take place, alongside lockdown practices.</p> <p><i>The Chair asked if a meeting had been held with the Health and Safety Link Governor.</i> EB confirmed not.</p> <p>b. Update on any H&S items not covered by the leadership report item, including any updated audit actions from Worknest.</p> <p>Please see above.</p> <p>c. Update on use of Every system across the school, including logging of accidents and near misses.</p> <p>No update.</p> <p>d. H&S link Governor to update on any visits conducted since the last meeting.</p> <p>No update.</p>	
<p>10</p>	<p>Finance & Budget Update</p> <p>Please see Confidential Minutes.</p>	
<p>11</p>	<p>Pupil Premium & SEND funding</p> <p>a. Receive update from Head on impact and effectiveness of SEND and PP funding.</p> <p>EB shared that there were few Pupil Premium children. EB continued to share that the strategy in place was working well and that she was monitoring attendance and supporting families. Additionally, the school were supporting children with trips and residential.</p>	
<p>12</p>	<p>Admissions and Prospectus</p> <p>a. Head to confirm admissions information was published by the deadline.</p>	



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	<p>EB confirmed that this was published before the deadline.</p>	
<p>13</p>	<p>Policies for Approval</p> <p>EB shared that she would like to review the Termly Values and restructure them around different themes. EB shared her initial thoughts and would like the following:</p> <p>Year A Values: Autumn Term: Peace and Unity. Spring Term: Equality and Diversity. Summer Term: Kindness and Forgiveness.</p> <p>Year B Values: Autumn Term: Respect and Courage. Spring Term: Hope and Belief. Summer Term: Friendship and Responsibility.</p> <p>EB explained why she felt this would be beneficial and why she had chosen those for each term. EB confirmed that the school Values would not change. The termly Values to be removed were Trust, Tolerance, Happiness, Understanding, and Cooperation. EB shared how she felt the new Termly Values would incorporate into the previous values.</p> <p><i>The Chair questioned whether 'Trust' should be removed.</i> EB explained it would be woven into those new Values and would fall within other areas of learning. However, EB shared that she is open to suggestions on this. <i>Governors queried when this would take effect due to the Open the Book worship.</i> EB explained that this would happen from September 2026.</p> <p>EB confirmed that the British Values would be published on the website.</p> <p><i>The Chair requested that a meaningful quote be added to the newsletter.</i> EB agreed.</p> <p>Action: Quote to be added to the website: EB</p> <p>Governors confirmed that they had acknowledged the Policy on the Christian Vision and Ethos of church schools.</p> <p>Governors confirmed that they had acknowledged the Policy on Supporting Pupils with Medical Conditions.</p>	<p>EB</p>



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<p>14</p>	<p>Governor Reports and Visits to School</p> <p>a. Update on any Governor reports or visits to school since the last meeting.</p> <p>EB confirmed that a Learning Walk would be taking place on Monday, 23rd March at 9.15am.</p> <p><i>The Chair requested that learning walks be confirmed for the year in September and that she would like a variety of governors to attend Learning Walks.</i></p> <p>EB asked for governors to contact their curriculum lead to arrange.</p>	
<p>15</p>	<p>Visitor: Ofsted Preparation (Sally Robins). Headteacher at Longcot and Fernham.</p> <p>Please see confidential Minutes.</p>	
<p>16</p>	<p>Chairs' Report to the Board</p> <p>LG requested feedback for her report to the Trust.</p> <p><i>A Governor asked if, as a Trust employee, there was any guidance on her taking time out of school to come into Buckland. Additionally, as a safeguarding governor.</i></p> <p>LG confirmed she would ask.</p>	
<p>17</p>	<p>Any Other Business (AOB)</p> <p>There was no further business for discussion. The Chair extended thanks to all in attendance for their continued support before closing the meeting at 19:38pm.</p>	
	<p>Next Meeting Dates: Term 5 – Wednesday 6th May 2026, in-person at 5.30pm Term 6 – Wednesday 1st July 2026 in-person (Afternoon Tea and Meeting to Follow) at 4pm</p>	