



Buckland Primary School

Meeting:	Buckland School LGC		
Date and time, & location:	Tuesday, 12 th of May 2026 at 7.15pm, Online		
Present:	Lucy Gildersleeves (LG, Chair), Mary Lines (ML), James Stevens (JS), Emma Brown (EB, Headteacher), Kerry Spurry (KS), Kayleigh Taylor (KS), Adam S (AS), Steven H (SH)		
Apologies:	None		
Absent without apologies:	Tim S (TS)		
Consent to absence:	N/A		
Others in Attendance:	Keeley Davis (KD, Clerk)		
Quorum:	4	Quorum Met:	Yes

Item	Main Minutes <i>Governors' questions, comments and challenge are shown in italics.</i>	Action
1	Welcome, Opening Prayer, Quoracy, Declarations of Pecuniary Interest, Apologies The Chair opened the meeting at 19.28pm, welcoming the committee. It was confirmed that the meeting was quorate. The Chair led the prayer. The Chair invited the committee to share any declarations of pecuniary interest pertinent to the agenda, of which there were none. It was noted that TS was absent.	
2	Urgent matters (previously notified to the Chair) The Chair noted the Hot Topic session scheduled for the 13th of May regarding Ofsted and noted a 6pm start.	

3	Minutes of the previous meeting a) Approval The Chair invited the committee to comment on the minutes of the last meeting. The committee approved the minutes of the meeting on the 18th of March 2026 as a true and accurate reflection of the proceedings. The Chair confirmed that she would sign both the main and confidential minutes as approved on GovernorHub. Action: Chair b) Actions arising from the previous meeting The Chair noted the time, effort, and finances required for the after-school club. <i>The Chair queried if there had been any parental feedback on after-school offers.</i> EB shared that there had been positive feedback, and the option of additional after-school care had been positive. She continued that it balanced out Buckland's own after-school care numbers and provided a range of options. She would like to widen it further if possible. <i>The Chair questioned the publicising of roles and the methods used to do so. She asked if anyone had done anything about this.</i> EB shared information about school pupil spaces and noted that many requests were lower down in the school. EB shared that there were currently no spaces lower down, and the banner on the website had been changed to advertise only KS2. She continued: the 15-hour space had been filled, and a request for a 15-hour top-up was under review. A committee member confirmed that she had put something out in the village, and it would be published in the July issue. <i>The Chair questioned whether Item 13, restoring the Bible verse to the newsletter, was going to be implemented soon.</i> EB confirmed that it had already been actioned. <i>The Chair requested that the Good Samaritan be back on the website or easier to find.</i> EB shared that it should be on there; however, she confirmed she would look and ensure all was there. Action: EB to check website for Good Samaritan. ITEM 15. The Chair apologised that this had not been actioned. The Chair requested that it be added to the minutes, in preparation for the next meeting. ITEM 16. The Chair confirmed that KT's request had been asked. She shared that she was hoping to hear back soon and would update when she hears.	LG EB

4	Governing Body a) Updates to the Governing Body, including recruitment and resignations The Chair shared that KHQ (new Governor) would hopefully be on board soon. This was ongoing. The Chair continued, hopefully, KHQ would be able to join the next committee meeting. The Chair noted that TS's term ends this July. The Chair informed the committee of SH's resignation and noted that his term would end in July. The Chair requested any recommendations for potential new candidates. EB shared that she had approached parents and would keep the committee posted on any progress. 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.) EB shared that the recent ESAT review noted the SCR and had commented on training. Therefore, she shared that it was very important to keep up to date with training and to update GovHub profiles when training was completed. KD (Clerk) again explained the importance of completing and suggested perhaps setting a final completion date. The Clerk also shared that she would email the Governors individually about what remained outstanding. Action: Email Governors individually regarding their outstanding training - Clerk EB shared that she would send through the training for the next academic year as soon as possible. c) 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.) Please see above.	KD

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	d) Governors to note that the Clerk will be issuing them with an NGA Skills Audit template following the meeting, which will need returning before the next meeting for collating. This was noted by all Governors in attendance. Action: Issue NGA Skills Audit ahead of the next committee meeting - Clerk	KD
5	Headteachers Leadership Report a. Head to share leadership report with the LGC EB shared that the Quality of Education review conducted in May 2026 was very positive. The staff Governor shared that the Inclusion Lead and Headteacher had visited and noted that they attended the school for half a day. Continued to share that it was very positive and they had fed back that they had very much enjoyed being in the school. The staff Governor also shared the day's itinerary. He continued, there were so many positives, and the children were amazing. Lunches came back as an area to focus on, but he shared that this was ongoing. He continued, noting that the atmosphere was good. There were a few areas for improvement, but overall, a very positive experience. <i>The Chair asked whether there was informal evidence, how it was captured, and whether it could be used. A committee member shared that, in her experience, pupil voice was strong and another way informal evidence was captured. EB shared that this was also evident in how children are in their daily interactions around the school and with each other. Overall, it was noted to be a positive experience for everyone.</i> <i>A committee member queried whether there was a new member of staff. EB confirmed not. A committee member questioned how the staff managed with so many people coming in. EB shared that she had checked in with everyone, and the staff appeared relaxed. The itinerary was shared with the staff, and her understanding was that everyone felt supported. EB continued to share that staff know people from the Trust well.</i> <i>A committee member expressed that it was great to hear positive feedback. A committee member queried if the report was available to read. EB confirmed that it had been shared.</i> <i>The Chair questioned cybercrime management and who to contact. EB shared that she was able to provide support and can liaise, depending on what it was regarding. The Chair shared that it was part of the training she had completed and that she felt it was important to know whom to contact if needed.</i>	

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The Chair queried the policy on sharing photos of children and staff publicity. EB explained that at the start of each year, forms are sent out to ask parents where photos can be shared. A spreadsheet with permissions are then put together, and it is a very robust system. *A committee member queried new starters mid-year.* EB confirmed that this was and continues to be completed at all start points throughout the year. The staff Governor shared that staff were very good at sharing across all classes of who can and cannot be online.

EB shared that a Safeguarding review had been undertaken by ESAT. This was a positive and supportive experience. EB continued, pointing out that feedback pointers were being actioned by Stacey (Admin Staff) and by herself, but nothing significant was noted. EB shared that Lynne Hammond (Trust Safeguarding Lead) and Claire Harija (HR Director) were coming in next Tuesday morning (19th May 2026) to go through the SCR. She explained that historically, things change very quickly and must be kept on top of. LH and CH would be going through and checking things to ensure everything was in place. They would also review any previous actions.

ESAT spoke with both staff and pupils. EB continued to share that staff have an "it could happen here" attitude and are good at communicating with each other openly and honestly.

EB shared that a student had commenced placement in Oak class and that this was working well.

She continued to share that the RRSA (Rights Respecting Schools Award) review was incredibly positive and would share when she was able. Children were excellent and spoke confidently about their rights. EB explained what was being reviewed and that a range of people across the school were included and spoken to.

EB shared that she had recruited for SB's role (Admin Staff), who would be leaving for Maternity leave, and that Claire Davids would be joining in September. EB shared that Claire currently works for the Trust and has a knowledge of the schools from a Trust perspective. *A committee member praised EB for recruiting a new School Administrator. The committee member questioned that, as it was a critical time at the beginning of the year, was there a plan to hand over effectively before the end of the term.* EB confirmed that CD would come across for a few days before commencing her role.

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	EB shared that My Happy Mind had been positive (Started at the beginning of Term 5). EB continued that a successful grant application had made the programme possible to implement. It was being taught in school every Monday as part of supporting children with wellbeing and mental health. EB expressed that external mental health support was challenging to access. My Happy Mind is about being proactive, providing children with an more in depth understanding of why they might feel a certain way, and strategies to help them. It works well in partnership with the current PSHE programme (Jigsaw). EB continued to share that it covered staff, parents and children. There was an App for parents, and they could see how it was delivered and get ideas for how they could support at home. It takes neurodiversity into account, and covers a range of areas. EB shared content on-screen with the committee. She explained that it was structured to take place over the course of a year and that there was a transition journal for year 6. The staff governor shared that each class had a journal and that lessons last up to 30 minutes. He continued, it works on ways to make your brain as happy and healthy as possible. EB shared that year 6s are doing brilliantly with their SATs and thanked SH and AS for coming in to help. EB shared that breakfast and after-school staffing had been resolved. NP (parent) was to be doing all breakfast clubs. <i>A committee member queried pupil numbers and how this influences the budget.</i> EB shared that there were currently 100 pupils, with 105 spaces available overall. Currently, there were spaces in year 5 and year 3. She noted that these children would be in Year 4 and Year 6 next year. <i>A committee member noted that pupil numbers had been flagged as a threat for some time. Was there a specific plan to increase pupil numbers, and was there anything governors could do to help. The committee member continued by suggesting that we get involved in community events or boost our local profile.</i> EB explained that school is working with the trust Marketing lead to develop leaflets and get these out to a wider audience on social media. KS (Governor) has put info out onto local social media groups. <i>A committee member asked how nursery numbers were looking for next September.</i> EB shared that Nursery is full – school will be full in Nursery to year 2. Spaces are in KS2 – mainly Year 5 due to some families leaving for private school before	
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	starting Year 7. School has weekly queries for spaces but these tend to be for spaces in Rec/KS1 which we are not able to offer.	
6	SIAMS ML (SIAMS Lead) shared that she had attended the inaugural meeting of the church schools forum, where they explained the vision and the role of the Foundation Governor. She noted the question: "How can church schools contribute to the wider school community?" She continued to share that a key point was that a SIAMS review would take place in 2028 and follow a 5-year cycle. Continued that a new framework had been implemented and had been in place since 2024. She felt that she needed to report to the committee that the church schools forum had asked for an annual report from all church schools and wanted all schools to contribute 1 paragraph on how our school is delivering the Christian vision. ML noted that she was asked to check whether headteachers include a Christian vision in their annual reports. EB queried which annual report this was. ML was unsure but would enquire for clarification. ML shared that the template for this would be provided, and then this would go on to GovHub. Action: ML to clarify which annual report regarding the Christian Vision.	ML
7	Safeguarding a. Update on any safeguarding audits conducted since the last meeting. Please see above. b. Update on any safeguarding monitoring within the school and any safeguarding link governor visits. It was confirmed that there had been no further updates on this since their last meeting. c. Review effectiveness and impact of safeguarding procedures and policies. Please see above. d. Confirm all safeguarding training is in place for staff and Governors. Please see above.	

8	SEND a. Review actions and progress from the last Trust SEND review. b. Receive update on progress of implementing the school's accessibility plan. c. Update from SEND Governor on any SEND monitoring visits or meetings ML shared her Learning Walk review. She explained that she had come in the previous week and completed a learning walk with KH (Kim Hatton, Acorns Class Teacher and SENDCo). ML continued to share that she had come in in the morning and saw all 4 classes. Wherever she went, all pupils were engaged and a mix of strategies were in place. She liked that teachers were also supporting small-group work and TAs were helping support the wider class. She was particularly impressed with Sycamore class and noted that every child was on task and focused. All groups in Beech were working well. ML stated that she had had a general discussion with KH about EHCP's (Education, Health and Care Plans). She was impressed with the monitoring of wave 2 children. She continued to share that she had had a chance to hear pupil voice and was only now aware that there was no School Council anymore. However, she shared that a new framework was initiated by KH, JS (Oak class teacher), and Mrs Brown, involving 3 groups of children across the whole school to ensure that all children had a voice and a say. <i>A committee member queried if parents were aware that there is no longer a school council.</i> EB shared that she felt a broader group covering a range of areas was more inclusive for all children. <i>The Chair requested that this be shared more widely with parents.</i> EB explained that this had been shared with Parent reps at the beginning of the school year and that there were now more children involved in Pupil voice groups – RRSA group/OPAL group and soon My Happy Mind champions. EB continued to share that RRS (Rights Respecting Schools) had lots of great ideas on how to support and how to improve. EB shared that she will be implementing these across the school. EB shared that children were being tracked carefully and that all children's voices were being captured in different ways. The staff governor requested that ML's feedback be sent to all staff. ML agreed. Action: Feedback to be sent to all staff.	ML
9	SEF & SPD	

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	a. Review progress against SDP. b. Review progress against SEF. This was noted by EB to be ongoing. ML requested that it be on the next agenda. Action: Point A/B to be on the next Agenda.	KD
10	Finance & Budget Update a. Review and discuss the latest management accounts. P7 was shared amongst the governors. EB shared that a meeting was held every Friday to set the budget. EB asked if a brief LGC meeting could be held to provide an update before the next LGC meeting. The Chair asked whether it could be circulated by email and discussed at the next meeting. EB noted that she would enquire. Action: Enquire whether the budget meeting could be circulated by email rather than held in person. <i>A committee member queried opportunities and risks. Expressing that she had noted a staff member was off on sick leave, and the overtime budget had then needed to increase.</i> EB agreed that staff absence is a risk factor for school as it is putting pressure on the budget. <i>A committee member questioned about insurance regarding staff sickness. EB confirmed that this could be applied for once the staff member had returned to work, but that the Trust are discontinuing the insurance next year so the school will not be able to get insurance cover for the upcoming maternity leaves.</i> <i>A committee member questioned Cater Link (school lunch provider) and their costings compared to Mrs Connely. EB shared that this was organised by the Trust.</i> b. Update on budget monitoring. Please see above.	EB
11	Health and Safety a. Update on any H&S audits conducted since the last meeting.	

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	It was confirmed that there had been no further updates on this since their last meeting. b. Update on any H&S items not covered by the leadership report item, including any updated audit actions from Worknest. EB confirmed that school is working through the Worknest feedback report. <i>A committee member questioned whether Health & Safety was a termly monitoring action.</i> EB confirmed it is. AS shared that Josie Miller (Trust Operations Officer) had taken on a large amount of Health and Safety work. EB shared that having Vale Solutions had been very helpful as they manage many of the compliance areas – Fire/Water etc. EB confirmed that she would share the monthly report with AS. EB continued to share that the tree survey had been undertaken and work would be carried out during half-term. She continued, roof work would potentially be undertaken over the summer. A committee member shared that little luck had been found in securing charity funding, but he would continue to push for it. AD requested that the term 6 Health and Safety report be added to the agenda. Action: Term 6 report to be added to the Agenda. c. Update on use of Every system across the school, including logging of accidents and near misses. None shared. d. H&S link Governor to update on any visits conducted since the last meeting. It was confirmed that there had been no further updates on this since their last meeting.	KD
12	Surveys and Responses a. Update on staff survey responses from Spring Term. The staff governor shared that the children across the school had had the opportunity to complete a survey. He continued to share that it provided chances for staff to see positive points and areas for improvement. It was confirmed that JS (Mr Stevens, Oak class teacher), KH (Kim Hatton, Acorns class teacher and SENDCo) and EB would evaluate.	

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	<i>A committee member asked if responses were anonymous.</i> The staff governor confirmed so. Continued to share that, overall, the responses were very strong. <i>A committee member queried the behaviour statistics for 62 incidents and whether they were across the school or in certain areas.</i> EB shared how incidents were reported on CPOMS and how this increases the number of incidents due to, for example, one incident being reported against a group of children. EB continued to share that she was looking into how this was reported to Governors throughout the year and asked for Governors preferences. <i>A committee member shared that she felt, from her experience, CPOMS was constantly evolving, and this may make it more difficult to monitor the number of incidents.</i> The Chair congratulated staff on the positive feedback from pupils.	
14	Governor Reports and Visits to School a. Update on any Governor reports or visits to school since the last meeting. A committee member confirmed that she had two dates scheduled and that the focus would be on Art and DT. <i>The Chair asked whether SH could do a maths walk.</i> SH confirmed that he would organise this with the staff governor. Action: SH to organise Maths Learning Walk with Staff Governor and Maths Lead. The Chair requested that governors book dates for Learning Walks and to please let her know once these were scheduled. Action: Plan Learning Walks and confirm dates.	SH All Gobs
17	Chairs' Report to LGC The Chair asked the committee to put forward any items or questions they wished her to include in her feedback to the Board. A committee member shared that the Headteacher's report format from the Trust made for quite a complex report at times. EB shared that it is meant as an overview of the year – builds an annual picture.	
	Any Other Business (AOB)	



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	There was no other business noted for discussion. The Chair extended thanks to the committee before closing the meeting at 21.21pm.	
	Next Meeting Dates: Term 6 – Wednesday 1st July 2026 in-person (Afternoon Tea and Meeting to Follow) at 4pm	