



Buckland Primary School

Meeting:	Buckland School LGC		
Date, time, and location:	Wednesday, 1 st of July 2026, at 5pm, in-person		
Present:	Lucy Gildersleeves (LG, Chair), Mary Lines (ML), James Stevens (JS), Kerry Spurry (KS), Kayleigh Taylor (KT), Tim Saunders (TS), Adam Solley (AS), Steven Houston (SH), Kathryn Harper-Quinn (KHQ)		
Apologies:	None		
Absent without apologies:	None		
Consent to absence:	N/A		
Others in Attendance:	Emma Brown (EB, Headteacher), Keeley Davis (KD, Clerk)		
Quorum:	4	Quorum Met:	Yes

Item	Minutes <i>Governor's 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 5.38pm, 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.	
2	Urgent matters (previously notified to the Chair) None were noted.	
3	Minutes of the previous meeting & actions from minutes. (Documents: GovHub) a) Approval of minutes and confidential minutes from the last meeting dated 12th of May 2026.	



Buckland Primary School

	The Chair invited the committee to comment on the minutes of the last meeting. The committee approved the minutes of the meeting on the 12th of May 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 to sign both the main minutes and confidential minutes. b) Actions arising from the previous meeting The Chair expressed thanks to the Headteacher for restoring the quotes in the Newsletters. ML confirmed that she had sent SEND feedback to staff via the school office. A Governor shared that the Governor Monitoring Form was difficult to complete. EB confirmed that the budget documents were on GovHub and that she was following up on confidential proceedings. SH confirmed that the Maths learning walk had been completed. SH confirmed he would write up notes as soon as possible. Action: Maths Learning Walk notes.	Chair SH
4	Governing Body a) Updates to the Governing Body, including recruitment and resignations The Chair reconfirmed to the committee that SH would be leaving the Board in July and that TS's term was soon ending. She shared that she was hopeful two new candidates would be on board soon. The Chair welcomed KHQ. 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.) The Chair emphasised the importance of governors completing any outstanding training and encouraged all governors to do so as soon as possible. KD (Clerk) reiterated the importance of maintaining up-to-date training records and requested that any outstanding training be completed promptly.	



Buckland Primary School

	The Chair advised that Governor Link Roles would need to be reviewed. Governors were asked to consider meeting towards the end of the school holidays to discuss Link Roles for the forthcoming academic year, particularly in light of new governors joining the committee. Governors agreed to consider this proposal. Action: Governors to complete all mandatory training as soon as possible. Action: Governors to meet to discuss Link Roles for the forthcoming academic year. 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. d) Update on NGA Skills Audit KD (Clerk) explained that there may be a new format for completing this and that she would share this information with the committee when finalised. Action: KD to share NGA Skills Audit once finalised.	Govs All Govs Clerk
5	Headteachers Leadership Report (Documents: GovernorHub) a. Head to share leadership report with the LGC, to include an update on pupil suspensions and exclusions for the year, considering inclusion and equality. EB shared the opportunities and successes from July 2026. She noted the school's significant achievement in obtaining the Gold Rights Respecting Schools Award (RRSA), with the school becoming only the third school in Oxfordshire to receive the award. EB reported that the children had represented the school exceptionally well during the assessment, with pupil voice identified as a significant strength. She continued to share that the assessor recognised that pupils had a strong understanding of their rights and reported that they felt safe, valued and empowered to make a difference both within the school and in the wider world. The school was recognised as a role model, with a press release and commemorative banner in progress. EB also noted the successful implementation of the My Happy Mind programme, which had received positive feedback from pupils. She reported that children had shared how much they valued the programme and that it had supported the school's proactive approach to promoting wellbeing.	



Buckland Primary School

EB provided an update on staffing. Two maternity cover arrangements had been implemented, with Emily Oliver providing cover for Hannah Elliott (Beech Class Teacher) during her maternity leave. Kirsty Jones (Acorns Class Teacher, but soon to be Beech Class Teacher from September 2026) had transitioned to Beech class and would job-share with Emily Oliver. Kim Hatton (Acorns Class Teacher) had moved to a 4.5-day role, commencing from September 2026. A successful appointment had also been made to replace Stacey Blackwell (Admin Staff) whilst she would be on maternity leave.

It was noted that recruitment for two new governors was ongoing, with applications currently being processed.

EB reported that attainment data remained strong and that attendance continued to improve. She shared that the school roll stood at 100 pupils, with five places available in Key Stage 2. EB reported that vacancies had been promoted widely, including through Sarah Nichols (Trust Marketing and Communications Lead). It was noted that the school continued to receive weekly enquiries, predominantly for Key Stage 1 places, and that one enquiry had recently been received for a Year 4 place.

A committee member questioned whether people who call are called back when space becomes available. EB confirmed that prospective families who had previously made enquiries were contacted if places subsequently became available. She also shared that work to promote the school and maximise pupil admissions remained ongoing.

EB invited all Governors to attend Safeguarding training at the beginning of September (Staff INSET).

b. IDSR

Governors received the latest Inspection Data Summary Report (IDSR) from June. The Chair encouraged governors to read the report in full to support their understanding of the school's performance information.

The staff governor reported that the IDSR identified the school as performing strongly across 12 areas, with nine areas identified as significantly above average and a further three areas above average. EB invited governors to submit any questions arising from their review of the IDSR via email. *A committee member noted that the report was 75 pages long and suggested that a summary of the key information would help reduce the governor's workload.*

EB agreed that the most significant areas of the IDSR could be highlighted and discussed during forthcoming governing body meetings to support governors' understanding and strategic oversight.



Buckland Primary School

EB updated governors on the School Development Plan (SDP) and the Self-Evaluation Form (SEF). EB reported on progress against the priorities within the SDP, highlighting the implementation of Maths Mastery. The staff governor provided governors with an overview of the Maths Mastery approach and explained how it had also supported continuing professional development (CPD) opportunities for teaching staff. A committee member shared feedback from his recent mathematics monitoring visit, outlining the agreed focus area. He reported that he had reviewed the school's mathematics data and welcomed the progress being made through the implementation of the Maths Mastery approach. <i>A committee member questioned how it challenges more able children.</i> The staff governor explained that, within mixed-age classes, each year group receive focused teaching appropriate to its curriculum. Once pupils had secured the expected learning, they were encouraged to deepen their understanding by explaining and justifying their mathematical reasoning, thereby providing appropriate challenge. He continued by stating that classroom displays prominently featured mathematical vocabulary to support pupils' learning, and that lessons included regular opportunities for pupils to discuss and explain their mathematical thinking. It was also noted that pupils worked collaboratively in mixed-ability groups to support and learn from one another. <i>A committee member commented on the significant amount of preparation and work undertaken by staff outside the classroom to implement the Maths Mastery approach effectively.</i> The staff governor acknowledged the considerable time required and reported that it was worthwhile, with the impact evident in pupils' progress and outcomes. The chair shared that a Learning Walk folder was now set up on GovHub and was easy to access. EB shared an update on the School Development Plan (SDP) long-term plan. Governors were informed that Cat Boaz (Trust Science Lead) had been reviewing and further improving the Science curriculum, which will be in place from September 2026. It was reported that Key Stage 1 pupils would use an online resource called Book Creator alongside increased opportunities for practical, hands-on learning experiences. She continued, noting that this would lead to less recording in books and a greater focus on meaningful hands-on learning opportunities. EB also reported that the writing curriculum had been reviewed and refreshed and was working well. The new handwriting scheme had also been implemented successfully and was having a positive impact. Data identified a focus area in Years 3 and 4 in Autumn 2026. This would be a priority area during the following academic year. <i>A committee member queried, perhaps looking at other school approaches.</i> <i>A committee member queried the Year 2 and Year 3 writing data, noting that three pupils were not yet meeting the Expected Standard and one pupil was not yet working</i>	
---	--



Buckland Primary School

<i>at Greater Depth. They asked how progress would be monitored during Term 1 to ensure these gaps continued to narrow.</i> EB confirmed that this would be a key priority for the coming academic year and that JS, who would be teaching Sycamore Class from September 2026, would have a particular focus on accelerating progress in writing. <i>A committee member also offered to share her expertise in the use of AI to support writing. EB welcomed the offer and agreed to discuss this further.</i> <i>A committee member requested a revisit of the above and an update on this at the next meeting.</i> Action: Revisit AI for writing at the next LGC meeting. <i>A committee member requested a revisit of the above and an update on this at the next meeting.</i> Action: Revisit writing progress in years 2, 3 and 4. EB provided an update on the Character Awards. Due to printing issues and delays in receiving the booklets, the launch had been postponed and would now take place in September. <i>The Chair raised a query regarding the range of initiatives taking place and the potential impact on staff workload. EB reported that there would not be any major new initiatives introduced in the following academic year, allowing existing developments, including OPAL, to become embedded. The focus would be on maintaining progress and targeting key areas for further development.</i> EB reported that the Self-Evaluation Form (SEF) had been shared with governors and invited them to review the document. It was noted that the format would be updated for the following academic year, with four key areas forming the structure. The revised SEF would be shared with Ofsted when required. EB encouraged governors to review the relevant toolkit and confirmed that the updated SEF and School Development Plan (SDP) formats would be shared in due course. TS joined the meeting at 18:12. <i>A committee member requested an update on the Year 1 Phonics Screening Check, noting that the outcome was just below the school's target, with one pupil not achieving the expected standard. They asked how pupils' progress would be monitored and what actions would be taken to address this.</i> EB explained that phonics is rigorously monitored throughout the year, with the Headteacher, as Reading Lead, tracking pupils' progress closely. Any child identified as	EB EB
--	---------------------



Buckland Primary School

	not keeping up receives targeted intervention through Fast Track Tutoring, along with additional reading support. EB reported that only one pupil across the whole school had not met the expected target, and appropriate support was in place to ensure they continue to make good progress. Governors expressed their thanks and appreciation to all staff for their continued hard work. <i>A committee member noted that attendance in Years 1, 2 and 3 was lower than in the upper school and asked whether this had been analysed.</i> EB reported that overall attendance was improving and that discussions had taken place with parents where appropriate.	
6	SIAMS It was agreed that this would be discussed at the next meeting. Action: SIAMS to be added to the Term 1 Agenda.	Clerk
7	Safeguarding (Documents: GovernorHub) a. Update on any safeguarding audits conducted since the last meeting. b. Update on any safeguarding monitoring within the school and any safeguarding link governor visits. c. Review effectiveness and impact of safeguarding procedures and policies. d. Confirm all safeguarding training is in place for staff and Governors. The Safeguarding Link Governor informed the committee that a recent review of the Single Central Record (SCR) had been completed. It was reported that a new feature had been introduced to record when references had been obtained for governors, and that this would further strengthen the recording process. Continued, that procedures for verifying identification documents for new staff and undertaking appropriate risk assessments had been cross-checked. It was noted that the SCR was well maintained, in good order and easy to use. The Safeguarding Link Governor also updated the committee on the key points arising from the recent ESAT review, and governors noted the matters raised.	
8	SEND (Documents: Govhub)	

Commented [KD1]: Emma and Lucy, this is what Kayleigh thought we discussed. Please add anything further if you wish to.



Buckland Primary School

	a. Review and approve SEND information report (to be published on the website as soon as possible – this can be the start of September). b. Review actions and progress from the last Trust SEND review. c. Receive update on progress of implementing the school's accessibility plan. d. Update from SEND Governor on any SEND monitoring visits or meetings. The SEND report had been finalised, and governors were invited to read it. EB advised that the report had been uploaded to GovHub. <i>The Chair asked EB to highlight the key points.</i> EB reported that approximately 20% of pupils were on the SEND register. There were three pupils with Education, Health and Care Plans (EHCPs), and a further two Education, Health and Care Needs Assessments (EHCNAs) had been agreed. EB continued, noting that attendance for pupils with SEND had improved, and that exclusions were discussed. EB reported that enhanced transition arrangements and SEND coffee mornings had been implemented to support pupils and families. The NAP provision had been successful, with a continued focus on identified priority areas. The SEND Lead was analysing pupil progress data, with early indications showing positive outcomes. <i>A committee member asked when the analysed data would be available for governors to review.</i> EB advised that this would be shared in due course, and the staff governor explained the process for analysing and reporting the data. The staff governor also noted that SEND training opportunities for staff continued to be available. <i>The Chair asked for clarification on the term "C&I".</i> EB explained that this referred to Communication and Interaction and emphasised that early intervention was crucial in supporting pupils' needs. <i>A committee member asked how staff were supported with the administrative demands associated with SEND provision.</i> EB explained that staff were allocated dedicated time to complete the required paperwork and prepare documentation, and that additional support was provided when required. <i>The Chair asked about the SENDCo's working arrangements and whether she would be increasing her hours to full-time.</i> EB confirmed that Kim Hatton (SENDCo) would be working 4.5 days per week while continuing to have a dedicated SEND Day.	
9	Health and Safety (Documents: GovernorHub)	
	a. Update on any H&S audits conducted since the last meeting.	



Buckland Primary School

	b. Update on any H&S items not covered by the leadership report item, including any updated audit actions from Worknest. c. Update on use of Every system across the school, including logging of accidents and near misses. d. H&S link Governor to update on any visits conducted since the last meeting. e. Term 6 Health and Safety report. The Health and Safety Link Governor shared the Term 6 Health and Safety Audit and reported that the process was now fully led by the Trust. No major actions had been identified, and all outstanding actions were expected to be completed before the end of the summer term. It was noted that the planned tree works had been completed. <i>A committee member asked whether the final audit report would be available to governors.</i> The Health and Safety Link Governor confirmed that the report would be shared via GovHub and noted positively the Trust's increased involvement in overseeing health and safety. EB added that Vale Solutions had been proactive and effective. <i>A committee member asked how records were maintained on Every.</i> EB confirmed that all records were held on Every, with both paper and digital copies retained where appropriate.	
10	Finance and Budget Update (Documents: GovernorHub) a. Review and discuss the latest management accounts. b. Update on budget monitoring. c. Update on budget planning for academic year 2026 – 2027. d. Head to confirm that the Sports Premium review will be submitted by the 31st of July. Please see Confidential Minutes. EB advised that current census projections indicated a roll of 101 pupils.	



Buckland Primary School

	<i>A committee member asked what further measures could be taken to encourage admissions into Key Stage 2. A banner was suggested as a possible marketing initiative, and EB agreed to explore this option.</i> Please see Confidential Minutes. <i>A committee member asked how staff absence at Buckland compared with other schools. EB explained that, as a small school, staff absence was often managed through in-house cover arrangements.</i> <i>A committee member asked about insurance in relation to staff absence. EB confirmed that this would not be available from next year.</i> EB expressed thanks to the Friends of Buckland School (FOBS) for their continued support and recognised their significant contribution to the school community.	
11	Pupil Premium and SEND Funding (Documents: GovernorHub) a. Review the effectiveness of PP and SEND funding this academic year. b. How can PP and SEND funding be used to inform strategic planning for academic year 2026 – 2027. EB presented the Pupil Premium Report and summarised the outcomes and impact of the school's Pupil Premium strategy. a. Review the effectiveness of PP and SEND funding this academic year Pupil Premium and SEND funding had been used effectively to improve both academic outcomes and pupil wellbeing. Targeted interventions, high-quality teaching, ELSA support, staff training, family engagement and enrichment opportunities had contributed to strong outcomes. Evidence of impact included: • 100% of Pupil Premium pupils passed the KS1 Phonics Screening Check. • 100% of KS2 Pupil Premium pupils achieved the expected standard or above in Writing (Maths and Reading to follow once SATS results released). • ELSA support improved emotional regulation, friendships and readiness to learn. • Strong partnerships with families helped address social and emotional barriers to learning.	



Buckland Primary School

	- Funding enabled access to residentials, music lessons, trips and wider enrichment, improving confidence and aspirations. b. How can PP and SEND funding be used to inform strategic planning for academic year 2026–2027? The impact of this year's provision indicated that funding should continue to prioritise: - High-quality teaching through ongoing CPD, coaching and evidence-informed classroom practice. - Targeted academic interventions, particularly in reading, phonics and core subjects. - Emotional well-being and SEND support through ELSA, trauma-informed practice and social-emotional learning. - Family engagement to strengthen attendance, wellbeing and learning at home. - Enrichment opportunities to raise aspirations, confidence and inclusion. - Regular monitoring of progress to ensure interventions remained targeted and responsive to individual pupil needs. <i>A committee member asked about arrangements for pupils transitioning to different teachers. The staff governor explained that pupils would be fully supported throughout the transition process. He advised that an experienced Teaching Assistant would remain with the class to provide continuity and stability during the change. The staffing arrangements would also allow additional support to be deployed across other classes where needed, ensuring that pupils received appropriate support throughout the school.</i>	
12	Surveys and Responses (Documents: GovernorHub) a. Update on staff survey responses. It was confirmed that this would be shared in September. Action: Surveys and Responses to be added to the Term 1 Agenda.	Clerk
13	SEF and SPD - Carried over from the previous LGC meeting (Documents: GovernorHub) a. Review progress against SDP.	



Buckland Primary School

	b. Review progress against SEF. Please see Headteacher's Leadership Report (Item 5).	
14	Governor Reports and Visits to School (Documents: GovernorHub) a. Update on any Governor reports or visits to school since the last meeting. The Chair asked governors to upload all Learning Walk reports to the designated folder on GovHub, noting that it had been helpful to review the reports that had already been submitted. Governors were asked to send completed Learning Walk reports to EB, who would forward them to the Clerk for upload to GovHub. Action: Send all Learning Walk Reports to EB.	All Gobs
15	Chairs' Report to LGC The Chair shared KT's query and advised that the Trust was looking into the matter. The Chair invited questions from governors. <i>A committee member asked about the proposed Hot Topics for the next academic year.</i> The Chair confirmed that she would make enquiries and provide an update to governors. Action: Hot Topics for next academic year; report back to governors regarding dates and times.	Chair
	Any Other Business (AOB) The Chair thanked TS and SH for their contributions and hard work, and wished them well for the future. TS and SH expressed their thanks to governors and all those involved in supporting the school. The Chair thanked the committee before closing the meeting at 19:20.	