

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Monday 10 July 2017	Location	Buckfastleigh Primary School				
Attendees	Initials			Attendees	Initials		
Beverley Garland	BG	Chair		Sharron Humphries	SH		
Richard Arundell	RA	Headteacher		Lesley Booker	LB		
Caroline Rolls	CR	Staff Governor		Malcolm Cowper	MC		
Ian Pitchford	IP						

Apologies	Initials	Reason (Category of Governor)
Sian Walton	SW	
Vicki Frost	VF	

Absent without Apology	Initials
Kate Caines	KC

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Jan Hillman	JH	Assistant Headteacher
Janet Brennan	JB	Atrium Governor
Rachel Shaw	RS	Executive Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	BG
2	Declarations of Interests	BG
3	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	BG
4	Chair's Bring Forward Items	BG
5	Headteacher's Written Report i Disadvantaged Pupils' Report ii Staff and Student Absence iii Review School Evaluation Form iv School Development Plan 2017-2018	RA
6	Budget i Review Income Expenditure Report ii Agree Services Buy In for 2017-2018 iii Approve Budget for 2017-2018 iv Agree Sports Grant Report	BG/RS

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7	Staffing i Agree Staffing Structure for 2017-2018	BG
8	Health, Safety and Environment i Monitoring of Accident Book	RA
9	Governor Monitoring Reports i Health, Safety and Environment Report ii Safeguarding Report iii Disadvantaged Pupils' Report iv SEN Pupils' Report	BG/LB/SC
10	Policies i Approve Governor Induction Process ii Approve Curriculum Policy	RA/BG
11	External Reports	RA
12	Review Skills Audit	BG
13	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	BG
14	Dates of Next Meetings	BG

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>Apologies were received from SW and VF which were sanctioned.</p> <p>JH and JB were welcomed to the meeting and introduced – JH as the new Assistant Headteacher and JB as an Atrium Governor who will be in a support role.</p>	
2	<p>Declaration of Interests</p> <p>There were none.</p>	
3	<p>Minutes From Last Meeting</p> <p><u>i Minutes Agreed</u> RS requested an amendment to the Part II Minutes.</p> <p>The minutes of 15/05/17 were agreed as a true and accurate record and signed by BG.</p> <p><u>ii Actions</u> BG inquired about the passport. RA and CR have done some work on this but time has been limited. They would like to roll this out fully next year. At the staff meeting last week staff were asked to bring books to show progress. RA has kept a file. There are a number of children who were Pupil Premium (PP) passport children. BG said it would be more meaningful to have feedback after a full year.</p>	



	<p><u>iii Matters Arising</u> There were none.</p>	
4	<p>Chair's Bring Forward Items</p> <p>There were none.</p>	
5	<p>Headteacher's Written Report</p> <p><u>i Staff and Pupil Absence</u></p> <p>There were some additions to the distributed report. Attendance is currently at 95.53% which is better than this time last year. The sickness bug is still ongoing which has impacted on attendance. A few parents are deciding their child is ready to come back rather than following the 48 hour rule. This has been addressed with these parents. Attendance is at 93.83% for PP pupils. This is an increase on last year but still not as good as the rest of the school. RS asked if there were any in this group having flexi-schooling or alternative arrangements. RA said it includes pupils with such circumstances. RS suggested to include the figures without these pupils as well to show comparison.</p> <p>The final sentence in the report should read 'kept on top of it'.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p><u>i Disadvantaged Pupils' Report</u></p> <p>RA distributed a whole school data document. There is a stronger picture across the whole school.</p> <p>There is an improvement on the EYFS Good Level of Development (GLD) which is almost in line with national averages but results were slightly disappointing as Reading and Writing were only at 66/67%. The two classes who were very similar on entry had weaker results in one class. The school was moderated and the assessment was seen to be secure. Only two thirds have achieve a GLD. In year data reporting needs tightening up. SH will make a visit before the end of term.</p> <p>RS asked if the Early Years' Leader was putting together a plan to address reading and writing results. Busy books have been started with individual letter formation to writing of sentences but more still needs to be done. The vast majority of Y1 children will switch teachers in September.</p> <p>JB asked the proportion of boys and girls of the eight who did not reach the level. RA said there are more boys than girls. There were two SEN pupils and they did not meet the level.</p> <p><i>SH asked how this compared to the baseline.</i> RA said there were three options and the school selected CEM baseline but it does not test writing. Early Excellence was discussed. Looking at the in and out data, there is huge progress. RA and RS need to discuss which system to use for next year.</p>	



	<p><i>SH asked what RA intends to do about the results.</i> RA said one thing on the SDP is parental engagement with reading. It was planned to get parents in early in the year to explain how reading is taught and this did not happen. This is a priority for next year. Writing will be addressed through closely focused work. If there is not the parental engagement RS wants to know what will happen through the curriculum.</p> <p>BG asked whether the eight children who did not get GLD were the ones who RA suspects are not reading at home. RA said yes this is the case. He feels more coaching and use of volunteers would be supportive.</p> <p>JB said the focus needs to be on the curriculum provision with directed reading included. A workforce of ideas to increase fluency is needed and the person leading this area needs a clear focus on this. JB gave an example from another school of how they address this area. RS said discussion with the helpers to assist them would be beneficial. A culture of reading is needed. It was agreed that it is not negotiable for a child to leave a school after seven years without being able to read fluently unless they have a very specific need.</p> <p><i>SH asked how the results compare across the Academy.</i> RS said they are not all in yet. GLD was satisfactory but reading does stand out as being lower. There was a lower starting point but this is why there is a need for a focus on reading.</p> <p>JB said it needs to include in the curriculum why the national curriculum is followed because as an Academy this does not have to be done. She questioned whether a subject could be taken out to focus on this more.</p> <p>An action plan for reading will be put together and sent to JB for feedback.</p> <p>MC asked if there was a high number of volunteers. RA said there are quite a number. BG asked if there were conversations with them about their roles. RA said this does not happen at the moment but should happen from next year. IP and RS said volunteers want to make a difference. JH said it can be part of their own professional development too; celebrating their time and effort would be appreciated and it would strengthen their profile in the community.</p> <p>Y1 phonics results were below national average. Girls were particularly disappointing with only 55% gaining a pass. Only six girls scored more than 15 out of 40 in October 2016 so the baseline was low. They have progressed a long way but still not up to the national average.</p> <p>Y2 results were the strongest cohort. Four pupils on the SEN register did not reach the level in writing and are significantly below. The school are continuing to work hard with these pupils.</p> <p>Y2 phonics going forward has raised concern. JH has discussed with RA looking at Direct Phonics. This includes two phonics sessions a day – one taught by a teacher and one as follow up activities. Direct Phonics is straightforward teaching. An increase in phonics and reading are taking place. LB asked if there was a knock on effect to try to make up this weakness. Reading and writing will need to take priority.</p>	
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	<p>Y6 is a hugely improved picture compared to last year. RA would like to praise CR and her team for how well they and the children have done. There are some challenging children in the cohort but no disadvantage should occur because of background. CR has not given up on these children and there are some fantastic success stories. There is a culture that they can do it and to believe in it. CR said there is too much reliance on Y6 teachers and the results need to build up gradually.</p> <p>BG asked if parents know their children's results. RA said they were given out on Friday. A parent has written a nice email in response to their child's results.</p> <p>There were a couple of Scaled Scores of 99 results but looking at them on screen the marking had been thorough. Stamina is an issue. The week is intensive and results decrease over the course of the week. RA gave an example of this. RS said there is a need to be mindful of the fact that 100 is the target but actually it is 103/104/106 to be average as the thresholds are moving. Governors need to be aware of shifting everything up a little further. Average scale scores look good. One pupil who did not take the test will be included in the teacher assessment results.</p> <p>RS outlined the results across the other primaries in the Academy. Y6 teachers will be brought together more for consistency of assessment.</p> <p>PP children have done exceptionally well. 10/12 got all three subjects.</p> <p><u>iv School Development Plan 2017-2018</u></p> <p>There are four main priorities in draft form which RA presented. He has not addressed English or the EYFS yet.</p> <p><u>Priority 1: developing better learning behaviours</u></p> <p>RA is working with a behaviour consultant which will continue beginning with an INSET day in September. He will also be simplifying the Behaviour Policy as parents have not engaged with the booklet. There is a need for resilience and a desire to continue learning.</p> <p>MC said the sound levels in the school seem to have risen and asked whether this is affecting the learning. LB and IP supported these observations with their own experiences. All six pupils that IP interviewed said they had a desire for quiet time. This was across Y1, Y3 and Y6. RS said this request needs to be applied consistently across all staff. Staff training in September is essential to set staff expectations as some seem unsure about challenging behaviours that are not appropriate. The curriculum needs to allow opportunities to fail in a safe way. Modelling may need to take place for learning habits.</p> <p><u>Priority 2: developing and embedding leadership as well as securing stronger management systems for internal school leaders at all levels as well as governors</u></p> <p>RA said there is still work to do on this but a lot of headway has been made. Wording was discussed for the current position to put a positive approach forward.</p> <p><u>Priority 3: developing a broad, rich and stimulating curriculum for all pupils, that builds on their starting points leading to opportunities for accelerated progress</u></p> <p>RA said OFSTED's focus is moving away from core subjects. LB said this is an</p>	
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	<p>opportunity to engage the children. The plan of action is to start on this on the non-pupil day at the end of this term. Bespoke intervention is key.</p> <p><u>Priority 4: Developing Parental Engagement</u></p> <p>The School Association is good but becoming a smaller group. Parents maintain that communication is an issue. Funding of school trips is not really improving. A series of parent information events will take place as they do turn up for key events. RS said children are a big draw for parents to attend. She gave an example of how this was successful at Princetown.</p> <p>CR said staff have felt vulnerable this year which makes it harder to invite parents in. RS said once a term is enough. Parents producing something alongside the children rather than a teacher presentation was discussed as an idea. JH suggested doing something where the parents are going to take something away with them. RS said it also supports modelling of how language can be used with the children. BG and SH said they have experienced this elsewhere and it can be really useful for parents to understand day to day activities. IP said the battle is to reengage with parents as parents have previously not been encouraged to come in so some parents seem uncertain whether they are welcome.</p> <p>RA said there are English, Maths, Disadvantaged and EYFS action plans still to include. JH will be the PP lead so they will review this together. RA intends to share the SDP with staff on 26 July so will aim to share this with governors around the same time. CR said the INSET day will give opportunity for staff to feed into this. SH requested to get updates on the SDP. RA said he will do this electronically. There is a new format for the SDP with clear milestones so this should be easier to measure.</p> <p>BG about about doing Make a Difference Day with parents. RA said it is planned to happen but it will not happen for all year groups on the same day. RA explained that it is a day when the children go out and do some community work and parents volunteer.</p> <p>IP is meeting with HB on Friday to look at leadership development across the Academy.</p>	
6	<p>Budget</p> <p><u>i Review Income Expenditure Report</u></p> <p>The income has remained the same over the course of the year. There has not been a particular increase in SEND funding. The overspend is mainly due to capital expenditure that should have come out of last year's budget.</p> <p>Teaching costs look to balance out and TA costs are an underspend as there has been some reductions in staff numbers. Overtime costs have come down but £7,000 has still been spent on covering TAs. £5000 was budgeted but it will be £17,500. MTAs is also an overspend. RS said one person could be costed under the wrong area.</p> <p>Utilities costs are being looked at. The new suppliers will be coming in to give more accurate predictions. There are costs that have gone to British Gas.</p>	



	<p>Office costs have gone over budget slightly but this is because of new systems such as ParentPay. Making one payment rather than four of five smaller ones would be cheaper but this may not suit the demographic.</p> <p>IT costs look high but this is the case for all schools in the Academy due to subscriptions being taken out that were not known at the start of the year.</p> <p>Additional supply costs have come out but the overspend is £17,000. This will be taken out of reserves.</p> <p>The gates and roof were far more expensive than expected but this has made the school more effectively organised.</p> <p>There has been no budget put aside for PP but music lessons and husbandry school have been paid for. The money has been used in a slightly different way. The money could be used next year in more creative ways when JH is planning. RS has allowed £5,000 for it next year.</p> <p><u>iii Approve Budget for 2017-2018</u></p> <p>RS is concerned mainly with the budget for 2017-2018 as the other columns were based on the National Formula for Fairer Funding but this is now an unknown.</p> <p>Capital Money was explained as was the GAG income. £140,000 of GAG is SEND funding. Other income is from initial teacher training students and PP funding is based on 50 pupils and two Services pupils. SEND funding calculations were explained.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p>RS said quite a substantial amount of money is being used to top-up SEND pupils. 1:1 support could be withdrawn as this will assist independence.</p> <p>RS explained how the sports funding is used. Trips are mainly funded by the School Association. Two thirds of the trips funds is for residential. The school will need to be tougher about not running trips if the funds do not come in as was the case last year.</p> <p>RS went through the teaching structures in brief. TAs is an accurate picture for next year. The year after RS has taken out three and the following year a further three. MC said there will need to be a different way of working. Supply costs have remained fairly high based on this year. This also includes Inspire Coaching which supply some of the PPA cover.</p> <p>MTAs and administration staff should be accurate. The budget also includes Academy staff such as HR and Finance. Efficient use of administration hours needs to be looked at so a member of staff has visited another school in the academy to see how that is working.</p> <p>BG asked about the TAs' hours. RA said he has found the statement of hours which is inherited. They do work 30 hours but he has looked very carefully at start and end times. RA said the new pay policy and appraisal policy needs to be looked at to redeploy some hours to some extent. RS explained how the breaks worked and how it needs to be really clear.</p>	
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	<p>BG said it needs to be part of the appraisal meetings. HR gave advice not to do the statements of hours but RS said this is essential. It could put extra bodies out during break and lunchtimes. JH said in a school she was in this term dealt effectively with follow on incidents.</p> <p>Premises costs is made up of a number of areas. Solar panels are not yet giving the full payout.</p> <p>Curriculum costs are similar to this year with £5000 for curriculum development. There will be room for an overspend for certain projects. The school is a priority so releasing more funds should be agreed by Directors.</p> <p>A new telephone system has been put in at Ashburton and it may come to Buckfastleigh next. RS explained the benefits of the system. It is not included in the budget.</p> <p><u>ii Agree Services Buy In for 2017-2018</u></p> <p>RS went through the Academy services including Janet Ross' services for the Headteacher's Appraisal. School Reviews are included. The Academy has gone into a management partnership with Totnes St Johns Primary School which is a very similar school to Buckfastleigh. Janet Ross will support with this. Middle Leaders' training will be done as an abridged version for Heads.</p> <p>Maths and English Leaders briefings will be reduced to one of the Maths and English Leads attending the morning briefing.</p> <p>An Educational Psychologist will be employed by the MAT. There will be a day a week available for the same cost. She used to work for Babcock. She has other Ed Psychs if she is not available. There will be a number of hours per school. It will be reviewed.</p> <p>Safeguarding is bought into as is governance consultancy. The data assessment team is also purchased.</p> <p>£1000 is allowed for additional SEN specialisms.</p> <p>All other services are essential such as audit, accounts and payroll. IT costs allow for broadband and all the subscriptions plus general maintenance. There is no budget for replacing equipment.</p> <p>Other staff costs include INSET costs. A lot of training is done in house. JB asked why writing assessment was being done so early in the year as new frameworks and specifications are due to come out in October. RS said it is to get going on it early. There has been lots of moderation externally that can be used as an example.</p> <p>There is £5000 put aside for capital spend and £4000 for the playground but this will not be used.</p> <p>A TA role could be extended until the end of December so there is a plan in place until the SEND funding is clear. JH and RA will discuss this further.</p> <p>RS has budgeted the Mutual Fund amount for teacher absence insurance. This may increase slightly if buying in March. This supports the need for a seven class structure. The teaching allocations for next year were discussed and how this could</p>	
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	<p>be adapted as the year goes on.</p> <p>£11,500 surplus would be the end result.</p> <p>The budget and services buy in was approved.</p>	<p>Governors approved the budget and services buy in for 2017-2018.</p>
<p style="text-align: center;">7</p>	<p>Staffing</p> <p><u>i Agree Staffing Structure for 2017-2018</u></p> <p>Jan Hillman (Assistant Headteacher) and Tim Evans (Y6 teacher) have both been appointed for September. This was approved by governors.</p> <p>Interviews took place today for an administration assistant to replace Fiona Gower but there was no appointment made. There was a good field of 21 applicants and five were called to interview. The two primary candidates withdrew beforehand and the remaining candidates were not suited to the role. RA will look through the applications again. Interviews could occur during the holidays. FG will still be here in September to continue the role if an appointment has not been made.</p> <p>BG enquired about how TAs would be used in September. There will be one member of staff being used in the Nurture Base with some support taking place in the morning to do the Literacy and Numeracy. It will be being used for informal intervention. The plan is to do six week programmes of interventions as a half termly block. Two or three children will be there at a time and may then return to their teachers. It will be bespoke intervention with precision teaching of gaps. This will be through negotiation with staff to ensure the pupils are learning the same as the rest of the class.</p> <p>BG said Becky Oakshott (BO) felt that there needs to be some out of lesson intervention and RA agreed. It is currently an in class support model but there is not enough measurable data for this so next year there will be a specific intervention programme for these children as there are a number of trained staff. RS said further investment would be worthwhile. There needs to be a change of mindset for teachers about the purpose of TAs.</p> <p>RS suggested monitoring of TA activity by the LGB would be useful as a visit focus. Once the expectations have changed they should do a revisit to see the impact and capture this. BO has done some teacher observations using a pro forma for this.</p> <p>SH asked about the Nurture Base and was there still somewhere within school if a child needs time out. RA said there are still spaces in the school. There will also be opportunity for drop-in time within the Nurture Base. There will be more space next year with the reduction of classes. RS said the location is very beneficial for the calming influence. SH said managing this in the beginning will be quite hard. The key is to make the environment as homely as possible to help process rather than have sensory distractions.</p> <p>There is one member of staff manning the space currently. There are walkie talkies so the member of staff is able to contact the main school and there is also a telephone. RS suggested also using a wireless doorbell at the top of the door frame. RA's intention is to have two members of staff in there full-time.</p>	<p>Governors approved the appointments of Tim Evans and Jan Hillman.</p>



	<p>LB enquired about the EEF document about the use of TAs. RA said he has had a look and he and BO will explore it further next week. They are looking for low cost ideas. There are a number of teachers who rely on having a TA with them. The TA support in Y6 is evident in the SATs results. There is a real skill to managing TAs .BG asked if there was room for staff training about TA deployment. RA said this will need to happen. JB suggested that the TAs should be working with the whole class and the teacher working with individuals. RA said this has happened with the Y1 teacher successfully. BG said teachers need to know that this is a model that can be used. There are enough general TAs who could take the whole class. They are working under the direction of the class teacher and for short periods of time.</p> <p><i>SH asked about the amount of supply teachers that have been in one class and was there anything that could be done differently.</i> RA said a supply teacher came in who was going to stay but later said he was unable to commit. There have been a series of strong supply teachers who are familiar to the school but there are some who do not work full-time or who have let the school down.</p> <p>SH asked if there was a way to employ some teachers to do supply across the schools. RS said the reality this year is that this would not have covered the supply required. Consistent supply teachers are needed but they are snapped up by the supply agencies first. Development of these individuals would need to occur. <i>SH asked what the impact had been.</i> RA said it had been detrimental to the children's learning and it has had an impact on other staff. RS said the children affected need the best teachers and support staff next year. It was considered to move staff earlier in the year but there were some complications around a supply teacher who got another job.</p> <p>SH asked if a part-time teacher could be used who would be flexible about working. JB said she knew of someone who might be suitable. She will pass details to RA.</p> <p>CR said it has particularly impacted on the pupils' writing. There needs to be some moderation to put a plan in place. JH has started on this and will look at Y4 also. RS said this is the advantage to JH's timetabling for next year being flexible.</p> <p>LB asked at what point the stress to meet targets will affect the wellbeing of staff and then pupils. The data was in a very vulnerable position last year and the OFSTED threat has had a negative impact on staff but the affected children could progress very quickly with the right input. JH said supporting teachers to have clarity about what the expectation is for these children will clear away some of the other concerns and makes the teaching more precise. The impact is seen quickly which is rewarding. It is all about the children working harder than the teachers.</p> <p>Parents were given the class structures today. There will be two F/Y1 classes with 23 -28 Foundation children in as there were three enquiries on Friday. The intention is to run as many single age classes as possible but this will not work with more than 24 Foundation children coming in.</p> <p>There are six children going from Foundation into a Y1/2 class and six going from Y1 to Y2/3. Parents have been spoken to and it is based on the opportunity to thrive. The majority are Autumn born but it is not age based. It was apparent who the children who were ready to move on were in a recent class assembly.</p>	
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	<p>The Year 2 children in the mixed Y2/3 class will have break and lunch with Y2. The structure will change with KS1 and KS2 having separate breaks. There will be focused phonics work during the absence of the other children in the class. MC asked if this will be reviewed as their peers may become their friends. RA said yes but the concern was about the use of the back playground. LB asked if there would be a return to their year group later on. BG asked whether it could be varied what the playground usage was. RA may do a 'freeflow' Friday.</p> <p>TAs have not been included in the staffing structure yet as this needs finalising. They will be informed on Friday.</p>	
8	<p>Health, Safety and Environment</p> <p><u>i Monitoring of Accident Book</u></p> <p>There are 8-10 accidents a day being recorded.</p> <p>SC has resigned so a new Health and Safety Lead Governor will be needed.</p>	
9	<p>Governor Monitoring Reports</p> <p>These were summarised by BG.</p> <p>LB and BG have done the PP visit report but it is a bit disjointed as it does not fit with the normal feedback. IP's feedback needs to be included. This will be carried forward to the next meeting.</p> <p>SH is hoping to do a Foundation visit.</p> <p>CR said there has not been a Literacy visit this year. SW and VF will be pursued about this.</p> <p>SH asked about the two questions in the follow ups. RA will respond in writing to these before the next meeting. BG said she tries to look at these in the next visit. SH said there is a need to look at a way of monitoring these questions.</p> <p>SH asked if there was a monitoring calendar. BG said this will be put together at the start of the next academic year.</p> <p>A Curriculum Lead Governor has been lost so responsibilities will need to be reallocated. LB suggested having a meeting prior to the meeting in October to plan ahead. This was agreed.</p>	<p>PP Visit report to be completed by BG/LB and IP and distributed prior to the next LGB meeting.</p> <p>RA to send written response to follow up questions to governors before the next LGB meeting.</p> <p>It was agreed for governors to have a planning meeting before the next LGB meeting. BG to organise.</p>
10	<p>Policies</p> <p><u>ii Approve Curriculum Policy</u></p> <p>RA requested to redraft the curriculum policy with JB's help.</p>	<p>It was agreed to defer the Curriculum Policy approval to the next LGB meeting.</p>

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13	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u></p> <p>There were none.</p> <p><u>ii Approve Governor Training Requests</u></p> <p>LD distributed the new Devon Governor magazines. BG requested for LD to send the details for the course she could not attend to the rest of the LGB.</p> <p>RS is meeting with Emma Dixon to look at data across primary to secondary so there may be some training to follow this up.</p> <p>RS asked for training requests from governors to support their roles.</p>	
4	<p>Chair's Bring Forward Items</p> <p>BG thanked CR for her role as a governor through some difficult times and for her teaching expertise. She will be missed.</p> <p>SH will think about whether to resign before the next LGB meeting.</p>	

The meeting closed at: 20:55.

Detail of next meeting			
Date/Time	Monday 9 October at 18:00	Location	Buckfastleigh Primary School