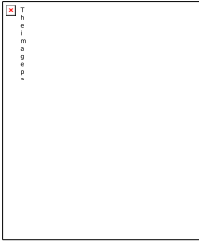


LAWN PRIMARY AND NURSERY SCHOOL

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**FGBM meeting**

DATE: 16 th July 2024		TIME: 5pm Staff room
<u>PRESENT:-</u> <div style="display: flex; justify-content: space-between;"> <div> Aaron Smith (AS) – Chair Lindsay Wood (Head) Russell Hall (RH) Emma Jelley (EJ) Polly Gillet (PG) Janet Busby (JB) Luisa Stokes (LS) </div> <div> Rachel Piper (Clerk) Charlie Berry (CB) (SENDco) Russell Langdown (RL) </div> </div>		Tayler Aitken Leanne Lewis (LL)
Invited Attendees:		
No:		

No:	Minutes
1	<u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting. Tayler Aitken apologies accepted. A minimum attendance of 50% of governors in post is needed for the governing board to make any decisions. It was recorded the meeting was Quorate at the time that any decisions were made. <u>Declaration of Interests in agenda items or any pecuniary interests:</u> No interests declared. <u>Notification of AOB:</u> <u>Approval of Minutes from last FGB Committee meeting dated 18th June 2024</u> Minutes approved. <u>Matters arising.</u> None
2	<ul style="list-style-type: none"> • Governing Body – Ran through roles. Update sheet and upload to Ghub and update website. AS will continue as chair. JB proposed and DH seconded. All roles detailed on Ghub. • Meeting agenda for 2024/5 all loaded into folder • Meeting dates for 2024/5 all loaded into folder • Standing orders revised in March 24 and no need to be revised • Approved new induction pack – RP to send to Zak and Tayler once AS has signed it off • Governor training update – RP to summarise any training taken place in 24 (put on file)

MAT Update

Aaron summarised the meeting that took place a few weeks ago whereby the presentations took place of potential MAT companies.

Aaron ran over questions that have since been put forward to both trusts – these questions and responses are all available to view on Governor hub.

AS proposed for Lawn Primary and Nursery to explore becoming an academy.
DH seconded the proposal.

A Governor asked if there had been any consultation with the staff?
LW confirmed communication would take place after the FGBM and confirmation of due diligence process confirmed/agreed by the proposed MAT we would like to join..

The next steps would then take place in terms of formal proposals including consulting the parents.

AS proposed – Blue Kite Academy Trust (BKAT) are the preferred MAT to join. The FGB gives authorisation for a Working Group to commence due diligence with BKAT and regularly report to the FGB..
DH seconded.

LW would update Blue Kite that Lawn would like to proceed to next steps and for due diligence to take place. If Blue Kite confirm they are happy to proceed LW will start the communication to staff.

All Governors approved.

Staff will be notified of the FGB proposals before the end of T6. Formal consultation with stakeholders will be carried out by LPNS subject to due diligence and the FGB formally approving to proceed further with academisation, including formal approval to commence the legal process and beginning the process of conversion.

A MAT working group was formed;
JB, AS, LW, LS, EJ,RH.

Strategy and overview

Term 6 Head Teacher Report

The report was available on Governor Hub 7 days prior for Governors to review.

LW summarized the report to the board.
LW confirmed a caretaker has been recruited and will start in September
TA interviews taking place. Inundated with applications and all very strong candidates.
All support staff reviews have taken place.

A Governor asked if we had more budget would you recruit more TA's.
LW confirmed it would be a nice luxury to have as needs have increased across the school.

LW discussed ~~an~~ two recent incidents that took place, 2 pupils have ~~got~~ were suspended for ~~a assault~~ on staff and EJ and CB have attended a PEX clinic. PEX is absolute last resort and full re integration process is taking place to support the children and their families with strategies, support and intervention in place to avoid further suspensions or a PEX.

Questions from the board:

Premises - Please can the H&S audit be provided

This has been uploaded on to Governor Hub now.

To receive the draft SEF and SDP report

The report was available on Governor Hub 7 days prior for Governors to review.

LW ran through the report and the working document format.

A Governor asked that the current SDP links back to the school strategy and vision objectives – could this be included into the SEF. LW agreed and will also link to the HT report for September onwards.

Should the Governors have any comments, they should forward to LW over the summer ahead of September.

5	<p><u>Safeguarding and Pupil Welfare</u></p> <ul style="list-style-type: none"> No updates from the school on any safeguarding and pupil welfare issues. <p><u>External Safeguarding Audit</u> Report available for Governors to view on Ghub. Overall a really positive report, just a few small things to tweak. Taking into account all the changes that have happened this year, it is a fantastic result.</p> <p>JB summarized the details around the questions the auditor asked around the Governors, the communication they receive from the school and questions Governors ask around it.</p> <p>The Governors and LW thanked EJ for her hard work and leading the team and to thank the safeguarding team as well.</p> <p>EJ confirmed the school are not signing up to an external audit supplier next year, the costs have increased significantly and it is not mandatory, however the agency works with one of the proposed MATs. The agency confirmed you can buy into bespoke packages eg just the website.</p> <p>KCSIE training that should be launched over the summer, date not confirmed yet. Governors will be updated when the KCSIE is launched and the date it must be completed by.</p> <p><u>Behavior policy review</u> The policy was available on Governor Hub 7 days prior for Governors to review.</p> <p><i>Appendix A - Should there be a reference / link to the government guidance for clarity?</i> https://www.gov.uk/government/publications/school-exclusion This can be added in.</p> <p><i>Appendix A - Should there be reference to "In the event that the decision of the headteacher is upheld and the pupil is not reinstated, there is a separate right of appeal where the case will be heard by an independent panel"</i> Yes this can be added in and should be - could we propose: Where an exclusion is permanent and the Governors' Panel has decided not to reinstate the pupil/, the notification of decision will also include the following: *The fact that it is a permanent exclusion *Notice of parents' right to ask for the decision to be reviewed by an independent review panel *The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the governing board's decision is given to parents)</p> <p><i>Should there be some reference within the policy (for instance in Appendix A) that the headteacher / panel will be applying the civil standard of proof (i.e. 'on the balance of probabilities') rather than the criminal standard ('beyond reasonable doubt') when establishing the facts of the suspension or permanent exclusion.</i> We have checked the Df suspension and permanent exclusion guidance that states the following on pg 11. 3. When establishing the facts in relation to a suspension or permanent exclusion decision the headteacher must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the headteacher should accept that something happened if it is more likely that it happened than that it did not happen. The headteacher must take account of their legal duty of care when sending a pupil home following an exclusion.</p> <p><i>Appendix D - Please can we revisit the wording of pupil behaviour under 10. This only permits a sanction of FTS or PEX 'despite interventions' which presumably arise from previous incident. There may be a 9 that requires a FTX or PEX immediately.</i> We have edited to: "Spend the remainder or next day working separately from their class in a supportive environment with set work, with break time and dinner to be taken separately to their peers, or could escalate immediately to 10."</p> <p><i>A Governor asked are staff able to speak to the HT and communicate enough is enough.</i> LW confirmed they can and gave examples. LW advised the staff of the graduated response ladder that is being introduced and all staff were positive and supportive around it.</p> <p><i>A Governor asked is there an option that a PEX should be used (although a severe consequence) as an option and taking a harder line.</i> EJ confirmed that they may need to and some pupils will need to be scaled in terms of risk.</p> <p>LW advised that some IRP training via solicitors for Governors would be beneficial. RP to research training on portals – The Key, Right Choice, National Governance. RP to report back to the AS.</p>
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	<p>It was reiterated a PEX is an absolute last resort and all support channels would be exhausted first.</p> <p><i>A Governor asked how this will be communicated to parents;</i> LW confirmed it will be in the new parent handbook and detailed on the last newsletter of this academic year.</p> <p>The Governors were happy with the policy amendments and LW will send over the revised one to AS.</p> <p><u>Equality update</u> The policy was available on Governor Hub 7 days prior for Governors to review.</p> <p>LW explained that herself, JB and CB have met recently to review the policy and objectives. LW spoke through the current Equality policy and the revisions that needed to be made. It was decided to rewrite the whole policy.</p> <p>LW and JB have been liaising with each other and the revised policy will be brought forward to the FGB in September.</p> <p><u>Property Compliance Audit.</u> The report was available on Governor Hub 7 days prior for Governors to review.</p> <p>LS ran through the report and actions.</p> <p><u>Health and Safety</u> LW informed governors that the school have contacted Public Health England re a rise in sickness and diahorria cases this week. Increased cleaning and communication round the school and to parents have been actioned as directed by PHE.</p> <p>LW also advised the FGB that a letter has been received from solicitors that a parent wants to make a public liability claim and this has been forwarded to the legal team at the Borough council. All documents have been sent and Zurich(the legal team for SBC) have advised they have all the requested paperwork. SBC/Zurich will now act on the schools behalf.</p>
6	<p><u>Budget and monitoring report</u></p> <p>LS ran through the report and summarized;</p> <p>Gas and electric small increase in charges. Currently staffing is 20 hours over but there are plans in place. Lots of staffing changes and contract amends have taken place.</p>
7	<p><u>Curriculum, progress and attainment</u></p> <p>LW ran through the report that has been available to Governors 7 days prior.</p> <p>LW explained the outcomes for statutory assessments for 23/24 and teacher assessment across all year groups for end of year and how this had fed into the SDP for next academic year.</p>
8	<p><u>Staffing and Wellbeing</u></p> <p>Nothing significant to report</p> <p>A new caretaker to start end of August/First week of September. New cleaning company starts Monday 3rd September.</p> <p>A Governor asked if Exit Interviews will take place – Most leavers are fixed term contracts and supply teachers. All teachers are have been offered them and none have taken the school up on the offer currently.</p> <p><u>Appoint External advisor to do HT review</u></p> <p>Blue Kite have a facility to offer this and LW will-contact the CEO in September to facilitate this.</p>

	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Not renewing Right Governance will use the School Bus and The Key. • RP to liaise with LF to ensure all Governors have log on details.

ACTION POINTS FROM 16 TH JULY 2024		
LW advised that some IRP training via solicitors for Governors would be beneficial. RP to research training on portals – The Key, Right Choice, National Governance. RP to report back to the AS.	RP	
RP to liaise with LF to ensure all Governors have log on details for the school bus.	RP	
Equality policy to be reviewed and presented in September	LW	
Minutes from the June meeting to be uploaded onto the website	RP	
New meeting dates for 24/25 and roles to be emailed out to Governors	RP	

