

LAWN PRIMARY AND NURSERY SCHOOL

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FGBM meeting

DATE: 14th November 2023		TIME:5pm Staff room
<u>PRESENT:-</u>		<u>APOLOGIES: -</u>
Aaron Smith (AS) – Chair Sally Robins (SR) Polly Gillet (PG) Carmel McClusky-Hornbuckle (CMH) Russell Hall (RH) Leanne Lewis (LL) David Hitchcock (DHI) Emma Jelley (EJ) Rachel Piper (RP) Clerk		Simon Beverley (SB)
Invited Attendees: Luisa Stokes		
No:	Minutes	
1	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting and SB apologies were accepted.</p> <p>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.</p> <p><u>Declaration of Interests in agenda items or any pecuniary interests:</u> No interests declared.</p> <p><u>Approval of Minutes from last FGB Committee meeting dated 17th October 2023</u> Minutes approved.</p> <p>AS Confirmed that Emma Rollings has stepped down from the board, a thank you from Aaron for her time to the board.</p> <p>The recruitment for this parent governor position will take place in the new year. RP to add to January agenda.</p> <p><u>Matters arising</u></p> <p>David Hitchcock to sign off his training (September agenda item)</p>	RP
2	<p><u>Policy approval</u></p> <p><u>Letting and premises</u></p> <p>1/ The costs have not increased since 2010 levels. Please can these be revisited. The prices have all increased with the exception of classrooms/Library. I can look at increasing the price for these. A Governor clarified that this did not appear to be the case from looking at</p>	

	<p>previous documentation. It was agreed that LS would check this and adjust if there was no increase represented. The document will return to the board with any edits.</p> <p>2/ What is meant by 'per session'? If someone wants to hire for use between 9am and 5pm on a Saturday, how many sessions, or is this a flat rate per use? Also is VAT chargeable? This is a flat rate per use. VAT is not chargeable, but will double check this with the accountant. We discussed the questions of how this would be adjusted if the hire was for a full day compared with an hour/ 2 hour session after school. LS will adjust wording/ costs to reflect this.</p> <p>3/ The additional cleaning fee should be stated as an amount of % of hire cost to avoid any disagreement. I will amend this section.</p> <p>4/ Section 5, there are no time periods for payment following any invoice being raised. Should payments be cleared prior to hire? Our invoices state our payment terms (15 days from invoice) For lettings, we can agree to invoice in advance of booking.</p> <p>5/"The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school." Should it be mandatory for a copy to be provided to the school within a set number of days prior to use? We always request to receive these in advance of any booking. I can make this clearer in the policy. EJ was able to clarify the checklist of safeguarding verifications which takes place before letting is agreed.</p> <p>6/Is there opportunity for letting out the hall? There is a cost implication to it and will depend on the length of the letting. The school needs to consider staffing costs, cleaning, opening/closing and insurance. This is more worthwhile for options such as holiday club bookings over a longer time where the income generated supersedes any costs and inconveniences associated with making the space available.</p> <p>7/Should hiring the hall be something we should bring forward but taking into account the budget and the deficit should be pursue it? If the right thing came along for a bigger commitment, it would absolutely be considered.</p> <p>This policy has not been approved at this stage and will be carried through at the next meeting. LS will share via email prior to the next meeting to allow time for feedback.</p> <p><u>Teacher pay policy</u></p> <p>The board approved and no questions asked</p>	LS
3	<p>Staffing and wellbeing</p> <ul style="list-style-type: none"> Resignation of Mrs Robins as Head Teacher. <p>AS gave update around the recruitment process and discussions that took place with BJ. There are 2 other local schools advertising as well. A review of the candidates will take place as soon as possible with the intention to hold interviews at the start of December.</p>	

	<p>During the last recruitment there were two panels with 3-2 on each. LS has loaded the documents and papers from the last recruitment for review ahead of interviews. 4th December proposed for the recruitment day, ahead of the other recruitment days in the area.</p> <p>Aaron, Leanne and Russell L on the initial interview panel, alongside David Hitchcock and Simon Beverley.</p> <p>All Governors to be aware of the process and detail in case additional panels needed. LS to check availability of interviews with the candidates and also Bill Jerman costs and availability etc.</p> <p>All the board to be available on the 4th December to reconvene and discuss the candidates prior to any decision being made. RP to send out details and invite via Teams.</p> <p>The previous recruitment drive consisted of;</p> <p>Interview Assembly Finance Data task Presentation to staff/board Meet and Greet with Lunch</p> <p>AS proposed a teams to go through the framework on the 23rd November with the interview panel. RP to send out details and invite via Teams.</p> <p><u>LS and SR shared that there had been one enquiry and the potential candidate is looking around school on Thursday 16th.</u></p> <p><u>EJ and SR confirmed that at least one person on the panel must have safer recruitment training. RL has this training and will forward certification to the school.</u></p>	
4	<p><u>Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND</u></p> <p><u>Behavior report including a review of incidents that have involved use of physical intervention – loaded onto Ghub for review 7 days prior. Questions raised:</u></p> <p>1/ Is it useful to report pupils as EHCP not just under SEND so it is easier to see what evidence is being built particularly around the time and funding in these areas. Yes, we can adjust this for future reports.</p> <p>2/ The incidents summarize physical assault and other impacts on staff, whose wellbeing may have been affected. Do incidents result in staff absences and support being required? Sometimes, major incidents result in support being required for staff. SLT members always step in where there is a significant escalation and try to minimize impact on other staff members. Sometimes, we offer respite (a break from working with a child), sometimes we support a restorative conversation. This year, we have no staff members working with 1 child 1:1 all the time, which ensures that staff have some naturally inbuilt respite from more volatile children.</p> <p>3/A Governor asked is there any additional comments – is it getting better or worsening. Any school will tell you that behaviors where some pupils have complex needs, are higher. The only schools available are mainstream schools now and the higher needs pupils do present with challenges and resulting in more incidents. Every other school and their leaders are all experiencing this. At the local heads meetings it is discussed often how this can be managed and how teachers can continue to deliver quality first teaching.</p> <p>Is there is any data visible around now many EHCP pupils we have vs others? Lawn have more ECHP pupils than a typical school of this size. Lawn does have a good reputation in the area for it's SEND provision which continues to attract more families with children with complex needs. . In item 8 (the IDSR) there is data that shows some detail around this.</p>	

5	<p><u>Strategy & Overview</u></p> <p>Annual accident report – this is being deferred to the December meeting.</p> <p><u>Risk Register papers on Ghub 7 days prior for review – questions asked;</u></p> <p>1/Ref 2 Safeguarding - Termly case reviews are not undertaken (at present) with Lead Safeguarding Governor. All Governors are made aware in a general at FGBM. Final bullet point references 'all staff' this should be extended to 'all staff and governors' Document updated with this change.</p> <p>2/Ref 4 H&S. We currently have no H&S Governor. I have been made aware of any matters as Chair. Noted.</p> <p>3/Ref 5. I see reducing absence to possible doesn't reflect the reality and this should be 'probable'. Agreed, document updated with this change.</p> <p>4/ A risk issue not highlighted is securing site boundaries. There is no enclosure between the Windsor Road playground and the Brecon Close car park. There is no secure fence on the eastern side of the playing field. These are potential safeguarding issues. Also while these are not secure the use of these spaces is limited I will add a section the resister for site security - recent visit from SBC has allowed us to raise our concerns about site vulnerability and the site surveyor was going to write something to support our position requesting funding.</p> <p>5/ Please add 'Recruitment of headteacher' as a new section as this is a key risk at this time. I will add a section to the register on recruitment and retention more generally - since this is a challenge in education overall.</p> <p>6/ A Governor asked when should this be next reviewed It is a live document and data always available. It was discussed that Governors and Senior leaders should be mindful of amending it when there is a significant change to reflect but advised that it come back to the board annually so that it doesn't slip off the radar.</p> <p>Governors to add a review of the risk register to agenda once a year – RP to add to Term 2 2024/25 meeting.</p> <p><u>Strategy</u></p> <ul style="list-style-type: none"> • Governors strategy – David Hitchcock, Russell Hall and Aaron to attend next Thursday 23rd November at the staff meeting to present the strategy – RP to send out a invite • Staff also presenting subject lead updates which will be useful for the Governors to see. • Aaron to feedback to David and Russell – structure and who leads etc. 	<p>RP</p> <p>RP</p> <p>RP</p> <p>RP</p>

6	<p><u>Budget & Finance To review and monitor income and expenditure reports.</u></p> <p><u>Payroll report</u></p> <p>To be presented in the next meeting due to changes in Pay awards etc. RP to ensure Payroll folder available to the panel to view.</p> <p><u>Review of the SFVS document</u></p> <p>No questions around this document.</p>	
7	<p><u>Curriculum, Progress & Attainment · To review pupil premium report and plan · IDSR provisional data for KS2 and 2</u></p> <p><u>Pupil premium report – Loaded onto GHub for review 7 days prior</u></p> <p>1/As this is a financial matter should the lead governor be SB or RH (who have finance responsibility?) <i>This makes sense - we can address this in the meeting – it was later agreed that RH would link in with PP.</i></p> <p>2/Current data shows PP children in all seven year groups, but slightly higher numbers of PP in KS2 and highest in Yr 3 and Yr 6. The PP Strategy outlines a whole school approach to using PP funding and explains why the strategies are required. The challenges and outcomes summarised reflect what the Governors have been regularly updated on throughout the year and subject to FGB agreement through approval of the budget, policies and review of the SDP. I support the PP Plan. <i>Noted.</i></p> <p>3/Does the additional funding required for disadvantaged pupils participating in extra curricular provision make some of these activities impractical, meaning that no pupils have access to some experiences? <i>The main change this year is the distribution of teaching assistants to support high needs first as opposed to being 'class TAs'. There is a significant overlap between PP and SEND children and obviously much of the PP funding is for support staff salaries which are then distributed recognising where the need is greatest. With a stretch on the budget overall, it is definitely the case that we are more stretched for general support but obviously have to prioritise our statutory duty to support SEND/ PP.</i></p> <p>It was discussed that a new Governor needed to be allocated to the Pupil Premium as it used to be JB. RH will now take responsibilities of this.</p> <p>AS to update the Roles and responsibilities that link to standing orders and pupil premium to be included in the finance section. AS target of January to complete this</p> <p>The Pupil premium report will now go live on the website.</p> <p><u>IDSR provisional data</u></p> <p>Governors reviewed the data 7 days prior to the meeting. Questions raised around the data;</p> <p>1/ How has it embedded in with the new distribution of TA roles around the school? <i>It hasn't been in place long, however we have no choice and there is an adjustment for all the</i></p>	<p>RH</p> <p>AS</p>

	<p>staff.</p> <p>2/How have the teachers found the new TA distribution ? Lots have adapted well but it is a change to the dynamic. SLT members shared that it does present a challenge as the role of the TA looks very different and teachers can no longer rely on having someone there to support administrative tasks or default to TA support to address the needs of SEND pupils (they must consider adaptations and scaffolding which allows the child/ren to access learning without an adult. More experienced teachers will inevitably find this easier while others are still adapting.</p> <p>3/Have the resources tables helped? There is still a bit of work to be done around this to encourage pupils to be independent but they are part of the drive to scaffold children and avoid dependency on adults</p> <p>4/ Did any aspect of the provisional data come as a surprise to the school? In the light of receiving the data will this result in any changes to SDP or the school's approach to staff development and training? We had this data before the summer for ourselves - the IDSR is just published in the autumn. No real surprises and the SDP was devised with this in mind.</p> <p>5/In terms of completing the reading records – how is it received from parents. It is a mixed response, some very good at doing these however it isn't something you can force parents to do.</p> <p>6/Is there an after school club around reading? Yes a book and biscuits club in Y1 and KS2 that happens once a school year for a Term. There has also been targeted reading club in KS2 (for children who have been identified as those who would benefit from this).</p> <p>7/ Is there a possibility of a writing club along the same lines of books and biscuit? There is, need to think of packages and names to appeal to children In balancing staff wellbeing, we ask staff to run one after school club a year for one term so we must be mindful of how much can be achieved. TA's have been offered to run clubs and even with additional payment there has been no uptake on this. It is also a tricky balance with family commitments and school age children.</p> <p>SR noted that the school has an increasing number of volunteers to help with the reading across the school which does help us to ensure that children are reading with adults.</p> <p>8/When is the next data drop? The data drop is December so following analysis, January will be the next opportunity for Governors to review.</p>	
8	<p><u>Pay Panel review – SR, CMH, EJ and PG left the room</u></p> <p>AS discussed with the board the Performance Management review and the detail around it, including a unanimous recommendation from AS, SB and DHi.</p> <p>The board approved the decision and RP to update LS.</p>	RP
9	<p>AOB</p> <p><u>Pay panel review needs to be put in place.</u></p> <p>A report is in place ready for the panel to review. The report needs to be reviewed and approved by the Governors. The deadline for this to be approved is the 4th December.</p> <p>The report is in Ghub and a meeting needs to take place for approx. 15 minutes to ask any questions.</p> <p>Aaron Smith, David Heaton and Russell Hall to be the pay panel. Aaron, David And Russell to send dates for the meeting to SR.</p>	

	<p>RP to allow access for DH, RL and AS on GHUB and load a question file. RP to load a question file.</p> <p><u>SEND Governor</u> SEND Governor is a statutory requirement so need a Gov in place with immediate effect – RH to take this on.</p> <p><u>January meeting</u> AS confirmed the reserve meeting of the 9th January will take place and MAT/Finance will be discussed Agenda to follow in due course.</p>	DH/SR/RL/AS
6	<p>Focus for the next meeting;</p> <ul style="list-style-type: none"> • School Vision and Strategy · • To receive Term 2 Head Teacher Report. · • To review progress of School Development Plan (SDP) · • To receive a Curriculum & SMSC Report · • To approve teacher performance pay increments following on from the Pay panel meeting <p>NB; Carry over the equality plan to the February meeting to be presented – add to the agenda RP</p>	
<p align="center">Meeting finished at 19.00hrs Next meeting to take place on Tuesday 12th December 2023</p>		

FGBM 14th November 2023

Set up teams for the 24 th November for the full board – send link to the folder for the board to review	RP	
Set up the teams for the 4 th December for the panel	RP	
Luisa to circulate the lettings premise policy ahead of the next meeting for approval at the next FGBM.	LS	
AS to update the Roles and responsibilities that link to standing orders and pupil premium to be included in the finance section. AS target of January to complete this	AS	
Pay Panel review to take place by the 4 th December – DH and RL to liaise with SR on meeting date and review the data.	DH/RL/AS/SR	

ACTIONS ARISING – FGBM 17th October 2023

RP to follow up email with another potential co op Governor – would they like to pursue the role?	RP	Completed
Approval of new School Vision and Strategy - This has been carried over to the next FGBM in November.	RP	Completed
RP to update Lisa Fry on approval of the policies	RP	Completed
Risk and opportunities to be added onto the budget report	LS	Ongoing
The board then discussed assigning the reserve meeting in the new year to be actioned as a budget meeting. RP to note on the agenda planner.	RP	Completed
RP to start the recruitment process for the new co opted Gov.	RP	Completed

ACTIONS ARISING – FGBM 19th September 2023		
Deceleration form competition underway – RP to confirm at the next meeting all forms completed.	RP	Completed
KCSE Reading - RP to check in a week for any update. Will send out reminders again for those that haven't completed it.	RP	Ongoing – Governors need to update this ASAP
share the strategy to be with the staff AS and RH to do this. SR will link up with AS/RH to confirm final date – working on Thursday 09 th November @ 3.30pm. LL advised she can be available if needed as well.	AS/RH/SR	This has been carried forward to the 23 rd November
Governors to view exit interviews each September for the previous year. RP to add to agenda for next year.	RP	Completed
The Strategy to be put on the website and also in the next Governors newsletter.	AS/RP	
AS to arrange Zoom calls with the potential new Governors alongside DHE and ER for an informal discussion.	AS/ER/DHE	Completed
AS also ran through an additional Co Op potential appointment to join the board – the board approved. AS to contact and update him.	AS	Completed