

FGBM meeting

No: 1	Minutes
	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting. Apologies from JB 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></p> <p>A Governor declared an interest. This Governor is employed in an educational role (at a secondary school) for one of the MATs that will be discussed later however has no influence within the Trust.</p> <p><u>Notification of AOB:</u></p> <p><u>Approval of Minutes from last FGB Committee meeting dated 21ST May 2024</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p>
2	<p><u>Strategy & Overview</u></p> <p><u>Governance support</u></p> <ul style="list-style-type: none"> • RP to update once have final costings from Right Choice IT IS BUDGETED) <p><u>MAT Update</u></p> <ul style="list-style-type: none"> • AS updated the board on the recent meetings held by the working party (AS, DHI, JB, LW and LS) with the 3 potential MATs. • AS ran through the positives and negatives of each proposal and their potential fit with Lawn. • Brunel

	<ul style="list-style-type: none"> o Strong SEND focus with no wider aspiration / attainment ambitions forming part of their presentation. o Seeking to widen specialist provision at new primaries within the MAT, although no EP employed by Trust. o Small number of primary schools in Swindon. o Concerns regarding approaches to Trust-wide behaviour and discipline that may not translate to mainstream. o Top slice 8% • Blue Kite <ul style="list-style-type: none"> o Primary focused MAT throughout Swindon. o Strong strategic structure and resources, for instance employs EP. o Discourages standardised approaches, although overarching Trust will seek to implement best practice where improvement is needed. o Concerns regarding competition between nearby schools, Badbury Park. o Top slice 6% • Ascend <ul style="list-style-type: none"> o MAT in transition with a new CEO implementing a structure, for instance no safeguarding lead at Trust level, no EP. o Benefits through formation of community links to our closest Secondary (Lawn Manor). o Limited number of primary schools in Swindon, with only Goddard Park joining. Focus is elsewhere in Wiltshire. o Does not dictate on curriculum and programmes but self-reflection needed. o Top slice 5.5%, increasing to 6 to 8.5% • AS ran through what each MAT means from a budgetary perspective. • Governors discussed what was important to the school when looking at MATs and autonomy being very important to the school. • All 3 offered to do a presentation to the board. • A Governor asked for gap analysis consideration and the resources available to Lawn for the MATs that are at capacity. These are questions to be carried forward to the next MAT presentation. MATs that have secondary schools – do the secondary schools get priority and how does it work from a budgetary perspective. • A Governor also asked for other local school's feedback around these MATs. • A Governor asked when taking into the consideration of the % to the MAT, where the costs would go/save from the school. How do the costs balance out. It was agreed this would be done as the working party progresses. • The Governors agreed to not pursue any further discussions with Brunel. • The Governors agreed to a presentation from 2 MATs (Ascend and Blue Kite.) • RP to compile dates of the Governors and feedback to LW. Back to Back meetings ideally (1 hour each.) • AS and RH to put together an assessment list ahead of the meeting.
3	<p><u>Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND</u></p> <p>To receive regular updates on any Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND issues.</p> <ul style="list-style-type: none"> • Governors to ensure survey completed ahead of the audit. • LW and EJ advised that a draft Keeping Children Safe in Education has recently been published. Governors will be required to read the final updated guidance when published as it will be effective from September. <p><u>To receive a behaviour report including a review of incidents that have involved use of physical intervention</u></p> <ul style="list-style-type: none"> • A report was raised in the Ghub for the Governors to read 7 days prior ahead of the meeting. <p>Questions from the Board;</p> <p>Location of incidents - What types of resources (other than staff) could be used on the playground to help with developing provision and activities?</p> <p>We have set up some resource boxes to take out at lunchtimes. This is an interim step whilst we await one of our new phase leaders starting who has experience of running a playtime scheme called OPAL. We still have some of the equipment that we ordered last year although a lot has been lost or damaged. We also have Sports Ambassadors running activities for KS1 on Windsor Road playground at lunchtime which does help.</p> <p>I see there were no suspensions in this period (Jan to March). While we recognise suspensions / exclusions are the last resort, the level of red incidents in this period due to challenging behaviour was significant. Has the behaviour policy been robustly followed in this period?</p> <p>Yes, the policy has been followed. We do, however, recognise the need for greater clarity on establishing consequences as part of applying the behaviour policy which is why we are re-establishing the graduated</p>

	<p>behaviour ladder as an appendix to the policy. We do believe that this will give greater cohesion to the responses we give although there will always be incidents that do not neatly fit, especially with our complex needs pupils.</p> <ul style="list-style-type: none"> LW would like to bring the Behaviour policy back to ratification to the Governors with some amendments. This will be presented at the next meeting. <p><u>A review of pupils on a PT time timetable</u> 4 Children on PT time timetable – CB ran through the details with the board</p> <p><u>SEND Governor annual report</u> A report has been loaded into the GHub 7 days prior.</p> <p>RH ran through the report.</p> <p>Inclusion policy to be reviewed, CB to look at the policy and will present back to the board at the next meeting for approval.</p> <p>RH spoke through the budgetary aspect behind the SEND report.</p> <p>CB spoke through the plans of having 2 dedicated areas for the children when they need to come out of the classroom. Plans are in place and a bid has gone into Nationwide for voluntary work.</p> <p><u>Questions from the board:</u> Please advise of the timetable for the review of the Inclusion Policy? I will do this ASAP - definitely this term. I feel it should be brought in line with the SEND Policy and be checked in January each year.</p> <p><i>I'm keen to understand more (verbal at meeting) on the impact of the TA allocations and consistency in support for some pupils.</i> There have been some very high needs pupils, who we knew accepted a range of TAs (some SEND Children don't) for whom we planned a range of TAs through the week. This also helps some TAs as some children can be hard to work with full time. We hadn't envisaged staff leaving / staff changing several times through the year and this has affected these children. We aim to have more consistency next year throughout the week but not necessarily one TA for the whole week. It is a balance.</p>
4	<p><u>Budget & Finance</u></p> <p><u>Premises update</u> A report has been loaded into the GHub 7 days prior for the Governors to review.</p> <p>Caretaker house sale has been completed. There is contention with the boundaries and details will be consulted.</p> <p>A parent has also donated £2000 to the school to help support the school further with resources and development. They wish to remain anonymous. The board thanked them formally.</p> <p><u>Budget</u></p> <p>LS shared the budget for approval. Governors were able to view this 7 days prior and raise any questions.</p> <p>AS proposed the board accepted the budget. DH seconded the proposal.</p> <p>The board have approved the budget. The school will submit the budget to SBC following AS sign off.</p> <p><u>Cleaning contract</u></p> <p>LS ran through the cleaning contract proposal. A number of cleaning companies have come in to look at the school and put forward a proposal. It was confirmed that this will be for a 1 year contract.</p> <p><u>Questions from the board</u> Does the current Supreme cost include the 'caretaker' role? No, the Caretaker is not included. We are currently advertising for a directly employed Caretaker.</p> <p>The board approved the recommendation and LS will onboard the new company whom will be in place from the 1st August and will deep clean over the summer.</p>

	<p><u>Staff Complement Structure to be reviewed</u></p> <p>Staff Complement LW loaded into the GHub for the Governors to review. LW spoke through the SLT structure and the reasons around this, including the deletion of the former Deputy Assistant Head Teacher role that was vacant.</p> <p>The board approved the new staff complement.</p>
5	<p><u>Staffing & Wellbeing</u></p> <ul style="list-style-type: none"> • LW spoke through a staffing update and changes that will be made in time for September. • LW also spoke through the SDP plan draft being put together and will be presented to the Governors at the next meeting.
6	<p><u>Focus for the next meeting</u></p> <p>To agree meeting dates for next academic year.</p> <ul style="list-style-type: none"> • To make appointments: Chair / Vice Chair o Lead Governors o Panel roles. • To identify potential revisions to the Standing Orders. • Governor training update • To receive External Safeguarding Audit. • To receive the draft SEF/SDP for 2024/25 • To receive latest version of KCSIE for FGB review over the summer with a summary of updates • To receive Term 6 Head Teacher Report. • To review and monitor income and expenditure reports. • Term 6 Curriculum, Progress & Attainment Report all years • Receive provisional Phonics and SATs results /feedback • To receive regular updates on any staffing matters. • To appoint an external advisor to do the HT P
7	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Co-option of Zak Watson: • A Governor spoke through the call with the new potential co opted Governor and his background. The working party agreed and put Zak Watson forward to approval. • The board approved to co-opted Zak Watson and RP to contact to start the onboarding process. • EJ spoke through the data protection/AU Governor policy – Governors to be aware of this and RP to include in the induction pack to all new Governors. RP to get signed off (virtually) RP to send out to the Governors. <p><u>Change to the school day</u></p> <p>The documents were available to view on the Ghub and the details were discussed at the last FGBM. LW presented the feedback from the parents and staff that has taken place over the consultation period and the governing board considered the feedback.</p> <ul style="list-style-type: none"> • AS proposed the changes as set out in the consultation for the school day • RH seconded the changes • The board approved the changes to the school working day to ensure compliance with the new rules effective from September 2024.
	<p>Date of next meeting; 16th July 2024</p>

FGBM 18 TH June 2024		
RP to publish the May minutes (non confidential.)	RP	
RP to chase Right Governance for costs for Governance support next year	RP	
RP to compile dates of the Governors and feedback to LW for the MAT presentation	RP	
Inclusion policy to be presented to the Governors at the next meeting.	CB/SLT	
Behaviour policy to be reviewed	LW	
FGBM 21 st May 2024		
RP to publish minutes from the 23.04.24 meeting	RP	
To review and approve staff complement – add to agenda planner for the next meeting	LW	
RP to send out outstanding training that needs to be completed by the Governors.	RP	
RP to commence the onboarding process of the new Governor and arrange a Zoom meeting for the Co Opted position.	RP	