

LAWN PRIMARY AND NURSERY SCHOOL

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FGBM meeting

DATE: 19th September 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) David Heaton (DHE) Simon Beverley (SB) Leanne Lewis (LL) Emma Rollings (ER)		David Hitchcock (DHI) Emma Jelley (EJ)
Rachel Piper (RP) Clerk		
Invited Attendees: Luisa Stokes		
No:	Minutes	
1	<u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting and DHI and EJ apologies were 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> None. <u>Approval of Minutes from last FGB Committee meeting dated 11th July 2023</u> Minutes approved. Clerk to keep a checklist of approved minutes that need to be printed and signed. <u>Matters arising.</u> None	RP
2	<u>Governing body procedures</u> AS over the summer has reviewed the standing orders and Governor legislation. Some of them needed updating as since the documents were last reviewed the school policy's etc are more robust and can be referred to more. The standing orders have been updated and available to review and for comment on the Ghub.	

	<p>AS proposed the revised SO and SB seconded. The revised SO were unanimously approved. AS will finalise and store on Governor hub in due course.</p> <p>The Governor handbook has a few amendments and is available to view. No questions raised and will be finalised and updated.</p> <p>Code of conduct – Saved in Governor hub for review from the NGA. Gov available to review and advise if they have any comments. – No comments made. AS proposed and SB seconded. The updated Code of Conduct was unanimously approved.</p> <p>Declaration form completion underway – RP to confirm at the next meeting all forms completed</p> <p>Governor training priorities – AS spoke through the new access to the Wiltshire support service and seems to have a lot more available than the SBC. Training to be added as a regular item on the agenda – feedback on who has taken what training and any feedback.</p> <p>RP confirmed GIAS and website up to date with Governor information.</p>	RP
3	<p>Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND</p> <p>SR updated that safeguarding refresher training has taken place on the TD day and is due for teaching assistants this week. and more updates will follow in the next meeting.</p> <p>The only additional thing to report is the outcome of Swindon children's services Ofsted is inadequate. Schools to be aware of it and Ofsted will be looking to focus on how this impacts on practice in schools. Lawn have independent advice from Sarah Turner so not reliant on only SBC for advice and procedures and in the recent Ofsted report Lawn had strong feedback.</p> <p>A Governor asked where we had the PEX last year is this an example of how SBC could have supported more?</p> <p>SR confirmed that is a different scenario and sits under Education rather than children and social care. We did receive some advice and support on this from an appropriate member of SBC.</p> <p>SR reminded that the KCSE reading that needs to be completed by all Governors, which is a requirement of being a governor defined in the new SO and Code of Conduct.</p> <p>Some reading needs to be completed by the Governors and ticked as completed in the national college. There are 2 governors who do not appear to have read and signed acknowledgement of the safeguarding policy or KCSIE on either platform.</p> <p>RP to check in a week for any update. Will send out reminders again for those that haven't completed it.</p> <p>Questions put forward by the board</p> <p><i>1/ Are there grounds for Section 128 checks for new parent governors to be undertaken prior to them being named and publicly nominated to parents for election?</i></p> <p>Checks prior to election would come with cost and a time delay (the time taken for DBS to come back can vary quite widely. It would seem to make sense for these to be done after election but for us to ensure that the elected Governor knows that their recruitment to the role is subject to checks and for us not to invite them to meetings/ share information or announce their role until checks are complete. I will double check with Cluster HTs about how they are approaching this in their schools. In the meeting, SR updated that she had spoken to the Cluster Head group and all of them complete these after election for the reasons stated.</p> <p><i>2/ Appendix 6 includes required reading for roles within the school. This does not include Governors, who are required to read documentation.</i></p> <p>Amended in the Policy to add Governors to this appendix to read full KCSIE and Policy</p> <p>The Governors confirmed that they were happy with the safe guarding policy. AS proposed and SB seconded. The revised safeguarding policy was unanimously approved.</p>	RP

	<p>SR confirmed that the school roof has been partially completed and will take up to a year to fully complete the year (that has always been the plan, to try and work in the school holidays.)</p> <p>RAAC – The school has queried the completion of surveys for this and received confirmation that all areas have been checked and clear. The KS2 building had to be checked this term as not on the first inspection that took place previously and that has been confirmed as clear too. A written report will be provided.</p>	
4	<p>Strategy & Overview</p> <p>The SDP for 2023-24 has been loaded and available on GHub for review.</p> <p>SLT have reviewed and been adding content. Some more content to be loaded around the finance area from LS. The document is, in part, a continuation from last year, with new targets added and adjusted focus to further develop other areas..</p> <p>Questions put forward by the board:</p> <p><i>1/ Objective 1 - This flows from Ofsted. Should the role of external assessors be recognised within the actions, monitoring and success criteria?</i> Yes, now added this into the current draft</p> <p><i>2/ Could budget implications refer to opportunities for funding through FOL, for instance books for the library / computer equipment. We can then contribute to them define a focus for their fundraising activities (subject to agreement with FOL).</i> Yes, now added this into the current draft</p> <p><i>3/ Under each objective please could I ask that there is some link to the emerging School Strategy i.e. Objective 6 links with Strategy 4 and 5</i> Yes, will add this</p> <p>The Governors confirmed that they were happy with the SDP plan and a final copy will be available at the next meeting. No formal approval of the SDP is required by the governing board.</p> <p>Admissions Policy (Owned by SBC) to be received remotely and comments within 7 days from the governor. This has been approved unanimously by all the Governors.</p> <p><u>Draft vision and strategy</u></p> <p>Papers available on GHub for the Governors to review 7 days prior.</p> <p>One Governor commented thatthe wording could be clearer, it doesn't feel like it like it flows. After some discussion and brainstorming It was agreed to remove the word "investment."</p> <p>Next steps are to share the strategy to be with the staff. A Governor to present to the staff at a upcoming staff meeting – AS and RH to do this. SR will link up with AS/RH to confirm final date – working on Thursday 09th November @ 3.30pm. LL advised she can be available if needed as well.</p> <p>The Strategy to be put on the website and also in the next Governors newsletter.</p>	<p>RP</p> <p>AS/SR/RH</p> <p>RP</p>
5	<p>Budget & Finance</p> <p>Papers available on GHub for the Governors to review 7 days prior.</p> <p>Key item includes teacher pay award – details on the document. Financial update given on teaching and staffing profile.</p> <p>LS ran through the premises report that was available for Governors to view and no additional questions from the Governors on this occasion.</p>	

	<p><u>Questions from the board;</u></p> <p>1/ Forecast based on 421 pupils and we are currently 411. From past experience how likely are we to achieve the further 10 admissions prior to Census. What would be the financial impacts if we do not achieve the 10 (net) pupils? 23/24 - Funding allocation per pupil £4.5k (before de-delegation, education function charge and NDR) In the first round, we have offered 7 places, and 4 have currently accepted, which takes us to 414. The second round is on the 19/09. The financial impact based on this years funding rate is £4.5k per child.</p> <p>2/ A Governor asked if there is any update on the 2yo room? It was confirmed there was no update or changes. The 2yo room is at the maximum potential capacity. It has been flagged that the ICT suite is empty so if funding available the school could rework space to take more 2 yo on. We do not have sufficient budget for the site work which would be needed to do this without grants or external funding.</p> <p><u>Approval of anti bribery policy</u></p> <p>1/ <i>How do the range of fraud, bribery and corruption issues relate to 'misconduct' and 'gross misconduct' definitions in the Disciplinary Procedure. Do these need to be defined within either policy, or purely considered on a case by case basis?</i> I don't think these need to be defined in either policy and should be considered on a case by case basis.</p> <p>The Governors unanimously approved the policy. AR approved and ER seconded.</p>	
6	<p>Curriculum, Progress & Attainment</p> <p>Decided last year to continue with BJ however won't need to be as frequent as last year with Ofsted completed.</p> <p>A Governor asked would it be useful for a Governor to attend any of BJs visit for a better understanding. SR advised it would be better for a Governor to have a walk through etc directly with the staff or perhaps attend one of the English Hub or Maths Hub day visits, given that the work currently booked in with BJ was not with a monitoring focus but with a CPD and subject development focus for identified subjects.</p> <p><u>Notification of any revised current policies –</u> SR confirmed that they are all up to date, they all got revised last year and brought in line with one another. RSE policy has been revised but was not added to this agenda due to the volume of other content. This will be on the next agenda.</p> <p><u>Subject lead reports – all on the Ghub for review.</u></p>	
7	<p><u>Staff and wellbeing</u></p> <p>Feedback from staff exit interviews on the Ghub for review detailing the summary of exit interviews questionnaire. This will be an ongoing document and remain anonymised.</p> <p>Governors to view each September for the previous year. RP to add to agenda for next year.</p> <p>Staffing update report on GHBU – Gobs to read and no questions raised.</p>	RP

8	<p>AOB</p> <p>Governor recruitment – update; An ad was placed in the lawn community magazine – It attracted 2 applicants and AS to arrange Zoom calls with them alongside DHE and ER for an informal discussion.</p> <p>AS also ran through an additional Co Op potential appointment to join the board – the board approved subject to statutory checks. AS to contact and update him.</p>	<p>AS/ER/DHe</p> <p>AS</p>
9	<p>Focus for the next meeting;</p> <ul style="list-style-type: none"> • To receive H&S / Premises Update. • To receive final School Development Plan • To receive Term 1 Head Teacher Report. • Approval of RSE Policy • To review and monitor income and expenditure reports. • To appoint 2 or 3 governors to conduct the performance management review of the Headteacher. 	
<p>Meeting Completed at 18.45hrs Next Meeting Date 17th October 2023</p>		

ACTIONS ARISING – FGBM 19th September 2023

Deceleration form competition underway – RP to confirm at the next meeting all forms completed.	RP	
KCSE Reading - RP to check in a week for any update. Will send out reminders again for those that haven't completed it.	RP	
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	
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