

**LAWN PRIMARY AND NURSERY SCHOOL**

Headteacher Mrs S Robins  
 Cleeve Lawn, Lawn, Swindon, SN3 1LE  
 Tel: 01793 522626 Fax: 01793 484480  
 Email: admin@lawn-pri.swindon.sch.uk

**FGBM meeting**

<b>DATE:</b> 16 <sup>th</sup> January 2024		<b>TIME:</b> 5pm <b>Staff room</b>
<b><u>PRESENT:-</u></b>		<b><u>APOLOGIES: -</u></b>
Aaron Smith (AS) – Chair Sally Robins (SR) Carmel McClusky-Hornbuckle (CMH) Russell Hall (RH) Leanne Lewis (LL) Emma Jelley (EJ) Polly Gillet (PG) David Hitchcock (DHI) Janet Busby (JB) Luisa Stokes (LS) Russell Langdown		David Heaton (DHe) Simon Beverley (SB) Rachel Piper (RP) Clerk
<b>Invited Attendees: Lisa Fry (LF) Friends of Lawn</b>		
<b>No:</b>	<b>Friends of Lawn Presentation</b>	
2	<p><u>The meeting began with a presentation from the chair of the Friends of Lawn committee. (FoL). The key tasks being undertaken was an updating of the charity commission website and the rewriting of the new constitution. LF listed those events which had taken place and which were planned for this academic year. She listed the items FoL had contributed to the school, including the White Rose maths handbooks, class sets of reading books, new trikes and scooters for the early years and additional sensory equipment for SEND pupils.</u></p> <p><u>At the end of the presentation, there was the opportunity for questions and AS thanked the chair for her presentation and the contributions FoL had made, noting that these were used across the whole school. LF left the meeting.</u></p>	
1	<p><b>Welcomes, apologies, absences, quorum:</b></p> <p>AS welcomed everyone to the meeting and apologies were accepted from SB and DHe.</p> <p>DHI agreed to take minutes of the meeting in the absence of the Clerk. This was unanimously agreed by the governing board.</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>	
3	<p>Declaration of Interests in agenda items or any pecuniary interests:</p> <p>No interests declared.</p>	
4	<p>The Minutes from FGBM on 16<sup>th</sup> December 2023 were approved without comment as were the minutes of the HT recruitment special meeting from 4<sup>th</sup> December.</p>	
5	<p><b>Matters arising from 16<sup>th</sup>. December meeting</b></p> <p>See below</p>	

	<p><b>Safeguarding and Pupil Welfare, Health and Safety, Equality and SEND</b></p> <p>The safeguarding policy has been updated to reflect the updated version of Working Together published in Dec 2023, and loaded onto the website.</p> <p>6 The safeguarding meeting has not yet been held. It was agreed the meeting would take place before the end of this half term. Action AS and EJ</p> <p><b>Staffing and Well-being</b></p> <p>Details of the HT appointment were recorded in the meeting of 4<sup>th</sup> December. The first transition meeting of the new and existing HTs has already taken place. The next meeting is scheduled for the 26<sup>th</sup> February and meetings with key staff will take place in the next few weeks.</p> <p>It was noted that EJ will be the acting HT before the new HT takes up her position with Charlie Berry acting as deputy head during this period. He will be on a full-time contract for the interim period.</p> <p>It was reported, with regret, CMH has handed in her notice. It was reported that an experienced teacher, already contracted by the school, would work for set days in term 4 to free up others for leadership roles. Interim arrangements have been put in place for term 4 to cover all teaching needs. It will not be necessary to bring in new, external supply teachers for the interim period.</p> <p>AS asked for a table with the proposed allocation of roles to be listed. Action. SR</p> <p><b><u>Questions from the board</u></b></p> <p><b>Why do you think Lawn spends more on support staff than other benchmark schools?</b></p> <p>We don't get a detailed breakdown, so it is difficult to comment. We can run a benchmarking report with comparable schools in the area to see if there are any insights. We do have more EHCP children than average for comparable schools (according to the IDSR) so this brings a high requirement for support staff which is majority funded from our own budget given that the EHCP received funding covers less than half the cost of 1:1 support. We probably have a slightly larger admin team than comparable schools.</p> <p>7</p> <p><b>Finance and Budget</b></p> <p>A discussion was held on the present financial position and on the deficit recovery plan. There have been no substantial changes to the position of the deficit in the last few months. LS answered questions on the current year and our proposals for the next year. Amongst other items the money to be spent on the fire alarm system and discussions over nursery provision including the cost of various options were discussed.</p> <p>Given the financial position that has been imposed on the school, it was agreed it will be a difficult time if the school is to maintain the quality of education and avoid entering into a downward cycle of cuts, withdrawing provision, and declining educational outcomes. The Governing board noted that we will end the financial year with the deficit budget based on the latest figures provided by the SBM.</p> <p>A preliminary discussion was held on the likely measures for a future deficit recovery plan for 24/25, which will be set out by the SBM in a draft budget for the next financial year at a future meeting.</p> <p><b><u>Questions from the board</u></b></p> <p><b>Are the changes detailed in the deficits recovery plan included in the forecast deficit?</b></p> <p>Yes, all are included.</p> <p><b>What's the expected impact of the potential nursery changes?</b></p> <p>We still need to calculate this, based on what model is agreed. There are a number of factors to consider and we need to try to balance between a flexible enough offer for parents and carers to keep attracting families to the setting and a cost and staffing effective model which is most efficient for the school. We have a number of possible model to look at for September.</p>	
--	--	--

	<p>What impact (financial or numbers) will changing 2yo to half day sessions have? As above.</p> <p>The other income and costs comments say they offset but the values are different. Can you explain the difference? This detail was missed from the report. The variance is £2.8k. This is driven from Swimming £1.3k, and Residentials £800.</p> <p>Is the support staff variance to budget all down to the higher pay award or supply cover? How accurate was the forecast of the award (I'm trying to gauge how easy it will be to forecast for next year)?</p> <p>8 The forecast for the pay award was fairly accurate. The forecast for December payroll was £144k, the actual was £146k, the variance was £2k. Supply costs for TA's is £15.6k, which was not included in the budget.</p> <p><b>MAT update</b></p> <p>9 The school has been in initial correspondence with two trusts concerning future potential links. The decision has been made to delay any meetings or advances from potential partners until the new HT is in post and has had the opportunity to evaluate potential moves forward.</p> <p>Governor roles and responsibilities were briefly discussed. AS will upload the relevant documentation for consideration at a subsequent meeting.</p> <p><b><u>Questions from the board:</u></b></p> <p>Section 4.12 'Central Funds &amp; earmarking' outlines the possibility to secure additional funding with respect to SEND. Have we investigated whether this is something we could / should apply for? We do make applications and receive additional SEND funds from the LA. We have received 3 awards recently for children in our Nursery Provision.</p> <p><b>Policy approval</b></p> <p>Following discussions at a previous meeting the Sickness Absence Management Procedure, and the Mental Health and Well-being policies were both accepted, having been proposed and seconded.</p>	
<p align="center"><b>Meeting Completed at 19.15</b> <b>Next Meeting Date 6<sup>TH</sup> February 2024</b></p>		

FGBM 16 <sup>th</sup> January 2024		
AS asked for a table with the proposed allocation of roles to be listed during HT transition.	SR	
RP to upload minutes from the FGBM 16 <sup>th</sup> December 2023.	RP	

FGBM 12th December 2023		
EJ advised that the board to undertake Prevent training via the NOS. EJ will send the link. Governors to send the certificate to RP.	EJ	The link will go up in the next few days
LS to email the board with quote for the fire alarm repair and the board to approve via email	LS/ALL	LF will action in the next week
RP to load the strategy to the website.	RP	Completed
LS to send over the final quotes for LED lighting, this will be approved by the board via email.	LS/ALL	Completed
RP to email SR for meeting dates to communicate to the board to attend	RP	Completed