

LAWN PRIMARY AND NURSERY SCHOOL

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FGBM meeting

DATE: 19 TH March 2024		TIME: 5pm Staff room
<u>PRESENT:-</u>		David Hitchcock (DHI)
Aaron Smith (AS) – Chair Russell Hall (RH) Leanne Lewis (LL) Emma Jelley (EJ) Polly Gillet (PG) Janet Busby (JB) Luisa Stokes (LS)	David Heaton (DH) Simon Beverley (SB) Rachel Piper (Clerk) Charlie Berry (CB) (SENDco) Russell Langdown (RL)	
Invited Attendees: Lindsey Wood		
No:		

No:	Minutes
1	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting. David Hitchcock apologies 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>Notification of AOB:</u></p> <p><u>Approval of Minutes from last FGB Committee meeting dated 16th January 2024</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p>
2	<p>Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND</p> <ul style="list-style-type: none">• To receive H&S / Premises Update• Online Safety update• Online Safety Policy <p>EJ discussed that the school had completed Section 175 audit for the LA and it was raised that the Governor child protection and Prevent training isn't up to date. This needs completing as a priority please and must be completed ahead of the Audit from Sarah Turner due to take place in Term 6. All Governors to have completed by the end of Term 5.</p> <p>RP to liaise with Lisa Fry on updates,</p>

Health and Safety premises update

All details were in the HT report which the Governors had full access to 7 days prior to the meeting.

No questions raised from Governors.

LS confirmed the fire panel repairs have been done. The LA have been out to look at the boilers and waiting feedback from the survey.

In Easter HT security fobs being reprogrammed and reissued with a better system in place in terms of the management of them.

Online Safety Policy

AS and LL have been in the school twice and met with the team and ran through the policy and how it is managed including meeting the Digital Leaders. Minutes of the visits are available in GHUB. These summarise actions arising including the audit process to ensure filtering and monitoring, and other online safety matters are addressed by the school in-line with guidance and legal responsibilities.

AS advised, there is external self-review tools of 360 degree safety from SWGfL. These set up tiers of what can be achieved around online safety. A full 360 degree online safety report will be reported in term 6.

The new Online Safety Policy has been created, splitting what was one policy into 4 new policies, Online Safety, Computing Curriculum, Staff device & Technology Acceptable use agreement and Pupil device & Technology Acceptable use agreement.

Questions raised from the Governors on revised Online Safety Policy:

1/ Online Safety Policy Section 10 refers to 'staff', should this also be governors?

In Governor responsibility section it states 'ensuring all knowledge is up to date' I think it sits better here as it doesn't apply to all governors, only lead governors.

2/ Section 18 refers to emails, governors are also provided email accounts and should be referenced.

I've referenced governors here now

3/ Section 20 refers to marketing officer, I'm not aware that anyone has this title?

I've updated to Project manager

4/ I recall a previous policy advising that staff (and governors) should not identify they are employed or work at LPNS on social media, instead they should identify as employee of SBC which also applies to governors, is this correct?

I've added this in here as well as the Device & technology acceptable use agreement for staff.

5/ The purpose of the school website should also refer to the governing board as we communicate our vision, objectives and meetings via that channel.

I've added a reference to Governors here now

6/ The final subject area in the table does not include reference to where in the curriculum where this risk is covered, can this be added, even if this is at secondary school?

Kate Sharp was reviewing the appendix as the Online Safety curriculum lead so I will ask her to complete this box.

7/ Under section 3 "Handling online safety concerns"; in this context does "handling" mean reporting online safety concerns or investigating?

We have updated wording to 'recorded and reported' in line with the Safeguarding and Child Protection Policy

8/ Under section 3, regarding concerns relating to a member of staff's online behaviour, the policy, the policy says "decides the best course of action in line with relevant policies." Could this be explained please and what are the other relevant policies? (Eg is there a separate staff online conduct policy?) Does the Online Safety Policy not need to set out what action would be taken and by whom, if a concern was raised?

The action taken is set out in the Safeguarding and Child Protection Policy

9/ Section 16. Filtering and Monitoring (F & M). What processes for F and M are in place and who is responsible for keeping these processes updated and reviewed?

DSL is responsible, we use Securely (<https://www.securely.co.uk>) and work with the DfE guidelines on F&M, this is reviewed termly by DSL and Project manager.

	<p>10/ Section 17; there is a reference to Network Security and GHS; could you advise/explain who or what is GHS? GHs are our IT support provider</p> <p>11/ Sections 22 and 23; how is the guidance/policy communicated to pupils and parents/carers? Is the section entitled "Online harms and risks - curriculum coverage" is this an appendix or is it part of the policy? KS2 children are made aware in their devices and Technology Acceptable use agreement, School social media is monitored and any comments deleted as necessary, parents are advised at any school event not to share photos on social media and this policy will be published (when completed and signed off) drawing parents attention to their responsibilities. It is Appendix A, was listed in contents but just not titled.</p> <p>Governors considered the new Online Safety Policy and unanimously approved this for use by the school.</p>
3	<p><u>Budget & Finance</u> To review and monitor income and expenditure reports.</p> <p>LS provided a verbal update that summarised:</p> <ul style="list-style-type: none"> • Forecasted year end position £64k deficit. • This excludes March Overtime and supply. • Preparing for Year End: • Final BACS run will take place on Monday 25th March. • Preparing the accruals • March VAT return • Final Bank and Charge Card reconciliation • System tidy-up • Clearing outstanding orders and commitments • Ensuring all ledger codes are mapped to CFR • Make final change to structure of account. • Closedown Visit from Support Accountant Friday 5th April. • All closedown information needs to be submitted electronically to SBC by close of business on Tuesday 16th April 2024 <p><u>To approve SFVS.</u> The document was available for Governors to review 7 days prior to the meeting. The Governors approved the SFVS and AS to electronically sign the document by the 31st March to approve it.</p> <p><u>Budget</u> A draft budget has been prepared, LS provided a verbal update, currently there are 2 versions; Forecast £83k (3% Pay award) / £120k (5% Pay award)</p> <p>3% IS 83K deficit 5% is 120k deficit</p> <p>Mainstream additional grant is not separate for 24/25 and is part of the individual school budget.</p> <ul style="list-style-type: none"> • Teachers Pay Additional Grant 24/25 will cover 12mths Apr 24 - Mar 25. 25/26 will be rolled into NFF. • Recovery Premium & School-Led Tutoring – paid until end of 2023-24 academic year • Unused School-Led Tutoring for 22-23 is being recovered. • Expenditure for Future Years (2024-25 onwards) • 3% uplift in non-pay costs (based upon inflation dropping) • Occupation and Premises costs • Educational consumables • Administration - Support costs • Energy: Overall Electricity costs are anticipated to rise between 12%and 18%(Usage + Standing Charge) • These charges are set by the National Grid not WME. • Teachers Pay 2024: <ul style="list-style-type: none"> • Employers Pension contributions will increase by 5% to 28.68%. • 3% & 5% pay award applied. • There will be a Pension Grant, which is not yet applied to the draft budget. • Pay increments not applied

	<ul style="list-style-type: none"> • Support Staff Pay 2024: • No change currently on Pension contributions • 3% & 5% pay award applied. Unison have requested 10% or £3k per scale point • Pay increments applied • No allowance for supply or overtime <ul style="list-style-type: none"> • Nursery Income: <ul style="list-style-type: none"> • 2 Year Olds 33% increase • 3 & 4 Year olds down 21% (April intake down 49%) • SEN Funding down 22%, based on know funding, does not include any applications in process. <p>In terms of SEND funding CB and LS have put in those that are actual and still working on a potential few more but not putting that in at the moment.</p> <p>Q/ A Governor asked what are the ramifications of not submitting a balanced budget? The LA would potentially have to give you a loan at some point throughout the year (Based on the LA having the funds.)</p> <p>Q/ Can you be forced into a Academy situation sooner based on the budget grounds? We don't think so, however there are potential benefits in moving towards a MAT in the light of the continued funding and resourcing issues faced by the school.</p> <p>The LA will be visiting the 2nd week of April to run through the budget and potential deficit. LS looking to then present an updated version after that meeting and potential action points they might advise. LS, LW and EJ will create a new deficit recovery plan after this meeting.</p> <p>LS to check with LA whether a Governor can attend and will report back. Governor to attend if permitted.</p> <p>Based on the amendments detailed the Governors approved the <u>policy</u>.</p> <p>SEND Update</p> <ul style="list-style-type: none"> • 2 Children are moving to specialist provision at the end of the school year • 4 EHCP applications being worked on and passed stage 1 • Staffing absences has provided pressure with the 1:1 cover Teaching Assistants <p>Q/ A Governor asked around the transition of Y6 pupils to secondary CB has the list of pupils and whom is going where. He will contact each school to discuss the pupils, arrange additional visits and potentially the SENDCO of each school attending the reviews. CB will load all documentation onto CPOMS for the next schools too. The Nurture Team are working with our Early Mental Health Practitioner from BeU to provide a range of transition activities to support our Year 6. These include workshops and time with targeted children as needed.</p>
4	<p><u>Strategy and Overview</u></p> <p>LW introduced herself and this was her first FGBM following appointment as our future headteacher. LW gave an overview of her recent visits to outline her transitional activities before formally taking up her post in T5. LW has done 4 visits and familiarized herself with the school and observing practices. Really impressed with the learning of the classes. LW has seen the staffing absences are having an impact and discussions have been had around that focus with work to do. CB has visited LW school to gain ideas Ideas lined up to benefit staff and the children's learning.</p> <p><u>Headteacher Report</u> Governors reviewed the report 7 days prior. No questions raised. Governors praised the report and summary it provided on a wealth of key issues.</p> <p><u>Website review</u> DOFE template to follow and check the website RL will complete the website audit. EJ to send RL the template previously used.</p>

Commented [EJ1]: What policy is being approved here?

	<p><u>Nursery report update:</u> Governors have had 7 days to review the report;</p> <p><u>Nursery Admissions Policy.</u> Is there an appeal process for parents if their application for a nursery place is unsuccessful? No, there is not currently an appeals process. Unsuccessful places are usually due to lack of availability.</p> <p>Q – Any other marketing done to advertise the spaces in nursery especially looking ahead to September and the numbers are low. LS said they can look at local magazines and work with the early years team.</p> <p>RP to switch the free ad in the lawn magazine for advertising nursery spaces.</p> <p>Governors approved the nursery admissions policy</p>
5	<p><u>Curriculum</u></p> <p><u>Early Years Report</u> Governors have had 7 days to review the report;</p> <p>Q1/ Is feedback sought (and taken account of) from Yr1 staff on the transition between YrR and Yr1, for instance the readiness of pupils and what can be done to improve the success of transition? We work closely with Yr1 teachers during transition times as well as throughout the year particularly with phonics. All Reception teachers have experience of working in Year 1 so know where the children are expected to be at the end of Rec/ start of Y1. The beginning of Y1 is similar to Rec with regards to still having time to learn through play and working in small groups to help the transition. We haven't specifically sought feedback but this can be something we can look to implementing.</p> <p><u>Q2/ In what ways will the priority to develop the outdoor area assist the implementation of the curriculum? Is Forest School used within EYFS?</u> Forest school runs on a rota so all year groups have the chance to partake. Reception had a term of forest school last year. Many parts of the curriculum lend themselves to being taught outside particularly Understanding the World and physical development. As well as these specific areas, it is also beneficial for children to have the chance to explore all areas of the curriculum outside, learning through their play. Ofsted and the EYFS framework also state that children should be given time to explore outside. Some children also learn better outside where they have a larger space to explore. In order to successfully achieve this we need the resources to do so. Many of the items on our outdoor Wishlist are to aid gross motor and also storage to ensure the longevity of the items.</p>
6	<p><u>Staffing & Wellbeing - To receive regular updates on any staffing matters.</u> EJ updated the Governors – Recent staff changes have happened and all have been communicated to staff and teachers. A teacher has been recruited to cover the SL KS1 vacancy the teaching and need to plan the transition of the vacancy in the leadership team.</p> <p>EJ has confirmed she will not be going back into class to help the transition and the handover to LW. This is covered by a teacher that has covered this term already.</p> <p>EJ confirmed other schools are having issues around the gaps and issues with the quality of supply. So this is a positive that the gaps are covered.</p> <p><u>A Governor asked re exit interviews are they conducted?</u> There is a questionnaire that goes out to each member.</p> <p><u>LOA policy approval</u> Governors had 7 days to review;</p> <p>Q1/ Under "Scope" section 3, could an additional bullet point be added to state at the outset of the policy that LOA requests for holidays in term time will not normally be granted. This is referenced later on in the policy in Appendix 5, but it could be given greater prominence if also stated earlier under 'scope'. Yes, we can add this to the policy. Agreed that this will give greater prominence if also stated under scope.</p>

	<p>Q2/ Section 4 - dealing with a request for a LOA. The policy states that the HT may approve LOA not exceeding 3 consecutive days but that an application for a LOA of more than 3 consecutive days is subject to approval by the GB. Could the reason for applications for LOA of 3 consecutive days or more being taken by the GB be explained, as making a decision whether or not to agree a LOA request would seem to be an operational decision; is the GB best placed to make an operational judgement on the impact of a LOA request on the operation of the school? The policy could differentiate between situations where a request for a LOA was made by a member of staff, other than for example the HT or DHT/SLT. Would it be possible for the policy to be amended so that all requests for a LOA by members of staff, whether these are for less than 3 days, or more than 3 consecutive days be made by that member of staff's line manager or the HT or SLT, not the GB? In these circumstances the GB would then only become involved in hearing staff appeals and would not be involved in making judgements about the impact of a LOA application for more than 3 consecutive days on the operation of the school.</p> <p>Yes, I agree with the process suggested, the school is best placed to make operational decisions on all LOA requests. If the Governing Board agree with this change to process, we can amend the policy.</p> <p>A discussion was had and it was agreed by the board to delegate that the ALL LOA requests will be authorized by the HT or SLT as they are best placed to make the first decision around the circumstances of the leave of absence sought and any operational impact. Any appeal will be made directly to the Governing Board, the clerk and the chair of governors will convene a Leave of Absence Appeal Panel.</p> <p>Q3/ Section 5; reference is made to making an application for a LOA using a form available from the school office; could the form also be appended to this policy?</p> <p>Yes, we can add this to the policy.</p> <p>Q4) How is the policy communicated to staff? Is it set out in for example the staff handbook? Are staff required to confirm that they have read/ understand the policy?</p> <p>This policy is communicated to all staff as part of the induction process. Staff confirm that they have read and understand, this is checked by their line manager when they sign off their induction. Any policy changes/updates are communicated via National Online College and the Staff Newsletters.</p> <p>We don't currently have a staff handbook, we are working on launching one for September.</p> <p>An amended LOA policy will be reissued by LS and the board will approve via email. The policy will then be communicated to staff to read over Easter and following this consultation the policy can be approved for use.</p>
7	<p>AOB</p> <p><u>LED light fittings.</u> A grant for 20k to improve the energy efficiency around the school. Now have 3 comparable quotes</p> <p>The school have phase 1 funds and need the board to approve. The rest of the funds to be provided by the school via the savings etc. This work could potentially be undertaken later in the 24/25 academic year.</p> <p>Will work twilight hours – Superior Eco. Give 7 years warranty. Will help towards utility bills savings</p> <p>The board have approved the first phase of project to spend the available grant - that Superior Eco be appointed on the basis of the quotation provided.</p> <p><u>Governor Role - Safeguarding (including child protection, Looked After Children, E-safety, Filtering and Monitoring)</u></p> <p>AS has requested to step down from the lead safeguarding role due to work and other commitments JB has agreed to be lead governor for Safeguarding (including child protection, Looked After Children, E-safety, Filtering and Monitoring. LL will continue to support the role as shadow.</p>

	<p>This will be effective from the first day of Term 4. The relevant policies will be amended by the school.</p> <p>The governing board approved this appointment.</p> <p><u>Governor Role – Equality</u></p> <p>This is a statutory role and needs filling. RH will take on in addition to his SEND Gov role. The governing board approved this appointment.</p> <p><u>Additional Governors</u></p> <p>It was agreed for RP to start the process of recruiting parent governors (3 roles), this will cover the vacancies that currently exist, the departure of SB and potential cover for LL later this year. AS will propose at the April FGBM that LL be appointed as a coopted governor, thereby maximising any potential parent governor appointments following recruitment drive.</p> <p>It was announced that SB will be stepping down as a parent governor. The Governing Board thanked SB for his dedicated work as a Governor over several years. It was agreed that SB will complete the parent questionnaire prior to fully stepping away.</p> <p>In light of SB stepping down, RH proposed to be vice-chair and all were in agreement.</p> <p>RP send out the gaps on the board in terms of roles for review.</p>
	<p>Focus for the next meeting;</p> <ul style="list-style-type: none"> • S175 LA · Safeguarding Audit report · • To receive a children looked after report. • To receive H&S / Premises Update. • Review of Governor Training. • To review and monitor income and expenditure reports • To approve purchases of traded services including • To review Sports Premium Grant report. • To review draft budget plan. • Curriculum, Progress & Attainment • To receive a Curriculum & SMSC Report. • To instigate annual staff questionnaire

FGBM 19 th March 2024		
EJ discussed that the school had completed Section 175 audit for the LA and it was raised that the Governor child protection training isn't up to date. This needs completing as a priority please and must be completed ahead of the Audit due to take place in Term 6. All Governors to have completed by the end of Term 5.	RP/ALL	
RP to liaise with Lisa Fry on updates. To approve SFVS.	AS	
AS to electronically sign the document by the 31 st March to approve it.		
LS to check with LA with a Governor can attend the LA meeting in April and will report back and invite a few Governors if required.	LS	
An amended LOA policy will be amended and the board will approve via email. The policy will then be communicated to staff to read over Easter	LS	
DOFE template to follow and check the website RL will complete the website audit. EJ to send RL the template previously used.	EJ/RL	

FGBM 06 th February 2024		
RP to load minutes onto the website from the 16 th January	RP	Actioned
Aaron to look into implanting a GDPR Link Governor	SR	
SB to liase with KB to do the questionnaire which will take place on the parents evening. A QR code will be available to do on the evening and also emailed out.	SB	Actioned
Board to follow up about a potential approach to the LA around the £12ph TA issue.	AS/ALL	Ongoing
LS to ask LF to ensure the schools vision and values are on the header page of each policy	LS	Actioned
RP to invite RW to the next FGBM for a presentation of the sports premium	RP	Actioned