

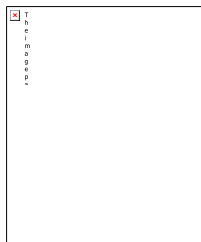
LAWN PRIMARY AND NURSERY SCHOOL

Headteacher Mrs L Wood

Cleeve Lawn, Lawn, Swindon, SN3 1LE

Tel: 01793 522626 Fax: 01793 484480

Email: admin@lawn-pri.swindon.sch.uk

**FGBM meeting**

DATE: 23rd April 2024		TIME: 5pm Staff room
<u>PRESENT:-</u> <div style="display: flex; justify-content: space-between;"> <div> Aaron Smith (AS) – Chair Lindsay Wood (LW) Russell Hall (RH) Leanne Lewis (LL) Emma Jelley (EJ) Polly Gillet (PG) David Hitchcock (DHI) Janet Busby (JB) Luisa Stokes (LS) </div> <div> Rachel Piper (Clerk) Charlie Berry (CB) (SENDco) Rychard Wojewodka </div> </div>		David Heaton Russell Langdown
Invited Attendees: Charlie Berry, Rychard Wojewodka		
No:		

No:	Minutes
1	<u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting. Apologies from RL and DH 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> <u>Approval of Minutes from last FGB Committee meeting dated 19th March 2024</u> Minutes approved. <u>Matters arising.</u> None
2	<u>Curriculum, Progress & Attainment</u> · Sports premium Presentation LS ran through the financial update As far as aware the Sports premium grant will continue for 24/25 The details around the previous years are detailed on the website £19554 awarded for 23/24, A majority of this monies will cover staffing. The monies also contribute towards equipment and a larger proportion to Swimming lessons. The remaining funds help towards competitions that the school take part in and the transport for the competitions eg coaches.

	<p>RW then presented to the Governors, he explained the main cost for the staffing is the HILTA that is in place. The HILTA is a TA in the morning and in the afternoon a high quality PE teacher. It is a large chunk of money however there is 90% attainment in the classes so it is proving its worth.</p> <p>There is a cost to Swimming, towards the pool hire which is in Highworth.</p> <p>93% of the cohort last year could swim the required 25m when they left and 100% of the cohort achieved the life saving.</p> <p>Coaches are big expense, this is rise in costs and also the distance the school has to travel to Highworth and unfortunately it is hard to obtain costs from parents.</p> <p>To go to a pool closer is proving hard with the small availability of pools in Swindon and the demand they are in from other schools in the area.</p> <p>Swimming is being reviewed for next year in terms of how to improve costs and also the length of time involved and costs for the teachers to attend.</p> <p>The next biggest outlay is the competitions. Lawn has a proud history of its achievements and RW is keen to create pathways for the children to do the sports. The next biggest cost is the schemes of work, just prior to Ofsted REAL PE was introduced where the skills are learnt and Primary PE Passport which gives the games/competitive element. All of these costs are covered by the premium.</p> <p>Part of the premium was also spent on enrichment activities training 16 Y6 sports leaders to run clubs at lunchtime for the younger children.</p> <p>Y3 Royal Ballet after school sessions are covered and Lawn performing arts, Multisports and fencing has been introduced.</p> <p>Girls and Boys Football teams are running and a Netball team.</p> <p>Forest School has previously received some funds that come from the premium. One HILTA is trained for the Forest School and there is potential for more learning outside of the grounds and will be carried forward to the SDP. Outdoor learning can be carried by all teachers but a Forest School session must be ran by the Forest school trained teacher. The SLT will be exploring how the Forest School can be embedded within the curriculum going forward .</p> <p>One item on the agenda is for staff CPD training however with costs this year it may have to be carried over to next year.</p> <p>One Governor suggested to approach Friends of Lawn to combine PE equipment in the fundraising.</p> <p>The Governors thanked RW for his time and presentation. RW then left the meeting.</p>
3	<p><u>Curriculum update - Verbal</u></p> <p>LW did a verbal update.</p> <p>Teachers did assessments at the end of T4.</p> <p>A Data drop to be presented to the Governors at the next meeting.</p> <p>Writing across the school needs a focus. Real strengths across the school including a progress of PP children narrowing the gap, LW wants to look at what is working for those children and what can be carried forward to other classes.</p> <p>SLT have organized a book look for the whole school. LW wants to get in the classes and do a school walk and look at books in all classes.</p> <p>Children are settled, quick into routines. LW has said there are challenges in the school and already has implemented some step to support that.</p> <p>A Governor asked if they could attend some subject lessons and LW agreed that this could happen as it is good for the Governors to be involved and see what is happening in the school.</p> <p>A Governor also explained how valuable he found attending previous staff meetings and if they could attend when the subject leads present. It was agreed this was a good idea,</p>

Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND

All reports and documents loaded 7 days prior for Governors to review and ask questions.

LW has joined as DDSL

LW and LS will be doing a H&S walk around the school on Friday, they will report back to the Governors.

Questions around the Safeguarding action plan.

1/ Page 5 refers to 'worry boxes around the school' are these used, and if so how are pupils then engaged with to listen to them and help to address their concerns

We have two worry boxes - KS1 and KS2 corridors - these are regularly checked by the Nurture Team. Classes have either a box or wallet for worries. Teachers monitor these and either manage or pass on to Nurture. Children are reminded of them in Nurture Assemblies and when we do initiatives such as Anti-bullying Week, NSPCC Speak Out/ Stay Safe and Safer Internet Day. Children will receive feedback/support as needed. We also have displays around the school to share who to speak to in school when the children have a concern as well as info about Childline. There are also posters in classrooms.

2/ Health & Safety - It refers to the Site Manager taking responsibility, however they are not on-site at all times and during majority of school time hours, (1) should there be a shared responsibility with others? (2) is the Site Manager present on site during practices?

We always do the fire-practice when the site manager is present. There is a shared responsibility for health and safety with the HT/DHT/SBM when the site manager is not present.

3/The report refers to H and S walks termly by the Head Teacher and Lead Governor; how are the outcomes of these walks monitored/reported to the Governing Board?

Lead governors should write a visit report with appropriate agreed actions which are shared with the FGBM and discussed. The findings will be implemented within the Safeguarding Action Plan if required as well as feed into the audit we do with our external consultant.

4/ I was in school on 18.04.2024 and the intruder alarm went off, this was a false alarm and not a practice, is there a defect in the system requiring attention?

No known defect in the system, but this will be checked on the annual service due this term.

LS ran through the H&S and premises report.

Procedures around lockdown training to be reviewed and a full plan in place and training and drills will be carried out to the school.

Looking to install 2 more fob accessed doors in the corridors to help contain any children that are heightened. Quotes are being obtained and costs will be presented.

Lighting project now completed. Full grant spent and will be paid back once the savings have come in (est September next year.)

A centralized folder will be in place by September with these procedures.

LS updated that the payroll has been reviewed and the next steps to be taken after this review.

Questions from the Governors in relation to the premises report

1/ Budget proposals for 2024/25 - photocopying. The budget indicates an increase in the budget for photocopying from £8,707 in 2023/24 to £10,200 for 2024/25. Are there any opportunities for cost savings in photocopying to reduce photocopying throughout the school?

The budget for 23/24 was £10.2k, we did make a saving last year and there is definitely an opportunity to do this again this year. We still have some work to do with staff on cost particularly around colour copying so I would be reluctant to change this in the budget as the actual are very variable month on month.

2/ Proposal to save £849 by not providing tea/coffee for staff. What is the impact of this saving on staff, including staff morale and well-being?

Yes, there will be an impact. We made this proposal last year and it was decided not to proceed. However, with this years budget and the level of savings we need to make, we need to ensure we consider everything.

5	<p><u>Strategy & Overview</u></p> <p>Review of Governor Training AS remind all Govs of the training that must be completed in time for the Audit – it is mandatory and RP to send a list around to the Governors as a reminder.</p> <p><u>Governor roles</u></p> <p>Proposal to co-opt Leanne Lewis as a Governor (currently parent governor) – This was proposed and accepted and there are now 3 parent governor vacancies.</p> <p>AS to have an update on applicant of the parent governor role at the next meeting.</p>
6	<p><u>Budget/Finance update</u></p> <p>All reports loaded into Governor Hub for review 7 days prior for Governors to review and raise any questions</p> <p>LS and LW updated the board that an SBC Finance Representative came in to the meet the school to have a meeting, where the school presented the deficit, why the deficit is there, the challenges around it and the budget deficit plan. The meeting was also attended by RH and JB.</p> <p>No real feedback from the SBC and no real answers to any questions or challenges proposed. They said they would have come back to the school.</p> <p>The School asked for examples of good practice in other schools that they could visit or share – there was no information forthcoming.</p> <p>SBC couldn't tell the school if there were any grants around extending the nursery.</p> <p>No answer around what the budget deficit means long term going forward.</p> <p><u>Questions from the board around the budget.</u></p> <p>Add questions in from the sheet around the budget</p> <p>1/ "1. Professional Services - Only £3k of £7k increase explained? "Budget LY £17k, Actual £12.4K Budget TY £17.7k (Not £19.5k Now updated in my template) Difference is driven from the £2k accrual which was not reversed in LY numbers. I have moved a subscription into Professional services £1.4k, balance is driven from YOY increases."</p> <p>2. Significant decrease in 3-4 Year old nursery income - have you balanced this out with staff cost savings? If intake is expected to drop by 49%, surely we don't require as many staff? How concrete is the 49% decrease? Should this be in "risks" rather than baked into the budget at this stage? This will form part of the deficit recovery plan, for discussion due to the confidential nature of this item.</p> <p>3. Could we get a draft proposal RE lettings before we sign off the final budget? Yes, we are able to work on a proposal for this, this very much in the initial stages.</p> <p>4. School budget share funding - I was under the impression pupil count was lower than last year. Is 414 lower and the amount per child higher? Yes, we were funded for 421 children last FY year. This FY year we are funded for 414, our actual number on roll, excluded nursery is 418, with 2 pending applications. Mainstream additional grant now forms part of the individual school budget, this was received as a separate grant last year.</p> <p>5. High needs funding - how many applications are in progress? Is there an estimate of how much this could lead to in terms of additional funding if applications are successful? We will give a verbal update on this during the meeting.</p> <p>6. School led tutoring - nothing included in the budget, should this be added to ""opportunities"" register?" We have not put this in the budget, as it is reclaimed each year from. SLT are looking at a plan to avoice the re-claim TY. Will be reflected in the budget when known.</p> <p>A verbal update was given.</p>

	<p>Conversations were had around class sizes to partially counter any reduction in pupils in KS1 from 24/25, an option implemented previous was a small increase in the size of KS2 classes, for instance increasing the PAN to 32. The SLT would need to understand if this is workable and staffing implications.</p> <p>5. High needs funding - how many applications are in progress? Is there an estimate of how much this could lead to in terms of additional funding if applications are successful?</p> <p>13 in September, it has currently gone up to 18. Currently there are another 4 being processed potentially going to 21. There are 3-4 more potential pupils.</p> <p>A few of these children will be leaving at the end of Y6 and a few going to specialist settings from these numbers.</p> <p>It takes a year to build up the evidence to submit to the application.</p> <p><u>Traded services</u> A report was loaded into Governor Hub 7 days prior for Governors to review.</p> <p><u>Governors questions around Traded Services</u></p> <p>1/ Can figures be estimated in those services with no figure for 24/25, but are expected to be spending areas. Yes, and updated document has been saved.</p> <p>2/ If we were part of MAT, would any of the traded services be covered without a direct cost to the school? Yes, a good proportion of these would be covered if part of an academy.</p> <p>3/ If TaMHS is no longer provided by SBC, does the £2k in 24/25 represent an estimate for 3rd party supply (if so this feels very low) or will we be paying SBC for part of the year? Yes it is low, but we are not aware of any current providers of this service. We have estimated a very low to ensure we have a small pot available as a contingency. We have however increased the number of EPS days from 10 to 12 as it was felt these were more beneficial in securing ECHPs.</p> <p>4/ The decrease in EPS days - is this realistic given the increasing need for EHCP's? Has Charlie Berry had input into the costs which directly impact SEND? We have budgeted for an increase for 10 to 12 days, description corrected to reflect this. Yes, CB has input into the traded services proposal.</p> <p>A Revised budget plan has been loaded into Ghub and a final version will also be loaded. The budget to be signed off in 2 more meetings.</p> <p><u>LW also advised the SLT structure for approval at the next meeting</u></p>
7	<p>Staffing and wellbeing</p> <p>1 Resignation from a HILTA A verbal update was provided on the caretaker</p> <p>LW feels it has been a positive start to the term, absence has been ok and morale is good and looking to continue.</p> <p>LW did some staff communication on Friday.</p> <p>Wellbeing – LW has been helping to support the SLT team and taking on the workload.</p> <p>Taking on a different approach when working with dis-regulation of lower school children – going well so far.</p> <p>It was agreed for the Staff survey to be carried forward to the June meeting.</p>
8	<p>Focus for next meeting</p> <p>Briefing prior to External Safeguarding Audit. · To receive Term 5 Head Teacher Report. · To review the outcome of parent questionnaires · To review and monitor income and expenditure reports. · To review and approve staff complement. · To approve (draft) budget plan. · To receive a Progress & Attainment Report (April)</p>

9	<p>AOB</p> <p>1/ AS raised MAT update and proposed a meeting with Gov, SLT and LW to start the discussions of the MAT and conversations around this. A working party to be formulated.</p> <p>The school has been approached by three potential MATs and LW will make some contact with them and have informal discussions and will bring forward what the conversations entailed.</p> <p>RP to pull together a working party in readiness for initial scoping meetings to start taking place before May HT.</p> <p>2 /LW has also requested to complete a consultation of school hours – The advice is all schools should deliver 32.5 hours a week minimum hours from September 2024 and Lawn is at 31.7. LW advised the implication would be school hours of 8.30 to 15.00. Lunchtimes would also be reduced to 45 minutes (from 60 minutes) with a staged lunch to ensure it is deliverable within the 45 minute windows. The Governors approved this consultation. LW and LS will liaise with AS to agree wording of the communications with staff and parents.</p> <p>Nursery to be proposed as well and in line to make drop off easier for those parents with children in both settings.</p>

FGBM 23 rd April 2024		
LOA policy to be approved by Governors via email	LS	
Minutes uploaded to the website for 19/3 meeting	RP	
RP to form a working party for the MAT discussions and advise LW dates for the meetings to take place.	RP/LW	

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	Ongoing
RP to liaise with Lisa Fry on updates.		
<u>To approve SFVS.</u> AS to electronically sign the document by the 31 st March to approve it.	AS	Completed
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	Completed
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	Completed
DOFE template to follow and check the website RL will complete the website audit. EJ to send RL the template previously used.	EJ/RL	On going

