

LAWN PRIMARY AND NURSERY SCHOOL

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

FGBM meeting

| | | |
|---|---|--|
| DATE: 10 th December 2024 | | TIME:5pm Staff room |
| <u>PRESENT:-</u> | | |
| Aaron Smith (AS) – Chair Lindsay Wood (Head) Russell Hall (RH) Emma Jelley (EJ) Luisa Stokes (LS) | Rachel Piper (Clerk) David Hitchcock (DH) Russell Langdown (RL) Tayler Aitken (TA) Zak Watson (ZW) Charlie Berry (CB) (SENDco) | Leanne Lewis (LL) Janet Busby (JB) Polly Gillet (PG) |
| Invited Attendees: Luisa Stokes | | |
| No: | | |

| No: | Minutes |
|------------|--|
| 1 | <p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting JB, LL and PG 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 12th November 2024</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p> |

| | |
|---|---|
| 2 | <p><u>Strategy and Overview.</u></p> <p>Reports loaded onto Governor Hub 7 days prior for the Governors to review.</p> <p><u>MAT Update</u></p> <p>An update from AS. No substantial progress since the last meeting, the working party met prior to the meeting so the group can start to think about the next steps and make an action plan going forward.</p> <p>The working party will be talking to other schools under Blue Kite for perspective and comparison. LW will be putting together an action plan and circulating amongst the Governors to action.</p> <p>The board are hopeful that the process can be completed by the new school year 2025/26 pending due diligence which includes consultation.</p> <p>As consultation was due for T2, a brief update will be published in the school newsletter including an aspiration for a consultation with parents in the Spring term.</p> |
| 3 | <p><u>Safeguarding and Pupil Welfare,</u></p> <p><u>Safeguarding update</u></p> <p>No real update since the last meeting. The same complex needs ongoing that need support. A few children have since left the school but other children do require support, meaning the demand isn't any less on the team.</p> <p>The number of incidents linked to behaviour are linked to 5/6 specific pupils whom have link high needs and/or SEND, school is continuing to liaise with external agencies and also the SEMH Lighthouse Team through Blue Kite where needed.</p> <p>A few new EHCPs have come through, with more being applied for. They are all for SEMH and communication needs.</p> <p>EJ confirmed that SBC have been putting on a lot training recently which she has attended and had been worthwhile. EJ attended Blue Kite Safeguarding training and found it very informative. All Staff and Governor training is up to date.</p> <p>JB has also attended training and completed a Safeguarding visit in school recently, note of visit to follow.</p> <p>Early Help have been very helpful with the school recently and an on-going case for a family at the school.</p> <p>CB will also be attending training next term with Gary Freeman, a SEND solicitor, to help and advise on the legality side of the whole process.</p> <p>LW updated the board of an ongoing situation involving 2 children within the school. LW explained the background of both to the board so they had context of the situation and decisions made to date.</p> <p>LW spoke through how LW and EJ have got into the classrooms so much more this Autumn Term, seeing some great work in the classrooms, there has been real progress made since</p> |

September. On the whole the behaviour system is working for the school, and we need to remember the positives.

Lots of work being done around attendance, class DOJO still being well received along with successful book looks for parents to be involved in their children's learning.

A Governor asked with the ongoing situations – is the behaviour policy working and does it need reviewing (last reviewed July 2024.)

LW confirmed it doesn't, on the whole it is working, where there are incidents these are linked to 5/6 pupils.

A Governor asked how the breakrooms are working out?

The Rainforest, Orchard and Woodland rooms remain impactful and support a reduction in incidents and give break out spaces to specific pupils when required, this has made a significant difference.

A Governor asked LW – “Do the children prefer being in the breakout environment and change their behaviour to get in the room?”

No, they don't see it as a treat to go in there, the children understand it is a space to regulate and become calm. This room is also used for some interventions and pupil meetings too.

*LW confirmed there has been lots of external validation for the school this term too including English Hub, Maths Hub, Blue Kite visit. The pupil progress meetings have been positive too **and have really highlighted changes that are having impact, but** equally areas to address as we move into term 3.*

HT and JB (Governor) conducted a PP learning walk, on the whole there was good behaviours for learning and routines observed, consistency in approach and a calm environment.

A Whole School Book Look was conducted in all subjects this term, with Subject Leads having a set criteria to use and to formulate actions to target where required – on the whole very positive but some areas to address and all covered in subject action plans and next steps, which Subject Leads will monitor as we progress next term.

A Governor asked CB about how the annual reviews are progressing for the SEND reports.

CB spoke the board through the update and some background information around the reports and the processes.

CB has confirmed there will be an annual report that will be presented to the parents/board at the Term 3 meetings.

Premises update

- Meeting with SBC and GK Roofing to review works carried out to date, current issues and plans for remaining roof works
- SBC confirmed they are about to go out to tender on our boiler replacement
- DfE Property Condition Survey took place on 17th September, report received on portal, will be reviewed in the next few weeks ·
- SBC Condition Survey on 23rd September, no timings given on when report will be available.
- Replacement freezer purchased for the kitchen
- Premises, Health & Safety Action Plan updated with priorities

| | |
|---|--|
| | <ul style="list-style-type: none"> Quotations being gathered for an electric gate on Cleeves Lawn – it is becoming an health and safety issue in the car park. Quotes will be presented to the board. <p><u>Review of Health and Safety Policy</u> The Governors had 7 days to review the H&S policy and raise any questions.</p> <p><u>Questions raised from the board;</u></p> <p>How does the governing board comply with this "Governing Bodies should ensure that any contractor appointed to undertake work on the school premises is competent to do so" This is a delegated operational matter on the basis of the policies we set. Also I note this statement contradicts Section 15 in terms of overall management <i>The governing body need to seek assurance via monitoring and review that any contractor that is appointed to undertake work on the school premises has been selected as part of the guidelines set-out in the control of contractors (section 15)</i></p> <p>Section 8 - Are we now going to do this? "The school will test evacuation procedures on a termly basis." as we don't at present as far as I was aware? <i>With the exception of term 1, we plan a fire evacuation practice in every full term, we can clarify this in the policy.</i></p> <p>Section 8 - Reference to emergency signage needs to be inserted. PS has the emergency sign near the library been changed following the new locked doors? <i>We are reviewing this with the fire service, after having the new doors fobbed. However the one you referenced has been removed.</i></p> <p>The Governors approved the H&S policy – RP to update LF.</p> |
| 4 | <p><u>Budget and Finance</u></p> <p><u>Pupil Premium policy approval</u> Governors had 7 days to review the policy and raise any questions.</p> <p><u>Questions from Governors</u></p> <p>Pupil premium: conditions of grant 2021 to 2022 for local authorities - Was withdrawn in 2023. Please update to current version https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2024-to-2025</p> <p><i>Agreed and will be actioned.</i></p> <p>Re-reviewing the PP Strategy 2024/25, we do not have a designated PP Governor and the PP lead is not part of the SLT - should this be addressed / reviewed? I feel there should be more frequent updates / visibility given to Governors on PP attainment, allocation & tracking of funds spent and PP participation in After-school clubs, residential etc. <i>The PP Lead is a Phase Leader who is part of the wider SLT of the school. Elements of the question are now being addressed within the pastoral report and headlines are given in end of term data but pure PP data vs non PP data can be provided or the 'PP Governor' or 'Assessment Governor' could come and meet with the HT Lead and PP Lead to discuss. PP</i></p> |

| | |
|---|--|
| | <p><i>Learning Walk completed this term. PP Mi-d Year review due after Christmas. Additional tracking of funds can be incorporated into reports.</i></p> <p>First bullet point "We are ambitious to reduce the difference....." could this be modified slightly to state "We are ambitious and are working to reduce the difference..." <i>Agreed and will be actioned.</i></p> <p>5th bullet point "We monitor and evaluate our Pupil Premium spending, avoid spending it on..."; could this be modified to say "We monitor and evaluate our Pupil Premium spending so that it is targeted effectively and avoid spending it on activities..." <i>Agreed and will be actioned.</i></p> <p>Also on page 3, under "Characteristics of successful approaches, is the first sentence needed as this repeats the key principle of reducing the attainment gap? <i>Agreed and will be actioned.</i></p> <p>The Governors approved the Pupil Premium policy – RP to update LF</p> <p>LS confirmed that the school are supporting some families the ability to attend breakfast club/after school club etc.</p> <p>LW confirmed that the board can view the details to see how the school supports families with trips etc.</p> <p>There was a discussion around the table should a Governor take a lead around the Pupil premium. To ensure how the money is being spent etc and to look at into more details and the breakdown around it.</p> <p>LW confirmed that in the February meeting the school could present in more detail a breakdown of the pupil premium spending to date to go alongside the PP Mid-Year Review. It was decided that it overlaps a number of Leads and as long as it is getting the exposure and detail it needs – currently a DL will not be required.</p> <p>LS gave an overview on the current budget/finances. The report is available for the board to review and raise any questions.</p> |
| 5 | <p><u>Curriculum</u></p> <p><u>Term 2 data drop</u></p> <p>The report has been available for Governors to view online and raise any questions.</p> <p>Governors raised various questions concerning Y6 data and sought clarification on contextual reasons, including differences between Y6 classes, and proposed interventions required in response.</p> <p>LW summarized that there will be a focus on Y6 due to the current data, and LW will present an update in the next meeting so the Governors can closely monitor the year group, governors are also welcome to come in and observe Y6 provision and discuss the data further should they wish next term.</p> |

| | |
|---|---|
| | <p>A Governor asked should we be setting an expectation for Term 4 of targets?</p> <p><i>LW confirmed yes, that will be happening and be great for a Governor to come in and have a closer look, scrutinizing the data more by groups and progress and holding leaders to account.</i></p> <p><u>Subject lead reports: Art, Science, PE and Computing</u></p> <p>No questions raised on Subject lead reports. The Governors thank the Leads for producing.</p> <p>JB to present notes from visit in the next meeting.</p> <p><u>Maths Calculation policy notification</u></p> <p>Governors had 7 days to review the policy and raise any questions.</p> <p>The Governors noted the Maths policy – RP to update LF – although this was not a standard one for Governors, more for information.</p> |
| 8 | <p><u>Staffing Update</u></p> <p>1 resignation from a teaching member of staff – being announced to parents next week. An advert went out last week and interviews are taking place on Friday. LW will update all stakeholders in due course.</p> <p>SLT continue to make a conscious effort to ensure that PPA is protected and additional time is given to support.</p> <p>Twilight Training in November was in place on December INSET and attendance to FOL events and all agreed that they felt they would prefer this.</p> <p>Covering staff absence internally has continued and the new rooms and behaviour system is support continues to support all staff as well as pupils with a calmer and conducive environment across the school. Phase Leads are support SLT well. The ‘Secret Smile’ Initiative has been received well and certainly supporting morale.</p> <p>DHT continues to attend the Senior Mental Health Lead network meetings which are led by the Mental Health and Well-being Lead for SBC as well as linking to the networks in Wiltshire and Bath. The Mental Health and Well-being Working Party have met this term, reviewing the ongoing actions from last year and putting in actions for this year to support the mental health and well-being of the whole school community.</p> |
| | <p><u>AOB</u></p> <p><u>Reserve date/Training</u></p> <p>AS advised that the March reserve date for the Governors meeting will potentially be a training date to ensure all Governors have/are undertaking the required training.</p> <p><u>MIS Systems</u></p> |

LS advised SIMS have increased their pricing by around 65% for 2025-2028 and are now charging for parent app lite and FMS separately. We are required to give notice to ESS/SIMS by 31st December, so need to decide before Christmas half term.

LS presented the board an investigation into a replacement system called Bromcom.

They believe that from both a cost and user perspective moving to Bromcom whilst retaining FMS for finance is the best move for Lawn Primary and Nursery School.

LS will circulate the proposal via email and Governors to approve by Monday 16th December.

White Horse Federation

LW updated the board that WHF are looking to have Lawn Primary school removed as a feeder school into Ridgeway, changing the catchment area to Badbury Park primary school. This information was only found last week with the consultation deadline being the 11th December. LW has managed to get this extended and will be communicating out to the school community in due course after submitting a letter of concern to the academy and SBC signed by herself and AS.

We have no update as to what would replace Ridgeway as a feeder school at this stage.

Swindon Borough Council Support charges

SBC are looking to increase The Education Function Charge to each maintained school by over £20 per pupil from April 2025. LW has written ~~in~~ To Dawn Sextone to submit to Schools Forum that we do not agree to this, due to the lack of support each school gets that is stated that they should be receiving and also again due to insufficient time given to consult.

ACTION POINTS FROM 12th November 2024

| | | |
|--|----|--|
| Minutes uploaded to website | RP | |
| H&S policy approved – RP to update LF | RP | |
| The Governors approved the Pupil Premium policy – RP to update LF | RP | |
| LW to present Pupil Premium spending in more detail at the next meeting. | RP | |
| LW to update the board on Y6 progress. | LW | |
| The Governors approved the Maths policy – RP to update LF | RP | |
| | | |

ACTION POINTS FROM 12th November 2024

| | | |
|---|----|---------|
| To investigate if the Freezer should be insured and also the work required on the toilets | LS | Ongoing |
| | | |

ACTION POINTS FROM 15TH October 2024

| | | |
|--|-----|--|
| All Governors to confirm if any training has been undertaken on NOS or school bus each month | ALL | Ongoing Safeguarding now completed. KCSIE ongoing – RO to check in. |
| Can BKATsupport lettings? LS to investigate to see if they have a team that could support this, | LS | Ongoing |