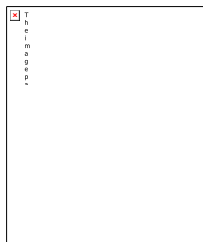


LAWN PRIMARY AND NURSERY SCHOOL

Headteacher Mrs S Robins
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**FGBM meeting**

DATE: 12 th December 2023		TIME: 5pm Staff room
<u>PRESENT:-</u>		<u>APOLOGIES: -</u>
Aaron Smith (AS) – Chair Sally Robins (SR) Carmel McClusky-Hornbuckle (CMH) Russell Hall (RH) Leanne Lewis (LL) Emma Jelley (EJ) Simon Beverley (SB) Rachel Piper (RP) Clerk		Polly Gillet (PG) David Hitchcock (DHI) Janet Busby (JB) David Heaton (DH)
Invited Attendees: Luisa Stokes		
No:	Minutes	
	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting and SB, PG, DH, JB apologies were 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>Approval of Minutes from last FGB Committee meeting dated 14TH November 2023</u> Minutes approved.</p> <p><u>Matters arising</u> None</p>	
	<p>Staffing and wellbeing</p> <ul style="list-style-type: none"> • Policy review of the Mental Health and Wellbeing Policy with the Governors prior to consultation with Staff; • Absence Management Policy Mental Health & Wellbeing Policy <p><u>Comments from the Governors:</u></p> <p><u>Mental Health and Wellbeing Policy</u> Please remove reference to CEO under 3.1. The governor to monitor the implementation and operation will be the 'staffing' governor. Their roles and responsibilities will be updated - CLERK ADD ACTION FOR AS</p> <p><u>Sickness Absence Management Procedure</u> 3.1 bullet point 2 - Reference chair of governors. Policy amended.</p>	

	<p><i>5.3 and 6.5 Should the appeals be made to the clerk of governors or chair, not the headteacher? Should a form for the appeal be provided in the Appendix? Does HR have any guidance on how appeals are to be heard that can be appended to the procedure?</i></p> <p>Agreed, I have amended to the Clerk of Governors. HR provider will confirm arrangements for how appeals are heard.</p> <p><u>Staffing report</u></p> <p>Governors to read the report 7 days prior to the meeting and loaded into Ghub.</p> <p>Questions raised from the Governors;</p> <p><i>How does the 253.5 lost working days compare to this period last year?</i> Same period last year was 134 working days lost (Sep, Oct, Nov)</p> <p>SR confirmed these figures have been discussed with the staff and that the absences are having a big impact on costs. It was also confirmed that LS is tracking these costs along with overtime which is an additional cost when covering for absence, on top of the supply budget referenced in previous budget discussions.</p> <p><i>A Governor asked if support staff costs will be budgeted next year.</i> Yes, this year the impact from the support staff costs have been huge. We haven't had such a huge cost before. We discussed that the number of support staff supporting high need children has an implication as their absences have to be covered in order to keep those children in school safely.</p> <p><i>A Governor asked if ratios in Nursery have been jeopardized and you needed to close?</i> SR confirmed that the nursery has never needed to close, but at times we have to draft staff in from other areas to help support them.</p> <p>SR and LS confirmed moving forward the numbers for Nursery are at full capacity for the current staffing, and nearer the April intake the school will take a view if they need to hire another member of staff and weigh this against requests for places and potential income.</p> <p><u>Headteacher update</u></p> <p>LS confirmed she has spoken to LW (new Headteacher) and she will be in place from the 16th April. She is working with her current trust in terms of communicating out to her current parents.</p> <p>The school LW is coming from have asked if communication can be delayed until January whilst they communicate to their staff and parents. It was agreed Lawn will send out the communication on the 03rd January and AS to email LW director to inform them of this.</p> <p>It was discussed that AS will communicate to the parents that the interim plans will be communicated after Christmas. *Post meeting update that this was actioned 15th December with agreement of all parties*</p>	
	<p><u>Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND</u></p> <p>All papers and documents have been loaded into GHUB for Governors review 7 days prior to the meeting.</p> <p>No specific report issued this month and no questions raised.</p> <p>AS and LL attended an online safety meeting a few weeks ago. The second of three visits will happen in February and will communicate more to the Governors after this visit.</p> <p>EJ advised that the board to undertake Prevent training via the NOS. EJ will send the link. Governors to send the certificate to RP.</p>	EJ

	<p><i>A Governor asked how it is with working with the new Safeguarding team structure. It is working well, albeit it is not a sole responsibility like previously. The relationships are there with the families and strong. Everyone has pulled together and working well.</i></p> <p><i>A Governor asked can we advise SBC aware of the interim period when the safeguarding team may need more support during the transition of Headteachers? Make them aware that the school may have limitations in what you can do.</i></p> <p>We can raise it, but we don't anticipate there being any additional support available so we just need to make sure we don't have too much booked in, and have thought about prioritization for this term.</p> <p>RH confirmed he is meeting with CB early next year and CB will be presenting in Term 3 the annual report.</p> <p>LS update to school premises safety; Repairs to the trim trail have been made. No additional roof repairs as yet. Fixed wire test is due on Monday (Stat requirement.)</p> <p>Fire alarms – Quotes are being gathered. Have found a company that understands the older system and have quoted a lot less than the initial cost as they can replace the necessary parts rather than complete system replacement. Looking to have in place for February half term.</p> <p>It was agreed that the quotes to come out via email and be approved so it can be actioned ASAP.</p>	LS
	<p><u>Strategy & Overview</u></p> <p><u>School strategy 2023-2026</u></p> <p>AS discussed the staff meeting that he attended with DH. Presented to the staff the strategy. No comments or questions from staff.</p> <p><i>Vision – Children to be proud of</i></p> <ol style="list-style-type: none"> <i>1 - Embed a schoolwide culture of positive relationships.</i> <i>2 - Maintain our commitment to safeguarding, inclusivity, nurture and effective SEND provision to ensure all children are well supported to thrive.</i> <i>3 - Foster an ongoing drive to learn and self-evaluate to ensure the design and delivery of our curriculum meets the needs of our pupils.</i> <i>4 - Invest in staff and support their wellbeing to enable the efficient and consistent delivery of high-quality education and meet our statutory duties.</i> <i>5 - Collaborate and strengthen our connections and relationships with parents, stakeholders and other partners.</i> <p>The revised strategy was unanimously approved by the Governing Board with no further amendments. Will also be communicated to the parents in the Governors newsletter in the new year. RP to load the strategy to the website.</p> <p><u>HT Summary report</u></p> <p>Report loaded into the Ghub 7 days prior to the meeting.</p> <p>No questions raised from the Governors.</p> <p><u>Update on SDP</u></p> <p>Report loaded into the Ghub 7 days prior to the meeting.</p> <p>No questions raised from the Governors.</p>	RP

	<p><u>Budget & Finance To review and monitor income and expenditure reports.</u></p> <p>Report loaded into the Governor Hub 7 days prior to the meeting for Governors to review.</p> <p>LS gave a summary of the report and update. Currently at a 66k deficit, this time last year 94k. Various reasons for the deficit including pay awards and other matters already discussed at the meetings. The revenue balance will be presented to the LA end of this week.</p> <p><i>A Governor requested that the statement "Additional support staff overtime covered" be amended to ensure it is very clear that the school are funding this.</i></p> <p><i>A Governor asked should we communicate to the LA that the financial position won't be getting better.</i></p> <p>LS agreed and will invite them in to have a discussion.</p> <p>Governors approved the report to be submitted to the LA.</p> <p><u>Questions raised from the board from the papers;</u></p> <p><i>Support staff - Please can more information be provided on the recommendations from HR leading to the pausing of the re-structure.</i></p> <p>LS gave a verbal update.</p> <p><i>Is cleaning still a contract company?</i></p> <p>Yes it is due for tender in August. The quality is ok and not keen to take back in house as it has different challenges. This will be presented next year in terms of the tender process.</p> <p><i>Are the five quotations for all lighting (internal and external) at the premises? Are the quotes based on an equivalent and suitable specification for the lighting? I note the standard is set out in 'SchoolOutput Specification Technical Annex 2E: Daylight and Electric Lighting November 2022' will the supplier meet these standards? I am concerned by the disparity between the five quotes with a £20k difference. This is unusual.</i></p> <p>Quotes are Internal only at this stage, I am waiting to hear back on the specification in relation to the DFE document. The cheaper quote have suggested rewiring and replacing bulbs in some of the ceiling mounted lighting in KS1 classrooms and Halls to save costs. I am trying to see if the other suppliers will do the same to make the quotes easier to compare.</p> <p><i>The recommendation is to use Kabelec and to start with the classrooms, halls and corridors using the grant. It is not clear which spaces the grant would fund. Has a reduced scope of initial works been agreed with the contractor, is there a plan to confirm which spaces will be improved using the grant?</i></p> <p>I am in discussion with Kabelec in terms of the finer details on the reduced scope of works for February. The plan is to do as much as possible with the £19.5k in February with the areas</p>	

	<p>mentioned as priority.</p> <p><i>How confident are we in the £10k cost saving calculation? How many light fittings does this represent?</i></p> <p>Yes, the £19k has been included in the expenditure for Capital income. The remaining expenditure has also been allocated in the report but we have not finalised the plans for the spend as yet. We are working on quote for the replacement fire alarm system and site security</p> <p><i>A Governor asked to ensure the price holds over the 2 years and doesn't increase if it takes a length of time to complete the installation.</i></p> <p>LS will check.</p> <p><i>With respect to item 7, Budget & Finance and the LED lighting proposal, I would like to ask a question whether there are any other similar schemes currently open and or available to the LPNS to apply for grant funding for other energy efficiency measures that could be applied to the building's fabric, including for example solar panels?</i></p> <p>There are no schemes that we are aware of. With the new roofs in place in areas of the school, there would be scope for solar panels, but this is not something that we have investigated as yet.</p> <p>It was agreed to get the LED lighting quotes over email and the board to approve over email so this can be completed ASAP</p> <p><u>Letting and Premises policy approval</u> Governors approved the amended policy with the amendments made following the November FGBM</p>	<p>LS</p> <p>LS</p> <p>LS</p>
	<p><u>Curriculum progress and attainment.</u></p> <p>Reports loaded 7 days prior to the meeting in the Governor hub.</p> <p><u>Questions raised from the Governors:</u></p> <p>This is a helpful summary and reflective of my attendance at the staff meeting and understanding the RAG review. (1) Is Bill's focus solely geography for the rest of this academic year? (2) writing and DT are the two subject where intent is an amber, what timescales should be stated within the Action Plan in order to review these as weaknesses of intent must be addressed before new academic year.</p> <p>(1) Bill has focused on geography in his November visit and will provide training for all staff on geography in January. He can then offer support for any subject we request in the new year. (2) Intent is shifting to Talk for Writing which will launch in the new year with some training from the writing leads. (3) DT and art will have revised intent with move to Kapow schemes of work which we are agreed upon. Intent statements will be re-written to reflect the new scheme.</p> <p>What milestones are actually feasible by July? Rollout of new Art and DT schemes for Term 5 and 6, readiness to move all writing planning to T4W in September (with all year groups having trialled this in the meantime), Geography provision map revisions completed.</p> <p>Total cost is not stated on the Action Plan Kapow costs - £599.00, costs associated with BJ if used for other areas in the new year. Most other actions are internal and link to subject lead release time.</p> <p>Please can the RAG criteria be explained e.g. when does a light green become a dark green?</p>	

	<p>Dark green - embedded, Light green - secure, Yellow - developing well with tweaks needed, Amber - work needed, Red - significant concern.</p> <p>AS advised it would be good for Governors to attend the next meeting/training sessions to gain a wider understanding. Governors are invited to attend staff meeting with training in maths and geography during term 3. RP to email and advise the Governors when the sessions are taking place.</p> <p>Attendance at a staff meeting where all subject leads report on their subject progress would be great to repeat 3 times annually with governor attendance. RP to email SR for the next dates.</p>	RP
	<p><u>AOB</u></p> <p>Nothing raised</p>	
	<p>Focus for the next meeting;</p> <p>MAT Discussion HT Update and Progress Budget discussion FOL to attend Roles and Responsibilities</p> <p>RP to move the meeting back a week later to the 16th January 2024. Send dates to Board ASAP.</p>	RP
<p>Meeting Completed at 18.45 Next Meeting Date 16TH January 2024</p>		

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	
LS to email the board with quote for the fire alarm repair and the board to approve via email	LS/ALL	
RP to load the strategy to the website.	RP	
LS to send over the final quotes for LED lighting, this will be approved by the board via email.	LS/ALL	
RP to email SR for meeting dates to communicate to the board to attend	RP	