

LAWN PRIMARY AND NURSERY SCHOOL

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



FGBM meeting

DATE:		TIME:5pm Staff room
<u>PRESENT:-</u> Janet Busby (JB) - Chair Lindsay Wood (Head) Russell Hall (RH) Luisa Stokes (LS)		Apologies; Russell Hall (RH)
No:		

No:	Minutes

1

Welcome

JB welcomed everyone to the meeting .

Presentation by writing leads

Megan Purcell and Sarah Bryant delivered a presentation outlining the development of writing at the school, including its history and the journey to its current position.

They explained that the school has adopted *The Write Stuff* (CHOSEN Programme), which runs alongside the existing Read Write Inc. approach (phonics), teaching method, incorporating a four-step writing sequence, this term it has been tweaked to ensure it meets the Writing Framework and has been trialed in Year 6 successfully.

Writing skills have been mapped progressively across all year groups, supported by a skills grid informed by Blue Kite guidance in light of rolling these adaptations out across the whole school. This approach aims to strengthen pupils' ability to connect and apply previously taught skills. Further training will take place on the upcoming TD Day, during which all staff will plan one unit using the new framework. It was acknowledged that fully adapting all units at once would be excessive; therefore, current units remain in place where effective. Handwriting, editing, and spelling continue to be key focus areas.

It was noted (LW) that the quality of writing across the school is already strong and there is continuity and consistency in approach that benefits the pupils, and these developments are intended to enhance this further. Emphasis was placed on the importance of consistency and a unified approach across all year groups.

Questions and Discussion

A question was raised regarding handwriting and how it aligns with the phonics (RWI) scheme. PG explained that in Reception, pupils focus on letter formation and the development of shoulder and elbow movements. In Year 1, pupils follow the Read Write Inc. programme, with handwriting books introduced in Years 1 and 2 to support phonics. Year 2 will begin *The Write Stuff* programme in September, subject to the release of all supporting materials.

The school continues to follow the Nelson Handwriting Scheme, with a focus on patterns and letter formation.

In response to a question about the pen licence, it was confirmed that this is no longer in place. Pens are now introduced in Years 5 and 6, although the school is considering introducing a similar award in the future.

Governors thanked the writing leads for their work and presentation.

3

Apologies for Absence, Quorate, Declarations of Interest

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.

Apologies were received and accepted from RH

Declaration of Interests in agenda items or any pecuniary interests:

JB declared a non-pecuniary interest in relation to the planning permission item, due to her previous employment within the planning department.

Approval of Minutes from last FGB Committee meeting dated 20th January 2026.

Minutes approved.

Matters arising

It was noted that DH and JB will meet with LW on 21 April to review data in more depth than the level of detail within reports. EJ will also attend.

Premises Update

. LS confirmed that the boiler has been repaired and is fully functional. It will be turned off soon due to warmer weather, and a positive impact on energy costs is already being observed.

Neighbour Issue

The matter regarding the neighbour's gate has been referred to SBC legal advisors for further guidance.

RSC Meeting

The date of the RSC meeting has been rescheduled and will now take place in late April.

4

MAT Update

LW provided an update.

Due diligence by the Blue Kite Academy Trust has commenced.

A SharePoint site has been provided by Blue Kite, outlining all required documentation and information. This will be reviewed in detail following year-end and completion of the budget. Representatives from Blue Kite visited the school, including members of the Operations Team to discuss the process. It was noted that the main challenge is likely to be securing timely involvement from Swindon Borough Council (SBC) to carry out necessary site visits and walkthroughs. Blue Kite will contact SBC after Easter to initiate this stage.

Work is underway to review contracts internally (including grounds/lawn maintenance), and documentation will be shared with Blue Kite as it is completed.

In response to a question from a Governor regarding the proposed timing, LW explained that a September conversion could present risks if issues arise over the summer holiday period, potentially causing delays. JB advised that the the process should not be rushed and there should be confidence with the proposed timeline in terms of day-to-day school operation.

A Governor asked when parents would be informed. LW confirmed that this will take place if approval is received from the Regional Schools Commissioner (RSC). At that point, there will be a presentation to parents, as part of the a two-week consultation period.

5

Curriculum, progress and attainment (HT report -Report on any Data Breaches, Subject Access Requests and Complaints, Attendance update · Review progress of SDP priorities)

LW gave overview of HT report and the term, these papers were available for the Governors to view and raise any questions 7 days prior.

Questions raised from Governors.

SDP and the quality of education; "Multiplication Specialist" (page 7). Could you please provide some background on this resource/support.

Maggie Steele, the creator of FUNKey Maths, who has a previous Educational background and works with Maths Hubs across the country came in to LPNS to work with Maths Leads and KS2 staff to help them understand how FUNKey maths works, supporting their pedagogy and delivery. She then also led a Twilight Staff Meeting for all teachers.

General update (page 3) reference to TeachMate and focus on AI to support curriculum and teacher workload. Could you please provide some background on TeachMate and how AI is being used?

TeachMate was shared by BKAT at their recent Development Day to all schools and a Trust contract was brokered. Many teachers, including at LPNS already have a membership. Essentially it a safe AI platform for Education, where instead of pulling from all over the web it just draon education resources, publications and legislation and GDPR compliant. We have started to use it to support lesson planning, creating resources, especially where task adaptations are needed.

SEND update; Dyslexia Friendly School re-verification 1cth June. Are there any actions for the FGB for this?

CB confirmed that the checklist requires that the Governors understand a Dyslexia friendly practice which CB has confirmed.

Leadership and Management (page 7) 3rd bullet from bottom of page, reference to "Staff Champions" is this in relation to Trauma Informed Practice/ Hope Award?

EJ is the Lead for Trauma Informed Practice and so has had more training. CB and LW have also had the SLT Training - the premise is that the senior team drive the practice across the school from the whole school training that all staff had in October (1 day INSET Training). Hope Award is again being facilitated by EJ and Nurture, all teachers have had training - January INSET and support staff are due to have theirs in April. Safeguarding Team and Nurture have also had separate training from SWA on the impact of domestic abuse.

Transition for Yc to secondary school. Could you please outline the breakdown of pupil numbers to local secondary schools?

Great Western Academy 1 Highworth Warneford School 1 Lawn Manor Academy 11
Lydiard Park Academy 1 St Joseph's Catholic College 2 The Deanery CE Academy 1
The Ridgeway School 39

Pupil Voice Feeling Safe Survey

EJ outlined the pupil voice process undertaken across the school. Surveys are conducted in Nursery, Key Stage 1 and Key Stage 2, with pupils completing responses in groups using laptops. It was noted that concerns relating to toilets are consistently raised.

6

Staffing, Budget C Finance ·

Draft Budget

LS provided an update on year-end financial processes. The pre-close review has taken place with the accountant, and the accruals still need to be loaded. LS is aiming to finish with a balanced position and will provide confirmation at the next meeting.

Budget planning has commenced, based on a funded pupil number of 404 (maximum capacity 420). The school is expected to lose 59 pupils in August (current Year 6), with the Reception intake yet to be confirmed after Easter this year there is a low birth rate. LW is hoping for a cohort of at least 50.

Regarding planning ahead and budgeting for staff pay rises, no agreement has yet been reached on pay rises.

An estimate of approximately 3% has been included in the budget.

Governors expressed their thanks to LS and the team for their efforts in reducing the deficit, with the aim of achieving a small surplus.

LW provided a staffing update. Two teachers have left and replacements have been successfully recruited. Another teacher is leaving at the end of Term 5, and subsequently one teacher will be going on maternity leave.

. With respect to the Staffing restructure consultation regarding staff movement has taken place, with affected staff moved to other areas of the school. Parents were understanding of the changes to the Friday after-school club session

Consultation for the administrative team has recently concluded. Feedback was received, and LS requested board approval to adjust roles slightly, reducing from five to 3.5 roles. The half-time role will focus on general reception duties to support day-to-day operations. The board agreed to proceed with these changes, which will take effect from September.

Approval of Fire Roller Doors

The Governors noted that, since the last meeting, approval had been given via email to proceed with the repairs and installation of new fire roller doors. This follows recommendations from a recent fire risk assessment.

Approval was sought for the installation of two fire roller shutters, linked directly to the fire alarm system.

The total estimated cost is approximately £9,600, comprising £9,000 for the two shutters and £600 for two fuses to link them to the fire alarm control panel. Three were obtained, but prompt approval was required to ensure the work could be completed.

Work taking place over the Easter holidays

Schools financial statement

The board had read the SFVS and no questions were raised. The SFVS was approved.

Culture and Community

LW updated the Board on the events that have taken place as detailed in HT report and what has been taking place across the pupil groups

7

RP update around Governance

The Blue kite had held a safeguarding update for Governors in February. A presentation link has been provided in the briefing pack for governors to review the content of the session.

Future Safeguarding Sessions

Dates for upcoming safeguarding sessions have been arranged by Blue Kite:

- Thursday 15 October 2027, 6:00pm - 7:30pm at the Conference Centre, Ferndale Primary School. This session is specifically aimed at the Safeguarding Link governor, but a representative from each school is encouraged to attend. All governors and trustees are welcome.
- Whole School Safeguarding training with Sarah Turner 25th February 2027.

It was agreed to schedule an additional meeting to accommodate this whole school training when compiling meeting dates for 2026/27.

Governance Professional Briefing

Anna Richardson had held a briefing for Governance professionals, covering:

- Administrative requirements for meetings, including ensuring a suitable environment and availability of relevant documents.
- Ensuring governors have adequate time to read documents, ask questions, and access information digitally or via handouts.
- Effective email communication and information sharing.
- Encouraging governor participation in school visits.

Anna has also conducted a governance website audit for Lawn. One item from last year, governor attendance records, had been omitted during a website update. This has now been corrected.

Governors were reminded to complete Prevent training and the child safeguarding form.

Onboarding of New Governors

RP reported on the recent parent governor recruitment and that two new parent governors are expected to join and be formally on-boarded at the next meeting.

Governance induction pack

The amended and updated Induction Pack had been revised following Safer Recruitment training to reflect the importance of safeguarding throughout the recruitment and induction process for new governors

Governors approved the changes

Old Caretakers House

LW reported that an application for planning permission has been made relating to changes to the former school caretaker's house and the school have concerns due to the proximity to the school site. The application is

proposing dormer windows which overlooks the school playground which could be an safeguarding concern.

Additionally there are concerns around the access to the site and to traffic associated with the building wor.

A letter of objection has been submitted and also sent to councillors and parish council.

In accordance with the non-pecuniary interest declared above, JB did not take part in this item.

8

Focus for the next meeting

- School Council, Pupil Voice to attend
- Pastoral Report for terms 3 and 4 to include: Update attendance, Behaviour and Safeguarding ·
- Receive update on SEND (verbal from CB)
- Safeguarding Link Governor report
- Pupil Voice, parent survey and staff survey
- Review progress and attainment from term 4, incl Governor Link Visit
- SATs update
- Ofsted toolkit - Overview from EJ
- Skills audit and succession planning - RP to update master copy

MEETING ACTION POINTS 24th March

RP to update LF policies approved	RP	
RP to ask RH if he can assist CB with EAL Gov Link PINS		
RP to continue onboarding the new governors		

MEETING ACTION POINTS 23RD September 2025

Training has been issued from the National College - all governors to complete ASAP - Action	RP	Done
Safeguarding Policy has been approved from the board - RP to let KF know.	RP	Done
LW to invite Maths lead to the meeting to discuss the plan.	RP	Done
RP to update Bios for any Governors that want them updating (LL and RH)	RP	Done
Send out new proposed date. Week prior on the 07 th July - amend agenda planner and outlook dates		
All Governors to read and let LS know if they think anything needs to be amended. If all Governors can send any feedback within the next 2 weeks. RP to send the link out to Governors to read.	ALL	Done