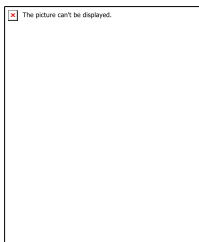


**LAWN PRIMARY AND NURSERY SCHOOL**

Headteacher Mrs Wood  
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FGBM meeting

|                                                                                                                                         |  |                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------|
| <b>DATE: 18.05.26</b>                                                                                                                   |  | <b>TIME:5pm<br/>Staff room</b>            |
| <b><u>PRESENT:-</u></b>                                                                                                                 |  | <b>Apologies;</b>                         |
| Janet Busby (JB) - Chair<br>Lindsay Wood (Head)<br>Luisa Stokes (LS)<br>Emily Winslow (EW)<br>Karoline Kos (KK)                         |  | Russell Hall (RH)<br>David Hitchcock (DH) |
| Rachel Piper (Clerk)<br>Charlie Berry (CB) (SENDco)<br>Polly Gillet (PG)<br>Tayler Aitken (TA)<br>Leanne Lewis (LL)<br>Emma Jelley (EJ) |  |                                           |
| <b>No:</b>                                                                                                                              |  |                                           |

| <b>No:</b> | <b>Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>1</b>   | <p><b><u>Presentation from the School Council to the Board of Governors</u></b></p> <p>The Governing Board received a wonderful presentation from the School Council. Pupils were well prepared and engaged confidently, asking a range of thoughtful and insightful questions. These included:</p> <p>Why did governors choose to take on the role?</p> <ul style="list-style-type: none"> <li>• What are the biggest challenges currently facing the Full Governing Board (FGB)?</li> <li>• What are the most important factors in helping children succeed at school?</li> <li>• How do governors ensure that pupil voice is heard?</li> <li>• What subjects did governors enjoy when they were at school?</li> <li>• What actions were taken following last year's School Council meeting?</li> </ul> <p>The discussion was highly positive and demonstrated the pupils' interest in how the school is run and improved.</p> <p>The School Council also shared a number of ideas and priorities for school improvement:</p> <ul style="list-style-type: none"> <li>• Creating a more stimulating and attractive school environment, including improved furniture and decoration</li> <li>• Increasing the number and variety of clubs and school trips</li> <li>• Expanding opportunities for non-sport competitions, including more cross-house activities</li> <li>• Enhancing outdoor provision, including a swimming pool and/or new play equipment</li> </ul> |

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|   | <p>The Governing Board will liaise with LW to explore how communication with the School Council can be maintained more regularly throughout the year, rather than being limited to the annual meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2 | <p><u>Welcomes, apologies, absences, quorum:</u></p> <p>JB welcomed everyone to the meeting including the new Governors EW and KK.</p> <p>Apologies for absence from RH and DH were accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3 | <p><u>Governance</u></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><br/>No interests declared.</p> <p><u>Approval of Minutes from last FGB Committee meeting dated 20th March 2026</u><br/>Minutes approved.</p> <p><u>Matters arising.</u><br/>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4 | <p><b>Curriculum</b></p> <p><b>Verbal update on Data Drop • SATS (Year 6) update</b></p> <p>LW provided a verbal update to the Governing Board, noting that the school is approaching the end of Term 5.</p> <p>Discussions have taken place regarding how governors review and interpret school data from a governance perspective, particularly in looking at groups in more detail and in the context of the new Ofsted toolkit for school inspections. LW has been working with DH and JB to strengthen how data is presented and understood in addition to what is presented at board level as well as knowing how key priorities are linked to trends on the school's IDSR.</p> <p>SATs were completed last week. LW expressed thanks to LL and JB for their attendance and support during the process.</p> <p>The Year 1 phonics screening check is scheduled to take place after the half-term break and the Year 4 MTC.</p> <p>LW reported back from a recent Blue Kite Head's meeting where inclusion was discussed, including the possibility of establishing a link governor role for inclusion.</p> <p>No further questions were raised by the board.</p> |

### **Ofsted Toolkit Update (Verbal)**

EJ provided an overview of recent changes to the Ofsted inspection framework and grading approach.

Inspectors now assess whether schools meet the expected standard across all areas, before identifying strengths such as inclusion. A range of pre-inspection data is reviewed through the Inspection Data Summary Report (IDSR), including trends in attainment, attendance, staff turnover, suspensions, and exclusions.

Prior to inspection, a telephone call takes place with the Headteacher (HT) and Senior Leadership Team (SLT). This provides an opportunity to discuss the school's context, strengths, and areas for development, helping inspectors to build an initial understanding of the school. It is considered beneficial for the wider leadership team to be involved in this conversation.

All inspections are now expected to last two days, with a larger inspection team. There is a strong focus on vulnerable groups, including pupils with SEND and those eligible for free school meals. Personal development, wellbeing, and behaviour are also key areas of scrutiny.

Inspectors use selected case studies to explore provision in greater depth. The threshold for achieving the highest standards has increased, with fewer schools being judged as exceptional. There is no longer a single overall effectiveness grade. While subject areas are still reviewed, there is less emphasis on direct engagement with subject leaders. Inspections are described as highly intensive for both school staff and inspectors.

In response to a question, EJ advised that due to the school's current transition, an inspection is likely to take place in approximately two years. Without this transition, it would likely have been scheduled for next year.

Schools will typically be notified on the Monday of the inspection week, with visits taking place on Wednesday and Thursday (8:00am–5:00pm).

Wellbeing remains a significant focus within the framework, alongside an expectation that leaders, including governors, have a visible presence in school and a clear understanding of day-to-day practice.

There may be future changes to how inclusion is evaluated, although this is yet to be confirmed.

Most lead inspectors are His Majesty's Inspectors.

Governors are encouraged to review the Ofsted toolkit to support their understanding of the new framework. RP will circulate the relevant link alongside the minutes.

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|  | <p><b><u>Early Years policy for approval</u></b></p> <p><b><u>Restrictive Intervention Policy</u></b></p> <p>The policies were available for the Governors to review 7 days prior and raise any questions. Governors approved both the policies.</p> <p>The board thanked EJ for her hard work undertaken for <del>these</del> Restrictive Intervention policy and the quick turnaround of the new policy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|  | <p><b><u>Safeguarding</u></b></p> <p><b><u>SEND verbal update and priorities</u></b></p> <p>It was reported by CB that two new Education, Health and Care Plans (EHCPs) have recently been received for pupils in Years 5 and 6. A further seven applications are currently in progress. Delays have been experienced at Local Authority (LA) level, with cases not always being processed in chronological order. It was noted that applications outside the statutory timeframe appear to be de-prioritised in favour of those still within deadline.</p> <p>CB provided additional context for new governors regarding SEND provision, including how support is structured and funded within the school.</p> <p>CB will be attending a SEND conference early next term to further develop practice and understanding.</p> <p>The school is preparing for the Dyslexia Friendly Schools (DFS) reversion award in June. CB confirmed readiness for the process, with parents and pupils identified to contribute. RH will also support.</p> <p>Recent investment through a successful grant has enabled the purchase and rollout of IT new resources, including laptops, five iPads, Dolphin EasyReader software, and other supporting equipment. CB will be required to report on the impact of this funding in the near future.</p> <p>Year 6 transition arrangements are progressing well, with a range of activities already underway. These include visits from external staff and additional transition visits to support pupils ahead of their move to secondary school.</p> <p><b><u>Pupil Welfare, Health and Safety, Equality and SEND</u></b></p> <p>The pastoral report primarily focused on Year 4, with additional highlights shared for Year 5.</p> <p>With respect to attendance, in Year 5, there have been some challenges relating to holiday requests, alongside absence due to a small number of reported chicken pox cases.</p> <p>In response to a question regarding incidents on the pastoral report, it was confirmed that these were low-level in nature. While they met the threshold for recording, the incidents were isolated and not connected.</p> |

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|  | <p>Behaviour across the year group continues to be very positive overall. There was only one suspension during this academic year (in September), representing a significant reduction compared to previous years.</p> <p>In regards to safeguarding, there are ongoing challenges due to the time taken to receive updates and information from social worker teams in relation to assessments, with delays of several months reported. However, it was noted that, in most cases, situations have not escalated to the next stage.</p> <p><b>Safeguarding</b></p> <p>It was agreed that the Annual Safeguarding Report, including an update on Children Looked After (CLA), will be added to the agenda for the next meeting.</p> <p><b>Pupil Survey</b></p> <p>The pupil survey showed a generally positive outcomes. Actions will be considered, as is standard practice, to respond to feedback. It was suggested that future surveys could use more child-friendly language to ensure accessibility and clarity for pupils.</p> <p><b>Parent Survey</b></p> <p>The parent survey received a relatively low number of responses. It was noted that the survey was distributed during the Easter holidays and remained open for two weeks, which may have impacted engagement. Blue Kite selects specific year groups to whom the survey is sent.</p> <p>The survey was distributed via a newsletter link and through MCAS.</p> <p><b>Staff Survey</b></p> <p>The staff survey saw a significant increase in responses compared to last year, with overall feedback being more positive and as always all surveys will be used to feed in to next year's SDP</p> <p>An additional question asked:</p> <p>Parent survey; the number of responses is 24 parents; how does this level of response compare to previous years? Is it a concern that the number of responses is low?</p> <p>This is similar to the number of responses last academic year for the survey. Multiple reminders/prompts were sent and it was put in the last two newsletters. We do think families share and feedback more throughout the days and weeks, it would be interesting to compare to other local schools in terms of uptake and we could trial next year this being completed at parents evening?</p> |
|  | <p><b><u>Governance</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

The DFE has approved, in principle, the school's intention to join Blue Kite Academy Trust (BK).

This represents a significant milestone following over 18 months of work.

LW has engaged with the Headteacher a local school that went through the same process to gain insight into next steps and what to expect during the conversion process.

The next key stage is the statutory parent consultation, which must be formally undertaken. Alongside this, due diligence processes will continue.

LS has already completed substantial work in this area, including sharing financial information with BK as part of their due diligence.

In response to a question regarding timelines, it was noted that October has been discussed as a potential conversion date; however, this is not yet confirmed. There remains a considerable amount of work to complete, particularly given the constraints of the summer holidays. Further details will be shared as they become clearer.

JB raised the issue of conversion funding. Previously, schools received a £25,000 grant to support academy conversion costs; however, this funding is no longer available. As there are costs associated with conversion (e.g. legal fees), this presents a potential financial challenge.

Examples from other schools were discussed. Wanborough utilised Blue Kite's legal team at no additional cost and found the support to be balanced and effective. SBC will also provide guidance throughout the process. LW referenced another school that proceeded without independent legal advice and still felt well supported.

JB asked governors for their views on proceeding without external legal advice. The Board agreed to adopt this approach for now, with the option to review if necessary.

LW proposed communicating with parents by Friday to inform them that a consultation will take place during the week commencing 29th June.

JB has prepared a set of Frequently Asked Questions (FAQs), and AS had previously developed a presentation, which requires minor amendments.

Following the parent consultation, the Governing Board will formally vote at the next meeting in July.

### **Governance roles 26/27**

Governors were asked to consider future roles ahead of the next meeting. RP will circulate an email to gauge interest in the positions of Chair, Vice Chair, and Link Governor roles.

Following a query from LL regarding the responsibilities of Link Governors, it was agreed that JB will produce a summary outlining the key expectations and responsibilities of the role. This will provide governors with a clear overview ahead of any appointments.

### **Meeting Arrangements**

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|  | <p>RP will review and update meeting dates and times and circulate. Updated dates will be circulated to governors, shared via Outlook calendar invites, and sent to Anna Richardson at Blue Kite. It was also noted that a February Safeguarding meeting needs to be added to the schedule.</p> <p><b><u>Upcoming Agenda Items</u></b></p> <p>The Sports Premium report will be included on the agenda for the next meeting. Governors will review the documentation in advance rather than receiving a presentation. The report will need to be formally ratified and published on the school website by 31st July.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <p><b><u>Staff, Budget and Finance</u></b></p> <p>The school has finished the financial year with a £5,000 surplus. This represents a significant achievement, given the £77,000 deficit projected at the start of the year. Governors recognised the considerable effort required to reach this position and expressed thanks to the staff team for their hard work.</p> <p>It was noted that achieving this position required difficult decisions, including redundancies, restructuring of both the Admin Team and after-school club provision, and not replacing some staffleavers .</p> <p>Support staff pay awards, typically agreed in March, have been delayed and are yet to be confirmed. Current forecasts are aligned with Blue Kite assumptions of a 3.3% increase. This will result in back pay, which will need to be factored into future budget planning.</p> <p>Teacher pay is currently forecast at a 2% increase, also aligned with Blue Kite projections.</p> <p>An additional grant (IMF) is expected but not yet reflected in the budget figures; this could amount to approximately £20,000.</p> <p>Initial projections indicate a potential £50,000 deficit in Year 1.</p> <p>In response to a question regarding the impact of joining Blue Kite, it was noted that there is currently limited clarity. However, core costs such as staffing are unlikely to reduce. Falling pupil numbers remain a concern, as staffing requirements (e.g. maintaining two classes) do not reduce proportionally. )</p> <p>The size of the school site also means fixed costs remain high.</p> <p>As a result, there will be a strong focus on marketing the school to support pupil recruitment, with particular emphasis on nursery provision. RP to approach community magazine to advertise nursery spaces and school? Would they like a stall at the summer fete</p> <p>A balanced budget will be maintained, supported by a deficit recovery plan.</p> <ul style="list-style-type: none"> <li>• Positive progress has been made in reducing energy costs, supported by the installation of new boilers.</li> <li>• Funding of £30,000 has been secured for toilet refurbishment works in Key Stage 1 and Early Years.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Long-term staff absences were noted, including upcoming maternity leave and one current absence.</li> <li>• The school is exploring insurance options to support teacher maternity pay and long term sickness under updated guidelines. This will be included as part of due diligence discussions with Blue Kite.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |
|  | <p><b><u>AOB</u></b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|  | <p><b><u>Focus for next meeting 07<sup>th</sup> July 2026</u></b></p> <ul style="list-style-type: none"> <li>• Safeguarding Link Governor report</li> <li>• Headteachers Report</li> <li>• Review Online Safety Policy</li> <li>• Review Sport Premium spend and impact report</li> <li>• Review and approve RSHE Policy</li> <li>• Review Accounts and overview of draft final three year budget plan</li> <li>• Staffing structure for next academic year</li> <li>• Report on any Data Breaches, Subject Access Requests and Complaints In HT report</li> <li>• PTA Updates, community engagement for summer term. In HT report</li> <li>• Annual Safeguarding Report, including an update on Children Looked After (CLA)</li> <li>• Academisation and parental consultation process</li> </ul> |

### MEETING ACTION POINTS 20<sup>th</sup> May 2026

|                                                                                                                                                                                                                                                                                         |    |  |
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| Governors are encouraged to review the Ofsted toolkit to support their understanding of the new framework. RP will circulate the relevant link alongside the minutes.                                                                                                                   | RP |  |
| Annual Safeguarding Report, including an update on Children Looked After (CLA), will be added to the agenda for the next meeting.                                                                                                                                                       | RP |  |
| RP will review and update meeting dates and times and circulate. Updated dates will be circulated to governors, shared via Outlook calendar invites, and sent to Anna Richardson at Blue Kite. It was also noted that a February Safeguarding meeting needs to be added to the schedule | RP |  |
| RP will circulate an email to gauge interest in the positions of Chair, Vice Chair, and Link Governor roles                                                                                                                                                                             | RP |  |
| RP to approach community magazine to advertise nursery spaces and school? Would they like a stall at the summer fete                                                                                                                                                                    | RP |  |
| RP to update LF policies approved                                                                                                                                                                                                                                                       | RP |  |

### MEETING ACTION POINTS 24<sup>th</sup> March 2026

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