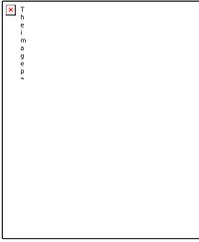


LAWN PRIMARY AND NURSERY SCHOOL

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FGBM meeting

DATE: 12TH November		TIME:5pm Staff room
<u>PRESENT:-</u>		Leanne Lewis (LL) Tayler Aitken (TA) Zak Watson (ZW) Charlie Berry (CB) (SENDco)
Aaron Smith (AS) – Chair Lindsay Wood (Head) Russell Hall (RH) Emma Jelley (EJ) Polly Gillet (PG) Janet Busby (JB) Luisa Stokes (LS)	Rachel Piper (Clerk) David Hitchcock (DH) Russell Langdown (RL)	
Invited Attendees: Luisa Stokes		
No:		

No:	Minutes
1	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting Zak Watson, Tayler Aitkin, Leanne Lewis and Charlie Berry 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 15th October 2024</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p>

2

Strategy and Overview – All reports uploaded to Governor Hub 7 Days prior for Governors to review and raise any questions.

To receive October Pastoral Report

Questions around the Pastoral Report

T1 behaviour - A very significant number of incidents in Y6. There are also an overall high percentage of pupils in Y6 involved in incidents. Please can some further context be provided, including whether these were yellow, orange or red incidents.

These do relate to three particular pupils, one more than others that has had suspensions. These were predominantly categorised red due to defiance, physicality to peers or verbal to staff.

A Governor asked are the dysregulated behaviour in or out the classroom

It is a mixture, but it is improving especially with the interventions now in place in break times etc. Predominantly we want children in class where possible, making reasonable adjustments to support them where required.

Just some general feedback on the Pastoral report - I personally feel there is too much detail especially in relation to Persistent Absence reporting for each year group - it feels too detailed for Governors requirements. I would suggest putting the details in an appendix if at all.

We can remove these pages for Governors, we have the same document ~~them~~ with names evident for sharing with staff and ready for if we had an inspection but also as part of our notes and tracking for the EWO, I have just anonymised these, so can easily be removed for yourselves and explored internally.

Could you please advise how many "concern letters" and how many parental "attendance meetings" have taken place and how does this compare to last year? Are parents/carers engaging positively with these letters/meetings?

Our concern letters are not going until the end of this term as at this time of the year even a 4 day spell of sickness can considerably lower a child's attendance.

We have held 2 parent meetings for children that we know have other reasons for absence not just sickness. Both meetings were really positives and the parents engaged well

A year 3 pupil has a "pupil attendance plan"; over what timescale will this Plan operate and how is the Plan's effectiveness monitored/reviewed?

This plan started on 07 November and barriers for attendance are noted on this and are focus going forward and will be measured.

The next review date is the last week of term to see if things have improved and if any further is needed to support. The pupil will stay on the plan whilst they remain below 90%, but even then they could stay on the plan if we feel attendance will slip by not being on it.

Unauthorised and persistent absence has worsened since the first reporting period. While I note the narrative provided on illness and holidays, we'll need to understand trends further in the next review.

Noted for the next review document. LW raised that completing such an analysis in both September and October is not equitable and would be better to be whole term – by whole term going forward.

A Governor asked if there is Head of Houses ?

Yes, there are and are all Y6. This will be shared in the November newsletter.

The class Dojo is a continued success with over 400 parents signed up. They are linked to values and really keeps the pupils motivated.

New House names have been put together and will be launched in the next newsletter. All linked to the lawns area and keeps with the identity of Lawn.

Children will all be allocated a house, and the dojo points will be collated within these weekly and termly, over time there will be more planned House termly events and sports day.

LW spoke through the analysis of clubs detailed in the report. There is work to do around clubs provision.

Governor Allowance Policy

All Governors approved, no changes RP to update LF

Term 1 review of the SDP

LW Spoke through the document which Governors have read in advance.

Lots of progress achieved, we are only in November and still work to do.

'Personal Development' section includes two Red RAG rated priorities (1) promotion of healthy eating; and (2) forest school. These are both T2 priorities. Are the actions deliverable in T2? What has changed in the intent for forest school that will help to raise its profile and quality it in education?

Healthy eating will be covered through PSHE and the new Tuck shop which we have started work on this term. I have met with the Sports Leads regarding Forest Schools and targets have been set for a progressive curriculum to be put into place along with an after school club - there are three adults tasked with Forest Schools now at Lawn and this also part of the Sports Strategy, plus we have experienced staff members on the team to facilitate the much needed change. However this will be over the academic year, but I would like a vision in place and worked upon by leaders by the end of term 2.

It was agreed to detail to compare to previous report, so the Governors can see the movement. Summarising the most impact Top 5 progressions that have been made.

The SDP RAG is great to have a backup, and the detail is there if the Governors want to explore more.

JB found the report helpful, and it details the vast work the team are undertaking and the progress making.

Forest School – LW has confirmed 2 teachers have been allocated the Forest School to progress it and put together a curriculum going forward. There are plans in place to link the Forest School to an after school club. This will all come together once the curriculum is pulled

together and is progressive in terms of skills and knowledge. It is also an objective through targeted in-performance management and the Sports Strategy.

Could cubs and beavers use the outside space to bring in additional Income.

Potentially but it comes down the lettings policy and also opening/closing the gates for school access even though outside.

MAT Update

AS updated the Governors on the meeting that took place with Blue Kite on the TD day when they did a presentation to the Teachers and a few Governors attended.

A box was put in place to ask questions from staff that couldn't attend for BKAT to answer.

AS spoke to Blue Kite about BKAT presenting to parents as part of the consultation process. BKAT confirmed that they could provide a power point and resources for the school to present but they don't tend to attend.

JB expressed concerns at the working party not yet getting together to discuss the MAT process to date. AS explained that there has not yet been an opportunity and the WP will convene in T2.

AS outlined the government have removed funding for schools to academies. AS have already gone back to BKAT around this to see how it plans to progress, will they still being taking the schools through as a 3 or individually? Hence the delay in the working party getting together.

The DFE closed the portal for expressions of interest prior to the budget which has also caused delay in the progression.

LW and AS will also update parents in the next newsletter, including any decision to postpone consultation beyond the original T2 date.

AS and LW are meeting BKAT on Friday separate to LW's Performance Management Review and will ask the position of BKAT.

A Governor asked are the Government going cold on academisation

LW it is unclear, but it seems like they are trying to reinvigorate Local Authorities again, currently at SBC the Director of Education is on long term sick, another senior key position is now vacant and there is still not the support from SBC.

Data protection policy

All approved.

Governor Training

RH asked about Governor recruitment training as part of the Safeguarding training. AS confirmed he has undertaken it and David Hitchcock.

It is covered as a board but equally Governors can do this online via the NSPCC.

3

Curriculum

The board received the English and Maths Subject Lead Reports

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

Questions asked by Governors

From the data and answers provided, it's not clear to me whether White Rose is proving to be a successful scheme - is there anything that can be shared at the FGBM either anecdotal or evidence-based which indicates whether White Rose is delivering to expectations?

In terms of fluency, White Rose is ensuring that our pupils are getting the full coverage of the Maths curriculum and on the whole proficiency with the 4 operations, however work is needed around problem solving and reasoning and using and using this scheme to facilitate that so we deepen pupil's learning and really secure the mastery approach.

On page 1 could you please advise as to the abbreviations WTS and GDS stand for? Is EXS expected?

WTS: Working towards, EXS: Expected standard and GDS: Greater Depth

The Reading report is much clearer and provides relevant data on progress. However, regarding the points raised in relation to the library, it's not clear whether these are current issues or historic issues - please can we get some clarity?

The library has been under development for some time, there has been investment in books and work needs to be completed on cataloguing, the Lead is an FT teacher and had recruited junior Librarians but allocated time is tricky to facilitate the changes as fast as we would like and therefore we are looking at volunteers going forwards.

Could you please advise as to how is reading at home with parents/carers is supported and monitored?

Reading records are checked weekly and reads are celebrated. Discussed at parents evening, Reading letters sent home regularly and also the importance is put into the Newsletter

There is also a planned reading more being developed.

On the last page, areas for development, KS2 "continue development of VIPERS"; could you please advise as to what is VIPERS? Thank you.

VIPERS is an acronym used in the reading curriculum to aid the recall of the 6 key reading domains. These domains focus on comprehension and include: Vocabulary, Inference, Prediction, Explanation, Retrieval and Summarise. The 6 domains focus on the comprehension aspect of reading and not the mechanics: decoding, fluency, prosody etc. As such, VIPERS is not a reading scheme but rather a method of ensuring that teachers ask, and students are familiar with, a range of questions. They allow the teacher to track the type of questions asked and the children's responses to these which allows for targeted questioning afterwards

A Governor asked how is it differentiate in categorization to the pupils are that SEND and still making progress?

	<p>LW confirmed their personal progresses are tracked. Next month LW will be able to demonstrate their progress measure.</p> <p>Is the use of a RAG rating misleading as we need to consider success against these criteria over the whole academic year, and some criteria would not be met anyway until later terms? Would it be simpler to put a ü in columns where the school intents on delivering all or parts of the criteria?</p> <p>This is a new document. I am happy to adjust if this would be more useful. From a school perspective it has always supported all staff visually to see where we have made progress, where we are secure and where we require to target more focus.</p>
4	<p><u>Annual Accident report</u></p> <p>Please can we receive context on the accidents relating to 'cleaner' and 'grandparent'</p> <p>The Grandparent fell over when walking with her grandchild. Cleaner had an accident disposing of the rubbish</p> <p><u>Confidential matter</u></p> <p>A confidential matter was raised and there is no further update to the FGB.</p>
5	<p><u>Budget and Finance</u></p> <p>Luisa will have a more detailed report next month.</p> <p>All pay scales were released over the holidays. TEACHERS pay award will be paid in November and the support staff next month (all backdated.)</p> <p>The teachers' pay rise is an extra £35k in November. Support staff pay rise was budget for Teachers budgeted of 4.4% and the pay rise will be 5%.</p> <p>A Governors asked will the NI increase be funded – It has stated it will be, this won't affect us until the next budget as this comes into effect in April.</p> <p><u>LS updated about the premises</u></p> <p>The freezer unfortunately broke at the weekend, meaning huge wastage in ruined food/</p> <p>A Governor asked was the Freezer food insured? It wasn't insured. A Governor asked should have it been? LS will investigate.</p> <p>A part has been fitted; more parts fitted tomorrow but it may be a replacement. There is capital funding there if it is needed.</p> <p>LS confirmed the Toilets investigation works ongoing and she will check if this is covered by insurance.</p>

	<p>SSVS What is the purpose and expected outcomes from the Q17 action?</p> <p>This action was linked to the change in leadership structure at the school, and the removal of the Assistant Headteacher Role. The expected outcome is to make decision on the future of the role, and to compare our SLT structure with other schools.</p> <p>LW wanted the Governors to the note the work around the absences and internally covering when they occur. No supply TA staff have been used etc. It is has had a positive impact on the deficit.</p>
<p>8</p>	<p><u>Staff Performance Management reviews.</u></p> <p>AS advised the Governor’s Staff Performance working party met with LW today to discuss the staff performance management reviews.</p> <p>LW advised the policy is changing next year that it will be an auto incremented rather than Performance Management levels.</p> <p>A Governor asked does the SPM apply to other teaching staff</p> <p>It does – but it happens at a different time and this has been streamlined to and a more personable approach.</p> <p>LW advised it is a busy time of year for the school, it is about keeping balance for the staff. LW spoke through actions that have happened to ensure wellbeing is balanced, incentives (non- monetary) and socials.</p>
<p>9</p>	<p><u>Focus for next meeting</u></p> <ul style="list-style-type: none"> • To receive H&S / Premises Update - LS • To receive Term 2 Head Teacher Report – LW (Safeguarding EJ and SEN – CB) • MAT Update -AS/LW • To review and monitor income and expenditure reports. -LS • Subject lead reports: Art, Science, PE and Computing • Term 2 data report - LW • To receive regular updates on any staffing matters. LW/LS • To approve the Headteacher performance pay increments from the PM committee and the staff pay increments. • Any Notes of Visits e.g PP Learning Walk

ACTION POINTS FROM 12th November 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.
Upload the approved minutes from the October meeting	RP	
RP to advise of the approved policies	RP	
RP to add additional acronyms to sheet	RP	
To investigate if the Freezer should be insured and also the work required on the toilets	LS	

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.
AS to talk to BKAT about a focus document for training, guidance in the interim period and to make arrangements for LW performance review	AS	Ongoing
AS and JB will meet with BKAT representatives on 23 October to understand a framework for the future consultation	AS / JB	Completed
AS and LW to speak with BKAT to arrange a date for them to come in as part of the parents / carers consultation in Term 2. RP to pull dates together from the working party for availability for the first few weeks of T2.	AS/LW/RP	Ongoing
RP to load acronym sheet centrally for ease of Governors.	RP	Completed
Can BKAT support lettings? LS to investigate to see if they have a team that could support this,	LS	Ongoing
The deficit action plan - we need dates on these actions. Can we agree these soon please? LS will add some dates to the report.	LS	Ongoing
Governor roles to be updated on central form and website. <ul style="list-style-type: none"> • TA and ZW to work together on Finance, RP to send over some course and link up for some training with LS. • AS to undertake staffing • ZW to undertake Premises H&S RP to also send over some training guidance around the finance roles to TA and ZW and link up with LS dates to come in and run through the budget figures in more detail.	RP	Completed
Attendance and Absence Policy: RP to circulate and collate responses alongside the guidance document to support this. All feedback to be given for after half term, to look for final sign off the 2 nd week of the new term.	RP	Completed

Anti Bullying Policy; LS confirmed the policy had a name change update. This policy was approved by the Board – RP to advise LF.	RP	Completed
AS to speak to Gary from BKAT to see if there is a framework that can be offered for the HT performance review.	AS	Completed

ACTION POINTS FROM 17th September 2024

RP to lease with EJ for TA and ZW to come in for additional Safeguarding training on site.	RP	Awaiting dates
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ACTION POINTS FROM 16TH JULY 2024

LW advised that some IRP training via solicitors for Governors would be beneficial. RP to research training on portals – The Key, Right Choice, National Governance. RP to report back to the AS.	RP	Awaiting one more quote – RP to resend quotes to AS
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