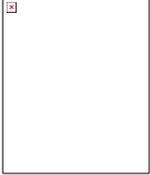


**LAWN PRIMARY AND NURSERY SCHOOL**

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**FGBM meeting**

<b>DATE:</b> 15 <sup>TH</sup> October 2024	<b>TIME:</b> 5pm <b>Staff room</b>
<b>PRESENT:-</b>  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) Charlie Berry (CB) (SENDco) Tayler Aitken (TA) Zak Watson (ZW)	<b>David Hitchcock (DH)</b> <b>Leanne Lewis (LL)</b>  <b>Russell Langdown(RL)</b> <b>(no apologies)</b>
<b>Invited Attendees:</b> Luisa Stokes	
<b>No:</b>	

<b>No:</b>	<b>Minutes</b>
<b>1</b>	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting David Hitchcock and Leanne Lewis 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 17<sup>th</sup> September 2024</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p>

<p>2</p>	<p><b>MAT update</b></p> <p>AS spoke through an update which included a letter to parents to first inform them of the FGB decisions in July. Recently AS, LS and LW met with Blue Kite (BKAT). The purpose of the meeting was to understand the due diligence process and how BKAT can support the school in the interim</p> <p>BKAT advised that there are 3 schools going through the consultation processes to form the triad and each going through due diligence with BKAT. Lawn has currently not been advised of the schools in the process alongside Lawn and will be advised in due course.</p> <p>LW has advised training opportunities that have already been offered to the staff from BKAT already and LW will also be attending a Headteacher development day this week. BKAT have also been offering key advice to situations that arise within the school too e.g supplier contracts and renewals.</p> <p>BKAT will also be onsite on the inset day next week (Wednesday 23<sup>rd</sup> October) so the staff can have the opportunity to ask questions directly to their CEO. Working party members AS and JB will be attending to observe as Governors. This will also provide an opportunity for AS and JB to discuss arrangements for the parents / carers consultation in T2</p> <p>LW also attended SBC maintained HT meeting yesterday out of 13 schools remaining, only 4 HT attended, highlighting the issues of effective collaboration within the remaining maintained schools.</p> <p><b>Questions from the board;</b></p> <p><i>Does the due diligence include reviewing the Trusts financial stability?</i> Yes it will do, as due diligence takes place on both sides.</p> <p>The school will take a more detailed overview, this can be discussed further at the next working party meeting.</p> <p><i>Has there been any feedback from parents since the comms went out informing them of the Blue Kite consultation process?</i></p> <p>No, there hasn't been anything at all.</p>
<p>3</p>	<p><b><u>Strategy and Overview - To receive Term 1 Head Teacher Report.</u></b></p> <p>The headteacher report has been uploaded for Governors to review 7 days prior and raise any questions in the advance of the meeting.</p> <p>LW has created a new format for the HT report, detailing more information and comparisons to previous years-, this will be an ever-evolving document.</p> <p>LW summarised the report to the Governors.</p>

**Questions raised from the board;**

*Is it unusual for no fire drill at the start of term so new pupils and staff are familiar with procedures?*

A fire drill is planned for this week and always has been, SLT have had it planned this term it is indeed common practice for one at the start of term and staff have all had the procedures through the policy and staff handbook.

**Data breach questions**

*What was the nature of the data breach and what steps have been put in place to ensure this doesn't happen again?*

It was related to the new school procedure for signing in, the application that is used displayed a picture and full name and this was highlighted by a parent to investigate. An investigation took place and even though it is an application created by an educational company. It was immediately rectified within the week and is classed as a low level breach and is not a reportable

*Staff absence - Please can more context be provided in the future on the number of staff the working days lost relate to. Is one member responsible for 22.5 working days or several?*

Yes, we can add more detail in the next report.

The data for Sept relates to 8 members of staff:

5 staff absent of 1-2 days

1 staff absent for 3 days

1 staff absent for 5 days

1 staff absent for 6.5 days

2 staff members not included in the Sept Data who are on long term sickness.

It is mainly illness related.

*Quality of education etc - Please can this be RAG rated in the future so we can quickly identify areas for improvement and include some timescales towards improving the quality. A verbal update would be helpful on Tuesday on bullet points 2, 3.*

This will indeed be fed into the SDP autumn term review too which will be RAG rated in respect of each objective in each section.

LW confirmed a learning walk has taken place last week by SLT to look at the changes that have taken place this academic and the impact they had across the school as well as to see how pupils have settled into their new classes. It is on the whole, they are having a positive impact. There were some areas that can be improved and the SLT will address this to ensure all learning time is maximised. transitions from lesson to lesson. In Early Years the cohort this year need more focus on PSED (personal, social, emotional development) support than previous cohorts this needs to be right to ensure the learning can follow.

A Governor asked what is purposeful learning in Early years – LW advised it is more structured/planned play and activities, linking the curriculum to learning. E.g. crafts, maths and problem solving linking to a story in the environment.

*It is great that excellent behaviour ~~o~~ has been observed across the school, do you have similar feedback from teachers and TAs?*

Teachers feel the new behaviour system is working. Staff feel the break out rooms are having a positive impact. The changes to Reading, Writing and Maths curriculums are also having impact as they are very structured which the pupils are benefitting from.

LW and EJ have attended a PEX clinic recently also for additional guidance and ongoing support where further support is needed in school

*Point 9 Quality of Education; first bullet point that "HT has observed all class teachers teach this term and given feedback to all both verbally and written."*

*Would it be possible to give a little more detail on the observations and the feedback given to class teachers?*

These observations were to enable to HT to observe each class teacher prior to their PMRs but to also look at generally how they are working with their new classes and the refinements made to the curriculum. Verbal overall summary was given in the meeting.

*Would it be possible to outline the key priorities that the School Council, Green Team, Head Pupils etc are working on and how these feed into the school development plan, re the pupil voice?*

Yes, presently they have only met a few times and are learning about their role and the focus for them going forward. The School Council have started work on the new House System and have just launched comment boxes; Head pupils have been involved with the launch of the new play equipment.

The Green team met on Friday and also launched some new projects.

It is all about the pupil voice and important that it has prominence at Lawn, it was discussed about sharing their work and focus more in the Newsletters going forward.

*A Governor asked do the pupils view the policies?*

It was advised that where there are policies that would be appropriate to gauge their views this will be done going forward and that there are some child friendly versions of policies such as the Anti-Bullying Policy, which are available to view on the website.

*We talked last time having a smaller headcount in this year, which affects the budget. What is the conversion rate for nursery children, to school?*

30 children moved over last year and 40 children moved over this year. A few children will go to other schools but on the whole most move over to the school from nursery. Attending the nursery doesn't guarantee you a place at the school, an application has to be done via the SBC following the usual admission processes.

*Can I see how the RAG (red/amber/green) is decided please?*

It's linked to self-evaluation based on where these strategy points link in to the SDP and the progress being made with those objectives. We will look at the progress in more detail at the next meeting when Governors receive the Autumn SDP review.

### **Pastoral Report**

LW spoke through recent events. There has been frustrating situation with the Contact Swindon (family services) and challenges. LW is attending a conference next week at STEAM for HTs.

EJ advised that more responsibility from the LA is being pushed to schools to take accountability for where traditionally social workers would undertake this, schools are pushing back as there isn't the capacity to take these additional roles on. There are no set guidelines from the Government and the LA are guiding the schools how to undertake these responsibilities and the conference will give more information on this next week to the HTs.

This is creating more pressure as the DSL and school staff don't have the specialist training to undertake the level of responsibility that is being pushed to the schools as well as offering no additional budget to do this e.g deciding child in need(CHIN) thresholds and writing plans as an example.

It has upset a lot schools currently.

EJ gave an example to the board of the pressures already the school is undertaking.

*A Governor asked is there a process to raise these concerns?*

EJ advised there is a process that can be followed with varying managers at different levels.

*Will you raise a complaint around the example you have just given ?*

LW explained that as a school we will.

LW spoke through the attendance data, it is in a new format and will show comparisons moving forward term on term and then annual comparisons.

LW and EJ meet with the Attendance Officer bi-weekly and EJ and the Attendance Officer met with the EWO last week.

### **Questions from the board**

*The persistent absence data will be clearer in T2 so a comparison can be made. In terms of holiday days taken by parents for their children, are these with SBC for sanctions?*

If the criteria for FPN is reached then all have been applied for and sent to SBC

*There is a very high number of red incidents, I am a bit confused by the comment as this only explains 4 of the 51 incidents. Can some context be provided on the other 47?*

This is a typing error - it should state that of the 51 incidents they predominantly are linked to 4 pupils, 2 of whom are SEND - this needs further breakdown for governors going forward. These incidents do relate to the suspensions that have taken place this term.

*1/Where attendance refers to pupils being on holiday, were these holiday absences requested by parent/carers and were they authorised or refused?*

*2/Is there any data on how absence levels at Lawn compare to similar Swindon schools?*

*3/Are there any differences with attendance levels generally between girls and boys?*

	<p>1- Yes these holidays have been requested by parents. All have been unauthorised and if the criteria for FPN is reached then all have been applied for and sent to SBC</p> <p>2. only general figures are being shared presently in weekly newsletters from SBC but this is something that we can explore and look into and add into the Pastoral report for comparison goin forward.</p> <p>3. There is no difference between genders presently, it is evenly split, but of course trends and patterns will be monitored and explored.</p> <p><i>Why do we collect ethnicity when reviewing suspensions/exclusions? Is it valid and fair to do so?</i></p> <p>We need to analyse all of data by vulnerable groups to look for trends and patterns. When a suspension is made we are asked for this by the Local Authority and the DFE do look at trends. It also part of our Equality Objectives approved by governors last meeting.</p> <p><i>Dojo points appear to wildly vary.</i></p> <p><i>How public are the ongoing scores made to the students?</i></p> <p><i>Do we know the reasons why the scores vary so much?</i></p> <p><i>Are the students offered opportunities to "catch up"?</i></p> <p>Dojo points are shared in assembly, the purpose of the tracking is to look at trends across the school. Each class has dojos set up for our school values and then class specific dojos. Other members of staff can also award pupils dojos</p> <p>Moving forward the report will show a breakdown of clubs, what has been on offer and what has been undertaken.</p> <p>CB spoke through P18 and the referrals that have taken place in respect of SEND and behaviour support – A SEND page will be added with more detail moving forward under the HT report.</p> <p>The breakout rooms are impactful and having positive effects on calmer learning across the school. These rooms are constantly evolving with resources and stations.</p>
<p><b>3</b></p>	<p><b><u>Health and Safety/Premises</u></b></p> <p>LS spoke through the premises details from the HT report.</p> <p>The new caretaker is settling in well and undertaken a number of projects within the school. A health and safety action plan has been undertaken too and focussed on.</p> <p><b><u>Attendance and Absence Policy</u></b></p> <p>This has had a huge re-write taking into account the new legislation from the Government. SBC have not offered a new one yet.</p> <p>LS will send out for all Governors to review and to be approved via email.</p> <p>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<sup>nd</sup> week of the new term.</p>

	<p><b>Anti Bullying Policy</b>  LS confirmed the policy had a name change update only.</p> <p>This policy was approved by the Board – RP to advise LF.</p>
5	<p><b>Finance</b></p> <p>LS gave an overview on a financial update which the Governors reviewed.</p> <p>LS advised SBC didn't renew automatically the insurance for group trips as they usually do and stated they would do in an email confirmed at the start of September. The day prior to the Y6 residential SBC advised that the insurance was not being renewed and immediately fell to the responsibility of each school to action.</p> <p>LS had to urgently find an insurance company to ensure the Y6 residential was covered and has cost the school and additional £500.00 ( This cost was an unexpected cost, so not forecasted.) LW has expressed to SBC that this was not helpful and impacted the school prior to the trip.</p> <p><i>Is there any update on new lettings or potential lettings?</i>  No new lettings have been agreed for this term. We are still investigating opportunities specifically for the summer and use of the field. A few enquiries have come in.</p> <p><i>A Governor asked how are the school advertising that the areas are available to hire?</i>  No advertising currently, however, it is a complex process should a hire take place with insurance procedures, costs involved to hire staff onsite to open/close the school out of hours etc as well as Safeguarding</p> <p><i>A Governor asked – doesn't the cost of hire outweigh the benefit?</i>  Potentially, it would depending the detail of what it is being hired out for. A lot of the clubs don't want to pay for use of the facilities or they want take ownership of the after school clubs which doesn't benefit the school from a cost perspective.</p> <p><i>Can BKAT support lettings?</i>  We can ask them for more detail and advice – they might have an Estate manager/estate team that enable them to facilitate lettings more across schools in the Trust. If there is a facility that can fully manage this with cost to the school that would be a great opportunity.</p> <p><i>The deficit action plan - we need dates on these actions. Can we agree these soon please?</i>  LS will add some dates to the report.</p> <p>LW has confirmed they will explore to find out if catering/catering suppliers are centralised with Blue Kite.</p> <p>A Governor asked about the £17k projected deficit – LS confirmed if nothing was to change/happen this is how we finishing (this includes the £53k that was carried over from LY.) A lot of hard work has been taking place to bring this down. The board thanked the school for their hard work on this.</p>

<p><b>8</b></p>	<p><b><u>Staffing</u></b></p> <p>An update was in the HT report.</p> <p>No questions raised from Governors around the staffing report.</p> <p>AS thanked for the information around the staff interview exit report, it was useful information to review.</p> <p><b><u>Performance management review of the HT.</u></b></p> <p>Blue Kite will support this (FOC.)</p> <p>AS to speak to Gary (BKAT CEO) next week to see if there is framework.</p> <p>AS will lead, RH and RP to liaise with DH</p>
<p><b>9</b></p>	<p><b><u>Focus for next meeting 12<sup>th</sup> November 2024</u></b></p> <ol style="list-style-type: none"> <li>1. To receive a behaviour report including a review of incidents that have involved use of physical intervention.</li> <li>2. To receive Annual Accident Report.</li> <li>3. Review of the SFVS document.</li> <li>4. Notification of Subject Lead reports for Foundation Subjects academic year end.</li> </ol>
<p><b>10</b></p>	<p><b><u>AOB</u></b></p> <p><b><u>Governor roles</u></b></p> <p>Ran through – RP to issue out update and update website;</p> <ul style="list-style-type: none"> <li>• TA and ZW to work together on Finance, RP to send over some course and link up for some training with LS.</li> <li>• AS to undertake staffing</li> <li>• ZW to undertake Premises H&amp;S</li> </ul> <p>RP to liaise with RP on induction check list/references/applications to be centralized.</p> <p>LW asked the information around the subject lead reports – what information would the Governors like. It was agreed to link into the SDP and LW will present English and Maths Reports at the next meeting, it was agreed other subject reports will come to further meetings.</p> <p>LW will send out the agenda for the staff meetings in term 2 and if Governors would like to attend they are most welcome.</p>



**ACTION POINTS FROM 15<sup>TH</sup> October 2024**

All Governors to confirm if any training has been undertaken on NOS or school bus each month	ALL	
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	
AS and JB will meet with BKAT representatives on 23 October to understand a framework for the future consultation	AS / JB	
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	
RP to load acronym sheet centrally for ease of Governors.	RP	
Can BKAT support lettings? LS to investigate to see if they have a team that could support this,	LS	
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	
Governor roles to be updated on central form and website.  <ul style="list-style-type: none"> <li>• TA and ZW to work together on Finance, RP to send over some course and link up for some training with LS.</li> <li>• AS to undertake staffing</li> <li>• ZW to undertake Premises H&amp;S</li> </ul> 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	

Commented [LW1]: This is a separate action below?

RP to liaise with LS/EJ on induction check list/references/applications to be centralized.	RP/LS/EJ	
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 <sup>nd</sup> week of the new term.	RP	
Anti Bullying Policy; LS confirmed the policy had a name change update. This policy was approved by the Board – RP to advise LF.	RP	
AS to speak to Gary from BKAT to see if there is a framework that can be offered for the HT performance review.	AS	

#### ACTION POINTS FROM 17<sup>th</sup> September 2024

RP to liaise 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 16<sup>TH</sup> 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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