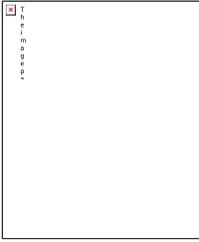


LAWN PRIMARY AND NURSERY SCHOOL

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



FGBM meeting

DATE: 17 th September 2024		TIME: 5pm Staff room
<u>PRESENT:-</u>		Russell Langdown (RL) Leanne Lewis (LL)
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)	
Invited Attendees: Luisa Stokes		
No:		

No:	Minutes
1	<p><u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting Russell Langdown 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>Walk through the School with LW to show the board the changes that have taken place over the summer with the emphasis on enhanced resource and learning space provision for SEND pupils.</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 16TH July 2024</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p>

<p>2</p>	<p><u>Governance</u></p> <p><u>Annual review to set up the register of governor’s business/conflict of interest.</u> RP currently collating these together</p> <p><u>To adopt new Code of Conduct</u> RP to send out code of conduct to the Governors to be signed</p> <p><u>To discuss Governor training priorities for the academic year.</u> A discussion took place and it was agreed that a more rigorous focus will take place. The board are to utilize the School Bus/National school of College.</p> <p>RP/AS to advise training courses to take place as a focus in addition to the mandatory courses.</p> <p><u>Ensure Governors details are accurately recorded on GIAS and school website.</u> Completed</p>
<p>3</p>	<p><u>To receive regular updates on any Safeguarding and Pupil Welfare, Health & Safety, Equality & SEND issues.</u></p> <ul style="list-style-type: none"> • LW and EJ updated on the SEND Safeguarding and Nurture team and the operational management around this impacting capacity presently. • As expected we have had an increase in safeguarding upon return from the summer break. • Updated online mandatory training has been issued from the NOS that all Governors have to undertake. • LW updated the board-regarding pupil contextually/ • All staff will be undertaking positive handling training at the end of the month • CB updated the board on SEND – 3 pupils have moved onto specialist settings at the end of the academic year 23/24, EHCNA (assessments) have been made- all 13 have been approved. There is a backlog for Swindon SEN so the applications are taking time to process. • SASS team 22 applications • SEMH team 6 applications • Additional trainings for TA has been organized through the teams above as, well as the Hearing Impairment Team, Phonics and Maths • The EP has supported with 4 children, we are currently being assigned a new EP for this academic year. • ATCL – 6 referrals will be applied for • LW advised that Blue Kite can be contacted for support should the school need it. <p><u>Policies revised as a result of KCSIE including: Safeguarding Policy.</u></p> <p>EJ has advised the policy has come through and has been updated, using Sarah Turner Consultancy. The policy hasn’t changed an awful lot and the changes were highlighted in yellow.</p> <p>The Governors had 7 days to read the policy and highlight any questions.</p>

	<p>JB proposed that the policy was approved and AS seconded.</p> <p>EJ left the meeting.</p>
<p>5</p>	<p><u>Strategy and Overview</u></p> <p><u>To approve School Development Plan (SDP).</u> LW explained that the plan was drafted and disseminated to Governors in July but has been updated with Governors Strategic actions linked in so that everything triangulates. The board had 7 days to review the SDP ahead of the meeting and raise any questions.</p> <p>The Governors approved the plan.</p> <p><u>To approve the Swindon Borough Council Primary and Junior School Admissions Guide for the next academic year.</u> The school times need updating, otherwise the Governors approved the policy.</p> <p><u>MAT Update</u></p> <p>AS advised no update since the summer.</p> <p>A meeting is taking place tomorrow to understand the framework and process of due diligence. LS, LW and AS will be meeting Daniel Clark from Blue Kite along with Sammy Edge.</p> <p>A draft communications to parents has been devised, after the meeting AS and LW will discuss when to communicate to the parents that the school are entering talks and going through a due diligence phase with Blue Kite and will conduct consultation with all stakeholders to help inform this process.</p> <p>Staff were advised prior to the summer break and informed that it is presently confidential.</p>
<p>6</p>	<p><u>To review and monitor income and expenditure reports.</u></p> <p>The reports were available for Governors to view prior to the meeting.</p> <ul style="list-style-type: none"> • LS spoke through an update on the budget, currently tackling a deficit of £30k. • Budget Monitoring Report – July 25: Copy of the report is available on Ghub. Payroll actuals are up until July, August – March are based on projected payroll. • There were 25 contract changes, that need to be reflected in the projected payroll for the balance of year and will be updated in the September monitoring report. We are currently projecting a budget deficit of £30k, full details are in file. Summary: <ul style="list-style-type: none"> ⇒ Increase SEN funding £23k ⇒ Decrease in UniFSM Funding £7k ⇒ Increase in staffing costs (Teachers & TA’s) <ul style="list-style-type: none"> o £12k Teacher cover via agency Term 5&6 o £17 SEN TA cover for non-funded children Term 5&6

⇒ Increase in Energy costs £4k

- Teachers' Pay 2024 - Budgeted for 4%
On 29th July 2024, the Secretary of State confirmed that the Government has accepted the School Teachers' Review Body (STRB) recommendation of a 5.5% pay increase for teachers with effect from 1 September 2024.

Changes to the Teachers' Pay & Conditions Document will be subject to formal consultation running for 10 weeks. The award is therefore not confirmed until that process is completed in mid-October. Increases will be backdated to 1 September 2024. Additional funding has also been announced.

In addition to the pay increase, other changes to Teachers' Terms and Conditions were announced.

Performance Related Pay – a significant change removing the requirement to have performance related pay for teachers with effect from 1 September 2025. Pay increases for September 2024 should still be made on the basis of current criteria.

PPA – new reference to the fact that this may be taken in a single block and away from school by arrangement.

Questions raised from the board:

Pupil census and pupil numbers. Could you please explain what does "PP1 offers" mean at the start of the second paragraph on page 1?

PP1 - Process period. There are 24 periods during the academic year where pupils are offered spaces at the school. PP2 closes on 16/09, which is our last opportunity to increase numbers before census.

LS spoke through the pupil numbers, funding and upcoming census date.

RE the pay awards for 2024 at the bottom of page 1 and on to the top of page 2, the final sentence of the first paragraph on page 2 states that additional funding has been announced (by the government); my question is, has the government announced how much additional funding for the teacher's pay award for primary schools and is it known whether the pay awards for teachers and separately that for support staff will be fully funded, or will schools be expected to "find" additional money from their 2024/25 budgets for the pay award, over and above the 4% that Lawn has budgeted for?

LW spoke through a DfE update around the potential pay awards and how this may impact the budget with some details around this. The amount received will be based on the October census from last year, more details will follow to schools and passed to Governors in due course.

Premises update:

SBC worked throughout the summer on replacing the school roofs. EYFS and KS1 are completed. Works will re-commence in the October half term on the KS2 building.

Summer Works / Maintenance:

Works were carried out to create the new Woodland, Rainforest and Orchard rooms ready for September.

The additional access control points on two internal doors, were installed over the summer break. All staff fobs were re-programmed and re-issued.

Contact plumbers were in to fix various issues with sinks/toilets etc.

Caretaker:

We are pleased to report that our new caretaker joined us at the start of term. His first few weeks have been busy, getting up to speed on compliance checks and the day to day maintenance and repairs around the site.

Cleaning:

We moved to Nanogreen Cleaning Services in September 2024

Health and Safety

Parking issues have been raised by parents and local residents – LW will contact SBC to get the parking attendants out and add to school communications.

A Governor asked if the new light bulb savings have been coming in?

Currently tracking around £300 saving vs the £1000 the company predicted, the company that installed the lights are number crunching to improve on this.

7

Curriculum, Progress & Attainment

Receive an update on plans for the external oversight of the school.

BJerman's services are not being used this year due to costs, but also because there has been internal work on the curriculum last term. The school will utilize Blue Kite facilities and CPD to ~~as~~ support and other external validation such as the Mobius Maths Hub and English Hub.

Notification of any revised curriculum policies approved by the HT.

None at the moment

Draft attainment targets

LW loaded the 2023/24 summary results ~~in~~ onto Governor Hub for information and it has also been published on the website.

LW advised that the Year 6 papers that were requested to be remarked – have come back and some of the papers have been upgraded so this will increase 2-3% each in some of the disciplines but ~~and~~ these will not show until all data is ~~be~~ validated in January.

Draft targets for 2024/25 were also uploaded onto GovernorHub. LW spoke through how she has been working through the data, looking at previous outcomes of exit points, last terms teacher assessment and those pupils on/off track. She will share these with teachers-next week and track through data drops and PPMS this year.

LW will have the first data drop in Autumn 2 to present. Ofsted will be focusing on what ~~the~~ schools are doing to bridge the gap for pupils off track and what is in place to support them.

Pupil Premium Strategy ·

Pupil premium review had to be published on the website by the end of July. LW has reviewed the strategy and a teacher Senior Leader has been allocated to take responsibility of Pupil Premium Lead this year.

Questions from Governors

Could you please advise as to what is "EEF" and the "EEF toolkit" referenced in the report? Re attendance, could you please advise as to how the PP strategies have affected attendance during the year and compared to the previous year's data? How does attendance of PP students compare to non-PP students? Are there any gender or other equality-based outcomes for PP students as a result of the interventions?

A lot of work is being done around this and will be reported back.
JB has requested to be involved in PP as the Governor.

Sports Premium Strategy

All documents-2023/24 Review and the draft 2024/25 Strategy were loaded onto Governor Hub 7 days prior for review.

Focusing on items for the playground and outdoor areas, an order has been placed.
Also looking into getting external outside activities on site.
Potential Forest school club

Moving forward from a curriculum perspective, LW has met with the Forest School leader to discuss how to grow the provision and will be working with the qualified Y4 teacher to make more use of the provision during the full school working day throughout this academic year.

A Governor asked how PP and SP works with a MAT
LW advised you still the same allocated get funding for these areas,

Governors approved the strategies.

8

Staffing

LW talked through the new staffing who have joined the school and the positive contribution they are already making,
No vacancies currently and covering any absences internally e.g. no supply, using SLT
All admin staff now based in one office
Staff morale is positive

A Governor asked if there was any of the feedback received on the handbook side could be LW staff have been very positive, with many thank you emails for it. LW received two emails from parents who were unhappy about the tone or some content of the parent handbook and has fed back to them.

A Governor asked has the earlier start time had any impact on late arrivals?

LW explained that on the whole the school community has adapted to the times and new routines well.

<p>9</p>	<p><u>Focus for next meeting</u></p> <ul style="list-style-type: none"> • Attendance Update Strategy & Overview • To receive Term 1 Head Teacher Report. • MAT update Budget & Finance • To review and monitor income and expenditure reports. • To receive a Curriculum & SMSC Report. • Notification of Subject Lead reports for Core Subjects for academic year • Staff performance management summary for 24/25. • To appoint 2 or 3 governors to conduct the performance management review of the Headteacher.
<p>10</p>	<p><u>AOB</u></p> <p><u>Equality policy</u></p> <p>Governors to review the revised policy.</p> <p><i>Comment from a Governor - The final bullet point states that governors will "Champion equalities to correspond with the HT and staff roles and also include a reference that governors will undertake equalities training on a regular basis" - could we please look at re-phrasing this to state that governors will "champion equalities alongside the HT and school staff" and also "undertake equalities training on an annual basis."</i></p> <p>As the policy was published close to the meeting, Governors approved the policy in principle and Governors to review via email and confirm approval once they have read it fully.</p>

ACTION POINTS FROM 17th September 2024

RP to load minutes to website	RP	
RP to remind Governors dec of interest	RP	
RP to chase Russell Langdown for website review	RP	
RP to send out code of conduct to the Governors to be signed	RP	
AS to familiarize himself with school bus and look at the training options Governors could undertake. RP to support. Also look at National College. .		
RP to remind Governors for the NOS training that has been emailed out.	RP	
RP to lease with EJ for TA and ZW to come in for additional Safeguarding training on site.	RP	
Governors approved the policy in principal and Governors to review via email once they have read it fully.	ALL	
Discuss Governor roles in the next meeting AOB. RP to recirculate the list.	RP	

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 liaise with LF to ensure all Governors have log on details for the school bus.	RP	Completed
Equality policy to be reviewed and presented in September	LW	Completed

Minutes from the June meeting to be uploaded onto the website	RP	
New meeting dates for 24/25 and roles to be emailed out to Governors	RP	Completed