

LAWN PRIMARY AND NURSERY SCHOOL

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FGBM meeting

DATE: 23.09.25		TIME:5pm Staff room
<u>PRESENT:-</u>		Apologies;
Janet Busby (JB) - Chair Lindsay Wood (Head) Russell Hall (RH) Emma Jelley (EJ) Luisa Stokes (LS)	Rachel Piper (Clerk) David Hitchcock (DH) Tayler Aitken (TA) Charlie Berry (CB) (SENDco) Polly Gillet (PG) Leanne Lewis (LL)	Aaron Smith (AS)

No:	Minutes
1	<p><u>Welcomes, apologies, absences, quorum:</u> JB welcomed everyone to the meeting .</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>Apologies were received from AS and were accepted.</p> <p><u>Declaration of Interests in agenda items or any pecuniary interests:</u> No interests declared.</p> <p><u>Approval of Minutes from last FGB Committee meeting dated 16th July 2025</u> Minutes approved.</p> <p><u>Actions and Matters arising.</u> <u>The next Parent’s Evening is on Monday 13th October 2025 and JB will attend to raise awareness of the governing board for parent governor recruitment; all governors are welcome to attend.</u></p>

2

Governance

Co-opted Governor Appointment:

DH proposed and LL seconded the appointment of AS as a Co-opted Governor and this was agreed. RP to advise AS.

Annual Review of Register of Interests & Safeguarding:

Governors completed the annual review of the Register of Interests and submitted their Safeguarding Volunteer Application forms. Awaiting AS for both forms and RH for Volunteer application.

LS has uploaded the docs for safer recruitment confirming the process we will be undertaking. The board had no questions.

Code of Conduct:

All Governors completed the Code of Conduct. The board will review the format with the aim of simplifying it moving forward.

Governor Training & Visits / Headteacher Performance Management Panel:

The board discussed governor training and visit expectations. A Governor Panel has been confirmed for the Headteacher's performance management. JB, RH, DH.

This will take place after October half term – Date TBC.

Approval of Updated Standing Orders:

JB confirmed that the Standing Orders have been updated and made available for Governors to review. Key amendments included:

- Changing the meeting times from 9am to 6pm
- Each Governor to undertake two school visits per year

The board approved the updated Standing Orders, including amendments to meeting times and visit expectations.

Proposed: RH **Seconded:** DH

Governor Skills Audit:

The board will complete a Skills Audit to support succession planning and identify training needs. JB and RP to review template audit documents for circulation to all with the intention of reviewing the results at the next meeting.

Governor Visits and Link Roles

The board reviewed the current link roles and governor visits. All in agreement of the suggested timeline.

RP to ensure Governor visit templates are uploaded and accessible to all Governors.

3	<p><u>Strategy and Overview</u></p> <p>SBC Admissions Guide The SBC Admissions Guide is a standard policy required for adoption. The board formally agreed to adopt the Admissions Guide.</p> <p>School Open Afternoons LW informed the board that the school will be hosting open afternoons starting from tomorrow, rather than evening sessions. This adjustment is intended to allow prospective parents to observe the school during the school day and experience its day-to-day environment.</p> <p>School Vision and Values An overview of the school’s Vision and Values was provided, including how their impact is monitored and evaluated. This has now been integrated into the Headteacher’s report. The wording is consistent with language already familiar to both staff and pupils. Governors are asked to review and ensure they are familiar with the Vision and Values document and to refer to as part of Governor visits.</p>
4	<p>Safeguarding, Pupil Welfare, Health and Safety, Equality and SEND</p> <p>Governor Training and Safeguarding It is a particularly busy period for the team, with a focus on ensuring all required training is up to date and statutory guidelines are fully embedded.</p> <p>Governor Training: KCSIE 2025 training has been issued via the National College platform. All Governors are required to complete the assigned training as soon as possible.</p> <p>Safeguarding Policy: The board formally approved the updated Safeguarding Policy. RP to inform KF of the policy approval.</p> <p>Staff Training: Only one member of staff remains to complete their safeguarding training — a fantastic achievement for the school. The training was delivered face-to-face by EJ. Moving forward, safeguarding training will be delivered through a blended approach, combining virtual and face-to-face sessions.</p>

Health and Safety

LW confirmed that the board will continue to be kept informed of any Health & Safety issues across the school site.

Due to the recent hot weather, the ground has become extremely hard, which has caused some movement in the trim trail and story theatre posts. The latter are being removed as part of the installation of the new outdoor classroom funded by the PTA in October in half term and the trim trail has been addressed and continues to be monitored by the caretaker.

EJ and the r Site Manager conduct weekly site walks to monitor the premises and ensure any issues are identified and addressed promptly.

LW updated the board on several ongoing premises concerns, specifically regarding the condition of the toilets, carpets, and fire doors.

The Governors expressed concern about the state of these facilities from a health and safety perspective, particularly noting the delays from SBC in addressing these issues.

The toilets were originally scheduled for refurbishment from October; however, due to delays in SBC's internal processes, the work has been halted. LW to continue following up with SBC and request a confirmed completion date.

Support from SBC is still required for the toilets and carpets, which LW has raised with them and the board agreed that these issues must remain a priority.

Fire doors are also in need of replacement. LS and LW are exploring potential grant funding to support this work.

LS confirmed the boiler has been replaced over the summer; roof work has finished, with a few snags to complete.

SEND Update

- LW provided the board with an update on pupils currently requiring additional support, including background context on cases.
- A significant number of pupils with EHCPs left the school at the end of last term.
- Despite this, there remains a high demand for places for pupils with complex and high needs.
- Currently, four EHCP assessments are ongoing, all of which are beyond the legal timeframe for completion.
- One EHCP application was rejected, and the school is in the process of appealing the decision.
- One pupil has moved to external provision, and there is the potential for another to follow.
- The costs of alternative provision have increased, and transport is no longer provided, which has made managing placements more challenging.
- CB has been transporting pupils temporarily, but this is not a viable or sustainable long-term solution.
- Forest School has been approved for one pupil, but transport is not available. The school is currently working with parents to explore transport options.

- JB asked whether there is anyone to whom the school can escalate concerns about the lack of transport provision.
- LW confirmed that a new representative is now in position at SBC and is already aware of the ongoing frustrations regarding transport.

5

Budget & Finance

Budget update

LS circulated the Budget Deficit Recovery Plan along with proposed arrangements for Governor review and monitoring.

The forecasted deficit stood at £77,000.

Some recovery actions have been implemented since September and the deficit has reduced to £50,000.

There has been a slight uplift in funding, including:

Additional Pupil Premium income

SEND funding

A small increase in grant allocations compared to initial forecasts.

The school is currently facing significant cash flow challenges, with no reserves available.

Staff pay scales (Support staff) were confirmed at the end of the summer term, with backdated pay included in the September payroll.

The school is also exploring grants and funding opportunities to expand capacity for the 2-year-old provision. The main challenge remains finding suitable space within the current site to accommodate this expansion

Work has been done around clubs and lettings – meetings have taken place to try and bring in additional revenue.

External clubs using the school site are now being charged a percentage-based fee or asked to provide a number of free pupil spaces in return for access to the facilities. This approach is part of ongoing efforts to improve income generation.

A recruitment freeze is currently in place due to financial pressures, with all new staffing requests being closely monitored or deferred.

Deficit recovery plan

The Staffing structure had been circulated to Governors to review and ask any questions.

6

Curriculum, progress and attainment

SDP

- JB proposed that the Board could use the areas for development identified in the School Development Plan (SDP) as a focus to review its details and actions regularly, rather than seeking to review and monitor the whole document.
- Continue the trajectory of strong outcomes in writing and reading.
- Revise the maths curriculum to further develop problem solving.
- Assessment and intervention in maths.
- Strengthen processes for monitoring and evaluation across subjects.

It was agreed that the Maths curriculum will be a focus at the next board meeting. LW to invite the Maths leads to attend the next meeting to discuss progress against the SDP.

LW reported that the school had a strong year academically, with all results now in line with or above the national average. The board acknowledged the importance of maintaining this upward trajectory.

LW has spent significant time analysing the data to support ongoing improvements. With the Ofsted framework changing, LW will be revising the Self-Evaluation Form (SEF) this year, aligning it with the new framework headings in preparation for transition.

LW has created “hit the ground running” lists offering valuable insights into year-on-year progress per class for teachers based on pupil flightpaths.

The school remains ambitious to achieve the best outcomes for its pupils, using last year’s results, individual flight paths, and exam data to inform planning and targets.

The board discussed and agreed on suggestions for how to more effectively use the SDP moving forward and confirmed their approval of the current targets.

Draft attainment targets

Questions from the Governors

Can more context please be provided at the FGBM in relation to how challenging / realistic the targets are?

They are indeed ambitious targets, further context will be discussed in the meeting and this was as part of above.

Music Development Plan for approval/adoption

The board agreed they were happy with the Music Development plan and this was adopted and this will now be published on the school website.

Questions from the board around the HT report

Can more details / context be provided on the Subject Access Request?

	<p>The original request was made in June, but there was a delay in receiving the necessary documents.</p> <p>Due to the extensive volume and complexity of the information required, the school applied for an extension to the deadline.</p> <p>LS sought advice it was confirmed that there was no need to duplicate information already provided.</p> <p>Significant redaction in respect of names has been necessary to ensure compliance with data protection requirements.</p> <p>The process has involved a substantial amount of work and staff hours.</p>
7	<p><u>Focus for next meeting</u></p> <ul style="list-style-type: none"> • Pastoral report for term 1 • School Development Plan focus on Maths with Maths Leads in attendance • EYFS Guidance update • RSHE Guidance and Policy update • Governor skills audit • Next meeting to take place in a classroom
8	<p><u>AOB</u></p> <p>Governors Meeting Rescheduling The July Governors meeting date will be rescheduled. A new proposed date, one week earlier on 7th July, will be circulated to Governors.</p> <p>Emergency Preparedness Documents A new folder has been created in the Governor Hub for Emergency Preparedness. Updated policies including the Critical Incident Policy and Lockdown Policy have been uploaded, all aligned with Blue Kite Trust requirements. A comprehensive flow chart outlining procedures for various incidents is included. These documents do not require formal approval at this stage. All Governors are requested to read the documents and send any suggested amendments to LS within the next two weeks. RP will distribute the link to the folder to all Governors for review.</p>

MEETING ACTION POINTS 23RD September 2025

<p>Training has been issued from the National College – All all governors to complete ASAP – Action</p>	<p>All</p>	
<p>Safeguarding Policy has been approved from the board – RP to let KF know.</p>	<p>RP</p>	
<p>LW to invite Maths leads to the meeting to discuss the maths actions in the School Development Plan.</p>	<p>LW</p>	
<p>RP to update Bios for any Governors that want them updating (LL and RH)</p>	<p>RP</p>	
<p>Send out new proposed date. Week prior on the 07th July – amend agenda planner and outlook dates</p>	<p>RP</p>	
<p>Emergency preparedness</p> <p>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.</p> <p>RP to send the link out to Governors to read.</p>	<p>All</p>	

MEETING ACTION POINTS 16th JULY 2025

RP to upload minutes from the 16/6 to website	RP	Done
RP to contact local companies with Governors volunteering opportunities and Lawn Community Association.	RP	Done
LW to add details of potential academization into the SDP plan.	LW	Done
An additional Governor needs to do online via NSPCC, a number of the school team are doing this at the end of September. Action for governor to undertake the training, RP to email Governors.	RP	
LS has shared the detailed recruitment process with RP. RP will review the process and ensure it is followed for all new Governors going forward. RP will also obtain and manage application forms for all Governors retrospectively as required.	RP	Ongoing
RP to ask Blue Kite if they have template Governor application forms.	RP	Done
The board Discussed parent evening in October having a stand for Governors to help recruitment RP to put together some advert perhaps with a focus on "health safety and premises" Drive an interest.		Janet will come in and one other Governor needed.

