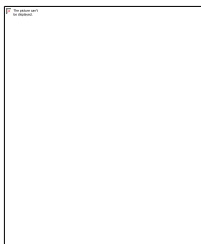


LAWN PRIMARY AND NURSERY SCHOOL

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



FGBM meeting

DATE: 18.10.25		TIME:5pm Staff room
<u>PRESENT:-</u>		Apologies;
Janet Busby (JB) - Chair	Rachel Piper (Clerk)	Tayler Aitken (TA)
Lindsay Wood (Head)	David Hitchcock (DH)	
Russell Hall (RH)	Charlie Berry (CB) (SENDco)	
Emma Jelley (EJ)	Polly Gillet (PG)	
Luisa Stokes (LS)	Leanne Lewis (LL)	
No:	, Miss Collyer, Miss Ryan-Roberts	

No:	Minutes
1	<u>Welcomes, apologies, absences, quorum:</u> JB welcomed everyone to the meeting .
2	<p><u>Maths Lead Presentation</u></p> <p>The Math’s Lead team delivered a presentation outlining current developments within the Math’s curriculum. Both are attending Mobius Maths and Blue Kite training this academic year to support school development plan objectives.</p> <p>They shared a recent Maths assessment review, highlighting strong consistency across books, planning, and visual adaptations for SEN pupils, as well as effective use of manipulatives. Maths provision is considered strong overall, with positive pupil voice and supportive teacher feedback.</p> <p>Pupils were recently asked to describe what makes a good mathematician and the leads shared pupils thoughts on this. Staff continue to attend termly Maths training sessions, which have been beneficial, and further school visits and lesson observations are planned. In line with mastery principles, all learners are accessing the same objectives. Early number development remains a key focus, and a whole-school learning walk took place two weeks ago. Reception were noted as engaging well in early maths.</p> <p>Times tables: Retention across KS2 needs improvement. Funkey Maths will be introduced next week and the school will be visited next week by its advisor to explore possible approaches and how to embed at Lawn, with multiplication games are being used to strengthen fluency and recall of number facts.</p>

KS1 number facts: Currently under review, with staff in the research stage.

End-of-unit assessments: Maths Leads are considering whether the current White Rose assessments remain the best option.

Given the significant changes in Maths over the past year, leaders emphasized the need for careful, well-planned implementation of any further adjustments.

The school is trialing Oak National Academy resources presently in Years 1 and 5. The sequencing of content and the timing of assessments differ from White Rose, with assessments placed at more meaningful points in the year rather than at the end of each unit. A softer introduction to assessment formats has been suggested to support preparation for SATs. Early feedback from the trial is positive. Due to lack of alignment between Oak and White Rose, full adoption of Oak would only be feasible from the next academic year, but could be transitioned through shape and space in the Summer Term.

BKAT resources were shared which would continue to be used to extend pupils' depth of understanding once tasks or units are completed. This has been well received. Leaders noted the importance of ensuring that Maths does not feel as though it is constantly changing in structure or presentation.

Current Structure and Outcomes

The three-part structure introduced last year—Do it, Secure it, Deepen it—remains embedded. Maths results indicate strong progress across the school.

Governor Questions

Governors asked about pupil responses; Leaders reported that children are positive and highly engaged.

Keeping pupils at the same pace: Leaders explained that mastery works effectively through smaller, manageable chunks of learning, supported by manipulatives. Peer support also helps, with children assisting others once they finish early.

JB thanked the Maths Leads for their presentations – A great presentation and so passionate about the subject.

3

Governance

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.

Apologies from TA

Janet updated the board that due to work demands Aaron Smith had resigned as a co-opted governor; JB thanked Aaron for his time as a governor, especially for his leadership as chair

Declaration of Interests in agenda items or any pecuniary interests:

No interests declared.

	<p><u>Approval of Minutes from last FGB Committee meeting dated 23rd September 2025</u> Minutes approved.</p> <p><u>Matters arising.</u> None</p>
4	<p><u>Curriculum, progress and attainment</u></p> <p>All reports and policies were available for Governors to review 7 days prior.</p> <p><u>HT Report</u></p> <p><u>IPD and Training Updates</u> A significant amount of CPD has taken place this term, predominantly through Blue Kite and closely aligned with the school development plan. Governors noted that this has been highly beneficial. All governors agreed that the Maths Leads presentation was excellent, very engaging, and brought the subject to life. Governors expressed interest in having further subject leader presentations in the future.</p> <p><u>IDSR Update</u> LW provided an overview of the recent IDSR and an SBC Review visit. Attendance data was highlighted as particularly positive, including strong attendance figures for both SEN and pupil premium pupils.</p> <p><u>Attendance Report</u> EJ presented the attendance report, which governors described as comprehensive, with detailed comparisons and clear breakdowns by individual groups. The Government have announced and introduced new AI-generated attendance targets however, due to programming issues, these have since been withdrawn and their implementation delayed. A discussion followed regarding the promotion of good attendance habits from an early stage. Governors noted the importance of establishing these expectations in nursery, in preparation for Reception. No further questions asked</p> <p><u>MAT Update</u> JB and LW met with GE from Blue Kite a few weeks ago. They were advised to complete the application form to the DfE, and the Blue Kite Trustees have formally voted to support the school's joining, providing essential evidence required for the submission. The DfE is currently consulting with the Regional Schools Commissioner, and an outcome is expected within the next few weeks. The target date for completion is next summer at the latest, though a significant amount of work remains to be undertaken.</p>

	<p>30TH September meeting – Governor Networking</p> <p>RH provided an overview of the Blue Kite governor networking meeting held on 30th September.</p> <p>RH agreed the event was positive, offering helpful networking opportunities and valuable reflections. There is potential for governors to attend meetings at other schools to broaden understanding and share good practice.</p> <p>Discussion took place around meeting formats and structures, which were noted as particularly interesting and useful to observe.</p> <p>A governor queried the scenario for a ‘Plan B’ should the DfE not approve the school’s application. GE had expressed confidence to JB and LW that the application to join BK would have a positive outcome, including that BK view the school as a ‘capacity giver’ which would support the Trust.</p> <p>While alternative planning would take place if required, at this stage it is considered very unlikely, although any delays or outcomes are largely dependent on external timescales which are outside the school’s control</p>
5	<p>Safeguarding, Pupil Welfare, Health and Safety, Equality and SEND</p> <p>All reports and policies were available for Governors to review 7 days prior to the meeting</p> <p><u>Pastoral report</u></p> <p><u>Questions from Governors</u></p> <p>What strategies have proven most effective in improving attendance, especially for persistent absentees?</p> <p>How does the school plan to further reduce persistent absence rates, particularly among SEND and PP pupils?</p> <p>Are there any patterns in attendance issues by year group or demographic that require targeted intervention?</p> <p><i>Family Support Worker involvement; the Attendance Officer is working with families and putting Attendance plans in place and School Nurse involvement. Fortnightly regular attendance meetings take place with HT/DHT and Attendance Officer trends and pupils are tracked and discussed with unpicking of barriers and targeting support for families. Presently Year 1 has low attendance, this has been due to a high number of cases of chicken pox and we have seen an increase in lateness to school from EAL pupils.</i></p> <p>Red behaviour incidents, could you please provide some context for how these red incidents are managed, for example in accordance with the behaviour policy and behaviour ladder, what kind of consequences or sanctions are used for red incidents?</p> <p><i>LW discussed this with the board around the behaviours and the support being put in place with ongoing action plans and graduated approach and recirculated the school’s behaviour ladder.</i></p> <p>In the Pastoral report on page 8, there is a table of behaviour incidents; could you please advise what the two rows of numbers in the boxes for each year group represent?</p> <p><i>As per the colour coding, these are a comparison of term 1 incidents vs term 6 incidents.</i></p>

	<p>In relation to "the First 4 ATCL Virtual Surgeries" could you please advise what/who is ATCL please?</p> <p>In relation to SaLT (Speech and Language Therapy?) report notes that "input has now been improved but several referrals have been lost" . Pleased that input has been improved, but could you please provide some context for how several referrals were lost? eg. were these referrals dropped or not taken forward by SaLT? Is the SaLT service able to support these children in any other way?</p> <p>Four advisory teacher surgeries have taken place this term, with two further sessions organised. SALT input has now been received. Unfortunately, the applications had been misplaced by the service, and SALT returned to the school to confirm which pupils should be on the list. Some parents have opted to seek private assessments to speed up the process. All lost applications have now been resubmitted, and SALT has confirmed that those pupils will be seen.</p> <p>CB confirmed that the SASS team is being disbanded, meaning there is currently no referral route available for children with ADHD. SBC has withdrawn the service, and no alternative provision is in place at this time.</p> <p><u>Annual Accident report</u></p> <p>No questions were raised.</p> <p><u>Safe use of AI policy</u></p> <p><u>Questions from Governor</u> What steps are taken if a pupil's work is suspected to be AI-generated? <i>This would be dealt with case by case. There would be a discussion with the pupil and family and possible use of the behaviour ladder if appropriate, but essentially it is about educating our pupils to use AI properly and as outlined in the policy.</i></p> <p>Governors approved Safe use of AI policy, RP to update LF.</p> <p><u>Looked after Children Policy</u></p> <p><u>Questions from Governor</u> How is the pupil's voice included in the development of their PEP? <i>EJ as the Designated Teacher for LAC meets with the pupil in addition to her regular check ins and the also if appropriate, the pupil will attend part of the review meeting. EJ spoke through the processes.</i></p> <p>Governors approved the LAF policy, RP to update LF.</p>
6	<p><u>Staffing, Budget & Finance</u></p> <p>All reports and policies were available for Governors to review 7 days prior.</p> <p><u>To review and monitor income and expenditure reports.</u></p> <p>LS provided an update on the deficit position, noting that it is gradually decreasing. She is cautiously optimistic that, with the projected grants and actions outlined in the debt recovery</p>

plan, the year-end position may be close to flat. A number of key decisions are expected this week and will determine the next steps.

A fire risk assessment has been completed. The concertina door in the hall has been identified as requiring repair or replacement, with quotes currently ranging between £5,000 and £10,000.

Question from the Governor

A governor asked if all pay increases are now in place?

LS confirmed they are accounted for and budgeted.

Performance management

Performance management will be reported at the January meeting

Pay Policy

Questions from Governor

What steps are taken to monitor and address any pay disparities?

The pay policy allows automatic increments and a very clear scale of pay that the school has to follow.

The board approved the Pay Policy, RP to update LF.

Leave of Absence & Sickness Policy

No questions

The board approved Leave of Absence policy, RP to update LF

Data Protection policy

No questions

The board approved Data protection policy, RP to update LF

Staff absence in HT Report

No questions raised

Report on any Data Breaches, Subject Access Requests and Complaints in HT Report

A governor asked for an update on the previous SA request. No follow-up has been received at this time.

7

Governance

Governor skills audit

JB requested that the Skills Audit be completed so that any gaps can be identified, particularly in relation to upcoming recruitment needs. This is for information-gathering purposes only. RP will resend the audit to governors.

JB again requested if link governor visits could be arranged to take place.

	<p><u>Governor Induction policy</u> Info only to note we have paused this.</p>
8	<p>Focus for the next meeting RSHE EYFS Data drop</p> <p>AOB</p> <p>RP advised the board that Anna Richardson (BKAT) suggested the school could join their Governor Hub platform. This would provide the school with greater access to their documents and allow them to access the school's documents as well. The Board agreed this was a good idea.</p>

MEETING ACTION POINTS 18th November 2025

Upload minutes	RP	
Approve policies with Lisa	RP	
<u>Governor Visits</u> JB again requested if a visit could take place.	ALL	
<u>Governor skills audit</u> JB has asked that the Skills adult is completed so we can look at any gaps particularly around governor recruitment that is needed. The purpose of the audit is for information gathering. RP to resend	ALL	

MEETING ACTION POINTS 23RD September 2025

Training has been issued from the National College – all governors to complete ASAP – Action	RP	Done
Safeguarding Policy has been approved from the board – RP to let KF know.	RP	Done
LW to invite Maths lead to the meeting to discuss the plan.	RP	Done
RP to update Bios for any Governors that want them updating (LL and RH)	RP	Done
Send out new proposed date. Week prior on the 07 th July – amend agenda planner and outlook dates		
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. RP to send the link out to Governors to read.	ALL	Done