

LAWNS PARK PRIMARY SCHOOL FULL GOVERNING BOARD MEETING.

Minutes of the meeting held in school on Monday 19 May 2025 at 6:00pm.

PRESENT Donna Kellett (Chair) Simon Chapman (Headteacher)
Jillian Ellis Neil Shackleton
Darren Porritt

IN ATTENDANCE: Helen Ward - Clerk, Governor Support Service
Lindsey Dean – Deputy Headteacher
Sarah Whitley - Observer
Ed Stone - Observer

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Adrian McCluskey, Mark Curran and Paul Harrison.	
2.00	MEMBERSHIP MATTERS	
2.01	Update on Claire Parkin. This governor had not attended or sent apologies for meetings for more than six months so was automatically disqualified. Post meeting the clerk updated Leeds for Learning. This created a co-opted governor vacancy.	
2.02	Term for Darren Porritt, co-opted governor ends on 10 September 2025. For continuity the governor agreed to stay on the committee for another year to September 2026. Resolved that: <ul style="list-style-type: none">• Governors agreed to co-opt Darren Porritt.• Post meeting the clerk updated Leeds for Learning.	
2.03	Term for Donna Kellett, co-opted governor ends on 3 November 2025. For continuity the governor agreed to stay on the committee for another year to November 2026. Resolved that: <ul style="list-style-type: none">• Governors agreed to co-opt Donna Kellett.• Post meeting the clerk updated Leeds for Learning.	
2.04	Term for Mark Curran, co-opted governor ends on 11 November 2025. As the governor was absent from the meeting this would be carried forward to the next FGB meeting.	FGB Agenda
2.05	There was a vacancy for a co-opted representative and two parent representatives.	
3.00	DECLARATION OF INTERESTS	
3.01	There were no new declarations of interest.	
4.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
4.01	It was noted that the school data had been discussed at length in the Teaching & Learning (T&L) Committee.	

4.02

Attendance

Q. Ofsted highlighted the attendance of disadvantaged pupils but was there anything specific they mentioned?

A. They made the point that Pupil Premium (PP) attendance was lower than non-PP and attendance was below the national average. The national average is 94.6% but with 33% of our school being PP this swayed attendance significantly. Current attendance for the school is 93%.

4.02.1

The school had changed routines this year on how attendance was reported, and this was having an impact. The Deputy Headteacher (DHT) now monitored attendance monthly so any pupil below 96% attendance would be identified and strategies implemented such as parent meetings. The school had considered incentives to improve attendance. Attendance had risen by 0.6% which was good.

4.02.2

The Foundation 2 cohort was identified as the cohort bringing the overall school attendance down. Their attendance was 88%.

Q. Is this the same cohort that do not have a legal responsibility to attend?

A. Yes up to the age of 5. If parents have made the commitment for their child to attend the school before age 5 then they need to attend every day. It is about setting a habit for life. We didn't have this issue when they were in nursery.

Q. What are the outcomes from speaking to the parents?

A. They generally respond well to meetings and the problems can be identified. Parents are informed that we are here to support. We have some very high-profile none-attenders, for example there are three in Foundation 2. Safeguarding visits are carried out and all follow up procedures but unless the child is legal school age we are unable to take this further.

4.02.3

The DHT suggested that the school could consider sessional attendance i.e. attend either morning or afternoon sessions to reduce none-attendance.

4.02.4

Lateness to school had a significant impact. This was monitored and parents were informed how many minutes / hours / days learning their child had lost over a period. Learning started in school at 08:30am. This impacted on the learning of other children in the class.

4.02.5

Q. If children in Foundation 2 are not at the legal age do they count in the attendance statistics?

A. Yes, they do but Foundation 1 are not included.

4.02.6

Q. If a child does not attend can you offer this place to another child?

A. We must keep the place open regardless of attendance, but

parents are informed they have the right to withdraw. The school fines for none-attendance which lasts for two years. This has no impact and creates animosity. Unfortunately, it is the Covid legacy whereby parents say attendance didn't matter then so why does it now.

4.03 **Staffing**

It was noted that the staffing issues had continued through the spring term and the Head verbally updated the governors and observers present at the meeting.

- 4.03.1 A teacher on long term sickness had now handed in their notice and they were moving out of education. This impacted recruitment as if a teacher resigned to move to another school they must give a terms notice. If, however, they move out of education their resignation period is reduced.

As a result of receiving the resignation after Easter, the pool for recruitment reduced as any teacher wanting to join the school would need to complete their terms notice. However, an Early Career Teacher (ECT) who was completing her second-year placement at the school had agreed to a one-year contract from September 2025. The candidate had a solid grounding in the school, was engaging, thorough in their work and was a team player. The school would nurture and support them next year, and the contract could potentially be extended.

- 4.03.2 A hugely experienced Year 6 teacher was retiring but would remain in post until the October half term to work with the teacher identified to take over this class. The Head would support the new Year 6 teacher in English and the teacher had already received accreditation for writing moderation which was a personal development achievement.

The two Higher Learning Teaching Assistants (HLTA's) would work with Year 5 and Year 6 to maximise their impact in Maths and English. This would be the best use of their skillset across both year groups.

4.03.3 **Q. With the teacher moving from Year 2 to Year 6 does this still leave us with a teacher down?**

A. Yes, The DHT will continue to teach in Year 2 for half the week and the other half of the week will be the substantive DHT role. Despite the difficulties with this year group, the DHT made a massive impact. Teaching in Year 2 would not continue beyond a year as a new teacher would be employed following the correct application process and at the right time of the year to attract the more experienced teachers.

Q. How will this impact the workload of the DHT?

A. A set routine will be in place to balance the workload.

- 4.03.4 **Q. Because of the challenges this year it was evident that the**

school was not making progress against the action plan so is this at risk again?

A. I don't think so as the DHT was in the classroom full time this year so in September the protected time will enable her to focus on the priorities that were set at the beginning of the year.

4.03.5 **Q. There seems to be a large staff turnover?**

A. I would agree with you, but it is not for want of trying to recruit Early Years (EY) specialists. Primary school teachers find it difficult to adapt to EY, however, EY specialists can easily transition to older year group. We would be looking to recruit an EY specialist and will work with colleges to identify the correct candidates.

4.04 **Curriculum**

The lead development of the Rosenshine's Principles was the DHT's overarching plan for the year. This would develop active learners rather than passive; it was a simplistic way to assess children by identifying the gaps in learning in lessons.

This had been briefly introduced prior to Ofsted but more work would be done around this. The DHT would action this and SLT would be given release time to monitor this in action.

4.04.1 Management time had been incorporated into the mornings when core learning was taking place. By being in these lessons subject leaders could monitor and target the quality of teaching.

4.04.2 **Q. Will you bring someone else onto SLT?**

A. My idea for the structure of leadership is to move to a Deputy Assistant Headteacher (DAHT) which would mean a core team of three people. The middle leadership team could then be expanded. We are starting to see potential middle leaders, and this would be a professional development opportunity for some. We could look at Teaching and Learning Responsibilities (TLR's). The recruitment of a DAHT could be an internal or external candidate.

4.04.3 The School Business Manager (SBM) had been on long term sickness but had now retired. Being without a SBM was a huge challenge. The Head had reached out to the Family of Schools for assistance and St Barts Primary School offered their SBM for one day a month. The focus was on reconciliations.

This may continue longer term for one day a week. To compensate, the school superintendent went to St Barts once a week.

Conversations were ongoing but if this offer did not materialise then the school would recruit for a SBM, and the roles of the current office staff would be revisited.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT

PRIORITIES

- 5.01 Monitoring visits had been discussed in detail in the T&L committee meeting.
- 5.02 The SEND governor would complete a visit before the end of the academic year.
- 5.03 The Chair would meet with the Head when the SATS results were available.

6.00 MINUTES OF THE LAST MEETING

- 6.01 **Resolved:** The minutes of the meeting held on Monday 20 January 2025 were confirmed as a true and accurate record of the discussion and the Chair was authorised to sign these.

Chair to Sign

7.00 REVIEW ACTIONS AND MATTERS ARISING

- 7.01 **Governor C.Parkin would contact the Chair (minute 1.02):** Action closed. See minute 2.01 above.
- 7.02 **Governor Vacancies (minute 2.02):** There were two vacancies for parent governors. The Deputy Headteacher (DHT) had been speaking to parents who expressed an interest in joining the governing board. The Head advised that a Foundation Stage parent had expressed an interest but could possibly only join after Easter due to work commitments.
- Two parents attended the meeting as observers and would confirm whether they wanted to join the board. Action ongoing.
- 7.03 **Cricket Club involvement (minute 7.04):** The Deputy Headteacher (DHT) suggested speaking to the local cricket club to recruit for a governor as positive links had already been established with the club. This action was ongoing.
- 7.04 **Declaration of Interest (minute 7.06):** HT to obtain a form from C Parkin. Action closed.
- 7.05 **Code of Conduct (minute 7.07):** All governors to submit forms to the Head. Action closed.
- 7.06 **Governor Training (minute 7.10):** A McCluskey to complete the LA induction module. The Chair would chase whether induction training had been completed. Action closed.
- 7.07 **Updating the Website (minute 7.12):** M Curran and Chair would meet to compile the annual statement of governors. Action ongoing.
- 7.08 **H&W Committee – Equalities (minute 7.14):** To meet to discuss the equalities requirements. This action was ongoing. NS had the deep dive documents pertaining to the protected characteristics and British values so would meet with the Head to discuss this further. Action ongoing.

- 7.09 **Policies (minute 10.02):**
- governors would email any comments to the Head.
 - the Written Statement of Behaviour was approved once the wording had been included that this would be reviewed annually. Action closed.
- 7.10 **Website audit (minute 11.01):** As the website was changing NS would audit this once the rebrand had been completed. This was completed. Action closed.
- 7.11 **Governor Vacancies (minute 12.02):** would be advertised in the newsletter and potentially target parent governors from the lower end of the school to ensure longevity of service. There was a parent who potentially had an invested interest in both the school and the children's centre next door. The Head would speak to the parent. Action closed. See minute 7.02 above.
- 7.12 **Governor Training (minute 12.03):** All governors were encouraged to look at training through Governor Support Services (GSS) and inform NS which training they would like to attend. The finance would be arranged through the school. Action closed.
- 7.13 **Cluster Funding (minute 14.01):** Contingency planning would be an agenda item. Action closed. This was an agenda item. Action closed.
- 7.14 **Governor Visits (minute 17.01):** Governors with specific responsibilities in Maths, Early Years, English and History would liaise with the Head to book in visits. Action closed. Visits had taken place.
- 7.15 **Ofsted (minute 17.02.02):** Governors would discuss this in the T&L Committee meeting on 12 February 2025. Action closed.

8.00 COMMITTEE REPORTS

8.01	Resources committee statutory requirements	Yes/No	Agenda
	The budget has been approved including the price of school meals	In progress	
	Health and safety policy has been approved	In progress	
	Charging and remissions policy has been approved	In progress	
	Mid-year performance management for teachers has been completed	In progress	
8.02	Pupil support committee statutory requirements		Yes/No

	The annual safeguarding self-assessment has been completed		In progress
	School meets equalities requirements		In Progress
	A school uniform policy has been approved		In progress
8.03	Teaching and learning committee statutory requirements		Yes/No
	School will be providing an annual report to parents		Yes

8.04 It was noted that the T&L committee had met, but the Pupil Support committee and Resources committee meetings were later in the term.

9.00 REPORT OF BUDGET FOR 2025-2026 OR BUDGET APPROVAL (TOR 1.02)

9.01 The Head advised that the full budget meeting would be held in early June. The temporary SBM would also attend this meeting. The finalised budget would be reported to the Resource Committee who would approve this. The deadline for submission to the Local Authority was 20 June 2025.

Agenda

10.00 CLUSTER FUNDING CONTINGENCY PLANNING

10.01 One major high school had withdrawn from the cluster so no longer contributed funds. This had destabilised the cluster with other schools questioning their decision to remain in the cluster. Lawns Park currently paid approximately £10,000 and believed this was value for money as this provided agency support for things such as mental health or family support.

Agenda

11.00 SAFEGUARDING UPDATE AND APPROVE THE ARM

11.01 This would be discussed in more detail at the Pupil Support Committee meeting. The deadline for submission of the ARM was 4 July 2025.

12.00 POLICY APPROVAL (TOR 1.05)

12.01 The following policies were circulated to governors prior to the meeting.

- **Staff Disciplinary Policy and Procedure 2025.**
- **Staff code of conduct**
- **Staff Grievance and Harassment and Bullying Policy 2025**
- **Teacher Pay Policy**

12.02 **Q. Do we share the policies with staff, and must they confirm they have read them?**

A. Yes, they are on the shared area and the frequently used policies must be read. Policies such as the code of conduct are brought up in staff training.

12.03 **Resolved that: -**

- The above policies be approved.

13.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

13.01 This would be carried forward to the new academic year.

14.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING

14.01 The Chair advised that any new governors must attend the online training which would be arranged through the school.

14.02 Governors and observers present were asked to continue to recruit new governors.

15.00 CHAIR'S BUSINESS

15.01 None.

16.00 ANY OTHER URGENT BUSINESS

16.01 The Head advised that the SATS went well. Despite this being a challenging cohort they were sensible, positive and focussed. The school was proud of their conduct.

17.00 DATE AND TIME OF THE NEXT MEETING

17.01 See Table below. The Head would inform governors of committee meeting dates.

The meeting closed at 7:12 pm.

Agenda

Signed (Chair):
Date:

School	Day	Time	Month	Date	Venue	Type
Lawns Park	Mon	6:00pm	Oct 2025	06/10/2025	School	FGB
Lawns Park	Mon	6:00pm	Jan 2026	19/01/2026	School	FGB
Lawns Park	Mon	6:00pm	May 2026	18/05/2026	School	FGB