



Minutes of the Full Governing Body Meeting Term 1
Held On Tuesday 14th October, 2025 at 5pm in New Zealand class

1. Record of conflict of interests:

The members were asked to declare any interests to any of the items on the agenda. No conflicts of interest were declared at the meeting.

Welcome by: Alan Mulrooney (AMul), Chair of Governors to:

Lorraine Walker (LW), Clerk to Governors
Alyssia Mepstead (AMep), Head Teacher
Craig Sunley (CSun), Co-opted Governor
Dani Crouch (DCr), Deputy Head – Co-opted Governor
Sarah Ellison (SE), Business Manager
Heather Noble (HN), Co-opted Governor
Daniel Clack (DCI), prospective new Governor

Apologies: Esther Hogg (EH), LA Appointed Governor – currently on maternity leave.
Andrew Lowson (AL), Co-opted Governor
Caz Smith (CSm), Staff Governor

Is the meeting quorate? Are apologies accepted?

The meeting is quorate. Apologies were accepted.

2. Governor information:

Board updates: EH will be taking the next academic year as maternity leave. She will review her situation in the summer of 2026. MH resigned from the GB with immediate effect. Her expertise and commitment were greatly appreciated.

More efficient ways of working will be discussed, this will include the SBM uploading her termly report to the Hub for Governors to read and question. The questions will then be answered/discussed at the FGB. Governor's qualities will be analysed and decisions made as to how to utilise their skills.

ACTION: Governor responsibilities will be allocated at the FGB in T2, these will include Vice Chair of Governors and Chair of the Curriculum Committee.

Election of new Governors:

Daniel Clack – parent Governor – AMul/HN.

Sarah Newton – co-opted Governor – AMep/AMul.

Rev Norma McKemey – co-opted Governor – CSun/AMul.

FYI – Parent Governors and Co-opted Governors have the same level of responsibility.

ACTION: AMep to contact the LA to see if there is anyone looking to become a school Governor.

Code of Conduct approved by CSm, AL, CSun, AMul and HN.

Instrument of Governance approved by CSm, AL, CSun, AMul and HN.

3. KCSiE:

Read by CSm, CSun, LW, AMul and HN. Confirmation dates added to the Excel Training document.

ACTION: AL to read and confirm.

ACTION: LW to send KCSiE to the new governors to read and confirm.

4. Review actions, approve minutes and matters arising:

Minutes dated 16.7.25 approved by AL, AMul, CSun, CSm and HN.

ACTION: LW to email Admin to upload the minutes dated 16.7.25 to the school website.

ACTION: AL to complete Cyber Security training on the National College and send certificate to LW.

ACTION: HN to complete Safeguarding training on the National College and send certificate to LW.

ACTION: Y6 data to be uploaded to the Hub for Governors to read. Uploaded 2.10.25, ACTION COMPLETE.

ACTION: Data Dashboards to be uploaded to the Hub after each APP. Ongoing action.

ACTION: DC to update Governors regarding racism at T2 FGB.

ACTION: SE to update Governors regarding Wrap Around Care at T2 FGB.

ACTION: Praise to be given to Dalton Kyson and Ray Kyson for their continued support and hard work for Lainesmead. AMep sent them thank you cards. ACTION COMPLETE.

ACTION: Prevent training to be completed by AL and CSun – link uploaded to the Hub. Certificate received from CSun. AL still to complete.

5. Governor focus – SEND Annual report:

The SEND information report July 2025 was uploaded to the Hub for all Governors to read and questions.

Strategic Priorities for 2025 – 2026:

- Deliver targeted CPD on inclusive strategies with a focus on writing and maths.
- Strengthen classroom practice through Cognition & Learning audit.
- Embed S&L screening and oracy approaches.
- Expand the use of pupil voice in shaping provision.

A Governor suggested that NDW would like to include something about the excellent work she is doing to build strong relationships with the LA and other schools, advocating for SEND, and securing the best

possible support for pupils with SEND. NDW was also commended for her great achievements and successes in her role as SENCO.

NDW expressed her thanks for the appreciation and comments.

Unfortunately, there is a lack of capacity for children with SEND, not only in Swindon and Wiltshire. Only a certain number of EHCPs can be applied for and even then funding is not forthcoming to support the children in specialist provision.

6. Strategic update – PAN:

Lainesmead was built as a 2 form entry school with a PAN of 60. For the two academic years 24-25 and 25-26 the PAN was reduced to 30 (1 form entry). From September 26 there is a planned increase in PAN to 45 (1.5 form entry). A return to a PAN of 60 (2 form entry) remains possible in the long term. The increase in September 26 will, dependent on budget, be 2 classes.

The Central area, which Lainesmead is a part of, is earmarked for 8,000 new homes between now and 2043. SBC is not planning to build any new primary schools, places will be provided by existing schools. Pupil numbers are expected to increase from 2028 onwards due to the new housing.

In September 26 a meeting with the LA is planned where discussions will be held regarding the PAN. With people wanting to send their children to Lainesmead, there should be a notable increase in numbers. There is the potential for huge growth.

CHALLENGE: Will Lainesmead be financially viable to return to 2 form entry in September 26?

Yes, as long as we are in charge of our own budget. Lainesmead is in a good position at present, with the finances stabilising. The cash flow is monitored strictly, but there are lots of unknowns, so we adapt as we go forward. It is imperative that we return to a 2 form entry as soon as is possible, otherwise half of the school building will remain empty but will still need to be maintained and heated.

CHALLENGE: Would it be possible to merge classes, if necessary?

Yes, that is an option. Lainesmead has had mixed classes in previous years. Some other schools in the Compass Group have mixed classes.

- Annual review – to revisit the PAN, housing trajectory and local admission trends.
- Hold SBC to account – ensure infrastructure funding accompanies growth, not just new housing.

CSun left the meeting at 5.50pm.

7. Parent voice:

The parent voice survey took place in T1, comparing trends with last year's results. It ensures governors have a clear view of progress and priorities. Unfortunately, we only received 29 responses, which was a very small sample.

CHALLENGE: Is there anything else that can be done to encourage more responses?

A parent voice survey is carried out twice each year and is not compulsory, the results we did receive are, on the whole, positive. It is important to do the survey to be effective, to analyse the responses and then to action. We then report on You Said: We Did.

CHALLENGE: Could the survey be made smaller?

It is important to see the year on year impact and what has been going well.

CHALLENGE: We use email, Schoop and Facebook. Do these ways capture all the families of Lainesmead?

It is the same message on all 3 platforms. There are other ways that we received feedback.

CHALLENGE: Do the messages reach our EAL families?

We are a very diverse school with 50% of our families EAL and 36 languages being spoken. It could be a barrier if English is not spoken. Culturally, some families might not wish to respond to the surveys. Recent, very important messages, regarding Lainesmead being a nut free school, were sent out in multiple languages.

Strengths:

Transition support – Move up Week – is widely praised, parents say it helps children feel confident and prepared when changing year groups.

Staff relationships – the warmth, dedication and approachability of staff is consistently highlighted.

Communication improvements – many agree that communication has improved greatly.

SEND support – parents praised the support for children with additional needs.

Events and community spirit – school events, performances and assemblies were well received and the effort in building a positive local community is appreciated.

Parent feedback:

Homework expectations – parents have asked for clearer guidance – DCr is producing a document for each YG outlining clear expectations.

Trip organisation – some parents commented on poor communication – all trips are now planned a year in advance and letters continue to be uploaded to the school website.

SEND support and communication – some parents commented that SEND concerns were not always acted upon – the PINS project has been recently launched to strengthen communication.

Behaviour and bullying – some parents are concerned how physical behaviour and bullying are addressed – DCr will incorporate this into her behaviour plan to ensure consistent practice and visibility.

Next steps:

- Governors to monitor implementation of homework expectation documents across the YGs.
- SEND and behaviour updates to be reviewed in SLT meetings and governor visits.
- Continued communication with parents about progress and school initiatives through forums and newsletters.

8. Q&A focus – The Community:

CHALLENGE: What are your key initiatives and strengths with parents and the wider community?

Parent voice, workshops (Nursery, Stay & Play, Y4 Multiplication Tables, Phonics), Family Thrive, Open mornings, PINS Outreach coffee morning (organised by NDW), Governor flyers and Nursery flyers.

CHALLENGE: How do you try and engage with hard to reach parents?

They are personally invited to events, such as sporting events with Mr Parry, Compass events, the Poetry Slam.

Lainesmead is a values led school – respect, co-operation, resilience, compassion, responsibility and curiosity.

School Parliament and pupil voice offer pupils a positive impact to school life. They see some of their ideas come to life. They have recently been delivering both Governor and Nursery flyers around the local area.

OPAL (outdoor play and learning), a new initiative being introduced at Lainesmead will see the children given the opportunity to work and play together at lunchtimes and playtimes.

There are many visitors that come into school.

The children are given the opportunity to visit other places of worship, ie. Gorse Hill Baptist Church at Christmas and Easter and Christchurch at various points through the school year.

Eco Warriors were given the opportunity to plant trees on the field outside of Lainesmead with the Wiltshire Wildlife Trust. They are also working with Living Streets to help develop safe travel to and around the school.

Primary Futures assemblies/workshops bring real life learning and opportunities for the children to engage with.

The recent Harvest Festival gave the opportunity for children to donate food items to The Box of Hope charity.

2 local business have recently sponsored a picnic bench at Lainesmead, this will be used by all children.

Heidi Alexander, MP, will be visiting Lainesmead soon, to take part in an event.

Life Cycle have visited Lainesmead to service and repair both children's and adult's bikes, so they are safe to ride. They are now running bike-a-bility courses to teach children how to ride their bikes safely.

Challenge Partners offer CPD for Lainesmead staff.

The Compass Collaboration of 6 local schools, work together to improve the outcomes and enrichment opportunities for all children – PE at Eldene, Art at Lainesmead. They also offer cluster meetings for staff.

DCr is a Y6 writing moderator, supporting local schools.

Lainesmead has many links with Lawn Manor.

Next steps:

- To invite the local community into school events.
- To deliver more Nursery and Governor flyers to a wider area.
- To expand the cultural/faith visitors to Lainesmead. To date we have been able to welcome visitors from the Christian and Ba Hai faiths.
- To invite the local PCSOs into school to offer racism/discrimination workshops. Children may take on board what is being said if it is spoken by a person of colour or different faith.

9. Policies for approval:

Safeguarding and Child Protection (statutory) – approved.

CHALLENGE: On P18/19 the information 'Allegations that meet the harms threshold' is repeated.

This has been deleted.

CHALLENGE: In the 3.7 Online Safety section, could you include how the school educates parents on online safety?

As this is a model policy and is already quite long, I will not be adding anything extra.

Behaviour & Behaviour Principles (statutory) – approved.

SEND (statutory) – approved.

CHALLENGE: Lainesmead will provide parents with clear, jargon free summaries of needs, provision and outcomes, including how to access the Local Offer and SENDIASS. What is SENDIASS?

SENDIASS stands for Special Educational Needs and Disabilities, Information, Advice and Support Service. It's a free, confidential and impartial service that offers information, advice and support to children and young people with SEND and to their parents/carers.

CHALLENGE: The wording re Access Arrangements needs checking, it doesn't quite make sense.

This section has been completely rewritten and the policy updated.

GDPR (statutory) – approved.

CHALLENGE: Section 10 – may not need second paragraph as we are a maintained school!

Policy amended.

CHALLENGE: Should staff and governors be provided with data protection training annually or bi-annually, on top of during the induction process? Also, should the policy include our ICO registration date and last renewed date for transparency?

All staff and governors are provided with data protection training as part of their induction process and on an annual basis thereafter.

The ICO registration number, date registered and renewal date are included on the policy and information of where the registration can be viewed are also included.

Children with Health Needs who cannot attend school – approved.

Accessibility (statutory) – moved to T2.

ACTION: Accessibility policy to be moved to T2.

Attendance & Absence Requests Pupils – approved.

Invacuation, Lockdown and Evacuation – approved.

Emergency Plan – approved.

CHALLENGE: The evacuation flowchart, last circle says 'Do not re-enter until cleared by' and does not say who by.

SLT has been added.

Uniform – approved.

CHALLENGE: I couldn't find information on second hand uniforms and when they will be available to purchase on the school website.

AMep will meet with DCr/SE to discuss this further.

CHALLENGE: Can you confirm when the uniform supplier was last re-tendered (should be every 5 years), at present we use Monkhouse?

This will be looked into due to the change to the active uniform from September 2026.

School Security (statutory) – approved.

CHALLENGE: Could the policy be clearer that the School Business Manager is the lead, SBM may not be obvious to all readers?

It has been changed to say School Business Manager.

CHALLENGE: Should Governors also be responsible for 'always wear their school ID badge when on site' like staff.

This has been added.

SRE – approved.

Educational Visits – approved.

10. Head Teacher report:

Governor comments:

Even though it has only been a short time period, it is excellent to see attendance above last year and national. It's a shame to see the racial incidents, but I'm glad that you continue to clearly demonstrate that it is being taken seriously, recorded consistently and followed up. I'm interested to hear more about the PAN discussions, SEND pressures and maybe, for a future meeting, the outcomes of the grant submissions. I agree the active uniform is a great hit!

Can you update on PAN at FGB and staffing during confidential?

With regards to data, we can see the current position, could you comment on where this is relative to what we can reasonably expect to see in 12 months time and the potential challenges in reaching the targets.

CHALLENGE: P5 – Behaviour – physical assault – is this in the home environment?

No, this all happened in school.

CHALLENGE: Child on child abuse – physical assault – is this within the school or at home?

Again, this all happens in school. Our safeguarding team look at each individual case, and following an in depth discussion, decide on the nature of the assault. Many of the physical assaults are carried out by SEND children because of their needs.

CHALLENGE: Was the sexual assault incident inside or outside of the school setting?

It was inside the school setting, with details explained to Governors.

Grants/Bursaries:

Local School Nature Grant – applied for 25/3/25 – declined in May 2025 – closed until 2026.

Persimmon Homes Community Champions - £6,000 – applied for 17/5/25 – no decision received – reapplied for 27/9/25.

Blue Spark Foundation - £5,000 – applied for May '25 – declined.

Ford Britain Trust – up to £3,000 – applied for 19/5/25 – pending review in October '25.

Swindon Bus Community Fund - £500 – applied for in August '25 – no decision received yet.

Cash for Kids general grant - £1,050 – grant received for large sandpit.

RHS - £5,000 – applied for 19/9/25 – not accepted as a different route for schools.

The grants are for priorities around outdoor play, site development and community engagement.

CHALLENGE: How do you identify where to apply for grants?

By word of mouth or research. Anyone can sent details of grants available and they will be applied for.

Y6 data:

Children to be targeted have been identified from their KS2 baseline. Data from EYFS baselines is not made available. Following the first SAT test of the academic year, baselines will be looked at to assess which children should be targeted.

The cohort in Y6 was 60.

24/25 SATS results:

Reading EXS 62%/National 75%

Writing EXS 68%/National 72%

Maths EXS 50%/National 74%

Combined EXS 35%/National 62%

Children working at greater depth GDS results have improved.

Reading '24 – 10%/'25 – 18%

Writing '24 – 0%/'25 – 2%

Maths '24 – 6%/'25 – 10%

1/3 of pupils met EXS in all 3 subjects compared to 3:5 nationally. Reading and Writing are close to National while Maths remains the key gap.

Lainesmead Y6 cohort '24/'25:

27% SEN (national 17%)

40% EAL (national 20%)

25% PP (national 23%)

28% joined after R, including 8 pupils during KS2.

Most pupils who joined late had additional needs.

Lainesmead is a school with high mobility, diversity and higher than average level of need.

Celebrate:

GDS improved in all subjects.

Strong progress from low starting points.

All SEN pupils made expected progress in reading.

Pupils with Mastering Number in KS1 are already showing stronger fluency.

11. School Business Manager report:

SFVS Governance – approved, with no comments.

All areas RAG rated.

Staffing costs AMBER – payroll savings due to the release of 4 x TAs yet to be realised due to NI and performance and cost of living wage increases being paid in September payroll.

SBC Full H&S audit AMBER – audit held on 7th October, awaiting formal report with outcomes and recommendations.

Legionella & PAT compliance RED – PAT testing complete 3rd October, however, the engineer failed to reconnect a kitchen freezer post inspection causing £460 food stock loss. Complaint and recompense submitted to SBC.

HR & Staffing AMBER - staff absence monitored weekly, one ongoing OH case under ill health retirement investigation. Performance management and mandatory compliance training ongoing.

Safeguarding, Welfare & Inclusion support AMBER – access control and visitor management embedded. PEEPS for staff and pupils updated and distributed to staff. Ongoing funding pressures for high needs pupils remain critical, SBC are aware of this issue.

Lainesmead Primary School and Nursery continues to operate within a challenging financial context, maintaining compliance across premises, H&S and HR functions. Key risk remains insufficient - SEND/high needs funding – escalated to SBC. Financially, the licensed deficit plan is on track and wraparound grant income contributes positively to recovery.

12. Confidential:

Please see attached Confidential minutes.

13. AOB:

Governor training:

ACTION: LW to re-send LA training dates to all Governors.

Safeguarding training with Sarah Turner – Tuesday 25th November, from 6 – 7.15pm, at Lainesmead – for all Governors.

Christmas lunch – 17th/18th December – all Governors invited to one or both.

ACTION: Governors to let LW know which date they will attend Christmas lunch.

Governor lunch with staff – Monday 5th January '26 – all Governors invited.

Meeting closed at 7.10pm.

The date of the next FGB meeting is Wednesday 11th February, 2026 at 5pm in Australia classroom.

Signed Date
Chair of Governors