

MINUTES OF MEETING

School: Lawrence View Primary and Nursery School
Meeting title: Autumn term meeting of the Business and Finance Committee
Date and time: Tuesday, 18 November 2025 at 4:33pm
Location: At the School and virtual via MS Teams

Membership
'A' denotes absence

	Mrs Zoe Battison
	Mr David Hill (chair of governors)
	Mr Kevin Hubbard
	Mr Zach Towers (vice-chair of governors)
	Mrs Emma McGrenaghan (headteacher)
	Mr Scott Ufton
	Mrs Anna Shipstone
	Ms Claire Wagstaff
A	Mrs Laura Lord
	Mr Chris Blackburn

In attendance

	Sarah Hunt
	Mr Liam Russell (clerk to the governors)

BC/25/25	Apologies for absence	Action
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There were no apologies for absence.

BC/26/25	Declarations of interest
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There were no declarations of interest.

BC/27/25	Election of committee chair
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Mr Towers was elected as chair of the committee

BC/28/25	Leave of absence requests - Governor's response.
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The leave of absence report had been sent to governors in advance.

The headteacher said that boundaries need to be very clear with all staff. The headteacher thanked governors for their involvement with development of this policy.

All staff now have a copy of the policy and have been made fully aware of the types of leave, and which are paid and unpaid.

Guidance is very clear for parental leave. The headteacher said that she is confident making decisions on this but would appreciate governor support if and where needed.

HR have advised that if parents need emergency leave and have used up their allowance, then they need to use illness absence instead.

The LA policy has too many grey areas that can be misinterpreted and complicates decision making.

Mr Hill highlighted that these operational decisions are the responsibility of the headteacher, with governors responsible for strategic decisions.

The headteacher said that there is a need for some work with staff on governor roles, and when and how governors should be approached. Contractual matters in school are the headteachers responsibility. Governors are here to support strategic direction, and if there is a problem, then it needs to go through the correct process.

The headteacher is to update details of the appropriate contact at the LA on the policy. HT

BC/29/25 Approval of policies

The following policies were approved:

- Child protection
- Anti bullying
- Appraisal Policy
- Leave of Absence Policy
- Behaviour and Attendance Policy

There were two instances of staff names which need to be changed due to typing errors, which will be addressed. HT

BC/30/25 School attendance Autumn Term 1

The school is slightly above national averages for attendance.

The headteacher said that it is cohort specific, including for SEND reasons.

Governor challenge: What is the focus on persistent absence (PA)? We try to support all PA children, so they lift out of PA and try a variety of approaches to support this.

There is one very persistent absentee who is attending alternative provision at the moment. Teaching assistants each have one child who is responsible for engaging with them on attendance.

Mental health is a big issue with some families. Support strategies are in place for these families.

A governor highlighted that there are some drops in attendance which may be because INSET days were placed strategically but possibly backfired as families went away.

SEND attendance is good compared to national, and good for with pupil premium children. Attendance figures are lower than the previous year, but not much.

Governors noted the new initiative on the baseline improvement expectation (ABIE) which schools will soon receive, and a challenging and ambitious attendance target to achieve. This is targeted to each school. Schools will have to show improvement and if not achieved, schools will receive support to improve

attendance figures. This will be a function of the previous year's attendance figures.

Governors noted their role in engaging with this new measure and supporting the school to achieve the target. There are attendance hubs that schools can join for support.

The letter from the local authority has been forwarded to the headteacher by the chair. Governors commented that the recommendations have all been attended to by the school. The biggest issue is the battle with some families who do not appreciate the importance of attendance.

BC/31/25 Staffing structure 2025-26

Governors had been provided with a staffing chart to review in advance.

There were some corrections to make with regards to teaching assistant roles and responsibilities.

There is a change to those staff who will be part of the inclusion team and who will support the SENCO.

BC/32/25 Approval of staffing-non for autumn term- cover with existing staff.

There are changes for this term due to various staff changes, which was outlined at the meeting.

This included staff who are leaving, including a staff member for next September in EYFS. This role will be covered by existing staff as there are already three staff in the classroom which is sufficient to support an inclusive classroom.

A staff member would like to do apprentice training which is being enabled but does not cost the school any more money.

A new staff member is to assist with care assistants in nursery and EYFS, a couple of hours a day on a temporary basis. This will also support other staff to remain in school.

The headteacher said that there is funding available for nursery provision as capital funding. The school has been looking at taking in 2-year-olds. Quotes are being sought to adapt the rotunda for children aged 2 and 3, an extension for toileting, a sleep area, hygiene and food preparation facilities.

Governor challenge: How would that disrupt day to day for other children?

The area would be fenced off so that it doesn't affect other children and will provide security. There would be a separate footpath to it.

Governor challenge: What staff would it need?

It would vary depending on several factors, but it will need more staff. Current nursery staff will also support the facility.

Governor challenge: If we have eleven children in there, what does this do to the finances? The funding does match the salary, but we don't make a profit – however it encourages children into the school and gives them a great start. There could also be a benefit to wrap around care.

Governors commented on the passion for this, the desire for the forest schools and the OPAL play from the headteacher. Good quality play for children is the way forward.

The headteacher is to prepare a business plan to present to governors

BC/33/25 Appraisal targets 2025-26

These have been shared with governor in advance. Targets are linked to the SIP priorities.

BC/34/25 Approval of pay review.

This had been circulated in advance for governors to review. There are two members of staff to be receive a grade increase.

Mr Towers is to sign the forms before the end of the meeting today.

BC/35/25 2025/26 Budget reforecast and three-year plan

Budget forecast was circulated in advance for review by governors.

The surplus is forecast to decrease in future years. It was noted that we do not have perfect information on what will happen in future years and other changes that are ahead.

Governor challenge: How will we ensure that the quality of education will not be affected?

The headteacher responded to confirm that the school will manage staffing and resources to continue to ensure that the offer to children and families remains good, by making good choices in their best interests.

It was noted that previous decisions on kitchen and cleaning staff have saved money and is working out very well for the school.

Governor challenge: Demand for wrap-around care is slowly increasing from the younger classes upwards. What is our capacity? We can make it as large as is needed by offering extra hours to other staff.

BC/36/25 Other financial business- SEND pod- fund raising plans- SEND swimming provision.

Swimming is to continue next year with the on-site provision.

However, there could be an issue for the children who need a hoist to get into the pool. The pool provider is to respond on this issue. There are issues with using a hoist into the water, and if available a bigger marquee would help with this issue.

Another strategy would be swimming sessions with parents coming into school to lift these children into the pool, and they could go into the pool as well if they should wish.

There is an option for swimming just to be for KS2 instead.

School is working on a suitable solution and will report back to governor in due course.

The SEND Pod was not delivered from a supplier and is in dispute. There may be an option to recover the money via an insurance claim. School is awaiting an update from legal and following this

BC/37/25 Site safety

A confidential matter was discussed and has been minuted separately.

BC/38/25 Admissions

A confidential matter was discussed and has been minuted separately.

BC/39/25 Single central record

This has been fully updated. Mr Hill has been into school to undertake the SCR check.

SDC/40/25 Any other business

There was no further business.

SDC/41/25 Determination of confidentiality of business

Site safety and admissions were considered confidential.

It was

resolved

that all other papers and reports be made available as necessary.

SDC/42/25 Date of next meeting

Governors agreed 10th March at 4pm and 5pm, for both committees to take place back-to-back.

The meeting closed at 5:24pm.



Signed (chair) Date 9/12/25

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Confidential item(s)

BC/37/25 Site safety Action

There has been reports of dealing on the school site. School is being vigilant to witness any transactions, and police have been informed.

It has been agreed that staff will be on the playground so they can witness transactions and report if they do see it. Governors noted that staff safety is also important.

BC/38/25 Admissions

There are some children who wish to return to the school, after leaving to go elsewhere and struggling. This school does not feel they can accommodate the needs of the children.

Governor challenge: Do we need to do a risk assessment to appeal this?

The place has been offered.

The headteacher feels that the existing school has put systems in place, but needs time for those to fully embed, and insufficient time has passed.

The place has now been offered and the headteacher simply wished governors to be aware.

Signed (chair)

Date

9/12/25