

**Minutes of the meeting of the Governors of
The Hawthorns Primary School held on**

Full Governing Body (FGB)
Thursday 4th June 2015
5.30pm

Present: Mr C Shaw Mrs P Kerton (Headteacher) Dr I Severn
Mrs J Shepherd Mr J Howarth (5.40pm) Mrs E Kerr
Mrs R Beech Mr A Kensley Mrs C Hare
Mrs D Hampton Mr M Jex Mrs E Bridgeman
Mrs D Murgatroyd Mrs S Izquierdo(Clerk)

Ref		Action
15/37	<p>Apologies</p> <p>The Chair welcomed those present. Apologies were received and accepted from Mrs K Blake and Miss Brimley.</p>	
15/38	<p>Declaration of Governor Interest in this agenda</p> <p>None declared.</p>	
15/39	<p>Minutes of the last meeting held on 31st March 2015</p> <p>Minutes were agreed to be a true representation of the meeting and approved.</p>	
15/40	<p>Matters Arising</p> <p>No matters discussed.</p>	
15/41	<p>Committee Update</p> <p>i) <u>Sites and Buildings meeting held on Thursday 7th May 2015</u></p> <p>The chair of the committee fed back on the meeting held updating the Full Governing Body(FGB) on the planned works.</p> <p>The committee confirmed the policies reviewed and the Inspection and Incident reports presented.</p> <p>It was noted that all staff have been reminded to complete Off site activity evaluation forms for Health and Safety.</p> <p>The committee reviewed the Residential Information prior to the trip.</p> <p><u>Health and Safety Annual report.</u></p> <p>The Chair provided an annual report for the governing body which highlighted the following;</p>	

Signed by Chair of Governors.....

Date.....9/06/15

- Change in the management of the committee to include Health and Safety for 2014/15
- Audits carried out
- Monitoring of inspection and incident reports
- Fire drill attendance
- Forums attended
- Approval of policies including the Rainbow Plan

ii) Personnel and Finance Committee held on Thursday 14th May 2015.

The Chair explained the meeting was predominantly discussion regarding the budget for 2015/16. The committee confirmed that they agreed to set a deficit budget as the decrease in income over the past two years has eroded the reserve. It was noted that The Hawthorns is not the only school in the Borough to propose a deficit budget. All governors who were unable to attend the committee meeting and wish to have further explanation are welcomed to contact the School Business Manager. The Local Authority has accepted the deficit as it believes the amount is manageable over the year.

Questions were welcomed. No questions.

iii) Learning and Teaching Committee held on Wednesday 20th May 2015.

The Chair of the committee informed the FGB of a very informative presentation by Miss Norris and Mrs Coward on maths.

The chair confirmed that the deputy head presented to the committee the pupil premium report however due to outstanding data the report will be finalised and presented later in the summer term. All governors are encouraged to make themselves familiar with the report.

The pupil and parent survey's were reviewed and agreed.

The home school agreements were approved with no change to last year.

Headteachers report

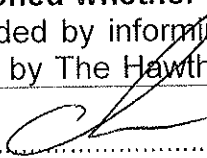
The report was distributed prior to the meeting and the Headteacher welcomed questions.

Governors enquired as to who is responsible for the child currently being taught at home. The school confirmed that they are fully responsible whilst they are on the school's register. The Hawthorns confirmed that it is receiving more support for the child and the school the child is transferring to in September, is involved in a transition plan through the second half of the summer term.

Governors questioned whether the child's progress is being tracked. The school responded by informing the governing body that the child is and will be tracked by The Hawthorns until the move to the new school.

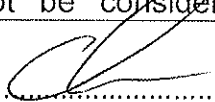
ALL

15/42

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	<p>End of term assessments will be carried out by a member of staff visiting the child at home.</p> <p>The head highlighted to the governing body the recent social media concerns for the school and others in the Borough. The Local Authority and head teachers are working together with Thames Valley police to issue a statement to try to protect school staff being subjected to personal attack publically.</p> <p>Governors queried whether there are any repercussions to the recent public statement made regarding the administration of the SAT's. The school stated that the Officer and the Local Authority were very happy with the schools response on the matter.</p> <p>The governing body suggested that at the e-safety evening, social media sites are addressed to ensure parents are aware and highlighted to the public nature of such comment.</p> <p>Governors enquired to a recent incident regarding a family and a vehicle on the zebra crossing. Mrs Kerton confirmed that there had been an incident and that the family has involved the police.</p> <p>Mrs Kerton highlighted to the governing body the personnel changes to the school and to the committee members of the PTA. The governing body was informed that many options have been discussed at depth to ensure the PTA continues to support the school.</p> <p>Chair of Governors report</p> <p>The chair informed the committee of the recent Chairs forum he had attended in which the head teacher from Southfields discussed the teaching of life skills and the School Improvement officer (SIO), Jim Matheison provided a session regarding Pupil Premium in Wokingham and Nationally.</p> <p>The Chair advised all governors to consider attending the Ofsted training session run by Gillian Cole on the 13th October due to the changing format of the inspections.</p> <p>SIO Report</p>	<p>PK</p> <p>ALL</p>
<p>15/43</p> <p>15/44</p>	<p>The SIO report was distributed prior to the meeting and Mrs Kerton welcomed questions.</p> <p>Governors enquired as to whether the school has received advice regarding the breaking down of level 3 assessments in to sub categories to predict point score progress. The school advised the exercise will be carried out by the end of the academic year. It was noted that high levels of attainment are being maintained.</p> <p>The school informed governors new in to the role that the school cannot be judged as Outstanding unless management is considered outstanding; management cannot be considered outstanding unless teaching is</p>	

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Date.....*9/10/15*.....

outstanding; and teaching cannot be considered outstanding unless progress is achieved.

The governing body noted that that the consultant for the head teacher performance management is yet to be confirmed for 2015/16. Mrs Kerton to seek advice from colleagues as to the support they commission to ensure value for money from either a private consultant or the Local Authority.

15/45

Governors Reports

- **Residential**

Mrs Shepherd confirmed that she was lucky enough to join the Year 6 pupils for their residential and would like to take the opportunity to congratulate the school and the Year 6 staff on the behaviour of the children through the week.

Mrs Shepherd and Dr Severn shared events of the week with the governing body.

It was noted that the organizing company PGL had shared with the head teacher that The Hawthorns are the only school where staff and school representatives take part in the activities with the children and what an amazing relationship they all have with each other. PGL particularly noted the respect the adults have from the children because of their involvement. Mrs Kerton thanked the Governors for their continued support.

It was noted that the number of team building activities were reduced this year and the school have feedback to PGL that there was an imbalance of activity type. The school confirmed that the administration issue prior to the trip had been resolved.

All agreed PGL Little Canada is an amazing venue and there is no reason for the school to consider a change.

The school confirmed that the booking for the current year 4 has been made in advance to ensure the management of the additional pupils.

15/46

SIDP

The SIDP is available to view on the learning platform and Mrs Kerton welcomed questions.

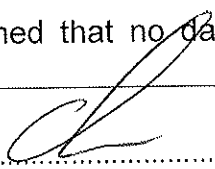
Mrs Kerton confirmed that the final update will be discussed in depth in the FGB in July.

No questions were raised.

15/47

Agree Term Dates 2016/17

The school confirmed that no dates have been released by the Local Authority.

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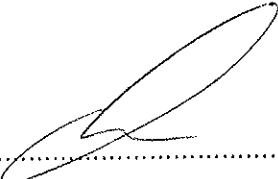
Date.....9/Jul/15

15/48	<p>Agree Governors Meeting dates 2015/16</p> <p>The clerk provided the committee chairs with proposed dates for next year based on this year's plan. Chairs to confirm any concerns.</p>	ALL
15/49	<p>Policy Review</p> <ul style="list-style-type: none"> • Safeguarding Policy. <p>The clerk ran through the changes to the Statutory Guidance on Safeguarding and the amendments to the policy.</p> <p>Policy approved.</p> <ul style="list-style-type: none"> • School prospectus <p>The clerk thanked the governors for typesetting amendments and noted the addition to the statement regarding the 'bulge year'.</p> <p>The prospectus was approved.</p>	
15/50	<p>Successional Planning and Committee aspirations.</p> <p>The chair informed the governors that he will shortly be sending correspondence regarding successional planning and committee membership for next year. All to consider.</p>	CS/ ALL
15/51	<p>Governors Newsletter</p> <p>Mr Kensley agreed to co-ordinate. Governors to send their contribution to Mr Kensley before the end of June. Previous newsletters are available to view on the school website for new governors to refer to.</p>	ALL
15/52	<p>Communication</p> <p>-Summer Term Digest</p> <p>Mr Shaw ran through the key messages within the digest.</p>	
15/34	<p>Date and Time of next meeting- Thursday 9th July 2015</p> <p>Governors are reminded of the Open Afternoon on Thursday 9th July, afternoon tea with staff and the final full governing body commencing at 5pm.</p>	
15/35	<p>AOB</p> <p>The chair and the clerk to co-ordinate the Governing Body SEF and to ensure a question covers Re-constitution.</p> <p>Governors have been requested by the PTA to run the Barbecue at the summer fair on the 4th July. Mr Shaw to co-ordinate.</p> <p>Governors were invited to the Year 6 production, end of year assembly</p>	SI/CS ALL/CS

Signed by Chair of Governors.....

Date...*9/30/15*.....

	and end of year staff event. The meeting closed at 7pm.	
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Signed by Chair of Governors.....

Date.....9/26/15