

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

Full Governing Body (FGB)
Thursday 9th July 2015
5.00pm

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

Ref		Action
15/55	<p>Apologies</p> <p>Apologies were received and accepted from Mrs Hampton.</p>	
15/56	<p>Declaration of Governor Interest in this agenda</p> <p>None declared.</p>	
15/57	<p>Minutes of the last meeting held on 4th June 2015</p> <p>Minutes were agreed to be a true representation of the meeting and approved.</p>	
15/58	<p>Matters Arising</p> <p>No matters discussed.</p>	
15/59	<p>Committee Update</p> <p>i) Personnel and finance committee meeting held on 24th June 2015</p> <p>In the absence of Mrs Hampton, Mr Shaw fedback to the Full Governing Body (FGB) on the Personnel and finance committee meeting held on the 24th June.</p> <p>Mr Shaw highlighted the key items within the meeting and noted that the school is still awaiting the confirmation of the defecit budget licence.</p> <p>No questions arose and the minutes of the meeting will be distributed to all for further information.</p> <p>ii) Sites and Buildings committee meeting 7th July 2015</p> <p>Mrs Shepherd highlighted the key items within the meeting and noted in particular the focus on the Health and Safety grounds audit.</p>	

Signed by Chair of Governors.....

Date.....

The FGB were informed of the concern regarding security. The Local Authority have been advised of the following; unsecure windows to the front of the school, concern with regard to the school alarm system and the back boundary fencing to the school requiring replacement.

iii) Learning and Teaching committee 8th July 2015

Mr Shaw feedback on the key items within the meeting.

Mr Shaw elaborated on the presentation from Mrs Machin on History.

The FGB were advised that the Summer Data should be regarded by all Governors particularly the schools assessment data at EYFS, Key Stage 1 and 2. A focus should include minority groups and Pupil Premium children.

It was confirmed that all committees have reviewed their Terms of Reference for 2015/16.

15/60

Headteachers Report

The report was distributed during the meeting and Mrs Kerton ran through the key messages.

Mrs Blake left the meeting at 5.45pm.

No questions were raised by the governing body and they thanked Mrs Kerton for her detailed reports through the year.

The Governing body acknowledged the support of the PTA, especially the committee members of Steve Gray, Beth Poole and Lucy Malins for their commitment and hardwork.

15/61

Pupil Premium Report

It was noted that the Pupil premium report has been presented over the last two Learning and Teaching committee meetings however due to its focus by Ofsted the report has also been distributed for the Full Governing Body. The Chair suggested that all governors show attention to the report as all Governors should be aware of the funding, its expenditure and impact.

15/62

Sports Funding report

The Sports funding report has not yet been finalised and therefore the school proposes to bring it to the agenda in the first meeting of the new academic year.

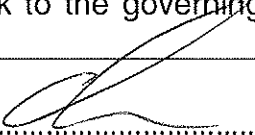
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15/63

Governors Visits and reports

- *Safeguarding Forum- Miss Brimley*

Miss Brimley feedback to the governing body on the Safeguarding forum attended in June.

Signed by Chair of Governors.....

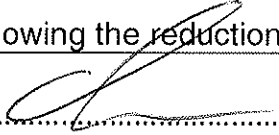
Date.....*22/10/15*

	<p>Key points were; awareness of the Prevent Strategy, the support available from the Wokingham Child Safeguarding Board and the collaboration between Thames Valley police and Children's services in relation to defamation of character on social media.</p> <p>The school confirmed that the Prevent Strategy will be included in all Safeguarding training. All governors are invited to attend the Safeguarding training being run on the September INSET day by Mrs Kerton. Governors to inform Sandra Carter of their attendance.</p> <ul style="list-style-type: none"> • <i>Mrs Murgatroyd</i> <p>Mrs Murgatroyd feedback on her recent visit to her adopted class and the opportunity to take part in a science lesson. Mrs Murgatroyd reported on two recent offsite activities attended with Year 1, a walk to the Emm Brook and a trip to Rushall farm. Mrs Murgatroyd found the children's curiosity and interest on both trips a pleasure to witness.</p> <p>All governors were reminded to complete visit proforma's to record their experiences.</p>	
15/64	<p>SIDP Review</p> <p>An updated SIDP is available to view on the learning platform. Final evaluation will be presented in the first FGB meeting of the 2015/16 academic year.</p> <p>Governors raised no questions.</p>	ALL SI
15/65	<p>Policies for approval.</p> <ul style="list-style-type: none"> • Freedom of Information <p>Policy updated to include all website publishing requirements. Policy approved.</p> <ul style="list-style-type: none"> • Prevent Policy. <p>Since the proposed policy distribution the Local Authority have published a model policy for all schools in Wokingham to use. The governing body agreed to use the LA model policy as the schools prevent policy. Model policy approved.</p>	SI
15/66	<p>Future Thinking Partnership renewal.</p> <p>Mrs Kerton gave background to the Future Thinking Partnership and the advantages of being a member. Mrs Kerton advised that the heads in the partnership are a very effective group and the school greatly benefits from the CPD.</p> <p>The school confirmed that the renewal fee had been budgeted for within the 2015/16 budget. The renewal fee is £1,000.00. The governing body agreed the contract for the next academic year.</p>	SI

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Date.....22/10/15

15/67	<p>Self Evaluation</p> <p>The Chair of Governors thanked those who completed the Chair and Governing Body self- evaluation questionnaire.</p> <ul style="list-style-type: none"> • Chair of Governors The Chair of Governors distributed the summary evaluation and ran through those areas which required further clarity from the responses. • Effectiveness of the Governing Body The Chair of Governors distributed the summary evaluation. Feedback from Governors was that a number of the NGA questions required clarity as some statements are open to interpretation and therefore a number of responses are left as unsure. <p>It was agreed that at the first full governing body of 2015/16 the governing body will review the school vision and the expectation of governor input.</p> <p>Overall both questionnaires were very positive and governors should be proud of their expertise and approach to being the schools partner and critical friend.</p>	SI
15/68	<p>Scheme of delegation 2015/16</p> <ul style="list-style-type: none"> • TOR Review. All committees have reviewed their Terms of Reference and proposed changes were highlighted to the full body. <p>All agreed the changes and the Scheme of Delegation will be distributed prior to the end of this academic year.</p>	
15/69	<p>Agree of Term of Office for Chair and Vice Chair</p> <p>The term of office was agreed as one year, as recommended best practice from the NGA.</p>	
15/70	<p>Election of Chair and Vice Chair.</p> <p>Nomination forms were received for Chair and Vice Chair.</p> <p>Nominees were asked to leave the room.</p> <p>The Governing Body elected the position of Chair for 2015/16.</p> <p>Mr Chris Shaw was unanimously appointed.</p> <p>The Governing Body elected the position of Vice Chair for 2015/16</p> <p>Mrs Judith Shepherd was unanimously appointed.</p>	
15/71	<p>Review committee structure and membership</p> <p>It was noted that following the reduction in the number of governors under</p>	

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15/72	<p>the new constitution a concern was raised regarding the running of committees on minimum members however it was noted that no meeting has had to be cancelled due to not being quorate.</p> <p>The following chairs of committees were appointed:</p> <p>Personnel and Finance -Mrs D Hampton Learning and Teaching- Mrs K Blake Sites and Buildings- Mrs J Shepherd</p> <p>The committee structures remain as for 2015/16.</p> <p>Members of the committees were confirmed..</p> <p>Appoint Associate members- agree term of appointment</p> <p>The term of appointment for associate members was agreed to be one year.</p> <p>Associate members will remain as 2014/15.</p>	
15/73	<p>Named Governor Responsibilities</p> <p>All roles and panels requiring a governor responsibility were discussed.</p> <p>Two roles remain outstanding EYFS Governor, science and Eco-Schools.</p> <p>All Governors roles, responsibilities and committee membership to be distributed electronically before the end of the academic year.</p>	SI
15/74	<p>Set Dates for the Governors Meetings for the next school year</p> <p>Following the school confirming the dates for the year ahead, a suggested calendar for the Governing body was distributed. Governors to feedback any concerns prior to the end of term. Final dates will be distributed at the end of the academic year.</p>	SI
15/75	<p>Governors Newsletter</p> <p>The school confirmed that the Governors newsletter had been distributed to parents earlier that day. The chair thanked all governors for their contribution and Mr Kensley for editing and compiling the letter.</p> <p>Mrs Kerton thanked the Governors for a very supportive year.</p> <p>Newsletter to be added to the school website.</p>	SI
15/76	<p>AOB</p> <p>The clerk informed that Governor Services summer term newsletter had been distributed electronically for all to view.</p>	

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Date...*22/10/15*

<p>15/77</p>	<p>Mr Shaw thanked Mr Kensley and Miss Brimley for their work and dedication to the governing body. Mr Kensley has served 9 years as a governor and Miss Brimley in her first year of governorship took on the role of Safeguarding governor. Both were wished well in their new career paths.</p> <p>It was noted that the first full governing body meeting in 2015/16 should incorporate the opportunity for subject governor reflection.</p> <p>Celebrate 2015/16</p> <p>All agreed the academic year had been a very rewarding experience and the school thanked the governing body for its support.</p> <p>Thanks and gifts were presented to Mr Kensley.</p> <p>The meeting closed at 6.50pm.</p>	<p>SI</p>
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Date.....