

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

Full Governing Body (FGB)
20th October 2016
5.30pm

Present:	Mr C Shaw	Mrs P Kerton (Headteacher)	Mrs C Hare
	Mr M Jex	Mr D Nnabuife	Mrs D Hampton
	Mrs E Kerr	Mrs E Bridgeman	Dr I Severn
	Mrs J Shepherd	Mrs K Blake (Invitee)	Mrs S Izquierdo(Clerk)

Ref		Action
16/96	<p><u>Apologies</u> Apologies received and accepted from Mrs R Beech and Mrs D Wojcik. The chair welcomed Mrs Blake as an invitee to the meeting.</p>	
16/97	<p><u>Declaration of interest in today's agenda</u> None declared.</p>	
16/98	<p><u>Minutes of the last meeting held on Thursday 7th July 2016</u> Minutes were agreed to be a true reflection of the meeting held. Minutes approved.</p>	
16/99	<p><u>Matters Arising</u></p> <p>It was confirmed that following the local safeguarding incident reported during the summer term, the Chair wrote to parents who raised concerns regarding communication on the matter and also wrote to the head of Children Services regarding the lack of support during the time. It was noted that the Local Authority (LA) has not responded to the correspondence.</p> <p>The school expressed concern that since the start of the autumn term staff are aware of other schools locally reporting safeguarding concerns to the LA regarding the 'Clown' fad and the school is disappointed that no communication has been received from children services offering advice on the matter.</p>	
16/100	<p><u>Committee Updates</u></p> <p>i) Health and Safety – 20th September 2016</p> <p>Mrs Shepherd stated that a full inspection of the site was carried out. The committee thanked Mr Gill for the work undertaken during the summer holidays.</p> <p>The committee highlighted that the rear boundary along the back of the field requires repair and concern was raised from the school regarding the safeguarding of the children. The school have contacted the Local Authority.</p>	



Chair of Governors.....

Date.....

	<p>ii) Sites and Buildings committee-6th October 2016</p> <p>Mrs Shepherd fedback from the meeting held. The committee concluded the SIDP for 2015-16 and agreed priorities for 2016-17. The FGB were advised that the window replacement program for Year 3, Year1 and EYFS will be carried out during the October half term. It was confirmed that the reading room will be decorated as part of a community project with The Emmbrook school.</p> <p>The chair confirmed that no incidents had been reported and that all inspections are up to date.</p> <p>The chair shared that it was suggested during the committee meeting that when a draft agenda is compiled, matters arising should be chased to ensure every meeting is progressing. Some committees meet termly and this can delay decision making. All chairs agreed.</p> <p>iii) Pay Review and Performance Management committee- 13th October 2016</p> <p>The committee confirmed that they met on the 13th and reviewed the teacher's performance management and pay recommendations.</p> <p>The committee agreed the performance management targets for 2016-17.</p> <p>iv) Personnel and Finance committee- 13th October 2016</p> <p>Mrs Hampton explained that the focus of the committee was the budget monitoring. The committee was informed of the capital expenditure of the window replacement program. The school carried out a benchmarking exercise regarding the key costs of the school;comparing to other schools nationally of a similar size. The committee agreed to relook at this exercise once the latest data has been published. The committee shared with the FGB that positive feedback has been received regarding the voluntary donations received. The school will report to all stakeholders on how the monies are spent.</p>	<p>All</p> <p>PK</p>
<p>16/101</p>	<p><u>School Vision and Strategic Plan</u></p> <p>It was confirmed that the proposed changes to the vision and plan had been made since the INSET day at the start of the term. It was agreed that a 2017 stepping box should be added to the plan.</p>	<p>PK</p>



Chair of Governors.....

Date.....8/12/16

16/102	<p><u>SEF 2015-16</u></p> <p>Summary pack of the SEF distributed to governors during the meeting. The headteacher ran through the summary to provide context and understanding for governors.</p> <p>The school would currently envisage a 'Good' rating by Ofsted.</p> <p>The headteacher presented data progress charts from the LA which support the focus on writing progress.</p> <p>The quality of teaching is positive, including the embedding of pupil conferencing and the new assessment system. CPD opportunities well received and taken.</p> <p>It was noted that Safeguarding procedures will be reminded to staff termly.</p> <p>The school will undertake an e-safety survey regarding devices accessible to all year groups including EYFS to ensure a better understanding of technical exposure.</p> <p>The school would welcome Governor involvement with Leadership and management, specifically subject governors working closely with subject leaders.</p> <p>It was suggested that Governors read the document at leisure and email the headteacher or clerk with questions or if they require further information.</p> <p>The full SEF will be uploaded to the learning platform for access.</p>	PK
16/103	<p><u>SIDP 2016-17</u></p> <p>The headteacher explained that the SIDP for 2016-17 will be a new format with a tighter focus. The key areas for development were highlighted in the SEF.</p>	
16/104	<p><u>The objectives for the governing body for the academic year 2016/17</u></p> <p>Governors were reminded of the key roles they have as stated in the NGA code of conduct.</p> <p>Academy conversion was agreed as an objective.</p> <p>The school requested a governor act as a support for each school development objective. Governors to consider.</p>	All
16/105	<p><u>Head teachers report</u></p> <p>The head teachers report had been distributed prior to the meeting. Mrs Kerton highlighted the key messages.</p>	



Chair of Governors.....

Date.....

16/106	<p>Governors were informed that two new pupils would be starting on roll after the half term.</p> <p>The national assessment headline charts to be uploaded to the learning platform for governors to access.</p> <p>Governors enquired to whether the SEN information was taken from SIMS and the school confirmed yes.</p> <p><u>Chairs Report</u></p> <p>The Chair provided an update to the FGB on the Academisation working party.</p> <p>Mrs Kerr will lead the party working currently with Mrs Bridgeman and Mr Shaw.</p> <p>Meetings with the Future Thinking Partnership and the Local Authority have been agreed.</p> <p>Due to the resignation of Mrs Blake another governor would be welcome to join the party.</p> <p>The Chair confirmed that Mr Nnabuife will be taking on the role of Chair for the Learning and Teaching committee.</p>	SI
16/107	<p><u>Maths Setting</u></p> <p>Mrs Kerton provided a report on the findings to date regarding the move to non-setting of maths through the school.</p> <p>Initial results suggest mixed ability grouping is achieving a higher level of success for the middle group of pupil's, under the old system these pupils would have been split across the Higher and Lower ability group.</p> <p>Results would suggest that the higher ability children are not being impacted through the new approach.</p> <p>It was noted that the new curriculum is still creating a catch up environment within the current Year 5.</p> <p>Governors challenged as to how the non-setting approach is viewed by teaching staff. School confirmed that there is still concern regarding the workload in planning but diagnostic testing methods are now embedded.</p> <p>Governors enquired as to why the current Year 6 have been set for their final year. School advised that with the recent changes to the curriculum and the different abilities within each cohort, each year group will be assessed to provide whether smaller learning groups will be required for some children in their final year to address any anomalies or gaps in learning.</p>	



Chair of Governors.....

Date..... 8/12/16.....

16/108	<p>The school advised the Governing body that it will continue with the non-setting approach.</p> <p><u>Governor Vacancies.</u></p> <p>The school has three vacancies on the governing body. A conversation was held regarding the skill set the vacancies should promote; legal, finance, procurement and building maintenance.</p> <p>Chair of governors to write the introductory letter for parents and members of the community.</p> <p>School to explore electronic voting if an election is required.</p>	CS SI
16/109	<p><u>Governors visits and reports</u></p> <p>Mrs Hampton provided a summary of the Governor Conference. The main discussion held was on 'Courageous Leadership'. Handout to be shared with all governors.</p> <p>Mrs Bridgeman shared feedback from a past student, who is now in employment, who thanked the opportunity for careers week in Year 6. They stated that the governors provided an amazing experience which they hold as a fond memory and a key development in the path they have taken.</p>	
16/110	<p><u>Policies for approval</u></p> <ul style="list-style-type: none"> -Governors code of conduct. Approved. -Scheme of delegation. Approved. -Equality Objectives and Policy. Approved. -Safeguarding. LA update. Approved. -Behaviour principles written statement. Approved. 	
16/111	<p><u>Annual Statutory Requirements.</u></p> <p>The clerk reminded all governors to submit the annual paperwork for this academic year.</p>	All
16/112	<p><u>Edubase Requirements</u></p> <p>Background to the requirement for Governors to be named on Edubase was given. All agreed to provide details.</p>	
16/113	<p><u>Governors Day training</u></p> <p>Governors agreed a training session on 'Challenge' would be welcomed. The clerk to contact Governor services regarding a tailored course for February.</p>	SI



Chair of Governors 

Date 8/12/16

16/114	<p><u>Communication</u></p> <p>The Chair highlighted the key messages from the Governors Digest.</p> <p>Mrs Hare left the meeting at 7.10pm</p>	
16/115	<p><u>Date and time of next meeting- Thursday 8th December 2016.</u></p> <p>Agreed.</p> <p>All governors were reminded of the data meeting on 16th November 2016.</p>	All
16/116	<p><u>AOB</u></p> <p>A discussion was held regarding Ofsted preparation. Recent local schools quote the need to be informed on numbers of PPG children, how the school manages the more able, understanding performance management and the management of the Pay review policy.</p> <p>The Chair thanked Mrs Blake for her time as a Governor all agreed her input over her term has been invaluable.</p> <p>Governors offered to manage the food and drink in the Dining Hall at the Winter fair.</p> <p>The meeting closed at 7.20pm</p>	



Chair of Governors.....

Date..... 2/12/16