

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

Full Governing Body (FGB)
Friday 6th February 2015
4.00pm

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

Ref		Action
15/01	<p>Apologies</p> <p>Apologies were received and accepted from Mrs Hampton, Mr Howarth, Mrs Kerr and Mr Jex.</p>	
15/02	<p>Declaration of Governor Interest in this agenda</p> <p>None declared.</p>	
15/03	<p>Minutes of the last meeting held on 18th December 2014</p> <p>Minutes were agreed to be a true representation of the meeting and approved.</p>	
15/04	<p>Matters Arising</p> <p>The Chair noted the following matters;</p> <ul style="list-style-type: none"> -Adding the effectiveness of the governing body post reconstitution to the SIDP. -Link to the GEL on the governors website <p>It was confirmed that both have been actioned.</p> <ul style="list-style-type: none"> -other matters are items on the agenda. <p>No other matters discussed.</p>	
15/05	<p>Committee Update</p> <p>i) <u>Sites and Buildings meeting held on Thursday 15th January 2015</u></p> <p>The Chair of the committee ran through the meeting held and highlighted to the FGB the following;</p> <ul style="list-style-type: none"> -the school has made no final decision on a defibrillator purchase yet however is concerned regarding the insurance of staff. A conversation 	

Signed by Chair of Governors.....

Date.....

was held suggesting other community buildings on site may be better suited to hold one e.g. the church.

The committee received a SIDP update.

The committee stated that the energy efficiency of the site is depleting year on year however noted that the advisory report quotes the incorrect square footage and therefore believes the efficiency calculation will be incorrect. A new advisory report is to be requested and an exercise will be carried out in school to try to estimate the actual footage of its footprint.

EB

The chair of the committee reported from the health and Safety forum.

Governors took the opportunity to feedback from the traffic monitoring carried out in the morning.

Their findings were as follows;

- Parents parking within the Chestnut pre-school spaces
- Parking along the unmade aspect of Chestnut Avenue and poor visibility due to overgrown shrubbery at the church entrance/exit.
- Parking in front of the emergency access gate to the Key Stage 1 playground.
- Parking on the Double yellow lines at the lower end of Northway.

There was no evidence of dropping on the turning circle and parking on the zigzags however Governors have seen this repeatedly at other times.

Governors' feedback that a number of community members did share their appreciation to them for the monitoring.

The chair of the committee confirmed that the Rainbow Plan had been approved and is under review by the Local Authority (LA).

A working party had been recently carrying out a Fire Risk Assessment exercise and this had gone well.

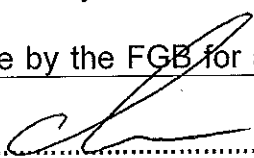
ii) Personnel and Finance (P&F) Meeting held on Wednesday 28th January 2015.

In the absence of the chair of the committee the headteacher fed back to the FGB on the P&F held.

It was noted that after strict management of the budget it appears some areas of the budget have not incurred the level of cost originally predicted and therefore some monies have been released for staff to invest in additional resources.

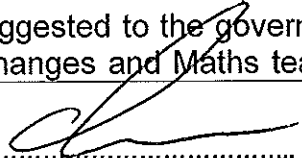
The committee noted that predicted budgets from the LA show budget depletion for the next two years.

A request was made by the FGB for an update on the cleaning contract

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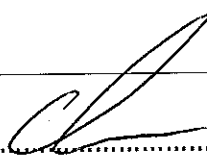
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	<p>negotiations. The head teacher stated that after electronic communication the situation is at stalemate and therefore a meeting has been requested for all parties to meet and discuss the contract face to face and agree an amicable solution. The head teacher to feedback.</p> <p>The committee agreed an annual audit in November for the Private funds.</p> <p>The committee agreed to renew with all the current services bought through the LA.</p> <p>15/06 Headteachers report</p> <p>The report was distributed prior to the meeting and the headteacher welcomed questions.</p> <p>The governors requested further information on the referrals to the Education Welfare Officer regarding unauthorised absence. The head teacher confirmed that one referral was for a single holiday and the second referral was for a persistent request for annual absence.</p> <p>The head teacher confirmed that the standard letter for unauthorized absence will be reviewed to personalise when absence is due to sickness/illness. The school stated that it is required to highlight the absence to parents but understands that this can cause upset so by meeting with the parents and discussing concerns can help alleviate this.</p> <p>The head teacher reassured the governors that the concern expressed last time with regards to the behavior of a certain pupil has seen a significant improvement.</p> <p>The governors requested to know how staff are feeling with regards the behavior of a particular pupil. The school responded by explaining that there is a very clear procedure in place for the reporting and recording of the pupils behavior and a consistent approach to consequences. The child and staff are now very clear.</p> <p>The governors questioned whether the recent safeguarding referrals have caused the school any concerns. The head teacher stated that communication between the school and parents has been good and all parties are working together.</p> <p>Governors questioned how long the assessment process will take. The school confirmed that there is no set timescale as each case may require different approaches to the investigations. The school stated that they will be approached to answer questions.</p> <p>Governors asked whether the children concerned will remain in school. The school stated absolutely as consistency for the children is key.</p>	PK
15/07	<p>Feedback on the Impact of the SEN Changes</p> <p>The head teacher suggested to the governing body that feedback on the impact of the SEN changes and Maths teaching will be presented at the</p>	

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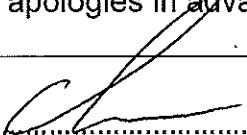
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15/08	<p>next meeting on the 31st March, this provides a period of time to gather substantial evidence. The Governors agreed.</p> <p>Governors Training requirements and record</p> <p>In the absence of the Development governor the training record was agreed to be reported next time.</p>	PK
15/09	<p>SIDP</p> <p>The SIDP is available to view on the Learning platform.</p> <p>The chair requested that subject governors meet as per the visiting policy once a term with the subject leaders and report as appropriate. Governors visit reports will be added to the SIDP as a measure of support.</p> <p>The subject governors shared their involvement and meetings with the clerk to note on the SIDP.</p> <p>The FGB agreed that measures for monitoring the effectiveness post the reconstitution should be; committee meetings remaining quorate, an evaluation of workload and distribution of roles being adequate. It was agreed that a number of questions within the governors Self Evaluation will specifically focus on re-constitution.</p>	DH/SI
15/10	<p>Residential Trip Approval 2016</p> <p>The school proposed no change to PGL Little Canada for the Residential 2016. The dates for the trip are Monday 23rd May to Friday 27th May 2016.</p> <p>The Governing Body approved.</p> <p>The Governors questioned how the school will manage the bulge year in 2017. The school confirmed that it has confirmed a provisional booking for 2017 stating 90 children to ensure availability.</p>	
15/11	<p>Policy Review</p> <p><u>-The management of medical conditions in school.</u></p> <p>The chair reminded the governors of their responsibility for this policy. Governors have a responsibility to ensure Health Care Plans are being managed appropriately. The SEN governor agreed to work with the Inclusion manager and First Aid officer.</p> <p>It was confirmed that following comments made on the policy proforma's Appendix D has been amended to be a Parental Agreement and the schools insurance is provided by AIG.</p> <p>Policy approved.</p>	SI

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	<p><u>-Complaints Policy</u></p> <p>No comments received. Policy approved.</p>	SI
15/12	<p>Review School Session Times</p> <p>No changes proposed to the school session times.</p> <p>The Staff governor informed the governing body that the change to early closure on the last day of term has had a positive impact on all staff and allows preparation for the new term.</p>	
15/13	<p>Review term dates as recommended by WBC</p> <p>No dates received by Wokingham.</p>	
15/14	<p>Equality Objectives review.</p> <p>The head teacher shared with the governors new initiatives to fulfill the objective. It was confirmed that a portion of the sports funding has been invested in dance to enable outside companies to perform to the children dances from different cultures. This encourages involvement for all.</p>	
15/15	<p><u>Governors visits and reports</u></p> <p>A governor shared their experience of the induction process through the LA. It was suggested to the LA that the course, over the two evenings, could be tailored for those who do and do not work in schools. The governor shared that they felt very knowledgeable during the meeting and it highlighted how well organized and informed our Governing body is.</p> <p>The chair requested feedback from the governors on 'Governors' day'. All reported that the day had been enjoyable, it was fulfilling to spend time with the children in the 'adopted classes' and that the session run on assessment was very useful. Head teacher to distribute the slides.</p> <p>It was agreed to agree the format for next year nearer the time.</p>	
16/15	<p><u>Spring Term Digest</u></p> <p>The Spring Term Digest has been distributed to all governors. It was noted that the new disqualification checks regarding association are not required by governors as governors should be completing annually, a general governor criteria declaration. The declaration were distributed in the meeting for those governors who have not completed one this year.</p>	
17/15	<p>Date and Time of next meeting- Tuesday 31st March 2015.5.30pm</p> <p>Agreed.</p> <p>Mrs Murgatroyd sent apologies in advance.</p>	

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Date...*21/03/15*

AOB

The head teacher advised governors that the school will be sponsoring the Bloodhound SSC project following the positive response from the Year 5 pupils after their visit to the engineering workshop. The sponsorship is being funded by the PTA.

The recently published Wokingham Town centre guide 2014-15 was available for governors.

The meeting closed at 5.30pm

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