

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

Full Governing Body (FGB)
Tuesday 31st March 2015
5.30pm

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

Ref		Action
15/18	<p>Apologies</p> <p>Apologies were received and accepted from Mrs Bridgeman, Mrs Murgatroyd and Mrs K Blake.</p>	
15/19	<p>Declaration of Governor Interest in this agenda</p> <p>None declared.</p>	
15/20	<p>Minutes of the last meeting held on 6th February 2015</p> <p>Minutes were agreed to be a true representation of the meeting and approved.</p>	
15/21	<p>Matters Arising</p> <p>No matters discussed.</p>	
15/22	<p>Committee Update</p> <p>i) <u>Personnel and Finance Committee held on Tuesday 24th March 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 Year End position - Capital spending and priority projects - SFVS Audit - Feedback on the Inventory and the involvement of the Teaching Assistants - The Budget for 15/16 - The conclusion of the cleaning contract negotiation - The sign off of the Lottery Grant <p>All Governors are invited to attend the Budget Approval meeting on the 14th May 2015.</p>	ALL

Signed by Chair of Governors.....

Date...6/3/15

ii) Learning and Teaching Committee meeting held on Wednesday 25th March 2015

The Chair of Governors ran through the meeting held and highlighted the following to the FGB;

- A focused presentation on writing from Mrs Hare and Miss Brimley highlighting to the governing body the strategies being used to meet the SIDP objective of 'narrowing the gap' between boys and girls writing
- A detailed spring term data report presented by Mrs Poole
- Feedback on the recent monitoring by the Headteacher
- Confirmed no changes expected to the curriculum in 2015/16
- Approval of two policies; Collective worship statement and English.

No questions were raised for either committee.

15/23

Headteachers report

The headteacher apologised for the short notice in the distribution of the report.

Mrs Kerton ran through the report and welcomed questions.

The Governing body in light of the recent e-safety concern enquired as to whether a date has been booked for the annual parent e-safety evening. The school confirmed that the meeting will be held in the Summer Term and is finalising a date. Mrs Kerton would encourage all governors that are parents to attend and to encourage other parents as the digital world should be encouraged but managed. Mrs Kerton advised that WBC were pleased with the school's response to the safeguarding concerns.

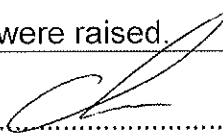
ALL

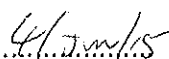
Following the announcement of a number of staff leaving the school the Governing body questioned whether the recruitment for the SENCo would be kept separate to that of the recruitment for class teachers. The headteacher confirmed that the role would be treated separately as the position can no longer be managed by a class teacher due to the size and nature of the work. The key to the success would be flexible working hours to liaise around the working hours of the teachers.

The full governing body questioned who the current uniform supplier is and the impact on cost of the garments if the school moved to an online provision. The school declared that the current items are purchased through a number of suppliers. The main drivers for the move are to ensure flexibility for parents, the school releasing some storage space and not purchasing additional stock from the budget.

The school will move to an online provider for the logo'd items only and therefore parents would have flexibility to purchase generic items from a retailer of their choice and at a price point of their choice.

No other questions were raised.

Signed by Chair of Governors.....

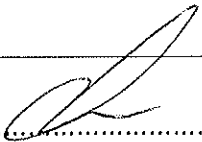
Date..... 4/7/15

15/24	<p>Chair of Governors report</p> <p>The Chair fed back from the Chairs briefing held in February. The following was highlighted;</p> <ul style="list-style-type: none"> -A speaker from Wokingham Children's Services discussed a Safeguarding Pilot scheme, the concern of the turnover of social workers and a Summer School model with ideas for disadvantaged children. - Gillian Cole, discussed the latest Ofsted focus and advised Governing Bodies to stay prepared for an Ofsted inspection with the information you want the inspectors to know. Focus should be on transition, year to year, key stage to key stage and primary to secondary. The chair noted that transition is noted within the SIDP. <p>Other focus includes British Values and the Use of funding (Pupil Premium and Sports).</p> <p>It was noted that the funding reports are brought to the Full Governing Body and published on the schools website. Mrs Kerton will present both reports within the headteachers report at the end of the academic year.</p> <p>The chair requested for the Pupil Premium report to be presented in a similar manner to that of last year. Mrs Poole agreed.</p> <p>It was noted that the Governing Body should be aware of the provision and outcomes of minority groups.</p> <p>The chair encouraged all subject governors to continue their involvement with the subject leaders.</p>	PK
15/25	<p>SIDP</p> <p>The SIDP is available to view on the learning platform and Mrs Kerton welcomed questions.</p> <p>The School Improvement Officer on a recent visit commented on the working document format of the SIDP and positively encouraged it to act as a SEF.</p> <p>The chair encouraged governors to regularly read the SIDP to be aware of updates.</p> <p>The FGB requested whether the latest comment could be colour coded to highlight such to the governing body. The school agreed that this was a good idea.</p>	PK
15/26	<p>Equality Objectives review</p> <p>Following the review at the last FGB it was agreed that the report will be presented at the end of the academic year. All governors were made aware of the objective within the Social, Moral and Cultural section of the SIDP regarding diversity.</p>	

Signed by Chair of Governors.....

Date...*6/12/15*

15/27	<p>Impact of SEN Changes</p> <p>The headteacher distributed a report on the Impact of the SEN changes and the impact of the Maths setting and ran through the findings with the governing body. The report to be distributed with the minutes.</p> <p>With regards to maths setting, a questionnaire had been carried out by all staff and the findings analysed. Comments have also been reviewed.</p> <p>A consistent comment was regarding the additional planning required for mixed ability groups and that more training, guidance and resources would be welcomed.</p> <p>The FGB questioned whether the additional time spent in planning was due to the new curriculum or the non-setting approach. The school confirmed both. The planning for a wider range of abilities will increase the thought required for the lesson however familiarity will help over time.</p> <p>The school will report to governors at the end of the academic year. The questionnaire will be repeated, children will be asked to share their thoughts and progress and attainment will have been measured.</p> <p>Regarding the Impact of the SEN Changes, all staff received a questionnaire, the major impact to come out from the changes is the time taken to complete the intervention reports by the teachers. However the school noted that this should have been being done previously and compared with other schools nationally our children who make progress and achieve academically are not considered a problem.</p> <p>Ideas for improvement stated by the staff are to increase the team size, however the budget will not allow this. More training may be available for those requesting it.</p> <p>The FGB questioned as to how the SEN TA role works alongside the teachers. The role specialises in intervention work regarding social and emotional needs and assists those children who require physio, hearing or visual support.</p>	SI
15/28	<p>Impact of maths setting</p> <p>Refer to report in Item 15/27.</p>	
15/29	<p>SIO Report</p> <p>The Autumn report was distributed to all governors. Following the visit this term from the SIO, the Spring Term report will be distributed at the next meeting on the 4th June 2015.</p> <p>The Chair and the school agreed that the Autumn report reads well. Clarification to be sought over the statement regarding greater achievement for disadvantaged pupils.</p>	PK PK

Signed by Chair of Governors.....


Date.....

15/30	<p>Policy Review</p> <p>The following policies were approved without comment; -CiC-LAC policy -Pupil Premium Policy</p> <p>The habitual and vexatious complainant's policy was amended to ensure a written warning is provided to the complainant prior to the serving of the policy. The FGB requested a further amendment regarding the Authorising Officers to include the head, chair and vice chair of governors. In the absence of the chair or the vice chair another governor can be co-opted in to the role of Authorising officer.</p> <p>Policy approved with the amendment.</p>	SI CS
15/31	<p>Governors Training record</p> <p>Item deferred to the meeting on the 4th June 2015.</p>	
15/32	<p>Review term dates as recommended by WBC</p> <p>The school believes no dates have been released for 16/17.</p>	
15/33	<p><u>Governors visits and reports</u></p> <p>Mrs Beech reported to the FGB on her termly meeting with the SENCo. Mrs Beech shared that she will be ensuring the SEN process and information is understood by all involved and she will also monitor the adherence of the medical conditions in school policy.</p> <p>Mrs Beech also reported on the recent SEN forum attended and discussed the 'Wokingham Special Educational Needs and Disabilities Information, Advice and Support Service', formerly the Parent Partnership Service.</p>	
15/34	<p><u>Communication</u></p> <p>-Training Handbook. The clerk noted that the training handbook had been distributed electronically to all governors however hard copies are available for those who would prefer one. A reference copy has been placed in the foyer of the school to access.</p> <p>It was noted that Governor roles for EYFS and Safeguarding were vacant and therefore there is an opportunity for a governor to focus their training if either of these were of interest.</p> <p>It was noted that the Green Team would welcome Governor Involvement. Mrs Kerton asked a governor if they would be interested in monitoring school website compliance.</p> <p>The Spring Term newsletter from Governors Services had been forwarded to all governors earlier in the day.</p>	ALL

Signed by Chair of Governors.....

Date...15/5/15

15/35	<p>Date and Time of next meeting- Thursday 4th June 2015 5.30pm</p> <p>Agreed.</p>	
15/36	<p>AOB</p> <p>The chair highlighted key messages from the Spring Newsletter for the governing body.</p> <p>It was agreed that Mr Kensley will work with Mrs Poole regarding the Pupil Premium report using the format presented last year and the questions suggested in the newsletter.</p> <p>The clerk brought to the governors attention, on behalf of the church community, a sign that is being erected on the corner of Chestnut Avenue to signpost the church and share community information. The Governing Body had no objection.</p> <p>The meeting closed at 7pm</p>	

Signed by Chair of Governors.....

Date.....*4/5/15*