

Minutes of the Meeting of the Governors of
The Hawthorns Primary School Held on

Monday 7th July 2014

5.00pm

Present:

- Mr C Shaw (Chair)
- Mrs E Bridgeman
- Mrs K Blake
- Mrs E Wells
- Mrs D Banbury
- Mrs M Coffield
- Mrs S McKay
- Dr I Severn
- Mrs J Shepherd
- Mrs D Murgatroyd
- Mrs R Beech
- Mr A Dotchin
- Mr W Day
- Mrs C Hare
- Mrs P Kerton (Head teacher)
- Mrs D Hampton
- Mrs S Izquierdo (Clerk)

The Full Governing Body received the following presentations;

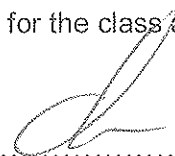
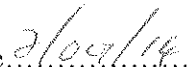
SEN Changes, Jeanette Colby, Inclusion Manager.

A report communicating the update on SEN was distributed prior to the meeting. Mrs Colby presented a summary of the new code of practice and the changes to current working practices within the Hawthorns.

The SEN support currently being offered within the school and cluster was highlighted. A discussion was held regarding the recent Local Offer work for the Local Authority and the report will be shared with the governing body once published.

An understanding was requested from the Full Governing Body (FGB) regarding the changes imposing new pressures on teachers. The school explained that the teachers plan for the SEN children currently, it was noted that a child must receive a balance of 1:1 support and whole class inclusion. The Governors questioned whether the current balance was right, the school explained that through discussion with teachers, Inclusion Manager and Parents timings are flexible depending on the circumstances, however you try to balance as much as possible.

A query was raised concerning disruption to other children and how this is managed. Mrs Colby explained where required, children may have a managed timetable to allow respite for the class and themselves. However the importance

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of Inclusivity is paramount. It was stated by the Governors that the changes must not be putting any undue pressure on the teachers.

In response to challenge from the governors, Mrs Colby and staff will feedback how the SEN changes are working in the new academic year for the teachers, the SEN children and the class as a whole.

New Curriculum, Will Day, Acting Deputy Head

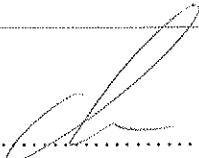
Mr Day distributed a document highlighting the changes to the current curriculum for September. The school stated that they were well positioned and Mr Day shared with the Governors the time spent this year in preparing for September.

At recent network meetings the school felt reassured that it was in line with other cluster schools in their preparation for September. The school confirmed that the teachers planning will be Term by Term.

It was noted that the school will be investing in the EYFS area of the Target Tracker system.

The Chair of Governors thanked Mrs Colby and Mr Day for their presentations and congratulated the school for being in a strong position during a period of significant change.

Ref		Action
14/57	<u>Apologies and Welcome</u> Apologies were received and accepted from Mr A Kensley.	
14/58	<u>Declaration of Interest in today's agenda</u> None declared.	
14/59	<u>Minutes of the last meeting held on Thursday 22nd May 2014</u> The minutes of the last meeting held on Thursday 22 nd May 2014 were approved and signed as a true copy.	
14/60	<u>Matters Arising</u> Mrs Kerton presented the Sports Funding Impact report, the report has been published publically on the website. Mrs Shepherd, Sports Governor informed the Governing body of the high level of achievement by the school at the recent district sports event and noted that the support from Mrs Pritchard and Mrs Helliwell has been over and above the expected level.	
14/61	<u>Committee Update</u> i) <u>Learning and Teaching Meeting held on Wednesday 11th June 2014</u>	

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Mr Shaw reported the meeting on behalf of Mr Kensley. The following points were highlighted:

- The presentation of the Spring Data report with a focus on the pupil premium children.
- Review of the school prospectus in relation to the changes planned for September.
- Review of the school surveys.
- Receiving the Pupil Premium, Staff CPD and Off-site activities report.
- The Terms of Reference (TOR) review by the committee, no amendment was suggested for the next academic year.

No questions for the committee.

ii) Sites and Buildings committee held Tuesday 19th June 2014

Mrs Shepherd reported the meeting to the Governing Body and highlighted the following;

- The committee receiving the Annual Health and Safety Report.
- Mrs Kerton providing a verbal report on Capital projects and Free School Meals for Key Stage 1 children.
- The committee receiving an update on the SIDP.
- Review of the following policies; Health and Safety Policy and Lettings Policy.

It was agreed to review the timings and content of the Health and Safety sub-committee meetings. An amended TOR will be proposed to the FGB in September.

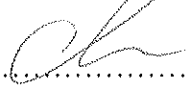
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No questions were raised.

iii) Personnel and Finance Committee held Wednesday 25th June 2014

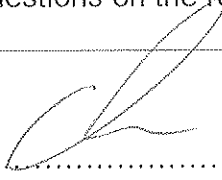
Mrs Hampton reported the meeting highlighting the following;

- The budget position for 2014/15.
- Capital Update
- Mrs Carter will be completing the financial procedures manual during the Summer.
- A financial evaluation of staff training
- The following policies were reviewed; Lettings Charges

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14/62	<p>and Charging and Remissions Policy.</p> <ul style="list-style-type: none"> • The Committee is proposing a change to delegate the budget approval to the committee within the TOR. <p>No questions for the committee.</p> <p><u>Headteacher's report</u></p> <p>The headteacher's report was distributed during the meeting, time was given for the governors to read the report and Mrs Kerton welcomed any questions.</p> <p>The Governors enquired as to how the peer review in EYFS had gone. Mrs Kerton advised that the review was useful for all involved and was deemed a positive experience. The school is aware that there are still issues regarding the outside area and the staff will be focusing on not trying to do too much.</p> <p>The Governors requested background to the recent exclusion. The school explained that the decision was not taken lightly and is an ongoing situation. De-escalating techniques did not work in this instance and as a result a safe hold was required to prevent the child hurting themselves and staff. The school noted that the family is very being very supportive.</p> <p>A statement was made by a Governor regarding the Safeguarding of pupils. The concern being, that the statistics would indicate a high number of vulnerable children are unidentified and in a primary school of our size how do we identify those? Mrs Kerton informed the governors that sharing of information is paramount, every member of staff has safeguarding awareness training and the school has a number of levels of safeguarding protection in place from the parent support adviser to cluster family workers. All information the school gathers is passed on to Secondary schools. Schools will also liaise with the schools of siblings if a concern is raised.</p> <p>The Governors queried as to whether the behavior incidents are escalating. Mrs Kerton reassured the Governors that the incidents are only related to a small number of children and in a school of our size is not cause for concern. For those small number of children there are reporting systems in place to monitor their behaviour.</p> <p>Mrs Kerton welcomed questions on the report at the next meeting if required.</p>	
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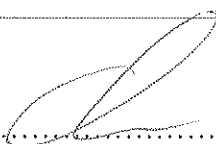
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14/63	<p><u>Governors Vists and Reports</u></p> <p>Mrs Bridgeman feedback on a visit with Miss Brimley regarding Humanities. Both parties found it a very useful meeting.</p> <p>Mrs Blake feedback on a visit with Miss Norris regarding maths. Mrs Blake appreciated the amount of work that has been carried out on maths over the last year and the plan going forward. Mrs Blake thanked the team for the work done to date.</p> <p>In response to challenge from Mrs Blake, Mrs Kerton explained the background to the proposal of not 'Setting' from September 2014. Mrs Kerton gave background to research data suggesting setting does not assist with the children's' emotional well being and therefore progress made. A number of concerns on the current system were shared; currently 50mins of teaching time is lost per week with children moving classrooms, literacy is practiced throughout all lessons and cross curricular learning is more evident yet maths currently stands alone, the grouping can become a 'label' for some children affecting their emotional confidence, transition for some children between different teachers can cause anxiety. The school is aware that other local primary and secondary schools are moving to or have moved to this approach.</p> <p>Governors challenged as to how the impact will be measured. The school confirmed that the children's progress year on year will be monitored and the pupil survey will focus on their emotional well being. The Governors requested that they receive regular updates on how the system is going for the staff and the children.</p> <p>Mrs Blake and Mr Shaw provided feedback from the recently attended 'Moving to Outstanding' course for Governors. They highlighted the need to monitor, via the minutes, the challenge and support of the governing body, to always refer to the ' learning outcome for the children', and to ensure the e-presence of the school is up to date. Behaviour and Safety will remain a key focus for Ofsted and collaboration such as work with the cluster or other groups should have support documented. Governors should be involved in the strategy and vision of the school and they thanked Mrs Kerton for the involvement with this to date. It was agreed to include school strategy on the first meeting of the Autumn term as part of the annual cycle.</p>	SI
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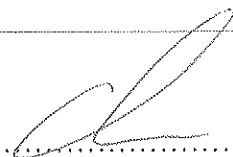
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14/64	<p><u>SIDP</u></p> <p>The school welcomed questions on the latest update to the SIDP available on the schools learning platform. No questions received.</p>	
14/65	<p><u>SIO feedback</u></p> <p>Mrs Kerton feedback on a very positive meeting with Rick Barnes, the schools SIO. The report from the meeting was distributed for all to read. Mr Shaw shared the feedback from the visit provided by Mr Kensley. Mr Shaw noted that the quality of governance at the school was rated highly by the SIO, and thanked all governors for their contribution.</p>	
14/66	<p><u>Policies for Approval</u></p> <p>The Governor Visiting Policy will be reviewed at the first meeting of the new Academic Year.</p>	
14/67	<p><u>E-safety Annual Report</u></p> <p>The ICT team including the ICT Governor, have a strategic meeting planned for the 11th July and the annual report will be compiled and reported at the first meeting of the new academic year.</p>	
14/68	<p><u>Agree term dates for 2015/16</u></p> <p>The Local Authority term dates for 2015/16 were discussed at the recent Wokingham Town West cluster meeting and Inset Dates proposed. The Governing Body approved the proposed dates.</p> <p>Early closure time for the last day of term was discussed further to Item 14/44 on the 7th February 2014, the governing body supported a 2pm closure time for the last days of term from September 2014.</p> <p>Mrs Kerton also shared the proposed lunch times from September to ensure all Free School Meal lunches in Key Stage 1 can be accommodated.</p> <p>Mrs Blake left the meeting at 7.45pm</p>	

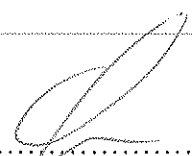
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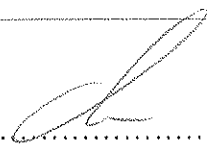
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14/69	<p><u>Self Evaluation</u></p> <p>The Self Evaluation and the Chairs Evaluation were distributed for this academic year. Mr Shaw ran through the responses. No significant points need to be addressed. Mr Shaw clarified the funding arrangements for governor training and confirmed that the school signs up to WBC's governor training package. Other comments raised will be taken into consideration for the governing body's work in 2014-15.</p> <p>It was agreed that some questions have two parts that may affect the response. Questions to be reviewed for next year.</p>	SI
14/70	<p><u>Reconstitution</u></p> <p>The Reconstitution Guidelines from the Department for Education were distributed prior to the meeting. Mr Shaw explained that the chairs of the committee had met to discuss how the current committees worked in relation to exploring the reconstitution and a potentially new Instrument.</p> <p>Mr Shaw explained that with a number of Terms of Office due to expire it was timely for the school to consider reconstitution and ensures roles are not surplus to requirement. The Full Governing Body discussed current member's roles and committee involvement in relation to the new Governor categories.</p> <p>A discussion was held and it was agreed that Governing body should consist of 14 members of which 9 will be co-opted. Of those Co-opted there should remain two members of teaching staff, one from each Key Stage.</p> <p>It was agreed that the Instrument should be as follows;</p> <p>14 members in total;</p> <p>1 headteacher 1 LA 1 Staff (elected) 2 Parent (elected) 9 Co-opted</p> <p>It was proposed that the reconstitution should be from the 1st October 2014.</p>	SI

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14/71	<p><u>Scheme of Delegation</u></p> <p>The full scheme of delegation will be proposed at the first full governing body of the new academic year.</p> <p>The Terms of Reference for the Personnel and Finance committee were approved by the Full Governing Body. The responsibility for Budget approval has been delegated to the committee.</p>	
14/72	<p><u>Succession Planning- Election of Chair and Vice Chair</u></p> <p>The clerk requested that all nominees for the Chair to leave the room whilst the Governing Body elected the position of Chair for 2014/15. Mr Shaw was unanimously appointed.</p> <p>Mr Shaw stated that a nomination for Mr Kensley as Vice Chair had been received. Mr Kensley was unanimously appointed.</p>	
14/73	<p><u>Review Committee structure and membership.</u></p> <p>All current Chairs agreed to re-stand. The Full Governing Body appointed chairs of committees.</p>	
14/74	<p><u>Appoint Associate members.</u></p> <p>Associate members were agreed by committee and appointed for a one year term of office.</p>	
14/75	<p><u>Approve Role descriptions</u></p> <p>To assist Governors in their named roles, the role descriptions had been reviewed by the Chair of Governors and the Senior Leaders and distributed prior to the meeting.</p> <p>The roles were agreed. The title of ICT Governor will be amended to IT Governor.</p>	
14/76	<p><u>Named Governor responsibilities.</u></p> <p>The named Governor responsibilities were agreed. Role descriptions to be included within the Governors Induction Handbook.</p> <p>Due to the After school club being run by an external company it was agreed to remove this role from the Governors responsibilities.</p>	

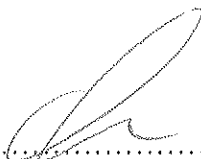
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	<p>It was agreed to introduce the role of RE Governor.</p> <p>The Panel members were agreed.</p> <p>All roles and responsibilities will be distributed by the clerk. A copy of the positions to be distributed with these minutes and stated on the schools website.</p>	SI
14/77	<p><u>Set dates for the Governors Meetings for the next school year</u></p> <p>Dates to be distributed by the end of term.</p>	SI
14/78	<p><u>Governors Newsletter</u></p> <p>The school thanked the Governors for an informative newsletter. Mr Shaw thanked those who contributed and thanked Mr Kensley for co-ordinating.</p>	
14/79	<p><u>AOB</u></p> <p>The school informed the Governors of the potential strike on Thursday 10th July. The school was unable to confirm whether it would be closed .</p> <p>Mr Shaw thanked all the Governors for their time and work for the year. A specific thanks went to Mr Day, Acting Deputy Head and the governors, Mrs Coffield, Mrs Mckay, Mrs Banbury, Mr Dotchin, Mrs Peries and Mrs Wells whose terms will no longer continue.</p> <p>It was agreed that Mrs McKay will be an associate member to the Sites and Buildings Committee.</p>	
14/80	<p><u>Celebrate 2013/14</u></p> <p>The afternoon tea with staff had provided an opportunity to celebrate the year.</p> <p>The meeting closed at 8.20pm</p>	

Signed by Chair of Governors.....



Date.....

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