

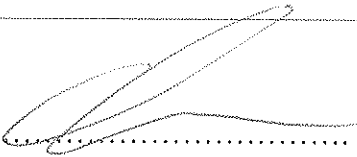
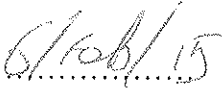
Minutes of the Meeting of the Governors of
The Hawthorns Primary School Held on

Thursday 18 December 2014

5pm

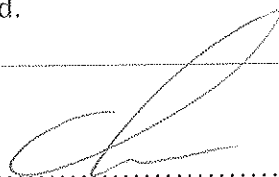
- Present:
- Mr C Shaw (Chair)
 - Mrs E Bridgeman
 - Mrs K Blake
 - Dr I Severn
 - Mr A Kensley
 - Mrs J Shepherd
 - Miss D Brimley
 - Mr M Jex
 - Mrs D Murgatroyd
 - Mr J Howarth
 - Mrs E Kerr
 - Mrs R Beech
 - Mrs C Hare
 - Mrs P Kerton (Head teacher)
 - Mrs D Hampton
 - Mrs S Izquierdo (Clerk)

Ref		Action
14/102	<p><u>Apologies and Welcome</u> No apologies were received. All present.</p> <p>Mr Shaw welcomed the new parent governors and governors introduced themselves to the new members. It was noted that Mr Kensley has agreed to be the mentor for Mr Howarth and Mrs Kerr.</p>	AK
14/103	<p><u>Governor co-option</u> An interest had been received from Mrs Blake to serve a term of office as a co-opted governor. Mr Shaw recommended the position to the governing body. Members agreed.</p>	
14/104	<p><u>Sen Update</u> Moved to Item 107.</p>	
14/105	<p><u>Declaration of Interest in today's agenda</u> None Declared.</p>	
14/106	<p><u>Minutes of the last meeting held on 2nd October 2014</u> Minutes were approved as true reflection of the meeting.</p>	

Signed by Chair of Governors.......... Date..........

14/107	<p><u>Matters Arising</u></p> <p>It was confirmed that the SEN Local offer has now been published on the schools website.</p> <p>The school confirmed that the whiteboards are fit for purpose and the PTA have agreed to fund the provision of a new pc for each classroom to ensure maximum utilisation of the whiteboard functions.</p> <p>Mrs. Colby sent her apologies for being unable to attend the meeting. Mrs. Kerton provided an update for the Governing Body.</p> <p>The SEN policy distributed for approval had been worked on as a cluster.</p> <p>Mrs. Colby's report was distributed in the meeting for governor's information. Mrs. Kerton highlighted key points and welcomed questions.</p> <p>A query was raised concerning whether the new SEN arrangements would have financial implications on the school. Mrs. Kerton indicated that at this time the school believes it would not be under further pressure however the funding calculation is not straight forward.</p> <p>A challenge was raised concerning the practice of inclusive teaching in the classroom and the work load associated for the teachers. Staff governors confirmed that it stimulates more work from the planning of the provision, the monitoring of it and the recording of the impact however it also promotes a deeper understanding to the learning of a child.</p> <p>The governors requested further feedback at the next Full Governing Body (FGB) meeting to ensure monitoring of the impact of the SEN changes.</p> <p>Mrs. Kerton suggested any further questions can be raised with the school at any time.</p>	PK/SI
14/108	<p><u>Committee Update</u></p> <p>i) <u>Learning and Data meeting held on 5th November 2014.</u></p> <p>Mr. Kensley fed back on the meeting. Minutes have been distributed for reference.</p> <p>He informed the FGB that the committee had approved two policies; Bring your own device (pupils) and the Teaching for Learning Policy.</p> <p>The SIDP had been reviewed.</p>	

Signed by Chair of Governors.....



Date... 6 Feb 15

ii) Learning and Teaching meeting held on the 10th December 2014.-incl.agreed targets

Mr. Kensley fed back on the new format of the deputy heads report and Mrs. Poole's commentary was distributed with the minutes for clarity.

The end of year target for Key Stage 2 was agreed to be an aspirational target with 100% of Year 6 achieving a level 4 or higher.

It was confirmed that the Fischer Family trust dashboard was now available and can be viewed on the learning platform.

Offsite activities planned for this year were approved.

Dr. Severn excused himself from the meeting. 5.20pm

iii) Personnel and Finance meeting held on 22nd October 2014 -incl.pupil numbers and budget implications

Mrs. Hampton fed back to the full body on the meeting held on the 22nd October.

Mrs. Hampton advised the governing body that the school was at maximum pupil numbers.

Budget monitoring is being closely monitored and remains on track.

P&F will be working with the Sites and Buildings committee on the capital investment in the window replacement program.

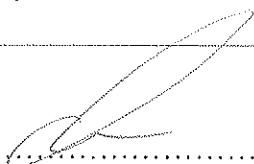
Mrs. Hampton explained the situation regarding the current cleaning contract and negotiations underway between the Local Authority and the school. The governing body suggested that the school independently gets comparative quotes on the cleaning and uses this as further knowledge for negotiation with the Local Authority.

Mrs. Hampton confirmed that the committee had approved the following policies; Governors Allowances, Appraising Teachers performance and CPD.

iv) Sites and Buildings meeting (incl.H&S report) held on 8th October 2014

Mrs. Shepherd reported on the meeting held and confirmed that after the health and safety audit, no health and safety issues matters require addressing.

Signed by Chair of Governors.....



Date... 6/2/15.....

14/109	<p>Mrs. Shepherd reported that she had also recently attended the school fire drill and it was conducted very well by all staff and pupils.</p> <p>The committee confirmed that the back playground light is now in place. It was agreed that the sensor lighting around the log cabin should be on a timer.</p> <p>The SIDP was reviewed by the committee.</p> <p>The committee confirmed that there is no accessibility issue to be considered at the school currently.</p> <p>v) <u>Pay Review and Performance Management Committee held on 4th December 2014- incl. headteachers annual performance review.</u></p> <p>Mr. Shaw fed back from the PRPMC held. The committee reviewed Mrs. Kerton's performance management. The governing body thanked Mrs. Kerton for another successful year.</p> <p>The committee agreed the headteachers objectives for 2014-15 with the involvement of Rick Barnes.</p> <p>The committee informed the FGB that it has set the leadership pay range for the school's Headteacher in accordance with the School Teachers Pay and Conditions Document 2014. The committee completed an exercise provided by the school's HR consultants to improve their understanding. The committee also consulted a representative from Babcock HR, Jim Mathieson (SIO), and the school business manager with regard to budget implications. A benchmarking exercise also highlighted to the governors that to remain an above average school the Pay Committee should set the pay ranges above average to attract and retain the correct calibre of staff. The pay ranges for the other members of the leadership group will be reviewed in the Spring term.</p> <p><u>Headteachers report</u></p> <p>Mrs. Kerton ran through the key messages of her report which had been distributed prior to the meeting.</p> <p>Mrs. Kerton shared with the governors that it appears all schools in the cluster have 'writing' as a school improvement focus.</p> <p>Mrs. Kerton advised that the school will use some of the sports funding to support and promote the diversity of cultures in the school.</p>	PK
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Signed by Chair of Governors.....  Date... 6/21/15.....

The governing body challenged on what action the school would be taking regarding the increased number of 'behavioural incidents' this term compared to Autumn 2013-14 (9 compared to 32), albeit the majority of them (25) being related to two pupils. The school feels that a number of strategies have been put in place that are improving the situation and the school is working very closely with the parents, therefore there are no major changes to implement at this time.

The governing body queried how beneficial the school found the support from Foundry college. The school found the input reassuring as Foundry confirmed that all measures are in place. Governors asked further if alternative options for one child are still a possibility in the next academic year. Mrs Kerton concurred that they were and this was part of the discussions with both the SEN department and parents.

Governors questioned whether the behaviour of this child is having an impact on learning in the classroom. The school stated that the child is removed from class to prevent disruption to others and this is supervised by an allocated member of staff for a period of time however the lesson continues for the other children. Impact on the class sometimes occurs if a second member of staff needs to assist as they are no longer available to support the learning of others.

Governors questioned how staff morale is regarding the situation. Teaching staff suggested morale may become a concern; the situation, if it continues, may cause staff to be concerned for their personal safety and to question at what point the ultimate sanction of permanent exclusion needs to be enforced. It was confirmed that staff have been injured.

The headteacher asked the governors to trust the support staff and external agencies involved to do the right thing by the child and the school. Mrs. Kerton reassured governors that all aspects are discussed in the appropriate forums and obviously in a very confidential matter. Mrs. Kerton suggested that the SEN Governor Mrs. Rosie Beech attend a review meeting to understand the level of discussion within an SEN meeting and to feedback to governors, a governor's perspective of the process at the next FGB.

A query was raised as to the classification of pupils within the headteachers report 'cause for concern'. The headteacher confirmed that the school has very high expectations and the descriptor for this category is up to the school, it could be any child who looks like they may require additional support, that may be from a learning issue, or a transfer from another school or a child who may be experiencing emotional or social issues. From a learning point of view they may not be a cause for concern if in another school!

RB

Signed by Chair of Governors.....

Date..... 6/2/15

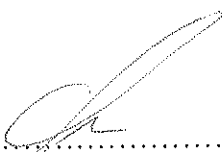
14/110	<p><u>Data Summary</u> The Raiseonline summary was distributed prior to the meeting. Mr. Shaw gave background to new governors.</p> <p>The FFT dashboard is now available to view. Mr. Shaw gave background to new governors.</p> <p>The school noted that with such high expectations and thus high attainment from Key Stage 1 exceeding the national pupil progress expectations is difficult to achieve for The Hawthorns.</p> <p>A request was made by the chair of Governors for the SIO, Jim Matheison to explore the Raiseonline and FFT data in relation to the top percentile schools.</p>	PK
14/111	<p><u>Chair of Governors Report</u> Mr. Kensley attended the Chairs briefing held on 22nd October 2014, on behalf of Mr. Shaw. Mr. Kensley fed back to the governing body the key topics presented; Wokingham Data, Narrowing the gap for pupil premium and reconstitution of Governing bodies.</p>	
14/112	<p><u>SIDP</u> The SIDP is regularly updated by the leadership team and will be updated on the learning platform for viewing.</p> <p>Governors to feed back their actions to the clerk to update the document internally.</p> <p>Ensuring the effectiveness of the governing body post-reconstitution to be added in to the SIDP and governor roles.</p>	ALL
14/113	<p><u>Policy Review</u> Scheme of Delegation – the governors reviewed an amendment to the Terms of Reference for the Pay Review and Performance management committee. Scheme approved.</p> <p>SEND Policy- approved</p>	
14/114	<p><u>NGA Code of Practice.</u> All governors agreed to the NGA Code of Conduct for this academic year.</p>	
14/115	<p><u>Governors Visits and Reports</u> Miss Brimley reported on her meeting as a Safeguarding Governor with Mrs. Kerton. It was agreed to have an annual agenda item to ensure an annual report is produced in the SEF. The headteachers report will</p>	SI

Signed by Chair of Governors.....

Date..... 01/2/15

14/116	<p>continue to act as a termly capsule report.</p> <p>Mrs. Hampton fed back on the recent Development Governors briefing. The governors agreed to have a link to the GEL online training as a link via the schools website.</p> <p>The briefing discussed the use of Target Tracker to create a governor SEF. The Cost to access the governors' pages would be £265/annum. Mrs Kerton believes the school may have access to these pages and will confirm.</p> <p>Mrs. Bridgeman fed back on her recent meeting with Catherine Machin as subject leader for History.</p> <p><u>Governors' day.</u> A conversation was held regarding the structure of the day.</p> <p>Morning- Governors to be with their respective classes and to run the assembly. Afternoon- Governors training on assessment.</p> <p>Mr. Howarth agreed to be class Governor for 4MJ and Mrs. Kerr agreed to be class Governor for 5MC.</p>	SI PK
14/117	<p>The school to inform the Governing Body of the Aspirational Quality being focused on at the start of the Spring term.</p> <p><u>Governor Services Communication</u> The Governor Services newsletter for the Autumn term had been distributed to all governors prior to the meeting.</p>	SI
14/118	<p><u>Date and Time of next meeting- Friday 6th February 2015</u> Confirmed.</p>	
14/119	<p><u>AOB</u> The PTA thanked the Governing Body for their support at the Winter fair. The clerk requested all Declarations be returned.</p> <p>The meeting closed at 6.55pm.</p>	

Signed by Chair of Governors.....



Date.....

