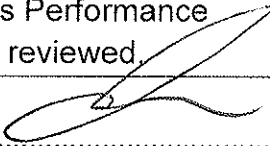


**Minutes of the meeting of the Governors of
The Hawthorns Primary School held on**

Full Governing Body (FGB)
Thursday 10th December 2015
5.30pm

Present: Mr C Shaw Mrs P Kerton (Headteacher) Dr I Severn
 Mrs J Shepherd Mrs E Kerr Mrs R Beech Mrs C Hare
 Mrs D Hampton Mr M Jex Mrs E Bridgeman Mrs D Murgatroyd
 Mrs S Izquierdo(Clerk)

Ref		Action
15/97	<p>Apologies and welcome</p> <p>Apologies were accepted from Mr John Howarth and Mrs K Blake.</p>	
15/98	<p>Declaration of Interest in today's agenda</p> <p>None declared.</p>	
15/99	<p>Co-option of governor</p> <p>An expression of interest had been received from Mrs Dawn Wojcik regarding the governor vacancy. The FGB discussed Mrs Wojcik's previous experience and her current involvement in the school. Mrs Wojcik expressed an interest in to the Site and Buildings committee and the FGB agreed that her knowledge would be a valuable asset to this committee. All voted in favour for the co-option of Mrs Wojcik.</p>	
15/100	<p>Minutes of the last meeting held on Thursday 22nd October 2015.</p> <p>The minutes were agreed and approved as a true representation of the meeting.</p>	
15/101	<p>Matters Arising</p> <p>No matters addressed.</p>	
15/102	<p>Committee Updates.</p> <p style="padding-left: 40px;">i) Personnel and Finance Committee 14th October 2015</p> <p>Mrs Hampton feedback from the meeting highlighting the following:</p> <ul style="list-style-type: none"> -the continued focus on the budget -monitoring the capital spending -review of the SFVS process <p>The following policies were approved:</p> <ul style="list-style-type: none"> -Governors Allowances -Pay Policy -Appraising Teachers Performance <p>The CPD policy was reviewed.</p>	

Signed by Chair of Governors.....

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The committee informed the FGB of a discussion on the increase in the non-payment for voluntary contributions and that this will be monitored.

Minutes distributed for reference.

ii) Pay Review Committee-

Mr Shaw feedback on the recent performance management meeting with the School Improvement Officer regarding the headteachers performance. The meeting included a review of the last year and the setting of objectives for this year.

The Governing Body thanked Mrs Kerton for her commitment to the school.

15/103

Headteachers report

The report was distributed prior to the meeting and Mrs Kerton shared the key headlines with the governors.

The school remains full with 444 pupils on the roll.

Attendance remains good.

Mrs Kerton explained the employee situation within Year 1 and sought governor advice regarding the lack of teaching candidates for the vacancy. It was agreed that a letter to parents and a meeting would be advisable and governors volunteered their attendance to support the school.

PK/All

Mrs Kerton gave background to the lack of candidates and explained that during a recent Local Authority (LA) meeting headteachers were advised that the situation will not improve due to 50% of teachers in the borough being over 50. Wokingham are exploring why Bracknell and Reading attract more teachers to the area. Headteachers believe that the cost of living with regards to housing is slightly cheaper in Reading and those employed in Bracknell qualify for London weighting and therefore both areas are more attractive than Wokingham.

Mrs Kerton reiterated as Mrs Hampton earlier in the evening that the budget is currently under constant scrutiny by the school business manager and that unfortunately, indications going forward from the LA, suggest even further cuts on funds.

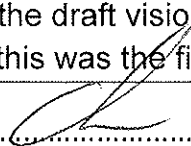
Mrs Kerton thanked the Governors for their support with the PTA christmas fair and the governing body with Mrs Kerton jointly recognised the efforts of the PTA committee.

The Chair thanked the headteacher for the report. No questions.

15/104


School Vision and Strategy.

Mrs Kerton presented the draft vision and strategy following the discussions from the last FGB. As this was the first viewing for governors the presentation

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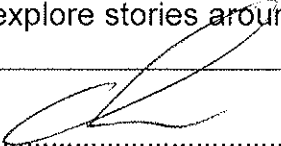
Date...5.2.16

	<p>will be emailed to all governors for feedback.</p> <p>The governors thanked the headteacher for the work and stated that the vision/strategy/SEF and SIDP all working together indicates very strong management of the school and provides a very clear and succinct picture of the Hawthorns.</p>	SI
15/105	<p>School Data- FFT KS1, KS2 and Raiseonline Dashboard</p> <p>Mrs Kerton ran through the above data summaries. The reports will be emailed for all governors to digest prior to a more in depth data meeting planned for February 2016.</p> <p>Key messages include:</p> <ul style="list-style-type: none"> -Attainment of the pupils outstanding -progression in reading and maths is very strong -Writing not so strong. <p>These findings support the objectives set within the SIDP.</p> <p>Dr Severn and Mrs Hampton left the meeting at 6.25pm</p>	SI
15/106	<p>Chairs report</p> <p>The chair has recently attended an Indicative budget meeting for 2016-17.</p> <p>The chair presented the skills audit summary to the FGB highlighting visually the strengths and potential areas for governor development.</p> <p>The Chair thanked those governors again for their support at the winter fair.</p>	
15/07	<p>Health and Safety Termly Report</p> <p>Mrs Shepherd reported to the FGB and noted the following in her report;</p> <ul style="list-style-type: none"> -All required audits completed -Risk Assessments reviewed and approved -Inspection and Incident reports monitored -Attendance at the Fire Drill and the improvement to the evacuation since the widening of the KS1 pathway. -The Rainbow Plan update -Supporting the school on a playground incident. -Attending the Health and Safety forum. <p>Mrs Shepherd thanked Mr Gill, Mrs Tyrrell and Mrs Izquierdo for their support in her role as Health and Safety Governor and to the Sites and Buildings Committee.</p>	

Signed by Chair of Governors.....

Date.....*5-2-16*

15/108	<p>SIDP</p> <p>The updated SIDP has been published on the learning platform.</p> <p>It was agreed that one of the Governors objectives should relate to budget monitoring.</p> <p>Succession planning was also suggested as a governor objective.</p> <p>It was agreed that during Governors' Day the governors' objectives will be reviewed and discussion held regarding what does the success criteria look like.</p>	CS CS CS
15/109	<p>Policy review</p> <p>The 'e-safety all in one' policy was reviewed and updated following recommendations from the LA model policy. The policy was approved.</p> <p>The CPD policy was recommended for approval following review at the Personnel and Finance Committee. The policy was approved.</p>	
15/110	<p>Governors Visits and Reports</p> <p>Mrs Beech fedback from her recent attendance at the Access and Inclusion meeting. The meeting shared with the SEND Governors the structure of the teams and support regarding Looked After Children (LAC).</p> <p>Governors enquired as to how many LAC children are currently in the borough. It was confirmed that 70 children are currently within schools in the borough.</p> <p>Mrs Beech shared with the FGB her recent meeting with the SENDCo at the school and was amazed at the work output within one term of being in post. The SENDCo has put in place a tracking system for SEND children, supports the school with funding, supports the teachers in parents meetings and ensures support is in place for the children as required.</p> <p>The Chair thanked Mrs Beech for her report.</p>	
15/111	<p>Governors day</p> <p>It was confirmed that the 'Outstanding Ofsted' training has been confirmed for the afternoon of Friday 6th February 2016.</p> <p>A discussion was held regarding the morning. All governors will spend time with their adopted classes and take part in the whole school assembly.</p> <p>Ideas for the assembly were discussed, such as, the Aspirational Quality focus at that time, British Values and the 2016 Olympics.</p> <p>Mrs Beech agreed to explore stories around the theme.</p>	All RB

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15/112	<p>Communication</p> <p>No communication had been received from Governors Services since the last FGB.</p>	
15/113	<p>Date and Time of next meeting- Friday 5th February 2016. 4pm.</p> <p>Date and time confirmed.</p>	
15/114	<p>AOB</p> <p>A request was made on behalf of the school to amend the following meetings;</p> <p>-Personnel and Finance committee to move from 5th May to the 28th April and the Sites and Buildings Committee to move from the 28th April to the 5th May to allow timely submission of the budget in to the Local Authority. All agreed.</p> <p>-The FGB on the 17th March to the 22nd March to allow a Thursday evening Parents meeting. All agreed.</p> <p>The meeting closed at 7.10pm.</p>	

Signed by Chair of Governors.....

Date...5.2.16.....