

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

Full Governing Body (FGB)

7th July 2016

5pm

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

Ref		Action
16/66	<p><u>Apologies</u> Apologies received and accepted from Mrs D Murgatroyd.</p>	
16/67	<p><u>Declaration of interest in today's agenda</u> None declared.</p>	
16/68	<p><u>Minutes of the last meeting held on Thursday 19th May 2016</u> Minutes were agreed to be a true reflection of the meeting held. Minutes approved.</p>	
16/69	<p><u>Matters Arising</u> None</p>	
16/70	<p><u>Committee Updates</u></p> <p>i) Learning and Teaching 20th April 2016 Mrs Blake fed back how the committee ran through the data report provided by the deputy head in detail and requested headlines/key messages and focus for each year group.</p> <p>ii) Personnel and Finance committee 22nd June 2016 Mrs Hampton fed back on how the committee had monitored the budget in depth and held discussions regarding the deficit.</p> <p>The chair of the committee shared how the committee supports the introduction of a voluntary parent contribution scheme.</p> <p>iii) Sites and Buildings committee 5th July 2016 Mrs Shepherd informed the governing body of the planned works over the summer.</p> <p>The committee confirmed that there were no Health and Safety issues highlighted during the Building and Grounds Audit.</p>	



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All Inspections and Incidents have been reported.

16/71

Head teachers report

The head teachers report had been distributed prior to the meeting. Mrs Kerton highlighted the key messages.

Governors challenged as to what the mechanism is to monitor alert forms to be able to understand the number recorded through a pupil's time at school. The school explained that one of the first questions on the form is to acknowledge any historical reporting.

It was highlighted that the form used for the Safeguarding Audit had no reference to e-safety. The Safeguarding governor and head teacher have agreed to update the audit regarding this matter.

Mrs Kerton advised the governing body of the appointment of an NQT for September.

Mrs Kerton provided the Governing Body with the headlines from the 2016 SAT's, Nationally and for The Hawthorns. The school stated that it is very pleased with the results especially following the change in the curriculum and its condensed nature for the cohort.

Governors challenged how the school will measure progress of these pupils with the scale score system. The school understands that the Government are comparing levels to the scaled scores, however many teaching professionals believe the system will be flawed.

The Governors congratulated the school team on fantastic results.

Mrs Kerton confirmed that that the Senior leadership team have been reviewing the SIDP and that key issues the school would like to address for the next academic year are being finalised. The school highlighted that IT will be a key focus with a generation now starting school very competent in modern day technology.

The governors thanked Mrs Kerton for her report. No further questions.

16/72

Chairs Report

The chair fed back from the recent Chairs briefing attended. Highlighting presentations on Website Compliance and Academisation.

16/73

Safeguarding Audit.

Mr Howarth, Safeguarding Governor fed back on the recent Safeguarding Audit. Key messages included:

- comprehensive procedures are in place
- A high percentage of children feel safe
- The children take ownership of their own safety and of others



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Items discussed and raised during the audit included:

- the collection arrangements of the children
- the physical safety of the children
- e-safety

Governors challenged the school to be mindful that the financial situation does not have an impact on its Safeguarding duty.

The Chair thanked Mr Howarth for his report.

The Chair informed the Governing Body that two parents had raised with Governors concern over the schools handling of the recent Safeguarding Alert on Woosehill.

It was shared that parents felt that they were not fully informed of the incident and after an initial text requesting to be vigilant; there was no follow up communication for parents. It was highlighted to the Governing Body that Bracknell Local Authority organised a cascade to local schools on the matter. It was suggested by a parent that the school should have provided clarity regarding pupil's collection arrangements.

The governing body requested the head teacher inform of her knowledge of the incident and the sequence of events through the week.

The head teacher stated that the incident was shared with her in a confidential manner to protect those that had been involved. The school spoke to Social services on the matter; they were already aware of the incident. The police spoke with the school and it was agreed that it would be prudent for the head teacher to inform her parents of an incident as the police presence would be heightened in the Woosehill area.

The school confirmed that no further guidance was then provided from either Children's Services or Thames Valley Police (TVP). Mrs Kerton informed the Governing body that in a professional capacity to the nature of the incident she felt that the school had provided information to parents as instructed.

It was noted that during the week a press release regarding the incident was posted by TVP on social media but this was not received by the school with instructions to disseminate to parents; the school is aware that a number of parents did see this on social media and share between the community.

Mrs Kerton has reported to Children's Services the lack of support on the matter as it became apparent that a neighbouring Local Authority sent out a cascade to schools regarding the incident.

Governors stated that a number of parents shared verbally that they were aware of the incident as the school had sent a text message, they realised the incident would have been considered serious enough for this manner of communication and that they had made their own arrangements/conversations with their child accordingly. These parents felt that no anxiety was caused to the children and that the matter had been handled appropriately.

The Governing Body agreed that the school should request more support from the



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	<p>Local Authority in these matters and instigate the support rather than assume it will be managed accordingly. Mrs Kerton would welcome a letter from the Governing Body stating that the school felt the handling of the matter from the LA was not good enough. The Chair committed to write to the Director of Children's Services.</p> <p>The governing body suggested a text and an email initially would have been beneficial to capture all parents and a follow up communication would have been best practice in the situation.</p> <p>Chair to reply to those parents who requested correspondence on the matter.</p>	CS
16/74	<p><u>Academisation</u></p> <p>The Chair shared with the FGB the first meeting held by the working party regarding Academisation and the questions the committee asked themselves.</p> <p>Minutes to be distributed to the FGB.</p> <p>Mrs Hampton informed the party that the SBM from The Holt has offered the committee time to talk about their experience of academisation.</p> <p>Dr Severn requested that the party consider the handover of the school buildings and assets from the Local Authority to be in a good state.</p> <p>The working party to explore where they are in the process compared to other schools.</p> <p>The party agreed that the idea of a Wokingham Borough MAT would be too large and thus did not appeal at this stage.</p> <p>The working party agreed to meet termly.</p>	CS
16/75	<p><u>OFSTED</u></p> <p>Nothing further to add since last meeting held on 19th May 2016.</p>	
16/76	<p><u>Pupil premium report</u></p> <p>The report to be presented at the Learning and Teaching meeting on the 11th July 2016.</p>	SI
16/77	<p><u>Sports Funding report</u></p> <p>The report to be presented at the Learning and Teaching meeting on the 11th July 2016.</p>	SI
16/78	<p><u>Maths Setting- Review and Future Plans</u></p> <p>The headteacher confirmed that she will present a more detailed review at the next FGB.</p> <p>The school proposes to continue with the non-setting approach due to the findings from those year groups that have not been set.</p>	PK



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	Year 6 will continue to be set.	
16/79	<p><u>Governors Visits and Reports</u></p> <p>Dr Severn and Mrs Shepherd fed back from their recent attendance on the Residential trip. Both enjoyed the trip very much, acknowledged the good behaviour of the children and the joy that they both get from watching the children gain confidence and develop over the week.</p> <p>Both stated that the PGL leader was very good.</p> <p>Dr Severn requested that the school be proactive in the organising to ensure the activities the children take part in are new experiences for them. The school acknowledged that PGL have changed their organisation timeline and will ensure that next year discussions take place earlier.</p> <p>Mrs Beech reported to the FGB on her recent work with Julia Allott, the Inclusion manager. Mrs Beech confirmed that she is happy with the approach and depth that school are supporting children with SEND. Mrs Beech was provided with a number of case studies by the Inclusion Manager.</p>	CH
16/80	<p><u>SIDP Update</u></p> <p>Mrs Kerton confirmed that the SIDP has been evaluated by the Senior Leadership Team. Latest version to be distributed to the Governing Body. Governor feedback welcomed.</p>	ALL
16/81	<p><u>Strategic Plans</u></p> <p>Finalised plan agreed to be published on the school website.</p>	SI
16/82	<p><u>Policies for approval</u></p> <p>-Safeguarding. Following the update from the Local Authority policy was updated and published. Governors approved the policy. -Prevent Policy. Annual review. No changes proposed. Policy Approved. -Children Missing from Education. LA model policy. Approved.</p>	SI
16/83	<p><u>Future thinking partnership renewal.</u></p> <p>Governors agreed to renew the schools membership to the FTP at £1800. Mrs Kerton agreed to share the FTP Impact report after the FTP strategy day on the 8th July 2016.</p>	PK
16/84	<p><u>Agree Term dates for 2017/18.</u></p> <p>Dates agreed.</p>	
16/85	<p><u>Self evaluation</u></p> <p>The Chair of governors ran through the summaries of the self evaluation for the Chair and the FGB. Both summaries to be distributed to the FGB.</p>	SI



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	<p>Both summaries read positively.</p> <p>The clerk stated that the number of responses was quite disappointing.</p>	
16/86	<p><u>Scheme of delegation.</u> No changes are proposed to the content of the delegation. All committees are reviewing their Terms of reference. Scheme to be signed in October 2016.</p>	SI
16/87	<p><u>Agree Term of office for Chair and Vice Chair</u> Term agreed to be one year.</p>	
16/88	<p><u>Election of Chair and Vice Chair.</u> The Clerk requested the nomination for Chair to leave the room. All members voted Mr Shaw for the 2016/7 term of office as Chair of Governors.</p> <p>The newly appointed Chair requested the nomination for Vice Chair to leave the room. All members voted Mrs Kerr for the 2016/17 term of office as Vice Chair of governors.</p>	
16/89	<p><u>Review committee structure and membership</u> -appoint chairs of committees</p> <p>The following chairs of committees were appointed:</p> <p>Personnel and Finance -Mrs D Hampton Learning and Teaching- Mrs K Blake Sites and Buildings- Mrs J Shepherd</p> <p>The committee structures remain as for 2015/16.</p> <p>Members of the committees were confirmed.</p>	
16/90	<p><u>Appoint Associate members</u> -agree term of appointment</p> <p>The term of appointment for associate members was agreed to be one year.</p> <p>Associate members will remain as 2015/16 except for Mrs McKay who will be invited to Sites and Buildings in her capacity as Forest Schools leader.</p>	
16/91	<p><u>Named Governor responsibilities</u></p> <p>All roles and panels requiring a governor responsibility were discussed.</p> <p>All Governors roles, responsibilities and committee membership to be distributed electronically before the end of the academic year.</p>	SI



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16/92	<p><u>Set dates for the Governors meetings for the next school year</u></p> <p>Dates distributed during the meeting. The clerk to add to the learning platform calendar.</p>	SI
16/93	<p><u>Governors newsletter.</u></p> <p>The newsletter was distributed to the school community earlier in the day. All thanked Dr Severn for his editorial skills.</p> <p>Dr Severn left the meeting at 7.05pm</p>	
16/94	<p><u>Governor reflection.</u></p> <p>All governors agreed that the year had been very rewarding. All acknowledge the financial situation will cause some challenging decision making going forward and appreciates that it has been a difficult time for Admin staff and TA's as the school restructures.</p> <p>The School thanked the Governors for all their hard work in a voluntary capacity, their time given to staff and the children is much appreciated.</p>	
16/95	<p><u>AOB</u></p> <p>Thanks and well wishes were given to Mrs Murgatroyd and Mr Howarth.</p> <p>Thanks was given to Mrs Shepherd for her role as Vice Chair through 2015/16.</p> <p>A reminder about the Summer fair Saturday 9th July.</p> <p>The staff list for September was distributed by the clerk.</p> <p>The meeting closed at 7.15pm</p>	ALL



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