

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

**Full Governing Body (FGB)**  
**18<sup>th</sup> May 2017**  
**5.30**

Present: Mr C Shaw                      Mrs C Hare                                      Mr M Jex  
Mrs E Kerr                          Mrs E Bridgeman                          Dr I Severn  
Mrs J Shepherd                  Mrs R Beech                                  Mrs D Wojcik  
Mrs D Hampton                  Mrs N Carr                                      Rev P Mukholi  
Mrs S Izquierdo(Clerk)

Ref		Action
17/40	<p><b><u>Apologies and welcome</u></b> The chair welcomed all to his last meeting as Chair. Mrs Kerton thanked Mr Shaw for his time and support during his time as a Governor and as Chair. Mrs Kerton formally invited Mr Shaw to the last FGB of the academic year.</p> <p>Apologies were received and accepted from Mr Wilkins.</p>	
17/41	<p><b><u>Declaration of Interest in today's agenda</u></b></p> <p>Mr Shaw declared an interest in the Academisation item regarding the local Secondary school his children attends.</p>	
17/42	<p><b><u>Minutes of the last meeting held on 23<sup>rd</sup> March 2017</u></b></p> <p>Agreed to be a true reflection of the meeting and approved.</p>	
17/43	<p><b><u>Matters Arising</u></b></p> <p><b>-17/25 Governors requested the Deputy Head to extract the PPG information as stand alone document for ease of access</b></p> <p>Deputy head has agreed that the PPG information will be provided as an individual report for ease of reporting.</p> <p><b>-17/28 Chair would welcome expressions of interest regarding the Chair of governors vacancy for 2017/18</b></p> <p>Discussed in Item 17/50.</p> <p><b>-17/28 PTA Summer Fair assistance</b></p> <p>Chair to email details of assistance.</p> <p><b>-17/29 Academisation presentation to be distributed with the minutes</b></p>	CS



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Presentation was distributed.

**-17/29 Academy working party to be actioned to discuss options.**

Academy working party has met and will provide an update in Item 17/46

**-17/30 SIDP Key Objectives to be highlighted and repositioned to the top of each section**

Objectives have been highlighted and repositioned to the top of the page for clarity.

**-17/38 Safeguarding Audit date to be confirmed**

Audit date confirmed as 7<sup>th</sup> June 2017. The NSPCC documents will provide the basis for the audit.

17/44

**Committee update**

**Learning and Teaching Meeting held on Tuesday 28<sup>th</sup> March 2017**

The chair provided a summary of the meeting and thanked Mrs Hare in providing the Spring Term data in Mrs Poole's absence. The committee has challenged the school to inform the governors how the termly data is compared to other local schools in a form of moderation process and how the termly data is compared over the last few years internally with cohorts and again locally.

The committee reported the policies reviewed. The next L&T will be held on the 11<sup>th</sup> July.

**Personnel and Finance meeting held on Thursday 20<sup>th</sup> April 2017**

The Chair reported on the Budget meeting and noted that the majority of Governors were in attendance.

The budget was discussed in detail and the committee agreed a deficit budget to be presented to the Local Authority.

**Sites and Buildings meeting held on Thursday 4<sup>th</sup> May 2017.**

The chair provided a summary of the meeting however informed the FGB that due to lack of capital funding and the budget situation there are no funds for unplanned maintenance.

The committee reported the policies reviewed. The next meeting will be the Health and Safety Audit on the 4<sup>th</sup> July 2017,

17/45

**OFSTED**

The head shared that a draft had been made available to the school. The unconfirmed report was shared with the governing body for accuracy to be



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challenged.

**The governing body noted that the number of governors that met with the Inspector was reported incorrectly** however the overall report was accurate and very complimentary.

PK

**The Chair enquired as to whether the school was happy with the report.**

The school stated yes that the report read as expected and the school believed the inspector did deliberate on the phone with other colleagues regarding whether the school was working at a higher rating however the justification would have been that there is not more than two years data, to evidence that the improvements made since the last report, are having an impact. The school believes that this years data will provide that.

The headteacher shared with the governing body the Parent view responses and the overwhelming support for the school. The Headteacher shared that the Inspector stated that he had never visited a school where so many members of the community could share the same knowledge and focus.

The school stated that the report will be shared with staff and parents once ratified.

PK

The governing body agreed to remove OFSTED as a standing item for the next academic year.

SI

17/46

### Academisation

This item was raised higher on the agenda due to members of the working party required to attend an FTP meeting on academisation later in the evening.

The FGB were advised that the working party have met recently and recapped with all members the options the working party feel are currently available :

- 1) The school to become a member of the Wokingham Trust. Information on the trust was shared at the meeting on 23<sup>rd</sup> March 2017.
- 2) The school to join a MAT being formed by two schools within the FTP
- 3) The school is within the Wokingham Town West cluster and a meeting has been planned for the 14<sup>th</sup> June for a discussion regarding a geographical cluster.
- 4) A meeting has been arranged to meet with The Emmbrook secondary school as they have not yet converted and the school believes the new headteacher in post has experience of academisation.
- 5) The school has met with St Crispins regarding the MAT they are currently forming with Nine Mile Ride.

The Chair shared with the FGB the presentation from the meeting with St Crispins and the Circle of Trust MAT.

**Governors challenged whether each layer of governance was defined.** The working party members confirmed that they were.

Members of the working party spoke positively regarding the presentation on



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The Circle Trust stating the model was well thought out and the ethos fits with The Hawthorns.

**Members challenged the working party on when a proposal may be suggested.** The working party agreed that after all the meetings planned a proposal for consultation will be presented at the FGB on the 6<sup>th</sup> July 2017.

ALL

17/47

**Headteachers report.**

The Headteachers report had been distributed prior to the meeting. The Headteacher confirmed that the school had been notified that sixty school places for September have been confirmed and therefore the school remains full. The school confirmed that it had been oversubscribed.

Mrs Kerton advised the governing body that a generic letter has been sent to all EYFS parents reminding them of the importance and school policy on attendance. The absence figures in EYFS are the highest recorded in 5 years and the school felt it was wise to inform the parents that this has been noted and will not be acceptable in future years.

**Governors challenged whether there was a particular theme to the absence.** The school explained no a mixture of reasons have been stated.

**Governors enquired as to whether the majority of the year group are new families to the Hawthorns community.** The school stated yes hence the letter was sent to inform these members that going forward absence is not acceptable unless for illness or compassionate reasons.

The school updated the Governing Body as to the latest Education Welfare Officer position in Wokingham and also stated that Wokingham have removed their model policy on attendance from the Wokingham Hub; the cluster is seeking clarity and advice on consistency of message regarding attendance expectations in the Borough.

**Governors challenged the head to share further information regarding the e-safety incident.**

The head shared that an ex-member of staff had innocently shared contact details with their class when they left. The ex-member of staff had wished the children well in their SAT's via private email addresses. The head teacher informed the Local Authority designated officer as per the Safeguarding procedure and the current headteacher of the ex member of staff. All parties involved believed the incident was innocent and the adult involved received advice regarding vulnerability to accusations.

The FGB congratulated the school on the appointments of the Leader of Standards and Cover Supervisor role. The Cover supervisor role was explained to those Governors not aware of the plan to cover sickness and supply with one FTE to save money next academic year.

**Governors enquired as to the staffing for next year and those members of staff currently on maternity leave.**



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The Head shared that the plan is nearly in place following staff informing the school of their wishes on their return.

Governors congratulated Mr Jex on his appointment as Deputy Head.

Mrs Kerr and Mrs Carr left the meeting at 6.40pm to attend an FTP meeting regarding Academisation.

**Governors challenged as to how the deficit has been cleared to submit a balanced budget.** The headteacher explained the background following the Personnel and finance meeting held on 28<sup>th</sup> April 2017 and advised that the LA stated that a deficit balance would require to be licensed or a balanced budget requires to be submitted.

The school agreed to adjust the budget to submit a balanced budget.

School shared that the LA has been required to appoint a new finance officer.

**Governors enquired as to how SAT's week went.** The school shared that the week went well and parents at the parent forum commended the school for the relaxed nature of the week for their children.

School advised the governing body that the school is applying for more ECHP's and that this will involve a large amount of work for the SENCo.

17/48

### Survey's

-**Pupil survey** questions agreed to be as last year. School requested the governing body to consider any questions they would like to add.

-**Parent survey.** The school stated that the response to OFSTED Parent view has been one of the highest responses to date and the school requested that governors accept this survey as the parent survey for this year. **Governors challenged whether the 20% of parents who stated they did not know how the school handled bullying was deemed a negative.** School stated 'the did not know' in this respect is seen as a positive response as ultimately that parent has not had to become familiar with the process. Governors agreed to accept the parent view responses as the parent survey but requested the school to advise those parents who did not have a chance to submit their view to do so.

-**Staff survey** questions agreed to be as last year.

PK

17/49

### Chair of governors report incl. self evaluation

A reminder to all governors that before the last meeting of the academic year a self evaluation should be completed for the year. Clerk to distribute.

SI

The governing body agreed that a Chairs review is not necessary this year due to the completion of the current Chair's Term of Office.

Skills Summary will be presented at FGB on 6<sup>th</sup> July 2017 using the Skills Audits completed at the start of the academic year and those completed by new



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	governors as part of their induction.	SI/CS
17/50	<p><b><u>Successional Planning/committee aspirations</u></b></p> <p>The Chair requested that all Governors think about their roles and committee memberships be considered for next year including the role of Chair.</p>	ALL
17/51	<p><b><u>SIDP</u></b></p> <p>The head shared that the OFSTED Inspector ratified the new format of the SIDP.</p> <p>The head welcomed questions. All governors stated that due to the recent OFSTED inspection the SIDP requires no further questioning as all areas are making progress.</p>	
17/52	<p><b><u>Governors Visits and Reports</u></b></p> <p>Mrs Bridgeman reported on her recent attendance at the Parent Forum and shared with the governors that the forum has become very positive and constructive.</p> <p>Dr Severn reported that himself and Mr Wilkins met with the ICT Technician to discuss the server upgrade and the total package required for the school including software, hardware and technical support. The school is currently seeking a number of quotes to ensure that the server can be replaced during the summer break.</p>	
17/53	<p><b><u>Agree Term Dates for 2018/19</u></b></p> <p>The cluster heads are meeting on 19<sup>th</sup> May and will agree the term dates and INSET days for next year. Headteacher to report at the next meeting.</p>	PK
17/54	<p><b><u>Policy Review</u></b></p> <p><b>-Managing Medical Conditions in school</b></p> <p><b>Governors challenged on what training is carried out regarding different medical conditions.</b> School confirmed that annually training on Inhalers and Epipens is carried out by all staff. If a child came into school with a less common condition then all staff involved with that child would receive the required training to be able to monitor and manage the condition in school.</p>	
17/55	<p><b><u>Governors Newsletter</u></b></p> <p>All governors were invited to write a piece regarding their role as Governor this year and the opportunities they have been provided with to interact with the children. Past newsletters are all available on the school website for inspiration.</p>	



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17/56	<p><b><u>Communication</u></b></p> <p>-Summer Term Digest</p> <p>The Chair ran through the key messages of the digest. The latest version to be uploaded to the learning platform.</p>	
17/57	<p><b><u>Governor Reflection</u></b></p> <p>Governing body congratulated the school and all those involved in the OFSTED inspection.</p> <p>Governors stated that looking forward the school is moving in to an exciting era regarding Academisation.</p>	
17/58	<p><b><u>Date and Time of next meeting Thursday 6<sup>th</sup> July 2017 4.30pm</u></b></p> <p>Meeting confirmed.</p>	
17/59	<p><b><u>AOB</u></b></p> <p>The headteacher thanked Mr Shaw for his time as a governor and as a Chair for the past four years. Mr Shaw's official thank you speech will be at the Leavers celebration at the end of term.</p> <p>Hard copies of the Leavers celebration invitations were distributed to those governors present.</p> <p>The meeting closed at 7.45pm</p>	



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