

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

Thursday 2nd October 2014

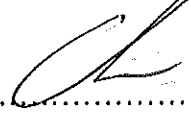
5.30pm

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

Ref		Action
14/81	<p><u>Apologies and Welcome</u></p> <p>Apologies were received and accepted from Mrs Doreen Murgatroyd.</p> <p>The Chair welcomed those present to a new academic year. All governors introduced themselves to new members round the table.</p>	
14/82	<p><u>Declaration of Interest</u></p> <p>None Declared.</p>	
14/83	<p><u>Instrument of Government</u></p> <p>A copy of the new instrument was provided to all governors. Under the new instrument those governors who remain in category are as follows:</p> <p>Two parent governors. Mrs Blake remains in category with one vacancy. One LA Governor, Mr Shaw remains in post. One Headteacher. Mrs Kerton continues in post. One staff governor. Mrs Bridgeman remains in post.</p> <p>Nine co-opted Governors to be appointed as per Item 14/84</p>	

Signed by Chair of Governors...  Date... 18/Dec/14

14/84	<p><u>Appoint co-opted Governors.</u></p> <p>Expressions of interest had been received and the following recommended for appointment.</p> <p>Mrs Rosemary Beech Mr Andrew Kensley Dr Ian Severn Mrs Diane Hampton Mrs Judith Shepherd Mrs Doreen Murgatroyd Miss Deborah Brimley Mr Matt Jex</p> <p>All appointed.</p>	
14/85	<p><u>Minutes of the last meeting held on Monday 7th July 2014</u></p> <p>Minutes were approved as true reflection of the meeting.</p>	
14/86	<p><u>Matters Arising</u></p> <p>Governors requested whether the SEN Local offer had now been completed. Mrs Kerton confirmed that it was available to view on the LA website however all schools had received an electronic copy which can be forwarded to the Governing Body for information.</p> <p>A request was made for Mrs Colby to update the Governing Body at the meeting on the 18th December on how the reform is working.</p> <p>The Governing body requested an update from the headteacher on the new approach to teaching maths across all abilities rather than setting. Mrs Kerton confirmed that it is too soon into the term however she is happy to report on the teaching and assessment of non-set maths in her 'headteachers report' next time.</p>	<p>PK</p> <p>SI/JC</p> <p>PK</p>
14/87	<p><u>School Strategic direction/SEF</u></p> <p>The main strategic drive of the school is to move the school to 'outstanding' The year will be focused on the new curriculum and assessment. The school vision is embedding itself around the school and for the first time has visual impact embraced by staff and the children. The children are now using the language of the vision and the aspirational qualities within their work. The school continues to pursue a high level of attainment.</p>	

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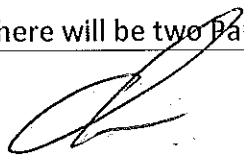
	<p>Mrs Kerton distributed the draft summary of the SEF for 2013-14. The Headteacher highlighted that the context of the school is changing and has significantly changed in the last few years in regards to the increase in Ethnic minority, EAL and the number of SEN children.</p> <p>Mrs Kerton gave the governors time to read through the SEF. The governors queried when the school would receive the Raise Online and FFT data for the last academic year and the school confirmed the end of October.</p> <p>It was agreed that the Learning and Teaching meeting planned for the 5th November will become the Data meeting previously planned for December.</p>	
14/88	<p><u>Objectives of the Governing Body.</u></p> <p>Following the strategic governor meeting held on the 12th September the Chair gathered the thoughts discussed and presented the Governing Body with proposed objectives for the year which included the three core strategic functions stated within the Governors Handbook from the Department of Education.</p> <p>All agreed that an action plan in this manner provided clarity and direction.</p>	SI
14/89	<p><u>Governor Roles</u></p> <p>The named roles of Safeguarding Governor and EYFS Governor remain vacant following the reconstitution. Miss Brimley agreed to take on the role of Safeguarding. EYFS remains vacant.</p>	
14/90	<p><u>Headteachers report.</u></p> <p>The headteachers report was provided prior to the meeting for reading. Mrs Kerton highlighted that she will be closely monitoring those children who have joined the school higher up the years to support the progress expected.</p> <p>It was noted that Free School Meals are required to be at 87% on census day to receive the remainder of the allocated balance and avoid a claw back.</p> <p>Governors noted that there had been feedback from parents on the size of the meal provision within Key Stage 2 not being sufficient. The school stated that following the Parent forum reps recent visit to lunch the feedback suggested that the parents were pleasantly surprised. It</p>	

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	<p>was noted that at any time governors are welcome to view lunch time. An exercise, held a number of years ago by the school council is to be repeated on the amount of waste from each key stage. Mrs Shepherd agreed to visit the school during a lunch time.</p> <p>It was noted by the Governors that the assessment figure noted in the SIDP for Maths has been surpassed.</p> <p>The Governors sympathetically enquired as to whether the school was receiving enough support from Childrens Services with regards to the behaviour of one child. The school confirmed that all stakeholders were working together and actions were being worked on sooner than planned to support the situation.</p>	CH JS
14/91	<p><u>Chairs Report</u></p> <p>No formal report provided at this stage in the year.</p>	
14/92	<p><u>Scheme of Delegation/TOR's</u></p> <p>The scheme of delegation was proposed for approval for 2014-15. The TOR for Sites and Buildings had been amended to amalgamate Health and Safety subcommittee and the delegation of budget approval to the Personnel and Finance committee is now stated.</p> <p>The National Governors' Association (NGA) has published an up to date Local Authority Maintained Governing Body Delegation Planner. The updated planner is to be compared with the current Scheme of Delegation and to be brought back to the next FGB for approval.</p>	ALL
14/93	<p><u>Code of conduct</u></p> <p>The Local Authority Code of Conduct was distributed prior to the meeting. The NGA suggest a Code of Conduct for schools Governing Bodies and this too was distributed. Both have the same underlying principles. The Chair requested that members consider the NGA Code for ownership.</p>	ALL
14/94	<p><u>Declaration of Business and Pecuniary Interests/Skills Audit</u></p> <p>The clerk reminded all Governors to return their Declarations and the NGA Skills Audit.</p>	ALL
14/95	<p><u>Parent Governor Update</u></p> <p>From the 21st October there will be two Parent Governor Vacancies. A</p>	

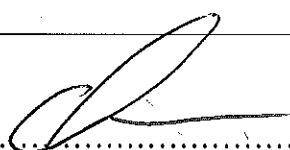
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14/96	<p>letter will sent shortly inviting parents to stand. Mrs Blake has indicated that she wishes to re-stand. From her experience on the Personnel and Finance Committee Mrs Blake has been invited to attend the first Personnel and Finance meeting on the 22nd October.</p> <p><u>Governors Visits and Reports</u></p> <p>Dr Severn reported to the Governing Body on the Technological position of school, which equipment is being fully utilized and that which staff may require additional training on. It was noted that Wireless connection will require to be expanded around the school.</p> <p>Mrs Kerton supported Dr Severn's report and explained that since the start of term a number of the programmes the school uses undertook upgrades over the summer, including the school website, which has had major affects to the school systems and personnel involved. Mrs Kerton has agreed with Mrs Burgess to enlist the help of Softegg personnel for a day to assist with issues created by the upgrades.</p> <p>Mrs Kerton to email Dr Severn with the date of the next IT meeting.</p> <p>Governors challenged that if the Whiteboards are not compatible with our cuyrrent technology or fit for purpose with our current technological set up then were we sold the boards under false pretense. School to push back to the company.</p> <p>It was noted that the parent E-safety meeting will be held in January 2015.</p> <p>Dr Severn advised that he can provide a progress report at the next FGB in December.</p> <p>In the absence of Mrs Murgatroyd, Mr Shaw provided feedback from a report Mrs Murgatroyd had written on the Governors Conference. The conference provided good networking opportunities and Mrs Murgatroyd found the two speakers very interesting, albeit contrasting in their style and view. This was supported by Mr Kensley.</p>	PK
14/97	<p><u>Policy review</u></p> <p>Governor Visit Policy- reviewed and approved. Governor Virtual E policy- reviewed and approved. Home school Agreements, including online and social use- reviewed and approved. Online User agreement- agreed and approved to distribute to parents.</p>	SI

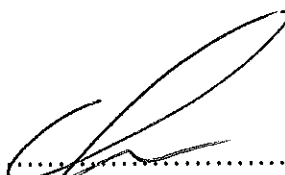
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14/98	<p><u>Governors day Training</u></p> <p>Mrs Kerton suggested that in house training on assessment would be of use for the governors. All agreed.</p>	
14/99	<p><u>Communication-Autumn Digest</u></p> <p>The Digest had been distributed to all prior to the meeting. The Chair ran through the key points of the Autumn Digest.</p> <p>The school confirmed that it had responded to the School Funding consultation.</p> <p>It was highlighted that guidance should be provided to Governors on medical conditions in school. The school confirmed that it is reviewing a Medical conditions in school policy following the SEN reforms.</p>	
14/100	<p><u>Date and time of next meeting- Thursday 18th December 2014 5.30pm.</u></p> <p>The date and time was confirmed.</p>	
14/101	<p><u>AOB</u></p> <p>A request was made for a governor to work with the school to ensure all legal requirements are met on the schools website.</p> <p>The chair reminded the governors of the PTA Winter Fair planned for the 22nd November. Governors assistance on a stall would be welcome.</p> <p>The clerk advised that a new dates for the year and members details will be distributed. If any member has changed any personal details recently they are to let Mrs Izquierdo know.</p> <p>The Church requested approval from the Governing body to hold a midnight service on Xmas eve. The governing body agreed.</p> <p>The meeting closed at 7.10pm</p>	<p>ALL</p> <p>ALL</p> <p>ALL/SI</p>

Signed by Chair of Governors.....



Date.....

