


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

**Full Governing Body (FGB)  
3<sup>rd</sup> February 2017  
4pm**

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 S Izquierdo(Clerk)

Ref		Action
17/01	<p><b><u>Apologies</u></b> Apologies were received and accepted from Mrs Kerton, Mrs Hampton and Mr Nnabuife.</p>	
17/02	<p><b><u>Declaration of interest in today's agenda</u></b> None declared.</p>	
17/03	<p><b><u>Minutes of the last meeting held on 8<sup>th</sup> December 2016</u></b> Minutes were agreed to be a true representation of the meeting and approved.</p>	
17/04	<p><b><u>Matters Arising</u></b>  No Matters to be discussed.</p>	
17/05	<p><b><u>Committee Update</u></b></p> <p><b>i) Learning and Teaching 13<sup>th</sup> December 2016</b> Learning and Teaching 13<sup>th</sup> of December 2016 to be reported at the next meeting on Thursday, 23 March 2017.</p> <p><b>ii) Sites and Buildings 19<sup>th</sup> January 2017</b> The chair provided the full body with an update.</p> <p><b>The committee challenged the school to challenge Caterlink on whether fire warden training was required of their kitchen staff.</b> Caterlink confirmed all staff is fire trained and this would be deemed sufficient.</p> <p><b>The committee challenged the school on how the fire drill was carried out.</b> The school they were very pleased with the fire drill being completed in three minutes.</p> <p><b>The committee challenged the school with regards to the safety alerts highlighted in the Governor digest.</b> All electrical sockets will be checked by the Local Authority inspection being carried out during half term. School will be carrying out a risk</p>	DN



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	<p>assessment in relation to all school displays. The committee requested any displays above heater to be removed.</p> <p><b>The Full Governing Body (FGB) Challenged the Sites and Buildings committee for clear guidance regarding hanging displays in the classroom.</b> Sites and Buildings committee will raise matter with the Health and Safety adviser.</p> <p>The chair of the committee confirmed there had been no changes to the SIDP.</p> <p>The committee informed the FGB of the approval of the Residential Pack and the Rainbow plan for 2017.</p> <p>The committee advised the FGB of the recent evidence of intruders on the school site at weekends. The community police officers have been advised and additional monitoring of the site is being carried out.</p> <p>The chair advised that the committee were updated on two incidents in school requiring the red card procedure.</p>	JS
17/06	<p><b>iii) Personnel and Finance 25<sup>th</sup> January 2017</b> Personnel and finance to be reported at the next meeting on Thursday, 23 March 2017.</p> <p><b><u>Head teachers report</u></b></p> <p>The report had been distributed prior to the meeting, Mrs Hare, the deputy head welcomed any questions.</p> <p>Mr Shaw the safeguarding governor confirmed to the FGB that he had been updated regarding the incidents reported in the headteacher report.</p> <p>Governors stated that they found the annual attendance report stating the reasons for absence very interesting. Governors were informed by the school, that pupils under five can be absent with no sanction as they are not of legal full time school age.</p>	DH
17/07	<p><b><u>Chair of Governors report</u></b></p> <p>The Chair of Governors gave an update on the Head teachers health by reading a letter provided by Mrs Kerton.</p> <p>The Chair informed the FGB that he had met with the Senior Leadership Team regarding a flexible work plan until half term. After half term, it was agreed a more structured plan will be required to be in place. The governing body thanked the leadership team for the additional responsibilities they are currently undertaking to ensure the school runs as smoothly as possible.</p> <p>The chair informed the governing body that Mrs Poole has announced that she is expecting her second child. The governors would like to send their congratulations to her.</p>	



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	<p>PPG remains the key topic. With schools being challenged on how the funding is used and the learning progress of the PPG children.</p> <p>Governors to ensure they are familiar with the latest PPG report.</p> <p>The school shared that the recent implementation of PPG keyworkers is going well with all plans and progress being documented.</p> <p><b>Governors challenged whether the most up to date PPG report from the Deputy head teacher has been uploaded in to the Leadership and Management file on the learning platform for all governors to access.</b></p> <p><b>The governors challenged the Learning and Teaching committee to challenge the school to show how emotional progress is being measured with the PPG children at the next Learning and Teaching committee meeting.</b></p>	<p>RP/SI</p> <p>RP/DN</p>
17/12	<p><b><u>Policy review</u></b></p> <p><b><u>-SEN</u></b></p> <p>The SEND policy was presented to the FGB for annual review. The policy had been updated by the Inclusion manager in relation to the date of the latest guidance.</p> <p>The policy was approved.</p>	<p>SI</p>
17/13	<p><b><u>Review School session times</u></b></p> <p>No planned changes to the school session times.</p>	
17/14	<p><b><u>Residential Trip Approval for 2018 (w/c 4<sup>th</sup> June 2018)</u></b></p> <p>PGL Little Canada has been provisionally booked for week commencing the 4<sup>th</sup> June due to the week before half term having already been booked. Governors agreed the date and agreed there is no reason to change venue.</p> <p>The school advised that due to the difficulty of booking the preferred week for 2018 the school has already provisionally booked the week before May half term for 2019.</p> <p>Governors suggested that the school may wish to provisionally book 2020.</p>	
17/15	<p><b><u>Governors Training Requirements and Record</u></b></p> <p>Mrs Hampton, Development Governor to report at the next meeting on 23<sup>rd</sup> March 2017.</p> <p>The clerk advised that Governors to advise the school of the completion date of their Safeguarding and prevent training.</p>	<p>PK/SI</p> <p>DH</p>



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17/16	<p>Governors were reminded that they are required to register to the upgraded GEL learning site to access online courses.</p> <p><b><u>Governors Visits and reports</u></b></p> <p>Dr Severn reported on a recent ICT strategy meeting attended with Mrs Kerton, Mrs Burgess and Softegg.</p> <p>Dr Severn highlighted that the school is required to readdress storage space and the use of mobile technology going forward.</p> <p>The governing body suggested that IT strategy should be a standing item on the FGB agenda to ensure the strategic focus remains a priority.</p> <p>A copy of the strategic minutes to be distributed and attached with the FGB minutes.</p> <p>All governors were welcomed to share how they found the day in school.</p> <p>All agreed the day has been fun and informative. The training in particular was very good and reflective.</p> <p>The chair and governing Body thanked Mrs Beech for work on the assembly. The children appeared captivated and teachers fed back that it had inspired some good writing from the pupils.</p> <p>Governors saw plenty of evidence of the school's work towards its objective of improving writing.</p> <p>All governors were requested to complete a Governor visit proforma to record the visit.</p> <p>The FGB would like to thank the staff for welcoming them in to the classrooms.</p>	ALL
17/17	<p><b><u>Governor Services Communication</u></b></p> <p>The Chair highlighted the link to the funding formula consultation. It was noted that under the new formula the school would receive slightly more monies but the amount would not cover the current overspend.</p> <p><b>The FGB challenged the Personnel and Finance committee to provide a coordinated response to the consultation.</b></p> <p>The Chair highlighted the three factors within the new Ofsted document 'Assessing school governance'; Self evaluation, professional knowledge and clarity of roles, responsibility and accountability.</p> <p>The chair highlighted to the ICT governor the safe online link.</p>	ALL  DH



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17/18

**Date and Time of next meeting-Thursdays 23<sup>rd</sup> March 2017.5.30pm**

Agreed.

Mrs Shepherd informed that the next Health and Safety forum is on the same date and will therefore be required to leave the FGB at 6.45pm

17/19

**Reflection**

All governors agreed they have been inspired from the challenge training carried out in the afternoon.

It was suggested that the smaller environment within the log cabin makes the meetings better for discussion. It was agreed that the tables will be positioned closer in the hall for the next meeting.

17/20

**AOB**

Mrs Shepherd informed the FGB that she had recently attended the Lockdown Drill and reported that it went very well. Mrs Beech requested clarity of the Lockdown procedure if you are located within the library.

The meeting closed at 6.30pm



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