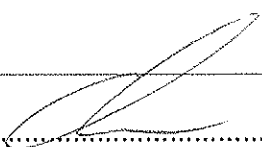


**Minutes of the meeting of the Governors of
The Hawthorns Primary School held on**

Full Governing Body (FGB)
5th February 2016
4pm

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
16/01	<p><u>Apologies and welcome</u></p> <p>The chair welcomed all to the meeting. All governors are present.</p>	
16/02	<p><u>Declaration of interest in today's agenda</u></p> <p>None declared</p>	
16/03	<p><u>Governor Co-option</u></p> <p>An expression of interest had been received by the governing body for the co-opted vacancy.</p> <p>That chair and headteacher met with the applicant for an informal interview and recommended strategic governors review the application. The Chair recommended the applicant to the FGB for co-option.</p> <p>Mr Nnabuife appointment was approved.</p>	
16/04	<p><u>Minutes of the last meeting held on 10 December 2015</u></p> <p>Minutes were agreed to be a true reflection of the meeting and approved.</p>	
16/05	<p><u>Matters Arising</u></p> <p>None</p>	
16/06	<p><u>Committee update</u></p> <p>i) <u>Learning and Teaching 6th January 2016</u></p> <p>Mrs Blake fed back from the Learning and Teaching meeting held.</p> <p>The head teacher clarified the assessment situation. A scaled score will be given to each test however a pass threshold will not be set until all tests are received and marked.</p>	

Signed by Chair of Governors.....

Date.....22.3.16.....

Teacher assessment in Year 2 will be marked on whether the pupil is able to do the whole curriculum for that year.

Governors challenged as to whether the system was different. The school explained that the assessment system is the same however scales will be aligned for the new curriculum. It was noted that there is the new Grammar and Punctuation assessment in Year 2.

ii) Sites and Buildings 14th January 2016

Mrs Shepherd feedback from the Sites and Buildings meeting held.

iii) Personnel and Finance Meeting 27th January 2016

Mrs Hampton provided a verbal report from the meeting held.

The FGB challenged whether the budget position was the same for every school in the Borough. The committee shared that a higher percentage of schools were in the same position.

16/07

Head teachers report

The report was distributed prior to the meeting.

The head teacher indicated that the school may accept additional children into year five to increase pupil numbers and funding.

Governors enquired as to where the defibrillator will be located. The school confirmed inside the school and will be registered with the ambulance service.

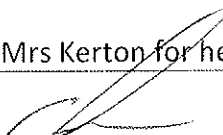
Governors enquired as to why there appears to be an increase in incidents regarding behaviour since last time. The school confirmed that the numbers had risen since the last report however was still down on this time last year. The school confirmed that there was no particular reason for the increase as the incidents are from different children in different year groups.

Governors challenged whether individual strategies were required for those children recorded in the incidents. The head teacher said that some will require an intervention strategy but not all.

The school informed the governors that one child in the Early Year's Foundation Stage appears to have challenging behaviour. The SEND team has been working with staff and the parents. The parents have agreed that the child is in school for morning sessions only and the Education Psychologist will be visiting the school to observe the child and recommend next steps. Staff are under pressure and have reported injuries.

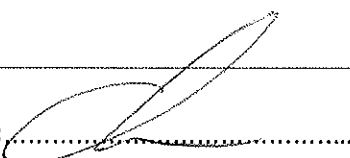
Governors requested that they be kept informed regarding the situation.

Governors thanked Mrs Kerton for her report.

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<p>16/08</p>	<p>Mr Nnabuife joined the meeting at 4.25pm. Governors introduced themselves.</p> <p><u>Strategic plan</u></p> <p>A number of views were shared regarding the wording and content of the plan.</p> <p>Governors agreed that the strategic plan should be published on the website and be a working document.</p> <p>Governors challenged that the plan currently runs to 2016 and states it's a four year plan so should run to 2017. The headteacher stated that she was unsure what the overview would be yet for 2017.</p> <p>Governors asked that as future years are added that previous would be removed. The headteacher confirmed this would be managed in this way.</p> <p>Govs challenged that the plan should look to the future and should not confirm the past. The head teacher will add 2016 – 2017 however the schools priority is the budget for the summer term.</p> <p>Governors agreed to hold a strategic meeting using the plan as a core document to assist the headteacher in its formulation.</p> <p>It was stated that the strategic plan, the schools evaluation and the school improvement and development plan should all work together. The strategic plan should be different as this should be public. The plan is a working document challenged and supported by governors.</p>	<p>SI</p> <p>CS</p>
<p>16/09</p>	<p><u>SIDP</u></p> <p>The school highlighted updates to the SIDP will be in green font for the spring term.</p> <p>Governors enquired as to how the forest school project was working. The school confirmed that a year 2 teacher is working on her accreditation and a year 4 parents is also undertaking an accreditation from a personal development perspective. The project has extended to year 4. All sessions are teacher led in Year 2 and led by the parent in year 4 accompanied by the teacher.</p> <p>Governors requested an impact report to be presented to them at the next governing body meeting.</p> <p>Governors agreed that their priority was to fully understand and implement how they can have input into the school's development. It was agreed that at each committee meeting and full governing body meeting a standing item would be added to the agenda reflecting on the meeting as to what decisions governors have made to support the vision.</p>	<p>PK</p> <p>SI</p>

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16/10

Monitoring report

The latest school improvement officer report was distributed. Lesson observations on maths were reported verbally at the Learning and Teaching meeting held on 6th January.

Governors requested an explanation of hot and cold tasks. Staff explained that at the beginning of a new unit a cold task is carried out which would enable the teacher to decide on the priorities as part of the teaching cycle of the unit. At the end of the teaching, a hot task is carried out which is a self-evaluation exercise by the children and is evidence of learning. This method provides visible progress in the children's books.

Governors challenged as to what happens to those pupils that require improvement. The teachers stated that a plan is devised to go over gaps of knowledge observations and follow-up assessments will assist the development.

Governors challenged how the non-setting approach in maths was working and what the school has learnt. The school confirmed that staff have expressed a concern regarding increases in workload. The aim was to improve progress in the middle group of attainers, the next head teacher report will present data of the middle group and that of the Academically more able for the governors.

Governors challenged whether the headteacher would be open to returning back to a setting system. The head teacher would consider reverting back if the data indicated that the non-setting approach was not progressing the children's learning as expected.

It was confirmed that the current year six had no change in the approach to the teaching of maths.

The current year five has a booster group currently led by the headteacher.

Governors enquired as to how this impacts on Mrs Kerton's time. Mrs Kerton confirmed it was challenging as she was not able to go on the gate as regularly however it was saving the school money and benefited the understanding of the approach as even within the small group it was mixed ability teaching.

Governors asked for a full review on maths setting, and future plans for setting in maths, at the final FGB meeting of the year.

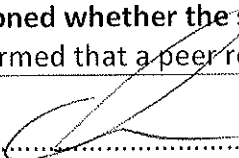
Governors enquired as to whether, as suggested by the SIO visit, assessments in writing were too critical. The school confirmed that year 2 and 6 have carried out a writing moderation in the cluster to validate understanding and judgements.

Governors noted the School Improvement Officer was impressed with the schools Target Tracker reports.

Governors questioned whether the school will take up the validation of EYFS. The headteacher confirmed that a peer review will be held at the Hawthorns on 8

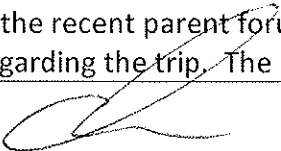
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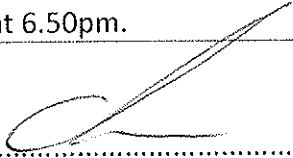
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16/11	<p>March and part of their review will be EYFS.</p> <p>Governors enquired as to the plan for the pupils in year 3 who have not passed their phonics. Their school confirmed that the pupils are being followed up with interventions.</p> <p><u>Academy consideration.</u></p> <p>It has been noted that the government appears to be promoting that all school's will be an academy by 2020. The headteacher requested that the governing body start considering options regarding academy status.</p> <p>The head teacher gave background to the Future Thinking Partnership discussions and members of the personnel and finance committee advised the FGB that due to the budget situation the local authority may not have the capacity to support the school going forward.</p> <p>The head teacher provided the governors with information on different types of Academy so that models can be explored. Governors agreed to research prior to the next FGB meeting.</p> <p>Mrs Kerton confirmed that a meeting is being held by the Future Thinking Partnership for head teachers and chair of governors regarding academisation.</p> <p>Mrs Kerr left the meeting at 5:35 PM.</p>	ALL
16/12	<p><u>British values</u></p> <p>The statements were approved and will be published on the school website.</p>	
16/13	<p><u>Policy review</u></p> <p>SEND policy was reviewed and approved.</p>	
16/14	<p><u>Review school session times.</u></p> <p>No changes are proposed.</p>	
16/15	<p><u>Equality objectives review</u></p> <p>Governors were reminded of the current objectives. The head teacher will carry out a learning walk and feedback to governors providing evidence that the objective has been met.</p>	
16/16	<p><u>Residential trip approval 2017</u></p> <p>The residential trip for 2017 was approved in 2015.</p> <p>It was noted that at the recent parent forum concerns and nervousness were raised by Year 5 parents regarding the trip. The school will brainstorm to see how the trip</p>	PK/CH

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16/17	<p>can be discussed in advance with parents to alleviate concerns, such as a slide show on open afternoons and the Meet the Teacher in Year 5.</p> <p><u>Governors at training requirements and record.</u></p> <p>Key roles have attended their relevant forums however the number of training courses attended has decreased. The development governor requested governors to consider training courses and to inform of any online training undertaken.</p> <p>Gel link is available on the website.</p>	ALL
16/18	<p><u>Governors visits and reports</u></p> <p>None to report.</p>	
16/19	<p><u>Communication- spring term digest</u></p> <p>The committee chairs were reminded to review the digest for agenda items. The Chair of governors highlighted key points from the spring digest.</p>	
16/20	<p><u>Date and time of next meeting Tuesday 22 March 2016 5:30 PM</u></p> <p>Date and time confirmed. Mrs Wojcik sent apologies in advance.</p>	
16/21	<p><u>AOB</u></p> <p>The governing body reviewed 'Governors' day'.</p> <p>It was suggested that the school could promote the use of the turning circle with a diagrammatic explanation.</p> <p>All governors felt their time with the children is the most rewarding element of the day and those classes without a governor should be visited by other governors next time.</p> <p>FGB agreed to add a standing item on committee agendas for reflection on decisions made against the school vision.</p> <p>FGB agreed to add Ofsted as a standing item on the FGB agenda.</p> <p>It was suggested that the Vision statement could be a footer on minutes.</p> <p>Mrs Kerton thanked the governors for their time and really appreciated the support.</p> <p>The clerk advised of the information that is required to be published publically and requested governors look at a number of other school websites to see their preferred approach.</p> <p>The meeting closed at 6.50pm.</p>	<p>PK</p> <p>ALL</p> <p>SI</p> <p>SI</p> <p>SI</p>

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