

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

**Full Governing Body (FGB)**  
**Tuesday 3<sup>rd</sup> December 2019**  
**5 pm**

Present: Ms R Razeghi      Mr D Nnabuike      Mrs J Shepherd      Mrs C Hare  
Mr J Dempster      Mrs D Hampton      Mrs D Wojcik      Mrs N Carr  
Mrs P Dunn      Miss S Mapleston      Miss C Hampton      Rev'd P Mukholi  
Mrs P West (Clerk)

Ref		Action
19/122	<p><b><u>Apologies and Welcome</u></b></p> <p>Apologies were received and accepted from Mrs E Kerr, Mr J Wilkins and Mrs K Martin.</p> <p>The Chair of Governors welcomed the new staff governor, Miss C Hampton to the meeting. The governors all introduced themselves and the chairs of committees invited Miss Hampton to attend their next committee meetings.</p> <p>The Clerk has received an expression of interest from Mrs D Wojcik who would like to renew her term of office for another four years. Mrs Wojcik left the room and a vote was held. Mrs Wojcik was unanimously voted onto the governing body for another term as a Co-opted Governor.</p>	
19/123	<p><b><u>Declaration of Governor Interest in the Agenda</u></b></p> <p>None.</p>	
19/124	<p><b><u>Minutes of the last meeting held on Tuesday 15<sup>th</sup> October 2019</u></b></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
19/125	<p><b><u>Matters Arising</u></b></p> <p>Matters arising actions documented in attached table (see Appendix i)</p>	
19/126	<p><b><u>Committee Update</u></b></p> <p>i. <b><u>Personnel &amp; Finance Committee – 26<sup>th</sup> November 2019</u></b></p> <p>The Chair of this committee summarised the discussion points from this meeting:</p> <ul style="list-style-type: none"> <li>• A large part of the meeting was spent examining the budget and the deficit forecast.</li> </ul>	

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**The governors asked if the expected change in leadership in the year ahead will have an impact on the deficit?**

The school replied that this will make a minimal difference.

- Capital spending
- Benchmarking exercise
- Approval of the LA scheme for financing schools
- PPG Grant Statement
- Sports Grant Statement
- General review of contracts, including premises management

**ii. Pay Review and Performance Management Committee**

The Chair of this committee reported that the Acting Headteacher's Performance Management review had taken place in November with the relevant committee members and the School Improvement Officer. The teachers' performance management and pay review meeting also took place in October.

**iii. DATA – 3<sup>rd</sup> December 2019**

The annual Data meeting was held prior to this FGB.

19/127

**SEF 2018-19**

The Acting Headteacher explained that the individual monitoring information is all available, some work just needs to be done to collate the reports.

19/128

**Acting Headteacher's Report**

The Acting Headteacher had distributed this report prior to the meeting and invited the governors to ask questions.

**The governors asked why KS2 classes are not all at full capacity when there was apparently a waiting list?**

The school said that this has been down to issues with Admissions at WBC.

**The governors asked for further background regarding a child who is starting in January with high needs and will require 1:1 support.**

The child has an EHC in place with funding although the funding will only be pro-rata until April.

**Looking at the incident report, governors asked how the morale of the staff was in Year 3?**

The school answered that morale is low as staff have been hurt and property damaged. Educational Welfare and an Educational Psychologist are supporting the family and the school. The school is holding regular meetings with the child's parents.

*The governors said that they have a duty of care to the staff and other children and raised a safeguarding concern regarding the child accidentally harming himself or others.*

Signed by Chair



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The school said that the nurture room has been turned into a safe space so that incidents can be quickly de-escalated.

**The governors asked what plans were in place to replace the Sports Coach?**

The school said that sports clubs and fixtures are currently being covered by a sports coach as well as teachers and TAs. Due to budget constraints it is not possible to recruit at the moment but this will be reviewed in the spring term when the new budget is known.

**The governors asked if there are any known vacancies coming up?**

The school answered no and acknowledged that many members of staff have been putting in a lot of extra time to help cover.

**The governors asked if it is the responsibility of the class teacher to provide resources for the Cover Supervisor/PPA cover?**

The Acting Headteacher said that once it becomes embedded the teacher does not need to provide the resources.

**Regarding performance management, the governors asked if the outcomes were as expected?**

The school replied that yes, most teachers achieved their targets and relative pay progression.

**The governors challenged how the school plans to ensure consistency in teaching writing across the whole school?**

The Acting Headteacher said that previously there have been very different standards across the school with many teachers working independently from one another. The Acting Headteacher plans to work with everyone to create a document that will be used as part of the induction process so that best practice is followed by all.

**Regarding the peer review of the school by two local Headteachers, the governors asked if both noted the same strengths and areas for improvement?**

The school confirmed that yes the assessments were independently carried out by two completely different teachers.

**The governors asked how the data was looking at this moment in time?**

The Acting Headteacher said that the report would be ready for the Learning & Teaching meeting in January but as the assessment system has changed in this last period it will potentially look slightly poorer on the surface. It may be necessary to provide a different report next term.

**The governors challenged if the school is working towards a form of standardisation such as templates for teaching and assessing?**

The Acting Headteacher answered that this is very much what the school is working towards.

19/129

Ofsted

Signed by Chair



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One of the governors recently attended the Understanding the New Ofsted Framework course at WBC. It was a useful course and the Chair recommended that others attend if possible.

19/130

**Health & Safety Termly Report**

The Chair gave the following summary for the autumn term:

- Inspection and incident reports have been provided by the school.
- The Chair attended the fire drill in October which took place whilst some of the school were in an assembly. It was a useful exercise as it highlighted the problems of a different evacuation scenario. As a result, a 'practice' fire drill was carried out later to ensure that exiting the building was much quicker and smoother.
- The Rainbow Plan has been updated and is available for all to read on the Learning Platform.
- The termly Health & Safety Audit took place on September 26<sup>th</sup> which was reported at the Full Governing Body meeting on October 15<sup>th</sup>.
- The termly WBC Health & Safety Forum due to take place last week was unfortunately cancelled due to the speaker being ill.

19/131

**GDPR Report**

The school said that there was nothing to report.

19/132

**Chair of Governors Report**

The Chair gave an overview of the Chairs' Briefing at Shute End in October:

- Sal Thirlway, the new permanent Assistant Director of Learning, Achievement & Partnership in Wokingham Borough was introduced.
- A breakdown of the Ofsted SEND Local Area Inspection was explained.
- The Borough also had an inspection on its Children's Services (Ilacs)
- Sal is the Chair of the SEND Improvement Board and talked about the five main challenges in Wokingham -
  - Addressing SEND pressures
  - Work within schools to support children with SEMH (social, emotional and mental health)
  - Mitigate funding pressures
  - Re-establish strategic leadership for education
  - Drive inclusion
- Rachel Cooke, the Public Health Project Officer also spoke at the meeting.
- The four themes of the Healthy School Framework were discussed
  - PSHE
  - Emotional health and wellbeing
  - Food and nutrition
  - Physical activity

The Chair also thanked all of the governors who helped at the Christmas Fair.

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19/133

**Governor Visits and Reports**

- The school asked if any governors might be able to help with the Year 1 walk to Emmbrook on Tuesday 10<sup>th</sup> December.

- **One of the governors attended the Year 3 Cole Museum trip and asked if in some cases it would be prudent to carry out risk assessments for individual children?**

The school said that the SENDCo did such an assessment for this particular trip and that it is something that will definitely be actioned in the future also.

**The governors asked if the Cole Museum trip will be replaced when the museum closes?**

The school answered that this would be looked at along with all other trips in the summer term.

- Several governors attended the parents' consultation evenings in October supporting staff by providing hot drinks and also helping parents with queries. It was agreed that this was a success and to continue this practice at consultation evenings moving forwards. A concern was noted that the front doors have to be left open throughout the evening, the governors agreed to be visible by the doors at all times in the future.
- One of the governors attended the sports event at Maiden Erleigh School and commented that the children thoroughly enjoyed the event and that the boys in particular were very well behaved.
- A governor attended the EYFS Winter Show and said that it was lovely, the children were fantastic and had learnt so many songs. The governor said a huge well done to all of the staff involved.
- A governor recently attended the Support and Challenge course held at WBC and feels that the governors need to visit the school more. The Chair reminded all governors that the Governor Visit Policy recommends that all governors visit at least once every term.

19/134

**Governors Day**

The governors discussed the plans for Governors Day on Thursday 6<sup>th</sup> February 2020. It was agreed that the theme for the Governors' Assembly will be 'Things that make me happy' and that this is appropriate as it is very near to Mental Health week. The Chair reminded governors to please keep to three minutes each in the assembly. The governors will set a writing challenge on this theme which classes can complete between break and lunchtime.

It was decided that as there are no longer 'adopted classes', governors will all spend time as visitors visiting classes after lunch. It was agreed that Subject Link Governors will visit their areas.

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<p><b>19/135</b></p>	<p>The clerk will send an invite to governors with the itinerary at the start of the spring term.</p> <p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> The governors amended this policy to cross reference the ‘Pupils Leaving During the School Day’ section with the Safeguarding Policy – Children Lost In School section.</li> </ul> <p><i>The governors unanimously agreed and approved this policy.</i></p> <ul style="list-style-type: none"> <li>• <b>First Aid</b> <ul style="list-style-type: none"> <li>– The governors amended the use of ‘rubber’ gloves to ‘protective’ in case of latex allergies.</li> <li>– <b>The governors asked if a designated First Aider is always present on a school trip?</b> The school replied that all staff are First Aid trained.</li> <li>– <b>The governors felt that the school should purchase non-disposable ice packs for the medical room so that all bumps to the head are treated with one.</b> The clerk will pass this request to the Health &amp; Safety Advisor.</li> </ul> </li> </ul> <p><i>The governors unanimously agreed and approved this policy.</i></p> <ul style="list-style-type: none"> <li>• <b>Governor Visits</b></li> </ul> <p><i>The governors unanimously agreed and approved this policy.</i></p>	<p><b>PW</b></p>
<p><b>19/136</b></p>	<p><b><u>Governor Services Communication</u></b></p> <p>This has not yet been received.</p>	
<p><b>19/137</b></p>	<p><b><u>Reflection</u></b></p> <p>The governors said that the data meeting was good and that they were pleased with the reports.</p>	
<p><b>19/138</b></p>	<p><b><u>Date and Time of Next Meeting – Thursday 6<sup>th</sup> February 2019, 4pm.</u></b></p> <p>The governors agreed this date and time.</p>	
<p><b>19/139</b></p>	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• The Clerk told the governors that the PPG Strategy Statement 2019-20 had been published and the Chair asked that all review.</li> <li>• The Clerk asked all governors if they would be prepared to give their mobile numbers for contact. The governors agreed.</li> <li>• The Acting Headteacher said that the Headteacher’s retirement had been agreed and that a leaving date had been set for 31.12.19.</li> </ul>	<p><b>PW</b></p>

Signed by Chair..... *J Sloder* ..... Date: *6/02/20* .....

	<ul style="list-style-type: none"> <li>The Chair said that the school will be advertising to recruit a new Headteacher after Christmas and that any non-teaching staff governors are welcome to be part of the process. WBC and Governor Services have been contacted. The Chair also asked if any governors would like to complete the Safer Recruiting Course as there are currently only two governors with this qualification. The clerk will send the details to the governor who is interested.</li> </ul> <p><b>One of the governors asked if the advertised role will be full or part time?</b> The Chair of Governors replied that this has not been decided.</p> <p>The meeting closed at 7.20pm.</p>	PW
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## Appendix i

### Matters Arising from FGB 15<sup>th</sup> October 2019

Matters Arising:			
Ref	Item	Update	Action
19/95.i	The RE and SMSC Governor asked if there was any way in which the church could help support Pupil Premium children more either financially or with their time? The school said that equipment would be particularly beneficial such as PE kit, stationery etc and that there are other families who struggle but are not classed as PPG who could be really helped with such an initiative. The school will liaise with the	This has now been discussed with the Deputy Headteacher and the church are organising themselves to support with uniform/PE kit/contributions wherever possible.	Complete

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	governor on this further (PM/RR)		
SB19/24	Action from Sites & Buildings committee: The Deputy Headteacher asked if any governors would be free to come in and help with traffic monitoring. The governors agreed to carry out observations on parent parking on Monday 11 <sup>th</sup> November at 08:40am on Chestnut Avenue, Northway and the turning circle. Evidence will be collated to ask the new Wokingham Traffic Wardens that are being deployed around schools to consider The Hawthorns for monitoring. The clerk will send a reminder to all to attend if possible (ALL/PW)	Traffic monitoring was carried out on 11.11.19, one of the governors sent findings to all governors. Parking by parents was deemed inconsiderate and at times dangerous. One of the other governors has contacted the council asking for a warden to be deployed to the school but there has still been no response. It was noted that these wardens have now been trained and are visible at other sites in Wokingham. The school's Health & Safety Advisor has asked if the governors can continue to offer monitoring. One of the governors suggested that parents could be informed that the next stage will be for the school to contact the police if this dangerous road use continues.	Complete
19/101	Caterlink food hygiene rating – what is the rating and should a sticker be displayed on the front door of the school? Chair to investigate (JS)	The Chair has given an update that the sticker is displayed on the back door to the school kitchen which is the right place as it is a Caterlink certificate rather than the school's.	Complete
19/102	Vision and Strategic Plan to be moved to Dec agenda (PW)	RR has removed this, document has been superseded.	Complete
19/103	SEF 2019-20 to be moved to Dec agenda (PW)	Actioned on 21.10.19	Complete
19/105	Governor objectives – SIDP to be reworded in relation to governor specific objectives (PW)	Clerk has moved to L&T agenda 14.01.20.	Complete
19/106	The governors discussed whether it was necessary to hold an extraordinary Personnel & Finance meeting due to the unprecedented current circumstances. The Chair to discuss with the Acting Headteacher (JS)	Post meeting it was decided that an extraordinary meeting was not required. A P&F meeting was held on 26.11.19.	Complete
19/107	Subject link governors to arrange meetings with subject leaders (ALL)	The Chair reminded all subject link governors to please arrange these meetings. The Governor Visits Policy states these should be termly and it is the responsibility of the subject link governors	Ongoing

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		to ensure the curriculum is being followed. The governors have been asked to inform the clerk when these meetings have been arranged. The SEND Governor has met with the SEND Coordinator this term and has a learning walk scheduled for January.	
19/109	Tally sheet to be created in the staffroom to log how often the Run A Mile track is used. To be presented at next FGB (SM)	It was agreed that this has been a useful exercise and showed that KS2 use the track a lot more than KS1. One class have not used the track at all. It was noted that parents have asked via Parent Forum that children change their shoes before participating. It was acknowledged that using the track is beneficial to the mental health and well-being of all children and is a good movement break for SEN children.	Complete
19/111	Governor Visits Policy – to be rewritten for approval at Dec FGB (JS)	Discussed at today's meeting under Policy Review.	Complete

Signed by Chair.....  ..... Date: 6/02/20.....

