

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

**Full Governing Body (FGB)
Friday 2nd February 2018
4 pm**

Present: Mrs J Shepherd Mrs P Kerton Rev'd P Mukholi Mrs S Mapleston
Dr I Severn Mrs C Hare Mrs D Wojcik Mrs R Beech
Mr J Wilkins Mrs N Carr Mrs E Bridgeman Mrs P West (Clerk)

Mrs E Kerr joined the meeting at 4.20.

Ref		Action
18/01	<p><u>Apologies and Welcome</u> Apologies were received and accepted from Mr Nnabuife and Mrs Hampton.</p>	
18/02	<p><u>Declaration of Governor Interest in the Agenda</u> None Declared.</p>	
18/03	<p><u>Minutes of the last meeting held on Tuesday 12th December 2017</u> Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
18/04	<p><u>Matters Arising</u> Matters arising actions documented in attached table (see Appendix i)</p>	
18/05	<p><u>Committee Update</u></p> <p style="margin-left: 40px;">i. <u>Sites and Buildings 11th January 2018</u></p> <p>The Chair of the committee gave feedback highlighting the following points:</p> <ul style="list-style-type: none"> • It has been agreed to go ahead with the work to the door in EYFS. • Two companies have approached Hawthorns to hold their community days at the school and carry out some maintenance work. • The Run A Mile track is due to be completed soon. 	



Chair of Committee..... *J. Dodson* Date..... 27/3/18

- An Ice and Snow Risk Assessment has been carried out by the school and has highlighted that very few members of staff would be able to get to work in the event of extreme weather.

The governors asked for further clarification as to why that is the case?

The school replied that it is because most people drive to work from a greater distance than previously. Also we have reduced our TA hours and staff who lived on Woosehill have left.

ii. Personnel and Finance 24th January 2018

The committee gave the following update:

- There was a lengthy discussion around budget monitoring and the cost of staffing.
- The budget looks as though the school will receive £20k less funding. The school can continue to run as it is currently but things remain very tight, there is no margin for the unexpected.
- An update was given on staff resignations.

The governors asked if the SENDCo role will remain the same hours? The school replied that yes this would be the case. **The governors asked if it would be possible to increase the hours?** The school said that proportionally the hours are correct for the number of children requiring support.

18/06

Headteacher's Report

The Headteacher talked the governors through the report which had been distributed prior to the meeting.

The governors asked if the large percentage of incidents involving SEND pupils in Year 3 should be tracked in more detail?

The school responded that the SEND Data Report is available from the SENDCo termly and should be assessed by the L&T Committee.

Mrs Kerr joined the meeting at 4.20pm.

A discussion was held regarding target children being monitored in tracking meetings. The school shared that a new survey is being used which will help to assess where children are with their growth mindset.

The governors challenged the school to provide further information on growth mindset amongst White British children as this group had been flagged in the DATA meeting earlier in the day. The school will report back on this at the next meeting.

The governors asked how the effectiveness of the reading buddies

CH



Chair of Committee.....*S. Soper*

Date..... 27/3/18

	<p>scheme mentioned in the School Improvement and Development Plan can be evaluated? The governors are interested to know the impact on both the children reading and the children listening. The school have agreed to look in to this and report back.</p> <p>The governors also asked if the school have had any replies to the request for any Dads/Grandads to come in and help with the reading? The school replied that no, none had come forward.</p> <p>The governors suggested that perhaps some of the residents of Kennet Court might be interested in reading with the children? The school will look in to this idea.</p> <p>The governors asked if a figure was available for the amount raised at the PTA Christmas Fair? The school will find out and report back.</p> <p>The governors also asked if the information evening for the new PSHE scheme is for parents or children? The school confirmed that this was specifically for parents.</p>	<p>CH</p> <p>CH</p> <p>PK</p>
<p>18/07</p>	<p><u>KS2 Admission Figure</u></p> <p>The school raised the suggestion that the only way to increase the income for the school is to increase the pupil number. This has been previously raised at the P&F meeting held in November. It is possible to have a different admission number for KS2. The school have suggested 2 pupils per class at the most. This would be an extra 16 children and will bring in an increased revenue of approximately £50,000 which would significantly negate the school's deficit.</p> <p>The governors felt that this should be very carefully considered as there could be a negative impact on the resources/classroom sizes and ratios.</p> <p>The governors asked if there is a waiting list that would immediately fill the places?</p> <p>The school replied that yes in some year groups but not all. There would be a consultation period associated with any change which would mean September would be the earliest this could be implemented.</p> <p>The governors asked if it goes against the school to have a deficit when joining the MAT?</p> <p>The school replied that yes this would but that by the time the school joins the MAT the deficit will be gone.</p> <p>The governors asked if it would be possible to raise the admission figure for a year only and then revert?</p> <p>The school will find out this information and report back.</p>	<p>PK</p>



Chair of Committee.....

J. Stanger

Date..... 27/3/18

	<p>The governors asked how many children on the waiting list would be able to start in September 2018? The school to report back.</p> <p>The governors raised a concern about the extra pressure on the school if any of those children need extra help. The school recognized that this may happen but reiterated that this is the only way to generate income.</p> <p>The governors asked if any children ever start in Year 6? The school replied that yes this does happen and that some members of staff already have their children on the waiting list for Year 6.</p>	PK
18/08	<p><u>New Governor Expression of Interest</u></p> <p>The Chair updated the governors that an application form has been received for the LA Governor Vacancy and is currently being processed by WBC. The Chair and the Headteacher will arrange a meeting with the candidate when the application has been agreed by Governor Services.</p>	
18/09	<p><u>SIDP</u></p> <p>The Headteacher said that this is currently under review and a tracking meeting needs to be held before an update is available. The Headteacher will update the governors at the next meeting.</p>	
18/10	<p><u>Academy Update</u></p> <p>The working party updated the governors that the focus has now moved to a different area and trustees and members need to be recruited.</p> <p>The governors asked if the school need to find these people? The response was that yes, the school needs to find people who would make good members. The members only meet once a year, this is a voluntary position. A trustee board is also required with a broad spread of skills.</p> <p>The governors asked if the Finance Trustee would be held accountable if the school went into deficit? The Chief Executive of the MAT would be held responsible. The school wanted to underline that the role of a trustee is a positive one.</p> <p>A discussion was held summarizing that Hawthorns will join with Emmbrook Junior, Infant and Secondary schools and Bearwood and that Walter and St Paul's may join at a later date.</p> <p>The Headteacher updated the governors that she has been asked to think about what school improvement would look like from the point of view of a MAT and how that might be managed.</p>	



Chair of Committee.....*J. Stobden*.....

Date.....*27/3/18*.....

<p>18/11</p>	<p><u>Policy Review</u></p> <p>The following policies were agreed and approved by the governors:</p> <ul style="list-style-type: none"> • Special Educational Needs and Disability (SEND) • Complaints • Habitual or Vexatious Complaints 	
<p>18/12</p>	<p><u>Review School Session Times</u></p> <p>It was unanimously agreed that session times should remain as they are. It was noted that lunchtimes are working better now that Year 3 eat with the rest of KS2.</p>	
<p>18/13</p>	<p><u>Residential Trip Approval : 20th – 24th May 2019</u></p> <p>These dates were agreed.</p>	
<p>18/14</p>	<p><u>Review Term dates as recommended by WBC</u></p> <p>These dates have not been received from WBC yet - this item will be included on the agenda of the next FGB meeting.</p>	
<p>18/15</p>	<p><u>Equality Objectives Review</u></p> <p>This report had been circulated prior to the meeting. The governors agreed that they were all happy with the contents.</p>	
<p>18/16</p>	<p><u>Governors Training Requirements and Record</u></p> <p>The Development Governor was not present to share this report, it will be brought to the next FGB meeting in March instead.</p>	<p>DH</p>
<p>18/17</p>	<p><u>Governors Visits and Reports</u></p> <p>The Computing Governor gave the meeting an update on his recent attendance at the Education Computer Show. There was a valuable session on esafety that was not run by Microsoft but from an NSPCC point of view and the governor felt that this may have more resonance with parents. The governors asked if this session could be brought to the school and shared?</p>	



Chair of Committee.....*J. Sledford*.....

Date.....*27/3/18*.....

	<p>It was confirmed that yes it could be and that Mrs Burgess has already made contact regarding this. The school said that they are putting esafety notes regularly into the weekly bulletin and that the social networking letter has had to be reissued following a recent issue regarding Facebook.</p> <p>A second update was given by governors who had attended a GDPR course in January. It was explained that the school will need a dedicated Data Protection Officer and that the governors are responsible for ensuring this new rollout is complied with. There is another course in March if any governors are interested in attending.</p> <p>The governors asked if a Data Protection Officer will be required for each school once part of a MAT or will the position be at individual school level?</p> <p>The school replied that it would probably be for the MAT as a group.</p> <p>The school will self-certify once that audit has been completed and this has to be done by 25th May 2018.</p>	ALL
18/18	<p><u>Communication – Spring Term Digest</u></p> <p>The Chair reminded governors that the Spring Term Digest has been circulated and for Chairs of individual committees to highlight and discuss relevant sections at their next meetings.</p>	
18/19	<p><u>Date and Time of Next Meeting – Tuesday 27th March 2018 5pm</u></p> <p>This date and time were agreed by the governors.</p>	
18/19	<p><u>Reflection</u></p> <p>The governors expressed what a lovely Governors Day they had had. They found the DATA training really useful. The children enjoyed the assembly and it was great to see them thinking about what jobs they might like to do in the future and tackling the writing challenge so enthusiastically. The school said that in Year 6 a careers week is held.</p> <p>The governors asked if in future this could start in Year 3 and be grown through the school as the children progress rather than leaving it until Year 6 only? The school agreed that this would be a good idea and also would like more parents to come in to talk about what they do.</p> <p>The governors asked if some of these people could be invited to the summer fair? The school said that the fire engine and police have been before. It was agreed it would be nice to invite different people in when different topics are being studied.</p> <p>The governors suggested that perhaps some people could be filmed being interviewed if it was not possible for them to travel to the school?</p> <p>The school agreed that this was a good idea.</p>	



Chair of Committee J. Slade

Date 27/3/18

The governors also wanted to pass on thanks to Mandy for such a lovely lunch.

18/20

AOB

- The Chair told the governors that Mrs Izquierdo has been presented with a card and gift from the governors thanking her for her amazing work as clerk. The governors acknowledged her huge amount of hard work and her guidance over the years. Mrs Izquierdo has sent a thank you to the governors - she was very touched by the generous gift.
- The governors held a discussion about receiving documents from school on their personal email addresses. If governors are looking at the eSchools platform via google chrome, when they view a document it is downloaded to their PC. There was concern about this from a data protection point of view. It was agreed that any documents which need to be mailed between governors should be password protected.
- The school asked the governors if they would agree to Year 5 having a sleepover in the summer. The school council have suggested it and a lot of other schools do the same. It is good preparation for the residential in Year 6. The school have proposed one night of camping on the school field with a camp fire, games and food. In the morning the children would have breakfast and then go home. The Deputy Headteacher has already sourced the risk assessment and other relevant paperwork from Winnersh Primary who hold the same event. The Deputy Headteacher has also sourced some tents from a local scout group. The suggested date is Saturday 15th June 2018. The school will need parent and staff volunteers. The governors unanimously agreed the proposal subject to a Health & Safety audit being carried out. The Deputy Head will send the risk assessment to the Chair who will assess it with Mrs Wojcik and the Sites & Buildings Committee. The Deputy Headteacher will also confirm the insurance arrangements.

The governors asked if there would be a charge? The school said that they were thinking of a £5 cost to cover food.

The governors asked if staff attending would be paid?

The school said that no, this event would be run by volunteers.

- As a last note the Chair mentioned that a number of governors will be finishing their term of office this year and that the board need to start thinking about succession planning. It would be useful if those stepping down could give the Chair plenty of notice and equally if those planning to stay longer could do the same please.

The meeting closed at 5.30pm.

CH/JS
/DW



Chair of Committee.....*J Sloder*.....

Date.....*27/3/18*.....

Appendix i

Matters Arising from FGB 12th December 2017

Matters Arising:			
Ref	Item	Update	Action
17/92	Governors visit form to be redesigned to be user friendly.	Ongoing	JS/EB
17/99	Head teacher and governors have challenged the LA to provide a breakdown of the £5000 conversion charge. Governors to write to LA and ask for a response on the matter.	PW has emailed Gill Walker and is awaiting a response.	PW
17/119	L&T committee have challenged the school to set another writing challenge which could be included on Governor's Day. The school will set a title which relates to careers.	This writing challenge took place on Governor's Day.	Complete
17/125	The chair to complete the online Safeguarding course to comply with the 3 year renewal requirement.	Actioned 12 th December 2017. Certificate received by clerk.	Complete
17/126	A governor expressed concern about stall holders walking around the school with hot drinks with no lids at the Christmas Fair. Feedback to be given to the PTA.	Email has been sent to the PTA by the Chair.	Complete
17/127	Clerk to book Dr Severn and Mrs Wojcik on the GDPR course on 24 th January.	Course has been attended.	Complete



Chair of Committee.....

JSloper

Date 27/3/18