

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

**Full Governing Body (FGB)**  
**Thursday 5th July 2018**  
**4:30 pm**

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

Ref		Action
18/60	<p><b><u>Apologies and Welcome</u></b></p> <p>Apologies were received and accepted from Mrs Carr.</p>	
18/61	<p><b><u>Declaration of Governor Interest in the Agenda</u></b></p> <p>None Declared.</p>	
18/62	<p><b><u>Minutes of the last meeting held on Thursday 17<sup>th</sup> May 2018</u></b></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
18/63	<p><b><u>Matters Arising</u></b></p> <p>Matters arising actions documented in attached table (see Appendix i)</p> <p>The Chair and the Clerk suggested that moving forwards, Matters Arising are sent within a week of a meeting whilst the minutes are still being signed off, so that governors have plenty of time to complete their actions. The governors agreed that this would be useful.</p>	
18/64	<p><b><u>Committee Update</u></b></p> <p style="padding-left: 40px;">i. <b><u>Personnel and Finance Committee 20<sup>th</sup> June 2018</u></b></p> <p>The Chair of the committee summarised this meeting, highlighting the following areas of discussion:</p> <ul style="list-style-type: none"> <li>• <b>Budget</b></li> </ul>	



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The Chair of the committee explained that the school has experienced issues with WBC when attempting to load the budget and that the School Business Manager is working to rectify the problem.

- **Voluntary contribution costs to the school**

A discussion was around this issue as many parents are still not paying for school trips.

- **Benchmarking**

The committee spent time analysing the Benchmarking Report Card 2016-17. It was noted that the data was a year out of date and that the recommendation for the school to look at its TA/children ratio has already been completed.

- **Policies**

The Lettings Charges 2018/19 and Charging and Remissions Policy were both unanimously agreed and approved.

- **Inventory**

Another large disposal of items is imminent.

- **Numbers for September**

The Headteacher said that the new schools in Wokingham and a two year low birth rate have affected these figures which are low.

18/65

**Headteacher's Report**

The Headteacher's Report had been shared with the governors prior to the meeting.

- **Pupils.**

At the time of the meeting, there are now 54 children confirmed to be starting in EYFS in September. The Headteacher has increased the number of children in each KS2 class to 32 to compensate for the shortfall in numbers which in turn would have a £3,000/child impact on funding.

**The governors asked if these increased class sizes in KS2 were now fixed moving forwards?**

The Headteacher replied that no, it is possible to revert to the original numbers.



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**The governors also asked if other schools are experiencing a similar shortfall in numbers?**

The school said that yes most other schools were faced with the same problem. It was noted that Walter, Windmill and Wheatfield are all full.

The Headteacher also informed the governors that the Admissions Department at WBC will cease to exist in its current form from September but will become part of a larger General Services Department.

- **Annual Attendance**

Attendance continues to be high at 96%, however this is 1% lower than the last five years. Attendance is still a particular issue in Year 1 even though this year group were sent a letter last year. The school said that the high figures are all explained by unauthorised holidays. The school is concerned about four PPG children and one with special needs whose attendance is low.

**The governors asked if travel issues were affecting the attendance of these particular children?**

The school confirmed that yes this is the case.

**The governors asked if the PPG funding could be used to provide a taxi for these children?**

The school said that transport arrangements are the responsibility of the parent and that a taxi would only be funded in a situation where a child had significant special needs and had been allocated a setting out of catchment.

It was noted that work on attendance now lies with the school itself as the Educational Welfare Service has been severely reduced. This has a huge impact on the school's admin team to monitor and send out letters.

**The governors questioned if any families had received fines this year?**

The Headteacher responded that five families had received fines and that the money pays for the legal work involved in administering them.

- **Annual Behaviour report including exclusion, bullying and hate-related incidents.**

The governors were concerned by the rise of these incidents from 60 last year to 108 this year.

**The governors asked if these were under-reported last year?**

The Headteacher agreed that yes some of this can be explained by under-reporting but not all. The increased involvement of pupils with SEND is reflective of a high number particularly in EYFS and Year 4. The school is



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pleased with the improvement of the behavioural issues in Year 6 thanks to a concerted effort by all staff and close liaison with parents.

**The governors asked if parents are aware of these issues?**

The school said that yes parents are made aware if an issue has been recorded. This happens if a child has been hurt or caused a major upset or been disrespectful to an adult or disrupted a class. The Headteacher said that most of the issues occur at playtimes and that a recent peer review by two headteachers qualified the exemplary behavior of children in class.

**The governors asked if there has been an increase in SEND children?**

The Headteacher said that yes is the case and that in September there are already four children the schools knows about. One of these children already has funding and another is starting on the process towards an ECHP.

- **Safeguarding – Annual report.**

The exact number of alerts was not available at the meeting. The Headteacher will distribute this figure after the meeting.

- **Esafety.**

An internet safety talk for parents run by the NSPCC will be booked in the next academic year.

- **Employeees.**

The Headteacher gave the governors an update on the current staffing list. All vacancies have now been filled.

- **Curriculum and Monitoring.**

The full data report will be presented at the Learning & Teaching Committee on July 10<sup>th</sup> but the Headteacher shared the headline results with the governors.

- **Special Educational Needs and Disabilities.**

The Headteacher highlighted the successful ECHP and ENF applications and thanked Mrs Irving for her work. The school has received good support from Foundry College and has the services of an excellent Educational Psychologist.

**The governors asked if there are children in the school who do not have funding but the school thinks that they should have?**

PK



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The Headteacher replied that yes there are at least three such children. One child has received some funding from Foundry College, the other two the school will move forward on ECHP applications for.

**The governors asked if support for these children takes up a lot of staff time?**

The school said that yes unfortunately it was often the children in the middle band of these classes who receive less support in this situation.

Strategically, WBC have not planned for enough SEND spaces within the borough. It was noted by staff that Mrs Irving has done an amazing job.

- **SIDP**

This is currently under review and will be updated following analysis of summer term data.

- **PTA**

The Headteacher and full governing body would like to publically thank Collin and Di Wells, Nicky Crook and Emma Delcher who have been the backbone of organising events on the PTA and doing a lion's share of the work. All of the governors said how fantastic the summer fair was and said how sad they will be to see this team leave. The governors and Headteacher asked the clerk to copy and send this thank you to the above PTA members.

PW

18/66

**Chairs Report**

The Chair said a huge thank you to all of the governors for their continued dedication throughout the year attending full governing body meetings and committees and for their visits to the school.

18/67

**Academisation**

The working party said that the names offered by the school for the MAT were rejected and that the Wokingham Learning Trust was chosen. The Headteachers of the potential MAT have been meeting regularly and have been focusing on due diligence, looking particularly at budgets and staffing, governance, standards, vision and legal issues. The Headteacher asked the governors some questions that needed to be reported back to the other Headteachers by 9<sup>th</sup> July. These were:

- Can the school show evidence of strong governance?
- How do the governors support the SLT?
- How do governors challenge the SLT?
- Does the school have a strategic direction?



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- Does the school have strong leadership?
- Does the school have strong financial management?
- Are there efficient and robust safeguarding procedures in place?

The governors answered yes to all of these questions.

**The governors asked the Headteacher if any other schools would admit to weaknesses in any of these areas?**

The Headteacher responded that yes all of the schools involved are being very truthful and that this is the point of this exercise so that they all know everything about one another.

The Headteacher reiterated that as a business, a MAT cannot go in to deficit and if this were to happen the trustees, who are volunteers, would be responsible. If the school does not academise, the Local Authority will continue to maintain responsibility for the financial state of the school and are required to help out if there are issues.

**The governors asked if the MAT receives the funding from all of the schools as one lump sum?**

The school replied that yes, this was the case.

The Headteacher told the meeting that as a member of a MAT, a minimum of 5% of the school budget would be put directly into running the MAT.

The Headteacher has also received a letter from Patricia Davies, Assistant Director of Education, summarising a meeting she has recently attended with the Regional Schools Commissioner (RSC). The letter explained that the priorities of the RSC and Headteacher Board (HTB) have shifted from full academisation and listed their priorities of consideration. Hawthorns is not fulfilling these priorities to be considered.

The Headteacher suggested that perhaps the school should be thinking about partnering with the other schools as a federation rather than an academy. This would bring the benefits of working together with the other schools but still being able to manage the school's own budget. It would also remove the expenditure of the salary of the executive who will head up the MAT.

The Headteacher felt that the other schools will also find the federation plan appealing. St Pauls have already stated that they will not be joining the MAT because of the above financial concerns.

The governors agreed to this new proposal to form a federation rather than to become an academy.

18/68

**Sports Funding Report**



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	<p>It was agreed that it is too early for this report which is compiled by the School Business Manager. It was agreed to move this item to the next agenda and to also amend the timing on the annual planner.</p> <p><b>18/69</b>      <b><u>Equality Objectives 2018</u></b></p> <p>The Headteacher talked through this report which was distributed to the governors at the meeting.</p> <p>A discussion was held around the new PSHE lessons particularly the sex and relationships aspect. Overall feedback has been very positive . One parent has filed a complaint and withdrawn their child from the school following on from one of these lessons. The school has investigated and feels it may be beneficial for a TA to record the questions asked by the children in these lessons so that all of the other parents can receive feedback on what was actually discussed. The school stressed that this is not a change to the curriculum.</p> <p><b>The governors asked if the school still shows the Year 5 parents the that the children will see?</b></p> <p>The school agreed that these parents could be shown the animations that will be used in class.</p>	PW
18/70	<p><b><u>Health &amp; Safety Annual Report</u></b></p> <p>The Chair of the Health &amp; Safety Committee gave the following report:</p> <ul style="list-style-type: none"> <li>• All risk assessments have been reviewed and approved and all policy changes discussed and agreed.</li> <li>• Inspection and Incident Reports have been provided by the school and these have been monitored throughout the year. Thank you to Mrs Tyrell for her reports and sound advice.</li> <li>• Three Health &amp; Safety Audits have been carried out, one each term, the findings of which have been discussed at meetings. The latest one took place on Tuesday 3<sup>rd</sup> July. There were only two small issues spotted. Thank you to Mr Cardrick for his expertise and hard work in making the school such a safe environment.</li> <li>• The Chair has attended all fire drills and was very impressed by each evacuation and how well the children conducted themselves.</li> <li>• In May a Lockdown practice took place which also went very smoothly. All staff carried out their respective tasks quickly and effectively.</li> <li>• The Rainbow Plan has been kept up-to-date, thank you to Mrs Izquierdo for this.</li> <li>• The school continues to work on the School Travel Plan – working towards a bronze accreditation. Thank you to Mrs Wojcik, Miss</li> </ul>	



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Mapleston and Mrs Izquierdo for their input and assigning roles to the working party.

- Thank you to everyone in the school for their contribution to making Hawthorns a healthy and safe environment.

18/71

### Governors Visits and Reports

- **Year 6 Residential**

The governors who attended the trip said how fantastic it was and that the children all had a great time. There were no injuries. It was noted that in the future, another activity leader would be preferable if possible as it was difficult for one leader to manage so many children on their own. It was also noted that the toilet and shower facilities were not ideal and that the school would not accept one toilet and shower per nine children again. The Chair of Governors thanked the Year 6 Team for their hard work in organising the residential.

- **Parent Forum**

The governor who attended the parent forum meetings said how positive and beneficial these meetings are. A discussion was held about a point raised at one of these meetings by a parent who feels that the school focusses too heavily on Christian based productions at Christmas in KS1. The school agreed that as a multi-faith school it was not appropriate and moving forwards, Year 2 will no longer perform a nativity as their Christmas Show.

- **District Sports**

One of the governors attended the recent District Sports event and praised the school for a fantastic achievement, returning with two cups and finishing third overall. The governors thanked Mrs Pritchard, Miss Hampton and Mrs McKay for their hard work.

- **Year 5 Sleepover**

The governors said that this sleepover was amazing and that the children all enjoyed the camping and the activities. The governors thanked all of the Year 5 staff for organising.

- **Year 2 Woolley Firs Trip**

One of the governors attended this new trip and found the venue to be lovely with good facilities and the activities well balanced for the age of the children.



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- **Year 5 Greek Assembly**

The governors commented that all of the performances were outstanding and that the acting was great.

- **Year 6 Interviews**

The governors felt that the children were very confident and had also written excellent CVs and supporting letters that were of a very high standard.

- **Year 1 Rushall Farm**

The trip was excellent and all of the children loved it and were very well behaved.

- **EYFS Pirate Day**

The governors thanked Mrs Milne and her team for their lovely parade and all of the hard work in organising this event.

The Headteacher also told the governors that four ex pupils of the school have recently taken part in the finals of Mock Trials and were the winner and the runners up.

18/72

**SIDP Update**

This item was discussed earlier in the meeting in 18/65 Headteacher's Report.

18/73

**Policies for Approval:**

The governors agreed and unanimously approved the following policies:

- Prevent Policy
- Freedom Of Information
- Safeguarding

18/74

**Governor Self Evaluation**

The results of the Self Evaluation Questionnaire had been distributed prior to the meeting. The Chair noted that only six governors responded to the questionnaire. The governors agreed that the results were positive and that there were no causes for concern.



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18/75	<p><b><u>Governors Skills Summary</u></b></p> <p>The Clerk shared the summary of the governors' skills audit with the meeting. The governors commented that their skills seem fairly evenly distributed and that there were no areas where they felt there was a risk due to lack of knowledge. The governors felt that those with expertise in certain areas are good at sharing their knowledge with others.</p>	
18/76	<p><b><u>Review Succession Plan</u></b></p> <p>The Chair has been having private conversations with the governors to understand their plans for the year ahead. Dr Severn has handed in a letter of resignation as due to his relocation he will be leaving his post before the end of his term of office. Mrs Beech will also be standing down at the end of her term in October.</p>	
18/77	<p><b><u>Governor Recruitment</u></b></p> <p>It was agreed that next term, two new co-opted governors will need to be recruited. All governors were asked to think if they knew any suitable people within the community who may like to join.</p>	
18/78	<p><b><u>Scheme of Delegation 2018/19</u></b></p> <ul style="list-style-type: none"> <li>• TOR Review</li> </ul> <p>The Personnel and Finance Committee and the Sites and Buildings Committee have reviewed their Terms of Reference and agreed them for the year ahead. The Learning and Teaching Committee will review theirs at the meeting on Tuesday 10<sup>th</sup> July and the complete TOR will be presented for sign off in the first FGB of the academic year.</p>	
18/79	<p><b><u>Agree Term Of Office For Chair and Vice Chair</u></b></p> <p>The term of office for the chair and vice chair was agreed to be one year.</p>	
18/80	<p><b><u>Election of Chair and Vice Chair</u></b></p> <p>The clerk chaired this item.</p>	



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<p>18/81</p>	<p>One nomination for Chair was received and seconded. Mrs Shepherd left the room and a vote was held. Mrs Shepherd was unanimously voted as Chair of governors for 2018/19.</p> <p>One nomination for Vice chair was received and seconded. Mrs Kerr left the room and a vote was held. Mrs Kerr was unanimously voted as Vice Chair of the governing body for 2018/19.</p> <p><b><u>Review committee structure and membership</u></b></p> <ul style="list-style-type: none"> <li>• Appoint Chairs of Committees</li> </ul> <p>The current Chairs of Committees all agreed to continue for the year ahead.</p> <ul style="list-style-type: none"> <li>• Mrs Hampton - Chair of the Personnel and Finance Committee.</li> <li>• Mr Nnabuife - Chair of Learning and Teaching Committee</li> <li>• Mrs Shepherd – Chair of Sites and Buildings Committee</li> </ul> <p>Other governors also expressed their wishes for roles and responsibilities for 2018/19. The clerk to compile the members list and distribute.</p>	<p>PW</p>
<p>18/82</p>	<p><b><u>Appoint Associate members – agree term of appointment</u></b></p> <p>Associate members to be appointed for one year. Members agreed.</p>	
<p>18/83</p>	<p><b><u>Appoint governors with specific responsibilities</u></b></p> <p>Discussed in Item 18/81.</p>	
<p>18/84</p>	<p><b><u>Set dates for the Governors Meetings for the next school year</u></b></p> <p>The clerk distributed the draft version of dates for the year ahead. After discussion, some of the dates are to be changed. The clerk will liaise with the school and governors and distribute the updated list by the end of term once the meeting dates have been agreed.</p>	<p>PW</p>
<p>18/85</p>	<p><b><u>Governors Newsletter</u></b></p> <p>The governors thanked Dr Severn and Mrs Burgess for compiling the newsletter which has been emailed to all parents today.</p>	
<p>18/86</p>	<p><b><u>Governor Reflection</u></b></p>	



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## Appendix i

### Matters Arising from FGB 17<sup>th</sup> May 2018

<b>Matters Arising:</b>			
<b>Ref</b>	<b>Item</b>	<b>Update</b>	<b>Action</b>
18/27	Annual Attendance Report – PPG attendance - the governors discussed whether they needed to be looking at this in further detail but it was agreed that if the Headteacher can extract the report to show these figures compared with non-PPG attendance then this will suffice. (PK)	To be completed. The Headteacher will distribute this report after the meeting.	PK
18/43	Parking Issues - It was agreed that a new sign will be made clearly stating no parking/stopping/dropping off anywhere within the school grounds between the hours of 07:30 and 17:30. It was also agreed that a message would go out to all parents in the weekly bulletin to explain that due to the behaviour of some parents this sign has had to be introduced. (PK)	New signs have been created and posted on cones along the turning circle. More cones are required, Dr Severn has some which he will donate to the school.	IS
18/47	Staff Survey - It was agreed that the staff survey would be sent to all governors to assess and that the governors would highlight the 15 questions that they felt were most pertinent and send to the clerk. The governors can also add in any extra questions they feel it would be useful to ask. The clerk will collate these responses and return to the Headteacher. (PW)	This has been collated and sent to the Headteacher. The results of the most popular 15 questions have also been shared with governors for information.	Complete
18/48.i	Lockdown Procedure : sharing this information with volunteers to the school	Still to be completed	PK



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	needs to be improved. The school will introduce a laminated sheet that visitors can acknowledge they have read. (PK)		
<b>18/48.ii</b>	The Governors Self Evaluation is now due to be completed and the clerk will send the form to all governors in the coming week. (PW)	This has been collated and will be discussed under Agenda Item 15.	<b>Complete</b>
<b>18/50</b>	Academisation - A name for the MAT needs to be decided and the suggested names will be displayed in the staffroom for staff to vote. Governors will be sent the list by Mrs Bridgeman and have a vote too. (EB)	This has been completed and will be discussed under Agenda Item 8.	<b>Complete</b>
<b>18/55</b>	Governors Newsletter - Dr Severn would like first drafts by Friday 15 <sup>th</sup> June so that he has time to collate. (ALL)	This has been completed.	<b>Complete</b>
<b>18/56</b>	Governors Conference and Pupil Premium Conference - The clerk will mail out the agenda and details to all governors. (PW)	Mailed out to all governors on 24 <sup>th</sup> May. Two governors have responded and places have been booked for them at the Governors Conference.	<b>Complete</b>



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