

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

**Full Governing Body (FGB)
Thursday 17th May 2018
5:30 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 N Carr Mrs E Kerr Mr D Nnabuife Mr J Wilkins
Mrs E Bridgeman Mrs D Hampton Mrs P West (Clerk)

Ref		Action
18/39	<u>Apologies and Welcome</u> Apologies were received and accepted from Miss Mapleston.	
18/40	<u>Declaration of Governor Interest in the Agenda</u> None Declared.	
18/41	<u>Minutes of the last meeting held on Tuesday 27th March 2018</u> Minutes were agreed to be a true reflection of the meeting held and approved.	
18/42	<u>Matters Arising</u> Matters arising actions documented in attached table (see Appendix i)	
18/43	<u>Committee Update</u> <div style="margin-left: 40px;"> <u>i. Personnel and Finance Committee 19th April 2018</u> The Chair of the committee summarised this Budget meeting and thanked the governors who do not sit on this committee for attending. The final figures for the Year End 2017/18 showed that the whole school has reversed the £45,000 deficit and carried monies forward. The governors wished to thank all staff for their hard work in achieving this result. The Chair of the committee said that the meeting was spent analysing the budget in great detail and challenging the school on many of the lines. </div> <div style="margin-left: 40px;"> <u>ii. Sites & Buildings Committee 3rd May 2018</u> The Chair of the committee gave the following feedback on the meeting held earlier in May: </div>	



Chair of Committee.....*[Signature]*.....

Date.....5/7/18.....

- The Buddy Bench in the KS2 playground has been accidentally destroyed by the Life Bus which visited the school recently. The school are hoping to claim some compensation from the company.
- The parking issues by parents at the start and end of the school day have become very serious and are putting children at risk. The Chair of the committee described the recent incident on Chestnut Avenue where a resident was deeply shocked after a near-miss with two children due to dangerous parking by a parent.
The governors asked if pictures could be sent of the offending vehicles to Parking Control at the Council? The school replied that as it is not illegal to park on the pavement the Council are not in a position to help.
 The school also updated the committee that there was an issue the previous day with a parent who had parked in the staff carpark to pick a child up and was then abusive to staff who asked him to move.
 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 behavior of some parents this sign has had to be introduced.
The governors also asked if there could be an agreement that the parents sign when joining the school to say that they will park considerately? It was agreed that this would be a good idea moving forwards.
- The summer works this year will include the EYFS door and the Run A Mile track.
- The following policies were agreed: Lettings, Volunteers in School, Health & Safety and Lockdown.
- The Travel Plan is well under way.
- If the school receives any capital budget next year, the priorities are to replace the front door to the school and update the lighting in the rollalong building.

PK

18/44

Agree Budget for the new financial year

The Personnel and Finance committee recommended that the Governing Body accept the Budget. This was unanimously accepted and agreed.

18/45

Headteacher's Report

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



Chair of Committee.....

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Date 5/7/18.....

The governors asked if attendance certificates are to be introduced?

The school replied that this was still to be decided but that it would mean a lot of admin work. It was agreed that perhaps it would be better to acknowledge those children at the end of the school year in an assembly. **The governors asked how many children have 100% attendance?** The Headteacher said that there currently 20-30 children.

The governors asked the school if the number of race related incidents was a cause for concern?

The school stated that as action is taken with every incident, innocent remarks are also recorded and followed up by asking the pupil who made the comment how they would feel if roles were reversed.

The governors asked if there are repeat offenders?

The school said that yes there is one in particular.

The governors commented that in the last report the Headteacher had mentioned community service jobs being used to treat behavior issues, the governors wanted to know if this was still the case? The Headteacher said that was in relation to a specific situation and that there has been less cause to use these jobs recently.

The governors also queried if 31 safeguarding alerts from staff was a high number? The school said that no, this is a comparatively low figure.

The governors asked if any further progress had been made in arranging an eSafety session at the school in light of the comments in the report regarding miss-use of the online game Fortnite? The governors suggested that parents and Year 5 children could attend an information together? It was agreed that this was a good idea and that perhaps even younger children should be included as the school wants to ensure that all parents and pupils are fully informed. The school would like the NSPCC to run the session. There is no cost involved. The Headteacher told the governors that recent research has found that the average age for a child to connect with online pornography for the first time is 11 and that many are as young as 8 to 10.

The governors also asked if the admission figures for September have been confirmed yet?

The school said that not yet but that it is due to be confirmed very shortly. The Headteacher said that the next meeting to apply for Exceptional Needs Funding is Tuesday 5th June but that the definite list of September children will not be received until that week also, meaning that it will not be possible to apply for transitional funding if any is required.

The governors asked for an update on the recent recruitment situation?

The Headteacher said that the school was still awaiting confirmation from the Sports Coach who has been offered a position and that both TA roles have been filled.



Chair of Committee

J. Stephens

Date 5/7/18

18/46	<p><u>Equality Objectives Review</u></p> <p>This item has been moved to the next meeting.</p>	
18/47	<p><u>Surveys</u></p> <p>The Headteacher distributed the Pupil, Staff and Parent surveys from the previous year and asked if the governors were happy to use the same ones again this year. The Headteacher commented that the Staff survey seems unwieldy and could perhaps be consolidated. A discussion was held regarding the low uptake by staff last year and it was felt that perhaps streamlining the survey would make it more user friendly. It was agreed that the 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.</p> <p>The school also commented that 150 parents completed the last parent survey because it was for Ofsted but that the figure is usually very much lower at around 30. The governors asked if parents could be approached at parents evening to complete the survey whilst they are in the building? It was suggested that the ICT suite could be used and that the Headteacher could approach parents on their way in. It was agreed that the Spring Term would be the best time to carry this out. It was also agreed that the email request to parents to complete the survey should come from the governors rather than the school. Mrs Bridgeman collates the responses when they are returned.</p>	PW
18/48	<p><u>Chair of Governors Report</u></p> <p>The Chair began the report by commenting how smoothly the SATs had run. Other governors who had helped out said how impressed they were at the organisation and how calm the children seemed which is a credit to the care of the staff involved. The Headteacher said that WBC were present to verify the process and that the school received the highest report it is possible to achieve. The SATs Breakfast Club was well attended by 48 children.</p> <p>The Chair also reported that today at 13:40 a Lockdown Drill had been carried out in the school. The Chair said that the response was fantastic and the operation was smooth with all staff knowing precisely what their roles were. The governors wanted to thank the staff for their professionalism. Parents have been advised that this practice took place today.</p> <p>The governors asked if there was a procedure for volunteers in the library to follow as it was suggested this may not be known? The school also noted that the piano teacher in the Log Cabin was unaware of the procedure</p>	



Chair of Committee.....*J Sloker*.....

Date.....*7/5/18*.....

	<p>and that sharing this information with volunteers to the school needs to be improved. The school will introduce a laminated sheet that visitors can acknowledge they have read.</p> <p>The Governors Self Evaluation is now due to be completed and the clerk will send the form to all governors in the coming week.</p>	<p>PK</p> <p>PW</p>
<p>18/49</p>	<p><u>Successional Planning/Committee Aspirations</u></p> <p>The Chair told the committee that they will receive an email shortly asking for them all to state their intentions for the year ahead. The Chair acknowledged that although Academisation is on the horizon it will be business as usual until that point.</p>	
<p>18/50</p>	<p><u>Academisation</u></p> <p>The Academisation Working Party told the committee that a big step forward has been made in that the MAT has chosen its members. The next stage is to nominate the trustees who require a specific skill set. There is a substantial list of prospective trustees to be contacted and each school has been tasked with coming back with one name each. A name for the MAT also needs to be decided and the suggested names will be displayed in the staffroom next week for staff to vote. Governors will be sent the list by Mrs Bridgeman and have a vote too.</p> <p>The governors asked if timescales are any clearer yet? The school said that it was still not known if the process would happen by January. Financially September is the best time to apply and once the application has been made the school will have a much better idea of when it will be complete. The legal and land issues will take time. The Headteachers from the MAT are meeting fortnightly and have been working on due diligence to ensure that academisation is affordable and have collated the budgets from all of the schools for this year. The schools have also compiled all of their staffing and were happy to find that they are all using Wokingham job descriptions and pay scales so are all fairly aligned. The next task is to look at the 3 Year Budget projections. All of the schools will be in deficit by the end of this period if income does not increase in line with expenditure. The school said that this discussion was imperative as it may be beneficial to stay with the Local Authority as academies cannot go in to deficit. The Headteacher said that there is a strong concensus between the seven Headteachers in the MAT on their approach to education and that the Headteacher felt this was very positive.</p> <p>The governors asked if the current governing body stays in situ between now and academisation? The school replied that yes it will stay the same. It might be that the size of the body reduces through natural wastage over time in line with the move to a smaller Local Governing Body.</p>	<p>EB</p>



Chair of Committee..... J Steokerd Date..... 7/5/18.....

18/51

SIDP

The Headteacher had shared the SIDP document with the governors prior to the meeting.

In the Pupil Outcomes section, the Headteacher explained that the document shows how the school is progressing towards its targets and that the year group action plans are created from tracking set at the start of the year. Generally it is all moving in the right direction. The PSHE and PE schemes are going well and the Headteacher is really pleased that the Travel Plan has started.

The Deputy Head shared the results of the growth mindset questionnaire and explained that those with a fixed mindset think their intelligence is fixed but everyone has the capability to learn. The survey showed an unclear picture so the Deputy Head will repeat the questionnaire at the end of the term. **The governors asked how the questionnaire was composed?** The Deputy Head responded that the questions were taken from tried and tested research on the internet.

Rev'd Mukholi and Mrs Carr left the meeting at 6.45pm.

18/52

Governors Visits and Reports

- **Annual Safeguarding Audit**

The Headteacher, Deputy Head and Safeguarding Governor met on the 2nd May 2018 and carried out the audit, having checked it against the NSPCC guidelines. The comments from the audit were:

- The school Child Protection Policy is to be checked.
- A confidential box has been placed in each class and posters have been made to inform the children who to contact if they are feeling stressed.
- All classes have a worry box.

18/53

Policy Review

- **GDPR**

This policy was agreed and approved.

The governors asked if the relationship between the school and the PTA has been considered under the new GDPR regulations? The school replied that yes the PTA are aware of the changes and are contacting parents.



Chair of Committee.....*J Goddard*

Date.....*5/7/18*

	<p>The Chair also updated the committee at this point that Colette Burgess is currently creating school email addresses for all of the governors and looking at ways documents can be shared that are in line with GDPR.</p> <ul style="list-style-type: none"> • Medical Conditions In School <p>One of the governors had requested a full discussion on this policy as no reference is made within the document to food allergies and food intolerances. It was agreed that food allergies come under the term medical condition and are thereby covered by the policy already although it was also agreed to make reference to this within. An Appendix K has now been added covering food intolerances and this was agreed and approved by the governing body.</p>	
18/54	<p><u>Single Central Register</u></p> <p>This was signed by the Chair of Governors.</p>	
18/55	<p><u>Governors Newsletter</u></p> <p>Dr Severn asked the governors to start thinking about their contributions to the annual Governor Newsletter. Dr Severn would like first drafts by Friday 15th June so that he has time to collate. Mrs Burgess has agreed to help with pictures for the newsletter.</p>	ALL
18/56	<p><u>Communication – Summer Term Digest</u></p> <p>The Digest had been uploaded to the Learning Platform before the meeting. The Chair highlighted some of the information:</p> <ul style="list-style-type: none"> • Health & Safety Alert – School Site Traffic Management Following an incident in a Wokingham school awareness is being raised of the potential dangers of vehicle movement around school sites. The school also informed the governors that they have been told that all schools will have a survey to this effect but no further detail has been given as yet. • Governor’s Conference and Pupil Premium Conference The Chair drew the governor’s attention to these conferences and asked the committee to advise if they would like to attend. The Governor’s Conference will be on Monday 17th September 2018 at Easthampstead Park Conference Centre and the Pupil Premium Conference will be held on Friday 8th June 2018 at Green Park Conference Centre. The clerk will mail out the agenda and details to all governors. • E-Learning for Governors – the Chair asked all governors to take the time to look at the new Child Sexual Exploitation E-Learning course available online. The governors asked if staff have completed this course? The school replied that it is part of their mandatory Safeguarding training. 	PW



Chair of Committee.....*Blaher*.....

Date.....5/7/18.....

18/57	<p><u>Reflection</u></p> <p>The governors said that they are pleased with the progress being made on academisation. The governors who had helped with the recent recruitment also commented on how impressed they were with the quality of the applicants wanting to work at the school. The governors also reiterated that managing to balance the accounts this year has been a huge achievement.</p>	
18/58	<p><u>Date and Time of Next Meeting – Thursday 5th July 2018 4:30pm.</u></p> <p>This date and time was unanimously agreed. The Chair also reminded governors that Thursday 5th July is also Open Afternoon at the school and Tea with Staff is also at 3:45 that day. The governors have agreed to make cakes to bring to this tea.</p>	
18/59	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Schoolcuts.org One of the governors asked if it would be possible to put up some laminated posters supporting this lobby group who are trying to get increased school funding. The school agreed. • PTA Summer Fair This year the fair is being held on Saturday 30th June from 2-6pm. The Chair has asked that the governors can run the BBQ again and will email out to ask for volunteers to help. <p>The meeting ended at 7.20pm.</p>	



Chair of Committee *[Signature]*

Date 7.15.18

Appendix i

Matters Arising from FGB 27th March 2018

Matters Arising:			
Ref	Item	Update	Action
17/92	Governors visit form to be redesigned to be user friendly (JS/EK)	New form has been designed and simplified. There is now reference to the SIDP. The Chair encouraged all governors to use this form and distributed copies for each member of the committee. The governors asked if this form needed to be completed if a governor has attended the school to help with interviews? The Chair replied that yes it should be. The governors also asked if the form should be completed by a governor who runs a club at the school? The Chair responded that yes the form should be used for this purpose also.	Complete
18/06.i	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 in February. A classroom questionnaire has been carried out but the data has not been analysed yet. It was agreed to move this item to the next L&T meeting (CH)	The Deputy Head brought this report to the meeting today and shared it under 18/51 SIDP.	Complete
18/06.iii	The governors suggested that perhaps some of the residents of Kennet Court might be interested in reading with the children. Dr Severn agreed to follow this up (IS)	The Deputy Head has arranged a weekly visit from the residents of Kennet Court to read with the children. It has been extremely successful and the residents are thoroughly enjoying the experience, as are the children.	Complete
18/06.iv	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 (PK)	At the time of the meeting this figure was still not available but post meeting the PTA have advised that the total was just over £5000.	Complete



Chair of Committee.....*J. Seaton*.....

Date.....7/5/18.....

18/27	Annual Attendance Report – figures were not available for PPG children, the Headteacher will obtain for the next meeting.(PK)	This is ongoing. There are two PPG pupils with concerning attendance. One is due to medical reasons, the other lives on the other side of Wokingham and it is difficult to get to school. 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
18.38.i	Mrs Shepherd agreed to add a short piece from the governors to the bulletin at the start of the new academic year. The clerk will add to the annual planner as a reminder (PW)	The clerk has added this to the annual planner.	Complete
18.38.ii	Dr Severn raised the summer term newsletter and agreed to arrange to meet with Mrs West and Mrs Burgess after the Easter holidays to begin planning. (IS/PW)	Dr Severn and Mrs West have agreed tentative dates for newsletter completion – to be discussed further during today's meeting under Agenda Item 16 Governors Newsletter.	Complete



Chair of Committee *J Shepherd*

Date.....7/5/18.....