

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

Full Governing Body (FGB)

Tuesday 4th October 2022

5 pm

Present: Ms R Razeghi Mrs J Shepherd Mr D Nnabuife Mrs N Wallace
Mrs D Wojcik Mrs P Dunn Miss S Mapleston Mr J Dempster
Mrs D Hampton Miss P Anderson Ms A Hunter Ms N Lamb-Guhren
Mrs P West (Clerk)

Apologies: Mrs A Gore

Absent: Mrs I Hira

Ref	Action
22/74	<p><u>Apologies and Welcome</u></p> <p>The Clerk had received an expression of interest from Mrs Shepherd who would like to renew her term of office for another four years. Miss Mapleston seconded the nomination. Mrs Shepherd left the room and a vote was held. Mrs Shepherd was unanimously voted onto the governing body for another term as a Co-opted Governor.</p> <p>The Clerk had also received an expression of interest from Mrs Hampton who would like to renew her term of office for another four years. Mrs Wojcik seconded the nomination. Mrs Hampton left the room and a vote was held. Mrs Hampton was unanimously voted onto the governing body for another term as a Co-opted Governor.</p> <p>The Chair welcomed the governors to the first meeting of the academic year. Apologies were received and accepted from Mrs Gore. Mrs Hira was absent, no apologies received.</p>
22/75	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>
22/76	<p><u>Minutes of the Full Governing Body Meeting held on Tuesday 12th July 2022.</u></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>
22/77	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>
22/78	<p><u>Committee Updates</u></p> <p>1. Sites, Buildings, Health & Safety Committee – Tuesday 14th June 2022</p>

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The Chair of the Committee summarised the following points which were discussed at the meeting:

- Summer works
- Grounds audit actions
- Asbestos register
- Courtyard surface update
- WBC H&S Audit
- Travel plan
- Incident report

2. Learning & Teaching Committee – Tuesday 20th September 2022

The Chair of the Committee summarised the following points which were discussed at the meeting:

- Deputy Headteacher’s Summer Term Data Report
- SEND
- PPG
- SEF
- SIDP
- Review of the curriculum statement

3. Strategic Governors Meeting - Wednesday 21st September 2022

The Chair of Governors said that the following points were discussed:

- The school’s strategic objectives and priorities
- The governors were very pleased with the quality of the SEF document
- Recruitment
- Headteacher’s 360 feedback

The governors offered their congratulations to the whole school for the Ofsted result and thanked all staff for their hard work. The Headteacher also thanked all of the governors who attended the Ofsted meeting.

22/79 Headteacher’s Report

Attendance

Overall attendance is currently 95.1%. There are currently 67 pupils with attendance under 90% of which 37 are under 85%.

The governors asked if the attendance figures are comparable with other schools. The Headteacher replied that it is early in the term to know but that there has been a lot of illness. Attendance monitoring is taking place next week.

Pupil Numbers

There are currently 432 pupils on roll.

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Behaviour

The Headteacher gave an overview of the overall behaviour in the school which is good. Therapeutic Thinking is being used to educate children on emotional language which should lead to better emotional intelligence in the longer term.

20:20 Club is now held daily and new TAs have been employed who work during lunchtimes to help support the Lunchtime Controllers. There is also support in place for several pupils who require monitoring during transitions.

The governors asked if these pupils requiring monitoring have EHCPs.
The school replied they do not all have EHCPs which can make resourcing difficult.

The governors asked if pupils can choose to attend 20:20 Club.
The school replied that they are chosen although they may sometimes be allowed to bring another child along with them. Now that the new TAs are encouraging structured play outside at lunchtimes some children may prefer this to attending 20:20 Club and the school will be flexible.

Safeguarding

The Headteacher updated the governors on alerts this term.

e-Safety

The Headteacher updated the governors on the one e-Safety alert this term.

Strategic Objectives

The Headteacher discussed the first two pages of the SIDP with the governors and said that the data shows a good picture for reading, maths and grammar, punctuation and spelling. The five strategic objectives for the school have changed from last year and at the INSET day in September, teachers spent time looking at them and creating action points to meet them.

The 2022 End of Year Report was also shared with the governors.

22/80 SIDP

This item was covered in the Headteacher's Report.

22/81 SEF 2021-22


This item was covered in the Headteacher's Report.

22/82 Sports Funding Report

The school confirmed that the updated report is on the school website. The report shows the planned figures and needs to be updated with the actuals which are

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	<p>being finalised now that the playground redevelopment has been completed. These will be taken to the Personnel and Finance Meeting on 11th October.</p> <p>22/83 <u>Review pupil and parent surveys</u></p> <p>Only 150 parent survey responses were received out of 320 families but many parents completed the Ofsted survey which had taken place only a short time before.</p> <p>The governors commented that a large number of parents had answered 'Don't know' to the question 'The staff deal effectively with bullying'. The school said that as most families have not experienced this, they will not know how this is supported. Communications are sent to all parents highlighting anti-bullying week. It was suggested that some wording could be added to the bulletin pointing families to the Behaviour Management Policy and a well-being section could be added to the website.</p> <p>22/84 <u>Racial Equity Update</u></p> <ul style="list-style-type: none"> • The Racial Equity Governor is co-ordinating with the PSHE Leader and is going to observe the relevant PSHE lessons. • The Racial Equity Governor is also going to feedback after Black History Month. • WBC are running another Racial Equity Session in conjunction with Race Matters on 26th January 2023. The Racial Equity Governor will be attending and other governors were encouraged to sign up as well. <p>Mrs Wojcik left the meeting at 5.55pm.</p> <p>22/85 <u>Single Central Register</u></p> <p>The School Business Manager and Chair of Governors have arranged a meeting to check and sign the register. It was noted that the Ofsted Inspector was impressed with the precision of the school's Single Central Register.</p> <p>22/86 <u>The objectives of the Governing Body for the academic year 2022/23</u></p> <p>The Chair of Governors said that the objectives are being added to the SIDP and are focused on governors visiting the school and challenging subject leaders. The Chair asked all governors to start making arrangements to meet their link leaders, virtually if it is not possible for them to physically visit the school.</p> <p>22/87 <u>Annual Statutory Requirements</u></p> <ul style="list-style-type: none"> • Code Of Conduct (including Keeping Children Safe in Education) <p>The Code Of Conduct 2022 has been amended in-line with the recommended NGA model Code of Conduct. The governors all agreed to the Code of Conduct and confirmed that they had all read the Keeping Children Safe In Education document that is referred to within.</p>	RR/NW
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- **Governors Criteria Declaration**

The clerk asked the governors who have not yet completed this document to do so.

- **Business Declaration**

The clerk asked the governors who have not yet completed this document to do so. The Clerk to complete the summary, to then be signed by the Chair and displayed on the website

22/88 Policy Review:

- Safeguarding

The governors unanimously agreed and approved the policy.

- Keeping Children Safe in Education

The governors confirmed that they have all read this document.

- Prevent

The governors unanimously agreed and approved the policy.

- Attendance

The governors unanimously agreed and approved the policy which has been amended to reflect new DfE guidance.

- Uniform

New policy reflecting statutory DfE guidance.

The Headteacher had made a proposal to change the uniform colour from sky blue to royal blue. Consultation with parents has taken place in the form of two surveys, the results of which were half and half. The royal blue uniform will be cheaper and more affordable than the sky blue. A discussion was held regarding the costs and benefits of changing the uniform.

A discussion was also held regarding which items should have the school logo and it was agreed that branded items should be kept to a minimum and only the sweatshirt and cardigan will carry the logo.

The school will also look into also using a second supplier to ensure costs remain competitive and the transition period will last a year from now until September 2023.

The school will supply PE tops with logos for sports events.


Signed by Chair



Date:

22/11/22

	<p>The governors asked if it might be possible to purchase high-vis jackets for school trips with the travel grant. The Sports and Travel Governor will look into this.</p> <p><i>The governors unanimously agreed and approved the policy and the change of school uniform colour.</i></p>	SM
22/89	<p><u>Governor Vacancies</u></p> <p>The Governing Body currently has one vacancy for a Co-Opted Governor. It was agreed that the recruitment video in the Governor Digest will be used to advertise the vacancy on the Woosehill Residents Facebook page.</p>	PA
22/90	<p><u>Governor Visits and Reports</u></p> <ul style="list-style-type: none"> • A governor attended the Year 6 production in the summer and said that it was a fantastic evening and thanked the staff involved for all of their hard work. • Several governors helped with the Year 6 careers interviews in the summer term and commented on the confidence and caliber of the pupils during the interviews. All governors were encouraged to take part in this process next year. <p>All governors were reminded to make contact with their subject leaders this term.</p>	
22/91	<p><u>Governor Digest</u></p> <p>This had been distributed prior to the meeting and the Chair highlighted the Health and Safety update and the training summary.</p>	
22/92	<p><u>Date and Time of Next Meeting – Tuesday 29th November 2022 5pm.</u></p> <p>This date and time were agreed.</p>	
22/93	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Governor Self Evaluation – it was agreed to move this to the end of the academic year. • School Council dates – the Chair asked governors to attend this term’s sessions on 14th October and 11th November at 12:40. • The governors thanked the Clerk and ICT Technician for preparing the Governor Newsletter in the summer term. • The governors offered to provide hot drinks for the staff during parents evening at the school. The Clerk to send the dates to all governors. • The school said that the Green Team would like governor representatives to attend their meetings aiming for the Green Award. The Sports and Travel Governor will share the dates with governors to sign up. • The governors asked if there has been a Forest School update. The Headteacher replied that recruitment has been unsuccessful so far. 	PW SM


Signed by Chair  Date: 29.11.22

- The governors said that it has been nice to see the variety of clubs that are being offered this term including some clubs that are new to the school.

The meeting closed at 6.30pm.

Appendix i

Matters Arising from FGB Minutes from 12th July 2022				
Ref	Item	Who	Action Undertaken	Completed
22/50	As minutes of the Sites, Buildings, Health & Safety meeting were not available, the Chair of the Committee asked to move this item to the next meeting in the autumn term.	PW	Actioned 02.08.22	Complete
22/60	Governor Self-Evaluation – move to next agenda	PW	Actioned 02.08.22	Complete
22/61	Governor Skills Summary – will be available in September	PW	Added to FGB agenda for 04.10.22	Complete
22/69	Meeting dates for year ahead to be distributed before the end of term.	PW	Actioned 20.07.22	Complete
22/70	Governor Newsletter – to be distributed before the end of term.	PW	Actioned 20.07.22	Complete

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