

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

Full Governing Body (FGB)
Tuesday 28th February 2023
4pm

Present: Ms R Razeghi Mrs J Shepherd Mr D Nnabuife Mrs N Wallace
Mrs P Dunn Miss S Mapleston Mr J Dempster Miss P Anderson
Mrs D Hampton Ms A Hunter
Mrs Waters & Members of The School Council Mrs P West (Clerk)

Apologies: Mrs A Gore, Ms N Lamb-Guhren

Ref		Action
23/01	<p><u>Apologies and Welcome</u></p> <p>The Chair welcomed the governors to the meeting and thanked everyone for attending Governors Day. The Chair also welcomed the School Council who were attending the first part of the meeting. Apologies were received and accepted from Mrs Gore and Ms Lamb-Guhren.</p>	
23/02	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>	
23/03	<p><u>Minutes of the Full Governing Body Meeting held on Tuesday 29th November 2022</u></p> <p>The minutes were agreed to be a true reflection of the meeting held and approved.</p>	
23/04	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>	
23/05	<p><u>Committee Updates</u></p> <ul style="list-style-type: none"> • <u>Personnel & Finance Committee – Tuesday 6th December 2022</u> <p>The Chair of the Committee summarised the following items which were discussed at the meeting:</p> <ul style="list-style-type: none"> ○ Budget Monitoring ○ Benchmarking 2021-22 ○ Policies agreed and approved: <ul style="list-style-type: none"> ▪ Pay Policy – Teaching Staff ▪ Leave of Absence ▪ Retirement 	

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• Learning & Teaching Committee – Tuesday 17th January 2023

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

- Deputy Headteacher's Data Report
- Progress of the School Improvement and Development Plan
- Policies agreed and approved:
 - PSHE
 - Remote Learning
 - Display

• Personnel & Finance Committee – Tuesday 7th February 2023

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

- Review of pupil numbers
- Census
- Budget Monitoring and Year End 2022/23
- Inventory Report
- Policies agreed and approved:
 - Grievance
 - Dignity at Work
 - Equal Opportunities
 - Recruitment

23/06 School Council Presentation

The School Council provided a presentation to the governors explaining the role of the council, its structure and some of the projects they have been involved in. They also shared ideas of future projects they would like to coordinate. The governors thanked the School Council and Mrs Waters for attending the meeting and said that it had been extremely valuable and that they enjoyed listening to their presentation.


Mrs Waters and the School Council left the meeting at 4.20pm.

23/07 Headteacher's Report

The Headteacher gave the following verbal report:

Attendance

Whole school attendance is improving and is currently 95.3%. The attendance of the 19 FSM pupils is 91.8% and the 20 combined FSM and Ever 6 pupils is 92.1%. Overall attendance for the 26 PPG pupils is 92.7%. There are currently 67 pupils with attendance under 90%, of which 20 are under 85%. These pupils are being closely monitored and parents are sent letters or invited in to meet with the Headteacher. The school is also having termly meetings with the allocated

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Education Welfare Officer to discuss cases of particular concern. In the Autumn Term, the school began tracking pupils who are persistently late in the mornings and those who are persistently collected late at the end of the day. These parents are also being sent monitoring letters and being invited in for meetings.

Behaviour

The Headteacher said that there have been a significant amount of behaviour incidents involving specific children with high needs and that Senior Leaders have been spending a lot of time managing and supporting these situations. The Headteacher updated the governors on the financial implications of the additional agencies the school is using to support some of the children and a discussion was held regarding this funding and how it will affect the school budget moving forward. The school have asked for an early review meeting with WBC to discuss funding these children.

The governors asked if there is financial help available from any charities/third parties who may be able to support these pupils.

The school answered that there is nothing available for individual children.

Special Educational Needs and Disabilities

There are 46 pupils who are receiving SEN support in the school and 10 who have EHCPs. The school is buying in to a lot of external support from Speech Therapists, the Education Psychology Team, Foundry, ARC Counselling, Addington Outreach and the Mental Health Programme.

Safeguarding

There have been four safeguarding alerts since the last report.

e-Safety

There has been one e-safety alert.

Children In Care

There are currently no children in care.

23/08 **SIDP**

The Headteacher said that writing has been the main focus this term and that it has been extremely positive and lovely to see the passion and enthusiasm of the teachers. The staff are very well skilled to teach writing to a high standard and it is hoped that this will come through in the data.

The school is still practicing using the Therapeutic Thinking Approach, however, it has not been possible to complete any further training this term.

The new Master Reader programme is being implemented next term to work alongside Read Write Inc.

Signed by Chair



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23/09	<p><u>Racial Equality Update</u></p> <p>There have been no further updates since the last meeting.</p>
23/10	<p><u>Residential Trip Approval: 20th – 24th May 2024</u></p> <p>The governors agreed these dates for the Year 6 Residential Trip in 2024.</p>
23/11	<p><u>Review School Session Times</u></p> <p>The Headteacher said that the soft start at the beginning of the day is working well and there are no proposed changes.</p>
23/12	<p><u>Policy Review:</u></p> <ul style="list-style-type: none"> • <u>Whistleblowing</u> <p><i>This policy was unanimously agreed and approved by the governors.</i></p> <ul style="list-style-type: none"> • <u>Virtual Governance</u> <p>The governors recommended a change to Section 1.3 which states that all Full Governing Body and Committee meetings will be face to face. Since the pandemic, this is no longer the case and the policy will be amended to reflect that Committee meetings are now held virtually.</p> <p>Section 2.1: A governor challenged if a note should be added that meetings should not take place on public transport, however, it was agreed that some governors need to access meetings whilst they are travelling by train. It was agreed that they may continue to do so as long as they assess their surroundings and are confident that other commuters are unable to hear the conversations being held.</p> <p>It was reiterated that a policy proforma completed by a governor prior to a meeting does not act as a vote of approval under any circumstances.</p> <p><i>With the above amendment made, this policy was unanimously agreed and approved by the governors.</i></p>
23/13	<p><u>Governors Training Requirements and Record</u></p> <p>All governors were encouraged to attend the course 'Understanding the primary curriculum' being run by the School Improvement Officer on Monday 6th March at 6:30pm.</p>
23/14	<p><u>Subject Link Governors Reports</u></p> <ul style="list-style-type: none"> • The SEND Governor met with the SENDCo today. • The Science Governor is planning a Year 4 visit to the National Grid. Science week is w/c 13th March.

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- The EYFS Governor has visited Early Years twice to observe RWI and Maths being taught. The children have settled in well.
- The EYFS Governor also attended the Christmas Performances by both classes in December and said that they were excellent.
- The Library Governor highlighted that Year 5 reps are now going in for 15 minutes at the end of each day to tidy and prepare the library for the next day. This has been a huge success and gives Year 5 children more responsibility.
- A Governor also visited the school to help Year 2 make dragons in art.

23/15 Communication – Spring Term Digest

The Digest had been distributed prior to the meeting. The Chair highlighted the following sections to governors:

- Teacher wellbeing
- Pandemic Recovery – Mental Health Workshops
- E-Learning for governors
- Training dates

23/16 Date and time of next meeting – Tuesday 25th April 2023 5pm

This date and time were agreed.

23/17 AOB

- The Headteacher thanked the governors for giving up their time preparing the assembly and visiting the school for the whole day today.
- The Chair also said thank you to all of the governors and agreed it had been a lovely day. The children and staff were incredibly welcoming and it was really good to see the Outdoor Learning area in action too.
- The governors commented that the School Council presentation had been excellent and very informative.
- Governors were reminded that parents evenings are being held on Tues 21st and Thurs 23rd March and asked for volunteers to attend to help provide refreshments for staff.
- Governors were also invited to come and support the Year 4 productions on the 28th and 29th March.
- The PTA are holding an outdoor cinema event on Saturday 10th June. The governors have been invited to run the BBQ.
- The Governing Body currently has three Co-opted vacancies. Two potential candidates have made themselves known to the Clerk. The Chair of Governors and Chair of the Personnel & Finance Committee will be meeting both next week to give them more information about the role and discuss how they can apply if they are interested.
- The next Parent Forum Meeting is being held virtually on Wednesday 15th March at 09:00, any governors interested in attending to contact the Clerk.

Signed by Chair



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Reflection

None

The meeting closed at 4.25pm

Appendix i

Matters Arising from FGB Minutes from 29th November 2022				
Ref	Item	Who	Action Undertaken	Completed
22/103	The Clerk to distribute the recent skills audit	PW	Actioned 19.12.22	Complete
22/104.i	School Council to attend part of the next FGB - Clerk to arrange	PW	Actioned Jan 23	Complete
22/104.ii	The Chair to share the slides from the Chair's Briefing with all governors	JS	Shared with Governors at FGB on 28.02.23	Complete
22/107	Clerk to distribute Governor Services Communication when it is received	PW	Actioned 14.12.22	Complete

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