

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

**Full Governing Body (FGB)**  
**Tuesday 1<sup>st</sup> December 2020**  
**5 pm**

Present: Ms R Razeghi      Mrs J Shepherd      Mr D Nnabuife      Mrs C Hare  
Mrs D Hampton      Mrs D Wojcik      Mrs P Dunn      Miss S Mapleston  
Miss C Hampton      Mrs N Carr      Mr J Wilkins      Mrs K Martin  
Mrs P West (Clerk)

**This meeting was held virtually due to the Covid-19 pandemic**

Ref		Action
20/83	<p><b><u>Apologies and Welcome</u></b></p> <p>Apologies were received and accepted from Mr J Dempster.</p>	
20/84	<p><b><u>Declaration of Governor Interest in the Agenda</u></b></p> <p>None.</p>	
20/85	<p><b><u>Minutes of the last meeting held on Tuesday 22<sup>nd</sup> September 2020.</u></b></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
20/86	<p><b><u>Matters Arising</u></b></p> <p>See Appendix i.</p>	
20/87	<p><b><u>Committee Updates:</u></b></p> <p>i. <u>Personnel &amp; Finance Committee – Tues 29<sup>th</sup> Sep 2020</u></p> <ul style="list-style-type: none"> <li>• The main discussion at this meeting was Budget Monitoring.</li> <li>• The Governor Allowances Policy was approved.</li> </ul> <p>ii. <u>Sites &amp; Buildings Committee – Tues 6<sup>th</sup> Oct 2020</u></p> <ul style="list-style-type: none"> <li>• The Chair of this committee was not available to give an update, item moved to the next agenda.</li> </ul> <p>iii. <u>Strategic Governors Meeting – Tues 13<sup>th</sup> Oct 2020</u></p> <ul style="list-style-type: none"> <li>• The Strategic Governors met with the Headteacher and examined the strategic plan for the year ahead.</li> <li>• The SEF was also discussed, the Headteacher is changing the format of this document.</li> </ul>	<b>PW</b>

Signed by Chair.....



Date: .....

2/3/21

- The Strategic Governors have kept the objectives for the Governing Body the same for the year ahead. This is a working document so all governors are encouraged to add objectives throughout the year if they wish. The Chair recommended discussing this further at individual committee meetings.

- The pupil, parent and staff surveys were analysed. 160 parents completed the survey, 259 pupils and 37 staff.

**The governors asked why so few members of staff completed the survey?**

The school answered that a lot of people forget although there are several email reminders. A suggestion was made that an allotted time could be given to teachers and TAs in a staff meeting next year. It was also agreed that next year Miss Mapleston will remind and encourage all KS1 staff to fill in the survey and Miss Hampton will do the same for KS2 staff. Mrs Wojcik will prompt the TAs and Lunchtime Controllers.

Mrs C Hare joined the meeting at 5.12pm.

Mrs N Carr joined the meeting at 5.13pm.

iv. Learning & Teaching Committee – Tues 20<sup>th</sup> Oct 2020

- The Chair of the committee said that a presentation had been given by the Religious Education Leader of Standards. The presentation explained how the school is ensuring that the aims of the National Curriculum are being met and how the new modules are being linked to the school's aspirational qualities.
- There was no data because of the pandemic however autumn term assessments are still being carried out and SATS and Year 2 Phonics are still going ahead as far as the school is aware.
- Two EHCs were submitted in May, one has been successful and the other has been resubmitted.
- The Staff CPD report showed that many staff took the opportunity to undertake training during the Lockdown earlier this year.
- The Curriculum Policy Statement was approved.
- The Attendance, Teaching for Learning and Remote Learning Policies were all approved.
- The committee agreed that KS1 could operate in year group bubbles moving forwards.

v. Personnel & Finance Committee – Tues 17<sup>th</sup> Nov 2020

- The Chair said that the school is now not receiving the Covid-19 Funding that had been promised from WBC.
- WBC have carried out an audit of the windows across the school, a decision will be made in March 2021 as to whether all of the windows will be replaced.
- The SFVS document is being prepared and will be submitted by 31<sup>st</sup> March 2021 as part of the end of year processing.
- There is a small discrepancy in the Special Activities, Tucasi are investigating.

Signed by Chair.....



Date: 2/3/21

- vi. Pay Review & Performance Management Committee – 27<sup>th</sup> Oct 2020
- This committee met to discuss the rationale of the salaries and pay progression of teachers. The committee agreed all of the proposals and these have been actioned on payroll. A further meeting was held on Tues 17<sup>th</sup> Nov with the School Improvement Officer also present to review and agree the Headteacher's targets.

20/88 Headteacher's Report

This report had been circulated prior to the meeting.

Attendance

The governors commented that the overall school attendance figure of 97.6% is excellent. The governors said that this reflected that pupils were happy to come to school and learn and that this is down to the staff.

Behaviour

**The governors asked what constitutes a behaviour incident that should be recorded in the Bound and Numbered book?**

The Headteacher said that any behaviour that requires constraint, a child having to be isolated or everyone else being removed from a child would be recorded in the book.

**The governors questioned if some of the behaviour issues are due to emotional needs and if so does the school have enough support with the pandemic situation?**

A discussion was held around the assistance that has been put into place to support the needs of these children.

**The governors queried if the issues are due to Covid-related anxiety or if they were present anyway?**

The school said that the issues were present anyway but that the pandemic situation has had an impact too.

**The governors asked if the parents are on board and being supportive?**

The Headteacher said that most are.

**The governors questioned if the behaviour is spilling out on to the other children or holding them back educationally?**

The school replied that no this is generally not the case, there has been no impact on the other children.

Safeguarding

**The governors challenged the school as to whether the number of alerts this term is high or not?**

The school answered that the number is normal and not unusual.

Special Educational Needs and Disabilities

Signed by Chair.....



Date: .....

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**In the report the Headteacher has stated that two pupils require an assessment of needs next term and the governors asked for clarification as to what this entails?**

The school said that it is an assessment by SEN to decide if outside agencies need to be involved in supporting the child. There is no financial implication.

**The governors asked if it is likely that the number of SEN children in Years 2 and 6 will affect results?**

The school replied that a better picture will be formed after the assessments this term.

The LAC Governor has attended a recent Access and Inclusion Virtual Forum. The LAC Governor wanted to commend the school and particularly the SENDCo for the huge amount of work put in. It became apparent at the Forum that the local authority does not have enough staff to support the schools fully with the assessments of needs.

**The governors asked if 11% of all pupils having an EHCP was a high figure?**

The school answered that this is a relatively low percentage in comparison with other schools. The Headteacher will ask the SENDCo to provide some analysis on this, PPG and EAL numbers.

RR

Information for Parents

The governors commented that the virtual tours of the school and EYFS area that have been produced for prospective parents were excellent.

**20/89 Ofsted**

The Headteacher informed the governors that Ofsted are planning to restart routine inspections from January.

**20/90 Annual GDPR Report**

The school advised the governors that there had been one data breach in the past twelve months. The SBM investigated the breach and it was reported to the ICO within 72 hours of its discovery. The Support Commissioner advised that no further action was required.

**20/91 Chair of Governors Report**

- Election of Two New Co-Opted Governors  
The websites 'Governors for Schools' and 'Inspiring Governance' have been used to advertise the two current vacant Co-opted Governor positions. Two applicants have expressed an interest in joining the Governing Body. Both applicants have had virtual meetings with the Chair and filled in application forms which were shared with the governors prior to the meeting.

Signed by Chair.....



Date: 2.13.21.....

A discussion was held as to the suitability of the applicants to the role. The 2020 Skills Audit was used as a reference point and it was agreed that the applicants had skills in areas currently not well covered.

*A vote was held and Ms Elaine Hodgins and Miss Natasha Lamb-Guhren were unanimously voted on to the governing body as Co-opted governors with a term of office lasting four years. These appointments are subject to an enhanced DBS check and satisfactory references.*

- Parent Governor Term of Office

Mrs Nicola Carr's term of office ends on the 23<sup>rd</sup> February 2021. A parent election will be held in the new year. The Chair and Headteacher thanked Mrs Carr for her contributions to the governing body over the past four years.

- Chair's Briefing – Weds 21<sup>st</sup> October

The Chair attended the virtual briefing on Wednesday 21<sup>st</sup> October. Sal Thirlway, Assistant Director of Education spoke about Covid and the affect it has had on education throughout the Borough. He asked that thanks be passed on to all staff and governors for their continuous hard work.

A presentation on 'Working for Racial Equality in Wokingham Schools' was then given. A Round Table Discussion Group has been created with governors from around the borough and Mrs D Wojcik has volunteered to represent The Hawthorns Primary School.

Gillian Cole gave the Chairs an Ofsted update. Any visits this term would just be a conversation around the rebuilding process after the closure of schools earlier in the year. There would be no judgements and no evaluative language. Feedback from schools who have had this visit has been very positive.

- Deputy Headteacher Interviews

Five applicants were shortlisted and three were selected for the interview process which took place on Thurs 22<sup>nd</sup> and Fri 23<sup>rd</sup> October. The first day was conducted virtually and one candidate was taken through to the second day which was held in school. The candidate was unsuccessful so the process will be repeated again in January.

The Chair thanked all the staff, children and governors who were involved in the process.

- PTA AGM - Tues 10<sup>th</sup> November 2020

The Chair attended the AGM. The Officers reported on the past year which saw fund raising plans blighted by Covid-19. The committee has many ideas to raise funds moving forwards despite the


Signed by Chair.....



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	<p>restrictions. The Chair thanked the PTA on behalf of the governors for all of their hard work.</p> <ul style="list-style-type: none"> <li>• <u>Parent Forum – Tues 24<sup>th</sup> November 2020</u> The Chair also attended the Parent Forum and was impressed at the format and the positive interaction. The Pupil and Parent Surveys were discussed. There was a lot of praise for how the school reacted to the Lockdown and the huge amount of work the staff put in. The Headteacher explained the procedures that had been put in place when the school reopened in September. The Headteacher also praised the new school cook who has joined the school permanently after being furloughed from The Forest School kitchen. Parent feedback for the meals has been very positive. The various year groups raised questions on behalf of the parents they represent and also relayed thanks and praise to all staff for their hard work and commitment during the Covid-19 pandemic.</li> <li>• <u>Schools Learning Alliance Governing Body Meeting – Monday 30<sup>th</sup> November 2020</u> The Chair attended this update meeting. The school has joined the SLA on a free trial for a year. The 17 schools which make up the SLA are collaborating on action research projects and sharing best practice and approaches.</li> </ul>	
20/92	<p><b><u>Health &amp; Safety Termly Report</u></b></p> <p>The Health &amp; Safety Governor was not present at the meeting, this item has been moved to the next agenda.</p>	PW
20/93	<p><b><u>Survey Results</u></b></p> <p>The governor who will be producing the statistics on the surveys was not present at the meeting so this item has been moved to the next agenda.</p> <p>The governors discussed how to encourage staff to feel able to discuss issues they may have. The Headteacher said that some new forums will be set up which will allow groups of staff to discuss anything that might bother them openly. The Headteacher wants to create an environment where people feel as if they are being listened to and not judged. It is hoped people can discuss problems together and formulate solutions together.</p> <p><b>The governors asked if the school has any assistance programmes for staff such as being able to ring and speak to a counsellor?</b> The Headteacher said that there is a poster in the staffroom and an email has been sent to all staff but it is not specific to this school.</p> <p><b>The governors suggested the poster could be placed somewhere private such as the back of a toilet door?</b> The school said that this is a good idea and a well-being board is also going to be created.</p>	PW

Signed by Chair.....  ..... Date: 21/3/21 .....

**20/94** **Policies**

- Admission Arrangements

**A governor suggested that an amendment be made to clarify that 60 children are admitted in EYFS and KS1 but that this number rises to 64 in KS2.**

This was agreed.

**A governor asked if it was necessary to refer to the current restrictions on prospective parents' tours of the school due to Covid?**

It was agreed that this was not necessary as this is covered by the Covid Risk Assessment which is prominently displayed on the school website.

*The governors unanimously agreed and approved this policy.*

- Equality Objectives

**A governor suggested that the wording be changed in the paragraph relating to when a parent may defer a child's entry to school to make it more clear.**

This was agreed.

*The governors unanimously agreed and approved this policy.*

- Governor Visits

This policy will now be reviewed every three years rather than annually.

*The governors unanimously agreed and approved this policy.*

**20/95** **Governors Day**

The governors discussed how Governors Day in March could be held under Covid restrictions. It was agreed that it is likely to be a virtual event. A governor proposed that the theme could be positive messages that have emerged from the pandemic such as scientists working together, communities making PPE for the NHS, the reduction in pollution and the positive impact on nature. It was agreed that an extraordinary meeting should be held in January to plan for Governors Day.

**20/96** **Governor Services Communication**

This has not yet been received.

**20/97** **Reflection**

Signed by Chair... J Stecher ..... Date: 2/3/21 .....

One governor had attended a Remote Learning Best Practice Webinar and reported that the school was already meeting the recommended standards. The governor praised the school for a proactive approach.

Governors who have attended the Development and Health & Safety Forums gave similar feedback, all felt that the school has coped impressively with the situation this year.

**20/98 Date and Time of Next Meeting – Thursday 4<sup>th</sup> March 2021 4pm**

As the meeting will be held virtually it was agreed to change the time to 5pm.

**20/99 AOB**

- The Maths KS1 Governor attended the staff meeting on Wednesday 18<sup>th</sup> November, which included a Maths KS1 & KS2 presentation.
- Racial Equality In Governance webinars – 19<sup>th</sup> and 23<sup>rd</sup> November. The Equality Link Governor attended these webinars and also a roundtable discussion with other governors supporting WBC to instill racial equality in Wokingham schools. The Clerk will add a termly Racial Equality Update to the FGB agendas moving forwards.
- The Single Central Register is up to date.
- The Safeguarding Governor is meeting the Acting Deputy Headteacher on Thursday 3<sup>rd</sup> December to complete the NSPCC Self Assessment form. An update will be given at the next meeting.

PW

The meeting closed at 6.37pm.

**Appendix i**

<b>Matters Arising from FGB Minutes from Tues 22<sup>nd</sup> Sep 2020</b>				
<b>Ref</b>	<b>Item</b>	<b>Who</b>	<b>Action Undertaken</b>	<b>Completed</b>
<b>20/64</b>	SIDP – Clerk to circulate updated version	<b>RR/PW</b>	Actioned 18.11.20	<b>Complete</b>
<b>20/77</b>	Advert to be placed on local Facebook pages for new Co-opted governors	<b>PW/CHam</b>	Advert has been placed on two websites: Governors for Schools and Inspiring Governance. Two candidates applied, vote held in today's meeting.	<b>Complete</b>
<b>20/82</b>	Move Survey results to next FGB agenda	<b>PW</b>	Actioned 24.09.20	<b>Complete</b>

Signed by Chair..... *J Shepherd* ..... Date: *2/3/21*