

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

Full Governing Body (FGB)
Tuesday 19th October 2021
5 pm

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

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

Ref		Action
21/69	<p><u>Apologies and Welcome</u></p> <p>The Chair welcomed the governors and introduced the new Co-Opted Governor, Mrs Corrie to the meeting. The governors introduced themselves to Mrs Corrie.</p>	
21/70	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>	
21/71	<ul style="list-style-type: none"> • <u>Minutes of the Full Governing Body Meeting held on Tuesday 29th June 2021.</u> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p> <ul style="list-style-type: none"> • <u>Minutes of the Extraordinary Governors Meeting held on Tuesday 21st September 2021</u> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
21/72	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>	
21/73	<p><u>Committee Updates</u></p> <ul style="list-style-type: none"> • <u>Learning & Teaching Committee Tuesday 21st September 21</u> <p>The Chair of the Committee said that the following areas had been covered in the meeting:</p> <ul style="list-style-type: none"> ○ A Maths presentation provided by the Maths Subject Leaders ○ The Headteacher's Data report ○ SEF 	

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- SIDP
- Curriculum Policy Statement
- Attendance, Remote Learning and Teaching for Learning Policies were approved
- Year Ahead Dates and Educational Visits

- Personnel & Finance Committee Tuesday 13th October 21

The Chair of the Committee said that the following areas had been covered in the meeting:

- Pupil numbers (currently 428)
- Budget Monitoring
- PPG Grant Statement and Sports/PE Grant Statement
- The Pay Policy was not available from WBC. The Governor Allowances Policy was approved.

21/74

Headteacher's Report

The Headteacher told the governing board that at the INSET Day in September all staff reviewed the school's vision and helped to rewrite it. This will be shared with the governors and then published once approved. The curriculum vision and aspirational qualities were also revisited. There are now only six aspirational qualities and the children are creating symbols for each. In November the school is having a free promotional photo shoot and it is hoped these can be used to replace the photos around the school linking to the aspirational qualities.

The Headteacher confirmed that there are currently 428 pupils on roll at the school.

SEN

The Headteacher gave an update on the current SEN children and said that the responses from the recent SEN Parent Survey were extremely positive.

The governors asked if any further children are likely to receive an EHCP?

The Headteacher replied that yes this is likely.

Behaviour

The Headteacher gave an update on behaviour and said that any incidents that have taken place have been dealt with according to the Behaviour Policy and parents have been contacted if needs be. There continues to be a high standard of behaviour in lessons.

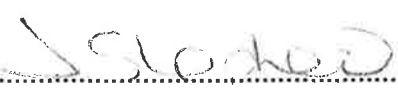
Attendance

Attendance is currently 92% for the whole school and 87.9% in Year 6 which is a direct result of the high number of positive cases of Covid in this year group. The Outbreak Management Plan has had to be implemented as the threshold number of cases has been reached. This includes twice daily phone calls with WBC to discuss cases.

The governors asked why the calls are made twice a day and are they useful?

The Headteacher replied that the calls are twice a day to capture PCR test results which can be received in at any time. The calls are useful as WBC collate the information and react appropriately, giving schools local permissions.

Signed by Chair



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The governors asked if there were reasons other than Covid for the lower than usual attendance?

The Headteacher answered that there is a huge amount of illness in all schools since restrictions have lifted. There is also higher than average sickness amongst staff, some with Covid but other illnesses as well. The Headteacher has told staff to remain at home if they feel at all unwell. There is a concern that cases may rise sharply after half term as it is anticipated that there will be an increased level of socialising during this time. The Headteacher said that the school may potentially have to reintroduce some tougher restrictions again if this is the case.

The governors asked if children who are absent from Covid are only staying home for 10 days or if it is sometimes longer?

The Headteacher replied that most are returning after the 10 days. The Headteacher also said that all pupils who are self-isolating have access to Remote Learning.

The governors asked if it possible to support staff further as they juggle with teaching and Remote Learning?

The Headteacher replied that staff are able to ask for extra planning time if it is required.

The governors asked if the school nursing team are providing flu vaccinations?

The school confirmed the vaccinations are taking place at the end of November.

Strategic Objectives

The Headteacher explained the strategic objectives for the year ahead to the governors and confirmed that Read Write Inc. has now been purchased and will be introduced to staff at the INSET day in November. English, Reading, Writing, Maths and the Curriculum Strategic goal are the focusses for the year ahead. The Therapeutic Thinking approach is also being introduced.

PPG

PPG pupils are receiving dedicated time to support them with the introduction of the PPG Champion. Additional staff training has taken place and will be presented at the Learning & Teaching Committee meeting in the summer term.

The governors challenged if the data shows that the extra PPG support is working?

The Headteacher said that it is too early but that data will be available by the end of term. The Headteacher also said that some of the progress will be shown in social and emotional development. Using the Catch Up Funding, every class teacher has also been provided with 30 minutes to an hour a week to work with children who have been identified as needing extra support.

The governors asked if the PPG Champion role will continue next year?

The Headteacher replied that it is hoped so as it is having such a positive impact however the school will have to monitor and evaluate the budget.

Maintenance

Window replacements for the hall and courtyard are planned for half term and the Year 5 classrooms are having new vinyl flooring and will be redecorated.

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21/75	<p><u>SIDP 2021-22</u></p> <p>The SIDP is currently a work in progress and will be shared once the strategic objectives are confirmed.</p>	
21/76	<p><u>Sports Funding Report</u></p> <p>The school was unable to spend all of the Sports Funding last year due to Covid and the fact that leagues and clubs did not take place. The proposed KS1 playground trail has been approved. It is hoped it might be possible to also create an improved KS2 trail if an area can be found. The school is also hoping to build a new outdoor classroom which could also be used for PTA events.</p> <p>The governors asked if the rest of the funding will be carried forward after the KS1 playground trail has been purchased? The Headteacher replied that the rest of the money is ring-fenced and that any spend is linked to the five indicators listed in the Sports Funding Report.</p> <p>The governors asked if replacement of the playground sheds will be included? The school said that this might be possible if it can be linked to an indicator.</p> <p>The governors asked if clubs and leagues have restarted? The school answered that WBC have advised that any inter-school sports competitions should not take place. The Cross Country League has been cancelled. The Football League is managed in a slightly different way, schools share risk assessments and decide between themselves whether or not the event should go ahead.</p> <p>The governors commented that it seemed strange that outdoor events were being cancelled when public outdoor events are going ahead. The school said that Wokingham has a higher than average number of cases and health and safety is the responsibility of each school that hosts which has led to WBC recommending the cancellations.</p>	
21/77	<p><u>PPG Report</u></p> <p>The report had been distributed prior to the meeting, there were no questions.</p>	
21/78	<p><u>Review Pupil and Parent Surveys</u></p> <p>The governors reviewed the summary of responses which had been created by the Chair of the Sites, Buildings, Health & Safety Committee. The top and bottom three responses were looked at in detail from both surveys.</p> <p><u>Pupil Survey:</u></p> <ul style="list-style-type: none"> • The Headteacher said that an assembly has already been held highlighting the strengths that emerged from the survey and also things that could be improved. • 'I have enough to eat when I have a school dinner' received a negative score which surprised the school as a lot of work has been done in this 	

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area and a highly experienced new catering manager is in place. The catering company has very strict guidelines it has to adhere to regarding portion size and the meals are carefully planned to provide a balanced diet. It was agreed that this is not a priority area to invest time in at the moment however it was suggested that to set their expectations, children could be reminded that is a light lunch not their main meal of the day. The School Council will be restarting this term and if needs be, school dinners could be investigated via discussions with the reps in these meetings too.

- 'Most children behave well' also received a slightly lower score. The Headteacher said that classes have created their own charters and the Hawthorns Code has been reiterated in assemblies. The school has noticed an overall dip in the maturity of children since the Lockdown.

The governors asked if the behaviour is different at lunchtimes than in the classroom?

The Headteacher answered that there are no incidents taking place in the classrooms and those that have occurred have been during play times.

The governors asked if the school could employ more Lunchtime Controllers?

The Headteacher replied that the school has a high number of Lunchtime Controllers already, but with Covid restrictions the school may need to recruit more to ease the pressure. Playground Friends are being reintroduced now that restrictions have eased slightly and that House Captains will be ambassadors promoting good behaviour. Year 6 are all expected to be good role models.

Parent Survey:

- The highest scoring statements from parents were:
 - My child likes school and is happy at The Hawthorns
 - My child feels safe at school
 - The teaching is good

The governors commented that although 'My child likes school and is happy' received a top score, it is still down from last year's result and asked if the school knows why?

The school said that this is linked to anxiety and the second Lockdown. There have been less 'fun' activities in school as well such as trips, activities and plays and the school suspects this has also affected the score.

- One of the lower scoring statements compared with last year was 'I receive valuable information from the school about my child's progress'

The governors challenged the school how this can be improved in the year ahead?

The Headteacher said that this may be related to the fact that several parents asked if it would be possible to have an extra parents evening in the summer term last year. The parents evening that was held during the Lockdown was not as informative as a normal one as the children were working at home at this time. It is not possible to add an extra parents evening in the summer term as the teachers have a huge amount of work preparing the very detailed end of term reports at this time. The school would usually have also held open afternoons for the parents to visit and other opportunities to look at books and class work.


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	<p>The governors felt strongly that something needed to be done to change this perception. The Headteacher will communicate this perception to all teachers and also remind parents that although the school cannot currently have parents in, they are always welcome to call and speak to teachers at any point during the term. It was acknowledged that parents are worried about their children's progress because of Covid, particularly those with younger children.</p> <p>The governors asked if it is known what other schools have in place? The Deputy Headteacher said that at a previous school, a brief interim attainment and progress report was produced. This school also held Reading Cafes as informal meetings between teachers and parents, however this would not be possible during the pandemic.</p> <p>The governors asked how many parents completed the survey? The school said that only 86 responses had been received.</p> <p>The governors thanked the Headteacher and the whole school for the good work that has come out of the survey.</p>	
21/79	<p><u>Racial Equity Update</u></p> <p>The Racial Equity Governor said that a conference is taking place shortly and that WBC are providing training on racial equity and applying it to the curriculum. The governor will give a further update at the next FGB.</p>	
21/80	<p><u>Single Central Register</u></p> <p>This is currently being updated.</p>	
21/81	<p><u>Ofsted</u></p> <p>The governors were reminded that Governor Services are running training courses on Tuesday 2nd and Tuesday 30th November and everyone was encouraged to attend. The governors were also asked to book themselves on to any other courses which might be relevant to their roles such as finance.</p>	
21/82	<p><u>The Objectives of the Governing Body for the academic year 2021/22</u></p> <p>This item is to be moved to the next meeting so that it can be discussed when the SIDP is complete.</p>	PW
21/83	<p><u>Annual Statutory Requirements</u></p> <ul style="list-style-type: none"> • Code Of Conduct (including Keeping Children Safe in Education) The Code Of Conduct 2021 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. • Governors Criteria Declaration All governors have completed the declaration for this year. • Business Declaration 	

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Appendix i

Matters Arising from FGB Minutes from Tues 29th June 2021				
Ref	Item	Who	Action Undertaken	Completed
21/48	Parent Forum: The Clerk to share the minutes from the last year.	PW	Minutes shared 06.07.21	Complete
21/58.i	Scheme Of Delegation - changes to be made to the decision levels of two functions in the Governing Body Decision Planner	PW	Actioned 16.07.21	Complete
21/58.ii	L&T Terms Of Reference - a new responsibility to be added 'Ensure information published on the school website is in accordance with the school's information regulations 2021 and in liaison with the School's ICT Technician.'	PW	Actioned 16.07.21	Complete

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