


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

**Full Governing Body (FGB)
Tuesday 22nd September 2020
5 pm**

Present: Ms R Razeghi Mrs J Shepherd Mr D Nnabuife Mrs C Hare
Mr J Dempster 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
20/57	<u>Apologies and Welcome</u>	
20/58	<u>Declaration of Governor Interest in the Agenda</u> None.	
20/59	<u>Minutes of the last meeting held on Thursday 2nd July 2020.</u> Minutes were agreed to be a true reflection of the meeting held and approved.	
20/60	<u>Matters Arising</u> See Appendix i.	
20/61	<u>Headteacher's Report</u> The Headteacher gave the following verbal report: <ul style="list-style-type: none"> • Covid Risk Assessments were put in place prior to the school reopening in September based on the latest government guidelines and these were approved by the Chair of Governors (Chairs Actions) • The school implemented a staggered drop-off and pick-up system and a one-way route around the school at the start of term to try to keep parents socially distant. However, this led to issues with parents arriving at the wrong times and congregating outside the school. This was reassessed and a new drop-off 'window' was introduced which has been very successful. • The school made the decision at the start of term to provide hot school dinners and this has proved very difficult to manage. The lunchtime supervisor, lunchtime controller, teachers and TAs have all been working very hard to make this succeed. There are 	

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still improvements to be made but generally the system in place is now working well.

- In general, the children have coped very well returning to school after such a long time. Extra support has been given to any who have been suffering with anxiety.
- Attendance is being monitored carefully as there have been as many as 50 children and 5 members of staff absent from school in one day over the last two weeks. The reason for this is due to coughs and temperatures linked to colds but every time these symptoms present the child/adult has to self-isolate until they have had a Covid test. This process can take up to a week in most cases. The Headteacher advised the governors that this is the same across all schools and that WBC is raising the issue with the DfE.

The governors asked if WBC are planning to pay for testing for school staff?

The Headteacher replied that this has been discussed but no further details are known at this stage. Some parents are paying for private tests (approximately £150)

The governors asked if there have been any positive results from Covid tests within the school community?

The Headteacher said that no, so far they have all been negative. A robust action plan is in place if the school does receive notice of a positive test. The school has to immediately contact WBC and the DfE helpline who will advise the next steps to take.

The governors asked if parents are being supportive of the decisions the school is making?

The Headteacher answered that so far all parents have been very understanding. The Admin Team have been thoroughly briefed on managing parent enquiries regarding Covid and testing and are able to provide clear advice. One family have not allowed a child to return to school as they are anxious about vulnerability.

The governors asked if this family are at risk of further action by the Local Authority?

The Headteacher answered that the Education Welfare Officer is involved in the case and the family are being encouraged to return the child to school.

The governors asked if this child has access to home-learning?

The Headteacher replied that if a child has no reason to be absent from school, remote learning is not provided. However, plans are in place for children who are self-isolating or if a bubble was forced to close.

20/62 Vision and Strategic Plan & INSET Day Feedback

The Headteacher reported that the INSET day had been split into two sessions, the teachers attended the morning and the TAs in the afternoon. The Headteacher is developing the school vision with the input of all staff to put meaning behind the words and link more closely to the Aspirational Qualities.

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<p>20/63</p>	<p>The Strategic Plan at the start of the SIDP still stands and is still highly relevant this term with focuses in particular on well-being, reading, writing and maths.</p> <p><u>SEF 2019-20</u></p> <p>The overall summary has not been written yet as the Headteacher is changing how the information is presented with the help of a peer who is acting as a mentor. All of the elements are prepared, the summary report is the only outstanding piece of work. It was noted that it will look very different this year as there is no data.</p> <p>The governors asked if the old report could be used as a starting point? The Headteacher replied that the whole format is being changed and that the this new report will be an extremely useful document for the governors.</p> <p>The governors asked if it will be difficult to write the report without the data? The Headteacher said that it will be based on the data from Summer 2019 but that it is a shame as the results for 2020 were on track to be excellent.</p> <p>The governors asked if this can be explained in the narrative? The Headteacher said that yes this would definitely happen.</p>	
<p>20/64</p>	<p><u>SIDP 2020-21</u></p> <p>The objectives have not been set yet however this is a rolling document and the reading, writing and maths objectives will remain the same. Many of the Sites & Buildings objectives have been achieved and more will be added.</p> <p>The governors said that they fully understood that it is not currently possible to do everything as normal.</p> <p>The governors asked if the SIDP that was shared in February was the most up-to-date version? The Heateacher said that there had been an update in March and this will be circulated via the clerk.</p>	<p>RR/PW</p>
<p>20/65</p>	<p><u>Equality Objectives Annual Report</u></p> <p>The Deputy Headteacher had shared the newly drafted report with the governors prior to the meeting. This has been developed following statutory requirements and SMART principles. The governors commented that they liked the new format.</p>	
<p>20/66</p>	<p><u>Sports Funding Report</u></p> <p>This report had been circulated prior to the meeting. It was noted that Covid has had a huge impact on this area and the school is severely restricted as to how this money can be spent. Over the past year, a lot of money has been sent on coaching as the funding is to be used for encouraging participation rather than equipment. There is a plan to install Scooter Pods for KS1 which will link in to the school's Travel Plan. It was noted that the current Year 6</p>	

Signed by Chair.....*J. Stead*..... Date: 11/12/20.....

were not able to have their swimming lessons last term which are a national curriculum requirement.

The governors asked if it will be able to happen this academic year?

The school said that it was hoped so as the school needs evidence that the children who attend the residential in the summer are able to swim.

The governors suggested that two sessions a week could be booked for both Years 5&6 in the summer?

The school said that this relied on the availability at The Forest School. Another thought was to have an intensive crash course instead.

The governors asked if the school had been able to sign up to any sporting events in the year ahead?

The school replied that this has not been possible at this time. The school had already paid to be part of the Forest Cluster for the year ahead and there may be a £40 football affiliation fee to pay but this has been the only expenditure.

20/67 PPG Report

This report had been circulated prior to the meeting.

The Deputy Headteacher said that the strategic statement for the year ahead will be published shortly.

The governors commented that it was positive to see the good progress these children are making.

The governors asked how the spending on 'Bubble Time' is calculated?

The school replied that it is calculated using teacher/TA hourly rate.

20/68 Single Central Register

It was reported that all new staff have been added to the register and this is regularly reviewed by the Safeguarding Governors.

20/69 Ofsted

Ofsted have suspended normal inspections for this term but are making day visits to some schools to have conversations with Headteachers and SLTS to monitor how the school is coping with the Covid situation. A report is written and published that analyses attendance, risk assessments and welfare.

20/70 Agree Term Of Office for Chair and Vice Chair


It was agreed that these terms of office would last for one year each.

20/71 Election of Chair and Vice Chair

The clerk chaired this item.

One nomination for Chair was received and seconded. Mrs Shepherd left the virtual meeting and a vote was held. Mrs Shepherd was unanimously voted as Chair of governors for 2020/21.

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	<p>One nomination for Vice Chair was received and seconded. Mr Nnabuife left the virtual meeting and a vote was held. Mr Nnabuife was unanimously voted as Vice Chair of the governing body for 2020/21.</p>	
20/72	<p><u>Review Committee Structure and Membership</u></p> <ul style="list-style-type: none"> • <u>Appoint Chairs of Committees</u> <p>The Chairs for the Committees for 2020/21 will be:</p> <p>Personnel & Finance, Mrs Diane Hampton Sites & Buildings, Mr Julian Dempster Learning & Teaching, Mr Dozie Nnabuife</p> <p>All other governors confirmed the committees they will serve on.</p> <p><i>Mrs N Carr left the meeting at 5.50pm.</i></p>	
20/73	<p><u>Appoint Associate Members – agree term of appointment</u></p> <p>It was agreed that the following associates will remain with a term of one year:</p> <p>Sandra Carter, Business Manager David Cardrick, Sites Controller Stephanie McKay, Forest Schools</p>	
20/74	<p><u>Appoint governors with specific responsibilities</u></p> <p>Governors agreed the subject link areas that they will be responsible for.</p>	
20/75	<p><u>The objectives of the Governing Body for the academic year 2020/21</u></p> <p>The Chair of Governors explained that these have not yet been set as the FGB of the term is usually held after the Strategic Meeting but as the elections needed to take place the FGB was brought forward. The Strategic Meeting is scheduled for Tuesday 13th October, there will be an update at the next FGB.</p>	
20/76	<p><u>Annual Statutory Requirements</u></p> <ul style="list-style-type: none"> • 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. This document was updated in September 2020 and circulated to all governors on 18.09.20. 	

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20/77	<p>The Clerk has sent the Governors Criteria declaration, Business declaration and skills audit to all governors and asked for the completed forms to be returned by Friday 2nd October 2020.</p> <p><u>Governor Vacancies</u></p> <p>The Chair told the Governing Body that Mrs E Kerr has resigned from her role due to personal circumstances. The governors all agreed that she has been an invaluable member of the body and has contributed so much throughout her years of service.</p> <p>This means that there are currently two co-opted governor vacancies. A discussion was held as to how these could be advertised and it was agreed to specify a skill set that is required and post an advertisement on local Facebook pages. Governors will also ask people they may know who would be suitable. The clerk will also speak to Governor Services.</p>	CH/PW
20/78	<p><u>Governor Visits and Reports</u></p> <p>Governors were encouraged to arrange virtual visits with their subject leaders this term.</p>	
20/79	<p><u>Policy Review</u></p> <p>The following policies were unanimously agreed and approved:</p> <ul style="list-style-type: none"> • Covid-19 Risk Assessment for Full Opening • Addendum to Behaviour Management Policy • Reviewed Fire Procedures/Numbers • Governor Allowances 	
20/80	<p><u>Reflection</u></p> <p>The governors thanked all of the staff for the huge amount of work that went into planning and teaching last term and this. It was acknowledged that many staff worked a lot more than their contracted hours and the governors wanted to thank everyone.</p>	
20/81	<p><u>Date and time of next meeting – Tues 1st December 2020 5pm.</u></p> <p>This date and time were agreed.</p>	
20/82	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The governors asked to move the survey results to the agenda of the next FGB meeting so that they can be discussed in further detail. The comments will be discussed in detail at the strategic meeting. • The Chair reminded all governors to read the Governors Digest which has been circulated. Chairs of Committees were asked to share 	PW

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relevant parts of the Digest at their first committee meetings of the year.

- **The governors asked if it has been possible to fill vacancies at this time?**

The Headteacher answered that yes, three lunchtime controllers and two TAs have been recruited. A further advert has been placed to cover maternity leave next term.

The Headteacher also said recruitment for a Deputy Headteacher has been put on hold as it is not possible to assess potential candidates sufficiently via video-conferencing..

- The Headteacher also reported that the school is now part of the School's Learning Alliance (SLA) The Strategic Governors agreed to join this after watching a presentation in the summer. The SLA provides peer group meetings and reviews for the Headteacher and documents and ideas are shared in a positive way for the school.

The meeting closed at 6.35pm.

Appendix i

Matters Arising from FGB Minutes from Thurs 2nd July 2020				
Ref	Item	Who	Action Undertaken	Completed
20/45	Equality Objectives Report - to be presented at the next FGB in the autumn term. Clerk to move to next agenda.	CH/PW	Actioned on 08.07.20	Complete
20/50	Review succession plan : The clerk to resend the current list of subject links for information.	PW	Actioned on 10.07.20	Complete
20/53	Parent consultation evening dates - the clerk to share dates once known.	PW	Actioned on 10.07.20	Complete
20/56	The governors asked the Headteacher to add a question to the parent survey asking about the work that had been set during Lockdown.	RR	Actioned on 03.07.20	Complete

Signed by Chair.....  Date: 11/2/20

