

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


Full Governing Body (FGB)
Tuesday 29th June 2021
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 Mr J Wilkins Mr J Dempster Ms N Lamb-Guhren
Ms A Hunter Mrs P West (Clerk)

Mrs N Wallace was also invited to attend the meeting.

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

Ref		Action
21/43	<p><u>Apologies and Welcome</u></p> <p>The Chair welcomed the governors and Mrs N Wallace to the meeting. The governors introduced themselves to Mrs Wallace. Apologies were received and accepted from Mrs K Martin.</p>	
21/44	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>	
21/45	<p><u>Minutes of the last meeting held on Tuesday 18th May 2021.</u></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
21/46	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>	
21/47	<p><u>Committee Updates</u></p> <ul style="list-style-type: none"> • <u>Sites, Buildings, Health & Safety Committee – Tuesday 15th June 2021</u> The Chair of the committee said that the minutes are available for governors to read but that the main points discussed were the Site Controller’s Report and Capital Projects and to note that the committee has changed its name. • <u>Personnel & Finance Committee – Tuesday 22nd June 2021</u> The Chair of the committee explained that the following items were covered <ul style="list-style-type: none"> ○ Budget ○ Capital expenditure 	

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- Terms of Reference
- The Lettings and Charging & Remissions policies were approved.

Ms Hunter joined the meeting at 5.12pm.

21/48 Headteacher's Report

The report had been distributed prior to the meeting and the governors were invited to ask questions.

Special Educational Needs and Disabilities

The governors commented that there seemed to be a lot of families with interventions in place and asked if this is related to the pandemic?

The Headteacher replied that there are some children who are suffering from anxiety and are finding it more difficult than usual to come in to school but that some children who were having issues beforehand are now fine.

Ms N Lamb-Guhren joined the meeting at 5.16pm.

The governors asked if the new SENDCo hours are enough to cover all of the support required within the school?

The Headteacher answered that the SENDCo is inundated with the amount of work and there is the need for extra hours to manage the work load. The Nurture Assistants are able to support with paperwork, resources and interventions. A discussion was held regarding more effective use of the 1:1 TAs and how an experienced TA might be employed to carry out the interventions.

The governors asked if there might be a teacher who would have an interest in developing their role in this area?

The Headteacher said that there are a couple of members of staff who might be suitable for such a role. Many schools employ TAs to support in the classroom in the mornings then take on nurture roles in the afternoons. The Headteacher also told the governors that there has been very little support from WBC and it has not been possible to get the Educational Psychologist to attend the school up until recently.

The governors commented that there are also many EAL pupils who require interventions.

The Headteacher replied that the EAL Lead is being asked to support teachers with the needs of the EAL children.

Behaviour Report

The governors commented that there appears to have been an increase in appropriate behaviour in two year groups and asked how bad the situation is and are the staff coping?

The Headteacher answered that the incidents relate to specific children and that Covid has had an impact. The staff have found the situation very difficult but have turned it around and the last week has been very positive. One year group have been down on TA support due to Covid related issues and there are several children in this year group with emotional behavioural needs.

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The governors asked if support has been available for staff after such incidents?
The Headteacher replied that debrief sessions are held with the staff, SENDCo and Headteacher.

The governors asked if the bullying incidents have been resolved?
The Acting Deputy Headteacher answered that the bullying protocol had been followed and that none of the incidents are ongoing concerns.

The governors asked how helpful have the outside agencies been who have been involved with pupils in two year groups?
The school replied that due to Covid some of this external help has been reduced. The school may get some advice from the Educational Psychologist but a lot is carried out by the school itself.

The governors asked if it is possible to highlight the lack of help with WBC?
The Headteacher said that the SENDCo was only able to choose four children for the last visit and that the school has to go on a waiting list as WBC do not have capacity to provide any more support.

The governors asked if there is any further data available regarding the targeted interventions for the lowest 20% in all year groups?
The Headteacher answered that the summer term data is due this week and will be analysed over the summer, therefore, there will be more specific feedback at the Learning & Teaching Committee meeting in the autumn term.

PTA

The governors asked if the recruitment and succession issues have been resolved?
The Headteacher replied that unfortunately no, four new members are joining the PTA but nobody wants to be the Chair.

The governors questioned if a teacher could take on this role?
The Headteacher answered that this is not possible as it would constitute a conflict of interest. The Headteacher also said that it has been hard to recruit as there have been no networking events this year. It was acknowledged that the school relies heavily on the PTA for its IT infrastructure and that a knock on effect will be seen over the next few years if the PTA is not able to continue their fantastic work.


Curriculum and Monitoring

The governors challenged if other schools use the phonics scheme Read Write Inc (RWI) and asked if the school has considered implementing it before?
The Headteacher said that at least five of the local SLA schools use it and that it has not been considered before as it is very expensive. All of the schools the Headteacher has consulted have confirmed a proven positive impact. There will be an upfront cost followed by a yearly subscription. There is also a training implication.

The governors asked if this will be used for KS1 and KS2?

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	<p>The Headteacher responded that the Phonics programme will run until the end of Year 1 once it is in place. The school is considering also using the Spelling programme for KS2.</p> <p>The governors challenged if it might be possible to jointly procure RWI with another school? The Headteacher replied that another school has tried this but the result was not successful and the Headteacher from that school advised against this.</p> <p><i>The governors recommended that as the school currently has a healthy budget, the investment should be made now.</i></p> <p>The governors queried if any analysis has been made on the EYFS and KS1 gap in relation to the pandemic? The Headteacher said that the summer term data is not yet available.</p> <p><u>Information for Parents</u></p> <p>The governors asked if the meetings with parents who did not want their children to receive SRE lessons were productive? The Headteacher responded that the parents are shown the resources used and their concerns are discussed. Conception is the only lesson that the children may be withdrawn from. Following the meetings, two parents still withdrew their children and one allowed them to participate.</p> <p>The governors commented that they no longer receive Parent Forum minutes. The Clerk to share the minutes from the last year and also the dates of next year's meetings when they are known. The Chair would like to create a rota for next year so that a different governor attends each Parent Forum meeting.</p>	PW
21/49	<p><u>Ofsted</u></p> <p>No further update to be given.</p>	
21/50	<p><u>Equality Objectives Report</u></p> <p>The Acting Deputy Headteacher informed the governors that the data has been updated but that the rest of the report remains the same.</p>	
21/51	<p><u>Chair's Report</u></p> <p>The Chair thanked all of the governors for their continued hard work and attendance at meetings over the past year. The Chair thanked the Acting Deputy Headteacher for all of her input to governor meetings and the data provided for the Learning & Teaching Committee over her time as an Associate.</p>	
21/52	<p><u>Health & Safety Annual Report</u></p> <p>The Health & Safety Governor distributed the report prior to the meeting. The Governor praised the school for having hit the challenges head on over the past year.</p>	

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21/53 Policy Review

- Supporting Pupils Who Have Medical Conditions

The governors asked if there is a difference between the 'Health & Safety Administrator' and the 'Health & Safety Co-ordinator'?
The school confirmed that the policy should refer to the 'Health & Safety Administrator' only.

The governors asked to remove the words 'managing pupil behaviour' on page 3.
The school agreed to this amendment.

The governors questioned if reference should be made to the current storage of medication in classrooms due to Covid?
The school replied that this is referenced in the Covid Addendum in the First Aid Policy.

With the above amendments made, the governors unanimously agreed and approved this policy.

- Prevent

The governors commented that the name of the Deputy Headteacher needs to be changed.
The school agreed to this amendment.

With the above amendment made, the governors unanimously agreed and approved this policy.

- Children Missing In Education

The governors unanimously agreed and approved this policy.

- E-Safety

The governors asked if reference should be made to TikTok and Snapchat?
It was agreed that as the school does not use these sites it is not necessary to list them in the policy.

The governors highlighted that reference is made to the DPA 1998 and needs to be updated to the 2018 Act.
This was agreed.

With the above amendments made, the governors unanimously agreed and approved this policy.

21/54 Governor Visits and Reports

Signed by Chair



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The RE Governor has had a successful meeting with the RE Subject Leader who was passionate and inspiring about the subject. A network with other schools is being created and new modules have been developed.

The SEND Governor has attended a Therapeutic Thinking course run by WBC teaching ways of dealing with behaviour issues. The Headteacher has also received this training and wants to roll it out across the school from September. The Headteacher invited the SEND Governor to help with the training and this was agreed.

The Development Governor shared the program for autumn term training and said that next term governors will be individually asked to attend specific courses relating to their responsibilities. Governor Services have asked governors to suggest any areas for training that are not already covered.

The Racial Equality Link Governor gave details of an upcoming workshop and suggested that all governors take the time to look at the information provided in the Racial Equity area of the Wokingham Schools Hub.

21/55 Governor Self Evaluation

A summary of the self-evaluation had been provided prior to the meeting. The Chair of Governors highlighted some areas for discussion:

- A question was raised regarding the legal knowledge of the Clerk. The Chair said that Governor Services provide support in this area if required.
- A governor had asked if there is a governor specification for appointing new governors. The Chair responded that the skills audit is used to identify areas where there may be a shortfall in knowledge on the Governing Body and this is used to aid recruitment.
- It was acknowledged that the governors have always been very visible, attending the school frequently and it is hoped that it will be possible to return to this level of involvement in the year ahead.
- The Chair does continually assess the attendance, performance and return of proformas by the governors.
- The Governing Body collaborates well with other schools in the local area and national information is shared via the Governor Digest and other such communications.

21/56 Governor Skills Summary


It was agreed that the summary for 2020-21 shows that currently there is a well-balanced, wide range of knowledge and expertise across the governing body. The only area with a marginally lower score was 'I am/have been a governor or trustee in another school or board member in another sector'.

21/57 Governor Recruitment

The Chair of Governors informed the governing body that Mrs K Martin has resigned with immediate effect due to personal reasons. Mrs Martin was a Parent Governor so it will be necessary to hold an election in the autumn term.

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21/58	<p>Mrs E Hodgins has also resigned for personal reasons and so it will also be necessary to appoint a Co-opted Governor in the autumn term.</p> <p>The Clerk has received an expression of interest from Miss S Mapleston who would like to renew her term of office for another four years when her current term ends on 31st August 2021. Mrs D Wojcik seconded the nomination. Miss Mapleston removed herself from her screen and a vote was held. Miss Mapleston was unanimously voted onto the governing body for another term as a Co-opted Governor.</p> <p><u>Scheme of Delegation 2021/22</u></p> <ul style="list-style-type: none"> • TOR Review <p>A governor challenged the Decision Level allocated to two Premises & Management functions. It was agreed to change the functions to be agreed by a committee of the governing body rather than the full governing body. The Clerk to amend.</p> <p>It was also agreed to amend the 'Information For Parents' section to refer to liaison with the school's ICT Technician regarding the information published on the school's website. It was also agreed that this should be referenced in the Terms Of Reference for the Learning and Teaching Committee, the Clerk to update.</p> <p>The governors challenged if the Clerk minutes the Pay Review meetings. This does not currently happen but will from September.</p> <p>The Personnel and Finance Committee, the Sites, Buildings, Health & Safety Committee and the Learning and Teaching Committee have all reviewed their Terms of Reference and agreed them for the year ahead.</p> <p><i>The Scheme of Delegation and Terms of Reference for the full governing body and all committees was unanimously agreed for 2021/22.</i></p>	
21/59	<p><u>Agree Term of Office for Chair and Vice Chair</u></p> <p>It was agreed that these terms of office would last for one year each.</p>	PW
21/60	<p><u>Election of Chair and Vice Chair</u></p> <p>The clerk chaired this item.</p> <p>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 2021/22.</p> <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 2021/22.</p>	PW
21/61	<p><u>Review committee and panel structure and membership</u></p>	

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- Appoint Chairs of Committees

The Chairs for the Committees for 2021/22 will be:

Personnel & Finance: Mrs Diane Hampton
 Sites, Buildings, Health & Safety: Mr Julian Dempster
 Learning & Teaching: Mr Dozie Nnabuife

All other governors confirmed the committees and panels they will serve on.

21/62 Appoint Associate Members – agree term of appointment

It was agreed that the associates term of appointment will be for one year and they will be:

Nicola Wallace, Deputy Headteacher
 Sandra Carter, Business Manager
 David Cardrick, Sites Controller
 Amanda Atkinson, Health & safety Administrator
 Stephanie McKay, Forest Schools

21/63 Appoint governors with specific responsibilities

The governor subject links have been amended prior to the meeting to better reflect the structure of the school. Governors agreed the subject link areas that they will be responsible for.

21/64 Set dates for the Governor Meetings for the next school year

The dates had been distributed prior to the meeting and were agreed.

21/65 Governors' Newsletter

The newsletter has been prepared and will be sent out to the school community before the end of term.

21/66 Governor Services Communication

The Summer Term Newsletter will be distributed once received.

21/67 Governor Reflection

The governors thanked all of The Hawthorns staff for their hard work over the last year. It is recognised that the team have all gone above and beyond in what has been a very tough year.

21/68 AOB

- The Chair thanked Mrs Hare for all of her contributions to the governing body as she steps down from her role as Acting Deputy Headteacher. The

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governors thanked her for her excellent data reports at the Learning & Teaching Committee meetings.

- **The governors asked if they will be able to attend the INSET day training?**
The Headteacher responded that they are very welcome to be involved in the session discussing the school vision. It is not known at this stage if it will be possible for the session to be held in person but the Headteacher asked the governors to keep the day free in the hope that they may attend.

- **A governor asked if a decision has been made regarding reducing the school year by one day next year as there will be an extra Bank Holiday in a half term?**

There is a Bank Holiday proposed on 21st July 2022 but the Headteacher said that there has been no decision made as yet.

- **A governor asked for clarification regarding the need for EYFS new parents to buy PE uniform.**

The Headteacher confirmed that EYFS children should be following the rest of the school's procedures and be coming in to school in PE kit on their PE day.

- The Headteacher shared the arrangements for the Year 6 leavers end of term activities. The Headteacher will send an invite to the Governors to attend the Leavers Assembly.

The governors asked if it might be possible to see the Year 6 Production and the staff governor will see if this is feasible.

The meeting closed at 7.20pm.

Appendix i

Matters Arising from FGB Minutes from Tues 18 th May 2021				
Ref	Item	Who	Action Undertaken	Completed
21/28	A discussion was held regarding obtaining birth rate data for analysis. A governor offered to carry out some research and share with the other governors	AH	The governors thanked Ms Hunter for the data analysis that had been shared with the governors prior to the meeting.	Closed

Signed by Chair



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