

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

Full Governing Body (FGB)
Tuesday 7th December 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 Mrs M Corrie
Mrs A Gore Mrs P West (Clerk)

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

Ref		Action
21/90	<p><u>Apologies and Welcome</u></p> <p>The Chair welcomed the governors and introduced the new Parent Governor, Mrs Gore to the meeting. The governors introduced themselves to Mrs Gore. Apologies were received and accepted from Ms Lamb-Guhren.</p>	
21/91	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>	
21/92	<p><u>Minutes of the Full Governing Body Meeting held on Tues 19th October 2021.</u></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
21/93	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>	
21/94	<p><u>Committee Updates</u></p> <ul style="list-style-type: none"> • <u>Sites, Buildings, Health & Safety Committee – Tues 9th November 21</u> The Chair of the Committee gave a summary of the meeting: <ul style="list-style-type: none"> ○ A presentation had been given by Mrs McKay regarding a recent Tree Preservation Order application. ○ The Site Controller provided a positive report of works completed including the window project and replacement carpets. • <u>Personnel & Finance Committee – Tues 23rd November 21</u> The Chair of the Committee gave a summary of the meeting: <ul style="list-style-type: none"> ○ Budget Monitoring – the 6 month review has been sent to WBC, the school currently has a healthy carry forward which will be needed to cover rising costs and lower income over the coming years. 	

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- The WBC Pay Policy was only published shortly before the meeting and there had not been time for the school to review it. This will now be discussed at the next meeting.
- Pay Review & Performance Management Committee Meeting – Tues 30th November 21
 - The Chair of Governors confirmed that the committee met on this date and that the Headteacher's annual performance review had been carried out.
- Complaints Panel Meeting – Thurs 21st October 21
 - The Chair of the Complaints Panel said that a hearing took place on this date and that recommendations from the meeting have been followed up.

21/95

Headteacher's Report

The report had been distributed prior to the meeting.

Pupils

A governor asked if there are children on the waiting list to fill the current spaces in Year 3?

The school answered that WBC Admissions have not allocated any further children to this year group at this point.

A governor asked if the school has applied for the £500 for families arriving from Hong Kong are able to access?

The school answered that the families make these applications themselves, not through the school.

Behaviour

A governor asked if it was possible to have more information regarding the two race/hate related incidents that have been reported?

The Headteacher replied that both incidents were a comment that needed to be recorded. Parents were informed and the whole class received extra PSHE lessons regarding the correct terminology to show respect on both occasions.

A governor asked if there is any support that can be given by the governing body regarding behaviour incidents?

The Headteacher replied that they mainly relate to one child and that behaviour support is in place from the SENDCo and external agencies are also involved.

A governor asked if the number of incidents is high this term compared to last year?

The headteacher said that it is not possible to make a comparison as last year's figures were particularly low because of the Lockdowns.

Attendance

A governor asked how the school's figures compare with the rest of the Borough?

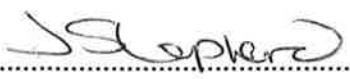
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<p>21/96</p>	<p>The Headteacher answered that the school's attendance figures are high compared with other local schools and that other schools have had higher rates of Covid cases. The Headteacher said that the positive attendance figures are celebrated in posts in the weekly bulletin.</p> <p>The governors commented that the strict restrictions that have been kept in place have helped to keep the whole school community safe. The Headteacher added that staff and parents wearing face coverings for the whole term has definitely helped.</p> <p>A governor challenged if the school has been supporting the child who has not been attending school due to anxiety? The Headteacher replied that the family have been supported and many interventions tried. The family have now notified the school that the child is to be home schooled and they have been removed from roll.</p> <p>A governor asked if, in relation to recent events in the news, the school has checkpoints in place to safeguard children and contact social services if necessary? The Headteacher answered that Safeguarding policies and procedures are in place and stringently adhered to. The school has also recently completed the NSPCC Safeguarding Audit (to be discussed later in the meeting).</p> <p>A governor asked if the NSPCC have come in to school to provide the PANTS talk? The Headteacher said that this has taken place in the past and that a leaflet is distributed to parents containing useful information and links. The teachers also cover the subject regularly in the curriculum and in PSHE lessons. Safety is also covered in the termly Teaching & Learning News. The governor commented that the leaflet is confusing and the Headteacher said that it might be possible to highlight useful links one at a time in the bulletin moving forwards.</p> <p><u>Special Educational Needs and Disabilities</u></p> <p>A governor asked what implications there are if the prospective child who is registered blind joins the school? The Headteacher replied that a complete risk assessment of the whole site will be required to support the child.</p> <p><u>SIO School Visit Notes</u></p> <p>The Headteacher had also shared the minutes of the recent visit from the School Improvement Officer prior to the meeting.</p> <p><u>SIDP 2021-2022</u></p> <p>The SIDP had been distributed to the governors before the meeting.</p> <p>A discussion was held regarding the clarity of the report and the Headteacher agreed to make the five strategic objectives clearer in the body of the document.</p>	<p>RR</p>
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	<p>The Headteacher also explained the scoring system used in the data for newer governors.</p> <p>A governor asked when the next data meeting will be held? The Headteacher said that there will not be a specific meeting this year as there is no published data however the usual reports will be prepared for the Learning & Teaching Committee termly meetings.</p> <p>The Headteacher also noted that in the previously mentioned SIO Report, a target was suggested to assess how the data could be simplified for the governors.</p>	
21/97	<p><u>Ofsted</u></p> <p>The Headteacher told the governors that the school is due an inspection as the last one took place in 2017. The Headteacher also thanked all of the governors who attended the recent Ofsted training provided by WBC and said that Gillian Cole has been asked to provide the same training for everyone at Governors' Day.</p> <p>The Headteacher said that it would be useful if each governor could prepare a statement based on their role and understanding of the school's strengths and weaknesses. In the event of the governor being unavailable on the day of the Ofsted inspection, the document could be accessed by another governor.</p>	ALL
21/98	<p><u>Safeguarding Update</u></p> <p>The Safeguarding Governor advised that an audit was carried out in school on 19th November 21, reviewing the NSPCC guidelines. Some actions arose from the audit:</p> <ul style="list-style-type: none"> • The Governors' training record was revisited and all governors have been asked to ensure they complete safeguarding training every two years. • Amendments have been made to policies and procedures in relation to unaccompanied asylum seekers and county lines. • Peer on peer abuse has been added to the Headteacher's Report to governors. • The Lunchtime Controllers who required training have now received this. <p>The Safeguarding Governor summarised that overall the outcome of the audit was very good with most procedures already in place.</p>	ALL
21/99	<p><u>Annual GDPR Report</u></p> <p>The Headteacher confirmed that there have been no data breaches since the last report.</p>	
21/100	<p><u>Health & Safety Termly Update</u></p> <p>The Health & Safety Governor told the meeting that all aspects of Health & Safety are up to date. Any incidents that have taken place have been reported</p>	

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	<p>and actions implemented. The annual WBC self-evaluation audit is taking place tomorrow and will be returned to WBC before they visit in February.</p>	
21/101	<p><u>The Objectives of the Governing Body for the academic year 2021/22</u></p> <p>The governors discussed the objectives and agreed to add an objective regarding therapeutic thinking. A discussion was held as to whether to add a racial equity objective as well, however it was decided to wait until the school strategy had been determined so that the two could link together.</p> <p>A governor asked if there are any STEM related activities that could be introduced at the school?</p> <p>The Science Governor will share the Science presentation slide which summarises the planned activities for the year ahead.</p>	DN
21/102	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> • <u>PPG</u> <p><i>The governors unanimously agreed and approved this policy.</i></p> <ul style="list-style-type: none"> • <u>Exclusion</u> <p>A governor challenged the wording in section 7.7, asking if 'A lay member' is accurate?</p> <p>The Headteacher confirmed that this is correct.</p> <p><i>The governors unanimously agreed and approved this policy.</i></p>	
21/103	<p><u>Governor Vacancies – New Co-Opted Governor Application</u></p> <p>The Chair said that an expression of interest has been received from Mrs Inder Hira for the current co-opted governor vacancy. Mrs Hira's application form and CV were shared with the governors prior to the meeting.</p> <p><i>A vote was held and Mrs Inder Hira was unanimously voted on to the governing body as a Co-opted Governor with a term of office lasting four years. This appointment is subject to an enhanced DBS check and satisfactory references.</i></p> <p>Mrs Charlotte Chamberlain will be leaving her role as staff governor at the end of term and an election will be held to fill the vacancy.</p> <p>The governors all wished Mrs Chamberlain well in her new school.</p>	
21/104	<p><u>Governor Visits and Reports</u></p> <ul style="list-style-type: none"> • A governor attended the School Council Meeting on 12th November 21. Two representatives from each year group took part and were full of enthusiasm. Children In Need and a writing competition were planned and it was a very positive meeting. 	

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	<ul style="list-style-type: none"> • A governor was present at the Parent Forum Meeting held on 24th November 21 and found it useful to listen to the views and questions raised. • A governor joined the PTA AGM on 19th October 21 and said it was a fantastic meeting where so many parents stepped forwards to save the PTA from folding and a full committee is now in place. The PTA have even managed to hold some events in the current climate and they have recently purchased new laptops for every classroom. • A governor also attended the Year 6 Milestones Museum trip and found the children well behaved and keen to take part in the activities. • The clerk reminded all governors to complete a Governor Visit Form after attending any meetings and events. 	
21/105	<p><u>Governor Training</u></p> <p>The Development Governor flagged the list of courses being run by Governor Services next term and also the online NGA training modules that governors can complete. Some of these would be very useful for new governors to attend:</p> <ul style="list-style-type: none"> • School Improvement Planning • Getting to Grips with the Primary Curriculum • An Introduction to EYFS <p>The clerk will send the NGA details to the new governors.</p>	PW
21/106	<p><u>Governors' Day – Tuesday 8th March 2022</u></p> <p>It is still unclear as to whether or not it will be possible to hold Governors' Day in person. A virtual assembly, virtual meetings with subject leads and virtual links in to classrooms may take place instead. The governors to discuss further in January.</p>	JS
21/107	<p><u>Governor Services Communication</u></p> <p>The Autumn Term Governor Newsletter has not been received, the Clerk will distribute upon receipt.</p>	PW
21/108	<p><u>Date and Time of Next Meeting – Tuesday 8th March 2022 4pm</u></p> <p>The governors agreed this date and time.</p>	
21/109	<p><u>Reflection</u></p> <p>None.</p>	
21/110	<p><u>AOB</u></p>	

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A governor asked if the equality and diversity audit of the library has taken place?

The Headteacher replied that yes an audit of all books has taken place and that a high quality range of culturally diverse books were now in place in every classroom and the library, representing as many cultural backgrounds as possible.

The meeting closed at 6.34pm.

Appendix i

Matters Arising from FGB Minutes from Tues 19th Oct 2021				
Ref	Item	Who	Action Undertaken	Completed
21/82	Objectives of the Governing Body 2021/22 - move to the next meeting	PW	Actioned 16.11.21	Complete
21/83	Business Declaration - The Clerk to complete the summary, to then be signed by the Chair and displayed on the website.	PW	Actioned 03.12.21	Complete
21/84	GDPR - The Development Governor to provide a document with the retention periods	DH	To be brought to the next meeting	Ongoing
21/86.i	Governor Visit form to be resent to all governors	PW	Actioned 20.10.21	Complete
21/86.ii	The SEND Governor to provide an presentation giving an overview of Therapeutic Thinking to the governors	PD	To be added to the SIDP.	Complete
21/89	School fundraising calendar - clerk to send the letter to governors	PW	Actioned 20.10.21	Complete

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