

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

Full Governing Body (FGB)  
Tuesday 8<sup>th</sup> March 2022  
5 pm

Present: Ms R Razeghi Mrs J Shepherd Mr D Nnabuiife Mrs N Wallace  
Mrs D Hampton Mrs D Wojcik Mrs P Dunn Miss S Mapleston  
Mr J Dempster Ms A Hunter Mrs M Corrie Mrs A Gore  
Mrs I Hira Miss P Anderson Miss N Lamb-Guhren  
Mrs P West (Clerk)

Mrs C Martin also joined the meeting.

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

Ref	Action
22/01	<p><u>Apologies and Welcome</u></p> <p>The Chair welcomed the governors and introduced the new Co-Opted Governor, Mrs Hira and the new Staff Governor, Miss Anderson to the meeting. The new School Business Manager, Mrs Martin was also welcomed to the meeting. The governors all introduced themselves.</p> <p>Mrs Gore joined the meeting at 5.10pm. Mrs Martin left the meeting at 5.15pm.</p>
22/02	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>
22/03	<p><u>Minutes of the Full Governing Body Meeting held on Tues 7<sup>th</sup> December 2021.</u></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>
22/04	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>
22/05	<p><u>Committee Updates</u></p> <p>1. <u>Learning &amp; Teaching Committee – Tuesday 18<sup>th</sup> January 2022</u></p> <p>The Chair of the committee said that the following items had been covered:</p> <ul style="list-style-type: none"> <li>• The Headteacher provided an ‘Introduction to the Therapeutic Thinking Approach’ presentation</li> <li>• Headteacher’s Data Report</li> </ul>

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- SIDP
- Behaviour Protocol
- Review of term dates
- Policies agreed and approved: Bring Your Own Device – Staff, Bring Your Own Device – Pupils, PSHE and the Curriculum Vision

2. Personnel & Finance Committee – Tuesday 25<sup>th</sup> January 2022

The Chair of the committee said that the following items were discussed:

- Census
- Budget Monitoring and Year End 21/22
- Benchmarking
- Policy agreed and approved: Pay Policy

3. Sites, Buildings, Health & Safety – Tuesday 15<sup>th</sup> February 2022

The Chair of the committee said that the WBC Health & Safety Audit had gone well and that the committee discussed the refurbishments of the Years 3 & 4 toilets and ICT suite and the Travel Plan.

22/06 Headteacher's Report

This report had been distributed prior to the meeting.

Pupils

The governors said that the pupil numbers look good for the September 2022 intake. A governor asked if any more information is known about the registered blind child joining the school?

The Headteacher said that the school does not have confirmation yet that the child is joining, however, the Accessibility Plan has been recently updated and if the child does join the school, a full accessibility audit will take place.

**The governors asked if the child might have additional funding?**

The Headteacher said that it is hoped that an EHCP would be in place already.

Attendance

**The governors asked if the school is supporting the persistent absentees?**

The Headteacher said that they are being supported and that for some there are medical reasons for their absences. The Headteacher said that an attendance message is being put in the newsletter this week and that all unauthorised holidays will now be put forward for penalties where appropriate.

Behaviour Report

**The governors questioned when more Therapeutic Thinking Approach information/training will be available for governors?**

It was agreed that the presentation could be given at the next FGB meeting for those who are not members of the Learning & Teaching Committee. The Headteacher also said that once all staff have been trained, the Behaviour Policy will be rewritten and it will be introduced to parents.

**The governors challenged what sort of problems have been encountered with the rollout of RWI and how easy has it been to overcome them?**

RR

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The Headteacher replied that the biggest challenge has been fitting in a completely new scheme with a huge amount of resources and activities in the time frame. However, the staff have all risen to the challenge and are making an effort to follow the programme accurately.

**The governors asked if the staff have all had the RWI formal training?**

The Headteacher said that staff have had official training which has taken place through the use of pre-recorded videos. This coming Friday, a practitioner is visiting school to observe and give feedback as part of the development offer. Face to face training is taking place on 25<sup>th</sup> April.

**The governors asked if staff are enjoying the challenge?**

The Headteacher replied that staff are doing really well as it has not been easy to take on, there is a buzz from the challenge but staff will say when it is a struggle.

#### Safeguarding

**The governors questioned that there were 13 alerts in the December report and now there have been 30, the governors asked if this was usual?**

The Headteacher replied that it is usual now that everything is being more thoroughly recorded in CPOMS. Only one of these alerts has led to a referral.

**The governors asked if the school is seeing benefits from the new system?**

The school answered that some training is still needed to use it to its full potential but that benefits are definitely being seen. Some schools are talking about using it for the Single Central register as it can be used to record sensitive information regarding staff and as an audit tool also.

#### Special Educational Needs and Disabilities

**The governors asked if plans are in place for the children that have now been identified as needing SEN support in EYFS?**

The Headteacher said that they are being supported within the school and specific interventions are in place, some are speech related and some have behaviour plans.

#### School Improvement and Development Plan

**The governors challenged if the school has been able to progress the SIDP as planned with all of the Covid disruption?**

The Headteacher answered that despite Covid, the school has been continuing with school improvement. The last term and a half have been the most difficult with such high pupil and staff absences. Read Write Inc has been rolled out and a science subject review has been undertaken by the School Improvement Officer. The Headteacher said that the staff were amazing during the science review as although it was stressful, it was what they normally do on a daily basis and was fantastic.

#### Employees

The governors said that it was good news that the school had managed to recruit a School Business Manager and a Year 6 Teacher. The Headteacher said that it is proving difficult to recruit experienced TAs.

22/07 Ofsted

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	<p>The Headteacher said that she is confident that any areas for development are known and are being worked on. The Headteacher asked again for governors to complete their one page overviews and to undertake the Ofsted training provided by Governor Services.</p>	
22/08	<p><b><u>SIDP</u></b></p> <p>The SIDP is up to date.</p>	
22/09	<p><b><u>Chair's Report</u></b></p> <p>The Chair has attended the recent virtual Chairs' Briefing at which it was acknowledged that the first half of term has been the hardest time for schools since the initial impact of Covid two years ago. Staff and pupil well-being was discussed and long term plans for ventilation. There has been an accelerated rate of change and a new 'adapt, adopt or abandon' approach to the changes is being promoted.</p> <p>The Chair proposed that the next FGB meeting is held face to face in school but that a blended approach to meetings should be adopted, with committee meetings still held virtually.</p> <p>The Chair also said that although it had not been right to hold Governor's Day, it is now appropriate for governors to start to visit the school individually again and encouraged all to do so.</p>	
22/10	<p><b><u>Health &amp; Safety Termly Report</u></b></p> <ul style="list-style-type: none"> <li>• Governor Health &amp; Safety Audit – no significant actions arose from this walk around the site and those that were identified have been addressed by the Site Controller and Health &amp; Safety Administrator.</li> <li>• WBC Health &amp; Safety Audit – this review covered all aspects of the school and a detailed report was produced by WBC. The Health &amp; Safety Governor said that the school is taking any Health &amp; Safety challenges that emerge seriously and working through them well.</li> </ul>	
22/11	<p><b><u>Racial Equality Update</u></b></p> <p>The Racial Equity Governor gave the following update:</p> <ul style="list-style-type: none"> <li>• The governor attended a training session on 11.01.22 which was led by Abha Aggarwal an ex secondary teacher from Brighton.</li> <li>• The session began with an informative hour giving fundamental knowledge on the history of evolution surrounding race, from where man began to how people were dispersed globally and how that effected subsequent skin colour, hair texture eye colour etc. The idea of race starts with exploitation of colonisation and enslavement with settler colonialism.</li> <li>• In the next part of the session, it was acknowledged that there is still work to be done with children and young people. To achieve enough role models to enable young people see people like themselves in roles that depict all</li> </ul>	


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	<p>areas of society and to give them exposure to the fact that anyone can do any job.</p> <ul style="list-style-type: none"> <li>• The last section was a discussion about anti-racist education strategies, recruitment and retention. Dealing with incidents and ensuring all school policies are reviewed regularly and amended accordingly. The governor felt that it was a good session and in general the school is on the right track. It's a slow and steady process to make changes but The Hawthorns are doing a good job.</li> <li>• Next week the governor is meeting with a Year 3 teacher who is leading on racial equity to discuss teaching and the curriculum, this will include preparing a statement that will be shared.</li> </ul>	DW
22/12	<p><u>Travel Plan/Modeshift</u></p> <p>The following update was given:</p> <ul style="list-style-type: none"> <li>• The school currently has a bronze accreditation and a £2,000 grant. This grant will be used to replace the signage in the turning circle and the school council are working on a banner to promote safe parking. Reflective accessories may also be purchased.</li> <li>• The Biker's Breakfast that was held for Year 6 during Bikeability week was very successful.</li> <li>• The school is now on track for the silver award and this will release a further £4,000 grant. This grant can only be used to promote active travel and education.</li> <li>• The Green Team has started up now.</li> <li>• There have been many issues with driving and parking around the school and the roads outside. Parents have also been raising concerns. Messages have been reiterated in the weekly bulletin and Miss Mapleston has written a letter requesting visits from parking wardens and the local PCSOs. A discussion was held as to whether photos can be published of offending cars but this is not possible, however, they can be reported on WBC's website. It was suggested that the governors carry out a parking patrol again. The governors asked how the school can make parents more aware of safe walking routes to school and said that children used to be taught how to use the zebra crossing. It was suggested that this could be incorporated into PSHE 'Healthy Me'.</li> <li>• The governors asked if scooter training will be happening again this year? The school are hoping this can take place and also balance bike training.</li> </ul>	
22/13	<p><u>Residential trip Approval 22th – 26th May 2023</u></p> <p>These dates were approved.</p>	
22/14	<p><u>Review School Sessions Times</u></p> <p>The Headteacher would like to keep the 'soft start' ten minute pupil drop off window in the mornings that was introduced during the pandemic. This has worked well and also helped to reduce traffic. Lunchtimes have now been amended so that all year groups have an hour apart from EYFS who have an</p>	

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	<p>hour and a quarter. The end of the school day is 3.30pm for all apart from 3.25 for EYFS. The governors agreed these times.</p>
22/15	<p><b><u>Review term dates as recommended by WBC</u></b></p> <p>INSET dates for 2022/23 were agreed.</p>
22/16	<p><b><u>Policy Review:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Whistleblowing</u></li> </ul> <p>There were no changes to this model LA policy.</p> <p><i>The policy was unanimously agreed and approved by the governors.</i></p>
22/17	<p><b><u>Governor's Day Re-Plan</u></b></p> <p>The governors discussed the possibility of using the Open Afternoon on 12<sup>th</sup> July as a postponed Governor's Day. A decision will be made at the FGB in May. It might be possible to hold an assembly in the morning and visit classrooms then meet parents in the afternoon and possibly undertake some training. All governors were asked to think about possible themes for the assembly.</p>
22/18	<p><b><u>Governors Training Requirements and Record</u></b></p> <p>The Training and Development Governor said that there has been an IT issue at WBC and Governor Services records show that our governors have not undertaken any training in two years which is not the case. The governor also highlighted the NGA learning link modules that are available online for all, the clerk has shared the link.</p>
22/19	<p><b><u>Subject Link Governors Reports</u></b></p> <ul style="list-style-type: none"> <li>• The SEN Governor has held a telephone catch up meeting with the SENCo recently.</li> <li>• The Early Years Governor visited EYFS last week and took part in a RWI session and found it amazing. The children were very focussed and enjoyed it. All of the staff the governor spoke to said they were enjoying it and can see how the children are progressing.</li> <li>• The Chair of Governors has also attended the last three school council meetings where the children have been discussing a school writing competition as a fundraiser for JAC, a science project and Red Nose Day. The Chair asked all governors to please try and attend these school council meetings if possible and to arrange visits generally again.</li> </ul>
22/20	<p><b><u>Communication – Spring Term Digest</u></b></p> <p>This had been distributed prior to the meeting. The Chair asked committee chairs to ensure the relevant sections are discussed within committee meetings.</p>

Signed by Chair .....



Date: .....

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**22/21** Date and Time of Next Meeting – Tues 17<sup>th</sup> May 2022 5pm

This date and time were agreed.

**22/22** Reflection

None

**22/23** AOB

- Mrs Dunn's term of office ends on 26<sup>th</sup> March 2022 and as LA Governor she has completed a renewal application form with WBC. This has been approved by WBC. Mrs Dunn left the meeting while the Chair proposed Mrs Dunn as LA Governor for another term of office. This was unanimously ratified by the Governing Body.
- A governor told the meeting that the school travel initiatives are being reported in the Wokingham Today newspaper this week.
- A governor asked if academisation is something that is still being discussed?  
The Headteacher replied that it is in the background.

The meeting closed at 6.35pm.

**Appendix i**

Matters Arising from FGB Minutes from Tues 7 <sup>th</sup> Dec 2021				
Ref	Item	Who	Action Undertaken	Completed
21/84	GDPR – The Development Governor to provide a document with the retention periods – to be provided at next meeting.	DH	Documents provided for meeting.	Complete
21/96	SIDP – the Headteacher agreed to make the 5 strategic objectives clearer in the body of the document	RR	Has been actioned	Complete
21/97	Ofsted - each governor to prepare a statement based on their role and understanding of the school's strengths and weaknesses.	ALL	Ongoing – the Headteacher is going to approach other schools for a template. As many governors as possible to attend in the event of an Ofsted visit.	Ongoing
21/98	Safeguarding training – all governors to ensure they have completed the training in the last two years.	ALL	Actioned on 22.03.22	Complete
21/101	The Science Governor will share the Science	DN	Actioned on 09.03.22	Complete

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	presentation slide which summarises the planned activities for the year ahead.			
21/105	The clerk to send NGA training details to the new governors	PW	Actioned 28.02.22	Complete
21/106	Discussion to plan Governors' Day to be held in January	JS	Added to agenda for meeting	Complete
21/107	Autumn term Governor Newsletter to be distributed upon receipt	PW	Actioned 10.12.21	Complete

Signed by Chair .....



Date: .....

27/05/22