

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

**Full Governing Body (FGB)
Tuesday 2nd March 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 Mrs K Martin Mr J Dempster
Ms E Hodgins Ms A Hunter Ms N Lamb-Guhren
Mrs P West (Clerk)

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

Ref		Action
21/01	<p><u>Apologies and Welcome</u></p> <p>The Chair of Governors welcomed the new Parent Governor, Ms A Hunter and the two new Co-Opted Governors, Ms E Hodgins and Ms N Lamb-Guhren to the meeting. The governors all gave a short introduction about themselves.</p> <p>The Clerk has received an expression of interest from Mr J Wilkins who would like to renew his term of office for another four years when his current term ends on 22nd March 2021. Mrs J Shepherd seconded the nomination. Mr Wilkins removed himself from his screen and a vote was held. Mr Wilkins was unanimously voted onto the governing body for another term as a Co-opted Governor.</p>	
21/02	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>None.</p>	
21/03	<p><u>Minutes of the last meeting held on Tuesday 1st December 2020.</u></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
21/04	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>	
21/05	<p><u>Committee Updates:</u></p> <p>i. <u>Sites & Buildings – Tuesday 6th October 2021</u></p> <p>The Chair of the committee asked if the governors had any questions having read the minutes, there were none.</p>	

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ii. **Learning & Teaching Committee – Tuesday 19th January 2021**

The Chair of the committee summarised the meeting:

- A presentation on Geography and History was provided by two members of staff.
- The data in the Deputy Headteacher's Report was analysed.
- PPG and AMA data was discussed.
- The PSHE Policy was agreed and approved.
- It was confirmed that there will be no Year 1 Phonics, Year 4 time tables, Year 2 or Year 6 SATs this year.

iii. **Sites & Buildings Committee – Tuesday 26th January 2021**

As above, the Chair of the committee advised the governors to refer to the minutes.

iv. **Personnel & Finance Committee – Tuesday 9th February 2021**

The Chair of the committee summarised the meeting:

- Budget Monitoring: there is currently a positive carry forward for the year ahead but a lot of this money is ring-fenced and can only be used in certain areas.
- The School Business Manager provided a useful document showing how monies are calculated for the budget, the governors found this very interesting.
- Benchmarking against other similar schools was carried out and there were no unexpected figures.
- Capital spending: the window project is going ahead shortly and also the toilet refurbishment is planned.
- The committee also discussed which Services for Schools will and will not be continued for the year ahead.

21/06 **Headteacher's Report**

The Headteacher gave the following report:

- There are currently 434 pupils on roll. The school is welcoming 2 children into Year 4 next week and a child in Year 1 is relocating so the total will change to 435.
- The Headteacher said that the school had listened to parent feedback and during the current school closure there has been an increase in the amount of remote live teaching offered. Many lessons have also been videoed and the teachers have been having daily catch ups with their classes. Parents evenings have also been held virtually and this was a good opportunity for teachers to ask parents how the children are faring. All of the feedback received has been positive.
- The school is now planning for reopening next week and the staff are very excited that the children will be returning. The Headteacher has sent a letter and the Covid Risk Assessment to all parents explaining the protective measures that have been put in place. Pupils are

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returning to class bubbles and seating in rows. There is to be limited movement around the classrooms and plenty of ventilation. There will be no visitors up until the Easter break.

The governors commented that the risk assessment was excellent.

- The focus for the next few weeks is on mental health and well-being and the recovery curriculum. The remote teaching has been the curriculum that would have been taught if physically in school. Teachers will also be carrying out baseline assessments in the next few weeks.
- Asymptomatic Lateral Flow Testing is being carried out on all staff twice weekly and a number of staff have received their first vaccine. There is a great positive attitude in the school.
- The Headteacher also announced that following a second recruitment round, a new Deputy Headteacher has been successfully employed. The new Deputy Headteacher will be starting in September but will be getting involved in the school in the summer term.

21/07 Ofsted

Ofsted will be resuming normal inspections from the summer term, although no official communication has been received to date as to how these inspections will look.

The governors asked if these will be remote visits?

The Headteacher said that they are currently and are only carried out in person if there is a safeguarding concern.

The governors challenged the school as to how new parents had been encouraged to apply for the September intake in the current climate?

The Headteacher said that prospective parent videos and tours were created and are available on the school website. The school has also advertised on Facebook. It has not been possible to hold open mornings or have any direct contact. The closing date for applications was in January. The governors commented that all schools are in the same situation.

21/08 Chair's Report

The Chair began by thanking every member of staff at the Hawthorns. The planning for schooling during the lockdowns and also when the school was open was an enormous undertaking. The preparation and planning to keep everyone safe was no mean feat. This involved the physical changes to the classrooms, dividing out the playgrounds, the risk assessments which have been constantly updated in line with government requirements, the communication with parents and carers and most recently the introduction of lateral flow tests for all the staff.

The dedication and hard work of every member of staff has shone through the dark, uncertain and previously unimaginable times. The Chair said that there is no doubt that once home learning started, along with the teaching of vulnerable children and those with key worker parents in the school, the

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workload of the teaching and support staff increased immensely. This was of course supported by the admin staff, lunchtime controllers, site manager and team of cleaners.

The Chair was invited to join a virtual live Maths lesson with Year 2 and felt that it was marvellous. The children were engaged, smiling and showed great interest in the subject of volume and capacity. The teachers' skill in handling different containers full of water certainly caught the attention of the children and they were able to predict the answers on-line, it was a joy to watch.

The Chair also participated in a Year 6 Magpies catch-up session. Again the children were engaged and looked happy to see their friends on screen. Awards were presented for work previously completed. The Chair was impressed when work was shown from other pupils, children were typing 'awesome, well done, great work' in the comments field. It is wonderful that the children of Hawthorns share and celebrate the achievements of their classmates.

The Chair also attended a Year 6 live English lesson and thanked Years 2 and 6 for letting her participate.

On February 9th, the Chair joined the virtual WBC Chairs Briefing. A large part of this meeting was taken up with an update on the current Covid-19 situation within Wokingham schools. Gillian Cole spoke about Ofsted and confirmed that for the foreseeable future, all Ofsted visits will be held virtually. The well-being of staff was discussed at length, it has been a priority at The Hawthorns and will continue to be so. A Racial Equality update was also given, explaining the actions of this working party. The Chair said that during the Forum, she felt a sense of pride to be the Chair of Governors at this school, knowing that with Ms Razeghi at the helm, everything is being done correctly and everyone always goes the extra mile and puts the children first.

The Chair thanked everyone again and wished everyone well for the school reopening.

The Headteacher also thanked the governors for the '10 days of Christmas' well-being initiative held for all staff in December.

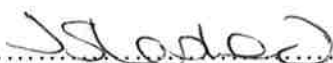
21/09 Health & Safety Termly Report

The Health & Safety Governor was very pleased with the school's risk assessment that has been put in place and said that it was particularly commendable that the WBC Health & Safety Advisor had no amendments to make to it.

21/10 Racial Equality Update

The Racial Equality Governor has attended 4 of the 6 webinars that are being held on Diverse Governance. The recent webinar addressed the need to be diverse on a governing body not just to be tokenistic but to see the added value and benefits of having diversity. All of the webinars are available to

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watch on YouTube and it is recommended that all governors try to watch some as they give a good insight as to what diverse governance is. One speaker used the word 'belong' a lot which made the governor very mindful of the Hawthorns Vision.

The webinars have led the governor to question several points:

- What is our current situation?
- Does our board represent our school community?
- When we recruit, do we attract a diverse range of candidates in staff and governance and if not, why not?
- Where in our SIDP do we include anything about achieving diversity as a governing body?
- Given that there are 167 EAL children on role (nearly ¼ of the school) are we accommodating their needs and extending that to the families?
- Do our policies include flexibility to support ethnicity such as uniform, acceptable hairstyles?
- Are we navigating the curriculum enough to reflect diversity?
- Do our aspirational qualities go far enough with this in mind?
- Who is the right person to be the Equality Governor?

These questions are starting points for discussion and it is expected they will be examined properly in time. The governor asked that when other governors review policies to try to look at them with fresh eyes and assess the impact they will have on all groups.

If the governors have diversity of thought, approach and understanding, it is possible to start to address the issues that the world and many communities are dealing with still.

Three more workshops entitled 'Building the foundation for racial equity work in schools' are planned. A working party is being created focusing on Racial Equity and this team will be attending the workshops. Any governors who might be interested in joining the group are very welcome and the link to the workshops will be shared with everyone.

DW

A BAME audit of the library has been carried out already and the TAs have done the same in classrooms.

The Headteacher thanked the governor for carrying out the huge task of auditing every title in the library. The Headteacher is also re-visiting the aspirational qualities of the school which will automatically lead to a review of all documentation.

21/11 NSPCC Self-Assessment Form Update

In December, the Headteacher, Deputy Headteacher and Safeguarding Governor met and carried out the annual self-assessment. There are four standards and two areas were partially met. This has led to the following actions:


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	<ul style="list-style-type: none"> • A new Work Experience Policy being created and the Volunteers Policy being updated to include work experience placements. A new risk assessment specifically for Under 18s has also been created. School staff who organise work experience or take on a trainee will be trained to understand their responsibilities and that there is a checklist to be followed. • The pastoral team will proactively make themselves known to all pupils and ensure the children now how to contact them. There is a safeguarding leaflet and worry box in every class and Childline posters displayed around the school. <p>This self-assessment is now complete.</p>	
21/12	<p><u>Survey Results Analysis</u></p> <p>The governor undertaking this analysis will circulate the results to all governors this week. It was agreed that as so much time has now passed it will be used as a benchmark for the next surveys.</p>	JD
21/13	<p><u>Residential Trip Approval – 23rd – 27th May 2022</u></p> <p>These dates were approved for 2022.</p> <p>The Headteacher gave an update that the school has tried to move the 2021 residential to a date later than May but there is no availability. It is still not known whether the trip will be able to go ahead as the issue will be travelling to the venue. Discussions are being held as to whether it should be cancelled and something else could be planned in its place. The governors agreed it was better that the parents are told sooner rather than later.</p>	
21/14	<p><u>Review School Sessions Times</u></p> <p>It was agreed that for now times are staggered in-line with Covid regulations but this is not a permanent change.</p>	
21/15	<p><u>Policy Review:</u></p> <ul style="list-style-type: none"> • <u>Safeguarding</u> <p>The governors challenged the statement in the Covid Addendum to this policy that live classes may be recorded and backed up elsewhere. The governors wanted to know if this happens?</p> <p>The school said that if the teacher/TA is not able to have another member of staff with them during the live lesson, they must record it and keep it for 20 days for safeguarding purposes.</p> <p><i>The policy and addendum were unanimously agreed and approved by the governing body.</i></p> <p>The other policies listed were not available for review at this meeting and have been moved to the next agenda.</p>	

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	<p>The governors asked if the policies could be made available for review as early as possible before the meetings. The school said that a new process is being put in place that will ensure this happens.</p>	
21/16	<p><u>Governors Training Requirements and Record</u></p> <p>The Chair reminded all governors that the training schedule for the summer term has been circulated and encouraged everyone to look to see if there is any training that might be useful to them.</p>	
21/17	<p><u>Subject Link Governors Reports</u></p> <p>The Sports Governor has met with the PE Leader and was very impressed with the amount of hard work that has gone into creating an 'all-school' PE curriculum for every year group.</p> <p>The SEN Governor has spoken to the SENDCo on the telephone. WBC are still struggling with processing EHCPs but it was noted that Speech & Language are still providing a lot of support.</p> <p>The Chair asked that all subject link governors get in touch with their subject leaders before July.</p>	ALL
21/18	<p><u>Communication – Spring Term Digest</u></p> <p>The Chair reminded all governors that as the school subscribes to Governor Services it is worth governors attending the training that are available.</p>	
21/19	<p><u>Date and time of next meeting – Tues 18th May 2021 5pm</u></p> <p>This date and time were agreed.</p>	
21/20	<p><u>Reflection</u></p> <p>The governors said well done to Ms Razeghi, all staff and the pupils for their resilience and hard work during this challenging time. Ms Razeghi thanked all of the governors for their support over this last year.</p>	
21/21	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The Travel Plan has been submitted earlier than planned and the school has been given the Green Award. It is hoped the documentation for the Bronze Award will be submitted by Easter. The governors acknowledged that the Travel Plan has taken a lot of work and thanked Miss Mapleston. • Parking Enforcement Officers have been patrolling the roads outside the school in recent weeks during Lockdown. It is hoped that they will continue when the school reopens and they can see the issues the school faces with dangerous driving at drop off and pick up times. 	

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The meeting closed at 6.25pm.

Appendix i

Matters Arising from FGB Minutes from Tues 1st Dec 2020				
Ref	Item	Who	Action Undertaken	Completed
20/87	Committee Updates: Sites & Buildings Tues 6 th Oct 2020. Chair of committee was not present to provide update, clerk to move to next agenda.	PW	Actioned on 02.12.20	Complete
20/88	The governors asked if 11% of all pupils having an EHCP was a high figure? The school answered that this is a relatively low percentage in comparison with other schools. The Headteacher will ask the SENDCo to provide some analysis on this, PPG and EAL numbers.	RR	There is no official data however the SENDCo has contacted other local schools , one of which with 630 pupils has 8 with EHCPs and another with 430 pupils has 6 (with 4 pending)	Complete
20/92	Health & Safety Termly Report - The Health & Safety Governor was not present at the meeting, this item has been moved to the next agenda	PW	Actioned on 02.12.20	Complete
20/93	Survey Results – moved to next agenda	PW	Actioned on 02.12.20	Complete
20/99	Racial Equality Update added to FGB agendas	PW	Actioned on 02.12.20	Complete

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