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

## Full Governing Body (FGB) Tuesday 25th April 2023 <u>5pm</u>

Present:

Ms R Razeghi

Mrs D Hampton

Mrs J Shepherd

Mrs P Dunn

Miss S Mapleston

Mrs N Wallace Ms A Hunter

Miss P Anderson Mrs H Vernon

Mr J Dempster

Mr D Nnabuife Mr A Prout

Mrs P West (Clerk)

Mr W Mitchell

Apologies:

Mrs A Gore, Ms N Lamb-Guhren

Ref		Action
23/18	Apologies and Welcome	
	The Chair welcomed everyone to the meeting and introduced the three new governors attending their first meeting. Apologies were received and accepted from Mrs Gore and Ms Lamb-Guhren.	
23/19	Declaration of Governor Interest in the Agenda	
	None.	
23/20	Minutes of the Full Governing Body Meeting held on Tuesday 28 <sup>th</sup> February 2023  Minutes of the Extraordinary FGB held on Tuesday 14 <sup>th</sup> March 2023  Minutes of the Extraordinary FGB held on Tuesday 28 <sup>th</sup> March 2023	
	The minutes of the above meetings were agreed to be a true reflection of the meetings held and approved.	
23/21	Committee Updates	
	Sites & Buildings Committee - Tuesday 14th March 2023	
	The Chair of the Committee summarised the following items which were discussed at the meeting:	
	<ul> <li>The damaged flooring caused by leaks during the winter months has been replaced and insurance has paid for this.</li> <li>An update on the school Travel Plan</li> <li>Minor Health &amp; Safety matters</li> <li>The Local Learning Area Policy was approved.</li> </ul>	
	<ul> <li>Personnel &amp; Finance Committee – Tuesday 28th March 2023</li> </ul>	
	The Chair of the Committee summarised the following items which were discussed at the meeting:	

Signed by Chair Society Date: 27/6/23

- Year End 22/23 and indicative Budget 2023/24
- o SFVS Audit
- o WBC Traded Services
- SLA Membership Renewal
- o Offsite Activities Voluntary Contributions Report
- o RWI Benefits Report

# A governor asked if there is any way that a parent could pay for another child's place on a trip if the trip is at risk of being cancelled.

The school replied that some parents do over pay when they have been notified that a trip is likely to be cancelled due to a lack of contributions but it is not possible to specifically ask for extra donations. PPG pupils are funded and Wokingham United Charity has given the school a grant to cover some pupils to attend PGL and also paid a large amount for a third child. The school has opened the payment system for the current Year 5 cohort so that parents can stagger payments over an extended period of time. The school is also considering planning a shorter residential trip for Year 5 pupils in the future but needs to consider this thoroughly in relation to the current cost of living crisis. The school also said that a large part of the cost of every trip is the coach.

# A governor asked if the school has a relationship with a specific coach company.

The school replied that it does, the issue is the price of fuel.

A governor suggested that the school reaches out to independent schools in the area to see if they may be willing to share their minibuses and other facilities for free.

# 23/22 Agree Budget for the new financial year

The Chair of the Personnel & Finance Committee said that the Committee proposed that the budget plan for 2023/24 that has been prepared by the school should be agreed.

The governors unanimously approved and agreed the budget plan for 2023/24

## 23/23 | Headteacher's Report

#### The Headteacher gave the following verbal report:

#### Pupil Numbers

The school is currently full with one pupil over PAN in Year 2. Numbers are looking promising for EYFS and Year 3 in September.

## **Attendance**

Whole school attendance and is currently 94.7%. The attendance of the 20 FSM pupils is 91.6% and the 21 combined FSM and Ever 6 pupils is 91.9%. Overall attendance for the 27 PPG pupils is 92.6%. There are currently 54 pupils with attendance under 90%, of which 12 are under 85%. At the recent school meeting

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with the Education Welfare Officer, three pupils with persistent absence were discussed and there is still an issue with children being taken out of school for unauthorised holidays. The school is also monitoring punctuality in the mornings and those children who are persistently collected late at the end of the day.

#### <u>SEN</u>

The Headteacher said that there are currently 43 pupils on the SEN register and 9 pupils with EHCPs. The SENDCo is dealing with a huge volume of work, particularly paperwork. The school is still working with several outside agencies; Mental Health Practitioners, Foundry Behaviour Specialists and Speech and Language Therapists. Many TAs are also trained to carry out the programs.

#### Behaviour

The number of incidents has reduced over the last five weeks and particular children are being focused on. There has been one fixed term exclusion.

There has been one race related incident which was dealt with appropriately.

# A governor asked if the school has contacted the Education Safeguarding team for support.

The school replied that the SEN team are involved but there is limited support from WBC.

#### A governor asked if there is mental health provision in place for the teachers.

The Headteacher answered that there are two mental health First Aiders. The school funded a member of staff to become a Mental Health Practitioner but they left after completing the training. Well-being support is in place for all staff as part of the school's insurance.

# A governor asked if the school has received any free Mental Health training from WBC.

The Headteacher said that it hasn't. The school needs to train staff from the budget. There is always a briefing after a behaviour incident in school and staff support one another.

The Headteacher said that lunchtime arrangements have been changed this term and that the school is already seeing a vast reduction in the number of incidents and staff have said that it is calmer. Year group lunch times have been staggered and TAs are being deployed to lead organised play activities. The Headteacher said that this arrangement is in place to educate the pupils, it is not about separating them.

#### The governors asked if there will be a review of the new arrangements.

The Headteacher answered that generally parents have been supportive of the change although there have been some who have not agreed. Many schools stagger their lunches in this way. Moving forward TAs will be recruited for an extra 30 minutes per day so that they are able to take on lunch time duties.

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### Safeguarding

The Headteacher updated the governors on the current numbers and alerts.

#### eSafety

There have been no eSafety alerts.

#### Children in Care

There are currently no children in care.

#### **Other**

- SLA: The Headteacher said that Headteachers meet every other week in a
  Hub and there is a full SLA meeting once every half term. The Headteacher
  is now a Hub Lead. The school has recently had moderation in writing. SLA
  membership has many benefits, including networking and CPD programs.
- The school is in the process of working with a development company to create a new school website.
- The school has benefitted from the implementation of the Arbor system as it is quick and efficient to use. The school is also considering using Arbor's assessment module.
- Master Readers program is being rolled out, to follow on from Read Write Inc.
- A successful visit from the School Improvement Officer took place on 8<sup>th</sup> March. The Headteacher will distribute the report to the governors.

The governors asked if the school needs support from the governors in any of the areas mentioned in the Headteacher report.

The Headteacher answered that visits from governors are always welcomed and support with staff mental health and well-being would be good.

## 23/24 Academisation

The Headteacher told the governors that many schools in the Borough are now becoming academies and that the Local Authority is providing less support and funding for maintained schools. A large proportion of the school budget is taken and de-delegated and the LA struggle to justify where the money is spent. (Although it was noted that the School Improvement Officer is fantastic). Although the timelines are unclear, the school will be compelled to become an academy at some stage. The Headteacher explained some of the benefits of joining a Trust:

- The board of trustees often consists of members with a high level pf expertise, such as Ofsted inspectors or solicitors.
- Collaborative working between the schools within the trust.
- CPD programs are available that WBC do not offer.
- The trust takes a small slice of the school budget, often under 5% but the school would reap so much more than this.

The Headteacher proposed that the school begins talks with some of the local Trusts. It is imperative that the school joins a trust that fully aligns with The Hawthorns ethos and vision. The Headteacher has arranged for three local Trusts

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to come in to school and present on Monday 19<sup>th</sup> June. All governors are invited to attend. There will also be a governor preparation meeting on Tuesday 13<sup>th</sup> June to discuss the questions that will be asked at the presentations and for the governors to produce a clear vision of the school's priorities.

# A governor said that the Headteacher has given many positive reasons why the school should join a trust but asked if there are any negatives.

The Headteacher replied that key factors to address are how much autonomy and identity the school would retain and how much of the budget would be taken.

## A governor asked how much budget the school might be expected to give.

The Headteacher answered up to 5%, however, the Local Authority currently take 10%.

## A governor asked what would the Trust expect from the school.

The Headteacher said that the school would be expected to contribute to CPD and school to school challenges, competitions and sporting events. There may be progression opportunities for staff between school. The Headteacher also said that it is important to join a local Trust and keep the school's commitment to the community.

### A governor asked if academisation might affect the governing body itself.

The Headteacher answered that it possibly will but often the Governing Body structure remains with a link to the trustees.

A governor asked how many schools in Wokingham are now academies. The Headteacher replied that out of 50 schools in Wokingham, she has heard only 9 have not joined.

The Clerk to send invites to the meeting on Tues 13<sup>th</sup> June and the presentation day on Mon 19<sup>th</sup> June to all governors.

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### 23/25 SIDP

This item was covered in 23/23 Headteacher's Report.

## 23/26 LAC Annual Report and Children In Care

The school currently has no LAC or Children in Care.

## 23/27 Annual Safeguarding Audit

The Safeguarding Governor and Deputy Headteacher have met and confirmed that they have carried out the annual Safeguarding audit.

### 23/28 Racial Equity Update

There have been no further racial equity briefings from WBC.

## 23/29 | Single Central Register

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The school confirmed that this is checked termly by the Chair of Governors and is up to date. The data and record keeping are good.

## 23/30

#### **Chair of Governors Report**

The Chair did not have any updates for the meeting, a full report to be given at the next FGB.

#### 23/31

#### Subject Link Governors Reports and Visits

- A governor attended the Y4 production and said that it was excellent.
- Governors helped provide refreshments for staff during the face to face parents' evenings held in school in March.

## 23/32 Successional planning/Committee aspirations - subject link vacancies

The Chair asked all governors to think about which roles they would like to take on for the autumn term as these will be determined at the next FGB.

## 23/33 Prepare Governors' Newsletter, Chair 360 Review and Governor Self Evaluation

The Clerk will be sending out information shortly, all governors to please complete within the timescales given.

### 23/34 Communication - Summer Term Digest

Will be distributed to governors when it is received by the Clerk. The Chair reminded all governors to read the Digest when it is circulated as it contains valuable information.

#### 23/35 | Governor Reflection

None. It was agreed to removed this item from all meetings moving forward.

### 23/36 Date and time of next meeting – Tuesday 27th June 2023 4pm.

This date and time were agreed. This is also the school Open Afternoon, all governors are invited to attend.

### 23/37 AOB

- The Chair of Governors reminded all governors to please reply promptly to any requests from the Clerk.
- The school asked if any governors would be available to invigilate SATs during the week commencing 9<sup>th</sup> May.
- The PTA Cinema is taking place on Sat 10<sup>th</sup> June, all governors are invited to help with the BBQ. The Chair will send out further information.
- The DfE are requesting that Governor Diversity Data is displayed on the school website. The required format of the data has not been clarified.

The meeting closed at 6.50pm

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