

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

Full Governing Body (FGB)  
Tuesday 17<sup>th</sup> May 2022  
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 A Gore Mrs P West (Clerk)

Ref		Action
22/24	<p><b><u>Apologies and Welcome</u></b></p> <p>The Chair welcomed the governors to the first face to face meeting in two years. Apologies were received and accepted from Mr J Dempster, Miss P Anderson, Ms A Hunter, Ms M Corrie and Miss N Lamb-Guhren. Mrs I Hira was also absent, no apologies received.</p> <p>The Headteacher had planned to provide a Therapeutic Thinking Day overview for all governors but as so many apologies had been received it was agreed to postpone this until the next Full Governing Body meeting.</p>	
22/25	<p><b><u>Declaration of Governor Interest in the Agenda</u></b></p> <p>None.</p>	
22/26	<p><b><u>Minutes of the Full Governing Body Meeting held on Tues 8<sup>th</sup> March 2022.</u></b></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>	
22/27	<p><b><u>Matters Arising</u></b></p> <p>See Appendix i.</p>	
22/28	<p><b><u>Committee Updates</u></b></p> <p>1. <b><u>Personnel &amp; Finance Meeting – Tuesday 22<sup>nd</sup> March 2022</u></b></p> <p>The following items were covered:</p> <ul style="list-style-type: none"> <li>• Year End 2021/2022</li> <li>• Budget 2022/2023 including the toilet refurbishments</li> <li>• Capital Spending</li> <li>• SFVS Audit</li> <li>• Trips/Voluntary Contributions</li> <li>• SLA Membership Renewal</li> <li>• Lettings</li> <li>• Policy Review <ul style="list-style-type: none"> <li>○ The following policies were approved:</li> </ul> </li> </ul>	

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- Pay Policy – Support Staff
- Capability
- Leave of Absence
- Disciplinary
- Managing Sickness Absence
- Family Care
- Shared Parental Leave

2. Personnel & Finance Meeting – Tuesday 26<sup>th</sup> April 2022

The Chair of the Committee thanked all those who attended the budget meeting. The items discussed at the meeting were:

- Budget Plan 2022/23
- Year End 21/22 and Preliminary CFR
- Pupil Numbers

3. Learning & Teaching Meeting – Tuesday 10<sup>th</sup> May 2022

The Chair of the Committee said that the following items were covered in the meeting:

- The Deputy Headteacher provided a Read Write Inc presentation
- Spring term Data was shared and analysed.
- SIDP
- Pupil, Parent & Staff Survey questions were prepared.
- SEND Policy was approved
- L&T Terms of Reference for 2022/23 were agreed.

22/29 Agree Budget for the new financial year

The Chair of the Personnel & Finance Committee said that the committee proposed that the budget plan for 2022/23 that has been prepared by the school should be agreed.

*The governors unanimously approved and agreed the budget plan for 2022/23.*

22/30 Headteacher's Report

Pupils

There are currently 435 pupils on roll, with 2 spaces in Year 3 and 1 over PAN in Year 1. The EYFS September 2022 intake is full and there are pupils on the waiting list.

Attendance

Attendance has improved since Easter, the school is seeing fewer cases of Covid and there are fewer staff absences. Overall attendance is 93.%. The attendance of the 14 FSM pupils is 92.7% and the 16 Combined FSM and Ever 6 is 92.8%. Overall attendance of the 20 PPG children is 93.0%. There 84 pupils with

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attendance under 90% of which 26 are under 85%. Many of these absences are due to unauthorised holidays and Covid. Since the start of the academic year, the school has received absence requests for 72 children to take leave.

**The governors asked if there are a lot of families who have relatives overseas?**

The Headteacher replied that yes, a lot of the unauthorised holidays are to visit family abroad.

**The governors asked if other schools are experiencing similar issues?**

The Headteacher answered that the SLA schools have reported similar numbers of persistent absentees and that all of the Headteachers are working together to try to improve the situation.

The Headteacher also said that 9 pupils have joined the school having moved to the UK from Hong Kong and that there are families from Ukraine moving into the area. Staff are aware of these pupils and resources are available to support the families.

### Behaviour

The Headteacher said that there have been 16 level 3 incidents reported on CPOMS for the current period, 10 of which are for one child. The positive impact of Therapeutic Thinking is starting to be seen and staff have received another training session explaining therapeutic plans for focus pupils. 20/20 Club has been extended to run every day for vulnerable children. Aspirational qualities are being driven through assemblies and PSHE. Whole school assemblies have been reintroduced for the first time since the start of the pandemic. Zones – active zone and a quieter activity area have been created in the playgrounds to encourage pro-social behaviour.

The Headteacher told the governors that parents are often questioning how the school is dealing with incidents and not accepting the reasons given by the teachers. Social skills in children have been impacted by Covid and the school is currently focusing heavily on the aspirational qualities of kindness and collaboration.


**A Governor asked if some parents might be concerned that an obstructive child could be impacting the other children in the class and that it may appear that the obstructive child is being compensated.**

The Headteacher replied that the idea behind Therapeutic Thinking is not to tell the child off, it is about educating and directing so that the child does not hurt themselves or others.

### Information for Parents

- The Headteacher said that the recent PTA Circus was a wonderful community event and thanked all of the governors who helped on the day. Now that the pandemic has passed, volunteers are able to come in to school and trips, performances and the annual Open Afternoon are all being planned as normal.
- SATs week went well.

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- Both KS1 and KS2 are being moderated.
- The SIDP has been updated as the school catering contract has been changed to a new company. Parents have been notified via the bulletin and more information will be sent shortly.
- After many discussions regarding changing school uniform, the Headteacher has sent a survey to parents and if the majority of parents agree, new uniform will be rolled out from September. The survey did not invite comments from parents as it is not possible to take into account everyone's separate views. The Headteacher said that if there is not a clear cut answer, further consultation will take place during the year ahead. A parent governor raised some points from individual parents but it was agreed that this was not the forum to discuss these and that the comments would be looked at as part of the overall strategic consultation.

Recruitment

Recruitment has been taking place for two Teaching Assistants, one Teaching Cover Provider, one Class Teacher, a Phase Leader and an advert is currently live for a Forest School Teacher.

Monitoring

- The SLA Maths Review feedback had been shared with the governors prior to the meeting. Maths standards across the whole school are high and the SLA were very impressed. The Headteacher thanked everyone who was involved.
- A Read Write Inc development day was held in March, staff received coaching and the instructor gave positive feedback on the teaching.

Safeguarding

There have been 8 alerts for this reporting period and one referral to Children's Services.

e-Safety

There have been no alerts for this period.

Children In Care

The school does not currently have any children in care.

22/31

SIDP

There were no questions.

22/32

Ofsted

The governors were reminded to complete their statements for Ofsted and return to the Clerk at the earliest opportunity.

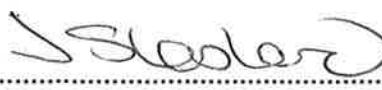
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22/33	<p><u>LAC Annual Report and Children In Care</u></p> <p>The LAC Governor confirmed that there are currently no LAC or Children In Care pupils.</p>
22/34	<p><u>Racial Equality Update</u></p> <p>The Racial Equity Governor told the meeting that there have been no further seminars since the last meeting.</p>
22/35	<p><u>Single Central Register</u></p> <p>The school confirmed that this is up to date at the current time.</p>
22/36	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> <li>• <u>Complaints</u></li> </ul> <p><i>The governors agreed and approved this policy.</i></p> <ul style="list-style-type: none"> <li>• <u>Habitual or Vexatious Complaints</u></li> </ul> <p><i>The governors agreed and approved this policy.</i></p> <ul style="list-style-type: none"> <li>• <u>Prevent</u></li> </ul> <p><i>The governors agreed and approved this policy.</i></p>
22/37	<p><u>Chair of Governors Report</u></p> <p>The Chair told the meeting that the WBC Chair's Briefing is taking place next week and so a full report will be given at the next FGB in June.</p>
22/38	<p><u>Governors Subject Link Reports and Visits</u></p> <ul style="list-style-type: none"> <li>• A governor helped to invigilate the Year 6 SATs.</li> <li>• A governor attended the Parent Forum meeting in March</li> <li>• A governor helped with the Year 2 Geography walk to Emmbrook, looking at physical and human features.</li> <li>• The EYFS Governor has visited school and met with the EYFS Leader and observed a Read Write Inc lesson.</li> </ul> <p>The Chair reminded all governors to start to visit the school again and meet with subject leaders. The Chair also reminded the governors to start to fill in governor visit evaluation forms after they have been in to the school now that face to face meetings are once again possible.</p>
22/39	<p><u>Successional Planning/Committee Aspirations</u></p>

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	<p>The Chair asked all governors to begin to think about their aspirations for the year ahead regarding committee membership, chairing of committees and subject links.</p> <p>Mrs Gore is the new e-Safety Governor and IT, Computing &amp; Website Compliance Governor.</p> <p><b>22/40</b> <u>Prepare Governor Newsletter</u></p> <p>The clerk will send out a reminder after half term.</p> <p><b>22/41</b> <u>Communication</u></p> <p>The Governor Summer Term Digest had been shared with the governors prior to the meeting. The Chair highlighted the following sections in particular for the attention of the governors:</p> <ul style="list-style-type: none"> <li>• DfE White Paper – Opportunity for all: strong schools with great teachers for your child.</li> <li>• DfE Green Paper – SEND review: right support, right place, right time consultation.</li> <li>• Governor courses available to book and e-learning.</li> </ul> <p><b>22/42</b> <u>Governor Reflection</u></p> <p>The governors said that it had been positive to be in the room together after so many virtual meetings and that it had been easier to share and discuss ideas.</p> <p><b>22/43</b> <u>Date and Time of Next Meeting – Tues 12<sup>th</sup> July 2022 5pm</u></p> <p>This date and time were agreed.</p> <p><b>22/44</b> <u>Reflection</u></p> <p>None</p> <p><b>22/45</b> <u>AOB</u></p> <ul style="list-style-type: none"> <li>• A discussion was held regarding the school Open Afternoon and governor meeting on Tues 12<sup>th</sup> July. A poll will be sent to governors to decide if a governor assembly should be held that morning and if a Therapeutic Thinking Approach overview can be given to governors that day.</li> <li>• All governors are invited to the Safeguarding training taking place on the INSET Day on Monday 5<sup>th</sup> September.</li> </ul> <p>The meeting closed at 6.40pm.</p>	<b>PW</b>
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Appendix i

<b>Matters Arising from FGB Minutes from Tues 8<sup>th</sup> March 2022</b>				
<b>Ref</b>	<b>Item</b>	<b>Who</b>	<b>Action Undertaken</b>	<b>Completed</b>
<b>21/97</b>	Ofsted - each governor to prepare a statement based on their role and understanding of the school's strengths and weaknesses, bullet points only. Can include school's USP. Please can all governors complete before next FGB.	<b>ALL</b>		<b>Ongoing</b>
<b>21/98</b>	Safeguarding training – all governors to ensure they have completed the training in the last two years.	<b>ALL</b>	Actioned on 22.03.22	<b>Complete</b>
<b>21/101</b>	The Science Governor will share the Science presentation slide which summarises the planned activities for the year ahead.	<b>DN</b>	Actioned on 09.03.22	<b>Complete</b>
<b>22/06</b>	TTA: 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.	<b>RR</b>	Due to the high number of apologies at meeting, this has been moved to July FGB	<b>Ongoing</b>
<b>22/11</b>	Racial Equity Update – statement to be shared with governors	<b>DW</b>	Actioned on 14.03.22	<b>Complete</b>
<b>22/17</b>	Possibly hold Governor's Day on 12 <sup>th</sup> July (Open Afternoon) – decision to be made at FGB in May. Please think about possible assembly theme.	<b>ALL</b>	Discussion held later in meeting	<b>Complete</b>

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