

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

Full Governing Body (FGB)
Tuesday 12th July 2022
5 pm

Present: Ms R Razeghi Mrs J Shepherd Mr D Nnabuife Mrs N Wallace
Mrs D Wojcik Mrs P Dunn Miss S Mapleston Mr J Dempster
Miss P Anderson Ms A Hunter Mrs P West (Clerk)

Apologies: Mrs D Hampton, Mrs A Gore, Miss N Lamb-Guhren

Absent: Mrs I Hira

Ref	Action
22/46	<p><u>Apologies and Welcome</u></p> <p>The Chair welcomed the governors to the meeting. Apologies were received and accepted from Mrs Hampton, Mrs Gore and Miss Lamb-Guhren. Mrs Hira was also absent, no apologies received.</p>
22/47	<p><u>Declaration of Governor Interest in the Agenda</u></p> <p>Ms A Hunter declared that she works teaching art to children as an extra-curricular activity.</p>
22/48	<p><u>Minutes of the Full Governing Body Meeting held on Tues 17th May 2022.</u></p> <p>Minutes were agreed to be a true reflection of the meeting held and approved.</p>
22/49	<p><u>Matters Arising</u></p> <p>See Appendix i.</p>
22/50	<p><u>Committee Updates</u></p> <p>1. <u>Sites, Buildings, Health & Safety Committee – Tues 14th June 2022</u></p> <p>As minutes of this meeting were not available, the Chair of the Committee asked to move this item to the next meeting in the autumn term.</p> <p>2. <u>Personnel & Finance Committee – Tues 28th June 2022</u></p> <p>The Chair of the Committee told the governors that the following areas had been discussed:</p> <ul style="list-style-type: none"> • Budget 2022/23 • Capital Update • The redevelopment of the ICT suite into a new library

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- New equipment in the KS1 playground
- PPG Strategy
- PE & Sports Grant Statement
- A new payroll system
- Policies approved: Charging and Remissions and Lettings Policies

3. Pay Review Appeal Panel

A Pay Review Appeal Panel hearing took place on Monday 11th July 2022.

22/51 Headteacher's Report

This report had been distributed prior to the meeting. The governors had no further questions.

The governors passed on positive feedback for the Open Afternoon that was held at the school today. The governors thanked all staff involved.

22/52 End of Year Report

The Deputy Headteacher said that the KS2 SATs results are good:

Reading 93.8% (Greater depth 54.7%)
 Writing 71.9% (Greater depth 17.2%)
 Maths 90.6% (Greater depth 42.2%)

National results for Writing and Reading are 67% and 73% respectively.

The governors asked for the previous writing result as a comparison.

The Deputy Headteacher replied that previously this has been higher but that this is due to the pandemic. The school has been moderated so this result is accurate.

The phonics screening result was 93%.

22/53 Pupil Premium Report

This report had been distributed prior to the meeting. The Headteacher commented that exact figures still need to be added to the report and that the school has overspent on the PPG Champion, interventions, uniform and trips.

22/54 Equality Objectives Report

The Racial Equity Governor explained the updates that have been made to the report. Further work looking at curriculum planning and lesson observations still needs to be scheduled.

The governors asked how children with varying levels of English are supported in the school.

The school answered that EAL pupils are very well supported and that teachers are constantly being trained. The Read Write Inc program has also greatly helped.

Signed by Chair

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22/55	<p><u>Ofsted</u></p> <p>The Headteacher thanked all of the governors who came into school for the Ofsted inspection.</p>	
22/56	<p><u>Chair's Report</u></p> <p>The Chair told the governors that the recent WBC Chair's Briefing covered:</p> <ul style="list-style-type: none"> • Ofsted. • 1,000 children have entered the borough from overseas in recent months. The Headteacher said that she has been invited to attend extra meetings working with the borough to place these children in to schools in accordance with the Fair Access Protocol. • Attendance. Patterns of absence are being monitored across the borough and there will be an increased focus on this in the new academic year with the introduction of a new Attendance Policy to support. <p>The Chair thanked all governors for their continued commitment and contributions to the Governing Body throughout the past year.</p>	
22/57	<p><u>Health & Safety Annual Report</u></p> <p>The Health & Safety Governor said that the school did an excellent job at keeping Covid restrictions in place at the start of the year that benefitted everyone. Health & Safety processes have been improved this year and this was reflected in the WBC audit that took place. The Site Controller and Health & Safety Administrator have been working well together.</p>	
22/58	<p><u>Policy Review:</u></p> <ul style="list-style-type: none"> • <u>Care, Control & Physical Intervention</u> <i>This policy was unanimously agreed and approved by the governors.</i> • <u>e-Safety</u> <i>This policy was unanimously agreed and approved by the governors.</i> • <u>Freedom Of Information</u> <i>This policy was unanimously agreed and approved by the governors.</i> • <u>Attendance</u> To be reviewed in September, the current policy needs updating in line with the DfE's publication of 'working together to improve school attendance' guidance which will become statutory in September 2023. 	
22/59	<p><u>Governor Visits and Reports</u></p>	

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	<p><u>Year 6 Railway Visit:</u> A governor attended this trip and found it to be well organised and enjoyable.</p> <p><u>Green Team Acorn Centre Visit:</u> A governor accompanied pupils and staff and said that the pupils spoke informatively to everyone who visited the stall.</p> <p><u>Year 6 Residential:</u> A governor joined the Year 6 pupils on their trip to the Isle of Wight.</p> <p><u>Subject Link Meeting, Music:</u> The Art, DT, Music and Modern Foreign Languages Governor met with the dedicated school music specialist to discuss music at The Hawthorns. The governor said that music is well organised and shows clear structure and progression throughout the school. There are many different instruments available for the children to try and lots of opportunities in the form of extra-curricular clubs. Music is well ingrained in school life and well resourced. The school is currently working on engaging more boys in singing and the music specialist has lots of ideas in this area. It was also noted that there could be better communication with new parents for example explaining what WASMA is in the weekly bulletin.</p> <p><u>Subject Link Meeting, Art & Technology:</u> The Art, DT, Music and Foreign Languages Governor met with the Subject Leader for Art and said that the Subject Leader has a passion in this area and lots of ideas to take this forward. There are many lovely displays around the school and the pupils have a good exposure to different mediums throughout the year groups. The Subject Leader said that more time is needed to plan and co-ordinate art as these lessons are taught by class teachers. After school art club has not been run since the start of the pandemic and it was agreed there is an opportunity here. Ms Hunter may possibly run some taster sessions for her art club.</p> <p><u>Subject Link Meeting, French:</u> The Art, DT, Music and Foreign Languages Governor has recently met with the Subject Leader for French and said that the subject is well organised and structured with good planning and assessment in place across the school. There is support in place for staff in the form of the Core Language Scheme. There are also challenges since the pandemic and the school is looking at ways to engage Year 6 pupils in particular who enjoy the subject less according to the most recent pupil survey. The governors discussed the introduction of more bilingual books and the possibility if an Italian after school club.</p> <p><u>SENCo Meeting:</u> The SEND Governor has made contact with the SENCo this term.</p>	
22/60	<p><u>Governor Self-Evaluation</u></p> <p>As this was only completed by 4 governors, it was agreed that it is not a true representation of the Governing Body and will be recirculated in September. The results will be analysed at the next FGB meeting.</p>	PW
22/61	<p><u>Governor Skills Summary</u></p> <p>Will be available in September.</p>	PW

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22/62	<p><u>Governor Recruitment</u></p> <p>Mrs Corrie has resigned as a Co-opted Governor meaning that there is currently a vacancy on the Governing Body. This will be advertised in the new academic year.</p>	
22/63	<p><u>Scheme of Delegation 2022/23</u></p> <ul style="list-style-type: none"> • <u>Terms of Reference Review</u> <p>The Personnel and Finance Committee, the Sites, Buildings, Health & Safety Committee and the Learning and Teaching Committee have all reviewed their Terms of Reference and agreed them for the year ahead.</p> <p>The time periods for distributing reports prior to meetings and for minutes to be circulated after meetings have been amended for each committee.</p> <p><i>The Scheme of Delegation and Terms of Reference for the full governing body and all committees was unanimously agreed for 2022/23.</i></p>	
22/64	<p><u>Agree term of office for Chair and Vice Chair</u></p> <p>It was agreed that these terms of office would last for one year each.</p>	
22/65	<p><u>Election of Chair and Vice Chair</u></p> <p>The clerk chaired this item.</p> <p>One nomination for Chair was received and seconded. Mrs Shepherd left the meeting and a vote was held. Mrs Shepherd was unanimously voted as Chair of the Governing Body for 2022/23.</p> <p>One nomination for Vice Chair was received and seconded. Mr Nnabuife left the meeting and a vote was held. Mr Nnabuife was unanimously voted as Vice Chair of the Governing Body for 2022/23.</p>	
22/66	<p><u>Review committee and panel structure and membership</u></p> <ul style="list-style-type: none"> • <u>Appoint Chairs of Committees</u> <p>The governors approved the panel structure for the year ahead. The Chairs for the Committees for 2022/23 will be:</p> <p>Personnel & Finance: Mrs Diane Hampton Sites, Buildings, Health & Safety: Mr Julian Dempster Learning & Teaching: Mr Dozie Nnabuife</p> <p>All other governors confirmed the committees and panels that they will serve on.</p>	

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22/67	<p><u>Appoint Associate Members and agree term of appointment</u></p> <p>It was agreed that the term of appointment for an associate will be for one year and they will be:</p> <p>Nicola Wallace, Deputy Headteacher Claire Martin, School Business Manager David Cardrick, Sites Controller Amanda Atkinson, Health & Safety Administrator</p>	
22/68	<p><u>Appoint governors with specific responsibilities</u></p> <p>The governors agreed the subject link areas that they will be responsible for.</p>	
22/69	<p><u>Set dates for the Governor Meetings for the next school year</u></p> <p>To be distributed before the end of term.</p>	PW
22/70	<p><u>Governor Newsletter</u></p> <p>To be distributed before the end of term.</p>	PW
22/71	<p><u>Governor Services Communication</u></p> <p>The Governor Services Newsletter Summer 2022 had been circulated prior to the meeting. The Chair highlighted the following points:</p> <ul style="list-style-type: none"> • School Uniform Policy and DfE guidance A discussion was held regarding the plans to change the current uniform. There will be a transition period for a year and it was agreed the school should communicate the PTA's plans for donating the current stock of used uniform. A discussion was also held regarding potentially providing a PE shirt for staff who are attending school sports events such as District Sports. • Encouraging good attendance. As discussed in the Policy Review part of this meeting. • Website Compliance. It was confirmed that the school's website is compliant and that the IT, Computing & Website Compliance Governor will be overseeing this moving forward. 	
22/72	<p><u>Reflection</u></p> <p>The governors thanked the clerk for her contribution to the Governing Body over the past year.</p>	
22/73	<p><u>AOB</u></p> <p>The governors asked what the contingency is for covering the Forest School teacher vacancy in September and commented that it is important that this is not lost.</p>	

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The Headteacher answered that the initial solution will be for teachers to build this into their timetable while the school looks to recruit.

The governors asked if the school might consider paying for an existing teacher to train.

The Headteacher answered that this might be a possibility, however, the staff member would then have to come out of class to train.

The meeting closed at 7pm.

Appendix i

Matters Arising from FGB Minutes from 17th May 2022				
Ref	Item	Who	Action Undertaken	Completed
21/97	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.	ALL	Thank you to the governors who completed these statements before the Ofsted inspection took place.	Complete
22/24	TTA Presentation: Due to the high number of apologies at meeting, this has been moved to July FGB.	RR	TTA presentation held before today's FGB.	Complete
22/40	Prepare Governor Newsletter – clerk will send out a reminder half term	PW	Actioned 07.06.22	Complete

Signed by Chair



Date:

4/10/22

