


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

**Full Governing Body (FGB)  
Tuesday 18<sup>th</sup> May 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 A Hunter Ms N Lamb-Guhren Mrs P West (Clerk)

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

Ref		Action
21/22	<b><u>Apologies and Welcome</u></b>	
21/23	<b><u>Declaration of Governor Interest in the Agenda</u></b>  None.	
21/24	<b><u>Minutes of the last meeting held on Tuesday 2<sup>nd</sup> March 2021.</u></b>  Minutes were agreed to be a true reflection of the meeting held and approved.	
21/25	<b><u>Matters Arising</u></b>  See Appendix i.	
21/26	<b><u>Committee Updates</u></b>  <ul style="list-style-type: none"> <li>• <u>Personnel &amp; Finance Meeting – Tuesday 16<sup>th</sup> March 2021</u>  The Chair of the committee told the governors that the main points discussed were: <ul style="list-style-type: none"> <li>○ Year End 2020/21</li> <li>○ Budget 2021/22</li> <li>○ Capital Spending</li> <li>○ SFVS Audit</li> <li>○ FTP Membership Renewal. The Headteacher said that since the meeting the school has been charged £200 for this membership, far lower than previous years.</li> </ul> </li> <li>• <u>Personnel &amp; Finance Meeting – Tuesday 27<sup>th</sup> April 2021</u></li> </ul>	

Signed by Chair: 

Date: 20/6/21

	<ul style="list-style-type: none"> <li>○ The Chair of the committee summarised this budget meeting saying that several governors who do not sit on the committee had attended and that a lot of time was spent challenging the figures.</li> <li>○ Year End 2020/21 was also discussed but there had been very little change since the meeting in March.</li> <li>○ Review Pupil Numbers – the governors also considered ways to market the school and the effects of new schools being built in the area combined with a low birth rate.</li> </ul> <ul style="list-style-type: none"> <li>● <u>Learning &amp; Teaching Meeting – Tuesday 4<sup>th</sup> May 2021</u> <ul style="list-style-type: none"> <li>○ The Chair of the committee said that an excellent Art &amp; DT presentation had been provided by the school.</li> <li>○ The data in the Deputy Headteacher’s Report was examined at length.</li> <li>○ The staff CPD Report was discussed.</li> <li>○ The Prospectus/Home School Agreements/Uniform were agreed.</li> <li>○ The Collective Worship Statement and SMSC Policies were approved.</li> <li>○ The Terms of Reference for the Learning &amp; Teaching committee were reviewed and agreed for the year ahead.</li> </ul> </li> </ul> <p><b>One of the governors asked if, following feedback from parents, it would be possible to hold a parents evening in person this term?</b> The Headteacher replied that this point has already been discussed at the recent Parent Forum meeting and the information will be passed to parents by the representatives and through the minutes. It will not be possible to hold parents evenings as these require a large volume of work from the teachers. The Headteacher reiterated that parents can make an appointment to meet with their teacher at any point throughout the year. A reminder will be sent in the weekly bulletin.</p> <p><b>The governors asked if it is possible for parents to meet the teachers in person?</b> The Headteacher answered that depending on the situation, some meetings are being held at the school but that virtual meetings are still the preferred option.</p>	
21/27	<p><b><u>Agree budget for the new financial year</u></b></p> <p><b>A governor asked if the budget that will be submitted is the same as the one reviewed at the meeting?</b> The Headteacher confirmed that it is.</p> <p><i>The Chair of the Personnel &amp; Finance Committee said that the governors were happy to recommend the budget for 2021/22. The approval was seconded.</i></p>	
21/28	<p><b><u>Headteacher’s Report</u></b></p>	

Signed by Chair.......... Date: 29/6/21.....

### Pupil Numbers

The school currently has 433 pupils with spaces in Years 1,2 and 5. 54 pupils have been allocated to EYFS for September. The Headteacher said that there was a low birth rate and that the school needs to prepare as this is set to continue for several more years.

A discussion was held regarding obtaining birth rate data for analysis. The Headteacher explained that this information is necessary for creating future budget plans. A governor offered to carry out some research and share with the other governors. The Headteacher has also asked WBC to revisit catchment areas which have not been analysed in ten years. The governors agreed that marketing and use of social media need to be used effectively moving forwards.

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### Attendance

Current attendance figures are:

- Whole School 97.4%
- PPG 97.21%
- FSM 95.55%
- SEN 96.99%
- EAL 95.88%

The Headteacher is pleased with these figures overall however since the last Lockdown, several pupils are struggling with anxieties and issues and the school is working with these families to improve their attendance. There are still two SEN pupils who are on a part-time timetable which is working well.

### Covid

- KS1 are now working in year group bubbles and KS2 will follow the week before half term.
- Teachers have started to change the layout of rooms from rows in to groups.
- The school has not relaxed any of the rules around social distancing or hygiene.
- Rock Steady, Berkshire Maestros and several outdoor clubs have now returned.
- Some outdoor school trips have been booked but no parent helpers are allowed.
- The Headteacher has been negotiating some activities for Year 6 in place of the cancelled PGL but with the new Covid variant starting to circulate it is unknown at this stage if these events will be able to take place.
- Parents will not be able to attend either Sports Day or the July Open Afternoon this year. It is hoped that Sports Day will still be able to take place possibly within year group PE slots.

Signed by Chair



Date: 20/6/21

**A governor challenged if all members of staff are comfortable with the slight easing of the rules?**

The Headteacher said that it has been discussed in staff meetings and it is hoped that staff would say if they had any concerns. The infection rates are currently low which has allowed this slight relaxation, but if anything changes the school will respond accordingly.

**A governor asked if the guidelines are the same for primary and secondary schools?**

The Headteacher replied that they are mostly the same.

**The governors asked if spot checks are carried out to ensure the rules are followed?**

The Headteacher answered that classrooms are checked on walkarounds.

**A governor asked if the Covid Risk Assessment has been updated to reflect the relaxation of the guidelines?**

The Headteacher responded that other than the increase in size of bubbles, children no longer sitting in rows and agreed visitors on site, everything else remains the same.

LFD Tests

These are still being carried out twice weekly and many staff have now had their vaccinations. Staff still have to wear face coverings and maintain social distancing at all times.

**A governor asked if the school receives any feedback from parents carrying out home LFD tests?**

The Headteacher said that no, the school does not receive any data. Some parents have been carrying out LFD tests on symptomatic children and the school has had to reissue the guidance that LFDs are not to be used on children and not on anyone displaying symptoms, a PCR should be booked in this instance.

**The governors asked who does receive the data?**

The Office for National Statistics holds the data and it is used to track and trace if there is an outbreak.

Learning

Pupils have settled back in and are generally progressing well. There is some concern that writing in KS1 requires further support. After school tuition sessions and interventions are taking place using the Covid Catch Up Funding.

The school is continuing with the curriculum as normal but there is a focus on English and Maths. The Senior Leadership Team are working on a reading strategy which will be fed back to staff and the SLA schools are carrying out a deep dive exercise on 22<sup>nd</sup> June. The School Improvement Officer will be involved and will give feedback if there are any areas to improve.

Signed by Chair.....



Date: .....

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	<p><b>A governor asked if there is a development plan for greater depth pupils in Year 2?</b> The school replied that teachers were overly cautious and that the figures will be updated in the summer term.</p>	
21/29	<p><b><u>SIDP</u></b></p> <p>This is in the process of being updated and will be available for the next FGB.</p>	
21/30	<p><b><u>Ofsted</u></b></p> <p>The Headteacher said that normal inspections have been resumed and that schools judged to be good will be inspected within a five year window.</p> <p><b>The governors challenged the Headteacher as to whether the school is close to receiving an 'outstanding?'</b> The Headteacher said that since the last inspection the framework has changed considerably and that it is now exceedingly difficult to obtain an outstanding rating. The Headteacher said that the school is definitely aiming for outstanding. The Headteacher is planning some Ofsted training for the governors to be held in the autumn term.</p>	
21/31	<p><b><u>LAC Annual Report and Children In Care</u></b></p> <p>The LAC Governor told the meeting that the one child who was previously Looked After has now been adopted formally. There are no Children In Care attending the school.</p>	
21/32	<p><b><u>Racial Equality Update</u></b></p> <p>The Equality Link Governor has attended a 'Building the foundations for racial equity work in school' workshop run by an SLT from a sch. The session covered everything that equality encompasses such as religion, religious festivals, LGBTQ, equality, diversity and inclusion. There was a discussion about how vital it is to use people's correct names and pronunciation and how important it is to be anti-oppressive and vigilant of unconscious bias.</p> <p><b>A governor asked if there will be a good practice summary shared with all governors after all of the workshops?</b> The Equality Link Governor replied that yes teaching tools are being made available and will be used when implementation is rolled out.</p>	
21/33	<p><b><u>Single Central Register</u></b></p> <p>The school confirmed that this is up to date at the current time.</p>	
21/34	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>SEND</u></b></li> </ul>	

Signed by Chair



Date: 29/6/21

	<p>One of the governors challenged the PPG categories used in the definition of a SEND child. The school will confirm the definitions with the SENDCo.</p> <p><i>The governors agreed and approved the policy with the amendments made if necessary.</i></p> <ul style="list-style-type: none"> <li>• <u>CIC &amp; LAC</u></li> </ul> <p>A query was raised regarding the governor responsibilities stated. It was agreed that the wording was ambiguous and to amend accordingly.</p> <p><i>The governors agreed and approved the policy with the amendment made.</i></p> <ul style="list-style-type: none"> <li>• <u>Complaints</u></li> </ul> <p><i>The governors agreed and approved this policy.</i></p>	
21/35	<p><b><u>Chair of Governors Report</u></b></p> <p>The Chair of Governors had no report as there have been no visits due to Covid.</p>	
21/36	<p><b><u>Governor Subject Link Reports and Visits</u></b></p> <p>The Chair reminded all governors to meet with their subject leaders virtually this term if possible.</p> <p>The Sports Governor has met with the PE Subject Leader virtually and is planning to meet outside in the school grounds later in the term.</p> <p><b>The governors asked if it is possible for Health &amp; Safety audits to take place even though visitors are not allowed in to school as this has been recommended by the WBC Health &amp; Safety Advisor?</b></p> <p>The Headteacher said that yes this is possible after school hours as long as the audit is carefully managed.</p>	
21/37	<p><b><u>Successional Planning/Committee Aspirations</u></b></p> <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. New governors were asked to consider which committees they would like to join.</p>	
21/38	<p><b><u>Prepare Governors' Newsletter</u></b></p> <p>It was agreed that this will still go ahead as a positive message after an unsettled year. The focus will be positive changes that have come from the pandemic. The clerk will send out the dates after half term.</p>	

Signed by Chair.....  ..... Date: 29/6/21 .....

**21/39 Communication – Summer Term Digest**

This was distributed prior to the meeting.

**21/40 Governor Reflection**

The governors felt there had been a good discussion concerning pupil numbers and birth rates.

**21/41 Date and Time of Next Meeting – Tuesday 29<sup>th</sup> June 2021 5pm**

This date and time were agreed. It was agreed that if the restrictions have eased, the meeting will be held in person at school following socially distancing guidelines.

**21/42 AOB**

The Headteacher said that the Deputy Head announcement will be made to the school community on Friday 21<sup>st</sup> May.

The meeting closed at 6.40pm.

**Appendix i**

<b>Matters Arising from FGB Minutes from Tues 2<sup>nd</sup> March 2021</b>				
<b>Ref</b>	<b>Item</b>	<b>Who</b>	<b>Action Undertaken</b>	<b>Completed</b>
21/10	Workshops - 'Building the foundation for racial equity work in schools'. The Equality Link Governor will share the link to these webinars for others to attend if they are interested/would like to join the working party.	<b>DW</b>	Email sent on 12.02.21	<b>Complete</b>
21/12	Survey Results Analysis - The governor undertaking this analysis will circulate the results to all governors this week.	<b>JD</b>	The analysis was circulated prior to the meeting. The governors found the format useful and would like to see the data produced in this way for the 2021 surveys.	<b>Complete</b>
21/17	The Chair asked that all subject link governors get in touch with their subject leaders before July	<b>ALL</b>	Discussed in Item 21/36	<b>Complete</b>

Signed by Chair.....  ..... Date: 22/6/21.....

