

**Minutes of the Meeting of the Governors of  
The Hawthorns Primary School Held on**

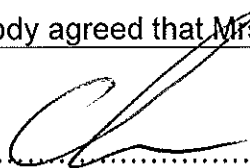
Thursday 3rd October 2013  
5.30pm

Present:

Mrs R Beech  
Mr C Shaw (Chair)  
Mr A Dotchin  
Mrs E Wells  
Mrs A-M Peries  
Mrs K Blake  
Mrs P Kerton (Head teacher)  
Mrs S McKay  
Mrs M Coffield  
Mrs E Bridgeman  
Mrs D Hampton  
Dr I Severn  
Mrs J Shepherd  
Mrs D Murgatroyd  
Mr W Day (Associate)  
Mrs C Hare (Associate)  
Mrs S Izquierdo (Clerk)

Ref		Action
13/77	<p><b><u>Apologies and Welcome</u></b></p> <p>Apologies were received and accepted from Mrs D Banbury and Mr A Kens'ley.</p>	
13/78	<p><b><u>Declaration of Interest in today's agenda</u></b></p> <p>None Declared.</p>	
13/79	<p><b><u>Nomination of Chair and Vice-Chair</u></b></p> <p>The term of office for Chair and Vice Chair was agreed to be for the period of one year .</p> <p>Mr Shaw was nominated and unanimously elected as Chair of Governors.</p> <p>Mrs Wells was nominated and unanimously elected as Vice Chair of Governors.</p> <p>The Full Governing Body agreed that Mrs S Izquierdo will clerk all</p>	

Signed by Chair of Governors.....

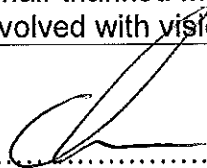


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	full and committee meetings for 2013-14.	
13/80	<p><b><u>Minutes of the last meeting held:</u></b></p> <p>The minutes of the last meeting held on Thursday 4<sup>th</sup> July 2013 were approved and signed as a true copy.</p>	
13/81	<p><b><u>Matters Arising</u></b></p> <p>The Pay Policy and the Appraising Teachers Performance Policy were presented to the Governing body by the Pay Review and Performance Management Committee via email for recommendation prior to the meeting.</p> <p>The Chair requested feedback from Teaching Governors. Staff felt the policies were quite fair.</p> <p>The Chair summarised the key points concerning both policies. Both policies approved.</p> <p>Dr Severn agreed to present the spot check survey findings on e-safety at the e-safety parent sessions.</p>	
13/82	<p><b><u>The Objectives of the Governing Body for the academic year 2013/14</u></b></p> <p>Discussed within Item 13/84</p>	
13/83	<p><b><u>Vision Day feedback</u></b></p> <p>Mrs Kerton feedback on the Vision Day held on the 3<sup>rd</sup> September 2013. During the day a new strapline for the school was created. 'Belong, Believe, Achieve and Grow'.</p> <p>The potential for a school song was discussed and the ideas from the day will create the aims under the school vision. The ideas will be created in adult speak and child speak.</p> <p>The new vision will be introduced to the children via an assembly and the strapline will be created into posters to be put up around the school. The schools website and official documentation produced by the school will also display the vision.</p> <p>The Vice Chair and Chair thanked Mrs Kerton for the opportunity for governors to be involved with vision day.</p>	

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13/84

**SEF**

The SEF was distributed and governors were given time to read through.

Progress Data will be presented in the Learning and Teaching meeting planned for the 23<sup>rd</sup> October 2013.

Governors questioned whether the school was concerned over the progress reported in Year 1. Mrs Kerton explained that the EYFS descriptors cannot be directly correlated to the National Curriculum levels and therefore the baseline assigned to each child will not be until after the first half term to allow Year 1 staff to assess appropriately. Progress made between EYFS and October would not therefore be captured. As moderation and the transition process improve children will be more accurately assessed at the start of Year 1 and can be placed at a level in September.

The Chair requested background to the change of the Out of School Club management and the use of EnergyKidz as the provider.

Mrs Kerton explained that the Out of School Club was parent run and this could no longer be sustained. EnergyKidz are well known within the area for PPA, P.E, Holiday clubs and After school clubs and are now responsible for the Out of School Club.

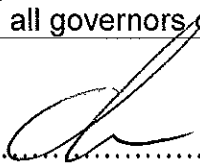
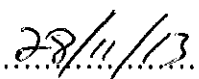
Mrs Kerton has taken the opportunity to engage further with Energykidz in providing P.E lessons. EnergyKidz provide qualified sports coaches and submit lesson plans to the teachers. They are also providing a supervised activity on three lunchtimes. Mr Day is monitoring the relationship of the company with the school during the Autumn Term. The school can withdraw from its contract at Christmas if it was felt not to be working.

Governors queried as to whether there was a contingency if the arrangement does not work. Mrs Kerton stated that it was early days and that the only minor issues experienced were admin issues and these have been worked through.

Mrs C Hare left the meeting at 6.10pm.

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	<p>The Chair highlighted within the SEF the objectives of the Governing Body.</p> <p>It was noted that standing items are not included within the objectives as they have been previously. The objectives are targeted developments and are key areas for involvement.</p> <p>Some of the objectives naturally align themselves to subject governors. Subject governors do not have to work individually and can work alongside other governors to assist in the deliverance.</p> <p>Supporting governors to Mr Dotchin on data reporting were requested from the Learning and Teaching committee. Data training on the Fischer Family Trust Governor Dashboard is available on the 5<sup>th</sup> December 2013 for those wishing to attend.</p> <p>A request was made for the Governors to have access on e-schools for their adopted class page.</p> <p>A request was made for a number of Governors to assist with the Olympic Legacy. Mrs Shepherd and Mrs Peries volunteered to be part of the steering group.</p> <p>Mrs Kerton distributed a draft School Improvement and Development Plan (SIDP) for the governors to read through. The headteacher gave background to the sections included.</p>	
<p>13/85</p>	<p><b><u>Terms of Reference of the Pay Review and Performance Management Committee.</u></b></p> <p>The Pay Review Committee has been renamed to include performance management in relation to the new changes within the Teachers Pay and Conditions. The committee will have a wider remit in relation to approving all teachers pay.</p> <p>Terms of Reference approved and to be inserted into the Scheme of Delegation for 2013-14.</p> <p>Meeting dates for the committee were published with the dates for the year ahead.</p>	<p>SI</p>
<p>13/86</p>	<p><b><u>Code of Conduct</u></b></p> <p>The latest copy from governors services was distributed prior to the meeting to remind all governors of their Code of Conduct.</p>	

Signed by Chair of Governors.......... Date..........

13/87	<p><b><u>Declaration of Business and Pecuniary Interests.</u></b></p> <p>All governors were reminded to return to the Clerk the annual Declaration of Business Interests and the Skills Audit.</p>	All
13/88	<p><b><u>Parent Governor Nominations</u></b></p> <p>Nominations received by the closing date and time were less than the number of vacancies. One Parent Governor was elected with immediate effect and without the need for an election.</p> <p>It was declared that Mrs Emma Wells has been re-elected as parent governor. As a parent governor, this will be Mrs Wells' second term of office the headteacher thanked her for her continuing commitment to The Hawthorns Primary School.</p> <p>The Hawthorns Primary School Instrument of Government states that the governing body shall consist of six parent governors, one position will remain vacant at this time.</p>	
13/89	<p><b><u>Governors' visits and Reports</u></b></p> <p>Mrs Peries feedback from the Safeguarding Forum attended in June. This included the role of the governor and the Ofsted Framework within Safeguarding.</p> <p>It was noted that a Disclosure and Barring Service (DBS) applicant can pay a fee to ensure the DBS is transferable to other establishments requiring the same workforce criteria.</p> <p>Mrs Beech feedback on her attendance at the Teamteach training day. The day provided staff with techniques for handling children under difficult circumstances and providing staff with strategies to enable the children to manage their own behaviour.</p> <p>In her role as SEN Governor ,Mrs Beech feedback on her recent meeting with Jeanette Colby, the schools Inclusion Manager. Mrs Beech found the meeting very informative regarding interventions currently in place, agency meetings and the supporting work carried out by Mrs Hook.</p> <p>Governors queried as to whether there are currently concerns in the school of particularly bad behaviour. Mrs Kerton advised that there are currently two children in the school with behavioural issues and that Teamteach was provided as a preventative</p>	

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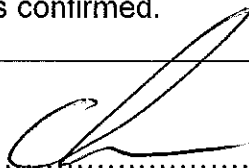
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13/90	<p>training. Trained staff are highlighted on the playground rota's. A trained member of staff will be present in both playgrounds.</p> <p><b><u>Funding</u></b></p> <p><b>-sport</b> Mrs Kerton highlighted to the governors that the Government are providing a Sports funding initiative as part of the Olympic legacy. The school will receive 10k over two years however no funds have been received to date.</p> <p>The steering group for the Olympic Legacy will suggest how to invest the funds.</p> <p>A visit to Beechwood Primary in Woodley has been suggested by members of staff involved in the borough sporting events.</p> <p><b>-Lottery</b> Mrs Kerton advised the Governors of a successful Lottery grant application made by the school for investment into a nurture room. Resources purchased will be beneficial to not only those children who access the room but for all children who need social or emotional support.</p> <p>Mrs McKay advised that a Grounds grant is available annually that the school could apply for.</p>	
13/91	<p><b><u>Pupil Premium</u></b></p> <p>The grant expenditure report to governors was distributed prior to the meeting. It was noted that the funding is provided on a financial year however the children's progression is monitored on an academic year, therefore the figures do not appear to correlate.</p> <p>It was confirmed that the over spend in this particular year was subsidised by the school budget. It was noted that the Teaching Assistant cost for small group work will also benefit those children who do not qualify for Pupil Premium funding.</p> <p>The pupil premium children are making average points progress. The report is pleasing.</p>	SI

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13/92	<p>A summary of the report will be published on the school's website.</p> <p>Mrs S Izquierdo left at 7.05pm</p> <p><b><u>Governors Day Training</u></b></p> <p>Strategic governors explored the options for training provided by Wokingham. Safeguarding, Data Assessment and Financial training are available.</p> <p>It was confirmed that Financial training was appropriate this time. The training has been booked for Governors day on Friday 7<sup>th</sup> February 2014.</p> <p>A query was raised as to when the next Safeguarding Training is available for governors to attend. It was confirmed as the 7<sup>th</sup> November 2013.</p>	
13/93	<p><b><u>Communication-Autumn Digest</u></b></p> <p>The chair ran through the key highlights from the Digest- the following were noted;</p> <ul style="list-style-type: none"> <li>• Jim Matheison is no longer The Hawthorns School Improvement Officer. Rick Barnes is currently the Interim Head of School Improvement.</li> <li>• Progress of Free School Meal children within the borough is still a concern for the Local Authority.</li> <li>• Under the new procedures and regulations of Governance, Governing Bodies can meet and vote electronically. How they do this will be determined by the policy agreed within the school.</li> <li>• Governing Bodies are to have regard to advice from the Clerk on the nature of their duties and functions.</li> <li>• To be aware of the possible strike planned for the 17<sup>th</sup> October 2013. Mrs Mckay gave an outline of the grievances. Parent Governors suggested a letter be sent to parents to advise of the possibility of the proposed action.</li> <li>• The Red Fire Log Book should be up to date.</li> </ul>	PK JS
13/94	<p><b><u>Date and Time of next meeting- Thursday 28<sup>th</sup> November 2013.</u></b></p> <p>The date and time was confirmed.</p>	

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Date.....

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13/95	<p><b><u>AOB</u></b></p> <p>Governors to inform the Clerk of any changes to personal contact details.</p> <p>The dates for the PTA, Parent Forum and School Council for the Autumn Term meetings were distributed for sign up.</p> <p>The chair advised that the investment into Tengovernor may not be considered value for money. The school will continue to subscribe to The key.</p> <p>A query was raised requesting the criteria on which promotional adverts are distributed by the school. Mrs Kerton to advise.</p> <p>The governors congratulated the children and staff on the fantastic Harvest display.</p> <p>Mr Will Day introduced himself to the full governing body for those who had not yet had a chance to meet him.</p> <p>The 'Mind the Gap' representatives would like to introduce themselves to the year 6 children earlier in the year as part of the transition programme. Mrs Hare to discuss.</p> <p>The meeting closed at 7.35pm</p>	
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Signed by Chair of Governors.....



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