

**HAREFIELD INFANT SCHOOL AND
HAREFIELD JUNIOR SCHOOL FEDERATED GOVERNING BODY
FULL GOVERNING BODY MEETING**

Thursday 7th February 2019 at 6.45pm, Harefield Junior School

Chair: Mr B Evans
Executive Headteacher: Mrs B Lloyd
Head of School, Infant School: Mrs J Moss

Governors Present:

Mrs L Boden Mr B Evans Mrs C Evans Mrs S Hooson-Jones
Mrs J Moss Mrs R Scott Mrs H Taylor Mrs H Timmins

Clerk: Mrs A Headland

		Action	School
1.	<p><u>Welcome & Apologies</u></p> <p><i>Meeting commenced at 6:45pm.</i></p> <p>Mr Evans welcomed Governors to the meeting.</p> <p>Apologies had been received from Mrs B Lloyd, Mrs L Stanton, Mrs S Soanes, Mr D Todd and Mr S Henderson.</p> <p>Mrs H Taylor attended the meeting deputising for Mrs B Lloyd.</p> <p>Mr Evans apologised for having cancelled the original meeting, scheduled for evening of Thursday 31st January 2019, at short notice. The decision to cancel had been based on Met Office forecasts of heavy snow for Harefield and the surrounding areas and in consideration of the safety of Governors travelling to and from the meeting. Both schools, and others in the area, had closed the following day due to snow and freezing conditions. Mrs Evans had noted media reports of schools opting to close for only half a day.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>Mr Evans informed members of the Governing Body that the document concerning Declaration of Pecuniary Interests posted onto both school websites required correcting to show Mrs L Boden as member of staff. Governors noted and accepted the correction. Mr Evans would send a copy of this document to Mrs T Kencroft in Junior Admin and Mrs Anita Edwards in Infant Admin.</p> <p>There were no other pecuniary interests declared at this point in the meeting.</p>	<p>BE</p>	<p><i>Both</i></p> <p><i>Both</i></p>

2.	<p><u>Minutes of Meeting held on 29th November and Matters Arising</u></p> <p><u>Debt Policy</u> Mr Evans commented that a “Debt Policy” had been referred to in the Finance Policy. Mrs Scott explained that some debts could arise where the school met the costs of a child’s attendance at school events. Mrs Evans thought this should be clear in the Charging Policy. Mr Evans and Mrs Scott would raise this with the respective Finance Sub-Committees. Action Ongoing</p> <p><u>PAN Numbers</u> Mr Evans informed the Governing Body members that he had written to Sarah Phillips (LA Admissions) regarding pupil numbers and our current PAN of 90. Mrs Phillips had responded to say that based on current numbers a reduction in PAN would be unlikely. At the same time, Mrs Phillips was keen to meet with the schools to discuss the situation and to help if possible. Mrs Phillips had asked for a breakdown of children by locality. Mr Evans said that pupil numbers were declining and that a PAN of 60 would be sufficient to accommodate children located in Harefield. Governors queried when the Schools had become 3 Form Entry. Mrs Scott said that as a parent of pupils at the school in the 1980’s it was generally accepted that both Infant and Junior schools were a two-form entry. Mrs Moss said there had been a bulge year when she started in her position at the Infant School resulting in 3 classes. Mrs Boden thought this coincided with legislation concerning Infant class sizes. Governors acknowledged that although capacity had clearly existed for an isolated bulge year comprising three forms neither school could have sustained three forms of entry, simultaneously, for all year groups prior to the new builds. Mr Evans would arrange the meeting with Mrs Phillips (LA Admissions) to take place after half term. Action Closed</p> <p><u>Governors Email Address</u> Governing Body members asked if there had been any progress with reference to Mrs Tong (SBM Infant School) preparing email addresses for Governors. Mrs Moss to speak with Mrs Tong and will update all members at the next Full Governing Body meeting. Mrs Evans added that some schools have a Governor Intranet which they can log onto and asked if this is something that we could possibly look into? Action Ongoing.</p> <p><u>Parent Governors</u> Mr Evans suggested that the title for this action be amended to reflect the fact that our aim is to recruit more governors by enquiring whether there are parents who have relevant skills and are willing to join. Given we already have the maximum number of Parent Governors, in accordance with the Instrument of Government, these would have to be Co-opted governors. Mrs Taylor suggested that we could do this at the next parents evening. Mrs Moss asked if a Teacher could join. Mr Evans explained that the Instrument of Government restricted us to one staff governor irrespective of the fact that the Federation involves two schools. However members</p>	BE/RS	<i>Both</i>
			<i>Both</i>
		JM/CT	<i>Both</i>

<p>of staff could become Co-opted governors subject to agreement of the Governing Body. Appointments would depend on prevailing skill requirements such as are identified from the Governing Body Skills Audit. Governors noted that the Staff Governor position would be vacant from Easter and Mrs Moss asked if Staff Elections could be carried out. Mrs Timmins confirmed that Staff Elections had been held for the Harefield Academy Governing Body. Mrs Evans noted that we are in need of recruiting Governors with Business and Legal skills. Mrs Boden asked if it would be possible for the new Executive Head Teacher to join the Governing Body. Mr Evans responded saying that the position of Head Teacher is currently filled but Co-option could be possible. Mrs Scott noted that Co-option could also be a way of recruiting a “Community Governor”.</p> <p>Action Ongoing.</p>	JM/HT	
<p><u>Attendance Policy</u> Mrs Boden reported that policies for both the Infant and Junior School would be covered as an agenda item for policies. Action Closed</p>		<i>Both</i>
<p><u>PE Risk Assessment</u> Mrs Moss had spoken to Mrs Scott in regards to the risk assessment concerning PE equipment. Action Closed</p>		<i>Both</i>
<p><u>Strategic Planning</u> The Delegation of Governors tasked with recruitment had successfully produced all the necessary documentation for recruitment of an Executive Head and Two Head of Schools by the start of the Spring Term. Adverts had then been posted and short listed candidates recently interviewed; thus concluding the work of the delegation. Action Closed.</p>		<i>Both</i>
<p><u>Gender</u> Mrs Headland is to speak to Governor Support in regards to any emerging policy concerning Gender. Action Ongoing</p>	AH	<i>Both</i>
<p><u>Governor Training</u> Mrs Headland circulated details of the training offered by Governor Support. Mrs Headland will liase with Governor Support on what onsite training dates they could offer. Governors noted previous minute had referred instead to HR Co-operative. Action Ongoing</p>	AH	<i>Both</i>
<p><u>Governor Files</u> Mrs Headland and Mrs Evans had met with Mrs Edwards to begin reviewing and updating the contents of the Governor Files held in the Infant School Office. This work would now continue. Action Closed</p>		<i>Both</i>
<p><u>Assistant Head Teacher – Infant School</u></p>		<i>Infant</i>

	<p>Recruitment of the Infant School Assistant Head Teacher had successfully completed with the appointment of Mrs Kerse. Mrs Evans and Mrs Scott had assisted with the interviews. Action Closed</p> <p><u>Schools Financial Value Standards (SFVS)</u> Annual requirement to update the Schools Financial Value Standards is due by 31st March 2019. Mrs Tong has kindly agreed to work on the Infant SFVS which would provide a basis for completion of the Junior document; the references being broadly similar. Mr Evans and Mrs Headland will need to review progress. Action Ongoing</p> <p><u>Schedule of Policy Reviews</u> At the previous meeting Mrs Evans asked whether the schedule of Policy reviews could be reinstated and suggested this be raised with Mrs Edwards. Action Ongoing</p> <p><u>Local Authority Governor Application</u> Mr Evans informed Governors that Mrs Evans was stepping down as LA appointed governor but wished to remain as a Co-opted governor. Mrs Evans had held the post of Local Authority Governor at Harefield Infant and Junior Schools and other schools over a twenty five year time period. The Governing Body thanked Mrs Evans for her dedication and essential input to this role during her time in this post.</p> <p><i>Mrs Evans left the room at 7.20pm so that a vote could take place.</i></p> <p>Mr Evans abstained. Mrs Scott proposed and Mrs Hoosan-Jones seconded the proposal for Mrs Evans to be appointed as Co-opted governor.</p> <p><i>Mrs Evans returned at 7.30pm.</i></p> <p>Mr Evans explained that Mrs Soanes would be making an application to become the Local Authority Appointed Governor.</p> <p>Pending confirmation of Mrs Soanes appointment Mr Evans would update the Governing Body Declaration document. Mr Evans would send a copy of this document to Mrs T Kencroft in Junior Admin and Mrs Anita Edwards in Infant Admin for posting on each school website.</p> <p>Minutes from 29th November 2018 were approved.</p>	<p>AH/BE</p> <p>AH</p> <p>BE</p>	<p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p>
3.	<p><u>Sub-Committee Reports</u></p> <p><u>Finance Infant</u> Mr Evans reported that the delegated budget for 2018/19 is presently £1,366k. After taking into account the balance brought forward (£117k) from Financial Year 2017/18, the total available funding is £1,483k (£1,476k Revenue, £7k Capital). At the same time, budgeted expenditure for 2018/19 amounted to £1,390k. Additional funding of £41k has been received made up of £29.5k EYSFF (Nursery), Teachers pay grant of £5.8k and additional Pupil Premium money of £5,3k. Finance Sub-Committee reviewed the cost centres noting that based on current</p>		<p><i>Infant</i></p>

	<p>spends, the projected carry forward to 2019/20 is currently £141k. However, there are two major projects (ICT and Windows/Doors) planned for Summer/Autumn term 2019 amounting to £60k which would reduce the projected carry forward to £80k..</p> <p><u>Finance Junior</u> Mr Evans reported that the delegated budget for 2018/19 is presently £1,436k. After taking into account the balance brought forward (£132k) from Financial Year 2017/18, the total available funding is £1,569k (£156k Revenue and £7k Capital). At the same time, budgeted expenditure for 2018/19 amounted to £1,568k including £23k unallocated. Since the last meeting of the Finance Sub-Committee there had been a reduction of £5k due to a SEND child leaving the school and an increase of £5.5k for the Teacher Pay grant. Finance Sub-Committee reviewed the cost centres noting that based on current spends the projected carry forward to 2019/20 is £68.7k which is just over the LA's £50k threshold.</p> <p><u>Breakfast Club</u> Mrs Scott reported that the financial position of the respective Breakfast Clubs had been discussed by both Finance Sub-Committee. In both cases the number of children has varied. Economically there could be some gain from merging the two Breakfast Clubs. The respective School Business Managers (SBM) would liaise to determine how a merger could be achieved, bearing in mind adult/child ratios, and to quantify the outcome of doing so. Mrs Moss and Mrs Taylor would report on the SBM findings.</p> <p><u>Apportionment of EH costs</u> Mr Evans and Mrs Scott reported that as Mrs Lloyd had been absent since September, the continued apportionment of EH costs between Infant and Junior schools at the ratio of 20:8) had been discussed by both Finance Sub-Committee and subsequently raised with the LA Finance Tea. The advice received is that the apportionment is a matter for Governors to decide. Mr Evans reminded Governors that, in 2016, in view of the interim nature of the EH position the decision had been taken not to create two new contracts of employment but to apply cross charges to effect the equivalent financial position. Initially a ratio of 50:50 was applied but in September 2017 this became 80:20 (Junior:Infant) to reflect the fact that Mrs Lloyd covered both the EH and HOS roles in the Junior School. Governors discussed and agreed that the 80:20 ratio should continue while Mrs Lloyd is on long term sick as this reflected the position that would have prevailed had new contracts been set up. Mr Evans would relay this outcome to the respective SBM.</p> <p><u>Inclusion</u> Mrs Boden informed members of the Governing Body that she will report back on the Inclusion Sub-Committee and the next Full Governing Body meeting.</p>	<p></p> <p>JM/HT</p> <p>BE</p> <p>LB</p>	<p><i>Junior</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p>
4.	<p><u>Children's Centre</u> In Mrs Stanton absence Mrs Boden confirmed that there was nothing currently to report for the Children's Centre.</p>		CC

5.	<p><u>Finance</u> <u>Schools Financial Value Standards (SFVS)</u> Mr Evans reported that Mrs Moss had agreed for Mrs Tong to work with Mrs Edwards (Infant School Admin Department) in producing the Infant Schools Financial Value Standard document. As Governing Body meetings and policies are shared between the two schools, the completed Infant SFVS document would provide a basis for completion of the Junior SFVS document. Mr Evans thanked Mrs Moss and Mrs Tong for their work creating this report. The submission date for this document is 31st March and it is anticipated that a final draft should be available for the next meeting.</p>	AH/BE	<i>Both</i>
6.	<p><u>Recruitment Update</u> Mr Evans brought members of The Governing Body up to speed regarding the recruitment. Following their appointment at the end of November, the Delegation charged with recruitment had produced all the necessary documentation for recruitment of an Executive Head and Two Head of Schools by the start of the Spring Term. Following vetting of the documentation and adverts by HR Co-operative, adverts had been posted in January and candidates for the post of Executive Head short listed and recently been interviewed by a panel made up of members of the delegation and the Local Authority. Activities for the day of interview included:-</p> <ul style="list-style-type: none"> • Informal meeting with Infant and Junior Leadership staff; • Data analysis task; • Finance task; • Learning walk/observation • School Council • Presentations on topic provided, observation and council • Formal Interview <p>As a result of the above a quorate number of Governors, along with the LA Representative, discussed and agreed to offer the position of Executive Head to the successful candidate.</p> <p>Mr Evans explained that none of the applicants for Head of School had been short listed. In consultation with the LA, the Delegation agreed this provided an opportunity for the Executive Head (designate) to work with the school to develop the staffing structure for the next layer and assist with recruitment; the aim being to have this completed by the Summer Half Term, if not by Easter.</p>		<i>Both</i>
7.	<p><u>Headteacher's Questions</u> <u>Infants</u> In connection with the new online maths timetable test at the end of Year 4, Mrs Evans asked Mrs Moss what are the Infant School planned to do to support the children as it seemed a challenge for children to learn their tables up to 12 in Years 3 and 4. Mrs Moss informed members of the Governing Body that the pupils were taught their two, five and ten times tables and to ensure they are secure by Year 2. <u>Juniors</u></p>		<i>Infants</i> <i>Juniors</i>

	<p>Related to the above, Mrs Evans asked Mrs Taylor whether the Junior school was planning to conduct the voluntary test this year or wait until it is compulsory next year and to explain how children would be taught tables in Year 3 and 4. Mrs Taylor confirmed that children are able to and can learn their times tables by year 4. Mrs Taylor and Mrs Hooson-Jones further that whilst the pupils are in year three, they will start working towards the tests by tackling random multiplication questions with a limited time to give their answer. The childrens progress would be available for parents/carers to review. Mrs Evans asked how children would cope with timed responses and whether this was recorded. Mrs Taylor informed Governors that these results would not be published but are purely for the pupils and parents/carers to track progress.</p>		
8.	<p><u>GDPR</u> In response to an action from the previous meeting Mrs Moss reported that a log to record data breaches exists for the Infant School and there were currently no breaches to report. Mrs Taylor informed the Governing Body members that The Junior SBM is responsible for checking if the register is up and running for any data breaches within the Junior School and would confirm this at the next Full Governing Body meeting (21st March). In the meantime, Mrs Taylor reported that there are no data breaches to report for the Junior School.</p>	HT	<i>Both</i>
9.	<p><u>Governor Training and School Visits</u> Mrs Hooson-Jones informed members of the Governing Body that she is due to attend a level three Safeguarding course. Mrs Scott informed members of the Governing Body that she is also due to attend the same level three Safeguarding course as Mrs Hooson-Jones, as well as one within her local church. Mrs Moss informed members of the Governing Body that she is due to attend a Safeguarding refresher course in the near future. Mrs Taylor and Ms Evans (Deputy and Assistant Head) are to attend a Safer Recruitment training course in March of this year.</p>		<i>Both</i>
10.	<p><u>Ratification of Policies/Documents</u> <u>Disposal Policy (Infant and Junior versions)</u> Governing Body members reviewed the Disposal Policies for both the Infant and Junior schools and agreed both policies subject to the relevant figure from the Finance Policy being incorporated into Subsection 2.1. [Clerk Note: Finance Policy states Head Teacher can write-off amounts < £100]</p> <p><u>Attendance Policy (Infants)</u> Governing Body members read through the Attendance Policy for the Infant School which had involved Mrs Hook (Infant Welfare Assistant) and approved the document.</p> <p><u>Governing Body Standing Orders</u> Governing Body members read through the Standing Orders pertaining to the Federated Body. The original documents (one for each Governing Body) specifically referred to joint meetings which was now unnecessary. Governors agreed that the revised Standing Orders and Mr Evans signed the document on</p>		<p><i>Both</i></p> <p><i>Infants</i></p> <p><i>Both</i></p>

	behalf of the Federated Governing Body.		
11.	<p><u>Record of Notifiable Accidents and Health and Safety</u></p> <p><u>Infants</u> There had been one accident reported in the Infant School. A child fell onto a corner of the newbuild and cut her head. This accident was recorded. Mr Pheneay, the School Caretaker, is to look into this and could possibly file down this sharp corner.</p> <p><u>Juniors</u> There had been one accident report in the Junior School. A child had fell onto her wrist during football practice after school. It was confirmed after an x-ray, that the child had broken her wrist. This accident was recorded.</p>		<p><i>Infants</i></p> <p><i>Juniors</i></p>
12.	<p><u>Any Other Business</u></p> <p><u>Governor Files</u> Mrs Evans and Mrs Headland had arranged to meet on 8th February to review the Governing Body files kept in the Infant Admin Office. Mrs Evans reported that the plan is to go back to 2016 and to ensure all documentation is filed in order by date and meeting type (Full Governing Body Meetings or Sub-Committee Meetings). All information needs to be easily accessible to Governing Body Members, should the need arise. New files, inserts and easy to read labels are to be set up to make this as easy as possible.</p> <p><u>New Ofsted Framework Consultation.</u> Mrs Headland informed Governors that a recent Clerks Briefing, run by Governor Support, had focused on the New Ofsted Inspection Framework. The new framework, published on 16th January 2019, sets out how inspections of schools will be carried out from September 2019. Ofsted proposes to increase the duration of “short” inspections for schools rated “good” from one to two days and introduce new on-site preparation sessions that would see inspectors arrive in schools just two and a half hours after leaders are first informed of their planned visits. Inspectors will still have the capacity to switch to a “full” inspection if the rating of the school has materially changed. Inspections will be more “holistic” and curriculum-focused, the aim being to tackle situations such as schools “teaching to the test”, narrowing of the curriculum and illegal off-rolling. A new quality of education judgement will look at how schools are deciding what to teach and why, how well they are doing it and whether it is leading to strong outcomes for young people. As part of a leadership and management judgement for schools, headteachers will be judged on excessive off-rolling of pupil. Ofsted plans more inspector face-time. In doubling the amount of time inspectors spend in “good” schools, Ofsted hopes to ensure the process of confirming that schools remain at that level is secure. Under new on-site inspector preparation proposals, lead inspectors will spend an afternoon at schools that are due to inspect the following day. Schools will be informed of their impending visit by no later than 10am on the day before the inspection, and the lead inspector will arrive no earlier than 12.30pm, staying no later than 5pm. Mrs Headland to send copies to all Governing Body members of the newly produced table, listing Ofsted’s current framework and that of their proposed new framework.</p>	AH	<p><i>Both</i></p> <p><i>Both</i></p>

	<p><u>Computers for Schools?</u> Mrs Hooson-Jones informed the Governing Body of a potential source of computers for schools. The source is a finance company in the City of London who have a policy of renewing computers on an annual basis; potential losses arising from ICT problems outweighing the cost of replacements. This includes both desktop and laptop computers. Mrs Hooson-Jones informed the members that these computers had been offered to the NHS for donation but they NHS were unable to accept them. Mrs Hooson-Jones queried whether the schools could use them. Governors discussed and agreed this should be followed up even if a small cost was involved in testing and licence transfers. Governors suggested this be referred to Mrs Tong to discuss with our current IT supplier. Mrs Moss would provide an update to the next meeting.</p>	JM	<i>Both</i>
	<i>Meeting closed at 9.15pm</i>		

Signature _____
(Chair of Governors)

Date _____