

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

**Thursday 21<sup>st</sup> March 2019 at 6.45pm, Harefield Infant School  
High Street, Harefield, Middlesex, UB9 6BT**

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 L Kerse	Mrs R Scott	Mrs H Taylor	Mrs H Timmins
Mr S Henderson	Mrs S Soanes		

Clerk: Mrs A Headland

		<b>Action</b>	<b>School</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p><i>Meeting commenced at 6:50pm.</i></p> <p>Mr Evans welcomed Governors to the meeting.</p> <p>Apologies had been received from Mrs B Lloyd, Mrs L Stanton, Mrs J Moss and Mr D Todd.</p> <p>Mrs H Taylor attended the meeting for Mrs B Lloyd and Mrs L Kerse attended the meeting for Mrs J Moss.</p> <p>Mr Evans informed Governors that this evening’s meeting would have been the last FGB Mrs Moss would attend as Head of School for the Infants. Mr Evans asked that the minutes record governors appreciation of the support and dedication Mrs Moss had given to the Governing Body and circulated a “Good Luck” card for all Governors to sign and to pass on to Mrs Moss.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>There were no pecuniary interests declared at this point in the meeting.</p>		<i>Both</i>
2.	<p><b><u>Minutes of Meeting held on 7<sup>th</sup> February and Matters Arising</u></b></p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>Mr Evans informed members that the entry in the document had now been corrected to list Mrs L Boden as a Staff Member as well as Inclusion Lead. This</p>		<i>Both</i>

<p>had been sent to both school Administration offices for posting onto the Infant and Junior School website. Action Closed.</p>		
<p><u>Debt Policy</u> This is to be discussed fully at the next FGB Meeting. Action Ongoing.</p>	BE/RS	<i>Both</i>
<p><u>Governor Email Addresses</u> Mrs Kerse informed members that Mrs Lloyd had actioned this last September. It was decided that Alison Headland would email Mrs Tong, Infant School Business Manager, with a list of all Governors names and ask for Email addresses to be set up. Action Ongoing.</p>	AH/CT	<i>Both</i>
<p><u>Governor Recruitment</u> As mentioned in the minutes of 7<sup>th</sup> February 2019, Mr Evans suggested that the title for this action be amended to reflect the fact that our aim is to recruit more governors with relevant skills. Mrs Taylor informed governors that she had spoken to parents at the last Parents Meeting about the opportunity to be considered as a Co-opted Governor. Mrs Soanes asked if Governors should approach Parents directly about the possibility of becoming Co-opted Members. Mr Evans confirmed this. Mrs Evans noted that through her work with the Children Centre Mrs Soanes would be someone parents were likely to talk to. Mr Evans added that we are in need of recruiting Governors with Business and Legal skills. Action Ongoing.</p>	SS	<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 is to speak with Governor Support to ask what on-site Safeguarding Training there is available to us. Mrs Headland to also check if our Agreement runs from September to September and if there is a possibility that we can have our training rolled over. Mrs Evans queried whether one or both schools subscribed to the “Key” as a resource. Mrs Taylor confirmed that the Juniors subscribed but the Infants did not. Mrs Evans asked whether to would be possible for Governors to have access.</p>	AH	<i>Both</i>
<p><u>Breakfast Club</u> Mrs Scott informed Members that this had been discussed at both Finance Sub-Committee meetings. Further work was needed to understand the process, costs and benefits of making any changes to this provision. Having one breakfast club catering for both schools could prove to be the most flexible but staffing ratio’s and seating for a mix of KS2 and KS1 and parent views would need to be considered. Mrs Scott would continue to liase with both School Business Managers.</p>		<i>Both</i>

	<p>Action Ongoing.</p> <p><u>Apportionment of EH costs</u> As agreed at the last meeting, Mr Evans had spoken with both the Infant School and Junior School School Business Managers regarding the continuation of the 80:20 ratio. Action Closed.</p> <p><u>Policy Reviews</u> Mrs Kerse asked whether all policies had a review date. Mr Evans confirmed that all policies were subject to review though the timescale varied. Mrs Evans would contact Mrs Edwards with a view to obtaining the schedule of reviews that had been created a number of years ago.</p> <p>Minutes from 7<sup>th</sup> February 2019 were approved.</p>	RS       CE	Both       Both
3.	<p><b><u>Sub-Committee Reports</u></b></p> <p><u>Finance Infant</u> Mr Evans reported that the total funding that is available for the Infant School is £1.424million. A carry-forward of £117,000 from 2017/2018 is included in this figure and that this figure is £74,000 more than had been available at the beginning of the year. In addition to this, monies totalling £57,000 has been received from Rebates from Rates, Maternity/Absence Insurance Claims and grant underspends. Outturn expenditure is expected to be approximately £1.271million, leaving a potential carry-forward of circa £210,000. Mr Evans informed Members that Mrs Moss and Mrs Tong, Infant School Business Manager, had worked incredibly hard to pull figures up and having exercised strict financial controls had almost doubled the carry-forward figure. Mr Evans extended his thanks to them both for their hard work.</p> <p><u>Finance Junior</u> Mr Evans reported that the total funding that is available for the Junior School is £1.598million. A carry-forward of £132,000 from 2017-2018 is included in this figure. Outturn expenditure is expected to be approximately £8,000 shy of £1.598million, leading to a potential carry-forward of circa £140,000. Mr Evans informed Members that Mrs Taylor and Mrs Palmer, Junior School Business Manager, had worked incredibly hard in exercising strict financial controls to more or less work within the allocated budget and achieve this increase in the carry-forward. Mr Evans extended his thanks to them both for their hard work.</p> <p><u>Curriculum</u> Mrs Evans informed governors that she received the draft minutes yesterday and was still going through them but would summarise the content for this meeting. Mrs Evans informed governors that the Infant School is taking part in a 2 year trial connected with the new curriculum, starting with Reception classes. The trial would not be assessed by Ofsted and the outcomes will not be reported. Harefield Infant School is one of only 25 schools asked to take part in this trial. Mrs Evans informed governors there had recently been an Active Maths staff</p>		Infant       Junior       Both

workshop and that it is intended to be rolled out with a new homework pack and built into the teaching curriculum. The workshop had gone very well and was successful. Maths Mastery is to be joining The Hub and Mr Law and Miss Middleton have the opportunity to attend a course for this. They are currently waiting for the new H.O.S to start to say if they would like to attend this also. This decision will probably be made next September. Mrs Hooson-Jones added that the Junior School also has the intention of doing this as well as continuing with Athletics and Bug Club. Year 5 recently undertook the Power of Pictures scheme during Book Week. The pupils met Author, John O’Leary, who came into the school for an Assembly and he explained to them the process of starting a book and how best to do it. He explained how you should make a picture book first and build on that. He showed how to make moving books, how to bind them and the staff in the Library also dressed up for this. Pupils and Staff thoroughly enjoyed the assembly.

Mrs Taylor informed governors that the quality of the pupils’ work had been raised at a recent meeting. Mrs Coles (LA SIL) had been in the Junior School and is happy that all the work the pupils are producing are at the correct levels and being assessed correctly. She was equally satisfied with the writing levels and assessments. It was also noted that the Assessment Grid that is currently being used is outdated. Mrs Taylor informed governors that she now has an updated version of this for staff to use.

Mrs Evans reported that Year 3 pupils have been recently involved with the ”Tate Year 3 Project”. This is an exciting project, lead by the artist Steve McQueen, Art-Angel and the New Direction Charity. A Tate Gallery photographer will come to the school to take a class photo of Year 3 which will be included in the exhibition, along with all the other Year 3 classes across London schools who take part. It will be a history making moment for this type of exhibition and hopefully something the pupils will remember for the rest of their lives. As this is such a fantastic idea and opportunity to make history, it is hoped that the parents of Year 3 pupils will sign their consent for this.

Mrs Evans informed Members of the Year 2 SATS data which read as follows:

- In 2018, Reading came in at 75% and that this year we are predicted 83%.
- In 2018, Writing came in at 68% and that this year we are predicted 76%.
- In 2018, Maths came in at 69% and that this year we are predicted 87%

These figures also include Greater Depth pupils.

- In 2018, Phonics came in at 82% which was in line with the national average. This year, we are predicted 79%.

Mrs Taylor informed Members that the Year 6 pupils have high targets to achieve in their upcoming SATS. There are a few pupils who are currently borderline and their results could go either way on the day of the SATS.

With reference to Mrs Evans being re-elected as Chair to the Sub-Committee, the decision was unanimous. Mrs Soanes led the vote, with Mrs Hooson-Jones seconding. All members are pleased that Mrs Evans is happy to stay as Chair and thanked her for her continuous dedication and hard work.

Mr Evans informed Members that he had asked the Junior School Business Manager for a report on Pupil Premium to show how the money has been spent for 2018/19 (financial year view) and then another later in the year to show their results and progression over the academic year. Mrs Timmins noted that some schools had

<p>had their SATs results disqualified and accused of cheating. Mrs Taylor re-assured governors that, as in previous years, all SATS papers are kept in an office with keypad entry, and placed in a locked cupboard. The process of removing the papers for the SATs, and their subsequent collection after the examination and secure storage pending submission is witnessed throughout.</p>		
<p><u>Inclusion</u> Mrs Boden informed members of the Governing Body that there were two sets of minutes to report back on, one of 22<sup>nd</sup> November 2018 and the other 14<sup>th</sup> March 2019.</p>		<i>Both</i>
<p><u>Meeting of 22<sup>nd</sup> November 2018</u> Mrs Boden agreed to stand as Chair again and was elected unanimously. It was agreed that the TOR be amended 22<sup>nd</sup> to reflect the name change of the Governing Body.</p>		<i>Both</i>
<p>Katie Frost had provided the Inclusion Sub-Committee with a very detailed report with reference to sanctions carried out in the Infant School. The Sub-Committee agreed that an extra column be added to Ms Frost's SEND report to highlight any Year 2 SEND needs which the Junior school will need to plan into Year 3. Governors noted the work of the schools Educational Psychologist in relation to a number of children. Mrs Trainor (SENDCo Junior) will be visiting the Infant School more frequently and has asked to be informed about any difficult behaviour. A new SALT Advisor is in place and new targets have been set for the children although there are less children in Reception that require SALT intervention. Dyslexia training has now taken place so we are now able to support or get outside support for the children if necessary.</p>		<i>Infants</i>
<p>Mrs Trainor had presented a very detailed report to the Inclusion Sub-Committee. There have been a number of fixed term exclusions and reintegration via a part-time timetable. A report was shown detailing up to date sanctions.</p>		<i>Juniors</i>
<p>Both schools are taking part in a two year programme for Inclusion training with the Local Authority which is prioritising Autism and then SALT with a whole federation approach.</p>		<i>Both</i>
<p>The Infant and the Junior schools are both currently doing Provision Teaching which breaks down the work for pupils into smaller chunks during intervention.</p>		
<p><u>Meeting of 14<sup>th</sup> March 2019</u></p>		<i>Both</i>
<p>Due to GDPR a new letter is to be sent to Parents for permission for use and storage (if appropriate) of photos/videos. This is currently with the Auditors for final sign off. The Sub-Committee went through the SENCo Report. SALT is still a priority in the school. Language and Speech Link started with Year 1 this summer term and will continue into Year 2. The Support Staff are trained in both Language and Speech Link. The Junior School is to hold an Autism Awareness day 2<sup>nd</sup> April with some events from HACs. It was suggested that one of the teachers could become an Autism Lead and use the free Autism Education Trust program. The Sub-Committee discussed Pupil Premium noting that in the Infants we have 34 children entitled to Pupil Premium, (6 reception, 12 Year 1 and 16 in Year 2) Across both schools, Classroom monitor is being used to track pupil premium children to ensure they progress as well as they should be.</p>		<i>Infants</i>  <i>Junior</i>
<p><u>Premises</u></p>		<i>Both</i>

	<p>It was reported that there were a few actions from the previous minutes that were still ongoing. Some of the prioritised actions include:  A new fire bell to be installed in the Infant and Junior playground. A decision has yet to be made over the Lockdown and alarm system in the Infant and Junior Schools. A disclaimer sign to be erected to warn parents of the dangers of not using the footpath. Children’s Centre roof is still leaking but this is the Borough’s responsibility. One Infant School pump to be replaced in the boiler house. Computer Suite bars on windows to be checked in the Junior School.</p> <p><u>Children’s Centre Update</u>  The roof is still leaking when there is heavy rain – continue to report to the borough. A Fire Management plan is to be produced. Alarm pad to set the alarm is faulty. New pumps in the Children’s Centre need to be fit for purpose. Discussion on opening times of school in the summer holidays to allow for transition days.</p> <p><u>Infant School</u>  New filament has been fitted in the Nursery boiler. Tree stumps in quiet area need sanding and painting. Year 2 area and Staff Room floor needs replacing. Hand dryer in the ladies needs replacing. Antiquated fuse board in electric cupboard needs replacing. Currently awaiting Southern Electric to replace, possibly over the Easter holidays.</p> <p><u>Junior School</u>  Single male toilet needs painting. Door frames of the boys and girls toilets need painting. Front gate to the car park needs repairing. Discussion about the possibility of a climbing frame.</p> <p><u>Health and Safety</u>  The doors between the Junior new build and the main build are still left open from time to time, despites notices. Pupils need to be informed regularly at assemblies. An incident had arisen where a Junior child had climbed onto the roof. This child is now being monitored by 2 TA’s.</p>		<p>CC</p> <p>Infant</p> <p>Junior</p> <p>Both</p>
4.	<p><b><u>Children’s Centre</u></b>  In Mrs Stanton absence Mrs Soanes confirmed that she had spoken with Mrs Stanton and that she was still in the process of finishing the update timetable.</p>		CC
5.	<p><b><u>Finance</u></b>  <u>Schools Financial Value Standards (SFVS)</u>  Governing Body Members reviewed and agreed both of the Infant and Junior SFVS documents. Mr Evans signed these on behalf of the Governors and took an action to send both documents to Local Authority Finance.  Governors acknowledged the excellent work carried out by Mrs Edwards in producing the Infant SFVS which greatly facilitated the timely production of the Junior version.</p> <p><u>Draft Budgets 2019/2020</u>  Over the last couple of days, both Finance Sub-Committee’s have looked at the draft budget situation for 2019/2020. The budget straddles two academic years; each under the leadership of a different Executive Headteacher who may have different priorities. The objective is therefore to ensure each school’s obligations can be met to end of the Summer Term whilst retaining as much flexibility for the</p>	BE	<p>Both</p> <p>Both</p>

	<p>incoming Executive Headteacher. At this stage, the primary consideration is therefore to demonstrate whether we are likely to have sufficient budget envelope to meet a hypothetical “worst case” scenario. Increases to Pensions and National Insurance contributions have significantly increased costs whilst falling pupil numbers are adversely affecting income. However, offsetting the impact is the healthy carry forward both schools are expecting. Both schools have worked through the scenario and demonstrated that a positive budget can be set for 2019/2020 albeit with a much reduced carry forward. The incoming Executive Head will therefore need to address the cost base of each school from September onwards to avoid potential deficits for 2020/2021. Our next FGB meeting is scheduled for Thursday 16<sup>th</sup> May and we expect to review the Infant and Junior budgets then before their submission to the Local Authority on 31<sup>st</sup> May 2019.</p> <p><u>Service Level Agreements including GSS, HR, LA</u></p> <p>The Finance Sub-Committees had reviewed the Service Level Agreements, including GSS, HR and LA. Whilst we have continued with the current providers for HR and Governor Support the Sub-Committee are aware groups of schools are looking at other providers for these services. Should a viable economic source be identified our Finance Sub-Committee would need to consider whether a change is in our interests given the historical knowledge and close LA links that have been established with the existing providers. Mrs Timmins informed Governors that Harefield Academy use EPM for their HR work. The incoming Executive Head may have access to other resources.</p> <p><u>Terms of Reference</u></p> <p>Both Finance Sub-Committees have agreed a minor amendment to clarify the quorate number of representatives. Previously, this had two definitions of quoracy which implied the School Business Manager was a Governor. The amendment reduces this to one definition that the quorate number is made up of the Sub-Committee Chair, one other Governor and the Executive Head.</p>		<p><i>Both</i></p> <p><i>Both</i></p>
6.	<p><b><u>Pupil Admission Numbers</u></b></p> <p>A report on Pupil Admission Numbers been distributed to all members of the Governing Body prior to this evening’s meeting. Mr Evans informed members that he and Mrs Scott, together with Mrs Taylor and the respective School Business Managers, had met with Mrs Phillips from the Local Authority. Mrs Phillips had reported that inner London schools had already found it necessary to reduce their PAN to avert deficit budgets leading to a growing belief that the problem is linked to the cost of living in London, the increasing costs of running a school and the level of school funding. Mrs Phillips said that outer London schools were now feeling the impact as well. Mrs Timmins informed Governors that the PAN for Harefield Academy had been reduced. All members of the Governing Body agreed that Mr Evans should write back to Mrs Phillips to confirm that a) we want the LA to adopt temporary caps and to apply these to our Reception and Yr4 and b) we want to be placed on a watch list of school adversely impacted by falling pupil numbers and an inappropriate PAN.</p> <p>Mrs Taylor observed that for the reduction in PAN to work, schools must still encourage parents to apply for places even though some would ultimately not be given a place. Mrs Kerse said that she thought Harefield schools are the main choice of parents. Mrs Soanes however pointed out that “New Schools” such as</p>	BE	<i>Both</i>

	those appearing in Rickmansworth appeared to be the preferred choice; parents taking the view that placement at a “New School” would ensure their children receive the best of everything.		
7.	<p><b><u>Headteacher’s Reports</u></b></p> <p><b><u>Juniors</u></b></p> <p>Mrs Taylor had previously distributed the Junior Headteacher’s report to all Governing Body Members. Mrs Taylor informed Governors that the Junior School had 276 pupils currently on roll. 15 pupils had left since September 2018 and 11 children had joined during the same period. There had been no change to the staff structure but 2 new Teaching Assistants had been recruited to work with children with difficult behaviour.</p> <p>The SATS results for 2018 had been included with the targets for this year. Mr Evans asked Mrs Taylor how the targets had been set. Mrs Taylor responded to say that Mrs Lloyd had based these targets on Fischers Family Trust at the end of last year. The standard required for Greater Depth writing is quite a tough challenge. With regards to children with extreme behavioural needs, Mrs Trainor has worked with the LA to arrange for five pupils (4 Year 4 and 1 Year 3) to move to Special Schools which would be better suited to their needs. Mrs Taylor reported that children in the school were a lot more settled. There have been various therapy sessions put in place for pupils under our Pastoral Care, including Lego Therapy, Friends Therapy (for anxiety), Drawing and Talking Therapy and the author of The Book of Beasties (for Mental Awareness) will be coming into school. Filming of these sessions is due to take place in the school on Sunday. Mr Evans and Mrs Scott gave their support to this on behalf of the Governing Body. Mrs Evans asked if Parents had all agreed to this. Mrs Taylor replied that letters had been sent out to the Parents of these pupils. Mrs Taylor said that the next report from Juniors would cover Pupil Premium outcomes. Regarding Child Protection, there had been two reported racist incidents and the Parents of the pupils involved had been informed. With regard to CPD, The Educational Psychologist presented Dyslexia and ASD training. Governors noted three LA’s are completing level 3 Apprenticeship training. The whole school training on Safeguarding had been completed and Mrs Taylor, Ms Evans and Ms Palmer have attended Safer Recruitment training. Governors noted that staff have had two days training through the Inclusion project on Autistic Spectrum Disorder. Mrs Taylor added that there are 17 pupils in the Junior School with Autism being managed; our duty of care to pupils and staff, ensuring there are two TA’s to one child along with individual EHCP.</p> <p>As this would be Mrs Taylor’s final report, following Mrs Lloyds return, the Governing Body thanked Mrs Taylor for the quality and detail of the reports she had provided to governors over the last year.</p> <p><b><u>Infants</u></b></p> <p>Mrs Kerse had previously distributed the Infant Headteacher’s report to all Governing Body Members. Mrs Kerse informed Governors that the Infant School had 266 pupils currently on roll. There had been no change to the staffing structure. Mrs Kerse presented the end of year SAT’s predictions for writing, reading and numeracy for the 71 pupils in Year 2. The combined results for Expected Standard and Greater Depth were 72.5%, 75% and 72.5% respectively. Pupil Premium numbers per class were reported as 16 pupils in Year 2, 12 pupils in Year 1 and 6</p>		<p><i>Juniors</i></p> <p><i>Infants</i></p>





	<p>perspective.  <u>Juniors</u>  There were no accidents to report.</p> <p>In light of the accident involving Mrs Moss, Mrs Scott proposed the adoption of procedures covering the presence of any children on either school premises before school commences. In brief, the procedures required that children accompanying a parent/guardian who is also a member of staff must remain in their parent /guardian’s classroom unless they are joining breakfast club. Otherwise, children coming into the playground from 8am, and not participating in a breakfast club, remain the responsibility of their parents/guardians until 8.45 when the children can leave the playground and go into their classroom where they would come under the responsibility of their class teacher.</p> <p>Governors thanked Mrs Scott for producing these procedures agreed their adoption. Mrs Scott would ensure these procedures are put up onto the School Websites as well as on display in both Schools.</p>	RS	<p><i>Juniors</i></p> <p><i>Both</i></p>
12.	<p><b><u>Any Other Business</u></b>  <u>Update on Recruitment</u>  Mr Evans informed Governing Body members that Mr Sunner has signed the official documentation to become Executive Headteacher to Harefield Infant and Junior School. The onboarding process would now start with Mr Sunner being invited to observe key meetings as well as arranging meetings with Mrs Lloyd in the first instance. In particular, Mr Sunner would need to be briefed about the current school structure and budget pressures. Mr Evans, Mrs Scott, Mrs Lloyd and Mr Sunner would be meeting shortly to agree communications to staff and parents.</p> <p><u>Outcome of Internal Audit Follow-Up</u>  Mr Evans informed governors that the Internal Audit had conducted a follow up visit on 13<sup>th</sup> February and was pleased to inform Governors that Internal Audit had reported “All Outstanding Recommendations were found to be implemented...”. Thanks were extended to Mr Evans and Mrs Scott for their hard work in this matter.</p> <p><u>Lease for the School House</u>  Mr Evans informed Governing Body Members tat the Lease for the School House will expire in May 2020. The Local Authority have advised that the process for renewal should allow at least 6 months before the date of expiry. This would mean that the Local Authority would need to be contacted before 4<sup>th</sup> November 2019. Information will need to be provided on the benefits that have been seen, for example, staff retention, site management, security and income.</p>		<p><i>Both</i></p> <p><i>Juniors</i></p> <p><i>Both</i></p>
	<p><i>Meeting closed at 9.29pm</i></p>		

Signature \_\_\_\_\_  
(Chair of Governors)

Date \_\_\_\_\_