

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 3rd October 2013, 7.15pm, Harefield Junior School

Chair:	Mr B Evans
Headteacher, Infant School:	Mrs B Lloyd
Headteacher, Junior School:	Mr P Dodd

Governors Present:

Dr P Bassill	Mrs L Boden	Mr P Dodd	Mr B Evans
Mrs C Evans	Mrs A Gibson	Mrs M Hassell	Mr S Henderson
Mrs S Hooson-Jones	Mrs B Lloyd	Miss R Penny	Mrs R Scott
Mrs S Soanes	Ms D Sturges-Allard	Mr J Swan	Mrs J Walker

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

		Action
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mr D Chapman, Mrs R Marks and Mrs J Moss. Cllr. H Higgins did not attend.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>Governors completed their 2013/14 Declaration of Pecuniary Interest forms.</p>	
2.	<p><u>Minutes of FGB Meeting Held on 4th July 2013 – Matters Arising</u></p> <p><u>Item 2. (a)</u> Mr Evans advised that Business Recovery Plans for each school are still being developed. Action ongoing.</p> <p><u>Item 2. (b)</u> Mrs Lloyd is still waiting to hear back from ISS Caterhouse about the possibility of funding a new kitchen in the Infant School at an estimated cost of £40k. ISS Caterhouse currently provide the Infant's hot lunches. Mrs Godden is making enquiries to see whether there will be Government grants available to build kitchens linked with the new Government initiative to provide hot lunches for all infant school children. If grants are made available, the school will put together a business plan to include the cost of a cook and the food/outlay to get a kitchen up and running. Action ongoing.</p> <p><u>Item 2 (c).</u> Mr Evans advised that the Governing Body's strategic planning is still ongoing. Action ongoing.</p> <p><u>Item 7.</u> Mr Evans raised the issue of Governor safeguarding training. Mr Dodd and Mrs Lloyd confirmed that staff receive training once a year to update them in key child protection issues. Mrs Hooson-Jones, the Child Protection Governor, advised that she attends child protection training every year and undertakes on-line training</p>	<p>BE/PD BL</p> <p>BL</p> <p>BE</p>

	<p>as well which any Governor could choose to do. It was decided to ask Angela Nixon to run a training session for Governors in the new year, as she did a few years ago, and Mrs Edwards will follow this up with Ron Fowler. Action ongoing.</p> <p><u>Item 14 (a).</u> Mr Henderson confirmed that the arrangements for the firework event are coming along well. Action closed.</p> <p><u>Item 14 (b).</u> Mr Evans has still to write to Nick Hurd MP to raise concerns about the proposed route for the HS2 high speed railway. Action ongoing.</p> <p><u>Item 14 (c).</u> Governors commented on the success of the Junior School summer fayre.</p>	<p>AE</p> <p>BE</p>
<p>3.</p>	<p><u>Election for Chair Governors</u></p> <p>Mr Barrie Evans was the only nominee for Chair of Governors and was voted for unanimously by the Governing Body.</p> <p><u>Election for Vice-Chair of Governors</u></p> <p>Dr Phil Bassill was the only nominee for Vice-Chair of Governors and was voted for unanimously by the Governing Body.</p>	
<p>4.</p>	<p><u>Governing Body Membership</u></p> <p>Mrs Edwards informed Governors about changes to the membership of the Governing Body.</p> <p>(a) Mrs Margaret Hassell, Infant School Assistant Headteacher and SENCO, has joined as Associate Governor. Mrs Hassell takes the place of Ms Keating who has left the Infant School.</p> <p>(b) Parent Governor, Mr Swan, has moved from the Infants to the Juniors, filling the Parent Governor vacancy in the Junior School. His move leaves a vacancy for an Infant School Parent Governor and Mrs Edwards is organising letters to go out to parents asking for nominations.</p> <p>(c) Parent Governor, Mrs Marks, will be resigning from the Governing Body in November. This will leave a vacancy for Parent Governor in the Junior School. Mr Dodd would like to retry asking parents for nominations and Mrs Edwards will organise this after half term.</p> <p><u>Sub-committee Membership</u></p> <p>The current sub-committee membership list was circulated prior to the meeting for them to consider if they would like to make any changes to their sub-committee membership. Mrs Moss will join the Curriculum sub-committee and Mrs Hassell will join the Inclusion sub-committee. Mrs Edwards will update the list accordingly and circulate it to Governors for their reference.</p> <p><u>Sub-committee Structure</u></p> <p>Governors agreed to continue to have two separate terms of reference for the Personnel Sub-committee – ‘Appointments’ and ‘Performance Management and Pay’. Mr Evans confirmed that individuals will not be named in any discussion relating to pay at a sub-committee level.</p>	<p>AE</p> <p>AE</p> <p>AE</p>

	<p><u>Governor Areas of Responsibility</u> The current list of Governor areas of responsibility was circulated prior to the meeting. The following changes were noted:- SEN will be changed to Inclusion, Mrs Gibson will be the Eco Governor for the Junior School. Mrs Edwards will update the list accordingly and circulate to Governors for their reference.</p>	AE
5.	<p><u>Sub-committee Reports</u></p> <p><u>Personnel Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans informed Governors that the sub-committee had met several times in order to work on the pay and performance management policies. The most recent meeting came a long way forward to resolving any outstanding issues. There were no questions arising from the minutes. Mr Evans acknowledged that issues may come up during the year and that the current policies will be reviewed at the end of the year once the annual cycle has been completed. The Governing Body will be kept informed of any developments.</p> <p><u>Finance Sub-committee</u> <u>Junior School</u> Minutes from the Junior School Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes. Mr Evans summarised that half way through the financial year, the Junior School is in a good position being half way through the budget with a carry forward as planned. Mr Evans advised that the Junior School had recently had their local authority financial audit and that the verbal feedback had been very good. The school is still waiting for the written report and will put an action plan together once this is received. Mr Evans thanked Ms Palmer for her hard work in preparing for the audit.</p> <p><u>Infant School</u> Minutes from the Infant School Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes. Mr Evans summarised that half way through the financial year, the Infant School is in a good position being half way through the budget with a carry forward as planned. He reminded Governors that the carry forward includes £23k, the amount remaining from the roof project which distorts the figures. Mrs Lloyd had raised concerns that in the future carry forwards may be clawed back and Mr Evans stressed the importance of having plans in place, set out in the School Development Plan, for those carry forwards.</p> <p>Following discussion at both Sub-committees about the likely deadline for the annual SFVS return, Mrs Edwards advised that this will be mid February and that she will work with Ms Palmer and Mrs Godden to prepare an action plan to make sure that this deadline is met.</p> <p><u>Children's Centre</u> Minutes from the Children's Centre Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes. Mr Evans advised</p>	AE

that although there is currently a surplus of £4k, this money is committed with plans in place on how it will be spent.

Children's Centre Locality Group

Ms Sturges-Allard updated Governors on the progress that has been made with the new lead locality group structure. The initial meeting of the Locality Group Advisory Board was held at the end of September and went very well. Since the meeting the four Children's Centre managers have met to work on project proposals to put forward to Darren Thorpe. These cover a range of different projects including some short term projects and investment in resources. Ms Sturges-Allard gave some examples:

- Having an outreach worker throughout the cluster covering the four Children's Centres.
- Each Centre producing their own website.
- Funding a text messaging service (cheaper than postage) to prompt and remind families about activities at the Centres.
- Two gazebos for locality outreach and summer projects.
- Funding a forces stay & play.
- Updating the sensory library at Coteford which will be available for service users within the cluster.

The aim is for the four Children's Centre to work effectively together to spend the locality group funding effectively. Ms Sturges-Allard plans to meet with the other two lead locality managers shortly and there are plans for all the locality groups to join forces for a borough health promotion day at Winston Churchill Hall in November. Mrs Lloyd commended Ms Sturges-Allard on how well organised the Advisory Board meeting had been, with Mrs Evans providing draft Terms of Reference and Mrs Edwards minuting the meeting.

Mrs Lloyd raised the matter of central procurement for the locality group and how the terms of reference need to set out the criteria for what the lead centre is expected to do. She feels that it may even be necessary for the local authority to employ someone to carry out the central procurement role. From an HR perspective, clear job descriptions need to be established for both external and additional internal posts as well as setting out who is responsible for recruitment.

The short term plan for the Advisory Board is to consider project proposals for the next six months. The long term plan is to develop a locality plan for 2014/15. Both Mrs Lloyd and Ms Sturges-Allard feel that this initiative has real potential but stress that it is still evolving and will involve a huge amount of work. Mrs Lloyd advised that the Advisory Board minutes recorded that at no time would the workings of the locality group incur a cost to the Infant School or a cost that could not be reimbursed. Currently it is difficult to know how much time this initiative will take Both Ms Sturges-Allard and Lucy Charge are keeping a time and motion study but there are also additional things to consider such as having to employ the Children's Centre receptionist for additional hours in order to assist Mrs Charge.

Premises Sub-committee

Minutes from the Sub-committee meeting had been circulated to Governors.

	<p>Mrs Scott advised that both schools are currently compiling a snagging list following on from the completion of their expansion projects.</p> <p><u>Nursery Roof Update</u></p> <p>Mrs Lloyd informed Governors that earlier in the day borough surveyors and a representative from Frencon Ltd had visited the school to look at the issues with the Nursery roof. Mrs Lloyd also took this opportunity to point out the faults in the electrical wiring. The school has now been given the completion books but these do not include any details of insurance cover or warranties i.e. for the boiler, fans, electrical work etc. There are lots of faults with the roof which is not fit for purpose including a faulty design with the lack of overlap in materials, no roofing felt and downpipes not properly placed. The possibility of fitting a temporary tin roof was discussed, at an approx cost of £25k. Mrs Lloyd had stressed during the visit that the school is not concerned with who is responsible, only that something needs to be done as soon as possible. Mrs Lloyd tried very hard to get a timeline from the local authority today but this was not forthcoming. Mrs Lloyd is hoping for an indication from the local authority about what will be done within a week and may have to write to Jean Palmer again if she doesn't hear anything within two weeks. Mrs Lloyd is very concerned that any Nursery closures may impact on pupil numbers and the schools finances as well as it not being fair to working parents. Governors raised the possibility of the local authority using the £23k that is currently sitting against the school's account to fund a temporary tin roof. Mrs Lloyd will contact David Currie at the local authority with this suggestion.</p> <p>Mrs Lloyd and Mr Dodd confirmed that they have received all manuals and warranties from ASHE and that all the work is fully covered, as is the work on the Infant School roof.</p> <p>Governors asked Mr Dodd about the circumstances around the broken window incident in the Junior School and Mrs Scott confirmed that all the windows in buildings adjacent to the playground have safety glass in them.</p> <p>Governors discussed the issue of parking in front of the Junior School car park gates and the gates at the top of the Infant School driveway and how this obstructs emergency vehicle access. Mr Dodd has raised the problem with the local authority under Health & Safety and is awaiting a reply.</p>	BL
6.	<p><u>Children's Centre</u></p> <p>A report to Governors and the most recent Advisory Group meeting minutes had been circulated to Governors prior to the meeting. There were no questions.</p> <p><u>Student Placement</u></p> <p>Ms Sturges-Allard informed Governors that a second year MA Social Work student has begun her 100 day placement at the Children's Centre.</p> <p><u>Service Delivery Plan</u></p> <p>Following changes made by the local authority to the submission timescale and template, the Service Delivery Plan was agreed by the local authority in July, after the last FGB meeting. This continues to be a work in progress and will be reviewed</p>	

	<p>in a months' time. Governors had received a copy of the Service Delivery Plan prior to the meeting and agreed to ratify the document.</p> <p><u>SEF</u></p> <p>Ms Sturges-Allard advised that the SEF has been submitted on time but the local authority now want this transferred onto a separate template.</p>	
7.	<p><u>Finance</u></p> <p><u>Review of Finance Policies</u></p> <p>Both the Infant School and Junior School Finance policies had been reviewed at the sub-committee meetings with just minor changes to signatories due to staff changes and references to Administrative Assistant or Bursar amended to School Business Manager. The Governing Body agreed to ratify the policies with these changes.</p>	
8.	<p><u>Junior School Improvement Plan</u></p> <p>The Junior's School Improvement Plan (SIP) 2013-14 was circulated to Governors prior to the meeting. Mr Dodd explained that the SIP takes into account both government and school issues, linking with the school budget. Mr Dodd highlighted the following points:</p> <ul style="list-style-type: none"> - The SIP begins with the aims of the school. - Annual objectives are set out under different headings including Achievement. Last year 75% of Achievement objectives were met, the other 25% are included in this year's SIP. - Progress in writing was lower than the national threshold and there are plans in place to address this. - Many of the objectives are part of the national agenda. PE looks exciting and the Junior School is working with The Harefield Academy on new plans. - One thing that came out of the recent pupil and parent surveys was the issue of clubs, particularly better provision for the lower years. Playtimes were also mentioned and there are plans to involve the school council with developing playtime activities. - Last year 80% of Teaching and Learning objectives were met, the other 20% are included in this year's SIP. - Last year 85% of Leadership and Management objectives were met. This year objectives include the renewal of the Governor Mark and implementation of the new policy on Teachers Pay and Performance. - Last year 85% of Behaviour and Health & Safety objectives were achieved with a new Behaviour Policy, a new Attendance Policy and completion of the new classrooms (supported by Mr Gadd and Mrs Scott). - This year there are plans to improve safety within school including key pads at school entrances which are already having an impact. - The long term objectives link into the short term objectives. - Last year only 50% of targets were achieved under the Management of Assets due to budgetary constraints half way through the year. There were some successes including the new PPA room and redecorating the school entrance. - This year it is hoped that the plans to upgrade the library will be funded by the Friends of Harefield Juniors and this upgrade has already been supported by a 	

	<p>former member of the Hillingdon library service who has been into school to carry out an audit of the library and is keen to offer further help.</p> <ul style="list-style-type: none"> - There are also plans to upgrade the school to a fully Wi-Fi system and to try and upgrade the school computers as well. - The Management of Assets is split into four priorities – urgent work, essential work, desirable work and long term work. <p>Mr Evans commented on how comprehensive the SIP was and Governors had no questions for Mr Dodd.</p>	
9.	<p><u>Headteacher’s Question Time</u></p> <p>There were no questions from Governors for Mr Dodd or Mrs Lloyd.</p>	
10.	<p><u>Assessments/Inspections</u></p> <p><u>Governor Mark</u> The Governors preparing for Governor Mark reassessment plan to meet fortnightly after half term to review the paperwork and evidence. Mrs Evans has joined the group which currently consists of Mrs Scott, Mrs Hooson-Jones, Mrs Soanes, Mrs Walker and Mrs Edwards.</p> <p><u>Ofsted</u> Mr Dodd advised that Ms Palmer is undertaking a pupil premium review which would be useful information to provide Ofsted inspectors with.</p>	
11.	<p><u>Governor Training</u></p> <p>Mrs Scott has completed the Teachernet online Safeguarding training. Mrs Walker has completed Part 1 of the Introduction to Governance training and is booked onto Parts 2 and 3 later this term. Mrs Edwards has attended the autumn term Clerks Briefing and is also booked onto the Clerking Hearings and Panels training in November.</p> <p><u>Governor School Visits</u></p> <p><u>Junior School</u> Mr Dodd invited Governors on a Junior School Learning Walk from 9am on Friday 13th December. The purpose of the walk will be to look at pupil progress and pupil learning. Mrs Evans attended the School Improvement Day in September.</p> <p><u>Infant School</u> Mrs Evans helped to present Mrs Boden with her Certificate of Achievement for coming third in the national Teaching Assistant competition organised by Teaching Personnel. Mrs Soanes has been helping with gardening club. Mrs Walker assisted with the Year 2 trip to the Lookout Discovery Centre in July.</p> <p>Mr Evans confirmed that both schools would be sending representatives to the</p>	

	<p>2014-15 Schools Funding Consultation Information Sessions being organised by Peter Malewicz, the Finance Manager at the local authority.</p> <p>Mrs Edwards will make arrangements for Governor of the Month visits this term.</p>	AE
12.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Junior School</u> <u>Staff Handbook</u> The Handbook had been circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the Handbook.</p> <p><u>Child Protection Policy</u> The policy had been circulated to Governors prior to the FGB meeting. Mr Dodd confirmed that the policy could be reviewed again if necessary in line with any changes in child protection legislation. The Governing Body agreed to ratify the policy.</p> <p><u>SEN & Inclusion Policy</u> The policy had been circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the policy.</p> <p><u>Complaints Policy</u> The policy had been circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the policy.</p> <p><u>Performance Appraisal Policy</u> The policy had been circulated to Governors prior to the FGB meeting and had been discussed at length by Personnel Sub-committee Governors. The Governing Body agreed to ratify the policy.</p> <p><u>Pay Policy</u> The policy had been circulated to Governors prior to the FGB meeting and had been discussed at length by Personnel Sub-committee Governors. The Governing Body agreed to ratify the policy.</p> <p><u>Infant School</u> <u>Performance Related Pay for Teachers Policy</u> The policy had been circulated to Governors prior to the FGB meeting and had been discussed at length by Personnel Sub-committee Governors. The Governing Body agreed to ratify the policy.</p> <p>Mrs Edwards will draw up a timetable for Governors to advise them when statutory policies are due for review.</p>	AE
13.	<p><u>Record of Notifiable Accidents</u></p> <p>There has been one notifiable accident recorded in the Infant School to date this term, a child with a fractured wrist. This happened accidentally when the child fell over. No other children were involved.</p>	
14.	<p><u>A.O.B</u> <u>Coach Company</u></p>	

Mrs Lloyd informed Governors about an incident she and Mrs Walker had witnessed on a school trip when the coach driver was using two mobile phones whilst driving. Both Mrs Lloyd and Mrs Walker challenged him and asked him to switch them off several times. It transpired that the driver had been sub-contracted by the coach company the school had booked and he informed Mrs Lloyd that he was controller for the day which was why he was using the mobile phones. Mrs Lloyd advised the Junior School of the incident and wrote to the coach company for an explanation. She also informed the police but they did not take any action as the incident had already happened and there was no evidence. Mrs Lloyd did not receive a reply to her letter from the coach company so decided to inform the local authority's health & safety representative who has given advice to schools not to use this coach company and has issued a set of guidelines in reference to using coach companies with instructions to be included in risk assessments. Mrs Lloyd was concerned that the work had been sub-contracted out without the knowledge of the school. She has now written a second letter to the coach company with an expectation of an apology and reassurance that this incident won't happen again. Governors agreed that Mrs Lloyd had done everything that they would have expected her to do and that this was a safeguarding issue.

Fruit Tree

Mrs Evans raised a query about the tree at the top of the Infant School driveway asking what the fruit was on it. Mrs Scott thought it might be a crab apple tree but advised that the fruit was not harmful and that the tree had been there for a long period of time.

Junior School Hot Dinners

Mr Dodd advised that there had only been a small number of responses from parents (9%) to a recent school dinner survey. The survey had asked whether parents would be interested in hot dinners every day for half a term. Of those who did reply, 31% were in favour and 40% were interested but could not commit at this stage. Some Parent Governors wondered whether people felt unable to commit to having hot dinners every day. Mr Dodd emphasised that the purpose of the survey was to simply get an idea of how interested parents might be. The next step will be to look at a few different companies that offer hot dinners, consider what would work for the school and whether it would be financially viable. One of the issues that needs to be considered is whether hot dinners will slow down the lunchtime process and whether alternative lunchtime arrangements may need to be introduced such as split lunchtimes. Mr Dodd would like to be able to offer hot dinners to children in the community who might otherwise not have a hot meal each day and Governors agreed that this is important.

Infant School Hot Dinners

The implications of the new government initiative for free school meals for infant school children was raised by Governors. As mentioned by Mrs Lloyd earlier in the meeting, Mrs Godden is currently putting together a business plan to include the cost of having a kitchen installed, staffing and volumes of orders. If the Infant School could sell meals to other schools as well it would make running a kitchen more viable. Currently the Infant School uses ISS Caterhouse. Other companies

	<p>might charge more for meals without the food necessarily being better and this could impact on parents. Mrs Walker added that parents really like the flexibility of being able to decide on the day whether to order a hot dinner or not.</p>	
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 21st November 2013, 7.15pm, Harefield Junior School.</p>	

Signature _____
(Chair of Governors)

Date _____