

## HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

**Thursday 21<sup>st</sup> November 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 D Chapman	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	Mrs J Moss
Miss R Penny	Mrs R Scott	Mrs S Soanes	Ms D Sturges-Allard
Mrs J Walker			

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mrs R Marks and Mr J Swan. Cllr. H Higgins did not attend.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p>	
2.	<p><b><u>Minutes of FGB Meeting Held on 3<sup>rd</sup> October 2013 – Matters Arising</u></b></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> Two catering companies, including ISS Caterhouse, have now visited the Infant School to measure up for installing a kitchen. Mrs Godden has made enquiries with the DfE but there do not seem to be any grants available for schools to upgrade their kitchens so the Infant School would be unable to put any money towards the cost of installing a kitchen. Mrs Lloyd is meeting with ISS Caterhouse next week to discuss further the possibility of installing a kitchen. In the meantime, she has asked them whether they currently have the capacity to cater for 250+ hot meals daily if most parents take up free school meals in the future and hopes that her request will pre-empt the rush next April, particularly as the school already uses them to provide hot meals. Calculations, to include a cook and the purchase of food, indicate that it would cost just under £100k a year to provide hot meals for 250+ children and that any schools that incurs costs greater than the Government funding would have to pick up the additional costs themselves, not the parents. ISS</p>	BE/PD BL

	<p>Caterhouse have promised to keep costs at the same level as the Government funding in order to keep their customer base but Mrs Lloyd warned Governors that the school could find itself in a position where it has to put money towards something that it hadn't even budgeted for a year ago. There are strict guidelines relating to providing school meals which could prohibit companies offering cheaper costs. Mrs Walker asked whether there might be additional menu options with an increase in numbers and whether choices could be selected prior to ordering but Mrs Lloyd was unable to answer this question at this early stage. Mrs Lloyd did confirm that ISS Caterhouse can already cater for special dietary requirements e.g. Halal meat. Mrs Lloyd advised that she is making the assumption that most parents will take up the offer of free school meals. Mrs Evans suggested that it may be advisable to work on the basis of 80% taking up the offer. Action closed.</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 2 (d).</u> Mrs Edwards confirmed that she will organise a Governor Safeguarding training session through the Governor Support Service in the new year. Action closed.</p> <p><u>Item 2 (e).</u> Mr Evans circulated a copy of the letter he has written to Nick Hurd MP raising concerns about the proposed route for the HS2 high speed railway and the impact this may have on the schools. Action closed.</p> <p><u>Item 4 (a).</u> Mrs Edwards advised that despite some initial interest, no nominations had been received for the Infant School Parent Governor vacancy. Letters have just been sent out to Junior School parents for the Junior School Parent Governor vacancy with a deadline of early December. Governors discussed ideas to try and encourage parents to apply for the vacancies. These included:</p> <ul style="list-style-type: none"> <li>- Governors speaking to parents directly, possibly at events which are already happening in school e.g. curriculum evenings, parents evenings or a special Governor information evening.</li> <li>- Targeting parents new to the school, the Friends, volunteers.</li> <li>- Re-advertising the vacancies in the school newsletters.</li> <li>- Sending out a different, less formal type of letter to include the opportunity to meet with current Parent Governors to find out more about what's involved.</li> </ul> <p>Action ongoing.</p> <p><u>Item 4 (b).</u> Governors agreed to renew the four year term of office for Associate Governor, Cllr Henry Higgins. Action closed.</p> <p><u>Item 4 (c).</u> Mrs Edwards had circulated amended versions of the Sub-committee Membership list and Governors Areas of Responsibility to Governors. She advised Governors of one further amendment – Mrs Moss will now only be a member of two Sub-committees, Curriculum and Finance. Action closed.</p> <p><u>Item 5 (a).</u> Mrs Edwards has made appointments with Ms Palmer and Mrs Godden to review last year's SFVS submission. The official deadline is March 31<sup>st</sup> 2014, however to enable Schools Finance to review and discuss any changes with schools, paperwork must be returned to the local authority by 14<sup>th</sup> February 2014. Governors will therefore need to discuss the resubmission documents at the next Finance Sub-committee meeting, presenting details of this to the FGB meeting on 30<sup>th</sup> January 2014 for ratification prior to sending to the local authority. Action ongoing.</p> <p><u>Item 5 (b).</u> Mrs Lloyd confirmed that remedial work has now started on the</p>	<p>BE</p> <p>AE</p> <p>AE</p>
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	<p>Nursery and Children's Centre roof. Action closed.</p> <p><u>Item 12.</u> Mrs Edwards advised that work on a Governing Body statutory policy timetable is still ongoing. Action ongoing.</p>	AE
3.	<p><b><u>Children's Centre</u></b></p> <p>A report to Governors and the most recent Locality Group Advisory Board meeting minutes had been circulated to Governors prior to the meeting. There were no questions. Ms Sturges-Allard was very pleased to inform Governors that the funding for the locality group projects had been agreed by the local authority apart from the FMS training for Mrs Charge, the Children's Centre Office Manager. Darren Thorpe has advised that this is because only school staff should have access to the FMS system. An action plan is already in place, the procurement process for the locality has now begun and in addition to these projects, Children's Centre Managers, line managers and Advisory Board members have being offered Ofsted training in January, funded by locality groups 2 and 3. This year's funding must be spent by the end of March and it is likely that the locality outreach worker will only be in post for the last two months of this financial year. Mrs Evans commented on this good outcome and how this represented an awful lot of work on the part of Ms Sturges-Allard.</p> <p><i>Note. Ms Sturges-Allard left the meeting.</i></p>	
4.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Curriculum Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes. The Curriculum Sub-committee Terms of Reference were signed off by Mrs Evans, Curriculum Chair, further to review and amendments at the Sub-committee meeting on 8<sup>th</sup> November 2013.</p> <p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes. The Inclusion Sub-committee Terms of Reference were signed off by Mrs Boden, Inclusion Chair, further to review and amendments at the Sub-committee meeting on 8<sup>th</sup> November 2013.</p>	
5.	<p><b><u>Finance</u></b></p> <p><u>Junior School Local Authority Financial Audit</u> Mr Evans advised that the Junior School has now received the full report and action plan following the recent local authority financial audit. The corrective actions are straight forward and most are already in hand. The progress of the action plan will be reviewed by the Finance Sub-committee in January. In the meantime, Mr Evans suggested that the action plan be circulated to Governors for information.</p> <p><u>Finance Policies</u> Following their review by the Finance Sub-committee, amendments and authorised</p>	AE

	<p>signatures had been completed for both the Infant School and Junior School Finance Policies. Further to their ratification at the October 2013 FGB meeting, Mr Evans signed off both policies.</p> <p><u>2013 Best Value Statements</u> Both the Infant School and Junior School Best Value Statements were signed off by Mr Evans.</p> <p><u>External Audit of Private School Funds</u> Mr Evans signed off the external audit of the 2012/13 Infant School Private School Fund. The 2012/13 Junior School Private School Fund is ready for external auditing and will be signed off at the next FGB meeting.</p>	
6.	<p><b><u>Infant School Development Plan</u></b></p> <p>The Infant’s School Development Plan (SDP) 2013-16 was circulated to Governors prior to the meeting. Mrs Lloyd highlighted the following points:</p> <ul style="list-style-type: none"> <li>- All staff contributed to the SDP including every subject leader.</li> <li>- The SDP will be evaluated as part of staff’s performance management.</li> <li>- The SDP has been costed out including releasing staff around specific tasks.</li> <li>- The SDP includes overall targets for the year which tie into the SEF, which is currently being updated, and the Ofsted action plan.</li> <li>- The first year of the three year action plan is the focus for this current year.</li> <li>- It will be important to monitor the impact the SDP has on pupil progress.</li> <li>- Priorities include strengthening subject leadership and developing the PE curriculum but all curriculum subject areas are included in the SDP.</li> <li>- The SDP ties everything together and ensures stronger leadership of all subjects across the school. This is an Ofsted target and staff have focused on how they can move their subjects forward including looking at costings.</li> <li>- Staff have worked hard to produce this exciting plan and the evaluations will be interesting. It will be interesting to track the progress of the children to see the impact every subject teacher has, linking this back to their performance management.</li> </ul> <p><i>Governor Comments</i> Mrs Evans was pleased to see that music was included in the SDP.</p> <p>The SDP is available on disk from Mrs Edwards if Governors wish to download it.</p>	
7.	<p><b><u>Surveys</u></b></p> <p><u>Infant School</u> Mrs Lloyd advised that earlier in the term an After School Club provider had approached the school to undertake a survey of parental demand for childcare amongst Infant School parents. The school received 37 replies and the summary of the results of the survey were circulated to Governors. Only a third of the respondents currently use child care but the survey does give an indication of how parents feel. The cost bands set out in the survey started at £10 - £12 per session.</p>	

Mrs Lloyd would be happy to look at providing the school as a base for an After School Club provider but feels it would not be cost effective for the school to staff and run their own After School Club. The Breakfast Club breaks even on food but staffing costs are paid for using pupil premium funds. When the Junior School ran an After School Club a few years ago the take up was very poor and the cost of each session was less than indicated in this survey. Governors felt that parents who use child minders are reluctant to use After School Clubs as they need to have child care in the holidays as well. After School Clubs also do not always provide the flexibility that parents need, such as child care for a short period of time. The After School Club provider who asked for the survey has not got back in touch with the school yet.

### Junior School

Mr Dodd circulated to Governors the reviews of two recent surveys – a pupil survey and a parents’ survey, both conducted in July 2013, reminding Governors that they provide a snapshot of a moment in time.

#### *Pupil Survey*

Mr Dodd summarised the results of the pupil survey highlighting that the surveys had been completed anonymously by children in last year’s classes. The children were very positive about the school with a high percentage of pupils rating education, how caring the school is and feeling safe as very good. The percentage scores for an exciting curriculum and after school opportunities were a little lower but still good although playtimes did not score well. The results showed that the further up the school pupils were, the more positive they felt about after school opportunities. When asked what the school does well 128 children picked teaching and learning, a very good number, with other areas doing well including clubs (particularly for the older children) and rewards. Things that pupils felt could be done better included playtimes and equipment, clubs and more sport and cheaper events. The school has addressed the matter of after school opportunities and clubs with an increase in the number of clubs running both at lunchtime and after school to include science, keyboard, brass, recorder, violin, guitar, singing, football, karate, Taekwondo and chess. Mrs Evans asked whether there are any issues with some children not being able to access clubs where there is a charge? Mr Dodd advised that the school does try to address this with pupil premium funds.

#### *Parents’ Survey*

Mr Dodd summarised the results of the parents’ survey which 56 parents returned, highlighting that generally the numbers involved were a small percentage of parents. The largest response in things that the school does well in was 44 for teaching/learning/staff and being approachable. The areas that the school could do better in included hot meals, sports day, sports/clubs and outdoor learning and use of the field. The school is addressing some of these matters. There are plans to start hot meals in the spring term. Miss Pearce, the PE Co-ordinator, is drawing up clear plans for sports day next summer including a reserve date. It is not always easy to use the field for outdoor learning, particularly in the winter when conditions are muddy. There is some greenery in the playground which the children do have access to. The School Council will be given some funds to use to develop playground activities and school council members can then promote their ideas to the rest of the school.

	<p><i>Outdoor Learning</i></p> <p>Mrs Lloyd added to the discussion about outdoor learning by updating the Governing Body on the progress of the Forest School. Some staff have now completed the Forest School training, which includes first aid. Forest School classes must be delivered by staff who have been trained. Junior School children and staff will also be able to visit the Forest School. It is a very exciting project with six week blocks of lessons, for year 2 initially, with the ultimate aim that children from Reception upwards will use the Forest School, building on their skills year on year. Facilities will be available on the field including a composting toilet. The first lessons will start in January and this long term project will develop over time including the links with the Junior School.</p>	
8.	<p><b><u>Headteacher’s Written Report</u></b></p> <p><u>Junior School</u></p> <p>Mr Dodd highlighted a number of items from his written report including the following:-</p> <p><i>Staffing.</i> A new teacher will be joining Class 4/5 MD in order to release Mrs Mahajan to concentrate on her inclusion role.</p> <p><i>GTP Programme.</i> Both of last year’s GTP students are doing well in their new teaching posts with Miss Evans working at Harefield Junior School.</p> <p><i>Finance.</i> The local authority’s three day finance audit took place in September and went very well.</p> <p><i>Premises.</i> The school has completed the new PPA room and the Inclusion Room has moved to the old music room which is a more spacious area.</p> <p><i>Attendance.</i> The school continues to have very strong attendance figures.</p> <p><i>Performance Management.</i> There has been really positive feedback about the TA performance management training and there is still more training planned.</p> <p><i>Health &amp; Safety – Firework Evening.</i> Mr Dodd thanked Mrs Scott and the Friends of Harefield Juniors for supporting the Firework Evening. This involved a lot of work and the Friends from both schools worked well together. It was an excellent event which raised £400 for the school.</p> <p><i>Pupil Voice.</i> Elections have taken place for this year’s house captains and school council members and Earth House won a specially designed cup for having the most overall House scores last year.</p> <p><i>Coming Up.</i> Governors are welcome to attend any of the events coming up marked with an asterisk.</p> <p><i>Friends of Harefield Juniors.</i> Mr Dodd particularly thanked the recently formed Friends of Harefield Juniors for organising the Summer Fayre and all the Christmas events they have planned. This is a huge time commitment for this group of parents.</p> <p><i>Child Protection.</i> Mr Dodd informed Governors of an incident that had happened out of school where some unkind things were written on a social networking site about a pupil. As part of the school’s safeguarding procedures, Mr Dodd informed the police who will be coming into school to talk to the children about cyber-bullying.</p> <p><u>Governor Comments</u></p> <p>Mr Evans asked when it was likely that the Junior School would run three forms</p>	

across each year group throughout the school? Mr Dodd explained that this was very much dependent on the numbers of pupils coming through from the Infant School. There was an acknowledgement that this is a real issue for the school as it is financially difficult to get economies of scale but a mixed year group is not necessarily what the school would choose. Mr Evans informed Governors that he had attended a recent Schools Places Planning Seminar run by the London Borough of Hillingdon which indicated that pupil projections were rising. Governors asked how many Junior School children move up to the Harefield Academy and Mr Dodd advised that almost all of last year's Year 6 went on there with a few children going elsewhere due to moving out of the area, siblings attending a different school or moving on to a church school. There is an automatic transfer to the Junior School for Harefield Infant School children. Mrs Lloyd advised that there are currently 81 children in year 2, 91 children in year 1 but less this year in Reception with 72. This illustrates the issue of numbers going up and down. As a village school, Governors expressed concerns that children from other areas might be transported into the village to attend school if classes have spaces available.

#### Infant School

Mrs Lloyd highlighted a number of items from her written report including the following:-

*Pupil Numbers.* There are currently 56 children in the Nursery with 12 more joining in January as the school is now taking children once they are three in order to boost funding and following requests from parents. There are 72 children in Reception with three class teachers and 91 children in year 1 with another child making an appeal for a place. Additional children over 30 in a class impact in various ways e.g. additional tables are needed, more children using facilities such as toilets. There are 81 children in year 2.

*EAL.* There are more children joining the school who speak no English.

*GTP Student.* Having a GTP student this year is working well for the school.

*Children's Centre Manager.* There are five very good applicants for the Children's Centre Manager's post and interviews will be held on 5<sup>th</sup> December.

*Continuous Professional Development (CPD).* CDP has been linked to the School Development Plan and staff targets.

*Performance Management.* All staff have had their performance management and are now working towards their targets that have been set.

*Attendance.* Attendance is still an issue and a number of families have been fined for non-attendance on the advice of the borough's Educational Welfare Officer.

Mrs Boden and Mrs Marriott meet every day to review attendance. These actions show that the school is doing everything it can to improve attendance. Good attendance is rewarded with certificates, badges, the class CEDRIC bear and small attendance bears for 100% annual attendance. There are a number of parents who are dealing with asthma. The school needs to build up a level of trust with these families, work that is gradually done from Reception through to year 2. Younger children cope less well with illness and there are also attachment issues with parents to address.

*Match Funding.* All match funding has now been spent for phonics and staff have undertaken the mandatory training.

*Routes to Roots Competition.* The school came joint first in the Routes to Roots

competition run by the National Traveller Association and there are plans to hold a celebration event in school in the new year.

*Pupil Progress Meetings.* Staff have met with Mrs Lloyd and the Assistant Headteachers to discuss pupil progress and this has included looking at interventions for Gifted and Talented children. There have been three learning walks this term focusing on Science, Design and Technology and general standards.

*The Friends.* There was very positive feedback from parents about the joint Friends firework event and funds raised from the summer fayre were used to purchase new picnic tables and a buddy bench for the playground.

*PE.* Philippa Constable, the school's sports partner from The Harefield Academy, has been into school to work with Miss Frost who is developing PE this year. The school have bought into the Gold package and are working as part of a cluster with Harefield Junior School, Glebe, BWI and Breakspear Schools. There will be a showcase event for each year group across the school next summer.

*Able, Gifted and Talented.* Mrs Kerse is working towards achieving the NACE award next summer and the assessor visited the school earlier in the term.

*Inclusion.* Mrs Hassell is working towards an Inclusion Award.

*Nursery Quality Audit.* The Nursery was visited by an assessor from the local authority to inspect all aspects of provision. The assessor loved the practice in the Nursery and Miss Frost has been invited to join the local authority's group that helps other settings achieve success.

*2012-13 Results.* Overall Mrs Lloyd was pleased with the SATs results although writing was lower than the school would have liked. The national Foundation Stage data is not available yet although the school's total points for the cohort of 30.8 compares favourably with the local authority's score of 30.9. This was the first year of the new profile and there has been some confusion nationally as to how to assess pupils as exceeding with low scores nationally and in Hillingdon. There will be further clarification and training around this.

*Ofsted Action Plan.* As part of the Ofsted Action Plan boy friendly topics are still being used to try and narrow the gap between boys and girls.

*Bereavement.* A bereavement register has been set up this term as there are ten children in school at the moment who have lost a close family member.

*Exclusions.* There have been no exclusions this term and Philipa Constable commented on the excellent behaviour in school on her recent visit.

*Premises.* The carpeting in Red and Green class has now been completed. The Friends have a new shed for storage. Work has begun on the Nursery and Children's Centre roof and Mrs Scott congratulated staff on how well they have worked to accommodate this building work at such short notice.

*Child Protection.* The school's child protection team has been strengthened to now include Mrs Lloyd, the two Assistant Headteachers, Mrs Boden and Mrs Hood (Welfare). They all meet together as a team with Mrs Boden recording and tracking any issues.

**Headteacher's Question Time**

Mrs Soanes asked how both schools work with ethnically diverse families to encourage parents to allow their children to participate in school activities such as outings, whole school celebrations or school journey?

**Infant School**



	<p>Mrs Lloyd advised that in the Infant School the procedure for school outings is that letters and consent forms are sent out in the first instance. If a child does not return their consent form, Mrs Boden will contact their parents to discuss any concerns and provide reassurance. This approach seems to be effective and the Infant School have found attendance on school trips to be high. The school has worked closely with Traveller families over the past few years to build up their confidence when taking their children on school trips. Initially parents would be invited to come along on the trip, then the Children’s Centre’s Parent Support Worker Sally Barter. The school is now at a stage where Traveller families are happy for their children to be looked after by school staff who, if necessary, can contact parents halfway through the outing to provide additional reassurance. A similar process is followed with families related to religious belief. Provision is made for children who don’t participate in collective worship and the parental right to withdraw a child from collective worship is set out in the school’s RE policy. The school celebrates a variety of different religious festivals and occasions. Mrs Lloyd stressed that the key is making sure that there is a conversation between the school and the family and the school finds that parents appreciate this approach.</p> <p><u>Junior School</u></p> <p>Mr Dodd advised that the majority of children do take part in school outings although there have been occasions in the past when some Traveller children did not go on the school journey. Mr Dodd informed Governors that the numbers for this year’s school journey are quite low and the school will be following this up with parents although he thinks the key thing might be the cost of the trip. There is some help available for parents through the Uxbridge United Welfare Trust which the school could recommend to families. Mr Dodd feels that the school has amazing links with the Traveller community and has been very impressed by what he has seen. Governors commented on the work done by former Governor, Sally Barter and how her work has formed a foundation for the links the schools have with the Traveller community today.</p> <p>Mrs Evans asked how both schools inform parents of their right to withdraw their children from acts of worship and RE lessons and what measures are in place to support these children?</p> <p><u>Infant School</u></p> <p>Mrs Lloyd advised that the school’s RE policy informs parents of their rights to withdraw their children from collective worship and that the policy can be found on the school website. She also discusses collective worship with parents when giving parent tours. If children are withdrawn from collective workshop, they remain with a teaching assistant but the school would work very hard with a family to provide reassurance rather than have a child removed from an RE lesson as the lessons are educational, not about conversion.</p> <p><u>Junior School</u></p> <p>The Junior School also informs parents of their rights to withdraw their children from collective worship in the school’s policies. Mr Dodd advised that the key is communication with parents who are usually very reasonable and that if children do not attend singing assembly they will have work set instead.</p>	
9.	<b><u>Assessments/Inspections</u></b>	

	<p><u>Governor Mark</u> The Governors preparing for Governor Mark reassessment are now meeting fortnightly to review the paperwork and evidence. As yet the Governing Body has not received any notification about reassessment but Governors are working towards a mid March deadline which would be three years on from the first assessment.</p> <p><u>Junior School Basic Skills Award</u> Miss Penny is currently preparing for the Basic Skills assessment, with the self assessment due on 5<sup>th</sup> December and the assessor's visit scheduled for 10<sup>th</sup> December. The Junior School first achieved the award in 2001 and has been renewing the award every three years since then. Miss Penny has met with Mrs Moss who has just completed the Basic Skills Award for the Infant School and Mrs Evans is supporting her as well as Junior School staff. Mrs Evans stressed that Governors should not underestimate the work involved in achieving this award.</p>	
10.	<p><b><u>Governor Training</u></b></p> <p>Mrs Edwards attended General Principles of Clerking Hearings and Panels training. Mrs Soanes attended a one day RHS course – School Gardening, Realising the Growing Potential. She also attended the Hillingdon Governors Termly Meeting on 24<sup>th</sup> Oct 2013.</p> <p>Both Mr Henderson and Mrs Walker have completed their Introduction to Governance training.</p> <p>Mrs Boden, Mrs Moss and Mrs Hassell attended ‘Young Minds’, a one day conference about mental health.</p> <p>Mr Evans attended a Schools Places Planning Seminar run by the London Borough of Hillingdon.</p> <p>Mrs Evans watched three Schoolsworld.tv Governor online training videos:- Primary RE - Being Reflective, Teaching Assistants - HLTA standards and Equalities Education.</p> <p>It was suggested that other Governors might like to watch some Schoolsworld.tv online training videos covering Equalities legislation, Child Protection and Safeguarding. Mrs Edwards will circulate the details to Governors.</p> <p><b><u>Governor School Visits</u></b></p> <p><u>Junior School</u> Mrs Evans, Mr Henderson and Mrs Soanes reviewed Raise Online data with Mr Dodd. Mrs Evans was interviewed by pupil ‘reporters’ from the Junior School newspaper. Mr Dodd has had a good response from Governors wishing to join the Junior School Learning Walk on 13<sup>th</sup> December. Mr Henderson, Mrs Soanes and Mrs Walker will be visiting the Junior School on 29<sup>th</sup> November to look at PE provision.</p> <p><u>Infant School</u></p>	AE

	<p>Mrs Walker attended the Harvest Assembly. Mr Henderson, Mrs Soanes and Mrs Walker will be visiting the Infant School in the new year to look at PE provision. Mrs Edwards will finalise the arrangements.</p>	AE
11.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Infant School EAL Policy</u> The Infant School EAL Policy had been reviewed by Inclusion Sub-committee Governors and circulated to all Governors prior to the FGB meeting. The Governing Body agreed to ratify the policy.</p>	
12.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p>There have been no notifiable accidents recorded in the Infant School or Junior School to date this term.</p>	
13.	<p><b><u>A.O.B</u></b></p> <p><u>Thank You</u> Mr Evans thanked Mrs Marks for her service on the Governing Body.</p> <p><u>Junior School Flag</u> Mr Evans suggested that the Junior School might need a replacement flag at the front entrance.</p>	
	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 30<sup>th</sup> January 2014, 7.15pm, Harefield Junior School.</p>	

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

Date \_\_\_\_\_