

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

**Thursday 15<sup>th</sup> May 2014, 7.15pm, Harefield Infant 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 M Hassell	Mr S Henderson
Mrs S Hooson-Jones	Mrs B Lloyd	Mrs J Moss	Mr S Niranjana
Miss R Penny	Mrs R Scott	Mrs S Soanes	Ms L Stanton
Mr J Swan	Mrs J Walker		

Clerk: Mrs A Edwards

The meeting was preceded by a Safeguarding for Governors training session presented by Andrea Nixon, Lead Education Child Protection Officer and Janice Altenor, Local Authority Delegated Officer from the London Borough of Hillingdon.

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Apologies were received from Mrs A Gibson, Cllr. H Higgins and Mrs P Leggeat.</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 13<sup>th</sup> March 2014 – Matters Arising</u></b></p> <p><u>Provision of School Meals Update</u> Tracie Bushell, the local authority's Procurement Officer, will be meeting with Mrs Lloyd and Mrs Godden next week to evaluate the final bids that have been received from companies interested in tendering for the Infant's school meal provision. Mrs Edwards advised that Mrs Evans, Chair of the Food Policy Sub-committee, will be attending the meeting. Mrs Scott also expressed an interest in attending and Mrs Edwards advised that Mr Evans had also suggested inviting a Parent Governor to the meeting and Mrs Walker and Mrs Leggeat have been invited to attend as well.</p> <p><u>Item 2. (a)</u> Mr Evans has now received Business Recovery Plans from both schools. Action closed.</p> <p><u>Item 2. (b)</u> The Governing Body's strategic planning is still ongoing. Action ongoing.</p> <p><u>Item 2. (c)</u> Mr Dodd advised that the Investors in People assessor will be coming into the Junior School next week and that part of the visit will include a staff well-</p>	BE

	<p>being survey. Mrs Lloyd advised that the Infant School will be carrying out a staff well-being survey after half term. Action closed.</p> <p><u>Item 2. (d)</u> Mr Dodd advised that Miss Baines will be looking into different options for the school journey for next year and that Ms Palmer is looking into different funding options. Action closed.</p> <p><u>Item 2. (e)</u> Mr Evans will discuss with Ms Palmer what training she could provide the Governing Body with. Action ongoing.</p> <p><u>Item 2. (f)</u> Mrs Edwards sent Mrs Scott the Confidential Reporting/Whistle-blowing Policy for each school. Action closed.</p> <p><u>Item 2. (g)</u> Mrs Scott advised that amendments to the Infant School Health &amp; Safety policy relating to shouting and verbal abuse are in hand. Action closed.</p> <p><u>Item 2. (h)</u> Reconstitution of the Governing Body will be discussed under agenda item 7. Action closed.</p> <p><u>Item 2. (i)</u> Mr Dodd has raised the problems relating to parking in front of the Junior School entrance with Cllr Henry Higgins when he met him in March. Action closed.</p> <p><u>Item 8.</u> The Annual Governance Statement is ready for ratification and will be discussed under agenda item 8. Action closed.</p> <p><u>Item 9. (a)</u> Mrs Edwards and Mrs Hooson-Jones are in the process of evidence gathering for Governor Mark. Action closed.</p> <p><u>Item 9. (b)</u> The NACE (National Association for Able Children in Education) Assessor will be making their final assessment on 3<sup>rd</sup> July for the Challenge Award. The assessor has advised that this will be a very rigorous assessment as the school has been graded as Good by Ofsted. Mrs Hooson-Jones, the Gifted &amp; Talented (G &amp; T) Governor has met with Mrs Kerse, the Infant School G &amp; T Co-ordinator. Action closed.</p> <p><u>Item 10.</u> Mrs Edwards was able to confirm that the RAISEonline training from Babcock 4S was free of charge and Mr Evans, Mrs Boden and Mrs Hassell attended the training session. Action closed.</p> <p><u>Item 11.</u> Mrs Hooson-Jones, G &amp; T Governor, will access the latest version of the Infant School's More Able, Gifted and Talented Policy from the school's website. Action closed.</p> <p><u>Item 13.</u> Mrs Edwards confirmed that Ms Denise Sturges-Allard had been informed of the Governing Body's thanks for her work as Acting Children's Centre Manager. Action closed.</p>	BE
3.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Premises Sub-committee</u> Minutes from two Sub-committee meetings had been circulated to Governors. <i>26 March 2014</i></p> <p>Mr Dodd advised that the Lockdown procedure has now been explained to all the Junior School children and that a letter about the policy has been sent to parents. Mr Dodd advised Governors about how sensibly the children had responded to the procedure and that some of them had asked for a run through which will be held on 6<sup>th</sup> June.</p> <p>Mrs Lloyd confirmed that the Reception playground has now been completed and is being used by the children.</p>	

*2<sup>nd</sup> April 2014*

Mr Evans explained that a smaller committee had met to discuss the ongoing problems with the Children's Centre roof. Mrs Lloyd advised that further to this meeting, Frencon Ltd and David Currie, the borough's surveyor, had come back again earlier this week to look at the roof. They stated that the leak outside the school office is part of the main Infant School roof project. However a recent report provided by Colin Volker, the architect for this project, clearly states that this leak is occurring in the area that is part of the Children's Centre build. Frencon Ltd had originally thought that two of the roof lights were causing the leaks but now they believe the problem is due to a metal bar that is going across the roof linked to the guttering and they are now looking into this further and the school is waiting for their response. In the meantime maintenance of the guttering has been increased to every half term to ensure that the gutters are always kept clear and that they can't be blamed for any leaks. Dampness in the Children's Centre continues to be an issue. Although writing to Jean Palmer was discussed at the meeting, Mrs Lloyd is waiting to do this at the moment as Frencon Ltd are currently in the process of trying to resolve the problem. Mrs Soanes stressed how important it is to resolve the issues around inadequate heating of the Centre before next winter. Mrs Lloyd advised that the boiler has been checked and has been passed as fit for purpose but Governors acknowledged the 'catch 22' situation that the Centre is currently in whereby the damp atmosphere cools down the building and there are missing ceiling tiles which can't be replaced until the leaks are repaired. This makes it difficult to monitor accurately just how effective the boiler and heating really is. Governors suggested moving services elsewhere if the building is not fit for purpose by the winter but Ms Stanton advised that this would have budget implications for the Centre.

Personnel Sub-committee

Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans explained that the emphasis of the meeting had been to go through the performance management process with both schools. He stressed that the Governing Body has a responsibility to ensure that performance management procedures are adhered to. Governors at the meeting had considered objectives set, discrimination, staff feedback and support. Although there are minor differences between both schools Mr Evans confirmed that sound procedures are in place. In terms of evidence the Governing Body will need to see anonymised evidence of where staff are in terms of performance. In the autumn term each school's performance management policy will be reviewed to see if any changes need to be made. The Governing Body will consider the outcomes of the performance management procedure and Mr Evans advised that the Governing Body should ensure that some Governors were trained in how to carry out appeals if they arose.

Finance Sub-committee

*Infant School*

Minutes from two Sub-committee meetings had been circulated to Governors, 14<sup>th</sup> February 2014 and 8<sup>th</sup> May 2014. Mr Evans highlighted that the setting of the budget for 2014-15 had involved using some of the carry forward which is an indication that the school is not able to work within the delegated amount that it

	<p>receives. This situation is likely to continue and may result in the Governing Body having to look at structural changes.</p> <p><i>Junior School</i></p> <p>Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans highlighted the carry forward surplus of just over 8%.</p> <p><i>The Friends</i></p> <p>Governors thanked the Friends of both schools for the money they have raised and contributed to different projects. Mrs Lloyd and Mr Dodd commented on the great work the Friends do for both schools.</p> <p><i>Children's Centre</i></p> <p>Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans commented on the challenge for Ms Stanton in managing both the Children's Centre budget and the locality group budget. As the lead Centre, Harefield Children's Centre is relying on the other Centres within the group to provide their figures in order to feed them into the locality group budget. This year individual Children's Centres will only receive direct funding for premises and staff salaries. Funding for everything else will come through the locality budget. This is a new way of working and distributing funds. Mr Evans highlighted the discussion that had been had at the meeting relating to the £11k premises fee that is paid to the school and whether this is a realistic amount. This figure is set by the local authority but it was agreed that the school would try to get a better idea of what the actual costs are. This would be useful information to have which might need to be considered in the future.</p>	
4.	<p><b><u>Children's Centre</u></b></p> <p>Matters relating to the Children's Centre premises and budget had been discussed by Governors under agenda item 3.</p>	
5.	<p><b><u>Finance</u></b></p> <p>The 2013-14 budgets were ratified by the Governing Body under item 12.</p>	
6.	<p><b><u>Headteacher's Questions</u></b></p> <p>There were no questions for Mr Dodd or Mrs Lloyd from Governors.</p> <p>Mr Evans referenced recent research relating to the different ways staff are addressed by pupils in schools and Governors discussed how this depends on the context of the school with the emphasis on being respectful.</p>	
7.	<p><b><u>Re-constitution of Governing Body</u></b></p> <p>Mrs Edwards reminded Governors of the legal requirement for all Governing Bodies to be constituted under the 2012 Constitution Regulations by September 2015. Mrs Edwards has researched and sent Mr Evans the latest guidance from the DfE which includes changes in Governor categories and numbers of Governors. Governors had previously discussed setting up a group of Governors to start</p>	

	looking at re-constitution and Mrs Edwards will find out which Governors are interested in joining this group and arrange a meeting next half term.	AE
8.	<p><b><u>Annual Governance Statement</u></b></p> <p>The 2013-14 Annual Governance Statement was ratified by the Governing Body.</p>	
9.	<p><b><u>Governing Body Membership</u></b></p> <p><u>Renewal of Terms of Office</u> Mrs Edwards advised that Dr Bassill, Community Governor, has renewed his term of office for another four years.</p> <p><u>Resignation</u> Mrs Edwards advised that Miss Penny will be resigning from her position as Staff Governor for the Junior School at the end of this academic year.</p>	
9.	<p><b><u>Assessments/Inspections</u></b></p> <p><u>Governor Mark</u> Mrs Edwards advised that the application for Governor Mark must include all evidence including the evidence grids and impact statements. These have now been sent to Mr Evans, Mr Dodd, Mrs Lloyd and Mrs Boden for feedback. Mrs Edwards and Mrs Hooson-Jones are now working on the final evidence gathering. The timescales of the application process could mean that the assessor may not visit until the autumn term.</p> <p><u>Children's Centre Ofsted Inspection</u> The Children's Centre had an Ofsted inspection the week of 28<sup>th</sup> April and is currently waiting for the official report. The findings so far in terms of the Children's Centre are very good. The inspectors were very complimentary about the Centre's work with the Traveller community and young parents. The main improvements are from a local authority perspective including improved data, sharing information between agencies in order to plan services and monitoring progress. Further to the Inspection, Mrs Lloyd has advised the Governing Body not to sign the Service Level Agreement as there are issues around responsibilities the local authority is putting onto the Governing Body. Governors congratulated Ms Stanton and her team for their hard work.</p> <p><u>Infant School Green Flag Award</u> Mrs Lloyd informed Governors that the Infant School had been awarded the Eco Schools England Green Flag Award and thanked Miss Cooper, the children and volunteers who had all worked hard to complete this huge piece of work. There will be a combined celebration to include receiving this award and the opening of the Forest School and the Reception playground later in the year.</p>	
10.	<p><b><u>Governor Training</u></b></p>	

- The following Governors attended the Safeguarding training session earlier in the evening presented by Andrea Nixon, Lead Education Child Protection Officer and Janice Altenor, Local Authority Delegated Officer from the London Borough of Hillingdon:- Dr Bassill, Mrs Boden, Mr Chapman, Mr Evans, Mrs Evans, Mrs Hassell, Mr Henderson, Mrs Hooson-Jones, Mrs Lloyd, Mrs Moss, Mr Nirranjan, Mrs Soanes, Mr Swan, Mrs Walker and Mrs Edwards (Clerk).
- Mr Nirranjan has attended Part 3 of the Governor Support Service's Introduction to Governance training.
- Mr Evans, Mrs Boden and Mrs Hassell attended the RAISEonline Governor workshop run by Babcock 4S and funded by the National College for Teaching & Leadership on 31<sup>st</sup> March 2014.
- Mrs Leggeat has read Managing the Business of Schools by Iris Keating and Ray Moorcroft and Questions School Governors Ask by Joan Sallis. She has also watched 14 different Schools World TV videos online.
- Mrs Boden and Mrs Hassell have attended SEND Pathway training.
- Mrs Walker attended the Governor Support Service's Schools & Equalities training on 6<sup>th</sup> May.

A RAISEonline training session has been arranged for Governors prior to the next FGB meeting on 3<sup>rd</sup> July with School Improvement Partner, Jill Forbes.

### **School Visits**

Mrs Scott helped to organise Anzac Day events in April for both schools. The Infant School children walked down to the church to lay flowers on the war graves and the Junior School children from the Brownies, Cubs and Scouts, as well as the choir, attended the service with Mr Dodd in the afternoon. Mr Dodd spoke of the number of emails he receives from Australia and how only that day he had received a historical photograph of the school. Over the past few years, Australian newspapers have published photographs of the children taking part in the memorial service. This year two visitors from Australia, who came to the village to attend the service, also came and visited the Junior School. The Infant School children were sent Anzac Day pens.

### **Junior School**

- Dr Bassill assisted with the NQT interviews.

### **Infant School**

- Dr Bassill assisted with the maternity cover bursar interviews and also went on a Learning Walk. His report of the visit had been circulated to Governors.
- Mrs Soanes met the Children's Centre Ofsted inspector.
- Mrs Scott, Mrs Soanes and Mrs Walker accompanied the Year 2 trip to the London Eye in March.
- Mrs Scott accompanied the Reception trip to the RAF Museum at Hendon in March. Mrs Lloyd advised that the museum had written to her about the exceptional behaviour of the children whilst on the trip, including during a fire alarm evacuation.

11.

**Ratification of Policies/Documents**

Junior School – School Journey Risk Assessment

The Risk Assessment for the Junior School year 6 journey to the Isle of Wight was circulated to Governors prior to the FGB meeting. The Risk Assessment had been prepared by Miss Penny and Mrs Scott. Miss Penny advised that the main difference to previous years was that the school would be using a different hotel and that there are a couple of new trips. The Governing Body agreed to ratify the Risk Assessment.

Infant School Anaphylaxis in School Policy

This policy had been circulated to Governors prior to the FGB meeting. This is a new policy that has been prepared with input from Mrs Scott. The Governing Body agreed to ratify this policy.

Infant School Confidentiality Policy

This policy had been circulated to Governors prior to the FGB meeting. Mrs Lloyd had reviewed the policy, taking out references to volunteers in order to make it clear that confidential information should not be given to volunteers and that staff understand their responsibilities. References to information being made available on a ‘need to know’ basis was added to the policy. The Governing Body agreed to ratify this policy.

Infant School Attendance Policy

This policy had been circulated to Governors prior to the FGB meeting. Mrs Edwards advised that the local authority expect this policy to be reviewed each year and highlighted the fact that a lot of work had been carried out on this policy last year in conjunction with the Junior School. This year a small addition has been made to the policy in the section that refers to the rewards children receive for 100% attendance i.e. certificates, badges and an attendance teddy bear. The Governing Body agreed to ratify this policy.

2014-15 Budgets

Infant School

Mrs Lloyd advised Governors that the Infant School budget had been reduced by £100k this year, mainly due to the removal of the expanding schools factor, slightly lower numbers in Reception which relates to average pupil weighting funding and changes to SEN funding. Part of this year’s carry forward has been used to help set this year’s budget. Mrs Lloyd explained that £15k of this year’s Pupil Premium funding has been ring fenced in order to fund Free School Meals as there is still a lot of uncertainty about how this will be funded from September with the introduction of Universal Free School Meals. Mr Evans explained that the local authority have a finite amount of money to distribute to schools and that the Schools Forum make the decision about how this is done. There is additional funding available for EAL pupils but the Harefield schools have a low number of EAL pupils and there is no recognition of the unique position both schools are in with a large number of lower income pupils, particularly boys.

	<p>The 2014-15 Harefield Infant School budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p><u>Junior School</u> The 2014-15 Harefield Junior School budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p><u>2014-15 Service Level Agreements</u> <u>Infant School</u> The 2014-15 Harefield Infant School Service Level Agreement was agreed at the Infant School Finance Sub-committee meeting on 8<sup>th</sup> May 2014 and signed off by Mr Evans at the FGB meeting.</p> <p><u>Junior School</u> The 2014-15 Harefield Junior School Service Level Agreement was agreed and signed off by Mr Evans at the Junior School Finance Sub-committee meeting on 8<sup>th</sup> May 2014.</p>	
12.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p><u>Junior School</u> There have been no notifiable accidents recorded in the Junior School since the last meeting.</p> <p><u>Infant School</u> There have been three notifiable accidents recorded in the Infant School since the last meeting. <i>Incident 1</i> – A child was playing football in the playground and fell, hitting his head. Emergency services were called to the school and he was taken to hospital. The child returned to school within a few days. <i>Incident 2</i> – A child was running in the Reception playground and fell. His mother was contacted and the school advised that the child be taken to Mount Vernon Hospital. The child broke two bones in his arm. <i>Incident 3</i> – A child shut their finger in a door which required medical treatment. Finger guards will be fitted to the door. All other doors are already fitted with finger guards.</p> <p>Further to a complaint about the equipment in the Reception playground, Mrs Lloyd confirmed that it has all been checked and that there are no Health &amp; Safety issues. Mrs Lloyd confirmed that the child who had broken their arm had slipped and fallen over in the Reception playground and had not hurt himself on the equipment. All the correct procedures for this type of accident had been followed by the school.</p> <p>All three accidents have been reported to the local authority and have been checked and cleared.</p>	



13.	<p><b><u>A.O.B</u></b></p> <p><b><u>Communication with Parent Governors</u></b>  Mr Evans advised that Mrs Leggeat had raised a query about communicating with Parent Governors in circumstances where they might be questioned by other parents. Governors discussed how it is reasonable for Parent Governors to be given some information but that data protection and confidentiality must be taken into consideration. Mrs Hassell spoke of her experience as a Parent Governor in the past and being a voice for the parent body, bringing ideas or queries to the Governing Body. Parent Governors would direct any questions from other parents to the correct person within the school rather than inform. Governors acknowledged that the challenge for a school is data protection and that identifying an individual could breach a person's data protection. Mrs Lloyd spoke of how this can sometimes be difficult to manage, particularly if an incident involves the emergency services which leads to rumours spreading around the village very quickly. Parents can become anxious and the school has to alleviate these anxieties. Mr Dodd added that he felt it was useful to give guidance to Parent Governors about what to do in certain circumstances i.e. a Parent Governor could reassure parents that if their child had been hurt in an incident they would have been informed by the school. Mr Dodd had emailed Governors in advance of the letter about the new Lock Down Policy being sent out to parents to offer guidance about how to respond to any questions they might have been asked by other parents. Mr Evans concluded that the role of a Parent Governor is to be the voice of the parent body. It was decided to leave Mr Dodd and Mrs Lloyd to apply common sense to what information Parent Governors should receive but to offer guidance when necessary whilst respecting the confidentiality of families.</p> <p><b><u>Junior School Trophies</u></b>  Mr Dodd explained that the school holds a prize giving at the end of every year including trophies for different subjects. The school is currently building up their collection of trophies and would like to add trophies for Art, Music, Reading, PE and Class Asset. Each trophy costs £30 and Mr Dodd would welcome any donations from Governors towards a trophy.</p>	
	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 3<sup>rd</sup> July 2014, 7.15pm, Harefield Infant School.</p>	

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

Date \_\_\_\_\_