

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 3rd July 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 A Gibson	Mrs S Hooson-Jones
Mrs P Leggeat	Mrs B Lloyd	Mrs J Moss	Mrs S Soanes
Ms L Stanton	Mr J Swan	Mrs J Walker	

Clerk: Mrs A Edwards

The meeting was preceded by a RAISEonline training session presented by Jill Forbes, School Improvement Partner for Harefield Infant School and Harefield Junior School.

		Action
1.	<p><u>Welcome & Apologies</u></p> <p>Apologies were received from Mrs M Hassell, Mr S Henderson, Mr S Niranjan, Miss R Penny and Mrs R Scott. Mr J Swan had advised that he would be late to the meeting. Cllr. H Higgins did not attend.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>None other than previously recorded.</p>	
2.	<p><u>Minutes of FGB Meeting Held on 15th May 2014 – Matters Arising</u></p> <p><u>Item 2. (a)</u> The Governing Body’s strategic planning is still ongoing. Action ongoing.</p> <p><u>Item 2. (b)</u> Mr Evans has yet to speak to Ms Palmer about what training she could provide the Governing Body with. Action ongoing.</p> <p><u>The Governor Support Service</u> The proposal for the Governor Support Service to become independent providers from the London Borough of Hillingdon was discussed. Mr Dodd had spoken to Ron Fowler from the Governor Support Service earlier in the week who had advised him that there is still uncertainty about whether the proposal will go ahead. It has been difficult for the Governor Support Service to coordinate support for the proposal because of the short timescales involved and it being the end of the academic year. Governors discussed how they appreciate the support provided by the service and that at this difficult time for schools and Governing Bodies, it is good to know that the service is there. The local knowledge that the service provides makes all the difference compared to an on-line package.</p>	<p>BE</p> <p>BE</p>

	<p>Mrs Lloyd suggested the possibility of the service working with the Schools HR Co-operative and Mr Dodd confirmed that he will contact Ron Fowler again with this suggestion and to offer both his and the Governing Body's support.</p> <p><u>Item 7.</u> A number of Governors from a cross section of Governor categories have expressed their interest in joining a group to work on the re-constitution of the Governing Body. Mrs Edwards will make arrangements for the group to meet at the beginning of next term. Action ongoing.</p> <p><u>Item 9.</u> Mrs Hooson-Jones has now received all the information required for the Governor Mark resubmission and will be hyper linking this into the evidence grid when she returns from the Isle of Wight school journey. Action ongoing.</p>	<p>PD</p> <p>AE</p> <p>SHJ</p>
<p>3.</p>	<p><u>Sub-committee Reports</u></p> <p><u>Curriculum Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Lloyd advised that a breakdown of the SATs results were included in her Headteacher's Report. Where the Fischer Family Trust (FFT) targets are below the national average, staff have set more challenging targets. The data highlighted the need to put additional resources into year 1. Mrs Lloyd also advised that staff have just updated the School Development Plan and evaluated their actions for this year, ready for September and performance management. Mr Dodd advised that the KS2 SATs results will be out next Tuesday and he will circulate them to Governors once they are available. There were no questions arising from the minutes.</p> <p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Boden advised that Mrs Hassell will provide the new Junior School SENCO with the Infant School provision map. There were no questions arising from the minutes.</p>	
<p>4.</p>	<p><u>Children's Centre</u></p> <p>The July 2014 report was circulated to Governors prior to the meeting.</p> <p><i>Positive Outcomes for Families</i> Ms Stanton highlighted the positive outcomes for a mother and her family that the Children's Centre have been supporting for the last three years.</p> <p><i>EarlyBird Programme</i> Ms Stanton explained that the EarlyBird programme supports parents with a pre-school child who has had an early diagnosis of autism. The programme has strategies to support families in dealing with behaviour. The programme is coming to an end and the Centre has received very positive feedback from parents so far. It involves a combination of nine sessions at the Children's Centre and four home visits. Becky Whiter, the Senior Early Years Practitioner, is trained to deliver the sessions. Ms Stanton supported Miss Whiter with the home visits and advised that it was evident that the parents are progressing well and they are sharing their experience.</p> <p><i>ESOL Group</i> Following the ESOL programme run at the Centre by Adult and Community Learning, the group have continued to meet up in the library supported by volunteers and a social work student. The library has now taken over the</p>	

	<p>project.</p> <p><i>New Programmes</i> There are a few new programmes running this term including ‘Get Up and Go’ – a pilot through Public Health, ‘Language for Life’ which supports language delay and ‘Keeping up with the Children’ which helps parents support children with their homework.</p> <p><i>Ofsted Report</i> The Children’s Centre’s Ofsted Report is now available.</p> <p><i>Staffing</i> Ms Stanton thanked Denise Sturges-Allard, who is leaving the Centre tomorrow, for her tireless hard work with families over the past five years. Ms Stanton also advised that Stephanie Corden has resigned after a long period of sickness.</p> <p><u>Governor Comments</u></p> <p>Governors highlighted that the only factors seeming to prevent the Children’s Centre Ofsted Report from being outstanding were issues with data sharing by the local authority and there being no NHS dentist in the village. Governors commented that this seems unfair as there is little the Children’s Centre can do about either of these things. There was a general recognition in the report that the borough is not providing as much support as it should and although Ofsted couldn’t fault the Children’s Centre issues were raised around hard data i.e. birth data. This data would enable the Centre to be more proactive in bringing families in. Ms Stanton advised Governors that the Children’s Centre Service Level Agreement has currently been sent to Legal at the local authority.</p>	
5.	<p><u>Finance</u></p> <p><u>CFR (Consistent Financial Reports)</u></p> <p>The final figures for the Infant School and Junior School 2013/14 Consistent Financial Reports (CFR) had been approved by the local authority. The reports were ratified by the Governing Body.</p>	
6.	<p><u>Headteacher’s Written Report</u></p> <p><u>Junior School</u></p> <p>Mr Dodd highlighted a number of items from his report.</p> <ul style="list-style-type: none"> - Mr Dodd informed Governors that the new school prospectus will be published very soon. - The report listed the class teachers for 2014/15. - Two new members of staff will be joining the school in September, an NQT and a Teaching Assistant. Mr Dodd thanked Mrs Evans and Dr Bassill for their support with the interviews. - Appendix 1 of the report lists recent staff Continuous Professional Development (CPD). - The school has had six students visiting as part of their work experience. - Mr Dodd advised that managing staff performance is on track. - The School Improvement Plan will be reviewed in September and Mr Dodd invited Governors to attend the review day. - Mr Dodd advised Governors that there is no clear guidance yet from the Government about the new assessment arrangements, including the assessment of non-core subjects. Governors expressed concern that this could leave things 	

open to interpretation.

- Attendance is just above the national average at 96.4%. Mr Dodd advised that some members of the school community do pull the figures down but the school works hard with the families concerned to improve attendance. Mrs Evans asked how strict the school is with attendance in general? Mr Dodd advised that Mrs Feeks and Mrs Ashton work together to monitor attendance and will involve Mr Dodd when necessary. The school follows local authority guidance and the process is very tight and there have been circumstances where some families have been written to saying that the local authority is considering fining them. Both Mr Dodd and Mrs Lloyd advised that they use common sense with regards to attendance and Mrs Lloyd added that parents are reminded that the schools registers are externally monitored. Mrs Lloyd gave two examples of when she has granted permission for exceptional leave – for the wedding of a close family member and for the holiday of a family who have an autistic child which means going away in the busy school holidays would not be possible for them.
- Mr Dodd was very pleased to inform Governors that three children won medals at the District Sports competition.
- The decision has been made to stop handing out MacDonald's vouchers for good attendance and give children a small prize instead. Mr Dodd thanked Mrs Leggeat for donating gifts for the prizes to the school. Mr Dodd also thanked Mrs Scott and Mr Chapman who have donated trophies for prize giving.
- The School Improvement Partner, Jill Forbes, recently visited the school and her report is attached as Appendix 3.
- The KS2 SATs results will be available next week. The school expects to achieve the Fischer Family Trust (FFT) targets and to improve on last year's writing and spelling, punctuation and grammar grades. A much greater number of pupils sat the level 6 papers this year. Mr Dodd will email Governors when he receives the results.
- The curriculum reviews provided an opportunity for teachers to observe other teachers in the classroom.
- The report gave the latest details for children on the SEN register.
- The report provided an update on behaviour and included incidents recorded in the detention book in the spring term.
- Mr Dodd commented on the fantastic work Mrs Ashton does in the area of Child Protection.
- The Friends of Harefield Junior School have had some new members join and the group is looking vibrant again. Mr Dodd thanked the outgoing Chair, Gaynor McCallum, for all her support in starting up the Friends in the Junior School.
- The school continues to develop links with The Harefield Academy with work experience students in school now, PE links and Mr Dodd is due to meet Mr Poulter, the Academy's principal before the end of term.
- Mr Dodd highlighted the links the school has with Australia through the ANZAC Day service at St Marys Church and how the school often get visitors from Australia, with three visits last term. Mr Dodd recently received some photographs of the previous headteacher, in the old school, receiving a new Union Jack as a gift. He has also received an extract from a 1950s Australian

newspaper about the school's link to the ANZACs which included details of how the ANZAC service in St Mary's Church used to be broadcast by the BBC and that the Australian cricket team came to play on the village green.

- A number of activities are planned for year 6 including the year 6 production – 'The Pirates of the Curry Bean', a professionally produced booklet and a disco supported by the Friends.
- There will be an Orchestra Assembly on 16th July which Governors are welcome to attend.
- There will be prize giving ceremonies on 21st and 22nd July and Mr Chapman and Mrs Scott will be invited as they have donated prizes.

Infant School

Mrs Lloyd highlighted a number of items from her report.

- Attendance is 94.65%, just below the national average.
- Mrs Godden is going on maternity leave at the end of the week and Mrs Lloyd thanked her for the fantastic job she has done. For the last few weeks Mrs Godden has been working alongside Cindy Tong, the new maternity cover school bursar, who has settled in well. Mrs Lloyd thanked Dr Bassill for his support with interviewing for the post.
- Mr Bligh is leaving in July and has gained a promotion as a KS1 Co-ordinator at a school in Surrey. Mrs Lloyd commented on how pleased and proud she is but that the school would be sorry to see him go.
- Mr Martisuis has passed his GTP year with an outstanding overall, supported by Mrs Moss, his tutor and coach. He will be joining the school as an NQT.
- Miss Paul has handed in her notice following extended maternity leave and has decided to stay at home with her baby.
- Ms Sturges-Allard has left the Children's Centre and is moving to Kent. Mrs Lloyd thanked her for her hard work, particularly as acting Children's Centre Manager at a challenging time.
- Mrs Middleton will be working part-time from September and will be working the other side of Mrs Moss.
- Miss Ahluwalia has passed her NQT year and will be staying with the school.
- The school will be saying goodbye to a number of temporary teaching assistants and Mrs Lloyd thanked them for their contribution to the school.
- The school has achieved the Eco Schools Green Flag Award and Mrs Lloyd advised that Miss Cooper has done a fantastic job working towards this award. The vegetables that the children grow in Gardening Club were sold to parents and these activities help increase the children's understanding of their environment.
- The school has achieved the NACE (National Association for Able Children in Education) Challenge Award and Mrs Lloyd advised that Mrs Kerse has worked tirelessly in achieving this.
- There will be a presentation next Friday to celebrate achieving these two awards attended by Baroness Floella Benjamin and the London Borough of Hillingdon's Mayor.
- Mrs Lloyd took a group of children she had been working with to the Hillingdon Book of the Year presentation. The children gave a really good presentation on their chosen book and Mrs Lloyd was very proud of them.

	<ul style="list-style-type: none"> - Mrs Lloyd advised Governors that the local authority have been given notice to improve their Safeguarding procedures. Mrs Lloyd stressed the importance of the school supporting families by giving them advice when necessary. - Neil Suggett has been in to finish the coaching training and the success of this was reflected in the NACE report which highlights the good teamwork in school. - The Family Group is continuing to run. The school is still trying to get Nursery parents involved more and will work on this with the Children’s Centre. - Year 2 moderation – each half term the whole staff moderate together, looking at the books and levelling together in order to develop a shared understanding. The Senior Leadership Team (SLT) then scrutinise the books and this work is triangulated with lesson observations and pupil surveys. This year moderation has included working with Junior School colleagues. - Year 1 moderation – again the whole staff moderate together followed by moderation by the year 1 team which is followed up by the SLT as with year 2. - Mrs Lloyd added that the NACE assessor had carried out work scrutinies in year 2 and looked at books, adding that she is also a HM Inspector. - Mrs Evans asked about transition and Mrs Lloyd advised that the Infant School, Junior School and Harefield Academy are all working together to come up with an assessment process. Mrs Evans advised that when she met with Mrs Kerse a few weeks ago, it was suggested that Mrs Kerse and Mrs Boden make a presentation to Governors about the NACE assessment process. - Miss Frost is now part of a local authority strategy called ‘Making Learning Visible’ which develops learning in a way that is obvious to parents. - SATs Results – writing at level 2B is still a bit down but above at 2+ and slightly above at 2A+. There will be focus on core children. - Mrs Lloyd advised that the Year 1 FFT has highlighted where additional learning and support is required. - The Year 1 Phonics report will be available in September. - Performance Management – the final round of lesson observations has been completed with 80% of teaching and progress of children judged as outstanding and 20% as good. To improve teaching even further, the school will be looking at Smart Marking and Plenaries next term. No interventions have been required to support teaching this year. This will link well with Philosophy 4 Children which is starting in September and will be led by Mrs Kerse as it links well with NACE. - Mrs Lloyd thanked Mrs Kerse and Mrs Boden for running the Challenge Days which the children really enjoyed. - The school has received a letter from Australian MP, Karen Andrews, who has arranged for the school to be recognised for its support for ANZAC Day with a special presentation of the Australian flag. - Additional PE funding from the DfE has been used for cluster working with other local schools. The idea is that children have a memorable PE experience. Year 2 joined Breakspear School to perform African, Scottish and French dances at Vyners School. These were filmed and will be shown to the rest of the school. Year 1 will be performing a gymnastics routine in school, Reception spent a day at Ruislip Lido having an outdoor experience and the Nursery will be having a Forest School experience. 	
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	<ul style="list-style-type: none"> - Target Reviews, which were introduced last year, will be held at the end of the summer term. The review clarifies for parents how their children have met their targets and takes place after the reports have been sent out. Last year the reviews had 95% attendance with excellent feedback from parents which Mrs Lloyd said was all credit to staff at the end of a busy year. - It was agreed that Mrs Edwards would liaise with Mrs Kerse and Mrs Boden about making a presentation to Governors next term. 	AE
7.	<p><u>Assessments/Inspections</u></p> <p><u>Investor in People</u> Following two days of assessment earlier this week, the Junior School have achieved the Investor in People award. The assessor focused on change in school. It was a very constructive, positive and thorough process and the assessor gave some good advice. Mr Dodd thanked Mr Evans for meeting with the assessor and coming back in for the feedback session. The school will receive a report which will be helpful to take things forward.</p>	
8.	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> - The following Governors attended the RAISEonline training session earlier in the evening presented by Jill Forbes, School Improvement Partner for Harefield Infant School and Harefield Junior School:- Mrs Boden, Mr Chapman, Mr Evans, Mrs Evans, Ms Leggeat, Mrs Lloyd, Mrs Moss, Mrs Soanes, Mr Swan, and Mrs Walker. - Dr Bassill will be attending the Better Governance Ofsted Conference. - Mrs Soanes attended the Summer Termly Governors Meeting. <p><u>School Visits</u></p> <ul style="list-style-type: none"> - Mrs Evans (Chair of Curriculum Sub-committee) and Mrs Hooson-Jones (Gifted & Talented Governor) met Mrs Kerse (the Infant School Gifted & Talented Co-ordinator) and the NACE Assessor. - Mrs Hooson-Jones came along to the Infant School Challenge Day. - Mrs Gibson attended 5T's class assembly. - Mrs Walker attended 3J's class assembly. - Mrs Evans attended 5E's class assembly. 	
9.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Junior School Curriculum Policies</u> The following Junior School curriculum policies had been reviewed by the Curriculum Sub-committee Governors and all Governors were given the opportunity to review them on request prior to the FGB meeting:- Art & Design Geography History ICT Languages</p>	

<p>Maths Music Personal Social & Health Education and Citizenship (PSHE) Sex and Relationship Education (SRE) Written Calculation.</p> <p>Mrs Evans raised the point that the policies made no specific reference to More Able, Gifted and Talented (MAG & T) pupils and it was agreed that a statement regarding MAG & T pupils should be included in them. The Governing Body agreed to ratify these curriculum policies once the MAG & T statement has been included and Mrs Evans, Chair of the Curriculum Sub-committee, will be sent the statement for review.</p> <p><u>Infant School Curriculum Policies</u> The following Infant School curriculum policies had been reviewed by the Curriculum Sub-committee Governors and all Governors were given the opportunity to review them on request prior to the FGB meeting:- Art & Design Handwriting. The Governing Body agreed to ratify these curriculum policies.</p> <p><u>Other Policies</u> <u>Junior School Attendance Policy</u> This policy had been circulated to Governors prior to the FGB meeting. Following an annual review of the policy minor changes were made regarding penalty notices. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Anaphylaxis Policy</u> This policy had been circulated to Governors prior to the FGB meeting. This policy has been prepared with input from Mrs Scott. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Asthma Policy</u> This policy had been circulated to Governors prior to the FGB meeting. This policy has been prepared with input from Mrs Scott. The Governing Body agreed to ratify this policy.</p> <p><u>Infant School Child Protection Policy</u> This policy had been circulated to Governors prior to the FGB meeting. Two amendments had been made to the previous policy – emotional abuse is now included and information on neglect has been expanded and made clearer. The Governing Body agreed to ratify this policy.</p> <p><u>Infant School Transition Policy</u> This policy had been circulated to Governors prior to the FGB meeting. The NACE assessor had thoroughly reviewed the policy during her inspection and suggested amendments which had been put into the policy. Mrs Leggeat had raised some queries relating to the policy which she had discussed with and had answered by Mrs Kerse, the Gifted and Talented Co-ordinator. The Governing Body agreed to</p>	<p>PD/CE</p>
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	<p>ratify this policy.</p> <p><u>Infant School First Aid Policy</u> This policy had been circulated to Governors prior to the FGB meeting. This policy has been updated using the latest DfE guidance and with input from Mrs Scott. The Governing Body agreed to ratify this policy.</p> <p><u>Infant School Policy on Violence, Threatening Behaviour and Abuse</u> This policy had been circulated to Governors prior to the FGB meeting. Initially Mrs Lloyd and Mrs Scott were going to update the school's Health & Safety Policy to reference violent, threatening and abusive behaviour but have since decided to have a separate policy. The Governing Body agreed to ratify this policy.</p> <p><u>Review of Terms of Reference</u> The <i>Appeals & Complaints Sub-committee Terms of Reference</i> and the <i>Pupil Disciplinary Sub-committee Terms of Reference</i> were circulated to Governors prior to the FGB meeting for their annual review. Both had been reviewed and amended by the Sub-committee Chairs, Mr Evans and Mrs Evans. Governors ratified both Terms of Reference.</p>	
10.	<p><u>Record of Notifiable Accidents</u></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 no notifiable accidents recorded in the Junior School since the last meeting.</p>	
11.	<p><u>Notice of Election of Chair and Vice-chair</u></p> <p>Mrs Edwards gave notice of the election for Chair of Governors and Vice-chair of Governors to be held at the next FGB meeting in October.</p>	
12.	<p><u>2014/15 Meeting Dates</u></p> <p>The 2014/15 FGB meeting dates were arranged as follows:-</p> <p><u>Junior School, Thursdays, 7.15pm</u> 16th October 2014 27th November 2014 5th February 2015</p> <p><u>Infant School, Thursdays, 7.15pm</u> 12th March 2015 21st May 2015 2nd July 2015.</p>	

13.	<p><u>A.O.B</u></p> <p><u>School Journey</u> Mr Dodd informed Governors that all the arrangements are in place for the year 6 school journey next week.</p> <p><u>Headteacher Contingency Fund</u> Mr Dodd advised Governors that the latest advice for Headteachers is that they should seek agreement from their school's Governing Body if they would like their school to have a contingency fund to be used for sundries such as tea and coffee for visitors and refreshments for staff INSET days. Mr Dodd suggested that the Junior School have a contingency fund of £500 for such items adding that this would provide good value for money when the average cost of an external training course for one member of staff is £250. Governors considered and agreed to this request. They also agreed to the Infant School having the same contingency fund although at present Mrs Lloyd has taken the advice that refreshments for staff INSET days can be taken from the training budget provided that the training is being delivered by an external provider. Mrs Stanton advised that the Children's Centre's budget works differently and that tea and coffee for visitors is funded from un-restricted donations.</p>	
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 16th October 2014, 7.15pm, Harefield Junior School.</p>	

Signature _____
(Chair of Governors)

Date _____