

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 16th October 2014, 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 P Leggeat	Mrs B Lloyd	Mrs J Moss
Mr S Niranjana	Mrs R Scott	Mr J Swan	

Clerk: Mrs A Edwards

	Action
<p><u>More Able, Gifted & Talented Presentation</u></p> <p>The meeting was preceded by a More Able, Gifted & Talented (MAG & T) presentation from Mrs Kerse, MAG & T Co-ordinator, Harefield Infant School. Detailed below is a summary of the presentation and Governor comments.</p> <p><u>Preparing for the NACE Challenge Award</u></p> <ul style="list-style-type: none"> - Mrs Kerse had been asked to make a presentation to Governors following a meeting with Mrs Evans (Chair of Curriculum Sub-committee) and Mrs Hooson-Jones (G & T Governor) in June when they met in preparation for the NACE (National Association for Able Children in Education) Challenge Award. - The purpose of the Challenge Award is to help provide children with problem solving strategies. It is about giving children life skills and independent learning. There are ten elements to the award, some divided into sub-elements, and they help identify children's potential. It took three years to achieve the award and the Infant School is the 312th school nationally to achieve the award and one of only a few Infant and Nursery schools as it is particularly challenging for these schools to achieve it. - The process began with an audit of MAG & T children in the first year. In the second year Challenge Club began for all the MAG & T children on the register. Mrs Kerse was gathering evidence all of the time which constantly needed updating as the school can only submit evidence from the past two years. The MAG & T profile was raised in school with INSET training. - When Mrs Kerse contacted NACE she was informed that changes had been made to the evidence folder which Mrs Kerse had to implement. - The NACE Assessor made an initial visit and took a learning walk around the school and looked through the evidence folder, preparing an action plan for the school to follow. In March 2013 the assessor returned for a pre-inspection visit. 	

In June 2013 the NACE assessor carried out a very thorough inspection and the Infant School achieved the award, a huge achievement for the school.

The Future

- Mrs Kerse would like to develop links with the Junior School MAG & T Co-ordinator and continue to track children as they progress through the Junior School.
- Mrs Kerse and Mrs Boden are continuing to run Challenge Club and Mrs Boden is supporting the MAG & T children in class as well as part of Pupil Premium.
- NACE have talked to the school about speaking at their conference and supporting other schools.

Governor Comments

- Mr Evans suggested that the Junior School NACE assessor will be expecting to see links between the two schools including tracking of pupils. Mrs Kerse talked about how she would like to develop links between year 2 and year 3 children and that there are plans to develop literacy links between year 2 and year 5 children, all of which supports transition between the two schools. It might even be possible to make links with year 7 children at The Harefield Academy and take advantage of the unique situation in the village of most children moving through the three schools in Harefield. Mr Dodd advised that achieving the NACE Challenge Award is on the Junior's School Improvement Plan and that he plans to meet with Mrs Kerse along with Miss Ryan and Ms Fox to talk about the Infant School's experience of the process.
- Mrs Lloyd advised that the assessor was interested in pupil questionnaires and individual learning plans for the MAG & T children which also included out of school interests. She was also very interested in data. School policies need to reference MAG & T children and references made to MAG & T at Governing Body meetings must be minuted.
- Mr Evans said that meeting the NACE challenge would inevitably develop a breadth of new skills in children which will support them when they move on to the Junior School. It gives children the opportunity to embrace different ways of learning which ideally should continue through into the Junior School. Mrs Lloyd added about the benefit Forest School provides which develops the children's team building skills.
- The progress of MAG & T children is carefully tracked and if expected progress is not being made questions are asked about why this is and the necessary support can be provided e.g. by Mrs Boden.
- Mrs Evans asked how teachers had been supported through the NACE challenge award process? Mrs Lloyd advised that this was done in staff meetings, for both teachers and sometimes teaching assistants, making them aware of all the elements involved. A file was kept in the staff room for collecting annotated copies of planning which was presented to the assessor. Mrs Kerse also provided a lot of support to staff who in turn took a very professional approach to preparing for the award.

Mr Evans thanked Mrs Kerse for speaking to the Governing Body and for her work with the NACE Challenge Award.

1.	<p><u>Welcome & Apologies</u></p> <p>Apologies were received from Mr D Chapman, Mrs S Soanes, Ms L Stanton and Mrs J Walker. Cllr. H Higgins did not attend.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>Governors completed their 2014/15 Declaration of Pecuniary Interest forms.</p>	
2.	<p><u>Minutes of FGB Meeting Held on 3rd July 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 is meeting with Ms Palmer next week and will discuss with her what training she could provide the Governing Body with. Action closed.</p> <p><u>Item 2. (c)</u> Further to the local authority’s proposal for the Governor Support Service to become independent providers, Mr Dodd spoke to Ron Fowler about the possibility of linking up with the Schools HR Co-operative. However Mr Fowler advised that this would not be possible and at the recent Headteacher’s Termly Meeting there were no further updates about the Governor Support Service. Although the local authority may have a statutory obligation to provide some Governor support, Governors thought that this might possibly be in the form of bought in Governance training without the expert local knowledge that the Governor Support Service currently provides. Action closed.</p> <p><u>Item 2. (d)</u> Mrs Edwards arranged a meeting for a small group of Governors to start working on the re-constitution of the Governing Body. Action closed.</p> <p><u>Item 2. (e)</u> Mrs Hooson-Jones has made the application to Governor Mark and submitted all the evidence. Action closed.</p> <p><u>Item 6.</u> Mrs Edwards arranged for Mrs Kerse to make a presentation to Governors about the NACE Challenge Award. Action closed.</p> <p><u>Item 9.</u> A MAG & T statement was included in the Junior School curriculum policies ratified at the July FGB meeting. Action closed.</p>	BE
3.	<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. Mr Evans stated that he was especially pleased that Dr Bassill had been elected as Vice-Chair as he brings a huge amount of experience to the position.</p>	
4.	<p><u>Governing Body Membership</u></p>	

	<p><u>Junior School Staff Governor Vacancy</u> There is currently a vacancy for a Junior School staff Governor on the Governing Body following the resignation by Miss Penny at the end of last term. Mr Dodd has mentioned the vacancy to staff at staff meetings and put a notice up in the staff room. Mrs Hooson-Jones advised that a member of staff had recently spoken to her about the vacancy. Both Mr Dodd and Mrs Hooson-Jones will continue to inform staff about the vacancy and provide them with further information about what the position involves. Mr Evans added that serving on the Governing Body should be seen as a developmental opportunity and perhaps a prerequisite for positions of leadership within schools.</p> <p><u>Sub-committee Membership</u> The current sub-committee membership list was circulated prior to the meeting for Governors to review. Mrs Edwards asked whether any Governors wished to change their membership but all Governors were happy to remain on their current sub-committees. Mrs Edwards reminded Governors that they can change their membership throughout the year if they so wish. Mrs Evans reminded Governors that there is currently a vacancy on the Curriculum Sub-committee.</p> <p><u>Governor Areas of Responsibility</u> The current list of Governor areas of responsibility was circulated prior to the meeting for Governors to review. Mrs Edwards asked whether any Governors wished to change their area of responsibility or felt that an area was not represented but all Governors were happy with the current list. Mrs Edwards reminded Governors that changes to these areas of responsibility can be made throughout the year.</p>	PD/ SHJ
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 advised that the Sub-committee had looked at the next stage of the performance management process and he advised that this had gone well in both schools with staff receiving positive feedback. Mr Evans advised that the 2013/14 annual salary statements had been reviewed under last year's Pay Policy. The Sub-committee will be meeting again to review the first year of the Performance Management Policy and the Pay Policy and Governors agreed that this meeting should be held early next half term. There were no questions arising from the minutes.</p> <p><u>Finance Sub-committee</u> <u>Junior School</u> Minutes from the Junior School Sub-committee meeting had been circulated to Governors. Mr Evans advised that the budget was on track with a reasonable carry forward. There were no questions arising from the minutes.</p> <p><u>Children's Centre</u> Minutes from the Children's Centre Sub-committee meeting had been circulated to</p>	

<p>Governors. Mrs Lloyd advised that Ms Stanton had contacted Darren Thorpe to ask whether some unspent locality budget could be reallocated to other projects but Darren Thorpe had not agreed to this and Ms Stanton will follow this up with him. Mr Evans advised Governors that not all Centres within the locality are spending their allocated budget as they should be. There were no questions arising from the minutes.</p> <p><u>Infant School</u> Minutes from the Infant School Sub-committee meeting had been circulated to Governors. Mr Evans advised that the financial position in the Infant School is not as strong as in the Junior School and that the Infant School does not receive the same funding as other schools in Hillingdon because it only has a few EAL children. This will have an impact on staffing next year but Mr Evans informed Governors that the Infant School are looking at how to try and address this. Mrs Lloyd suggested writing to the DfE about the allocation of EAL funding but Dr Bassill advised that the DfE's likely response would be that this has gone out to consultation and has been agreed by Primary Forum. Dr Bassill added that further to the local authority's recent school funding consultation meeting, the situation doesn't look as good as it did only a month ago.</p> <p><u>Universal Free School Meals (UFSM)</u> The introduction of UFSM in the Infant School will have a knock on effect for the Junior School with a much lower uptake of Free School Meals (FSM) e.g. only three children have been signed up as eligible in Reception this year. On the October school census day the Infant School had to encourage as many children as possible to have a lunch as this number will be used to determine UFSM funding for the school. If the uptake of UFSM is higher than this figure, the school will have to fund the difference. Mrs Lloyd also advised Governors that FSM children are funded from Pupil Premium and not UFSM funding. Mrs Tong will be working out what the deficit will be. It will be important for both schools to work together to encourage families to sign up for FSM.</p> <p><u>SEN Funding</u> Mrs Lloyd advised that an SEN child receives £6k funding but the local authority has been unable to identify this for Mrs Lloyd as a funding stream. Mrs Lloyd is concerned as the school has a statutory duty to report back to parents but is unable to identify the funding stream and using the main stream budget for SEN children is not permitted. This is a national issue, not unique to the Infant School.</p> <p>Governors asked for budget details i.e. cost centre summaries, to be circulated with the Finance sub-committee meeting minutes. Mrs Edwards will liaise with Ms Palmer and Mrs Tong to arrange this for future meetings.</p> <p><u>Premises Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors.</p> <p><u>Use of Space</u> Mrs Scott informed Governors about the plans for the better use of space in the Junior School by converting the History and Maths resource cupboards into small offices for the Senior Leadership Team to work in when necessary. Resources will be centralised which will allow them to be stored and monitored better. Mrs Evans</p>	<p>AE</p>
--	-----------

	<p>asked about the cost involved in converting the cupboards into offices and Mr Dodd reassured Governors that the cost would be minimal, mainly for carpeting the offices.</p> <p><i>Snagging</i></p> <p>Mrs Scott advised that there is still some snagging to be done in the Junior School related to the new build. Drainage in the school playground will be addressed during half term and the back door by the new build currently has to be kept unlocked as there are problems with it. MACE will be coming in next Tuesday to look at these final problems. The fire doors in the new build are being propped open which is putting a strain on the self closures and Mrs Scott asked Mr Dodd if staff could be asked to refrain from doing this as MACE will not replace them if they are being forced open. Overall Mrs Scott advised Governors that the builders had done an excellent job.</p> <p><u>Additional Children’s Centre Premises Meeting</u></p> <p>An additional Premises meeting had been held to discuss the ongoing problems with the Children’s Centre roof which have not been resolved. The temporary fix made at the end of the summer holidays and the repair to one of the roof lights last week are both leaking and the original problems still remain with water now leaking into the new consultation room used for maternity services. Mr Gadd has emailed the borough’s surveyor, David Currie, several times in the past week but has received no reply as yet. It was decided that Mr Evans would write to Jean Palmer to update her with the situation. This is a difficult and frustrating situation for Ms Stanton and Children’s Centre staff, particularly as they don’t want to have to cancel maternity services which bring new mothers, particularly vulnerable mothers, into the Centre. A temporary room can be organised in the Nursery for maternity services if necessary and Mrs Lloyd reassured Governors that anyone using this room would always be escorted so the Nursery would be completely safeguarded. Mrs Evans asked what leverage the Children’s Centre’s Service Level Agreement provides? Mr Evans advised that Jean Palmer did take action quite quickly when Mrs Lloyd wrote to her earlier in the year and he will now update her with the situation. He also advised that he may also contact Cllr. Henry Higgins for support. He added that although the building seems to match the Infant School on the outside, underneath the surface it is a much more prefabricated building.</p>	
6.	<p><u>Children’s Centre</u></p> <p>Mrs Lloyd had no further comments to add to the feedback from the additional Children’s Centre premises meeting under agenda item 5.</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. These policies are based on the local authority template and amendments to them were recorded in the sub-committee meeting minutes. The Governing Body agreed to ratify the policies.</p>	

8.	<p><u>Business Recovery Plans</u></p> <p>Business Recovery Plans had been prepared by both schools earlier in the year and reviewed by Mr Evans and Dr Bassill. They were drawn up as a requirement of the School Financial Value Standards (SFVS). Mr Evans advised that these are ‘living’ documents containing staff details and have been updated since they were first drawn up in May. Governors agreed to ratify the Infant School and Junior School Business Recovery Plans.</p>	
9.	<p><u>Junior School Improvement Plan</u></p> <p>The draft Junior’s School Improvement Plan (SIP) 2014-15 was circulated to Governors prior to the meeting. Mr Dodd explained that the SIP had been discussed by staff and the Senior Leadership Team (SLT) during the September SIP training day, also attended by Junior Parent Governor - Mrs Leggeat. Mr Dodd highlighted the following points:</p> <ul style="list-style-type: none"> - The SIP is set out under Ofsted headings. - The objectives under Achievement include:- <ul style="list-style-type: none"> • to ensure that MAG & T pupils make above expected progress in Reading, Mathematics and particularly Writing which will be part of the work involved with the NACE Challenge Award. • to develop and improve approaches in English. • to continue to use APS for assessment this year but to consider other assessment frameworks for next year – for core and non-core curriculum. - The objectives under Teaching and Learning include:- <ul style="list-style-type: none"> • to ensure the majority of staff are judged high good or outstanding. Jill Forbes, School Improvement Partner, recommends that the school continues to grade teaching and learning in this way. • to ensure that there is continued consistency amongst staff. • to ensure the Primary Curriculum is fully in place, part of a three year plan. - The objectives under Leadership & Management include:- <ul style="list-style-type: none"> • to achieve Governor Mark. • to develop better links with parents. • to review the Teachers Pay Policy and make improvements for the second year. • to enhance the role of middle leaders. • to celebrate the ANZAC centenary. • to develop the Well Being group as highlighted by Investors in People. • to ensure that children have access to hot dinners. Mr Dodd is meeting with Tracie Bushell from Procurement tomorrow to take this forward. - The objectives under Behaviour and Health & Safety include:- <ul style="list-style-type: none"> • to continue to trial the Lock Down Policy with another trial planned before Christmas. • Mr Dodd added that Hem Dias, the local authority’s Health & Safety Officer, is due to visit the Junior School. - The SIP sets out the long term objectives for 2013 - 2016. - The SIP provides details of the School Self-Evaluation – at a glance. 	

	<ul style="list-style-type: none"> - The SIP provides details of 2013-14 staff INSET which support what the school is trying to achieve. - The Management of Assets 2014-15 sets out a list of urgent works e.g. a redecorating programme including the library and plans to celebrate the ANZAC centenary. The Management of Assets has been discussed by Governors at the Finance and Premises sub-committee meetings this term. <ul style="list-style-type: none"> • Mr Dodd highlighted the need for an extra classroom in September 2015 and that this will probably mean losing the SEN room and relocating SEN in the new build. The room doesn't need to be too big as it is mainly used for small group work or one-to-one sessions. This would enable the music room to be kept which is widely used. Governors noted that when the local authority surveyed the Junior School prior to the expansion project, the music room was included as a room that could be converted into a classroom to provide space for three form entry (3fe) and therefore decided that only two additional classrooms needed to be built. The school is not 3fe throughout at the moment although it does currently have three smaller classes in years 3 and 6. • Under essential work Mr Dodd would like to purchase a set of tablet computers. <p><u>Communication with Parents</u> Governors discussed how the schools could encourage more parents to attend curriculum information sessions. Mrs Lloyd informed Governors about the recent Year 1 Curriculum evening which provided parents with information about how maths, reading, phonics and science are taught. The teachers gave presentations in different classrooms in their area of expertise and parents rotated round. It was a successful evening but a lot of work for staff. Mr Dodd advised that a low key reading evening run at a recent parents evening had a low turnout of parents. Mrs Scott added that historically, turn out to similar events in the Junior School has been poor including an annual Governors meeting which no one came to. Mrs Boden advised that in the past the Infant School have tried offering light refreshments as an incentive for parents to attend meetings.</p> <p><u>Conclusion</u> Mr Dodd would welcome comments from Governors by email including any typing errors. Governors agreed that the Junior School Improvement Plan was an excellent document.</p>	
10.	<p><u>Headteacher's Question Time</u></p> <p>There were no questions from Governors for Mr Dodd or Mrs Lloyd.</p> <p><u>NACE Challenge Award</u> Mr Dodd advised Governors that the Junior School has begun working towards the NACE Challenge Award and that NACE has advised that this might take up to two years. Mrs Lloyd added that NACE are returning to the Infant School tomorrow to do some work with the school.</p>	
11.	<p><u>Re-constitution of Governing Body</u></p>	

	<p>Mr Evans reported that a small group of Governors had met to start working on a new Instrument of Governance (IoG) for the Governing Body that is a required by September 2015. The group discussed the Government's drivers for change to include increased responsibility for Governing Bodies, the skills of Governors and maybe the future possibility of some paid Governors. The new Io G could see a reduction in the size of Governing Bodies although the group that met felt that Harefield's Governing Body is currently the right size and reflects a balance of Governors across both schools with an excellent skills base and broad knowledge. The group considered the future structure of the Governing Body, taking in all current Governors although some roles will change in order to fit the new regulations. Mr Evans will speak to those Governors concerned to verify that they are happy with this role change. At the next FGB meeting Mr Evans will circulate the proposed new structure and rationale for adopting this structure. Mr Evans thanked Mrs Edwards for her work researching and presenting the information for Governors to consider.</p>	
12.	<p><u>Assessments/Inspections</u></p> <p><u>Governor Mark</u> Having made the application and submitted all the evidence for Governor Mark, Mrs Hooson-Jones has been contacted to arrange some possible dates for the assessor to come in within the next three months. The assessor will want to see a similar range of Governors to last time including the Chair of Governors, both Headteachers, Chairs of Sub-committees, the Child Protection Governor, a Parent Governor, a new Governor and the Clerk to Governors. Once a date has been confirmed, Mrs Hooson-Jones and Mrs Edwards will make the necessary arrangements with Governors for the assessor's visit.</p>	SHJ/ AE
13.	<p><u>Governor Training</u></p> <p>Mrs Soanes attended the Philosophy 4 Children training in the Infant School on 3rd September. Mrs Leggeat attended the Junior School SIP training day on 3rd September. Mrs Hooson-Jones and Mrs Scott have undated their Child Protection training. Mrs Scott is booked onto the RAISEonline workshop in November run by Babcock 4S and funded by the National College for Teaching & Leadership. Mrs Lloyd invited Governors to attend the Infant School SDP training day on 3rd November.</p> <p><u>School Visits</u> Dr Bassill, Mrs Leggeat and Mrs Walker attended the Infant School NACE/Eco School Presentation at the end of last term. Mrs Leggeat, Mrs Scott and Mrs Walker attended the Junior School prize giving presentation at the end of last term. Mrs Leggeat has been working with Ms Palmer on funding initiatives for the Junior School and has taken a walk around school with Mr Dodd to look at the Accessibility Plan. Mr Evans and Mr Chapman joined Jill Forbes for Mr Dodd's and Mrs Lloyd's</p>	

	<p>Performance Management meetings. Mrs Hooson-Jones meets with the Junior’s School Council every Friday and is training a year 6 pupil to take the minutes which are available on the school’s website. Mrs Boden organises the Infant’s School Council.</p> <p><i>Curriculum Learning Walk</i> Mr Dodd has arranged a Curriculum Learning Walk in the Junior School on the morning of Friday 21st November. All Governors are welcome to attend.</p> <p><i>Forest School</i> Mrs Lloyd invited Governors to come along to a Forest School session. Forest School is timetabled most days with KS1 children attending in the morning and Reception children in the afternoon. Any interested Governors should contact Mrs Edwards to arrange a visit.</p>	
14.	<p><u>Ratification of Policies/Documents</u></p> <p><i>Infant School Administering of Medicines Policy</i> This policy had been circulated to Governors prior to the FGB meeting. This policy has been reviewed with Mrs Scott. The Governing Body agreed to ratify this policy.</p> <p><i>Infant School Asthma Policy</i> This policy had been circulated to Governors prior to the FGB meeting. This policy has been reviewed with Mrs Scott. The Governing Body agreed to ratify this policy.</p> <p><i>Health & Safety Policy Statement & Summary of Arrangements</i> The Health & Safety Policy Statement and Summary of Arrangements for the Children’s Centre, Infant School and Junior School had been circulated to Governors prior to the FGB meeting. Mrs Scott advised that these are the standard documents from the local authority which are reviewed every two years. There were no changes to the Health & Safety Policy Statement and the front page of each Summary of Arrangements was updated with the details of new members of staff. Governors agreed to ratify the Statement and Summary of Arrangements for each school and the Children’s Centre.</p> <p><i>Personnel Sub-committee Terms of Reference</i> The Personnel Sub-committee Terms of Reference were circulated to Governors prior to the FGB meeting. They had been prepared and reviewed by members of the Personnel Sub-committee. Governors agreed to ratify the Terms of Reference.</p> <p><i>Infant School Finance Sub-committee Terms of Reference</i> The Infant School Finance Sub-committee Terms of Reference were circulated to Governors prior to the FGB meeting. They had been reviewed by members of the Finance Sub-committee. Governors agreed to ratify the Terms of Reference.</p> <p><i>Junior School Finance Sub-committee Terms of Reference</i> The Junior School Finance Sub-committee Terms of Reference were circulated to Governors prior to the FGB meeting. They had been reviewed by members of the</p>	

	<p>Finance Sub-committee. Governors agreed to ratify the Terms of Reference.</p> <p><u>Other Documents</u> The Junior School draft SEN Local Offer, Disability & Accessibility Plan and draft Statement of Behaviour Principles will be reviewed by Curriculum Governors at the Curriculum Sub-committee next week. Mr Dodd asked Governors if they would be happy to allow the Curriculum Sub-committee to ratify these documents on behalf of the Full Governing Body. Not all Governors felt able to ratify a document that they hadn't been given the opportunity to review. It was therefore agreed that Mrs Edwards would email all Governors with the three documents to give them the opportunity to review them and send any feedback to Mrs Evans, Chair of the Curriculum Sub-committee. Mrs Edwards reminded Governors that the Junior School currently has a behaviour statement at the beginning of the SEN/Inclusion Policy.</p>	AE
15.	<p><u>Record of Notifiable Accidents</u></p> <p><u>Infant School</u> There have been no notifiable accidents recorded in the Junior School since the last meeting.</p> <p><u>Junior School</u> There has been one notifiable accident recorded in the Junior School since the last meeting when a child tripped and fell whilst running in the playground and broke their ankle.</p>	
16.	<p><u>A.O.B</u></p> <p><u>Child Protection Policy</u> Mrs Lloyd advised Governors that the most recent statutory guidance states that the Child Protection Policy should be renamed the Safeguarding Children in Education Policy. Governors agreed that the title of both schools' policy should be changed to reflect this. Mrs Edwards will make the necessary amendments.</p> <p><u>Children's Centre</u> Mrs Leggeat suggested taking some photographs of expectant mothers or mothers and babies in the Children's Centre alongside the damage being caused by the leaks. These might have more impact than technical photographs and could be sent with the letter to Jean Palmer. The photographs would show the impact the conditions are having on families using the Centre.</p> <p><u>Parking</u></p> <ul style="list-style-type: none"> - Mr Dodd advised Governors of a telephone call he had taken from a very angry resident complaining about inconsiderate parking and damage to cars by school parents in Dovedale Close. Although there is nothing the school can do about this issue, Mr Dodd will mention it in the school newsletter. - Mr Dodd was unable to leave the school premises when he had come into school on a Saturday morning recently as he was blocked in by a car parked 	AE

	<p>directly in front of the school gates. Mr Dodd feels frustrated that no progress has been made with this issue and has emailed Cllr. Henry Higgins to see whether he can help at all. Mr Dodd highlighted his concerns about how difficult it could be for the emergency services to enter the school. Mrs Scott is going to consider what else might be done although the school has tried most things.</p> <p><u>Year 6 Leavers Book</u> Mr Dodd thanked Mrs Leggeat and The Friends of Harefield Junior School for their work and support preparing the Year 6 Leavers Book which was given to children at the end of last term.</p> <p><u>Breakfast Club</u> Mr Dodd advised Governors that numbers attending Breakfast Club in the Junior School are increasing with a quarter of all children now attending. This increase in numbers will require some restructuring of the Breakfast Club.</p> <p><u>Free School Meals Children</u> Governors considered ways to encourage eligible Reception parents to register for FSM. Mrs Lloyd confirmed that this had been mentioned to parents at their transition meeting but feels the difficulty is two fold with parents concerned about the stigma of applying for FSM and the difficulty in qualifying for this now due to recent Government changes to the criteria with parents now working more than 16 hours a week no longer entitled to FSM. It was suggested that it might be useful if Governors came to a curriculum meeting to talk to parents about applying for FSM and have computers available for parents to make online applications at the meeting with support available to help them with the online process. However some parents might be concerned about this not being an anonymous process. Mr Swan added that parents may not be aware that they can be eligible even if they only met the criteria for a short period of time. Mrs Lloyd will look into this to see how far back this goes for Reception parents. Mrs Lloyd also advised Governors that an Early Years Pupil Premium is due to be introduced and this will be used to support Nursery children.</p>	BL
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 27th November, 7.15pm, Harefield Junior School.</p>	

Signature _____
(Chair of Governors)

Date _____