

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

**Thursday 27<sup>th</sup> November 2014, 7.15pm, Harefield Junior School**

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

Governors Present:

Mrs L Boden	Mr D Chapman	Mr P Dodd	Mr B Evans
Mrs C Evans	Mrs M Hassell	Mr S Henderson	Mrs P Leggeat
Mrs B Lloyd	Mrs R Scott	Mrs S Soanes	Ms L Stanton
Mrs J Walker			

Clerk: Mrs A Edwards

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Apologies were received from Dr P Bassill, Mrs A Gibson, Mrs S Hooson-Jones, Mrs J Moss, Mr S Niranjana 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 16<sup>th</sup> October 2014 – Matters Arising</u></b></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 met with Ms Palmer who has provided him with a list of the training she could run for the Governing Body. Mr Evans will look through the list to see what would be appropriate for the Governing Body and reminded Governors to also take advantage of the training offered by the Governor Support Service. Action closed.</p> <p><u>Item 4.</u> Mr Dodd advised Governors that two members of staff had expressed an interest in the Junior's Staff Governor vacancy with one particularly interested. Governors suggested asking this member of staff to come along to the next FGB meeting as a taster.</p> <p><u>Item 5.</u> Mrs Edwards has contacted Ms Palmer and Mrs Tong about providing budget details in order for them to be circulated with the Finance Sub-committee meeting minutes. Action closed.</p> <p><u>Item 12.</u> The Governor Mark assessor was not able to visit on the dates that the Governing Body suggested this term. This will need to be followed up at the</p>	<p style="text-align: center;">BE</p> <p style="text-align: center;">PD</p>

	<p>beginning of next term. There are no concerns with the Governor Mark submission. Action ongoing.</p> <p><u>Item 14.</u> Mrs Edwards circulated documents as requested in advance of the Curriculum Sub-committee meeting to give Governors the opportunity to feed back any comments to Mrs Evans, Chair of the Curriculum Sub-committee. Action closed.</p> <p><u>Item 16. (a)</u> Mrs Edwards amended the Infant School Child Protection Policy, renaming it the Keeping Children Safe in Education Policy. Action closed.</p> <p><u>Item 16. (b)</u> Mrs Lloyd advised that detailed information about eligibility and registering for the Pupil Premium Grant has been included on the Infant School newsletter and website. Parents can currently only claim if they have children aged 4+. Mrs Lloyd also advised of the Early Year’s Pupil Premium which will be coming in April although the criteria has not been finalised yet. The Government may widen the criteria for Pupil Premium to include those on working tax credits and earning under £16k a year. Mrs Lloyd asked Governors to let her know if they hear of anything other schools are doing to try and capture parents entitled to the Pupil Premium Grant.</p> <p><u>Governor Support Service</u> Ron Fowler from the Governor Support Service informed Headteachers at the Primary Forum that both he and Melanie Wright will be leaving the local authority in the new year and setting up their own service. They will provide schools with free support for the spring term and hope that from April the schools will buy into their service. In the meantime, the local authority will have to pick up its statutory duties although it is not clear yet who will deliver this. Governors asked whether there will be a rebate as the schools have bought into the Governor Support Service’s Service Level Agreement until April 2015. This is unlikely as from the local authority’s point of view they will be offering a service. In the meantime, Ron Fowler is prepared to provide a service until April free of charge as a goodwill gesture. It will be a discussion for Finance Governors as to whether the schools buy into the new service. The Governing Body acknowledged that Ron Fowler is very well respected.</p>	AE/ SHJ
3.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Curriculum Sub-committee</u> <i>Assessment</i> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Evans advised that there had been a lot of discussion regarding what medium schools can use for tracking and assessing pupil progress. Levels are being removed but schools have been given nothing to replace them yet. This could result in all schools using different means of assessment and logging data which would make transition between schools difficult and even have ramifications within different key stages and the Infant and Junior schools. Mrs Evans stressed that there is a need for continuity and follow through and hopes that all schools will adopt something that is comparable although the DfE have not provided any further information yet.</p> <p><i>SATs Results/Targets</i> Governors reviewed last year’s SATs results looking at what had gone well and where further work is needed. Targets were set for this year which included raising</p>	

	<p>level 6 targets.</p> <p><u>Personnel Sub-committee</u>  Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans advised that Governors had met to specifically review the Pay and Performance Management policies. It was generally felt that the 2013 policies had worked well for teaching staff and that the Headteachers and Governors had also worked well with the policies. The model 2014 Pay Policy from the Schools HR Cooperative came out late in September and covers not only teaching but also non teaching staff. The policy will need to be introduced gently to non teaching staff with a period of consultation. It was agreed that a group of Personnel Governors would work on the 2014 policy from January 2015 ready for the policy to be adopted by July 2015. Mr Evans advised that going through the performance management process is good practice for any member of staff although it is a shame that the process is linked to pay.</p> <p><u>Inclusion Sub-committee</u>  Minutes from the Sub-committee meeting had been circulated to Governors. Governors had no questions for Mrs Boden, Chair of the Sub-committee.</p>	
4.	<p><b><u>Children’s Centre</u></b></p> <p>Ms Stanton updated Governors on Children’s Centre matters and circulated the Children’s Centre Report to Governors.</p> <p><i>Healthy Lifestyles Programme for Adults</i>  Since the summer the Centre has done a lot of follow up and evaluation of services. Some positive comments were received about this programme and although the numbers of those attending are still small a good start has been made.</p> <p><i>Breastfeeding Support</i>  There have been some positive outcomes with two parents who received one to one breastfeeding support through the Centre currently completing training to become volunteer breastfeeding peer support workers. Both parents have continued with breastfeeding beyond 6 – 8 weeks which is an important target for the Children’s Centre.</p> <p><i>Strong Families</i>  The Centre has tracked the progress in school of ten children, five who attended the Children’s Centre and five who didn’t. The tracking has shown that the children who attended the Centre have made better progress than those who did not.</p> <p><i>Nursery Transition</i>  Nursery staff have carried out observations on children who had attended transition sessions prior to starting Nursery and those children that had not. The findings are summarised in the report to Governors and a full Nursery Transition Report is available from Ms Stanton.</p> <p><i>Adult Learning Provision</i>  There have been some very positive outcomes from adult learning programmes run at the Centre. Ms Stanton gave some examples including one parent who completed their Level 1 Teaching Assistant course and has now started Level 2 whilst volunteering in the Infant School and a second parent who has completed a</p>	

Level 1 Childcare course and is now working towards achieving Level 2. Ms Stanton advised that parents are finding the adult learning programmes helpful and they are being educated really well.

#### *Early Years Audit*

The Children's Centre had their annual Early Years Audit with the local authority on 21<sup>st</sup> November. This was very positive and the Early Years Advisor completing the audit was very impressed with the work the Centre is doing related to the Making Learning Visible project which helps support parents in play with their children at home.

#### *Staff Training*

Staff continue to attend training and maintain their professional development.

#### *Staffing*

Ms Stanton advised that Nirmala Putteroo had left the Children's Centre at the end of October. Amanda Shepherd has been appointed as Senior Childcare Worker. An appointment has just been made for a new Family Support Worker who will be joining the team in January.

#### *Children's Centre Roof*

Issues with the Children's Centre roof are ongoing and no further work has been completed with the leak in the consultation room progressively getting worse. Mrs Lloyd recently spoke to Liz Marsh and Philip Ryan from the local authority about the issues. Liz Marsh informed Mrs Lloyd that there are now several Children's Centres in the borough which are starting to have building issues. Mrs Lloyd showed Liz Marsh and Philip Ryan the sandpit which cost £65k to put in but is now unusable. Neither Mr Evans or Mrs Lloyd have received a reply to the letter Mr Evans sent to Jean Palmer. The letter was copied to Cllr Higgins but there has been no response from him either. Mr Gadd rang David Currie ten days ago but he informed Mr Gadd that he had assumed there were no longer any problems as he had not heard anything to the contrary. Mrs Lloyd informed Governors that Roselyn Unegbu, Project Delivery Manager at the local authority has now left which has left a vacuum. Governors considered whether the same letter that had been sent to Jean Palmer should be sent to Cllr. Simmonds. Ms Stanton advised that although there is some reserve funding in the Children's Centre locality budget this only works out at £1.5k per Centre. Mrs Lloyd added that if any work was carried out on the roof independently this would invalidate any guarantees.

#### *Governor Comments/Questions*

Mr Evans hopes to see the tracking going on to the Junior School.

Mrs Leggeat raised the point that a broad spectrum of children join the schools from other Nursery settings as well as the Children's Centre and asked if this was taken into consideration when tracking children and looking at the impact of the Children's Centre? She wondered whether other settings that children had attended might also have a positive impact on children's progress and wanted to be certain that the conclusions being made were correct. Mr Evans agreed that it may be difficult to track children but hopes that it would be possible to compare children who had never attended the Children's Centre with those that had and see some benefits reflected in their behaviour and progress. Mrs Scott added that the Children's Centre also provides benefits for parents as well and that the Centre is catching parents who really need support. Mrs Evans added that Children's Centre services are having a positive impact on families. The Health Visitors are now

	<p>picking up on children they wouldn't have seen before and prior to the Children's Centre being in the village families who needed support had nowhere to go. Ms Stanton stressed that the data is only part of the evidence and Mrs Leggeat added that the Children's Centre does have a lot of benefits but other factors should be considered as well. Governors asked about the Harefield Family Initiative and Ms Stanton advised that this has now become the Wellbeing Group with a youth focus.</p>	
5.	<p><b><u>Finance</u></b></p> <p><b><u>Infant School External Audit of Private School Fund</u></b> Mr Evans signed off the external audit of the 2013/14 Infant School Private School Fund.</p> <p><b><u>2014 Best Value Statements</u></b> Both the Infant School and Junior School Best Value Statements were signed off by Mr Evans.</p>	
6.	<p><b><u>Infant's School Development Plan</u></b></p> <p>The Infant's 2014-15 School Development Plan (SDP) was circulated to Governors. All staff contributed to the School Development Plan and Mrs Evans, Ms Stanton and Mrs Soanes attended the Infant's SDP training day on 3<sup>rd</sup> November. Governors agreed to ratify the Infant's School Development Plan.</p> <p><b><u>Infant's Self Evaluation Statement</u></b> The Infant's Self Evaluation Statement was circulated to Governors. Mrs Lloyd advised that this is updated annually and is based on and updated in line with the SDP.</p> <p><b><u>Arbor Ofsted Readiness Report</u></b> The Infant's Arbor Ofsted Readiness Report was circulated to Governors. Mrs Lloyd advised that this document supports the school's Self Evaluation Statement and presents data available on RAISEonline which Governors may find useful. Mrs Lloyd highlighted the following points:- The Average Point Score for KS1 in Writing is only 0.8 points lower than the average for outstanding schools. The Average Point Score for KS1 in Reading is only 0.3 points lower than the average for outstanding schools. The Average Point Score for KS1 in Maths is already outstanding. The school needs more level 2cs to become level 2bs. SEN and EAL pupils are doing well. There is a change in the make-up of the school. Two years ago the number of EAL pupils was 8% which has now risen to 33%. Although EAL pupils are doing well there is a need to start to skill up more EAL staff.</p> <p><b><u>Governor Questions</u></b> Mrs Leggeat asked whether Mrs Lloyd thought the new Reception unit would make a difference to this year's SATs results as this will be the first year coming through to year 2 since the unit opened? Mrs Lloyd believes it will make a difference</p>	

	<p>although the real test will be when the current year 1 take their SATs as they are the first cohort to spend a whole year in the open plan unit, the current year 2 only having spent part of the year in the unit, starting Reception in staggered classrooms. The feedback from staff about the current year 1 is that they have moved up from Reception at a really good level.</p>	
7.	<p><b><u>Re-constitution of Governing Body</u></b></p> <p><i>Briefing to Governors</i> Mr Evans reminded Governors that the brief regarding the re-constitution of the Governing Body had been emailed out to them. The brief sets out the proposal for the new constitution and highlights changes to the existing structure of the Governing Body to include the Community Governor role being replaced by a Co-opted Governor role and constraints on the number of Staff and Local Authority Governors. As a result some Governors have been asked to change from their current Governor roles and Mr Evans confirmed that all concerned are happy to do so. The brief also includes an appendix showing the mapping of the existing Instrument of Government onto the proposed new Instrument of Government and an appendix of the draft new Instrument of Government.</p> <p><i>Re-constitution Committee</i> The Re-constitution Committee will look at the wording of this draft in more detail and compare it to the existing Instrument of Government. Mrs Edwards advised Governors that a consultation period will now follow until 22<sup>nd</sup> January 2015 when the Re-constitution Committee next meets. Governors should send any feedback they have about the brief in writing to Mr Evans or Mrs Edwards prior to this date so that it can be considered at the meeting.</p> <p><i>Training/Skills Register</i> Mrs Edwards had prepared a combined Training and Skills Register to support the submission of the new Instrument of Government as this highlights the skills base of the Governing Body. Mrs Edwards asked Governors to email her any additions or amendments to this register.</p>	
8.	<p><b><u>Headteacher's Written Reports</u></b></p> <p><u>Junior School</u> Mr Dodd highlighted a number of items from his report.</p> <ul style="list-style-type: none"> <li>- <i>Staffing</i> There have been some personnel changes this term.</li> <li>- <i>Continuous Professional Development</i> The school is following the INSET programme that was set during the School Improvement Day.</li> <li>- <i>Brunel University</i> The school has links with Brunel University and currently has a student working in year 5.</li> <li>- <i>Managing Staff Performance</i> The first cycle of the new performance management process went well and at the last Personnel Sub-committee meeting Governors discussed having higher UPS expectations for the future.</li> <li>- <i>Pupil Numbers</i> As with the Infant School, EAL numbers are increasing and changing in nature with more pupils joining the school who speak very little English.</li> <li>- <i>Finance</i> The unallocated figure for the school is currently £100k.</li> </ul>	

- *Attendance* The percentage of unauthorised absences last year was below the local authority's figure. The percentage of authorised absences is going down but a bit closer to the local authority's figure.
- *Library Opening* Mr Dodd thanked those Governors who had attended the official opening of the school library.
- *Physical Education* The school is working towards the Sainsbury's School Games Mark silver award this year.
- *Pupil Premium* Governors were sent two reports:- (i) Use of the Primary School PE and School Sport New Funding and (ii) Pupil Premium Grant.
- *Awards* In the summer the school held its annual prize giving. Mr Dodd thanked Mr Chapman and Mrs Scott for donating awards to the school.
- *School Improvement Partner Visit* The School Improvement Partner, Jill Forbes, has informed Mr Dodd that the school is on the cusp of being outstanding although the Ofsted margins are now much tighter. Jill Forbes will be coming into school for two days in January to carry out some observations.
- *Data* Mr Dodd invited Governors into school in December to go through an analysis of the RAISEonline data with him. Mathematics results in KS2 were very strong with 100% of pupils making two levels of progress compared with 89% nationally. Reading results in KS2 were good with 96% of pupils making two levels of progress compared with 91% nationally. Writing results were higher than last year with 94% of pupils making two levels of progress compared with 93% nationally. There were no level 6s for Reading or Writing. Spelling, Punctuation and Grammar (SPAG) has been a great success this year with percentages above the national average. The focus for this year will be Writing, higher end pupils and Free School Meal pupils.
- *Pupil Voice* Mr Dodd praised the work of the School Council, house captains and prefects.
- *ANZAC* There are plans to build an ANZAC garden to celebrate the ANZAC's hundredth anniversary. The school is looking at a few funding streams to support this and the project will begin in January.
- *Friends of Harefield Junior School* Mr Dodd thanked the Friends, chaired by Mrs Leggeat, for the fantastic job they do. The Friends helped to give year 6 a great send off last July and hope to do the same again this year.
- *Events* A small group of Junior School pupils attended the unveiling of two commemorative pavement plaques on the village green honouring two village VC heroes. There are a number of events coming up in school which Governors are welcome to attend.
- *Well Being* A wellbeing group has been set up from a cross section of staff.

#### Infant School

Mrs Lloyd highlighted a number of items from her report.

- *Awards* The school were very proud when a year 1 pupil won first prize in a drawing competition run by Tesco. An award ceremony was held at Tesco in Rickmansworth where the school was presented with a cheque for £250 and 100 hessian shopping bags featuring the child's picture. The child received a £25 gift card.
- *Staff Training* Mrs Boden has attended a Solution Focused Leadership course which was very good and she will roll it out to staff at an INSET training in

January. The course looked at strategies that can be used when someone is put into leadership situations and the challenges this involves. This links well with coaching and Mrs Boden's role in school. Mrs Lloyd commented on how difficult it is to access leadership courses for non teaching staff. All Foundation Stage staff have now been trained in the Making Learning Visible project.

- *Governor Visits* Mrs Lloyd thanked Governors who have made recent visits to school including those that came to experience the Forest School.
- *Pupil Numbers* Numbers are lower in the afternoon Nursery which is something to discuss with Finance Governors. Historically parents prefer morning to afternoon nursery and there is also an increasing demand for all day nursery care.
- *Basic Skills Award* The school is preparing for reaccreditation in January and will speak to the assessor when they come in about reaccreditation for the Early Years Award.

#### Governor Comments

##### *Junior School Learning Walk*

Mr Chapman commented on how impressed he was during the Junior School Learning Walk with the behaviour of pupils who were busy, quiet and attentive in all the classrooms Governors visited. Governors were very pleased with the pertinent questions pupil's asked. Mr Dodd added that he feels it is important that children know who the Governors are. Mrs Evans commented on how hot it was in some parts of the school and wondered how the children were able to concentrate. Mr Dodd advised that the temperature does vary around the school and in some areas it can be quite cold. Unfortunately the design of the building means that some parts are not very good at holding heat whereas other areas, such as upstairs, can become quite hot. There are blinds at the windows in classrooms to try and keep pupils shaded from the sun.

##### *School Uniform*

Mrs Leggeat commented that she has noticed a difference in the standard of school uniform between the Infants and Juniors and is very impressed with pupils in the Junior School. Mr Dodd advised that full uniform checks are carried out once a term in the Junior School which includes looking for inappropriate trainers and hair bands. Mrs Lloyd explained that as pupils in the Infants are younger there is a tendency for them to be a little less smart and more dishevelled and the school doesn't carry out uniform checks. Trainers are allowed in the Infants as the focus is on sensible footwear that will support children's feet as they go about their activities. Mr Evans advised that a few years ago the Governing Body discussed uniform maintaining that it should meet the broad colour scheme selected for both schools whilst being readily available and reasonably priced for parents to buy.

##### *School Visits*

Mrs Walker had accompanied year 2 on a recent trip to Iver Heath Environment Centre and commented on what an excellent trip it had been. The trip had been a hands on experience for pupils in a calm, local environment.

##### *Forest School*

Mrs Scott had joined a Forest School session and commented on Mr Lewis, one of the Forest School leaders, and how well his passion for the Forest School came across. Mrs Lloyd added that a Halloween themed session had been run for



	<p>Children’s Centre parents and children and how Miss Cooper and Mr Lewis have plans to run further sessions for the Children’s Centre at Easter. Forest School is timetabled in six week blocks for years 1 and 2 and Reception children are timetabled to attend every afternoon. This will enable pupils to see seasonal changes and gain an understanding of nature and the environment. The sessions have not been offered to other schools yet. Mr Niranjan had also joined a Forest School session and written a report about his visit which was circulated to Governors. His report highlighted some immediate needs for the Forest School including a permanent storage facility e.g. a shed, a movable canvas to be used as a covering/shelter/windbreak and another trolley. Mr Niranjan hopes that fundraising for the school might be able to secure these items.</p>	
9.	<p><b><u>Assessments/Inspections</u></b></p> <p><u>Governor Mark</u> This item was covered under agenda item 2.</p>	
10.	<p><b><u>Governor Training</u></b></p> <p>Mrs Evans, Mrs Soanes and Ms Stanton attended the Infant’s School Development Plan training day on 3<sup>rd</sup> November. Mrs Scott attended the RAISEonline workshop in November run by Babcock 4S and funded by the National College for Teaching &amp; Leadership.</p> <p><b><u>School Visits</u></b></p> <p>Mrs Leggeat and Mrs Walker attended the Infant School Harvest Assembly. Mrs Scott and Mr Niranjan joined Forest School sessions in the Infant School. They both wrote reports which were circulated to Governors. Mr Chapman, Mrs Evans, Mrs Leggeat, Mrs Scott and Mrs Soanes attended a Curriculum Learning Walk in the Junior School on the morning of Friday 21<sup>st</sup> November. Their report about the visit was circulated to Governors. Mr Henderson accompanied a Reception trip to Build a Bear in Uxbridge. Mrs Walker accompanied a Year 2 trip to Iver Heath Environment Centre. Mr Chapman, Mrs Evans, Mrs Leggeat, Mr Niranjan and Mrs Soanes attended the official opening of the Junior School library.</p>	
11.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Curriculum Sub-committee Terms of Reference</u> The Curriculum Sub-committee Terms of Reference were circulated to Governors prior to the FGB meeting. They had been reviewed by the Curriculum Sub-committee. Governors agreed to ratify the Terms of Reference.</p> <p><u>Inclusion Sub-committee Terms of Reference</u> The Inclusion Sub-committee Terms of Reference were circulated to Governors prior to the FGB meeting. They had been reviewed by the Inclusion Sub-committee. Governors agreed to ratify the Terms of Reference.</p>	

	<p><u>Paternity Leave Policy</u> The Paternity Leave Policy, applicable to both schools, had been circulated to Governors prior to the FGB meeting. The policy had been reviewed by Personnel Governors and advice was taken regarding amendments from the Schools HR Cooperative. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Performance Appraisal Policy</u> This policy had been circulated to Governors prior to the FGB meeting. The policy had been reviewed by Personnel Governors. The Governing Body agreed to ratify this policy subject to amendments relating to layout.</p> <p><u>Junior School Child Protection Policy</u> This policy had been circulated to Governors prior to the FGB meeting for review. The Governing Body agreed to ratify this policy subject to amendments relating to layout and with the name of the policy changed to ‘Keeping Children Safe in Education’.</p> <p><u>Junior School Looked After Children Policy</u> This policy had been circulated to Governors prior to the FGB meeting for review. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School SEN &amp; Inclusion Policy</u> This policy had been circulated to Governors prior to the FGB meeting for review. The Governing Body agreed to ratify this policy subject to amendments relating to layout.</p> <p><u>Junior School Disability &amp; Accessibility Plan</u> This plan had been circulated to Governors prior to the FGB meeting and had been reviewed by Premises and Curriculum Governors. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Marking Policy</u> This policy had been circulated to Governors prior to the FGB meeting for review. The Governing Body agreed to ratify this policy subject to amendments relating to layout.</p> <p><u>Junior’s School Information Report</u> The School Information Report, the new title for the SEND Local Offer, had been circulated to Governors prior to the FGB meeting. The report had been reviewed by Curriculum Governors. The Governing Body agreed to ratify this document.</p>	
12.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p><u>Infant School</u> There has been one notifiable accident recorded in the Infant School since the last meeting when a child cut their head after falling in the playground when playing football.</p>	

	<p><u>Junior School</u> There have been two notifiable accidents recorded in the Junior School since the last meeting:- a child slipped in the playground and broke their wrist and a child strained their finger which required a hospital visit.</p>	
13.	<p><b><u>A.O.B</u></b></p> <p><u>West London Waste Plan</u> A letter from the London Borough of Hillingdon was sent to schools regarding the consultation period for the West London Waste Plan. The deadline for responses is Friday 19<sup>th</sup> December and Mrs Edwards will circulate the website details to Governors so they can find out further information if they are interested.</p> <p><u>Support Staff</u> Mrs Lloyd advised that support staff have been given a settlement of a 2.2% pay rise although schools were only advised to budget for a 1% pay rise. This will come into effect from January with staff being given a lump sum in December. This will have implications for this year's budget and will need to be incorporated into next year's budget and is an additional piece of work that was not expected.</p> <p><u>Junior School Gates</u> Mrs Evans asked why the Junior School gates are left open all the time at the moment? Mr Dodd advised that water has got into the electrics and that the school is currently waiting for spare parts to arrive in order for the gates to be fixed.</p> <p><u>Easyfundraising</u> Mrs Walker highlighted the Easyfundraising website that Governors can use when shopping online. Once registered with the site, a certain percentage of the money spent online is donated to the Friends.</p>	AE
	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 5<sup>th</sup> February 2015, 7.15pm, Harefield Junior School.</p>	

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

Date \_\_\_\_\_