

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

**Thursday 5<sup>th</sup> February 2015, 7.15pm, Harefield Junior School**

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

Governors Present:

Dr P Bassill	Mrs L Boden	Mr D Chapman	Mr P Dodd
Mr B Evans	Mrs C Evans	Mrs A Gibson	Ms L Gwatkin
Mrs M Hassell	Mr S Henderson	Mrs S Hooson-Jones	Mrs P Leggeat
Mrs B Lloyd	Mrs J Moss	Mr S Nirranjan	Mrs R Scott
Mrs S Soanes	Ms L Stanton	Mr J Swan	Mrs J Walker

Clerk: Mrs A Edwards

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting including new Junior School Staff Governor, Ms Leigh Gwatkin. Governors introduced themselves to Ms Gwatkin. There were no apologies for absence. Cllr. H Higgins did not attend.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p> <p><b><u>Childcare Disqualification Declaration</u></b></p> <p>Mr Evans advised Governors of a new requirement for childcare disqualification checks to be carried out on staff and volunteers working in schools. The regulations not only apply to members of staff and volunteers but any members of their household. The Department for Education have issued supplementary advice with further details about when a person may be disqualified. Mrs Edwards distributed declaration forms and further information to Governors who had not already received the form through either school and Governors were asked to return the completed form to either Mrs Edwards, Mr Dodd or Mrs Lloyd.</p> <p><b><u>Renewal of Terms of Office</u></b></p> <p>Mrs Edwards advised that Mrs Soanes, Community Governor, has renewed her term of office for another four years.</p>	

2.	<p><b><u>Minutes of FGB Meeting Held on 27<sup>th</sup> November 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> Ms Gwatkin has joined the Governing Body as the new Junior School Staff Governor. Action closed.</p> <p><u>Item 2. (c)</u> Mrs Hooson-Jones advised that she had received an email from Governor Mark advising that the assessor will soon be contacting the Governing Body to arrange a three hour visit. Action ongoing.</p> <p><u>Item 4.</u> Mr Evans advised that further to a request from the Premises Sub-committee, he has written to Jean Palmer again regarding the problems with the leaking Children’s Centre roof. He did not receive a reply to the letter he sent in October 2014. Action closed.</p> <p><u>Item 8.</u> Governors commented that the Junior School Headteacher’s Report had been very useful background reading prior to meeting with Bill Houldsworth from the Cambridge Education Associates.</p> <p><u>Item 13.</u> Mrs Edwards confirmed that she had circulated the website details to Governors regarding the consultation period for the West London Waste Plan. Action closed.</p>	BE
3.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Premises Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors.</p> <p><i>Staging</i> Mr Chapman asked whether the staging that the Junior School are considering disposing of included raised seating but Mrs Scott advised that it did not. The school still has boxed staging that it intends to keep which takes up less storage space.</p> <p><i>Junior School Gates</i> Mrs Scott advised that Mr Gadd is still waiting for parts for the Junior School car park gates.</p> <p><i>Anzac Garden</i> Governors noted that some changes had already been made to the garden by the Junior School entrance and Mr Dodd confirmed that this is part of the preparations for the Anzac Garden. He also informed Governors that Australian broadcasters ABC TV will be visiting the school next week to talk about the Anzac centenary plans. They will also be visiting St Mary’s Church and Harefield Hospital. Governors were interested in what the garden would include and Mr Dodd advised that the School Council have asked for ten things including a kangaroo, a hare, a water feature and a place where pupils can do activities. Mr Dodd confirmed that the pond, which has newts in it, is not part of the Anzac Garden.</p> <p><i>Children’s Centre</i> Mrs Scott advised that there have been no further developments with repairs to the Children’s Centre roof.</p> <p><u>Finance Sub-committee</u> Minutes from the Sub-committee meetings had been circulated to Governors.</p>	

	<p><u>Junior School</u> Mr Evans reported that the Junior School finances are on track for the time of year and that no spend is unaccounted for. Next year's budget will be tighter than ever but the school should be able to carry forward a similar amount as this year although this will involve thinking about the way classes are structured.</p> <p><u>Management of School Maintenance Projects</u> The local authority contacted a number of schools, including the Infant School, regarding the Management of School Maintenance Projects and whether schools would be prepared to put part of their carry forward towards 2015/16 maintenance costs. Mr Evans highlighted concerns Governors had about the short timescale for a reply which meant it was not possible to hold a Full Governing Body meeting to discuss the matter. The decision was made that it was best to be in a maintenance programme rather than be excluded from it but some Governors were concerned about the process. The Schools Forum and the Primary Heads have been involved in the debate and Mr Evans hopes that there will be a better, more democratic process in the future.</p> <p><u>Breakfast Club</u> Mr Dodd had asked Finance Governors to consider increasing the cost of the Breakfast Club from 75p to £1.00. However, the decision was made to put this on hold for the time being and in the meantime Mr Dodd will talk to Mrs Lloyd about the Infant School's pricing. Governors also felt that parents would need an explanation about the difference in costs between the two schools.</p> <p><u>Children's Centre</u> There will be an underspend of £5k on the locality budget and slightly more on the Children's Centre budget. Mr Evans reported that unlike schools, the Children's Centre is unable to carry forward any underspend to the following year. As the accounts are closing early on 26<sup>th</sup> March 2015 due to the Easter holidays, adjustments will still be allowed for anything accrued between 26<sup>th</sup> March and 5<sup>th</sup> April 2015, the end of the financial year.</p> <p><u>Infant School</u> Mr Evans commented on the high standard of reports produced by Ms Cindy Tong, School Bursar. Mr Evans reported that the Infant School finances are on track for the year. Indicative funds for 2015/16 are quite tight and careful consideration will have to be given to how the budget is set. Mrs Lloyd and Ms Tong will work on different scenarios which are likely to involve some cutbacks.</p> <p><u>Personnel Working Party</u> Mr Evans advised that a Personnel Working Party has started to review the existing Performance Management policies for both schools with a view to introducing new policies from July 2015. Both schools are currently using the policies that were ratified last year.</p>	
4.	<p><b><u>Children's Centre</u></b></p> <p>Ms Stanton updated Governors on Children's Centre matters.</p> <p><u>New Courses This Term</u></p> <p><i>Counselling</i> A new counselling service has started which two parents are accessing at the moment.</p>	

	<p><i>Feed My Family</i> A course about healthy eating on a budget.</p> <p><i>About Boys</i> A course about the relationships between mothers and sons and managing their sons behaviour.</p> <p><i>Overcoming Barriers to Employment</i> A course that is more than just CV writing with a focus on building self esteem and self confidence.</p> <p><i>Positive Parenting Course</i></p> <p><i>Music and Movement</i> A course for nursery age children.</p> <p><u>Evaluation</u></p> <p>The Self Esteem course has had a positive impact with one parent starting work, one parent starting their own business and one parent starting a new course. Targeted planning has been evaluated with 82% of children achieving their goals including in Speech and Language. The Centre is particularly pleased with the progress made by a child diagnosed with autism.</p> <p><u>Staffing</u></p> <p>The new Family Support Worker starts mid February.</p> <p><u>Training</u></p> <p>The Centre's part-time administrator has undertaken training in Baby Massage and Seasons for Growth which is a group bereavement programme which helps adults cope with loss. The Infant School run Seasons for Growth for children and the two programmes can be linked together.</p> <p>The Child Care Workers undertook brain development training in January.</p> <p><u>Hillingdon Children's Centres</u></p> <p>The local authority are carrying out a review of Children's Centres across the borough this year and any changes will be implemented in 2016/17. This is part of the early intervention agenda and the review has started at a strategic level. Ms Stanton advised that she feels that the local authority will be looking at more cost effective ways of running Children's Centres.</p>	
5.	<p><b><u>Finance</u></b></p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Both schools SFVS submissions had been reviewed and updated by Mrs Edwards, Ms Tong (Infant School), Ms Palmer (Junior School) and the Finance Subcommittee. Both schools and the Governing Body fully comply with all the questions. The Governing Body ratified the 2015 SFVS submissions for Harefield Infant School and Harefield Junior School and Mr Evans signed them both off. Mrs Edwards will send these to the local authority's Finance Team early next week.</p> <p><u>Junior School External Audit of Private School Fund and School Journey Fund</u></p> <p>Mr Evans signed off the external audit of the 2013/14 Junior School Private School Fund and School Journey Fund.</p>	
6.	<p><b><u>School Meal Provision</u></b></p> <p>A joint tender from Harefield Infant School and Harefield Junior School for school meal provision was put on the local authority portal and two companies submitted bids – ISS and Taylor Shaw. The process was managed by Tracie Bushell, the local authority's Procurement Officer, and included a food tasting session for both</p>	

	<p>School Councils and Governors as well as a presentation from both companies. Part of the process had also involved contacting other local schools that have used ISS and/or Taylor Shaw for their feedback. To conclude this part of the tendering process, Tracie Bushell, had provided a report summarising the overall findings in terms of quality and price and information provided in response to supplementary questions. The report concluded with a recommendation to the Governing Body. Copies of the report had been provided to Finance Governors and would also be sent to the Chair of the Food Policy Sub-committee.</p> <p>The Governing Body noted that although both companies bids included investment in the installation of a new kitchen in the Infant School, this would not be required as Mrs Lloyd advised that the Infant School has now been awarded funding from the Department for Education to install a kitchen.</p> <p><i>Governor Comments/Questions</i></p> <ul style="list-style-type: none"> <li>- Mr Dodd commented on the excellent and fair way that the tendering process had been conducted with the School Council and Governors involved.</li> <li>- Mrs Leggeat asked whether the bids could be changed to a kitchen being installed in the Junior School now that the Infant School are receiving funding from the DfE for a kitchen? However, the bids would now recognise that there is no need for a kitchen to be installed following the funding received from the DfE. Governors acknowledged that a certain number of meals, to include supplying the Junior School, would still need to be produced by the Infant School in order to make any contract viable.</li> <li>- Governors asked whether questions raised by the schools had been answered fully by ISS and Taylor Shaw and it was confirmed that they had been.</li> </ul> <p><i>Governing Body Decision</i></p> <p>The Governing Body agreed with the local authority’s recommendation in regards to procurement and will instruct Tracie Bushell to proceed with making the appropriate arrangements. Governors recognised that this decision is sensitive and should be kept confidential until it is in the public domain.</p>	
7.	<p><b><u>Re-constitution of Governing Body</u></b></p> <p>Mr Evans advised that the Re-constitution Committee had met in January to review Governor feedback following the circulation to the Full Governing Body of the Re-constitution Brief and draft new Instrument of Government which included the re-allocation of roles to meet the new guidelines. Governors discussed whether the Instrument of Government should recognise the Governing Body’s responsibilities for the Children’s Centre as mentioned in the Children’s Centre’s Service Level Agreement (SLA). However the Children’s Centre’s SLA could be regarded as a commissioned service by the Infant School, in a similar way to other SLAs i.e. the provision of school meals. Mr Evans and Mrs Edwards will be meeting with Ron Fowler from the Governor Support Service to discuss the new Instrument of Government and will seek guidance from him regarding this matter. The Full Governing Body agreed that the new Instrument of Government could be presented to the local authority for ratification.</p>	

	<p><u>Standing Orders</u> Mrs Edwards advised that the Governing Body Standing Orders are usually reviewed every three years with the next review due in 2016. However, the Re-constitution Committee felt that these should be reviewed early as part of the re-constitution process. Mr Evans and Mrs Edwards will start work on the review process.</p>	BE/ AE
8.	<p><b><u>Headteacher’s Question</u></b></p> <p><u>Junior School</u> <i>Payroll Procedures</i> Payroll Procedures had been reviewed by Finance Governors and circulated to Governors prior to the meeting. Model procedures from the local authority had been adapted for the Junior School. Mrs Evans raised a query regarding the new Payroll Procedures and whether Governors can be reassured that when the process is being done on computer but Mr Dodd only sees and signs off a hard copy, there is enough security in place for errors to be picked up. Mr Dodd advised that he had discussed this matter with the School Finance Officer who advised that the requirement for data between Dataplan and SMS to balance should show up any discrepancies or technical inaccuracies. The Finance Officer advised that areas that can be open to abuse include cheques and overtime but the school has clear systems in place (as do the Infant School) which ensure that this would not happen. Mrs Evans asked whether it is necessary to have a separate payroll procedures document or whether this is not already covered by the schools financial management procedures? Mr Dodd informed Governors that further to the local authority’s recent internal audit of payroll arrangements in schools, the School Finance Officer has advised that the local authority have recommended that schools put these procedures in place although the final decision to do so rests with the Governing Body.</p>	
9.	<p><b><u>Inspections/Assessments</u></b></p> <p><u>Cambridge Education Associates</u> On 22<sup>nd</sup> January, the Junior School was visited by Bill Houldsworth, Education Consultant from the Cambridge Education Associates (CEA). Mr Dodd distributed to Governors a copy of the confidential report he had received from the CEA. Mr Dodd explained that the local authority have commissioned the CEA to carry out inspections in a number of schools across the borough and the Junior School was most likely included as it is due an Ofsted inspection in the near future. Mr Houldsworth interviewed the Senior Leadership Team (SLT) and the extended SLT, Governors and pupils and also carried out observations and a learning walk with Mr Dodd. Although staff found the process quite difficult, Mr Dodd felt that the process had been quite fair and helpful. Mr Dodd highlighted the following from the report: <i>Information about the School</i> - School data was scrutinised including the School Improvement Plan and the SEF.</p>	

	<p><i>Achievement of Pupils</i></p> <ul style="list-style-type: none"> <li>- A comparison was made between the achievement of boys and girls, particularly in writing.</li> <li>- High value added scores were noted, particularly in maths.</li> </ul> <p><i>Teaching and Learning</i></p> <ul style="list-style-type: none"> <li>- The comments made were based on four lesson observations and a Learning Walk which Mr Dodd found useful.</li> <li>- The school provides an enriched environment for learning and there is a culture of high expectations.</li> <li>- Marking is thorough but staff need to ensure that there is complete consistency.</li> <li>- Staff need to further develop levels of independence and pupil's own learning.</li> </ul> <p><i>Behaviour and Safety</i></p> <ul style="list-style-type: none"> <li>- The consultant was impressed with behaviour in school.</li> <li>- Safeguarding was covered well including having a compliant and up-to-date single central register.</li> </ul> <p><i>Leadership and Management</i></p> <ul style="list-style-type: none"> <li>- It was noted that although the leadership team is relatively new they work well together.</li> <li>- The school has received a number of awards including Governor Mark.</li> <li>- Performance Management has been done well.</li> <li>- The SEF makes no reference to social, moral, spiritual and cultural development and it would benefit from doing so.</li> <li>- A lot of work has been done with assessment although no decision has been made yet as to which model should be used.</li> </ul> <p><i>Overall Comment and Key Actions</i></p> <ul style="list-style-type: none"> <li>- A new leadership team.</li> <li>- Monitoring of teaching and learning.</li> <li>- Ensuring consistency in the development of learning environments.</li> </ul> <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> <li>- Mrs Lloyd asked if the CEA had used RAISEonline data as the point of entry data was not correct. Mr Dodd confirmed that RAISEonline data had been used and that Mr Dodd had also been asked to provide internal data. Mrs Lloyd asked Mr Dodd if he would be able to contact the CEA to question the point of entry data.</li> <li>- Mrs Leggeat questioned why the local authority were not just taking Ofsted reports as a guide to how well schools are doing? Mrs Lloyd felt that it might be because a number of schools have recently been put in special measures or graded as requiring improvement by Ofsted and the local authority have not been able to provide any evidence of how these schools had been supported to try and prevent this.</li> <li>- Governors wondered whether the Infant School would have an inspection from the CEA? Mrs Lloyd imagines that it will in time, although the inspections seem to have started with schools that are due an Ofsted inspection shortly.</li> <li>- Mr Dodd advised that some staff had found the process difficult, particularly those that had not done anything like it before. However, Mr Dodd felt that it was helpful and had gone reasonably well and was half a step to an Ofsted inspection.</li> <li>- Mr Evans felt that the report was a very positive outcome from the visit and</li> </ul>	
--	---	--

	<p>spoke of the Governing Body’s appreciation for the work of the staff. Mr Dodd thanked the Governors who had met with Mr Houldsworth who was impressed with their commitment to the school and how well they knew the school.</p> <p><u>Junior School Improvement Plan</u> Further to the CEA visit, Mr Dodd has made some minor amendments to the Junior School Improvement Plan as recommended by Mr Houldsworth. Governors agreed to these changes.</p> <p><u>Infant School Basic Skills Award</u> Mrs Lloyd informed Governors that the Infant School has been recredited with the Basic Skills Award. Governors congratulated the team led by Mrs Moss. Mrs Moss advised that the assessor had been very impressed with the Forest School. Mr Niranjan added how impressed he had been when he visited the Forest School, particularly with Mr Lewis. Mrs Lloyd has offered sessions to the Junior School and hopes to invite other schools along as well. The school may run an open session and is also looking at running Forest School team building days. The school has recently placed an advert and has an editorial piece in a local parenting magazine, Raring2go! Miss Cooper and Mr Lewis have been invited to Brunel University to talk about the Forest School to student teachers. Mrs Lloyd added that everyone is amazed by what they hear about the Forest School.</p>	
10.	<p><b><u>Governor Training</u></b></p> <p>Ms Gwatkin attended Part 1 of the Introduction to Governance course on 29<sup>th</sup> January. Mrs Soanes will be attending the next Hillingdon Governors Termly Meeting on 26<sup>th</sup> February. Mrs Scott will be attending Accident Reporting &amp; Assessment training in February.</p> <p><b><u>School Visits</u></b></p> <p>Mrs Evans, Mrs Scott, Mrs Soanes and Mrs Walker attended the Infant School Christmas Nativity. Mrs Boden and Mrs Lloyd attended the Junior School Christmas concert. Mrs Boden, Mr and Mrs Evans, Mr Niranjan, Mrs Scott and Mrs Soanes attended the food tasting session for the school meal tender. Mrs Boden, Mr and Mrs Evans, Mrs Scott and Mrs Soanes attended both a pre-meeting with Mr Dodd and a meeting with the CEA education consultant. Mrs Boden and Mrs Lloyd came and observed the Junior School Lock Down drill.</p>	
11.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Junior School Lock Down Policy</u> Further to the Junior School Lock Down drill, Mr Dodd circulated an amended policy to Governors for review. Mr Swan expressed reservations about the policy and feels that the lock down drill causes great stress to children who don’t understand why they have to practice it. Mr Dodd explained that the policy is</p>	



<p>common in schools and highlighted a situation last year when the school was contacted by the police and asked to go into lock down but at the time the school did not have a policy. The drill will be carried out once every academic year and has only been done twice so far. Mr Swan advised that some children had been reticent about going into school on the day of the lock down drill. Mr Dodd advised that he had received some feedback from parents about the first lock down drill but had not been aware of any about the second lock down drill. Mrs Boden informed Governors that both her and Mrs Lloyd had been present at the recent drill to observe the process. They had found the process to be very professional and carried out in a calm atmosphere without any fear. All the children and staff knew what they were doing. Both Mrs Lloyd and Mrs Boden were very impressed. Although a lock down procedure in the Infant School would be more likely to involve training adults in what to do, they felt it was important that children understand that there are dangers and how to behave in certain circumstances. Mrs Evans agreed that it is a great shame that there is a need to have a lock down policy but there is always going to be a ‘what if’ scenario. Governors agreed that it is important to have the paperwork in place for parents and that children are informed of what is going to happen through assemblies. They accepted that there will always be some children who will feel scared balanced with others who will find that the process makes them feel safer. The Governing Body agreed to ratify the policy.</p>	
<p><u>Junior School Charging for School Activities Policy</u>  This policy had been reviewed by Finance Governors and circulated to Governors prior to the meeting. A model policy from the local authority had been adapted for the Junior School. Mrs Evans advised that she did not find the language of the policy appropriate and felt that parts of the policy were not relevant to the Junior School. Both Mrs Evans and Dr Bassill felt that it might be more appropriate to customise a policy for the Junior School rather than use the more generic policy. There are currently parts of the generic policy that could raise questions with parents and give the wrong impression about what can and can’t be charged for. Mrs Lloyd advised that the Infant School have a Charging Policy that has been written specifically for the school. This came about to clarify the situation around contributions from parents for activities and the use of contributions from the Friends to purchase classroom resources. Governors agreed that Mrs Evans would look at the Junior School policy again with Mr Dodd with a view to keeping any legal aspects of the policy but reducing the rest of it down to what makes sense for the Junior School.</p>	CE/PD
<p><u>Junior School Payroll Procedures</u>  Further to the discussions under agenda item 8. the Governing Body agreed to ratify these procedures.</p>	
<p><u>Junior School Handwriting Policy</u>  This policy will be reviewed by the Curriculum Sub-committee before being presented to the FGB for ratification. Mrs Edwards will send Mr Dodd the feedback received from Mrs Evans.</p>	AE

	<p><b><u>Premises Sub-committee Terms of Reference</u></b>  The Premises Sub-committee Terms of Reference had been reviewed by Premises Governors who agreed that no changes needed to be made to last year's Terms of Reference. The Governing Body agreed to ratify the 2015 Terms of Reference.</p>	
12.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p><b><u>Infant School</u></b>  There have been no notifiable accidents recorded in the Infant School since the last meeting.</p> <p><b><u>Junior School</u></b>  There have been no notifiable accidents recorded in the Junior School since the last meeting.</p>	
13.	<p><b><u>A.O.B</u></b></p> <p><b><u>School Crossing Patrol</u></b>  Mrs Leggeat asked whether cover could be provided for the school crossing patrol officer (lollipop lady) whilst she is on sick leave but Mrs Scott advised that the local authority do not deem Park Lane a busy or dangerous enough road for a supply to be provided in her place.</p> <p><b><u>Thank You</u></b>  Mr Dodd thanked the Friends of Harefield Junior School for their ongoing support including a donation of £4k towards the Anzac celebrations, school medals and year 6 leaving activities.</p>	
	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 12<sup>th</sup> March 2015, 7.15pm, Harefield Infant School.</p>	

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

Date \_\_\_\_\_