

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 12th March 2015, 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	Ms L Gwatkin
Mrs M Hassell	Mrs S Hooson-Jones	Mrs P Leggeat	Mrs B Lloyd
Mrs J Moss	Mr S Niranjana	Mrs R Scott	Mrs S Soanes
Mr J Swan			

Clerk: Mrs A Edwards

		Action
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mr S Henderson, Ms L Stanton and Mrs J Walker. 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 5th February 2015 – 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 3.</u> Funding for the Infant School gates has been agreed and the work has been booked in. Funding for the Junior School gates is still to be agreed. Action closed.</p> <p><u>Item 6.</u> The Infant School has been working with the local authority’s Procurement Officer, Tracie Bushell, to make the arrangements for the school meal provision to change from ISS to Taylor Shaw in mid April. Mrs Lloyd requested approval from Governors to write to ISS for the good service they have provided the Infant School although they were not successful in the tendering process. The Governing Body agreed to this request. Mrs Evans had asked for clarification about who would be responsible for the collection of parental debt with the new provider and Mr Dodd advised that he would clarify this. Action ongoing.</p> <p><u>Item 11. (a)</u> Mrs Evans had emailed Mr Dodd with amendments to the Junior School Charging for School Activities Policy. Mr Dodd had looked at the amended policy and clarified section 4.2 regarding music provision. Mrs Edwards will liaise</p>	<p>BE</p> <p>PD</p>

	<p>with Mr Dodd about circulating the amended policy to Governors. Action ongoing. <u>Item 11. (b)</u> The Junior School Handwriting Policy was reviewed by the Curriculum Sub-committee. Action closed.</p>	AE
3.	<p><u>Sub-committee Reports</u></p> <p><u>Curriculum Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors.</p> <p><i>Assessments</i> Governors spent a lot of time discussing assessments and how each school is moving forwards with assessments. The Infant School are using Rising Stars. The Junior School have been looking at both Rising Stars and an assessment scheme from Chris Quigley, a curriculum specialist. Since the Curriculum meeting the Government have announced that they are setting up a working party to look into assessment. However this will take time and with APS linked to the old curriculum the Junior School will need to put a new assessment scheme in place. Mr Dodd advised that he had attended Rising Stars training with Miss Ryan and they had found that the scheme was not explicit enough whereas they had found Chris Quigley’s scheme was more in depth. Junior School staff also like Chris Quigley’s scheme. Mr Dodd added that Miss Ryan would be happy to speak to Governors about the scheme.</p> <p><i>Pupil Data</i> Governors looked at pupil data and found that Ever 6 children were doing well. It was noted that Writing continues to be an issue, particularly in the Juniors but also in the Infants with interventions in place in both schools to address this.</p> <p><i>NACE Award</i> The Junior School is in the process of reaccreditation of the NACE Award.</p> <p><i>Junior School Handwriting Policy</i> Governors reviewed the Handwriting Policy and found that a lot of work had been put into preparing the policy but it included too much detail. Governors felt that the policy should provide an overview although the detail would be useful for staff and should not go to waste.</p> <p><i>Governor Comments</i> Mrs Leggeat asked why a Handwriting Policy is needed? The policy ensures that all staff teach handwriting in the same way. The policy should be an overview, a procedural document with enough information to enable parents to support their children with handwriting. Detailed information for staff could be recorded elsewhere. Mr Chapman asked what a pen licence is? If a pupil’s writing reaches a certain standard they are rewarded with a licence allowing them to move on from writing with a pencil to a pen.</p> <p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Governors had no questions regarding the minutes.</p>	
4.	<p><u>Children’s Centre</u></p> <p>Mrs Lloyd updated Governors on Children’s Centre matters.</p>	

	<p><i>2015/16 Budget</i></p> <p>Individual Children’s Centre budgets have been protected after a 5% cut. Originally the locality budget was set at £100k but last week this was suddenly cut to £59k. The four Children’s Centres within the locality held an emergency meeting to decide where cuts could be made which has resulted in the loss of projects such as Jigsaw training, counselling and the Dads Group. Creche costs are also being looked at as these are high, however without crèche facilities parents can’t attend courses. Evening courses are also being considered although there are staffing implications for these. Admin.costs to each Centre have been cut with running costs coming out of the locality budget reduced to £5k. The local authority have increased the premises cost but as the overall budget has been cut the locality have agreed to use the extra money to offset insurance costs. Harefield, as the lead Children’s Centre, gets an additional £11k for admin. costs part of which is used to cover bursar costs and headteacher costs. However, as there is now less work in terms of the Children’s Centre for Mrs Lloyd she will not take a fee and Governors agreed that she could support the locality when necessary during school time. The local authority have taken out £48k from the overall Children’s Centre budget to build a new database and £47k for Hillingdongrid. Mrs Lloyd advised Governors of the incredible piece of work Ms Stanton had done turning the new locality budget around in an afternoon with only £59k for the four Centres.</p> <p><i>Governor Comments</i></p> <p>Mrs Scott asked whether there was a feeling that the local authority are moving away from supporting Children’s Centres? Mrs Lloyd advised that the local authority is investing in a new database, Hillingdongrid for Children’s Centres and that the Early Intervention Programme has a budget of £100k. There will be a new Advisory Board which the locality were not happy about although Ms Stanton hopes that this could lead to more accountability and support for the lead Centre. The Advisory Board will include representatives from Health, Job Centre Plus and the local authority. The locality’s Advisory Board will meet after the new Advisory Board meets.</p> <p>Governors discussed how different local authorities have different arrangements for Children’s Centres e.g. in Greenwich, Children’s Centres were taken over by Greenwich Leisure, in Buckinghamshire they are run by the charity Barnardos. Governors considered whether the Governing Body would express an interest in running Harefield Children’s Centre if the contract was ever put out to tender? Governors agreed that it would be dependent on the contract and funding and the implications of running the Children’s Centre would have to be carefully considered. Mrs Evans suggested looking back at the original paperwork and FGB meeting minutes for documented evidence that the Children’s Centre was originally going to become part of the school as the local authority are now saying that this is not case and that Children’s Centre are London Borough of Hillingdon assets. Children’s Centres were set up with Surestart funding which may restrict them from being used for anything else.</p>	
5.	<p><u>Finance</u></p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Following ratification at the last FGB meeting, the 2015 SFVS submissions for</p>	

	Harefield Infant School and Harefield Junior School were sent to the local authority's finance team.	
6.	<p><u>Headteacher's Written Reports</u></p> <p><u>Junior School</u></p> <p>The Junior School Headteacher's Report was circulated to Governors prior to the meeting. Mr Dodd highlighted a number of items from his report.</p> <ul style="list-style-type: none"> - <i>Personnel</i> Mr Dodd informed Governors that Mrs Ashton, Learning Mentor, will be leaving the school in April. Mr Evans, on behalf of the Governing Body, thanked Mrs Ashton for the fantastic support she has given the school. She has brilliantly supported many children and their parents over the past 21 years. - <i>Students</i> The school has links with Brunel University and has recently had a student graded as outstanding. There are two students working in school at present. - <i>Performance Management</i> Mid-term performance management for staff is about to take place. - <i>Pupil Numbers</i> The school currently has 295 pupils. - <i>Premises</i> A few projects have been completed linked to the School Improvement Plan. - <i>Attendance</i> The overall figure for the Autumn term attendance was 96.3% which is quite good. The pattern is that attendance tends to improve moving into the summer months. - <i>World Book Day</i> The school celebrated World Book Day. - <i>School Improvement Partner Visit</i> The School Improvement Partner, Jill Forbes, was due to visit the school for two days in January to look at teaching. However, her dates coincided with Bill Houldsworth's visit from Cambridge Education so her visit has been rearranged to next term. - <i>Behaviour</i> There were four incidents in the autumn term which were entered in the detention book. - <i>Health & Safety</i> Mrs Scott and Mr Gadd meet weekly to oversee Health & Safety. - <i>Child Protection</i> Mr Dodd advised Governors of concerns he currently has with the support provided by the local authority re: child protection. Governors discussed the current situation since Ofsted reported that Hillingdon requires improvement for safeguarding with assessments carried out by social workers from an external agency. Mr Dodd will contact Cllr Simmonds if his concerns continue. - <i>Anzac 100th Anniversary</i> Work is underway preparing the Anzac garden, kindly financed by the Friends, and a lot has already been done. The School Council have contributed ideas about what to include in the garden including benches around a cherry tree, a water feature, sandbags for planting flowers in, an Australian flag, a kangaroo, poppies, crosses donated from Australia and a time capsule. The garden is a peace garden and a noticeboard will be erected setting out the significance of everything in the garden. Mr Dodd distributed a sketch of the garden to Governors. Mrs Evans had raised a concern about the maintenance of some of the trees in the garden including watering in the 	

	<p>summer and how the roots might grow in relation to the school building over time. Mr Dodd informed Governors that the project had been put out to tender and that a professional gardener had been employed so he believes that they will have taken these things into account. The plan is for a low maintenance garden that the children can be involved in looking after.</p> <p><u>Infant School</u> The Infant School Headteacher’s Report was circulated to Governors prior to the meeting. Mrs Lloyd asked Governors for any questions.</p> <ul style="list-style-type: none"> - <i>Pupil Numbers</i> Governors asked about fluctuating pupil numbers. Mrs Lloyd advised that with limited transport links it is mostly just Harefield children who attend the school which means that the Infant School is more at the mercy of pupil numbers than schools in other areas. However, if other schools in the area are reported by Ofsted as requiring improvement this can sometimes mean children move to Harefield Infants. Reception and Year 1 are currently two year groups with low numbers. The local authority currently predict 81 children going into Reception in September 2015. - <i>Pupil Premium</i> Mrs Lloyd advised Governors that children are not eligible until aged 5 for backdated Ever 6 funding. - <i>Performance Management</i> All mid-term staff performance management has been completed and all staff are on track for targets. Lesson observations are nearly all completed. - <i>Book Scrutinies</i> Barbara Firth and Jim Broadbent are due in next week to carry out book scrutinies. 	
7.	<p><u>Re-constitution of Governing Body</u></p> <p>Mr Evans updated Governors on the progress with the re-constitution of the Governing Body. He advised that historically Harefield Infant School and Harefield Junior School have operated as a federated Governing Body. Whilst this federation has not extended to the schools themselves, joint working has proved very effective for the FGB and Sub-Committees. At a recent meeting Mr Evans and Mrs Edwards had with Ron Fowler from the Governor Support Service, it became apparent that recent legislation concerning the size of Governing Bodies means that a single Governing Body will not facilitate appropriate representation from the two schools e.g. only one staff governor is permitted per governing body. In order to ensure appropriate representation Mr Evans advised that it is necessary to have two Governing Bodies who then hold joint meetings. With this in mind separate Instruments of Government and Standing Orders for each school are now proposed. Governors have already been working on the Instruments of Government and Mrs Edwards will circulate the draft Standing Orders to Governors and any comments should be sent to Mr Evans.</p> <p><i>Minutes</i> The minutes of the Governing Body currently show which elements of the meeting relate to the Infant School or the Junior School. However, to make it even clearer an additional column will be added to the minutes to indicate whether an item relates to the Infants, the Juniors or both schools which will enable one set of minutes to continue to be produced.</p>	AE/ BE

	<p><i>Recommendation</i></p> <p>The Governing Body agreed to the proposal for an Instrument of Government for each school. These will be sent to the Governor Support Service before this May to ensure that they are in order and can be submitted to Cabinet for ratification by the deadline of September 2015.</p> <p><i>Children's Centre</i></p> <p>At the last FGB meeting 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). Mr Evans raised this matter with Mr Fowler who advised that there is no requirement for this responsibility to be recognised within an Instrument of Government.</p>	
8.	<p><u>Junior School Self Evaluation Form</u></p> <p>A revised version of the Junior School Self Evaluation Form was circulated to Governors with a short additional section added at the request of the inspector from Cambridge Education. The section details ways in which the school promotes British values and good citizenship through the curriculum and assemblies. Governors advised Mr Dodd of two small amendments needed – the Governing Body hopes to achieve Governor Mark re-accreditation and Dr Bassill is no longer the Vice-Principal at The Harefield Academy.</p>	PD
9.	<p><u>Junior School Journey</u></p> <p>The year 6 school journey will be going to Newland Park Adventure Centre near Beaconsfield this year with more pupils booked to go on the trip than last year. Mrs Scott and Miss Penny will soon be visiting the activity centre and the risk assessment will be presented to Governors at the next FGB meeting. Staff going on the trip have not been finalised yet but will include some year 6 teaching staff.</p>	
10.	<p><u>Inspections/Assessments</u></p> <p>The Governor Mark assessor has been in touch by email to set the date of her visit next half term. Mrs Edwards is currently making the arrangements and suggested that the visit be held in the Infant School.</p>	
11.	<p><u>Governor Training</u></p> <p>Mrs Soanes attended the Hillingdon Governors Termly Meeting on 26th February.</p> <p><i>Safety in Schools</i></p> <p>Mrs Soanes informed Governors that one of the items discussed at the meeting was safety in schools including terrorist threats, safety on line and risk assessments. The inclusion of promoting community cohesion in school's safeguarding policies was also discussed. Mrs Lloyd added that Internet Safety training sessions for parents are planned next term in the Infants including the dangers of online grooming.</p> <p><i>British Values</i></p>	

	<p>Mrs Lloyd informed Governors that schools need to ensure that they are teaching pupils about British values, democracy and freedom of speech. A good example of this in the Infants would be educating pupils about Anzac Day. Mr Dodd added that the Cambridge Education inspector had also highlighted that Ofsted are interested in how this is taught in schools.</p> <p><u>School Visits</u> Mr Henderson, Mrs Scott and Mrs Soanes accompanied Reception pupils on their trip to the RAF Museum at Hendon on 10th March. Mrs Gibson attended a year 6 assembly in the Junior School. Mrs Scott took a group of Junior School pupils to the Hillingdon Road Safety event at Winston Churchill Hall in Ruislip.</p>	
12.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Infant School Asthma Policy</u> Additional information about emergency salbutamol packs has been added to the policy. The Governing Body agreed to ratify the policy.</p> <p><u>Infant's School's Information Report</u> The School Information Report had been circulated to Governors prior to the FGB meeting. Mrs Leggeat asked whether the report should not only include information about SEND but how the school deals with behaviour issues. Mrs Lloyd advised that the School Information Report's purpose is to inform parents of the statutory SEND provision the school must provide. If a child is given a SEND diagnosis a parent should be able to look at the School Information Report to see what provision is available for their child and where and how they can access this provision rather than how the school manages behaviour. Behaviour issues are covered in the Behaviour and Anti-Bullying policies. The School Information Report does reference the Behaviour Policy but is a broader document around SEND provision. Governors advised of a few small typing errors on pages 4, 5 and 6 where tracker had been left on. Further to these errors being amended, Governors agreed to ratify the report.</p>	
13.	<p><u>Record of Notifiable Accidents</u></p> <p><u>Infant School</u> There have been no notifiable accidents recorded in the Infant School since the last meeting.</p> <p><u>Junior School</u> There have been no notifiable accidents recorded in the Junior School since the last meeting.</p>	
14.	<p><u>A.O.B</u></p> <p><u>Junior School Pupil Numbers</u> Mr Dodd advised that the Junior School currently has 11 classes including a split</p>	

	<p>year 4/5 class due to economies of scale. The school had hoped to be able to have 12 single year group classes next year but the numbers coming through have now reduced which would made this number of classes inefficient. Taking this into account and three/five year pupil number projections made by Ms Palmer, Mr Dodd asked Governors to consider two options for next year.</p> <p><u>Option 1</u> To keep 11 classes as the school has at the moment which would mean fairly full classes and quite a large split year 4/5 class. This would be financially sustainable but the children would be in larger classes.</p> <p><u>Option 2</u> To have 12 classes with smaller pupil numbers in each. However these classes would not be economical with the possibility that in three years' time there could be the need for the school to re-structure.</p> <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> - Dr Bassill suggested that as this is such an important decision to make, Governors should see the options and figures involved on paper to enable further discussion. - Mr Swan also felt that it was important for Governors to have an understanding of the figures. - Mrs Scott suggested that there could be a scenario where staff move on which would resolve the issue of having to re-structure. She added that the school would want to avoid being in the position of having large classes of 30 and then having to accommodate additional new children. - Mrs Gibson reminded Governors that prior to Mr Dodd joining the Junior School, it had been indicated to parents that the split year 4/5 class would only be a temporary arrangement. - It was agreed that Mr Dodd would provide further information for both options which would then be considered at a meeting of Finance, Personnel and Curriculum Governors. <p><u>Nursery Numbers</u> Mrs Lloyd advised that the school is looking at two year funding for the Nursery and wrap around care with the focus on improving outcomes for families in the village.</p>	PD
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 21st May 2015, 7.15pm, Harefield Infant School.</p>	

Signature _____
(Chair of Governors)

Date _____