

**HAREFIELD INFANT SCHOOL GOVERNING BODY &
HAREFIELD JUNIOR SCHOOL GOVERNING BODY
FULL GOVERNING BODY MEETING**

Thursday 15th October 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 P Dodd	Mr B Evans
Mrs C Evans	Mr S Henderson	Ms J Holland	Mrs S Hooson-Jones
Mrs P Leggeat	Mrs B Lloyd	Mrs J Moss	Mrs R Scott
Mrs S Soanes	Ms L Stanton		

Clerk: Mrs A Edwards

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting including new Junior School Staff Governor, Ms Julie Holland. Apologies were received from Mr D Chapman, Mr S Niranjan and Mr J Swan. Cllr. H Higgins did not attend.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>Governors completed their 2015/16 Declaration of Pecuniary Interest forms.</p>		<i>Both</i>
2.	<p><u>Minutes of FGB Meeting Held on 2nd July 2015 – Matters Arising</u></p> <p><u>Item 2.</u> Strategic planning will be discussed later in the meeting under agenda item 8. – Strategic Planning/Academisation. Action closed.</p> <p><u>Item 3. (a)</u> Further to the resignation of Mrs Walker at the beginning of this term there are now two Infant School Parent Governor vacancies. Nominations forms have been sent out to parents and the deadline for their return is Friday 16th October. To date, one nomination has been received. Action ongoing.</p> <p><u>Item 3. (b)</u> Ms Holland, new Junior School Staff Governor, has received her induction pack and has been allocated a Governor mentor. Action closed.</p> <p><u>Item 3. (c)</u> Mrs Edwards confirmed that Governors’ details and register of interests have been published on each school’s website in line with new statutory requirements for Governing Bodies. Action closed.</p> <p><u>Item 8.</u> The Governor Mark assessor’s report has now been received and circulated to all Governors. Mr Evans thanked all those involved in producing the evidence and meeting with the assessor. Action closed.</p> <p><u>Item 10. (a)</u> As indicated in the Governing Body Standing Orders, from September</p>	AE	<i>Both</i>

	<p>2015 there are new requirements about publishing Governor information and these have been met. Action closed.</p> <p><u>Item 10. (b)</u> Mrs Edwards has obtained the Code of Conduct template from the National Governors Association (NGA) and will start work on a draft version of a Code of Conduct for the Governing Body. Mr Evans advised that a recent incident when an email was inadvertently sent by a Governor had highlighted that the current Code of Conduct form used by the Governing Body is inadequate. The NGA template is densely detailed and describes the way Governors should conduct themselves. This more robust Code of Conduct would be a guiding principle for how the Governing Body should conduct itself in the future. Action ongoing.</p>	AE/ BE	
3.	<p><u>Election for Chair Governors</u></p> <p>Mr Barrie Evans was the only nominee for Chair of Governors for both Governing Bodies and was voted for unanimously by Governors. It was noted that Mrs Evans abstained from the vote due to a conflict of interest.</p> <p><u>Election for Vice-Chair of Governors</u></p> <p>Dr Phil Bassill was the only nominee for Vice-Chair of Governors for both Governing Bodies and was voted for unanimously by Governors.</p>		<i>Both</i>
4.	<p><u>Governing Body Membership</u></p> <p><u>Governor Resignation</u> Mrs Jacqueline Walker had resigned from the Infant School Governing Body in September due to her new commitment as Chair of the Friends of Harefield Junior School.</p> <p><u>Renewal of Term of Office</u> Infant School staff had agreed at a staff meeting for Mrs Moss to continue as the Infant School Staff Governor, and her Term of Office has been renewed for another four years.</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 reminded Governors that they are always able to change their Sub-committee membership if they so wish. Ms Holland was interested in joining the Curriculum Sub-committee where there is currently a vacancy for a Junior School representative. Mrs Edwards will amend the membership list accordingly and circulate an updated list to Governors.</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.</p> <p><u>Eco Governor</u> Mrs Soanes agreed to be the Eco Governor for both the Junior School and the Infant</p>	AE	<p><i>Infant</i></p> <p><i>Infant</i></p> <p><i>Both</i></p> <p><i>Junior</i></p> <p><i>Both</i></p>

	<p>kitchen looks and Mrs Scott added that the chef is also really impressive. Mrs Lloyd informed Governors that the chef makes his own bread, uses fresh vegetables and freshly prepares dishes e.g. lasagne. The Junior School will be starting hot lunch provision with Taylor Shaw from the Infant School kitchen after half term. Mr Dodd advised that the school will not be involved in collecting money, this will be dealt with by Taylor Shaw. Lunchtimes will be run slightly differently with a split lunch break giving pupils more space in the playground but a slight increase in staff costs. Mr Dodd is excited about the hot meals starting and doesn't expect any difference in the quality of the food as the two schools are so close.</p> <p><u>Children's Centre</u> Minutes from the Children's Centre Sub-committee meeting had been circulated to Governors. Mr Evans highlighted the following from the minutes:</p> <ul style="list-style-type: none"> - Unlike the schools there is no opportunity for the Centre to carry forward any leftover budget and any of the budget not spent will be taken back at the end of the year. The budget plan is currently on track to be spent by the end of the year. - There is no information yet about next year's budget for the Centre or the locality which had a 50% cut this year. - There is now a new Service Manager for Children and Family Development. It is a positive thing to have someone representing the Children's Centres at a strategic level and suggests that the local authority is looking to support Children's Centres. <p>Mr Evans advised that in the future the Junior School and Infant School/Children's Centre Finance Sub-committee meetings will be scheduled on two separate days with the timings altered for a later start.</p> <p><u>Pay Increase</u> Mr Evans informed Governors that following discussions at the Personnel and Finance Sub-committee meetings, Governors recommended a 1% pay increase for teaching staff backdated to 1st September 2015. This recommendation was agreed by the Infant School and Junior School Full Governing Bodies.</p>		<p><i>Junior</i></p> <p><i>Infant</i></p> <p><i>Both</i></p>
6.	<p><u>Children's Centre</u></p> <p>The October 2015 Children's Centre Report was circulated to Governors prior to the FGB meeting. Ms Stanton highlighted the following from the report:</p> <ul style="list-style-type: none"> - The year so far has been as busy as ever with services being run in response to the needs of families. - Services run are picking up an average of 59% of vulnerable families with this increasing to 62/63% over the summer. - The Centre is running both universal services and carrying out targeted work including supporting children with ASD and mothers with mental health issues. - Ofsted likes to see positive outcomes and the Centre is tracking families. - Obesity statistics for Hillingdon collected from Reception and Year 6 data show that Harefield has the most obese children in the borough. It will take a cultural 		<i>Infant</i>

	<p>change over time to address this and to support this change universal programmes promote healthy eating, portion sizes and the importance of children being active.</p> <ul style="list-style-type: none"> - Hillingdon is the worst borough in London for dental decay in the under 5's so the Centre is delivering Brush for Life to improve the dental health of children. - Parents who have attended adult education programmes through the Children's Centre are making good progression. - The Centre is currently carrying out mid-year reviews and self-evaluation to improve services. <p><i>Governor Comments</i> Mrs Scott praised the Centre and Ms Stanton for the amazing amount of courses and programmes run on such a limited budget.</p>		
7.	<p><u>Finance</u></p> <p><u>Infant School</u> <i>Finance Policy</i> The Finance Policy had been reviewed at the Finance Sub-committee meeting. The policy is based on the local authority template and amendments were recorded in the sub-committee meeting minutes. Governors agreed to ratify the policy. <i>Finance Sub-committee Terms of Reference</i> The 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. <i>External Audit of Private School Fund</i> Mr Evans signed off the external audit of the 2014/15 Infant School Private School Fund. <i>Sports Pupil Premium Report</i> Mrs Lloyd advised that the Infant School's 2014/15 Sport Pupil Premium Report is now available on the school's website. <i>ICT Support</i> With Hillingdon Grid for Learning (hgfl) due to cease trading next March the Infant School is looking for an alternative provider such as the London Grid for Learning (lgfl). Mrs Lloyd advised that she is waiting for the London Borough of Hillingdon to confirm whether or not lgfl meet their procurement criteria or whether or not the school will have to go through the procurement process. Moving to lgfl will be a huge piece of work for the school. With regards to SIMS support it seems likely that the local authority will buy the licence and ask schools to contribute to the cost of this. Mrs Lloyd believes that a number of schools will be interested which would ensure a seamless transition with the existing SIMS team being retained. The local authority currently uses SIMS to meet its statutory obligation to report to schools and collect data. Mrs Lloyd has met with Azteq to discuss engineer support and also with hgfl to go through everything in order to ensure a smooth transfer from hgfl to Azteq.</p> <p><u>Junior School</u> <i>Finance Policy</i> The Finance Policy had been reviewed at the Finance Sub-committee meeting. The</p>		<p><i>Infant</i></p> <p><i>Junior</i></p>

	<p>policy is based on the local authority template and amendments were recorded in the sub-committee meeting minutes. Governors agreed to ratify the policy.</p> <p><i>Finance Sub-committee Terms of Reference</i></p> <p>The 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>		
8.	<p><u>Strategic Planning/Academisation</u></p> <p>Mr Evans reminded Governors that at the time of the last Strategic Planning meeting, schools put in special measures by Ofsted were being forced into becoming academies. At the meeting Governors considered whether becoming a stand-alone academy, or possibly part of an academy chain, would be the ideal outcome if it was forced upon the Governing Body. However, the latest drive is that schools can no longer become isolated academies. Mr Evans stated that it is difficult to know how things stand at the moment with regards to the different options available for schools. In the past Mr Evans has been on courses to find out what options are available. He assumes that the options open to schools have changed.</p> <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> - Dr Bassill is attending a course about why schools should become academies and will provide feedback to Governors at the next FGB meeting. - Mr Evans advised that he has the details from the last Strategic Planning meeting of what the Governing Body looked at and will prepare and circulate a summary of this to Governors. - Mrs Lloyd's main concern is the squeeze on budgets and although this year's budget is the same as last year's budget, in real terms there is a 1% reduction to cover pay increases. She therefore feels it is a wise and healthy decision for the Governing Body to consider all the different options. - Mrs Scott raised the option of considering an all through academy from infants, through juniors to secondary school adding that there may be some difficulties with this including Harefield's isolated location, loss of independence and the fact that a secondary school would be likely to take the majority of the budget being at the top end of the chain. - Governors reminded themselves that it is a buyer's market and that the Governing Body has choice and should take a positive approach, deciding which partner would be best. However this has to be offset by the fact that over the next four years a 7% cut in the education budget is anticipated and that there are likely to be a minority of outstanding schools within Hillingdon that would be attractive to the Governing Body. - Governors felt that there is no harm in looking at and discussing plans for the future and that the Governing Body should not be inward looking. The Governing Body needs to make proactive rather than reactive decisions. - Mrs Lloyd advised that it is still unclear what the new SATS will look like and this will be a variable to consider for the next few years. At a strategic level things that could impact on performance in the future would need to be considered. Results could appear to dip because of changes e.g. the new curriculum is much harder. There are a lot of unknowns but schools are already 	<p>PB</p> <p>BE</p>	Both

	<p>feeling the impact of budget cuts.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> - Mr Evans advised that strategic planning begins with an environmental audit which has seen a few changes since it was last considered. Mr Evans suggested Governors research online to see what might impact on the education landscape in the future e.g. changes to SATS, funding and government. Although there are unlikely to be specific websites to look at, browsing using key words such as ‘schools’ and ‘future’ should be a good starting point with powerpoint presentations particularly useful. Strategic planning is about looking at these changes and reflecting on how both schools position themselves in light of them. - Mrs Lloyd mentioned the Academy Show at Birmingham NEC in November. This is a free event if any Governors are interested in attending. The show includes speakers who will be talking about the pros and cons of academies. Governors thought the event sounded interesting. - Once the Governing Body has gathered more information a separate strategy meeting will be arranged. 		
9.	<p><u>Junior’s School Improvement Plan</u></p> <p>Mr Dodd highlighted the following from the School Improvement Plan:</p> <ul style="list-style-type: none"> - Mr Dodd thanked those Governors who attended the School Improvement Plan training day when last year’s School Improvement Plan was reviewed. - The NACE assessor will now be visiting the school on 27th November. The date had been moved by the assessor. - The school did not achieve any level 6s in the reading and writing SATS. There will be a particular focus on Pupil Premium pupils this year. - Mr Dodd asked Governors what they wanted with regards to publicity for the school? Governors suggested attracting parents that haven’t already been captured. A mini prospectus could be developed for estate agents, libraries and health visitors. - The Friends of Harefield Junior School have new members, one of which is good with ICT enabling the Friends to use Twitter. Ms Stanton added that the Children’s Centre have just started using Twitter and Facebook, advising that parents seem more interested in Facebook. Mr Dodd advised that a lot of schools now seem to use Twitter and Facebook for publicity. - The school might hold an Open day particularly after the unexpected success of the Anzaq Day opening which attracted a lot of visitors. - Mrs Evans thought it might be useful to know that Ms Fox had previously been employed in marketing. <p>Mr Dodd will circulate a soft copy of the School Improvement Plan to Governors by email.</p>	PD	<i>Junior</i>
10.	<p><u>Junior School Pupil Survey</u></p> <p>A summary of the comments from a whole school pupil survey including ‘what the school does well’ and ‘what the school could do better’ was circulated to Governors. Mr Dodd advised that comments from the survey feed into the School</p>		<i>Junior</i>

	<p>Improvement Plan. Pupils were given the opportunity to write their comments about a range of subjects. Some of the things that pupils liked included their teachers, playtimes and clubs. Some of the areas where pupils thought the school could do better included a lot of suggestions about playtime equipment and activities, having hot dinners (which are starting after half term) and improvements to school computers (upgrades have been completed). Some of the improvements pupils suggested for playtimes included using the school field more, having more shade and a climbing frame. A three year plan has now been set up to develop the playground:-</p> <p>Year 1 – refresh what the school already has. Year 2 – install some climbing frames. Year 3 – add some shade (which can be hugely expensive).</p> <p>The school council will be involved in this project and pupils will have the opportunity to see what other schools have in their playgrounds.</p> <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> - Mrs Scott suggested looking at sails as a less expensive option for shade as these only need erecting in position. - Another less expensive and quick fix for shade used in the Infant School is picnic tables with sun umbrellas. - Mrs Lloyd suggested tyre parks as these can be a quick solution for play equipment and as Dunlop donate the tyres for the parks, companies will match fund half of the cost to the school. - Mrs Evans asked how easy the wording on the survey was for pupils to understand, particularly younger year groups. Mr Dodd advised that the survey had included pictures. 		
11.	<p><u>Infant School Staff Handbook</u></p> <p>The 2015-16 Infant School Staff Handbook was circulated to Governors prior to the meeting. Governors had no comments and were happy with the Handbook.</p>		<i>Infant</i>
12.	<p><u>Headteacher’s Question Time</u></p> <p>There were no questions from Governors for Mr Dodd or Mrs Lloyd. Mr Evans explained to Ms Holland that Governors can submit questions in advance of the FGB meeting in order for both Headteachers to prepare anything needed in order to respond to the question.</p>		<i>Both</i>
13.	<p><u>Inspections/Assessments</u></p> <p><i>Governor Mark Award</i> The Governor Mark assessor’s feedback report was circulated to Governors prior to the meeting. Mrs Edwards will draft an action plan using the feedback in the report and the feedback from Governors emailed to Mr Evans at the time of the assessment.</p> <p><i>School Improvement Partner</i> Both the Infant School and the Junior School have had visits this term from Jill Forbes, School Improvement Partner.</p>	AE	<i>Both</i>

	<p><i>Safeguarding</i> The Infant School Single Central Register has been checked this term by Safeguarding Governor, Mrs Scott and the Junior School Single Central Register has been checked this term by Safeguarding Governor, Mrs Hooson-Jones.</p> <p><i>Fischer Family Trust Data Dashboard</i> Governor data dashboard information from the Fischer Family Trust (FFT) has been emailed to Governors. This is a new resource for Headteachers and Governors to use. RAISEonline data is not available yet.</p> <p><u>Infant School</u> <i>Inclusion Quality Mark</i> The Infant School successfully achieved the Inclusion Quality Mark in July. The report can be found on the school website.</p> <p><i>Investor in People Gold Award</i> The Infant School and Children’s Centre successfully achieved the Investor in People Gold Award. The report can be found on the school website.</p> <p><i>Gold Stars Travel Plan</i> The Infant School was awarded the Gold Stars Travel Plan for the work carried out by the mini road safety officers.</p> <p><i>Transport for London (TfL)Teacher of the Year</i> Miss Cooper won the TfL Teacher of the Year award for her work with the school’s mini road safety officers.</p> <p><i>Year 2 SATS</i> Mrs Lloyd advised Governors that the Year 2 SATS were moderated this year by the local authority.</p> <p><u>Junior School</u> <i>Junior School NACE Re-accreditation</i> The Junior School is now due its third NACE (National Association for Able Children in Education) accreditation assessment in November.</p> <p><i>Junior School ICT Audit</i> The Junior School successfully passed a local authority ICT audit with no areas for improvement.</p>		<p><i>Infant</i></p> <p><i>Junior</i></p>
14.	<p><u>Governor Training</u></p> <p>There has been no Governor training since the last FGB meeting. With the Governing Body entitled to a free FGB training session each year from the Governor Support Service, Mrs Edwards asked Governors to consider any areas they felt they would like training in. Governors suggested that it might be useful to have a refresher Safeguarding training session, particularly as there have been some changes in safeguarding legislation. Dr Bassill suggested that it would be useful if the session included information about the ‘Prevent Agenda’ which is linked to this. Mrs Edwards will arrange this for the new year.</p> <p>Mrs Soanes reminded Governors that the Hillingdon Governors’ Termly meeting was coming up shortly.</p>	AE	<i>Both</i>

	<p><i>Data Protection Policy</i> This policy was presented to the ICT auditor in draft format. The policy was then circulated to Governors prior to the FGB meeting. Governors suggested not including names in the policy as these will date very quickly. They suggested having a generic list of who is responsible for what when the policy is reviewed in the future. As the policy had already been approved by the ICT auditor, Governors agreed to ratify this policy.</p> <p><i>E-Safety Policy</i> This policy was presented to the ICT auditor in draft format. The policy was then circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Online Safety Policy</i> This policy was presented to the ICT auditor in draft format. The policy was then circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Whole School Pay Policy</i> This policy was circulated to Governors prior to the FGB meeting. Mr Dodd advised that there had been a few small changes and the wages scales had been included. Governors agreed to ratify this policy.</p> <p>The <i>Computing Policy</i> and the <i>Teaching and Learning Policy</i> were circulated to Governors prior to the meeting but these will now be presented at the Curriculum Sub-committee in the first instance.</p> <p>Governors agreed that a policy should not include the name of the author on it as this may change over time as the policy is reviewed.</p>		<i>Both</i>
16.	<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> <p><u>Health & Safety</u></p> <p>Mrs Scott informed Governors that the local authority’s Health & Safety Officer has requested that Health & Safety be included as a regular agenda item at future FGB meetings. Any Health & Safety matters not already discussed under the Premises Sub-committee will be raised at this stage of the meeting.</p>		<i>Infant</i> <i>Junior</i> <i>Both</i>

17.	<p><u>A.O.B</u></p> <p>There were no matters arising.</p>		<i>Both</i>
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 26th November 2015, 7.15pm, Harefield Junior School.</p>		

Signature _____
(Chair of Governors)

Date _____