

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

**Thursday 2<sup>nd</sup> February 2012, 7.15pm, Harefield Junior School**

Chair:	Mr B Evans
Headteacher, Infant School:	Mrs B Lloyd
Headteacher, Junior School:	Miss V G Williams

Governors Present:

Dr P Bassill	Mrs L Boden	Mr B Evans	Mrs C Evans
Mrs S Evans	Mrs A Gibson	Mrs S Hooson-Jones	Ms C Keating
Mrs B Lloyd	Mrs R Marks	Mrs J Moss	Dr N Patel
Miss R Penny	Mrs R Scott	Mrs S Soanes	Mr J Swan
Miss V G Williams			

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

		<b>Action</b>
1.	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Ms S Atherton and Mr D Lindsay. Cllr H Higgins did not attend.</p>	
2.	<p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>Mrs C Evans updated her 2011/12 Declaration of Pecuniary Interests record.</p>	
3./4.	<p><b><u>Minutes of FGB Meeting Held on 17<sup>th</sup> November 2011 – Matters Arising</u></b></p> <p><u>Item 3./4.</u> Mr Evans asked how the new arrangements for Children’s Centres involving Headteachers was working? Mrs Lloyd confirmed that information was being circulated but that Heads are concerned about the lack of strategic planning for Children’s Centres and the impact this will have on fulfilling targets. She advised that the Children’s Centres have good links with Health and that Ms Atherton is working on target but the concern is how things are filtered down from Government level, to council level and to a local level. Mr Evans will discuss this further with Mrs Lloyd and write to the local authority about these concerns. Action ongoing.</p> <p><u>Item 10.</u> Mr Swan asked whether the Junior School are using their Kindles yet? Miss Williams advised that they will start to be used after half term and that it had taken longer than expected to download the books onto the Kindles as the Amazon website is blocked by Hillingdongrid. Action closed.</p> <p><u>Item 11.</u> Mrs Edwards had circulated a list of training videos to Governors in order for them to select the next one to watch. Action closed.</p>	BE

	<p><u>Item 16.</u> Miss Williams had liaised with Mrs C Evans on the Procedures for Addressing Challenging Parents and they have now been put on the school website. Anna Crispin has recently sent out a pack to all schools addressing this issue with a suggested format that schools should adopt so there may be some additional changes to make which Miss Williams will send to Mrs C Evans. Action ongoing.</p>	VW
5.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Finance Sub-committee</u> Mr Evans confirmed that the minutes had been circulated to Governors prior to the FGB meeting. He advised that there will be a change to this year’s funding model, trying to make it a more fairer model than last year when there were big differences in school budgets. He feels that next year both the Infant School and Junior School budgets will be fine and that there shouldn’t be any real issues when setting the budgets.</p> <p>Miss Williams advised that the schools should have their indicative budgets before half term and confirmed that all schools have agreed to the changes to the funding formula. Next year the way Infant Schools are funded will be considered. This year, there was a massive discrepancy to special needs in several schools, so the formula was adjusted to address this. At the moment there is no clawback but in September some schools, who have huge carry forwards without a reason e.g. planned building works, could face clawbacks.</p> <p><u>Juniors</u> There were no questions from Governors.</p> <p><u>Infants</u> There were no questions from Governors.</p> <p><u>Children’s Centre</u> Mrs Lloyd advised that the local authority are considering whether Children’s Centres should have any carry forward from last year’s 2011/12 budget clawed back out of this year’s 2012/13 budget. Both Mrs Lloyd and Governors felt that this was unfair. The Centres are also being asked to go forward this year with a £0 carry forward. Headteachers have stated that this is contrary to the way their schools work and that this can be very difficult even leading to waste. With this in mind the Heads have asked for Children’s Centre managers to have some training around this matter.</p> <p><u>Schools Financial Value Standard (SFVS)</u> Mr Evans advised that in order to comply with the new SFVS, every Finance Sub-committee minutes will now have a list of virements and cost centre reports attached to them in order for accurate record keeping.</p>	
6.	<p><b><u>Children’s Centre Update</u></b></p> <p>The November Advisory Group meeting minutes had been circulated to Governors</p>	

	<p>prior to the FGB meeting and Governors commented on what a comprehensive set of minutes they were which spoke volumes about the work that goes on in the Children's Centre.</p>	
7.	<p><b><u>Headteacher Recruitment</u></b></p> <p>Mr Evans advised the Governing Body of the Junior School Headteacher recruitment process that has been taking place and the amount of work that has been put into preparing the advert, person specification and job description. Short listing had taken place earlier in the day but none of the applicants had been strong enough to be brought in for interview. The decision has been made to re-advertise in March with a review of the advert, person specification and job description next week. Mr Evans will write to those who have applied to advise them that they have not been shortlisted.</p>	
8.	<p><b><u>Service Level Agreements</u></b></p> <p><u>ICT</u> Miss Williams informed the Governing Body that Hillingdon Grid for Learning will be closed down in November 2012. The local authority expect that most schools will move to London Grid for Learning and the Junior School will be moving to them in May. Mrs Lloyd has approached Hertfordshire Grid for Learning and is waiting to hear back as to whether the school could buy into them. However, it does look like there will be 100% buy in to the SIMS package which Hillingdon are likely to continue to run. It is the SIMS licence that costs money for schools but it is an essential package for both finance and pupil information and statistics. Hillingdon has a statutory duty to collect data for the Department for Education (DfE) and all schools need to be using the same system to enable them to do this. Dr Bassill advised that The Harefield Academy have moved to London Grid for Learning and that generally the transition had been smooth with just a few teething problems. He advised that the filtering system is different to Hillingdon Grid for Learning so the schools need to consider e-safety, filters and firewalls.</p> <p><u>Corporate Health</u> This has been closed down and the HR Cooperative will be opening their own corporate health which the schools will be able to buy into. The HR Cooperative are trying to pick up any services relating to staff jobs.</p> <p><u>NQT Courses</u> These will now probably be run through a group of Headteachers through the HR Cooperative.</p> <p><u>Teaching Centre</u> This has now been closed so there is no longer any designated training space to run courses. All training seems to be running through schools now.</p> <p><u>School Improvement</u> Mrs Lloyd advised that it is getting harder to arrange for the school improvement team to come into school. The local authority team is becoming really stretched and although the schools currently know the team well she sees a time when this may not be the case as members of the team move on. Mrs Lloyd also sees a time when more schools share their skills. For instance two members of the Infant</p>	

	<p>School visited another school to share their expertise in an area of maths. However, this approach will lead to more work and research.</p> <p><u>Academies</u>  Mrs Lloyd informed Governors of an email she had received from Steve Whitehouse, representative for the National Association of Head Teachers, advising other Heads about how to respond to enquiries regarding academies. He advised that Heads should not agree to private meetings to discuss academies, that any meetings should be minuted and that it should be made clear that the different options and any decisions about academies would be discussed fully with a school's Governing Body. Governors discussed the current situation where some schools are being forced into acadamisation by the DfE rather than being given a Notice to Improve and concerns that schools may be being forced into academy status.</p>	
9.	<p><b><u>Payroll Contract</u></b></p> <p>Hillingdon's payroll service is closing in April and both the Infant School and Junior School are moving to a new provider called Dataplan. The Junior School are in the process of changing and will be using Dataplan from February 2012 and the Infant School will be using them from April 2012. Miss Williams informed Governors that the move had involved quite a lot of work in order to get the package ready but that Dataplan had been very helpful. In future, both schools will have to adjust pension contributions themselves every month so there will be more work and responsibility for the school office staff. Mrs Lorraine Williams has been in contact with the lead school with this matter and Mrs Jackie Godden is working closely with Mrs Williams. Dataplan will provide a much cheaper service than Hillingdon payroll. The Governing Body agreed to the new payroll contract with Dataplan for both Harefield Infant School and Harefield Junior School.</p>	
10.	<p><b><u>Buildings Expansion</u></b></p> <p><u>Infant School</u>  Mrs Lloyd informed Governors that the Infant School building work is being brought forward to this summer. The Year 1 and Year 2 areas will hopefully be completed in the six week holiday but the Foundation Stage area may take a little longer. An action plan will be put together at the next Premises Sub-committee meeting and the possibility of putting up temporary classrooms in the hall or using the Nursery will be considered.</p> <p>The building work will involve the following:-  <i>Year 1</i> - a change to the layout of the internal area.  <i>Year 2</i> – building an extension at the side of Yellow Class which will not take up too much playground.  <i>Foundation Stage</i> – all the walls will be knocked down, there will be windows across the back and more effective use will be made of the indoor/outdoor space including a quiet room.</p> <p>The building work will include some new windows but not for the whole building. The Infant School already has a new roof – it is only the Nursery and Children's Centre roof that currently has problems. Mrs Keating has put in a bid to an MOD</p>	

	<p>project to improve the school’s outdoor space. If the bid is successful the work will be completed free of charge. The bid includes plans for a pathway, a pond and a sensory garden. Mrs Lloyd added that she hopes to use the funds raised by the Friends of Harefield Infants to make improvements to the playground.</p> <p><u>Junior School</u> Miss Williams confirmed that the Junior School’s building project will consist of two additional classrooms with a cloakroom and teacher’s room to be built on the side of the school at the end of the school where the toilets are located. The plans are being presented to Planning at Hillingdon at the end of March and it is hoped that the work will begin in the autumn of 2012 to be ready by June 2013 (the extra classrooms will be needed for September 2013). The building project will include equipping the new classrooms with furniture, whiteboards etc. The new classrooms are likely to be Year 4 classrooms. The fact that they are separate from the main building will open up more options with renting out the space.</p>	
11.	<p><b><u>Headteacher’s Question Time</u></b></p> <p>Governors had no questions for either Miss Williams or Mrs Lloyd. Mrs S Evans commented on how much she appreciates the Headteacher’s Written Reports and that they give a very comprehensive account of what is going on in both schools.</p>	
12.	<p><b><u>Selection of Next GB Training Video</u></b></p> <p>Governors selected ‘Construction’ as the next training video to watch.</p>	
13.	<p><b><u>Governor School Visits and Training – Feedback</u></b></p> <p><u>Visits</u> Mrs Gibson was Governor of the Month for December 2011. She visited the Junior School to see Year 4 using the phonics package, Nessy. She also visited the Nursery in the Infant School.</p> <p>Mrs Boden visited the Junior School with Year 2 for Human Utopia, a social skills workshop, which she thought was fantastic. Miss Williams informed Governors that this had been a very successful three day workshop with the emphasis on Years 5 and 6 but which also involved children from Years 2, 3, 4 and Year 7 (from The Harefield Academy). Dr Bassill added that The Harefield Academy had also received very good feedback from the workshop as well.</p> <p>Mrs S Evans and Mr J Swan both attended the Bug Club launch, a primary reading scheme, in the Infant School.</p> <p>Mrs Soanes, who was Governor of the Month for November, attended a Crazy Craft session at the Children’s Centre and her report was circulated to Governors prior to the FGB meeting. She has also been asked to be the Governor representative on the Infant School Eco Committee this year.</p>	

	<p><b><u>Training</u></b> Mrs Lloyd confirmed that both schools will be jointly buying into the Governor Support Service SLA which is still being offered by Hillingdon.</p> <p>Mr Evans, Dr Bassill and Mrs Hooson-Jones attended the course about the new CRB checks and the Independent Safeguarding Authority run by Hillingdon's Child Protection Officer, Andrea Nixon.</p> <p>Mrs C Evans will be attending the Education Appeals Panel training upgrade in March.</p> <p>Mrs Soanes attended the Introduction to Governors (Accountability) training run by the Governor Support Service in November 2011. She also plans to attend the Spring Term Hillingdon Governors Meeting.</p>	
14.	<p><b><u>Terms of Office</u></b></p> <p>The following Governors Terms of Office were renewed for another four years until January 2016:- Mrs Boden, Mrs Hooson-Jones, Mrs Scott and Miss Williams.</p> <p><b><u>Sub-committee Membership</u></b> Mrs Hooson-Jones will be joining the Premises Sub-committee.</p> <p><b><u>Governor of the Month</u></b> It was suggested that the teaching staff Governors have an opportunity to visit each other's schools. Mrs Edwards will start to organise this with Governors by email.</p>	AE
15.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><b><u>Charging Policy</u></b> The Governing Body agreed for the Infant School to adopt the Junior School Charging Policy. Mrs Edwards will liaise with the Junior School to obtain the policy.</p>	AE
16.	<p><b><u>A.O.B</u></b></p> <p><b><u>Bug Club</u></b> Mrs Lloyd advised Governors about how well the new Bug Club reading scheme is going with children reading book after book, with one child having read 51 books. Miss Williams confirmed that the Junior School are also looking at the package. As the books are read by actors online, there is the spin off benefit of improved intonation and expression by children in class with Mrs Kerse commenting about the improvements in Year 1 children in particular. The scheme can also raise literacy levels generally across the school community.</p> <p><b><u>Year 1 Phonics Tests</u></b> Year 1 will be taking the new statutory phonics assessment tests this June, the results of which are reported to the DfE. An action plan has been put in place and</p>	

staff have received training.

*Note. Dr Patel left the meeting.*

### Curriculum

Governors asked whether there was any further information available yet about the new curriculum but Miss Williams advised that there was not. Mrs Lloyd added that there are going to be changes to the Early Years Foundation Stage and that both herself and Mrs Keating will be attending a conference about these changes although not much information is available at the moment.

### Freedom of Information

At the last FGB meeting Mrs Lloyd informed Governors that she had been approached by someone asking for information about the Infant School's sex education. He was asking detailed questions relating to sex education in the school going back to 2008. The Governing Body felt that it would be appropriate for the request to be made in writing and to charge for the time that Mrs Lloyd spent gathering the information. Unfortunately the situation quickly escalated with the individual concerned quoting the law on dispersement of information. However, once he had received the information to the level he wanted he seemed satisfied and has not been in touch since.

Mr Evans highlighted his concerns that the request came in by email which is not easy to trace from a safeguarding point of view as an email address is very easy to set up. The context of the information was not explained and the individual provided no details of their name, only the name of the organisation they represented. It was also worrying that the Infant School was being asked for this information. Mr Evans has researched that under the law it is perfectly acceptable for a request for information to be made in this way, in fact a request could even be received as a tweet. Governors considered whether Mr Evans should write to the local MP about the fact that there is no way of tracking these types of requests and the implications for child protection. Mrs Lloyd mentioned the request at the Primary Forum and interestingly it was only Infant Schools or multi-ethnic primary schools that had been approached and other schools are also concerned about this type of request. Mrs C Evans was concerned about a lack of support from the local authority and the legal department. Mrs Lloyd confirmed that the borough's solicitor had given her individual advice although there is no template about how to deal with these types of requests.

In order to deal with any requests such as this in the future, the Infant School have set up a register where the request is logged including the date it is received and the action that is taken. Points to note are that only current data can be requested, the same information can't be requested for a set time afterwards and that the school can say that information is not collated. Mr Evans did raise the issue with Andrea Nixon, Hillingdon's Child Protection Officer and although she said it was a sign of a good Governing Body to have these concerns that there was not enough in the request for there to be a child protection concern.

It was agreed that Mr Evans would write to the local MP.

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17.	<b><u>Date of the Next Meeting</u></b> Thursday 15 <sup>th</sup> March 2012, 7.15pm, Harefield Junior School.	
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Signature \_\_\_\_\_  
(Chair of Governors)

Date \_\_\_\_\_