

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 17th May 2012, 7.15pm, Harefield Infant 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
Mr D Lindsay	Mrs B Lloyd	Mrs R Marks	Mrs J Moss
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.

		Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Ms S Atherton and Dr N Patel. Cllr H Higgins did not attend.</p>	
2.	<p><u>Declaration of Pecuniary Interests</u></p> <p>None other than previously recorded.</p>	
3./4.	<p><u>Minutes of FGB Meeting Held on 15th March 2012 – Matters Arising</u></p> <p><u>Item 3./4. (a)</u> Mr Evans has still not received a reply to his letter sent to local MP Nick Hurd regarding the Governing Body's concerns relating to Freedom of Information.</p> <p><u>Item 7.</u> Mrs Lloyd has written to parents informing them that the Infant School will be closing two days early at the end of the summer term. Action closed.</p> <p>Further to the resignation of Anna Crispin, Deputy Director of Education, Mrs Lloyd informed Governors that Headteachers have been assured that she is going to be replaced. Mrs Soanes added that Governors at the Hillingdon Governors' Meeting had been advised that an interim appointment would be made.</p>	
5.	<p><u>Sub-committee Reports</u></p> <p><u>Finance Sub-committee</u></p> <p>Mr Evans informed Governors that both the Finance Sub-committees had reviewed</p>	

	<p>the budget allocations against the sub-headings for 2011/12 and the 2011/12 carry forwards for the Infant School and the Junior School.</p> <p><u>Infant School</u> The 2012/13 budget currently has a projected unallocated £22k carry forward excluding an additional £5k retention in connection with the roof. Mr Evans stressed that these funds will be absolutely essential. Mr Evans commented on the good budget management in the Infant School by Mrs Lloyd and Mrs Godden.</p> <p><u>Children’s Centre</u> Mr Evans explained that the Children’s Centre is not permitted to keep any surplus from the previous year’s budget and stressed how difficult it is to spend a whole budget. In 2011/12 only a 2% surplus remained and was clawed back by the local authority. Mr Evans felt that for Ms Atherton to be within 2% of the budget allocation was very good particularly bearing in mind that the Children’s Centre was only informed that there was going to be a claw back two months before the year end. Mr Evans and Mrs Lloyd are also concerned about the method the borough is using of forecasting amounts for each month. If the forecasts don’t match up they can withhold funds which impacts on cash flow. This causes problems for Children’s Centres as they are not permitted to have any reserves. The Children’s Centre delegation was discussed at the meeting. Harefield Children’s Centre is a flagship in the borough in that it is treated as a community resource rather than being integral to the school. Ms Atherton has been given the freedom to run the Children’s Centre and has met the requirements of the parents and community. However, the borough want to put more financial responsibility on Headteachers which means more work for Mrs Lloyd and is a step backwards for Harefield Children’s Centre. Mrs Lloyd and Ms Atherton are looking at a method to delegate this responsibility in a way that Mrs Lloyd can still oversee finance without having to authorise individual activities.</p> <p><u>Junior School</u> Mr Evans advised that the Junior School has fared well in terms of the carry forward but advised that it is making up part of this year’s budget. The three year forecast shows positive signs for the year after next as the larger cohorts come through from the Infant School.</p> <p><u>Premises Sub-committee</u> The meeting took place earlier in the week and the minutes will be circulated to Governors by email.</p>	RS/AE
6.	<p><u>Children’s Centre</u></p> <p><u>2012/13 Service Delivery Plan (SDP)</u> The final version of the SDP had been circulated to Governors in advance of the FGB meeting. The Governing Body ratified Harefield Children’s Centre’s 2012/13 Service Delivery Plan as recommended by the Harefield Children’s Centre Advisory Group.</p>	

	<p><u>Self Evaluation Form (SEF)</u> The final version of the SEF had been circulated to Governors in advance of the FGB meeting.</p> <p>The March 2012 Advisory Group meeting minutes had been circulated to Governors prior to the FGB meeting. These minutes had focused on the SDP and SEF. Children’s Centre link Governor, Sandy Hooson-Jones, had attended this Advisory Group meeting and been involved in the discussions.</p>	
7.	<p><u>2012/13 Budgets</u></p> <p>The 2012/13 Harefield Infant School budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p>The 2012/13 Harefield Junior School budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p>The 2012/13 Harefield Children’s Centre budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p>	
8.	<p><u>2012/13 Service Level Agreements</u></p> <p>Mrs Edwards listed for Governors the 2012/13 Service Level Agreements (SLAs) for both the Infant School and Junior School.</p> <p>Governors asked about the Occupational Health SLA. Mrs Lloyd and Miss Williams explained that this service is now being offered by the HR Cooperative and is specifically designed for education staff. The service has a doctor and is hoping to employ a physiotherapist as well and seems to be a better service than previously offered by the local authority. The service will be for staff who are on long term sick leave and all new employees who have to complete a health questionnaire which is then sent on to Occupational Health.</p> <p>Governors also asked about the Educational Psychology Service (Gold) SLA and how necessary it would be to have this if the Government decides to change the way statements are funded. Miss Williams and Mrs Lloyd confirmed that the SLA is currently necessary as although schools can now buy in their own Educational Psychologist (EP) there are still certain procedures that still require the local authority’s EP. However, they confirmed that there are big changes coming and it may not be necessary to keep the SLA after this year. This matter may need to be reviewed by the SEN Sub-committee. It is understood that the Government will be making it more difficult for children to be given a statement and Health will become much more involved. Parents will also be given a choice about how the funds are spent e.g. self directed support.</p>	

9.	<p><u>Headteacher Recruitment</u></p> <p>Mr Evans shared with Governors how delighted he was with the successful appointment of Mr Paul Dodd as the new Junior School Headteacher. He felt that overall the quality of applicants had been quite varied and that the local authority had seemed impressed with the Governing Body's assessment of each candidate and ultimately concurred with the Governing Body selecting Mr Paul Dodd. Miss Williams advised Governors that the letter to parents informing them of the appointment will be going out the day after the FGB meeting. Mr Evans confirmed that there had been a panel of Governors that had been selected to be involved in the recruitment process and that the appointment was ratified by a quorate number of the Governing Body. Miss Williams gave Governors a brief description of Mr Dodd's career including the fact that he had taught at Harefield Junior School for seven years before moving on to become a Deputy Headteacher and then a Headteacher at other schools in Hillingdon. He is returning to Hillingdon after being Headteacher at a challenging school in Enfield. Miss Williams has very high hopes for Mr Dodd. He is already well known and very well thought of in Hillingdon. Mr Dodd was the only candidate interviewed on this occasion and Mr Evans added that overall he had been the best candidate interviewed by far. Mr Dodd will be coming in to meet staff on the training day on 29th June. He will also be coming into the Junior School in July and Miss Williams will let Governors know of the dates so they can have the opportunity to come along and meet him. Miss Williams gave Mrs Lloyd a copy of the letter to parents so that she could send it out year 2 parents as well. Mr Evans signed the minutes ratifying the appointment of Mr Dodd as the new Junior School Headteacher.</p>	
10.	<p><u>Building Expansion</u></p> <p>The building expansion projects for both the Junior School and the Infant School were discussed.</p> <p><i>Note. Dr P Bassill arrived during this agenda item.</i></p>	
11.	<p><u>School Development Plans</u></p> <p>Both the Infant School Development Plan and the Junior School Development Plan had been circulated to Governors prior to the FGB meeting. There were no questions from Governors.</p>	
12.	<p><u>Headteacher's Question Time</u></p> <p>There were no questions for Mrs Lloyd or Miss Williams from Governors.</p>	
13.	<p><u>Exceptional Schools Award</u></p> <p>Miss Williams reminded Governors about completing the Exceptional Schools Award online questionnaire before 23rd May. The assessor will be visiting the Junior School on 26th June and will be going into six classes, four of which will be</p>	

	<p>picked at random. The paperwork has been sent to the assessor and after the huge amount of work that has been involved, Miss Williams is hopeful that the school will achieve the award. In addition to Governors, 60 parents, year 4 children, members of the community and five schools that work with the Junior School will also be completing questionnaires.</p> <p>The Junior School has also put in for the Outstanding Schools Travel Award and has already had a glowing reference from the local authority, referring to the Junior School as a school of excellence.</p> <p><u>SATs</u> Miss Williams and Mrs Lloyd both confirmed that SATs week in year 6 and year 2 had gone well.</p>	
14.	<p><u>Governing Body Membership</u></p> <p>Ms Atherton’s Term of Office was renewed for another four years until April 2016.</p> <p>Mrs S Evans announced her resignation from the Governing Body at the end of the summer term as she is moving away. Mr Evans thanked her for all the help she has given the Governing Body. It was agreed that recruitment for a new Infant Parent Governor would take place towards the end of the first half of the autumn term when the new Nursery and Reception children had joined the school.</p> <p>Mrs Scott will be retiring from the Junior School at the end of the summer term and will be resigning from her position of (teaching) Staff Governor. She will continue to sit on the Governing Body as a Community Governor offering support with her Health & Safety expertise and links to the local community.</p> <p>Miss Penny will become the Junior School (teaching) Staff Governor from September. Mrs Jenkins will join the Governing Body as the Junior School Associate Governor in September.</p> <p>The Governor Support Service had contacted Mr Evans with an application for the current LEA vacancy on the Governing Body. The applicant has a background in secondary education. Governors expressed their concern about having another Governor who is involved with schools and are really looking for a Governor that could bring other areas of expertise to the Governing Body. Miss Williams and Mrs Lloyd also advised that they had both had conversations with former longstanding LEA Governor, Mr Don Chapman, about the possibility of him returning to the Governing Body in the autumn. Governors felt that Mr Chapman’s background and experience would be an asset to the Governing Body. It was agreed that Mr Evans would contact the Governor Support Service advising them that on this occasion the Governing Body did not wish to take the LEA Governor application further.</p> <p>Dr Bassill informed Governors about Governor One Stop Shop, an organisation that The Harefield Academy have used to recruit Governors. They offer a free service</p>	BE

	and Governors can reject candidates if they feel they would not be suitable. Dr Bassill will send Mrs Edwards the details.	PB
15.	<p><u>GB Training Video</u></p> <p>Due to time constraints it is proving difficult for Governors to watch a training video during FGB meetings. It was agreed that Governors would select training videos that they are interested in to watch at home and then advise Mrs Edwards to enable her to update their training record. Mrs S Evans asked if Mrs Edwards could send timely reminders to Governors to watch a video.</p>	AE
16.	<p><u>Governor School Visits and Training – Feedback</u></p> <p><u>Visits</u> Mrs S Evans attended the Internet Safety Training for parents in the Infant School. She thought it was a fantastic and really useful session and that it was a shame that only a few parents came along.</p> <p>Mrs Gibson and Mrs Marks attended the Bug Club talk for parents in the Junior School.</p> <p>Mrs Moss thanked Mrs S Evans for bringing her year 9 literacy students to the Infant School from The Harefield Academy. The students had written children’s books and came and read them to year 2 classes. They also gave a powerpoint presentation about the way they had written them.</p> <p>Mrs Hooson-Jones visited the Children’s Centre in March and attended an Advisory Group meeting.</p> <p>Mrs Hooson-Jones, Mrs Marks and Mrs Edwards visited Field End Infant School to speak to their Governing Body about the Governor Mark Award.</p> <p><u>Training</u> Mrs C Evans and Mrs A Edward attended the Guidance to Exclusions training run by the Governor Support Service.</p> <p>Mrs Soanes attended the Summer Term Hillingdon Governors’ Meeting. Items covered at the meeting included Hillingdon Children & Families ‘joined up thinking’, the use of energy in schools, school funding and the resignation of Anna Crispin.</p> <p>Mrs Lloyd attended Parental Engagement training e.g. parent forums.</p>	
17.	<p><u>Ratification of Policies/Documents</u></p> <p>The following policies were ratified by the Governing Body and signed off by Mr Evans:-</p>	

	<p>Infant School Equality Policy Junior School Equality Policy Junior School Positive Handling Policy.</p> <p><u>Performance Management Policy</u> Miss Williams advised that the Performance Management Policy is changing with Hillingdon’s model policy just coming out this week. Performance Management is now tied to capability and the Policy will be put on the agenda for discussion at the next FGB meeting in July. The unions are currently still in consultation about the new standards. The threshold paperwork has been withdrawn from Teachernet so is unavailable at the moment. The standards are linked to grades and salaries. Governors will be sent a copy of the model policy to have first sight of it but should view it with caution since the unions have not agreed to it yet.</p>	
18.	<p><u>A.O.B</u></p> <p><u>Fairer Funding</u> Miss Williams informed Governors that the consultation response relating to fairer funding is due shortly. Fairer funding relates to the budget changes from April 2015 when the Government plans to have one funding formula across the country. Hillingdon Schools Forum is already working on this in three groups looking at early years, the special needs issue (including waiting to see what the Green Paper says) and KS3/KS4. There are still two issues to look at – expanding schools (which has not been taken into account) and Free School Meals. Free School Meals are currently based on entitlement through the benefits parents receive. The entitlement to Free School Meals will be changing to looking at parents post codes and consequently lots of parents will lose their entitlement.</p> <p><u>Foundation Stage Bid</u> Mrs Keating was pleased to inform Governors that the Infant School have won the Carillion bid to improve the Foundation area’s outdoor space. The improvements will include having a new path running around the back so that people won’t have to walk through the teaching space, a pond, a listening garden and a composting area. Governors congratulated Mrs Keating on winning the bid.</p>	
19.	<p><u>Date of the Next Meeting</u></p> <p>Thursday 5th July 2012, 7.15pm, Harefield Infant School.</p>	

Signature _____
(Chair of Governors)

Date _____