

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 5th July 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	Ms C Keating	Mrs B Lloyd
Mrs J Moss	Miss R Penny	Mrs R Scott	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, Mrs S Hooson-Jones, Mr D Lindsay, Mrs R Marks, Dr N Patel and Mrs S Soanes. 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 17th May 2012 – Matters Arising</u></p> <p><u>Item 3./4.</u> Headteachers have been advised that further to the resignation of Anna Crispin an appointment will be made before the end of term.</p> <p><u>Item 5. (a)</u> Mrs Lloyd and Ms Atherton have agreed on a delegation of up to £500 which will enable Ms Atherton to authorise activities such as training, payment of bought in providers etc. up to this amount.</p> <p><u>Item 5. (b)</u> Mrs Edwards circulated the May Premises Sub-committee meeting minutes to Governors. Action closed.</p> <p><u>Item 13.</u> Mr Evans congratulated the Junior School for achieving the Exceptional Schools Award. Mrs Edwards will circulate the report to Governors. Action ongoing.</p> <p><u>Item 14. (a)</u> Mr Evans has emailed the Governor Support Service regarding the application for the LEA vacancy advising them that Mr Don Chapman may wish to</p>	AE

	<p>rejoin the Governing Body as a LEA Governor. Melanie Wright has advised that Mr Chapman will have to complete an LEA Governor application as he had resigned from the Governing Body. Mrs Edwards will liaise with Mrs Lloyd to support Mr Chapman with this application. Action ongoing.</p> <p><u>Item 14. (b)</u> Dr Bassill sent Mrs Edwards the details about the Governor One Stop Shop free service for future reference. Action closed.</p> <p><u>Item 15.</u> Mrs Edwards emailed Governors a reminder about watching the Governor training videos. She confirmed with Mrs Keating that Governors could choose any video(s) they wished to watch. Action closed.</p> <p>Mrs Keating advised that the Carillion project in the Infant School will still go ahead without the planned pathway around the outside of the area. Carillion are unable to build the pathway because of the protected trees which are in the way. However the project will still include a shed, a pond, buddleia trees, a composting area and painting the playground with games such as hopscotch. The project will also include the installation of water butts and the digging out of some of the earth to enable an overflow from the water butts to be installed underground leading into the soak-away.</p>	AE
5.	<p><u>Sub-committee Reports</u></p> <p><u>Premises Sub-committee</u></p> <p><u>Infant School</u></p> <p>(a) Concerns over the building expansion completion dates have now been resolved and the dates have not been changed. MACE have confirmed that the year 1 work will not run over 3rd September.</p> <p>(b) A new company will be engaged to fit a new system to the entrance gates once the expansion work has been completed.</p> <p>(c) Issues with the leaking Nursery/Children’s Centre roof are still unresolved. Work to re-felt around the skylights will be undertaken over the next few weeks but Mrs Lloyd is still asking for the reports to be put to Cabinet with a request for a new roof as she is sure that the repairs will not fix the problem indefinitely. The original roof contractors have gone bankrupt but unfortunately the local authority had paid them the 5% retention. The leaks have caused problems to the electrics and the electrician brought in to carry out the repairs has found wiring that does not conform to regulations. A similar problem arose when the school fitted the water heater in the staff room. Mrs Lloyd has been given permission by Venetia Rogers to allow the school’s electrician to correct the faults which the local authority will pay for and Health & Safety will come down and check the electrics. Mr Evans raised concerns with Governors about two different electrical systems, one in the new build, one in the old school, and said that the electrician’s remedial work might expand.</p> <p>(d) Mrs Lloyd explained the difficulties she has with the Nursery/Children’s Centre roof relating to the fact that no book has been left with the school listing all the contractors who were involved enabling the school to track back (as was given to the school after the installation of the new main school roof).</p>	

- (e) Mrs Lloyd has been advised that structurally the Nursery/Children's Centre roof is very weak. She is worried that if the re-felting is carried out over the existing roof whether structurally the roof will be able to take the weight. She would like the old roof stripped back and a new roof fitted. She is worried that the re-felting currently being planned will only be a quick fix. There are also other issues which have been highlighted in the report – not enough slope on the roof, not enough down pipes or guttering.
- (f) The school has written to Jean Palmer which has resulted in the local authority taking some action and the Governing Body would like to see this action continue. Mrs Lloyd explained that one of the difficulties now is where the funding for repairs or a new Nursery/Children's Centre roof will come from. Originally the roof was funded from the Children's Centre build but there is now no agreement at the local authority as to which budget additional funds should come from. The school is now waiting for Jean Palmer's response and hopes that the local authority will set out clearly what it plans to do with an appropriate timeline. Mrs Lloyd added that certain areas have become unsafe in the Nursery for the children due to leaks and these are now closed off. The Children's Centre entrance will be used to access the Nursery when it is raining heavily and the children will have to play under the outside canopy. This will enable the school to keep the Nursery open when the roof leaks causing flooding. Mrs Lloyd commented on how absolutely brilliant the Nursery staff have been who have put their heart and soul into the Nursery and both Mrs Lloyd and Mrs Scott acknowledged the stress that this situation has put Miss Frost and her team under. Governors suggested asking parents to support the school by contacting the local authority themselves as well.

Junior School

- (a) There are some issues with a tree relating to the building expansion work because of where it lies – officially within the school's land but in Spar's back grounds. The tree is 25 years old and when the building was built it would have only been a small sapling. It is now a B listed tree. If the school had to retain the tree the new classrooms would have to be moved further out and down into the playground. John Ross, the Chairman of the Conservation Panel, has written an excellent letter to the Tree Officer explaining the situation and confirming that there will still be other trees left nearby. The manager of Spar has also signed that he is happy for the tree to be taken down. Mrs Scott has written to the Tree Officer on behalf of the Governing Body and Miss Williams has also written on behalf of the school. There is no guarantee that permission will be given to remove the tree but there is still enough flexibility within the timeframe to resolve the matter, even if the plans had to go back to Cabinet.
- (b) The upstairs boys toilets are awaiting a deep clean.
- (c) In order to comply with Health & Safety regulations when the restrictors are removed during hot weather, bars are currently being fitted to the upstairs windows.
- (d) A lower sink and bar are being fitted in the boys toilets to accommodate a pupil who is joining year 3 in September.
- (e) The Junior School is having a Health & Safety audit in the hope of achieving a Safety Mark.

(f) Martin's room is being turned into an office with a computer.

Joint Schools

A new boiler has been fitted in the Premises Manager's house and a service contract will be taken out on the boiler.

Curriculum Sub-committee

- (a) Members of the Sub-committee reviewed the terms of reference.
- (b) Governors discussed the fact that Ofsted are now able to phone a school by 4pm to advise that they will be coming into school the next day.
- (c) Governors will look at examples of tracking at the next sub-committee meeting.
- (d) Governors considered the choices that schools might face in the future e.g. taking academy status and spent time looking at the different options such as federated schools, executive heads and co-operatives. Governors felt that this might be an item for the Governing Body to consider in the future and that Governors may have to look at the options with fresh eyes. Governors were advised that there are now only three secondary schools in the borough that are not academies and that groups of primary schools are likely to consider becoming academies as well. The Governing Body acknowledged that in this regard Harefield Infant and Harefield Junior remained autonomous schools and that the Governors representing each school worked well together under a joint Governing Body.
- (e) The Junior School SATs were discussed and Miss Williams advised that following moderation, under the current criteria, the results would be judged as outstanding. Governors discussed how the SATs results can be cohort dependent and the impact a weaker cohort can have on them, stressing the importance of value added.
- (f) Mrs Lloyd advised that the KS1 Phonic Tests had been completed and the results had been reported to parents in pupil reports. Over 40% of the cohort had passed and Jill Forbes had advised that this was a really good result. The phonics testing level was put with the Key Stage reading level and Jill Forbes thought that this was a very good idea as many parents feel that phonics relates to reading levels and don't realise that there is a greater link with phonics and writing levels. Mrs Lloyd advised that the tests had been quite time consuming as they had to be carried out on a one to one basis with the teachers. These tests are only one element of reading and the school will not be teaching to the test.

SEN Sub-committee

Both Mrs Lloyd and Miss Williams expressed concerns around the Educational Psychologist Service and how the time was used by the Educational Psychologist (EP) visiting both schools. They will be sending a letter about these concerns. Mrs Lloyd stressed the need for a really professional EP as there are a number of children who need support and the schools do not want to waste their EP visits. Both schools will consider whether they buy into Hillingdon's EP service in the future.

6.

Children's Centre

	<p>Mrs Lloyd informed the Governing Body that the Children’s Centre 2012/13 Service Delivery Plan was so good that Darren Thorpe, the Children’s Centre lead at the local authority, is holding it up as a model to all other Children’s Centres.</p> <p>Mrs Edwards will circulate the Children’s Centre programme and two recent reports which have been sent to Councillor Simmonds to Governors for information.</p> <p>Miss Williams asked Mrs Edwards to email the summer programme to the Junior School in order for it to be put on the Junior School website.</p>	<p>AE</p> <p>AE</p>
<p>7.</p>	<p><u>Building Expansion</u></p> <p><u>Infant School</u></p> <p>(a) Mrs Lloyd advised Governors that all the completion dates had been confirmed by MACE and Ashe at a meeting earlier in the day.</p> <p>(b) She outlined the temporary classroom arrangements for Reception which will include using the teaching resources room and the staff room.</p> <p>(c) The Contract Delivery Manager (CDM) had initially wanted to locate the site office and toilets on the year 1 side of the playground but Mrs Lloyd has asked for them to be located at the back of the Foundation stage area.</p> <p>(d) The temporary relocation of the pathway leading from the Park Lane entrance was also considered with the CDM to enable the builders to be kept separate from the children.</p> <p>(e) All Ashe contractors will be CRB checked but the sub-contractors will not. The contractors will use the same blue/yellow coloured lanyard system as is used in school.</p> <p>(f) Mrs Lloyd is still trying to resolve the issues with the teaching walls and storage but advised Governors that there will be some money in contingency.</p> <p>(g) The packing crates are due to arrive in school shortly. Ashe will put a container in the playground for smaller items and larger items can be put in bubble wrap and stored in the hall. Mrs Lloyd has also been told by the local authority that it may be possible to remove some items from school and store them elsewhere. The plan is for staff to pack up smaller items but Mrs Lloyd feels it is unreasonable to ask staff to lift and move larger items as they are not trained in manual handling. When the school is closed on the last Thursday and Friday of term it will be all hands on deck for staff and Mrs Lloyd has warned them that it will be a big job. She has suggested that staff take any personal belongings home with them. Martin Gadd has organised a van and driver to remove any rubbish. Mrs Lloyd will organise lunch for staff on both days.</p> <p>(h) Mrs Lloyd informed Governors that MACE have agreed to refurbish the year 1 toilets, the Reception toilets and put in a disabled toilet.</p> <p>(i) The new Foundation stage area will have a bi-fold wall which will enable there to be pick up points for parents. Mrs Lloyd feels that the changes to the Foundation stage area are timely with the new Early Years Foundation Stage curriculum being introduced in September.</p> <p><u>Junior School</u></p>	

	<p>The Junior School will be having the same contractors and the second team will start as planned in October/November. As this project is a new build there is a set formula for furniture – per child x area. This formula is non negotiable but Miss Williams advised that it seems quite generous. The whiteboards will also be included in the funding. The only additional costs in this area will be for the part of the building connecting to the rest of the school and some stock cupboards. The Junior School already have these costs to hand following on from refurbishing the Music Room into a classroom last year.</p> <p><u>Finance</u> Mr Evans informed Governors that by the time both schools return after the summer holidays in September, it will be the end of the second quarter of the financial year and that both Mrs Lloyd and Mr Dodd will be looking at the budget relating to the last half of the financial year.</p>	
8.	<p><u>Headteacher’s Written Reports</u></p> <p>There were no questions from Governors arising from the Headteacher’s written reports.</p> <p><u>Junior School</u> Miss Williams informed Governors that there will be a change to the classes next year due to an increase in the number of children joining the school unexpectedly, particularly children moving to the school from Tilehouse School in Denham. Initially the plan had been for year 4 to be put into two classes of 35. However as the numbers in this year are likely to continue to increase the decision has been made to have the following classes throughout the school for next year:- Year 3 – three classes Year 4 – two classes Mixed Year 4/Year 5 – one small class of approx. 22 pupils Year 5 – two classes Year 6 – two classes. The mixed year 4/year 5 class will be taken by Chris Davis who is a very experienced teacher and in order to avoid repetition for the pupils, separate subjects in history, geography and RE have been pulled out of the curriculum which these years do not usually study. Miss Williams advised that Mr Dodd is happy with this arrangement. The pupils concerned will be spoken to and their parents will receive an explanatory letter. In September 2013, after the building expansion, there will be enough room to be 3fe throughout the school.</p> <p>Miss Williams advised Governors that both the school’s GTP students have been given an Outstanding for their final assessments.</p> <p>Dr Bassill commented on the Memory Lane Project and how very well received it had been by The Harefield Academy.</p>	
9.	<p><u>Performance Management</u></p>	

	<p>Governors had been emailed the new model policy in advance of the FGB meeting. The Infant School have looked at the policy in two staff meetings and will come back to it again in September. The unions have not accepted the policy yet. Mrs Lloyd commented on how well written the policy was and that staff had been pleased with it. The Governing Body noted that if a school becomes an academy, the onus for performance management will fall more onto Governors. The teaching standards part of the new policy is still quite vague and there has probably been inadequate training both across the borough and the country. The threshold standards have currently been removed from the DfE website and are unavailable. Whilst the policy is being worked through, there are more and more staff at the top end of their scale waiting for information about the threshold process. The current Government is also changing the terminology from performance management to appraisal. Governors came to the conclusion that the policy is still a work in progress.</p> <p><i>Note. Mr J Swan arrived during this agenda item.</i></p>	
10.	<p><u>Ratification of Policies/Documents</u></p> <p>Both schools had prepared Exclusions Policies which had been sent to Governors for review prior to the FGB meeting. Governors discussed the issues surrounding exclusions including the following points:-</p> <ul style="list-style-type: none"> (a) Governors were informed that The Willows School, the borough’s primary school that takes in children with behaviour difficulties and which is linked to the Pupil Referral Unit (PRU), is currently working through some difficult circumstances and currently has no KS1 class at all. This is leading to some difficulties for primary schools in the borough including where do the children go who are unable to make a phased return from the PRU? (b) If children are on a permanent exclusion the local authority is obliged to find them a place. Consequently the local authority is trying to reduce the number of permanent exclusions. (c) Schools have to fund any pupils they refer to the PRU and the cost for this could be greater than the amount of funding the school is actually receiving for that child e.g. if a child is sent to the PRU for two days a week the school will have to pay more than 40%. Home tuition costs are very high. (d) From September Ofsted may regard a school as a failing school if it has had to make an exclusion. Ofsted will be looking for children to have made one level of improvement but this may be difficult for children with behaviour difficulties even though they may not be SEN. (e) Governors considered the stress levels of staff. (f) Governors considered the types of behaviour that exclusions are made for and discussed age appropriateness. (g) Governing Bodies need to be aware of the work that has been done to try and prevent an exclusion and how the exclusion has been managed. (h) The DfE have set parameters for exclusions and local authority solicitors are involved in permanent exclusions so it is important that a school has put all the appropriate measures and paperwork in place. 	

	<p>(i) Governors considered the difficulty in finding a balance between the needs of the school community, the wider community and the needs of the pupil being excluded.</p> <p>Both the Infant School Exclusion Policy and the Junior School Exclusion Policy were ratified by the Governing Body and signed off by Mr Evans.</p>	
11.	<p><u>Governor School Visits and Training – Feedback</u></p> <p><u>Visits</u> <u>Infant School</u> Mrs S Evans had attended the Challenge Club assembly involving the Gifted and Talented children and organised by Mrs Kerse with a presentation from Audrey Wright.</p> <p>Mr Swan had attended the year 1 curriculum evening where the levels and new report format were explained.</p> <p>Mrs Soanes had helped with the Gardening Club.</p> <p><u>Training</u> Mrs Boden had attended a Behaviour and Attendance Conference.</p>	
12.	<p><u>Notice of Election for Chair and Vice-Chair</u></p> <p>Mrs Edwards gave notice of the election for Chair of Governors and Vice-chair of Governors to be held at the next FGB meeting in October.</p>	
13.	<p><u>2012/13 Meeting Dates</u></p> <p>Provisional meeting dates were set for the 2012/13 FGB meetings as follows:-</p> <p><u>2012</u> 4th October, 7.15pm, Junior School 15th November, 7.15pm, Junior School</p> <p><u>2013</u> 31st January, 7.15pm, Junior School 14th March, 7.15pm Infant School 16th May, 7.15pm, Infant School 4th July, 7.15pm, Infant School.</p> <p>However, these dates, including the days of the week the meetings are held, will be reviewed again at the first FGB meeting of the academic year on 4th October.</p> <p>Dates for two Sub-committee Meetings were also set as follows:-</p> <p><u>Finance</u> Junior School - 8am, Thursday 20th September Infant School - 9am, Thursday 20th September.</p>	

	<p><u>Premises</u> Friday 21st September, 9.30am, Infant School.</p>	
14.	<p><u>A.O.B</u></p> <p>Mrs Edwards advised that she had emailed Governors with the link for the newly revised Guide to the Law for School Governors.</p> <p>Mr Evans thanked Mrs S Evans who is moving away and is therefore resigning from the Governing Body.</p> <p>Governors joined Mr Evans in thanking Miss Williams for her 22 years service as Headteacher to the Junior School and wishing her well for her retirement.</p>	
15.	<p><u>Date of the Next Meeting</u></p> <p>Thursday 4th October 2012, 7.15pm, Harefield Junior School.</p>	

Signature _____
(*Chair of Governors*)

Date _____