

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

**Thursday 15<sup>th</sup> March 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:

Ms S Atherton	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
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 Dr N Patel and Mr D Lindsay. Cllr H Higgins did not attend.</p>	
2.	<p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>Mrs S Soanes updated her 2011/12 Declaration of Pecuniary Interests record.</p>	
3./4.	<p><b><u>Minutes of FGB Meeting Held on 2<sup>nd</sup> February 2012 – Matters Arising</u></b></p> <p><u>Item 3./4. (a)</u> Mr Evans asked how the new arrangements for Hillingdon's Children's Centres was working out and Mrs Lloyd and Ms Atherton advised that information is gradually working it's way through from the local authority with Darren Thorpe and Liz Marsh currently established as the leads for the Children's Centres. Headteachers are meeting on a regular basis at a line managers meeting although there is now no longer any one to one support available. The Early Years review is currently still being carried out by the local authority. Action closed.</p> <p><u>Item 3./4. (b)</u> Miss Williams advised that she has now received information from Anna Crispin at the local authority relating to Procedures for Addressing Challenging Parents. She is keeping this information as a model legal framework in the Junior School Policy file but is also keeping what the Junior School already has developed, and is available on the school website, as the two procedures are different. Action closed.</p> <p><u>Item 5.</u> Miss Williams advised that the indicative budgets are through although the budgets have not been confirmed yet. Capital Funding has not been finalised by the</p>	

	<p>Government yet but indications are that it will be £6k although this has not been confirmed by the local authority. Action closed.</p> <p><u>Item 8.</u> Miss Williams advised Governors that the Junior School is continuing to go ahead with the move to the London Grid for Learning although the Hillingdon Grid is now continuing. Action closed.</p> <p><u>Item 9.</u> Both Mrs Lloyd and Miss Williams advised that the move to the new payroll contracts with Dataplan has involved an enormous amount of extra work for Mrs Godden and Mrs Williams, much more than had been anticipated. Pensions have also changed from the London Borough of Hillingdon to Capita Hartshead and there have been two seminars aimed at employees to explain the changes. Governors thought it would be a good idea if something similar could be run for employers as well. Action closed.</p> <p><u>Item 14.</u> Mrs Moss, Mrs Keating and Miss Penny are starting to make arrangements to visit each other during the summer term. Action closed.</p> <p><u>Item 15.</u> The Junior School Charging Policy has been adapted for the Infant School. Action closed.</p> <p><u>Item 16.</u> Mr Evans has written to local MP, Mr Hurd, regarding the Governing Body's concerns relating to Freedom of Information.</p>	
5.	<p><b><u>Sub-committee Reports</u></b></p> <p><b><u>Curriculum Sub-committee</u></b></p> <p><u>Infant School</u></p> <p>Governors considered the new Infant School Marking Policy and agreed that it was a very good policy, short and to the point.</p> <p>Jill Forbes, the School Improvement Partner, had recently visited the school and her report was given out which stated that in her opinion the school had moved up from satisfactory to good. The KS1 results predictions are also looking very good.</p> <p><u>Junior School</u></p> <p>Miss Williams advised that the KS2 SATS are on target.</p> <p><u>School Development Plans</u></p> <p>Both schools are gathering data and information for their School Development Plans (SDPs). The Junior school SDP is going onto the staff's shared drive. Infant School staff are evaluating their sections and the subject teachers are preparing their parts of the report.</p> <p><u>Ofsted</u></p> <p>Governors briefly looked at the new Ofsted criteria. There is a lot of paperwork to work through so it was not discussed in detail. Both Mrs Lloyd and Miss Williams have attended Ofsted training run by the borough and are handing this on to staff. Jill Forbes has advised that the focus for Ofsted is teaching and learning and that Ofsted is no longer considering value added. Pupils are supposed to make two levels of progress from KS1 to KS2, which now includes two levels of progress for SEN pupils. When considering the Junior School's targets the change over in children since KS1 adds a completely different dimension. Miss Williams and Mrs Lloyd are very concerned about the impact of Ofsted no longer considering value</p>	

added and treating every child as the same, all with same starting point. Both the Infant School and Junior School are expecting Ofsted inspections at any time.

### **SEN Sub-committee**

Miss Williams expressed concern about the borough's Educational Psychology Service. The current Educational Psychologist (EP) for both schools is leaving at the end of term and the service will now be provided by two job share EPs. Both schools have bought into the borough's service for a year but may consider buying into their own EP service in future, maybe from the existing EP who is setting up on her own.

Miss Williams and Mrs Lloyd advised Governors about the difficulty of getting statements. It is easier for children on the first percentile but much more difficult for those on the second percentile. Mrs S Evans mentioned an incident with a child's behaviour in her daughter's year 2 class and asked whether this child would be on the SEN register. Mrs Lloyd advised that children needing support with behaviour can be on the SEN register and that the Behaviour Support Team come in to school to work with these children. Some children are placed with the PRU, the borough's Learning Support Unit. The aim of the PRU is to reinstate children back into main stream education although some children are unable to do this and move on to Willows. Mrs S Evans raised concerns about the amount of time that is spent on these issues and wondered if there were any school staff that could be used to support these children? Mrs Lloyd advised that the Behaviour Support Team have to be involved with behaviour issues and that the school has to have all the paperwork from them and be able to demonstrate that the school has done everything it can to meet a child's needs. If a child is going to be excluded the school must show that it has followed procedures. Often these children are the most vulnerable children. It was acknowledged that it was a difficult balancing act between these children and the other children in their class. Mrs Soanes added that hopefully the work of the Children's Centre will gradually filter through. Both Mrs Boden and Sue Ashton are running the Marlborough Project with a significant number of parents coming along to support them with their children's behaviour. A whole holistic approach is being developed. Ms Atherton advised that the Children's Centre is tracking children from the Centre through the Infant School and will continue to track them through the Juniors and ultimately The Harefield Academy. Mrs Lloyd added that these children have higher point scores in Reception and that their parents generally relate better to the school.

The Children's Centre is running it's second UKe Learning Numeracy and Literacy course, both of which have been full. Mrs Scott felt that once people get to know that the Children's Centre is good place to go, more people will go along and be willing to try it. The Centre actively targets vulnerable families from pre-birth through networking with Health Visitors.

### **Premises Sub-committee**

This was discussed under agenda item 7.

6.

### **Children's Centre Update**

Ms Atherton circulated to Governors the Children's Centre programme and photographs of the recent award ceremony with Floella Benjamin.

#### Numeracy and Literacy

She re-emphasised the success of the Numeracy and Literacy course which has been provided at no cost to the Centre and is running for a second time with places booked well in advance. She spoke of the real solidarity of the group and the additional support that the Centre brought in to support those who didn't reach the necessary level to start the course. Mrs Boden added that parents attending this course have talked to her and other parents, in an open environment, about how they have been taking the 'tests' and that they are not frightened of saying this. Harefield is one of the first Children's Centres to run this course and the Centre has worked with the providers and parents have built a relationship with both the Children's Centre and the facilitator.

#### Dad's Group

The Dads Group continues to meet once a month with 15 dads last weekend. The Centre welcomes dads at anytime.

#### 2012/13 Budget

The borough has told the Children's Centres to work on a 5% reduction to their budget compared to last year. This is possible but tight and the training budget has been dramatically reduced. Ms Atherton has asked staff, who have received lots of training and development over the years, to comment on their experience. There will be changes to the Centre's Team Meetings with a more developmental aspect rather than just the day to day business of the Centre plus there will be support to access training in school.

Governors asked whether Ms Atherton had thought about selling the Children's Centre's services as other Centres might value it's work? Ms Atherton advised that one area being considered for this is the work with Travellers where the Centre has a lot of good practice which could be shared in a workshop or a days event. This could be facilitated by Sally Barter and Sally Chandler who are experienced in working with Travellers. Other Children's Centres and schools, both locally and nationally, might be interested in attending. The Traveller community is hard to reach and the borough's Traveller Team has now been closed.

#### 2012/13 Service Delivery Plan (SDP)

In previous years the Devonshire model has been used. However, the borough is now looking at cluster working with other agencies and Harefield's SDP may now become part of one for it's cluster or an overall borough one. Ofsted are now talking about doing inspections of Children's Centre clusters rather than individual Centres. It has been difficult for Ofsted to set the criteria for Children's Centres as they are all so different. Their focus is moving towards whether a good service is provided in a cluster. For example, Harefield's cluster offers midwifery support at Hillside Children's Centre, staff get together now and meet as a cluster and the

	<p>CAB service runs fortnightly sessions at both Harefield and Hillside with Coteford also able to use some of these slots. The Advisory Group will look at the SDP and recommend it to the Governing Body. The Governing Body agreed for it to be emailed out to them to give them an opportunity to make their responses, whether it be one for Harefield Children’s Centre or part of a borough wide SDP.</p> <p><u>Refurbishment</u> The recent refurbishment had been successfully completed and has created a more private space for staff to work in.</p>	
7.	<p><b><u>Building Expansion</u></b></p> <p><u>Junior School</u> The Junior School expansion is very simple. The plans have been drawn up and a parents meeting has been held. The residents of the house backing onto the side of the playground have signed that they are happy with the plans and the plans will be going on the school website. The playground will be cordoned off where the work will be taking place and the building will be completed by September 2013. The Park Lane entrance will be altered with a pathway going through the car park and under the hall shelter.</p> <p><u>Caretaking</u> There have been issues with the Site Manager, Mr Gadd, being split between three sites and with the Assistant Caretaker leaving. A cleaner/SMSA has been temporarily assistant caretaking for both schools but this arrangement is not working. Both schools have now agreed to have two part-time caretakers – one in the Juniors and one in the Infants/Children’s Centre. Mr Gadd will line manage them both. The Junior School have appointed Jo Brooks for 15 hours a week. The Infant School are advertising for someone for 20 hours a week.</p> <p><u>Infant School</u> The Infant School expansion will be completed by the end of September. An Action Plan has been sent to and agreed by Anna Crispin at the local authority. The school will need to close two days early in July to prepare classrooms and close two days on completion to re-establish classrooms. Work to the year 1 and year 2 areas should take six weeks. If the year 1 work runs over, classrooms will be set up in hall. If the year 2 work runs over, year 2 will be split over two classes. The Reception work is due to be completed by the end of September. The Reception children will go into Nursery until then as Nursery doesn’t start until the end of September. Mrs Lloyd had talked about staggering the project but Cabinet would not allow this and there is the concern that if the project was staggered the money may be withdrawn before the project was completed.</p> <p>The Foundation area will receive new windows and doors and will be open plan. There will be a meeting for Nursery parents to explain why this is a good model and environment. Mrs Lloyd doesn’t want to release the action plan until the meeting with the Nursery parents. There are also two more parents meetings planned for parents of Reception children moving into year 1 and year 1 children</p>	

	<p>moving into year 2. There will be a storage area on the side of the playground which is part of the reason why the playground hasn't been developed. Mrs Lloyd confirmed that it will be a lot of hard work for staff but that it will also be worth it.</p> <p>Mrs Lloyd emphasised that this is an opportunity to really get the Infant School classrooms the way it wants. Governors asked whether this would mean that there wouldn't be any flexibility in the future to move classrooms around? However, Mrs Lloyd advised that if all the classrooms are the same size it wouldn't be necessary to move them. The Foundation Stage wouldn't be able to be moved.</p> <p>Mrs S Evans asked when parents would be informed about the closure and Mrs Lloyd confirmed that she would be doing this now that Anna Crispin has agreed to the action plan. Governors wondered whether there is any way that a 'looked after' facility could be run? Mrs Lloyd advised that the difficulty with this is that there will be technicians in on site from Hillingdon Grid and a lot of equipment being moved around with only two classrooms probably not affected. If a hall elsewhere was considered it would require a risk assessment and Mrs Lloyd would have to go back to Anna Crispin to ask for funding. Mrs S Evans was concerned that some of the children being affected are part of the cohort that have had disruption before during the Nursery new build. Mrs Lloyd confirmed that the school could only be closed for two days and that if the work is not completed on time the action plan has been developed to manage the situation. Mrs Lloyd stressed how she doesn't want any disruption to the children's education. Dr Bassill cautioned against looking for a hall due to the insurance aspect plus the implications for attendance figures. Miss Williams advised that it would be difficult to offer space in the Junior School due to insurance implications. Mrs Lloyd added that staff would be unavailable to look after the children as they would be busy packing up. Governors agreed that parents should be involved as soon as possible and Mrs Lloyd confirmed that she will send the letter out to parents next week. The Governing Body agreed with the arrangements in the action plan.</p>	BL
8.	<p><b><u>Headteacher Recruitment</u></b></p> <p>Mr Evans advised the Governing Body that applicants had been shortlisted for interview and that the recruitment panel had met to talk about their strategy for the interviews and the questions. The three candidates will undertake a data task, give a presentation and have a familiarisation tour around the school. If the Governing Body is in a position to make an appointment, it was agreed that the Governors taking part on the recruitment panel would make the appointment and, if necessary, phone round other Governors if a quorate number was needed. Mr Evans confirmed that the applications had been better than on the previous occasion.</p>	
9.	<p><b><u>Junior School Journey 2012</u></b></p> <p>As usual, the Junior School year 6 journey will be to the Isle of Wight. Health &amp; Safety has been ratified by Mrs Scott. Four members of staff will be going on the trip this year as it's a slightly smaller group on the trip - Mrs Knight (the lead teacher), Mrs Hooson-Jones (the registered First Aider), Mr Jacques and Mrs</p>	

	<p>Taylor. In the past the school has used an island driver but this year due to the emissions regulations in Harefield, a coach firm from here has to be used which means the driver will be staying at the hotel and using one of the staff rooms. The Governing Body agreed to the arrangements for the school journey.</p>	
10.	<p><b><u>Headteacher's Written Reports</u></b></p> <p><u>Junior School</u>  Miss Williams was pleased to inform Governors that the netball team had successfully taken part in the inter schools tournament coming third and that they have been asked to go through to the London Championship as they were the second best team there.  The school will be changing over to the London Grid for Learning. As London Grid cannot guarantee that things will be ready for 1<sup>st</sup> April a deal has been made with Hillingdon Grid for six months. The Junior School will be paying for this initially but London Grid will reimburse the money. The email system in school may change over the Easter holidays so staff will be using their personal emails. The school's email will remain open.  Miss Williams confirmed that all of year 6, except two children, have got their secondary school destination of choice.</p> <p><u>Infant School</u>  The Infant School is staying with the Hillingdon Grid for the moment now that it is remaining.  The Infant School came fourth in a national Gypsy/Romany competition out of a thousand schools. Mrs Keating, supported by Sally Barter, worked with Foundation children on a 'Moment in Time' theme which included creating a wagon.  Achievements at the Children's Centre and in the Infant School were celebrated recently with Floella Benjamin coming in to present the awards. Both Mrs Lloyd and Ms Atherton commented on how inspirational she was, with a genuine love for and interest in children. She spent time with staff after the event and was very warm and exuberant. Mrs Lloyd received an email from her later to say how wonderful she thought the Children's Centre was and the partnership with the Infant School. The Mayor also came to the event and talked a lot about saving Children's Centres and is obviously very knowledgeable about health and supportive of Children's Centres. She had also spoken at the Breastfeeding Conference and has a very good understanding of deprivation. The event had been featured in the Gazette.  Mrs Lloyd has had to refuse some requests for extended leave which has shocked some families although they do understand that the Government is becoming stricter on this issue. Governors discussed the deterrent of large fines for families who take unauthorised leave. The Infant School pick up persistent unauthorised absence really quickly and have warned families of the possibility of fines. The regulations have now changed and if a child's attendance is under 95%, they can't be given authorised leave. If families choose to take leave it automatically becomes unauthorised. No children in year 2 or year 6 (until after school journey) are given authorised leave.</p>	

	Mrs S Evans thanked Bernie for putting in an extra target setting evening for teachers that had been absent as well as Mrs Hassell for arranging the year 2 London Eye trip. Mrs Lloyd also thanked Mrs Kerse for arranging the year 1 Windsor Castle trip.	
11.	<p><b><u>Equality Plan</u></b></p> <p>Miss Williams advised that schools must have an Equality Plan in place by 6<sup>th</sup> April 2012. However she has been informed that it is sufficient to state on the school website that a draft plan is being considered by the Governing Body. She has been looking at a model plan from Camden and will send it out to Governors in it's draft form for comments. Both schools will need to have their plans ratified at the next FGB meeting after which they can be put on the school websites.</p>	VW/ BL
12.	<p><b><u>GB Training Video</u></b></p> <p>Governors had selected 'Construction' as their next training video to watch. However, due to time constraints Governors agreed to watch the video at home and inform Mrs Edwards so she could update their training record. Both Dr Bassill and Mrs Boden advised Mrs Edwards that they had already watched the video.</p>	
13.	<p><b><u>Governor School Visits and Training – Feedback</u></b></p> <p><u>Visits</u> Mrs Moss, Mrs Keating and Miss Penny will visit each other in the first half of next term.</p> <p>Mrs Soanes and Mrs Hooson-Jones are due to visit the Children's Centre.</p> <p>Mrs Evans attended the celebration assembly in the Infant School for the Gypsy/Romany award and the expansion meetings in the Infant and Junior Schools.</p> <p><u>Training</u> Mrs C Evans recently attended Admissions and Appeals training.</p> <p>Mrs Soanes attended the Spring Term Hillingdon Governors Meeting.</p>	
14.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p>The following Infant School policies were ratified by the Governing Body and signed off by Mr Evans:-</p> <p>Charging Policy Marking Policy Attendance Policy.</p> <p>Mr Evans signed the Infant School HGfL Agreement.</p>	
15.	<b><u>A.O.B</u></b>	

	<p><u>Hot Lunches</u>  Mrs S Evans asked whether the Junior School might look again at the possibility of offering hot school lunches? Miss Williams felt that there might be the potential to look again although parents had not been interested when asked on previous occasions. She highlighted some of the issues for the Junior School if hot lunches were offered. The existing contract for free school meals runs until September 2013. Also, if hot lunches were taken up the Breakfast Club would have to stop as this is run in the only available area where washing up facilities for hot lunches could be set up. There is also the issue of timing as the Junior School only has a 55 minute lunch break. The lunch break would have to be extended which would have a massive knock on effect to the use of the hall for PE. In order to meet the requirements of the curriculum, Junior classes have to do two hours PE a week. It is already difficult to meet this requirement with ten classes and will become even harder when there are twelve classes. The suggestion was made to look at the provision of hot lunches again next year as the new year 3 parents might be interested and the current contract for free school meals runs until September 2013. Governors did not want the Breakfast Club provision removed.</p>	
16.	<p><u>Date of the Next Meeting</u>  Thursday 17<sup>th</sup> May 2012, 7.15pm, Harefield Infant School.</p>	

Signature \_\_\_\_\_  
*(Chair of Governors)*

Date \_\_\_\_\_