

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

**Thursday 4<sup>th</sup> October 2012, 7.15pm, Harefield Junior School**

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| Chair:                      | Mr B Evans  |
| Headteacher, Infant School: | Mrs B Lloyd |
| Headteacher, Junior School: | Mr P Dodd   |

Governors Present:

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| Ms S Atherton | Dr P Bassill | Mrs L Boden  | Mr P Dodd          |
| Mr B Evans    | Mrs C 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     |              |              |                    |

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

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| 1.    | <p><b><u>Welcome &amp; Introductions</u></b></p> <p>Mr Evans welcomed Mr Dodd to his first FGB meeting and Governors introduced themselves to him.</p> <p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Mr D Lindsay and Cllr H Higgins did not attend.</p>  |               |
| 2.    | <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>Governors completed their 2012/13 Declaration of Pecuniary Interest forms.</p>  |               |
| 3./4. | <p><b><u>Minutes of FGB Meeting Held on 5<sup>th</sup> July 2012 – Matters Arising</u></b></p> <p><u>Item 3./4. (a)</u> Mrs Edwards confirmed that she had circulated the Junior School Exceptional Schools Award report to Governors. Action closed.</p> <p><u>Item 3./4. (b)</u> Mrs Lloyd confirmed that she had contacted Mr Chapman about rejoining the Governing Body as a LEA Governor. Mr Chapman has confirmed that he is interested and will be in touch with Mr Evans. Action closed.</p> <p><u>Item 6. (a)</u> Mrs Edwards confirmed that she had circulated the Children’s Centre programme and Councillor Simmonds reports to Governors. Action closed.</p> <p><u>Item 6. (b)</u> Mrs Edwards confirmed that she had sent the Children’s Centre summer</p> |               |

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|    | <p>programme to the Junior School to be put onto their website. Action closed.</p> <p><u>Item 9.</u> Mr Evans advised Governors that he had met with Mrs Lloyd and the School Improvement Partner, Jill Forbes, for Headteacher’s Performance Management. Mr Dodd’s Headteacher’s Performance Management meeting is scheduled for this October. Action closed.</p>  |                     |
| 5. | <p><b><u>Election for Chair Governors</u></b></p> <p>Mr Barrie Evans was the only nominee for Chair of Governors and was voted for unanimously by the Governing Body (apart from Mrs Evans who abstained from the vote due to a conflict of interest).</p> <p><b><u>Election for Vice-Chair of Governors</u></b></p> <p>Mrs Cheryl Evans was the only nominee for Vice-Chair of Governors and was voted for unanimously by the Governing Body (apart from Mr Evans who abstained from the vote due to a conflict of interest).</p>  |                     |
| 6. | <p><b><u>Governing Body Membership</u></b></p> <p>Mrs Edwards advised that Junior School teacher Mrs Jenkins would not be joining the Governing Body as an Associate Governor due to a having a number of other commitments within school. Mr Evans advised that the Governing Body is always happy for school teaching staff to join as Associate Governors for personal development purposes.</p> <p><b><u>Review of Sub-committee Membership</u></b></p> <p>Governors reviewed their membership of the Sub-committees. It was noted that there are a couple of vacancies due to the resignation of Mrs S Evans last term and that these may possibly be filled once a new Infant School parent governor has been appointed. Dr Bassill will join the Infant School Finance Sub-committee. Mrs Edwards will circulate the current membership list to Governors and anyone wishing to change their sub-committee membership should advise her prior to the next Governing Body meeting.</p> <p><b><u>Review of Governor Areas of Responsibility</u></b></p> <p>Governors reviewed their areas of responsibility. Mrs Soanes volunteered to be an Eco Governor for the Infant School. Mrs Edwards will circulate the current list to Governors and anyone wishing to add anything to the list or take on an area of responsibility should advise her prior to the next Governing Body meeting.</p> <p><b><u>Governor Terms of Office</u></b></p> <p>The Governing Body agreed for Ms Keating’s term of office as Associate Governor to be renewed for another four years.</p> | <p>AE</p> <p>AE</p> |

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## **Sub-committee Reports**

### **Finance Sub-committee**

#### **Junior School**

The school is half way through the financial year which provides an opportunity to adjust the budget spending if needed, which is particularly important with a new Head coming in. Mr Dodd has strong support from Mrs Lorraine Williams. Some adjustments were made to the budget which is normal at this time of year. In order to comply with FMSIS and its replacement SFVS, it is important that there is an acknowledgement of virements. The building expansion project has involved some extra spend. The school entered into the financial year with a carry forward of £80k, £40k of which has now been used. It is likely that the same amount will be needed next year so the carry forward could run out if the size of the school continued at its current level. However the school is anticipating a further £40k from an expansion in pupil numbers and will therefore be able to carry forward £40k.

The Sub-committees looked at the new government funding formula in both schools. The local authority have run a model Fair Funding Formula as an exercise and both schools came out of it fairly neutral. The Government are now going to do a similar exercise nationally.

#### **Infant School**

The Infant School is in a similar position in some ways to the Junior School. The carry forward was £80k but this will be reduced to £16k in the next financial year. The numbers on role will increase but the school will use the next few months to look at balancing the budget for next year. Mrs Jackie Godden has done a very good job producing a high quality report.

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

Both schools have the luxury of being able to carry forward funds into the next financial year. However, the Children's Centre is unable to do this. The Children's Centre cannot pay for services unless the local authority releases the funding which does cause Mr Evans concern and could lead to potential cash flow problems. Currently all the monies are allocated in the Children's Centre budget and it is on track to spend the budget.

### **Premises Sub-committee**

#### **Infant School**

- (a) The expansion programme is going well and the work to the Reception area remains on track with a completion date of 23<sup>rd</sup> November. Work in the Year 1 area has been finished with the remaining snagging to be completed over the weekend. The Year 2 classroom expansion is behind schedule but will be completed over half term.
- (b) The car parking ban has been working well and Mrs Scott thanked staff for parking off site.
- (c) Since the Nursery and Children's Centre roof has been repaired there have been no further leaks. If there are still no leaks after further heavy rain new ceiling

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|    | <p>tiles will be fitted.</p> <p>(d) The London Borough of Hillingdon will provide the funding to replace poorly installed electrics in the Nursery and Children’s Centre.</p> <p>(e) Following a request from a neighbouring house in Park Lane, the trees in the Reception area playground will be pollarded on a rolling programme.</p> <p>(f) The signage at the entrance in the High Street will be updated.</p> <p><u>Junior School</u></p> <p>(a) The new classrooms will be built in the position as originally planned now that permission has been granted to cut down the tree that was causing an obstruction. Four new trees will have to be planted in the grassed area of the playground. The school may be able to look again at the position of these new trees once the building has been completed.</p> <p>(b) The contractors will be coming on site after half term, part of the playground will be cordoned off and split playtimes may have to be considered.</p> <p>(c) Bars to the upstairs windows have now been fitted to comply with Health &amp; Safety.</p> <p>(d) Alterations have been made to the boys toilets to accommodate a pupil with special needs in order to allow him to be independent.</p> <p>(e) The Safety Mark has been achieved with a score of 92%.</p> <p>(f) There is a problem with cars parking outside the Park Lane entrance. The double yellow lines were painted by the school and the school will be contacting the traffic department at Hillingdon to try and make them official. Mr Evans asked whether this is an issue for the library as well? Mrs Scott thought that they didn’t regard it as a problem but Governors agreed that it would be helpful to have the library’s support over this matter.</p> <p>(g) The borough’s Health &amp; Safety audit is booked for 13<sup>th</sup> December.</p> <p>(h) The Junior School is currently looking at how additional space can be created within school.</p> <p>Governors noted that the Premises Manager’s house now has a new boiler.</p> |  |
| 8. | <p><b><u>Children’s Centre</u></b></p> <p>Ms Atherton advised that staff at the Centre had received some upsetting news about the death of a two year old who had attended the Centre regularly. The team are ready to support the family and share their memories with them.</p> <p><u>Visits</u></p> <p>Julian Kramer, the Interim Chief Education Officer, visited the Children’s Centre earlier this week. He is visiting all the borough’s Children’s Centres and came to see what Harefield is doing and hinted at the possibility of more involvement with Social Care and Health in the Children’s Centres. His visit seemed to go well.</p> <p><u>Current Activities</u></p> <p>The Centre is taking part in the stop smoking campaign called ‘Stoptober’ and now has two trained members of staff who can support people who want to give up smoking. The Centre has earned £330 in the past from similar stop smoking initiatives and has achieved some good outcomes.</p> <p>The numbers for Parentcraft are improving and there is now a new midwife in</p>  |  |

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|    | <p>Harefield who is referring new parents to the Centre. Staff have been trained to deliver this course and also in breastfeeding support.</p> <p>The new Respite Creche is going well and already a family with triplets has attended and families who are involved with social services.</p> <p>Numbers for the Young Parents group have increased, particularly due to the hard work by Senior Childcare Worker Erica Halligan, and the parents are attending some courses as well.</p> <p><u>Staffing</u></p> <p>Anita Edwards is leaving the Children’s Centre at the end of this half term. Part of Anita’s job was to set up and run the Toy Lending Library which is an amazing resource in the village and Sally Barter will take over the running of this. Other staff members will take on the other pieces of administrative work that Anita deals with. Ms Atherton had asked staff for their thoughts about Anita’s contribution to the Children’s Centre over the past few years and read out some of their very complimentary comments.</p>   |  |
| 9. | <p><b><u>Building Expansion</u></b></p> <p><u>Junior School</u></p> <p>Mr Dodd has already met with MACE and there will be another meeting next Monday to finalise the plans for the project which Mrs Scott will also be attending. There are a few issues to consider including the school entrance, access from the front and a third of the playground being lost. There will also need to be a review of fire exits, safety procedures and the school travel plan will need to be updated. Mr Dodd advised that there hasn’t been a parents meeting yet regarding the arrangements. Mr Evans asked what the impact would be on the children? Mr Dodd advised that there would be no change to the school start and finish times and that site traffic would be reduced at those times of the day.</p> <p><u>Infant School</u></p> <p>Mrs Lloyd advised Governors that MACE have been running the project in the Infant School very well and that the only slight problem they have had is with a delay in the delivery of the cladding because ASHE had been let down by their supplier. A solution has been found which may mean that the school may be able to have bespoke windows at the back. Mrs Lloyd has found the contractors to be very professional with everything cordoned off well. Mrs Scott has been very impressed with the work in the Infants and found the contractors to be very respectful of the children’s activities and not imposing on the building at all. The extension to the Year 2 classroom has been delayed because of the cladding but the classroom now has a small temporary window fitted. Reception classes are in a series of small rooms but the children are well organised and the classes are very calm. Staff have worked hard to make the rooms as comfortable as possible and parents have been very accepting of the situation. Mrs Lloyd praised her staff team for the effort they have put into organising their classrooms. After half term the contractors will transfer their offices to the Junior School and the Infant School will be able to use the car park again.</p> |  |

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| 10. | <p><b><u>Infant School</u></b></p> <p><b><u>Pupil Premium Report</u></b><br/> The Infant School Pupil Premium Report had been sent to Governors prior to the meeting. This was the first time the school had to complete the report which is now a statutory requirement and must be sent to Governors. Mrs Lloyd and Mrs Godden had coded Pupil Premium funds so that it was easy to track back. Mrs Lloyd commented on the difference in progress for FSM (Free School Meals) children and non FSM children which is quite stark. Both in the Infants and nationally, FSM children do not make as much progress and the school will target and support these children. The school received just over £20k in funding which is based on the number of children receiving FSM and the number of looked after children. Mrs Lloyd noted that hot school meals have had an impact on the FSM numbers which have increased. Mr Dodd will be producing the Junior’s Pupil Premium Report shortly.</p> <p><b><u>Update on Foundation Stage Revised Curriculum</u></b><br/> The Foundation Stage curriculum has been revised with play becoming a bigger part of it. The Early Years Foundation Stage profile will be replaced with a new profile which was due in September but has now been delayed to at least next January/February although it will still have to be reported on next July 2013. Lots of areas have now been put together and there will now be three prime areas:- Personal, Social &amp; Emotional Development, Communication and Language and Physical Development. Staff are now targeting children in these three areas. Both Mrs Lloyd and Ms Keating feel that these are good changes which are supposed to reduce paperwork and bureaucracy e.g. the number of mini observations have been reduced to only one every half term. Nationally there are huge changes planned for the Foundation Stage including changes to the workforce, which will not only affect schools but Children’s Centres, private nurseries and childminders as well.</p> | PD |
| 11. | <p><b><u>Junior School</u></b></p> <p><b><u>Staff Handbook</u></b><br/> Mr Dodd thanked Mrs Evans and Mrs Scott for taking the time to read the Staff Handbook. He advised that 90% of it is unchanged and that all staff have had the opportunity to see it. Mr Dodd highlighted the following sections of the Handbook:-</p> <p><u>1.7</u> There will be themed assemblies.</p> <p><u>1.13</u> Mr Dodd commented on how impressed he is with the number of clubs run in the Juniors.</p> <p><u>3.1</u> This clarifies the staff dress code.</p> <p><u>3.5</u> There is a terms of reference for staff meetings which Mr Dodd will try to finish in an hour.</p> <p><u>4.4</u> Open evenings will be held in the school hall for health &amp; safety reasons.</p> <p><u>5.7</u> There will now be performance management for Teaching Assistants in addition to regular meetings.</p> <p><u>Appendix 2</u> provides guidelines for using ICT.</p> <p>The procedure for applying for a course is now covered by <u>Appendix 7</u> which</p>  |    |

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| <p>makes things clearer.</p> <p>There is a new template for staff induction which provides a gentle welcome. Mr Dodd recently visited The Harefield Academy and was very impressed with the school including the emphasis on uniform, the hall of fame and school houses. Mr Dodd would like to develop school houses in the Juniors further. <u>Appendix 3</u> is the school uniform policy which goes into more detail than before. It doesn't change the colours but does clarify things more. Mr Dodd particularly wants to improve things such as no trainers, simple hairbands, no big logos on clothing and shirts tucked in. Uniform checks will be held every two weeks. Mr Evans felt that anything that takes the anxiety about getting ready for school is a good thing providing there is no financial impact. Mrs Scott added that if the uniform policy is not written down clearly it leads to the boundaries being pushed which in turn lead to boundaries in behaviour being pushed. Mr Evans did raise the concern about some parents who may not be able to afford more than one pair of footwear every year but Mr Dodd felt that there was nothing in the uniform policy that would be difficult for families on low incomes. Details about the uniform checks will be published in the school newsletter. Mr Dodd is also keen to investigate having PE t-shirts with the house logo embroidered on it which gives children a sense of loyalty to their house. Dr Bassill will find out about The Harefield Academy's costings for this.</p> <p>Mr Evans suggested that during staff induction reference should be made to certain policies. Mr Dodd advised that there is a form for staff to sign relating to policies in the Handbook.</p> <p>Mr Dodd asked if Governors could let him know if they felt anything was missing from the Handbook.</p> <p><b><u>School Improvement Plan Training Day</u></b></p> <p>Mr Dodd advised that the School Improvement Plan (SIP) training day will be on Monday 5<sup>th</sup> November and all Governors are welcome to attend. There will be a pre-meeting beforehand to look at premises which Governors are also welcome to attend. Mr Dodd has always found the SIP Day very positive. The Infant's training day will be on Tuesday 6<sup>th</sup> November and Governors have also already been invited to attend.</p> <p><b><u>Special Leave</u></b></p> <p>Governors had been sent the model Special Leave policy from HR Cooperative. Mr Evans advised that the schools follow certain policies provided by the HR Cooperative. Mr Dodd felt that the policy is fair and reasonable and that there are clear boundaries within it that can be followed. He would like as much clarity as possible so that all staff are treated the same e.g. what is the definition of a close relative. Mr Dodd feels it is important for the school to have a frame of reference that all staff can be made aware of. The policy mentions annual leave. It is a generic policy that applies to all school staff so there may be instances where some staff do have annual leave entitlement, although this is not usually the case with teaching staff. Mrs Evans raised the matter of annual leave entitlement in relation to five days compassionate leave after which annual leave can be taken. If staff have no annual leave entitlement she wondered what they could do and was advised that in these circumstances it would be unpaid leave.</p> | <p>PB</p> |
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| 12. | <p><b><u>Headteacher's Question Time</u></b></p> <p>Mrs Evans asked about both school's readiness for an Ofsted inspection and whether they had action plans in place?</p> <p><u>Junior School</u><br/>Mr Dodd advised that Miss Williams had prepared a very good and detailed Self Evaluation Form. It is a large document and Mr Dodd is currently looking at reducing it a little. The school has an evaluation schedule, training for staff and is clear about what a good lesson plan and data is.<br/>Governors want to be sure that staff know what the new criteria is regarding what is good, satisfactory etc. and would like to be kept informed about what stage the school is at. The School Improvement Partner's report does this to a certain extent. It is helpful for Governors to have this information and for the data to be minuted with reports presented to Governors. Governors can see what areas are satisfactory or good and where the school is working towards an improvement or outstanding. Governors do recognise the new Ofsted framework and standards.</p> <p><u>Infant School</u><br/>Governors had received the Self Evaluation Statement prior to the meeting. Mrs Lloyd explained that the areas highlighted indicate where the school is at and the non highlighted sections indicate what the school is working towards. The local authority used to do an assessment so the school now needs to do this itself with the School Improvement Partner's help and the Governing Body needs to see where it stands and the areas where work needs to be done.<br/>In the SEF the Ofsted gradings are highlighted in yellow are those that have been met and are graded good (with a few parts outstanding). The SEF includes a small amount of narrative about the impact of the work done and the targets set from that.</p> <p><u>Additional Comments</u></p> <p>(a) Mr Evans asked whether there are any schools in Hillingdon that have been assessed by Ofsted under the new framework. Mrs Lloyd confirmed that there are a few but that there is no longer anyone at the local authority who pulls this type of information together and that it may not be easy to speak to other Headteachers about their inspections directly. Where a school is below the national targets in English and Maths, Ofsted would take that as below their targets. The focus is on teaching, progress and attendance. There are floor targets for progress in English and Maths with a focus on group learning and with much higher expectations.</p> <p>(b) Both Mrs Lloyd and Mr Dodd have had Ofsted training as well as some staff.</p> <p>(c) Mr Evans feels that some schools may not deserve the judgement given under the new criteria.</p> <p>(d) Mrs Lloyd advised that Helen Bailey (Mike Merva's replacement at the London Borough of Hillingdon) is coming to do a mock Ofsted inspection in the Infant School and a coaching session. Helen Bailey is an Ofsted inspector and has advised that the first thing Ofsted will look at is the school's website. The School Improvement Plan can be published on the school website but Jill Forbes is going to check whether the SEF can also be published. However, Mr</p> |  |
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|     | <p>Dodd would not want to publish the SEF on the website as it can include confidential information. Mrs Hooson-Jones advised that the SEF had to be sent as an encrypted document for Governor Mark. Mr Evans thought that it might be useful if Helen Bailey could meet Mr Dodd as well.</p> <p>(e) Ms Keating offered to prepare something for Governors relating to the Ofsted training that she has been on.</p> <p>(f) Mrs Lloyd advised that the SEF addresses the new Ofsted framework and that the annual school review by Jill Forbes also gives a grade to the school.</p> <p>(g) Governors need a basic understanding of the criteria and what Ofsted will be expecting.</p> <p>(h) Jill Forbes is still part of the Hillingdon School Improvement team.</p> <p>(i) Mr Evans asked when the schools thought that they might be inspected but they don't know. Mr Dodd advised that the Junior School has not been inspected for five years and that the standards have gone up twice since then.</p> <p><i>Note. Mr J Swan arrived during this agenda item.</i></p>  |       |
| 13. | <p><b><u>Data Protection Review</u></b></p> <p><u>Data Protection Policy</u><br/> Further to an email reminder from the local authority about Data Protection, Mrs Lloyd presented Governors with a draft Data Protection policy to be considered. Mrs Lloyd has reviewed the Infant School's data protection procedures. Governors felt that it would make sense for both schools to have the same policy. Currently the Junior School does not have a separate policy but incorporates all aspects of data protection within existing policies e.g. the Safeguarding Policy, E-safety Policy. However, it may now be necessary to have something more robust and both schools will look at this further for the next FGB meeting.</p> <p><u>Responsibility for Data Protection</u><br/> In the Infant School Mrs Carol Marriott is responsible for data protection. The Junior School and Children's Centre need to consider who is responsible.</p> <p><u>Children's Centre</u><br/> Ms Atherton will look at the Data Protection policy from the Children's Centre's perspective and check to see whether any of it is covered by other Children's Centre policies. Ms Atherton advised that the Children's Centre often have to adapt the language of a policy e.g. references to pupils do not apply to the Children's Centre. Mrs Lloyd stressed that the principles of data protection are the same.</p> <p><u>Governor Comments</u><br/> Governors were asked to send any comments they have relating to Data Protection to Mrs Lloyd or Mr Dodd who would also look at what model policies the local authority have.</p> <p><b><u>CCTV Policy</u></b></p> <p>Mrs Lloyd circulated a model CCTV Policy to Governors and advised that schools are now supposed to notify the local authority when they install CCTV. It was noted that the local authority had installed the CCTV in the Children's Centre. The policy states that the Information Minister should be notified annually of CCTV on</p> | PD/BL |

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|     | <p>school property. Neither school currently does this. Governors felt that no school should install CCTV in areas such as toilets or changing rooms as this is an invasion of privacy and is providing access to images of children.</p> <p>The Infant School have cameras in the back playground. The Junior School have cameras outside the front entrance. Mr Gadd has the tapes and is responsible for the CCTV cameras.</p> <p>Governors agreed to adopt the policy but felt it would be worth looking through it and that the schools need to look at how often the CCTV cameras are looked at. Once finalised the policy should be brought back to the Governing Body. The schools need to check that there are no inconsistencies between this policy and what is in any existing policies. The CCTV needs a data controller.</p> <p>Mrs Evans felt that it would make sense to have the same policies for both schools.</p> <p><b><u>Next Step</u></b></p> <p>The Governing Body agreed that both the Data Protection and the CCTV model policies would be emailed out to Governors and comments should be returned to the headteachers. Mrs Hooson-Jones will go through the Safeguarding policies to see if they cover the same information. The policies will be agenda for agreement at the next FGB meeting.</p> |    |
| 14. | <p><b><u>Governor School Visits and Training – Feedback</u></b></p> <p><u>Visits</u></p> <p><u>Infant School</u></p> <p>Mr Swan attended the Year 2 Curriculum evening and found it very informative and advised that parents had been very pleased with the evening.</p> <p>Mrs Evans attended several site meetings over the summer relating to the building expansion project.</p> <p><u>Junior School</u></p> <p>Mr Dodd invited Governors to a Learning Walk. Mrs Edward will circulate a date.</p> <p><u>Training</u></p> <p>Governors had not attended any training since the last FGB meeting.</p>  | AE |
| 15. | <p><b><u>Record of Notifiable Accidents</u></b></p> <p>Mrs Scott reported that there had been no notifiable accidents recorded in either the Infant School or Junior School to date this term.</p>  |    |
| 16. | <p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Health &amp; Safety</u></p> <p>Due to recent staffing changes Mrs Scott had reviewed the Health &amp; Safety Policy and Summary of Arrangements for the Junior School, the Infant School and the Children’s Centre. The only changes made were an acknowledgement of Mrs Scott’s change of role and the appointment of Mr Dodd as Junior School</p>   |    |

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|     | <p>Headteacher. The Health &amp; Safety Policy and Summary of Arrangements for the Junior School, the Infant School and the Children's Centre were approved by the Governing Body and signed off by Mr Evans. They will be reviewed in two years time.</p> <p><u>Infant School Self Evaluation Statement</u><br/>The Governing Body approved the Infant School Self Evaluation Statement and Mr Evans signed it off.</p>   |  |
| 17. | <p><b><u>Review of 2012/13 FGB Meeting Dates</u></b></p> <p>Governors reviewed the 2012/13 FGB meeting dates which were agreed as follows:-</p> <p><u>2012 (Revised Date)</u><br/>22<sup>nd</sup> November, 7.15pm, Junior School</p> <p><u>2013</u><br/>31st January, 7.15pm, Junior School<br/>14th March, 7.15pm Infant School<br/>16th May, 7.15pm, Infant School<br/>4th July, 7.15pm, Infant School.</p> <p>Dates for two Sub-committee Meetings were also set as follows:-</p> <p><u>SEN</u><br/>Tuesday 13<sup>th</sup> November, 11am, Junior School.</p> <p><u>Curriculum</u><br/>Tuesday 13<sup>th</sup> November, 12noon, Junior School.</p>   |  |
| 18. | <p><b><u>A.O.B</u></b></p> <p><u>Additional Funds</u><br/>The Infant School is going to receive £6k from Helen Bailey to use for project work. The school is going to put it towards a talking programme to improve attention and listening, aimed at raising boys attainment. The funds will also be used to create a sensory room.</p> <p><u>Admissions</u><br/>Mrs Lloyd advised that the Infant School is coming under pressure from the local authority to increase Reception numbers to over 30 children in each class.</p> <p><u>Nursery</u><br/>Nursery numbers are quite low but Mrs Lloyd feels that this is because a lot of parents are now looking for full-time nursery places and that the school can only offer part-time places. Many of these parents who are sending their children to full-time nurseries are then likely to apply to the school for Reception places. This is a</p> |  |

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|     | <p>challenge for the school as there could be a large number of children coming into Reception that the school knows nothing about which makes SEN and admissions planning much more difficult.</p> <p><u>SEN Funding</u><br/>The Finance Sub-committee discussed how SEN funding may be capped in the future and the implications of this. In the past funding has followed a child but if a flat rate is introduced there could be insufficient funds for SEN. Governors raised concerns about schools selecting pupils in the future based on their SEN needs.</p> <p><u>Changing Formulas</u><br/>There has been talk of re-sizing school halls, corridors etc. linked to changing formulas. Mrs Lloyd added that the Year 2 extension only provided an increase in classroom space when the school would have liked it to have been increased in size to provide additional space for other uses as well. Mr Dodd advised that despite having two new classrooms no extra playground space has been given to the Junior School to compensate for this.</p> <p><u>KS1 - Achievement</u><br/>Last year Mr Swan raised concerns about the level of achievement in Year 2 at KS1 at level 2A and 3. He congratulated Mrs Lloyd on the improvement that has been made over the last 12 months.</p> |  |
| 19. | <p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 22<sup>nd</sup> November 2012, 7.15pm, Harefield Junior School.</p>  |  |

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

Date \_\_\_\_\_