

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 31st January 2013, 7.15pm, Harefield Junior School

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

Governors Present:

Dr P Bassill	Mrs L Boden	Mr D Chapman	Mr P Dodd
Mr B Evans	Mrs C Evans	Mrs A Gibson	Mr S Henderson
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
Ms D Sturges-Allard	Mr J Swan	Mrs J Walker	

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

		Action
1.	<p><u>Welcome & Introductions</u></p> <p>Mr Evans introduced and welcomed two new Governors to the Governing Body, Mrs Jacqueline Walker – Infant School Parent Governor and Ms Denise Sturges-Allard – Associate Governor and Acting Manager, Harefield Children’s Centre.</p> <p><u>Apologies for Absence</u></p> <p>Apologies were received from Mrs S Soanes and Cllr H Higgins did not attend. Mr Swan had advised that he would be arriving a little late.</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 22nd November 2012 – Matters Arising</u></p> <p><u>Item 3./4. (a)</u> Mr Dodd circulated the Junior School Pupil Premium Report to Governors and summarised it as follows. In 2011/12 the total number of pupils eligible for the Pupil Premium Grant (PPG) was 36, 34 Free School Meals (FSM) and two Looked After Children (LAC). The amount of PPG received per pupil was £430. The grant was used to provide a range of support including Homework Clubs, Breakfast Club, Teaching Assistants, Nurture Groups and supporting families through the Marlborough Project. The impact of the grant can be measured in terms of FSM children achieving above the national average and very good attendance figures. The report will be put onto the Junior School website.</p>	

	<p>Action closed.</p> <p><u>Item 3./4. (b)</u> Dr Bassill had sent Mr Dodd quotes for t-shirts with embroidered logos. Action closed.</p> <p><u>Item 8.</u> The drafting of a disaster recovery plan is discussed further under agenda item 8. Action closed.</p> <p><u>Item 9.</u> It was agreed to arrange a Saturday morning Governing Body Strategy Meeting for Governors to consider the Changing Landscape of Education. Dr Bassill kindly offered The Harefield Academy as a venue for the meeting and Mrs Edwards will circulate possible dates for the meeting to be held sometime in March. Action ongoing.</p> <p><u>Item 10.</u> Mrs Evans will feedback her thoughts to Mr Dodd about the Junior Schools Aim, 'For pupils to use language, ICT and mathematics effectively', as she felt it was quite limiting in that it only identified three aspects. Action ongoing.</p> <p><u>Item 13. (a)</u> Mrs Evans confirmed that she had emailed her comments regarding the Data Protection model policy to both Headteachers. This policy is discussed further under agenda item 13. Action closed.</p> <p><u>Item 13. (b)</u> As yet, Mrs Scott has not adapted the model CCTV Policy to suit each school. This policy is discussed further under agenda item 13. Action closed.</p> <p><u>Item 14.</u> Ofsted – Raising the Bar training has been booked with the Governor Support Service for 26th February 2013, 6 – 8pm in the Infant School. Action closed.</p> <p><u>Item 16.</u> Mrs Edwards had resent the Capability Procedures and Performance Management documents to Governors. These documents are discussed further under agenda item 13. Action closed.</p> <p><u>Item 17. (a)</u> Mrs Edwards had circulated the revised March FGB meeting date (7th March) to Governors. Action closed.</p> <p><u>Item 17. (b)</u> Mrs Edwards advised that Parent Governors, Mr Lindsay (Juniors) and Dr Patel (Infants) had resigned from the Governing Body in November due to difficulties in being able to commit to attending meetings. As Dr Patel's resignation came within a week of the Infant School Parent Election, the parent who came a very close second in the election, Mrs Jacqueline Walker, was offered and accepted the position of Infant School Parent Governor. The Junior School Parent Governor vacancy was advertised at the beginning of this term and as no parents had come forward by the deadline the closing date for nominations has been extended. One parent has now requested a nomination form and Mrs Edwards will advise Governors of the outcome of this at the next FGB meeting. Action ongoing.</p>	<p>AE</p> <p>CE</p> <p>AE</p>
5.	<p><u>Sub-committee Reports</u></p> <p><u>Finance Sub-committee</u> Mr Evans advised that he had met with the Junior School, Infant School and</p>	

	<p>Children’s Centre and that Governors had been circulated with the minutes from these meetings. The position in both schools is as would be expected for this time of year and the carry forward figures are currently being finalised. Pupil numbers were sent to the local authority in October and the schools are hoping to receive their budget figures for 2013/14 in February. The position in both schools is that they are not running within the delegated budget and are having to use some of their carry forward. They are likely to be able to set budgets for next year but do need to look at staffing structures to avoid difficulties in the future. With this in mind it has been decided to put together a Personnel Sub-committee to look at the different options in order to balance future budgets.</p> <p><u>Photocopying Contracts</u></p> <p>Mr Dodd raised the matter of the photocopying contract the Junior School currently has with Neon and how it is a poor and expensive arrangement for the school. He has arranged a meeting with Tracy Bushell from the local authority to look at the contract and the options available to the school.</p> <p>Mrs Lloyd advised that the Infant School has already looked into their photocopying contract for the same reason but found that it would have been too expensive to buy out it so they have written in advance to say that they will be terminating the contract on the exact date that it expires. It is a legally binding contract and although it is not a great contract for the Infants it would have cost more to have bought out of it. The Infants also looked at doubling up but this was not cost effective.</p> <p>Mr Dodd advised that the Junior School is two years into a five year contract and that it could cost the school considerably more than they were led to believe. The copiers themselves are also about to go up in price. Mr Dodd will advise Mr Evans of the date of the meeting with Tracy Bushell.</p> <p><u>Children’s Centre</u></p> <p>Mr Evans advised that the Children’s Centre is not permitted to have any carry forward and that all spare funds to the year end are accounted for. The Children’s Centre was represented by Lucy Charge at the meeting and Mr Evans commented on how very concise Lucy was and what a good job she did including with her preparation for the meeting.</p> <p><u>Premises Sub-committee</u></p> <p>Minutes from the Premises Sub-committee meeting had been circulated to Governors. Mr Chapman asked whether planning permission had been obtained for the trees in the Infant School playground to be pollarded in the February half term? Mrs Scott confirmed that it had. Ms Sturges-Allard advised that the Children’s Centre have not appointed a caretaker yet.</p>	
6.	<p><u>Children’s Centre</u></p> <p><u>Succession Plan</u> Ms Sturges-Allard thanked the Governing Body for supporting Ms Atherton’s succession plan and giving her the opportunity to be Acting Manager. She also advised Governors that she plans to apply for the Manager’s post. She commented on how supportive the staff team is at the Children’s Centre and that she is excited about her new role. She went on to update Governors on Children’s Centre matters and activities.</p>	

	<p><u>Ofsted</u> Other Phase 2 Children’s Centres in Hillingdon have already had an Ofsted inspection and Harefield is prepared and waiting for their inspection.</p> <p><u>SEF</u> The Centre is waiting to be sent the new SEF template from Liz Marsh, the Head of Early Years Services in Hillingdon. A new way of producing the SEF is being introduced, in clusters rather than individual Centres.</p> <p><u>2012/13 Budget</u> Less than £22k remains in this year’s budget which is as expected and includes adjustments to staff costs and funds for new blinds and work to the outside area which are currently being quoted for.</p> <p><u>Caretaker</u> The Centre will be appointing a caretaker for two hours a week.</p> <p><u>Volunteers</u> A new volunteer will be helping with the Dad’s Group, a male nanny.</p> <p><u>Counselling</u> From Easter, the Health Centre will be making a consultation room available to the Children’s Centre to enable a volunteer qualified counsellor to offer appointments to parents.</p> <p><u>Creche</u> Becky Whiter, the Senior Early Years Practitioner and Ms Sturges-Allard are meeting with Liz Marsh to discuss registering the Centre’s respite crèche with Ofsted as it runs for two hours a week. This will involve quite a lot of work and the Centre will need to look at the impact of this. Registering with Ofsted could lead to the possibility of providing more crèche services and responding to the huge increase in two year funded places that is going to be required. However, the Children’s Centre has limited space, facilities and staff available to offer this kind of service so it would have to be looked at carefully. Places for respite crèche are currently limited for children with families in need in order to have a 3-1 staff ratio. The respite crèche is not a nursery setting, is held for two hours once a week and only takes five or six children.</p>	
7.	<p><u>Infant School Ofsted Inspection</u></p> <p>Mrs Lloyd reported back to Governors about how the Infant School Ofsted Inspection had gone in December 2012 in which the school achieved a Good making the following comments:-</p> <ul style="list-style-type: none"> (a) The inspection team was very thorough. (b) Dr Bassill had already planned on visiting the Infant School that week and Mrs Lloyd thanked him for still making his visit and speaking and impressing the inspection team. (c) The inspectors were very impressed with the work the children were doing, commenting that the children were working a term ahead. They made some very good comments regarding the teaching which was all graded as good or outstanding. (d) The inspectors saw teaching and support staff working with children with additional needs and managing challenging behaviour. (e) The inspection highlighted the need to develop the Early Years outside area which the school is already working on. (f) Ms Keating found the inspectors very encouraging. They liked the new Foundation Stage Unit, the way the children moved around the unit, the way their lessons were delivered and how well the children engaged. This was when the Reception staff and children had only been in the Unit for one week and had dealt with all the disruption caused by the building work prior to that. (g) Mrs Lloyd stated that the children had been stunning, keen to tell the inspectors 	

	<p>about rewards, sanctions and consequences.</p> <p>(h) The inspection team wanted to see teaching (and not Christmas activities) and Mrs Lloyd commented on how fantastic the teachers had been. The inspectors looked at learning, teaching, support staff and interventions e.g. ECAT, Sandwell and the school's own occupational therapy programme looking at how these interventions contributed to raising standards.</p> <p><u>Action Planning</u></p> <p><u>Progress in Writing</u> Mrs Lloyd has asked Nicky Tranter at the local authority to do some research looking at other Infant Schools, into how achievable it is to narrow the gap between girls and boys levels of progress in writing. Boys in the Infant School are already scoring 0.5% higher than the national average but the girls are scoring even higher at 1.5%. The boys aren't underachieving but the difficulty is trying to close the gap.</p> <p><u>Consistency in Marking</u> Mrs Lloyd advised that the comments regarding marking referred to the topic books for subjects such as history, geography, RE, music etc. Plans are being made to strengthen the leadership of the subject leaders and training has already begun in this area.</p> <p><u>Governor Comments</u></p> <p>(a) On behalf of the Governing Body, Mr Evans congratulated the Infant School on their inspection result. He was very pleased with the feedback he received from the inspectors. The inspector he met with was very interested in the way the Infant School grades children from KS1 and how this is transferred to the Junior School and whether there is a dialogue between the two schools. Mr Evans suggested that Mrs Lloyd and Mr Dodd look at this levelling process together. Mrs Lloyd advised that the Year 2 and Year 3 teams do already meet to do moderation.</p> <p>(b) Mrs Evans thought it was unfair of the inspection team to mark the school down for the playground as they knew that the school was undergoing building work and this could have been noted in the report.</p> <p>(c) Mr Chapman commented on well the Infant School did to be upgraded by Ofsted considering the building work that had taken place. He also commented on the creative use of the space in school.</p> <p>(d) Mrs Scott commented on how engaged the children are in the Infant School and how fantastic the staff had been to achieve that grade considering the way they had been working throughout the building work – small classrooms, not having a proper staff room etc.</p> <p>(e) Mr Swan commented on the difficult task for the Infant School of raising the achievement of boys without affecting the achievement of girls whilst coping with the building work. Mrs Lloyd thanked Mr Swan for his email to staff following the Inspection.</p> <p>(f) Mrs Lloyd had asked her staff to write lesson plans for the two days of the inspection which the inspection team seemed to find useful.</p>	
8.	<p><u>Finance</u></p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p>The Governing Body's response to the 23 questions that both the Infant School and the Junior School and the Governing Body must comply with relating to the</p>	

<p>Schools Financial Value Standard (SFVS) had been reviewed and considered fully. Mrs Edwards highlighted the areas which had been discussed by the Finance Sub-committees.</p> <p><i>Adequate levels of financial expertise when specialist finance staff are absent:-</i> The Governing Body are aware of the options available when finance staff are absent including possible assistance from the local authority with essential staff, specialist agency staff, internal staff training, collaborative working between schools and central financial management process files within the school offices.</p> <p><i>Regular review of staffing structures:-</i> The review of staffing structures is part of the budget setting process. In order to formalise this process, the Governing Body plans to set up a Personnel Sub-committee which will report back to the full Governing Body.</p> <p><i>Benchmarking:-</i> At year end, when both schools receive confirmation of their Carry Forward figure, the local authority attaches a benchmarking file which can be referred to. Mr Evans explained that as there are no equivalent schools to Harefield Infants and Juniors, the local authority synthesise a school by picking out examples. In effect, the local authority undertake the benchmarking work for both schools enabling them to look at how they compare with others in terms of budget.</p> <p><i>Adequate arrangements against fraud and theft by staff, contractors and suppliers:-</i> The Governing Body are aware of the arrangements both schools have to safeguard against fraud and theft including the Finance Policy which covers day to day procedures, physical security arrangements and ICT security.</p> <p><i>Business continuity or disaster recovery plan:-</i> Mr Evans advised that both schools need to identify key areas of risk which they can address and state what action would be taken should these issues arise e.g. boiler breakdown, power outage, pandemic. Mr Evans advised that this process should be documented for continuity purposes. A disaster recovery plan enables a process of catching up to take place to restore continuity. Governors agreed to schedule a meeting to identify what the key risks for both schools are and how they should be addressed.</p> <p>The Governing Body agreed and ratified their response to the 23 SFVS questions and Mrs Edwards will submit their response to the borough's Finance Team by mid February. She advised that it will now be an annual requirement for the Governing Body to submit a SFVS response.</p> <p><u>Governing Body Decision Planner</u> Governors reviewed and approved the Governing Body Decision Planner which was last considered over three years ago. The Decision Planner is the same as the Department for Education's version. Mr Evans had reminded Governors that delegation through the Decision Planner does not mean an abdication of Governing Body responsibility, just a more practical way of managing both schools on a day to day basis.</p> <p><u>Service Level Agreements (SLAs)</u> Mr Dodd and Mrs Lloyd advised Governors that all the borough's SLAs had increased in cost.</p> <p><u>Infant School</u></p>	<p>BE/ PD/BL</p> <p>AE</p>
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	<p>The Infant School have decided to buy into the same SLAs as last year including Learning & Development and Behaviour Support. Behaviour Support is now expensive having tripled in cost but the support provided is very valuable. The Educational Psychologist Service is also expensive. Mrs Lloyd advised that there are changes planned to SEN provision including reductions in Statements and funding per child. At the moment the Service Level Agreement does not include Hillingdongrid. Mrs Lloyd advised that some of the services that the school is signing up to may be withdrawn. Mr Evans asked whether the school had any back up plans if this happened and Mrs Lloyd advised that there is the possibility of using a consultant for behaviour support and that learning and development could be provided by organisations such as Osiris or could be delivered in a different way e.g. school clusters working together.</p> <p><u>Junior School</u></p> <p>Mr Dodd also stressed how important Behaviour Support is and added that the Junior School comes into the next band as it is just over the threshold of 250 with 256 pupils. He also added that Behaviour Support is only a team of four which is likely to become smaller. Challenges for the future include cuts in funding, fewer specialist placements for children and the expectations to keep children in mainstream school. So although the Juniors will buy into this service, it will be closely monitored.</p>	
9.	<p><u>Building Expansion</u></p> <p><u>Junior School</u></p> <p>The building work is running a week behind but this is likely to be made up once the work starts inside the building. The rafters are now up, the roofing is going on and the windows are being fitted. The work was delayed a little due to a burglary on site when tools were stolen. The police are following this up. Mr Dodd commented on how pleased the school is with the contractors. Mrs Scott added that they seem prepared to go the extra mile e.g. including fitting a new back entrance door which would have needed replacing soon anyway. The school has a really good relationship with the contractors and they are working well.</p> <p><u>Infant School</u></p> <p>There is still some snagging to do and Mrs Lloyd will do a walk around and draw up a snagging list.</p>	BL
10.	<p><u>Headteacher's Question Time</u></p> <p>There were no questions from Governors for Mr Dodd or Mrs Lloyd.</p>	
11.	<p><u>Governor School Visits</u></p> <p><u>Infant School</u></p> <p>Mrs Hooson-Jones and Mrs Soanes visited the Children's Centre in December and a report from the visit by Mrs Soanes was circulated to Governors.</p> <p>Dr Bassill visited the Infant School for a Learning Walk at the beginning of</p>	

	<p>December and as his visit coincided with the Ofsted inspection he met the inspection team.</p> <p>Mr Chapman took a Learning Walk with Mrs Lloyd in the Infant School in January.</p> <p><u>Junior School</u></p> <p>Mr Evans, Mrs Evans, Mrs Scott and Mrs Soanes joined Mr Dodd for a Learning Walk to look at Behaviour on 23rd November 2012. Reports about their visit, circulated to Governors, highlighted how impressed they were with the children’s behaviour.</p> <p>Parent Governors attended Christmas concerts in both schools during December.</p> <p><u>Governor Training</u></p> <p>Mrs Hooson-Jones has renewed her Child Protection training online.</p> <p>Mr Dodd has recently attended an external Ofsted training course which he found to be very useful and good value for money.</p> <p><u>Ofsted – Raising the Bar</u></p> <p>An Ofsted training session, delivered by the Governor Support Service, has been arranged for Governors on Tuesday 26th February, 6 – 8pm in the Infant School.</p>	
12.	<p><u>Record of Notifiable Accidents</u></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>	
13.	<p><u>Ratification of Policies/Documents</u></p> <p>All staff in both the Infant School and Junior School have had access to the following three model procedures and policies, produced by The Schools HR Co-operative, and have had the opportunity to ask questions.</p> <p><u>Performance Appraisal of Teachers Handbook for Schools, Sept 2012</u></p> <p>Under Section 4. Reviewing Performance, both schools have set the following protocol (see text in bold) for 4.1 Classroom Observation:-</p> <ul style="list-style-type: none"> • The observations will be undertaken by SLT and will focus on key issues. • In addition there will be drop-ins conducted by SLT to evaluate the standards of teaching and that professional standards are being achieved. Where there are concerns noted during a drop-in, the teacher should be informed of the concerns noted and agree ways to address the concerns. • If the teacher is being assessed under the capability procedure the drop-ins will be limited to one per week. • The length of any classroom observation will be normally 60 minutes. • The frequency of classroom observations will be one a term. • Written feedback on all observations to be provided within seven days of the observation, and included on the appropriate documents. 	

	<p>The new procedures mean that teachers no longer automatically progress up their pay scale but have to meet targets. This is a significant change and these matters would be discussed at Personnel Sub-committee. This document was ratified by the Governing Body and signed off by Mr Evans.</p> <p><u>Performance Management Policy & Procedure for Support Staff, Sept 2012</u> This document was ratified by the Governing Body and signed off by Mr Evans.</p> <p><u>Capability Procedure, Sept 2012</u> Under the new procedures, outside experts cannot be brought in to do observations if there are any capability issues. Capability should now be an easier process to follow. The most difficult part is when someone has been on long term sick leave and picking up the capability process when they return. This still needs to be fully clarified. This document was ratified by the Governing Body and signed off by Mr Evans.</p> <p><u>Headteachers' Comments</u> Mrs Lloyd noted that the terminology has changed again and that it is now no longer performance management but appraisal again. The impact of the new procedures is that target setting must be very thorough. Mr Dodd added that the new procedures include Headteachers as well.</p> <p><u>CCTV Policy</u> As this is not a statutory policy the Governing Body agreed that the schools did not need a CCTV Policy.</p> <p><u>Data Protection Policy</u> This policy is still being developed and will be followed up by Mr Dodd and Mrs Lloyd. Mrs Evans will send her email again with her comments following her review of the model policy sent to Governors.</p>	PD/BL
14.	<p><u>A.O.B</u></p> <p><u>Curriculum Sub-committee</u> Mrs Evans, the Chair of the Curriculum Sub-committee, asked for any Infant Governors interested in joining the Sub-committee and Mr Henderson offered to join. The next meeting will be on Friday 15th February, 1pm in the Infant School.</p> <p><u>SEN Sub-committee</u> Mrs Walker offered to join the SEN Sub-committee. The next meeting will be on Friday 15th February, 2pm in the Infant School.</p> <p><u>Royal National Children's Foundation</u> Mrs Scott informed Governors about the Royal National Children's Foundation which has funds available to provide boarding school places for children aged 7 – 18. She wondered whether there might be an opportunity for a speaker from the Foundation to make a presentation at the Headteachers Primary Forum. Mr Dodd suggested emailing Phil Garland with the information to see whether it could be</p>	

	<p>raised at the Primary Forum.</p> <p><u>Personnel Sub-committee</u> The Personnel Sub-committee is currently split into two areas. Governors agreed to form a new Sub-committee to include Mr Evans, Mrs Lloyd, Mr Dodd, Mrs Evans, Dr Bassill, Mrs Hooson-Jones, Mrs Scott, Mrs Boden and Mrs Walker. When the Sub-committee needs to meet, Mrs Edwards will make the appropriate arrangements.</p>	
15.	<p><u>Date of the Next Meeting</u></p> <p>Thursday 7th March 2013, 7.15pm, Harefield Infant School.</p>	

Signature _____
(Chair of Governors)

Date _____