

	<p>has been completed and checked by the Local Authority. Mrs Scott commented further that this week, three pupils that are going on the School Journey have had sprain injuries, two with a sprained wrists and one with a sprained ankle. Actioned Closed.</p> <p>-Section 11 – Defibrillator Training – Mr S Niranjana confirmed that he is arranging a convenient date for Defibrillator Training with Ms L Stanton. A senior nurse will complete the training. Action Ongoing.</p>	LS & SN	
3.	<p><u>Junior School Headteacher</u> This item was not on Agenda.</p> <p>Mr Dodd stated that he has resigned as Headteacher of Harefield Junior School which takes effect from 31st August 2016. Mr Dodd explained he had been considering a relocation for some time and would be taking up an advisory post in a different local authority. Mr Evans thanked Mr Dodd for his support over the last 4 years noting that the next Full Governing Body meeting would be Mr Dodd’s last.</p> <p>In view of the timing of the resignation, Mr Evans confirmed holding a restricted meeting with members from the Governing Body on 6th May 2016 to discuss and agree how the leadership and management of the school could be supported from September 2016. The Governing Body considered a number of options but concluded that, considering the schools Outstanding character, recruitment of a suitable substantive Head Teacher for September 2016 or even January 2017 would not be viable. To deal with this, Governors decided that the current head of the Infant School, Mrs Lloyd will be appointed as “Executive Head” of both schools in order to provide much needed continuity until such time as it is decided to recruit (circa 1 – 2 years). Supporting the Executive Head, each school will have a “Head of School” to lead and manage the teaching and support staff.</p> <p>Mr Dodd will brief the Junior School staff in connection with his resignation tomorrow 20th May and inform the children. Mr Dodd will also issue a news letter to parents/carers for 20th May. Mrs Lloyd will inform staff in the Infant School at the same time.</p>		
4.	<p><u>Sub-committee Reports</u></p> <p><u>Premises Sub Committee</u> The minutes from the Premises Sub Committee meeting were circulated to Governors prior to the Full Governing Body meeting. Mrs Scott Summarised the following: <u>Infant School</u> <u>Decorating</u> Plans to decorate the school over the summer have had to be cut back due to lack of funds in the budget. The School will perhaps look into alternatives which could possibly include asking for parent volunteers. <u>School Driveway</u> The Infant School has approached the Local Authority in regards to getting the driveway resurfaced. The Local Authority are looking into this, as it is very difficult to secure funding for when monies are needed elsewhere within the</p>		<i>Infant</i>

	<p>School.</p> <p><u>CCTV</u> The Infant School has contacted the Local Authority in regards to having CCTV installed at the school gate, the costing for this is in the region of £4,500-£5,500, This is still with the Local Authority and they will be putting the contract for the works out to tender. It maybe that the School would have to pay a percentage of the costs, but they are waiting to see what funding is available from the Local Authority.</p> <p><u>Security</u> At present there is a child at the School who can get through/over the perimeter fence, the child's parent is aware of this and the School is currently trying to make the fence more secure.</p> <p><u>Kitchen</u> The School kitchen is no longer cooking for additional schools other than the Infant and Junior School.</p> <p><u>Children's Centre</u> The issues with the Children's Centre hot water and heating systems have now been rectified and they have both heating and hot water. Mrs Scott added that since the Premises Sub Committee meeting, the roofing contractor went into the Children's Centre and spoke to Ms L Stanton to say that the roofing works have been carried out and to get the work signed off. It was noted that since the works there has been a leak in the roof over the Maternity Room, it was also noted that it is the Local Authority that has to sign off the works. Mrs Evans asked whether the structure of the building has been affected due to all of the leakages through the roof. Mrs Scott confirmed that a survey has been carried out on the building and the information regarding the structure is not forthcoming.</p> <p><u>Junior School</u></p> <p><u>Decorating</u> The plans to decorate the school are ongoing and areas are to be decorated as and when. The Stairwell to the library has recently been decorated and Anzac photos are to be put on the walls. Plans are being put in place to make the changing room located off the hall into a Resources Area. This will hopefully take place between August – December 2016. On completion areas will become available for teaching/learning.</p> <p><u>Security</u> Mrs Scott commented how much better the new security cameras are.</p> <p><u>School Development Plan</u> Develop quiet area in the school playground, to improve the usage of the area. School Council to lead this area – they are still deciding. This could be a staggered project over three years. To include new benches, climbing frame and shaded area. The new benches have been included in the budget and need to be ordered. The School has been given a price for a sail type permanent shade and they are expensive. Mrs Scott added that from a Health and Safety perspective they do need some shaded areas in the playground for the pupils. Mrs Lloyd stated that a cheaper alternative for shade in the meantime could be parasols that could be secured into the bench tables in the playground, thus providing shade for the children. Mrs Scott will speak to the site manager regarding the Parasols.</p>		<p><i>Junior</i></p> <p>RS</p>
--	---	--	--------------------------------

<p><u>The School House</u> This is now being dealt with by the Premises Sub Committee. As the new Site Manager has not taken up residence in the school house Governors want to rent out the school house, this will provide revenue for both schools. To enable this they require a letter/Licence from the Local Authority giving permission for this. Mr Evans confirmed that Governors have on file a Policy Statement from the Local Authority dated 1994, that School Houses can be used as means of Fund Raising. Once a response/Permission has been received from the Local Authority, Governors will be able to progress with letting the school house.</p> <p><u>Finance Sub Committee</u> The minutes from the Finance Sub Committee meeting were circulated to Governors prior to the Full Governing Body meeting. Mr Evans Summarised the following</p> <p><u>Children's Centre</u> The centres underspend from 2015/2016 amounted to £900 which arose from an over prediction in staffing costs. Mr Evans commented that Ms Stanton (Children Centre Manager) has a very small budget to work with and to end the financial year within £900 of the years prediction is in no small part due to excellent financial management. Going forward The Children's Centre have this year received full staffing allocation from the Local Authority. Staff Changes – The current Office Manager will be relocating to Coteford to manage the centre. The Governing Body agreed this move demonstrates the quality of training and development being offered by the Children Centre. The Local Authority did not include staff salary increments in the budget for this year and they did not take in to account the possible 1% annual increase. Due to staffing changes this has been manageable for this year, but will cause problems if the same happens next year. Mrs Lloyd and Mr Evans both felt that staffing increments should be built into budget submissions where possible.</p> <p><u>Infant School</u> Mr Evans discussed the Infant Budget Briefing and confirmed that the Financial year 2015-16 resulted in a net in-year surplus of £47,000 which is £13,000 below the projected carry forward for the financial year of £60,000. Even though there was a £52,000 funding reduction during the year, efficient budgetary control has influenced the surplus balance.</p> <p>Mr Evans stated that Summer Term EYSFF (Nursery) adjustment to the budget is anticipated, a reduction of £14,346 funding is expected as current nursery's pupil number (57) is less than last year nursery's pupils (72). The nursery pupil number for the academic year 2016-2017 will not be confirmed until September 2016. Morning Only nursery will be more financial viable than the current set up (morning and afternoon Sessions), if the pupil number is around 45. Morning only nursery with 45 pupils will require one ½ day teacher and three ½ day support staff, the total salary will be £56,358 per annum. Whereas morning and afternoon nursery with 23 pupils per session will require one full time teacher and one Full time support staff, the total salary will be £80,535 per annum. Mr Evans further stated that the morning only nursery would be for one year only, as in 2017,</p>	<p><i>Both</i></p>
--	--------------------

<p>30 Hours free childcare for 3 year olds comes into effect. The school will be able to provide 30 hours nursery places for 45 children. Potential additional income of £124,000. Per annum.</p> <p>The Infant School also had further outlay £6000 more than expected out of the year's budget for ICT, this was the change in ICT systems to LGFL. The contractor for this is Aztec, Mrs Evans questioned whether any of this could be claimed back. Mrs Lloyd confirmed no it was not possible and also added that Aztec have been very good and she would like to thank Mrs Tong for all of her hard work in the procurement process on all systems , from phones, emails and ICT services.</p> <p>Mrs Lloyd commented that Taylor Shaw has yet to sign the catering contract for the school and the transition with them has not been a smooth one. Mrs Tong in the Infant School has contacted the LA to see if it is possible to tender for a new catering provider or whether it is feasibly to commence "in-house" catering. The Infant School are working with the LA and will be inviting companies to tender in due course.</p> <p>Mrs Evans questioned that on the budget the school pays Insurance for teachers of approx. £8000 which is a lot higher than what has been paid back. Mrs Lloyd stated that the insurance also covers maternity pay and when these monies are paid, they could be entered under a different cost centre. Mrs Lloyd will ask Mrs Tong to prepare a report showing monies that have been received back under teachers Insurance.</p> <p><u>Junior School</u></p> <p>Mr Evans confirmed it was agreed that as the Infant School has increased the charge for breakfast club to 75p a day, the Junior School could now increase their breakfast club charge to £1.00 a day. The difference assumes that a year 6 pupil is likely to eat more breakfast than a Reception pupil and so food costs for each school would be significantly different. Finance Sub-Committee agreed this and letters has been sent out to parents advising them of the change. The increased charge will take effect from Tuesday 7th June (after half term).</p> <p>Mr Evans confirmed that the Junior School are in a very good position as the total carry forward from 2015-16 is £262,644.61. The closing revenue balance for 2015-2016 was £257,669.47, which gives a 15.4% of balance to total revenue income. The figure includes £3747.60 of outstanding orders, which will show as a commitment in the 2016-17 Financial Management System. There is a capital carry forward of £4975.14.</p> <p>The intended use of surplus balance was presented to Governors. In broad terms the surplus is intended allow the school to cope with projected uncertainties and turbulence in schools budgets in order to ensure the school has a balanced budget for the next 3-5 years. Governors notes that this also ensured that best value and value for money is achieved from our funding. Mr Evans signed the Intended use of Surplus balance form.</p> <p>Mrs Evans also asked that the Junior School provides a breakdown of monies that have been received back into them for insurance claims, i.e maternity pay etc.</p>	<p>BL & CT</p> <p>PD</p>	
--	------------------------------	--

	<p><u>Personnel Sub Committee</u> The minutes from the Personnel Sub Committee meeting were circulated to Governors prior to the Full Governing Body meeting. Mr Evans Summarised the following:</p> <p>Both schools had completed their mid-year performance management meetings with staff and any support/interventions were being put in place as necessary.</p> <p>Mr Evans also pointed out that, under the circumstances it had not be possible for the Personnel Sub-Committee to discuss staffing structures for 2016/17. Mrs Lloyd confirmed that staffing structure will be revised for September as a result of Item 3 in the minutes.</p>		
5.	<p><u>Children’s Centre</u> Ms Stanton circulated the Report for the Children’s Centre to Governors prior to the meeting. There were no questions from Governors; Mrs Evans commented what an amazing job Ms Stanton did at managing the Centre. The report confirmed the following:</p> <p><u>Activities and Programme update for Summer Term</u> Following the activities and updates in the Children’s Centres previous report, the Centre unfortunately had to cancel our First Steps in ICT course which had been scheduled due to no access to wifi. The Centre has also postponed the self-esteem course due to staffing changes.</p> <p>May half- term will have a different timetable which includes a community event at the Community Centre, which will be celebrating the Queen’s 90th Birthday. The Children’s Centre will also be represented at the Village fete and be running a short physical activity session in the arena for children and their parents.</p> <p><u>Staffing Update</u> The Children’s Centre Office Manager has left the team to join the team at Coteford Children’s Centre as the Centre Manager. The Centres existing Administrator has been recruited in to the Office Manager role (term-time only) and the Centre is now advertising for an Administrator all year round. Since the Centre had a childcare worker, one childcare worker has increased her hours from eight to 19 during term time and reducing to 10 during the school holidays.</p> <p><u>Budget Update</u> The Children’s Centre 2016/17 staff budget allocated remained the same as 2015/16 which did not include increments or the increase in on-costs. With our office manager leaving at the end of April enabled the Centre to manage the staffing structure to fit within the budget allocated and enable staff to receive their increments. However, this will not be sustainable should the budget remain the same going forward.</p> <p>As detailed in the Children’s Centre’s previous report the Locality Budget, which is shared across four children’s Centres saw a 3% cut to £57 900</p> <p><u>Children’s Centre Review Update</u> The review of services for those aged 0 – 19 years is underway. With regards to reviewing the Children’s Centre Programme, three stakeholder events have taken</p>		<i>Infant</i>

	<p>place which included Centre Managers, Line Managers and Governors. Each children's centre were tasked with selecting a family and taking them through a time-line of their involvement in the Centre and creating a 'Family Journey'. This was then to be presented and discussed with a member of the Review Team at the Local Authority. The Children's Centres also had the opportunity to invite the review team to 'Parents Voice'. Since Harefield did not have one scheduled within the proposed time frame, the review team are coming to the Centre to speak with a group of parents about their experiences on Friday 20th May.</p> <p><u>Outcomes for 2015/2016</u></p> <p>Governors were referred to the Impact report that was circulated prior to the meeting.</p>		
6.	<p><u>Finance</u></p> <p><u>Infant School</u> Governors agreed the schools CFR Budget Report and Mr Evans signed off for submission to the Local Authority.</p> <p><u>Junior School</u> Governors agreed the schools CFR Budget Report and Intended use of surplus budget, Mr Evans signed off for submission to the Local Authority.</p>		<p><i>Infant</i></p> <p><i>Junior</i></p>
7.	<p><u>Annual Governance Statement</u></p> <p>Mrs O'Donnell circulated the Annual Governance statement to Governors. This was ratified by Mr Evans, Mrs Lloyd and Mr Dodd.</p>		<i>Both</i>
8.	<p><u>Headteacher's Question Time</u></p> <p>Mrs Evans asked both Headteachers how the Sats are going. Mrs Lloyd confirmed that the Infant Sats start on Monday. Mr Dodd confirmed that the Junior School has completed their Sats and feels the papers were difficult, he commented that in SPAG the pupils have done well, in writing again pupils have done well, in Maths OK but may have some concerns in reading.</p>		<i>Both</i>
9.	<p><u>Governing Body Membership Update</u></p> <p>Mrs O'Donnell advised that both the Infant and Junior School have two parent Governor vacancies each. Due to changes in staffing structure the Governing Body felt it would be best to recruit new parent Governors in September. Mrs Lloyd also stated that at the Infant School Transition meetings they will speak to parents about the Governing Body and what they do.</p>		
10.	<p><u>Assessments/Inspections</u></p> <p><u>Governor Mark</u> The Governor Mark team met this morning 19th May 2016. Mrs Scott updated governors. She confirmed that the feedback from GLM was overall very good, an area for improvement could be a more systematic recording of their Governance work, whilst the Governing Body do record their training skills, all their extra visits into the schools are not necessarily documented. It was agreed that Mrs</p>		<i>Both</i>

	<p>O'Donnell would create a Governor Visit register of each time a Governor goes into school and briefly detail what they had done. It is the responsibility of each Governor to keep Mrs O'Donnell updated when they visit.</p> <p>In addition to this Mrs Soanes confirmed that a Governor from the Academy had been in contact, and would like a Governor from Harefield Infant and Junior School to also be on their Governing Body. This would then provide a good cross phase monitoring.</p>	KO	
11.	<p><u>Governor Training and School Visits</u> <u>Junior School</u></p> <p>Mrs Soanes visited the Junior School on 15th March 2016. The focus of the visit was to observe a shared writing moderation session. The classes/staff visited were Year 6 class teachers of Harefield Junior School and from other borough schools. Mrs Soanes circulated her Governor Visit Report to Governors. Mrs Soanes explained that for the moderation, staff had all brought samples of writing from the entire range of ability grades, and copies of DfE guidance for grading. Scripts from each school were read and discussed around the table to determine standards for each piece of writing under scrutiny. The samples covered a very wide span of attainment and maturity in language, spelling, vocabulary, handwriting and content. The staff were being scrupulous in sharing each piece of work with others and discussing apparently minor points of judgement in detail. The shared nature of the process meant that grades were awarded purely on the quality of writing.</p> <p>Other visits noted include:-</p> <ul style="list-style-type: none"> - Mrs Scott attended the Anzac walk with the Infant School and observed the correct opening of the Sats papers in the Junior School. - Mr Evans has been into both Schools to meet with Headteachers and the Local Authority on several occasions. - Dr Bassill has attended a course in long term financial viability for Schools, A remodelling your workforce course and a Risk management course. - Mrs Lloyd and Mrs Moss attended Headteacher training. - Mrs Moss attended a Guided reading course. - Mr Henderson went on the Anzac Walk and the Baptism Church Walk, both with the Infant School. 		<i>Both Junior</i>
12.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Junior School</u> <i>Complaints Policy</i></p> <p>This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy subject to a reference to Appendix 4 being added.</p> <p><i>Social Media Policy</i></p> <p>This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Home School Agreement</i></p>		<i>Junior</i>

	<p>This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><u>Infant School</u> <i>Social Media Policy</i> This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Pay Policy</i> This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Nursery Admissions Policy</i> This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p>		<i>Infant</i>
13.	<p><u>Record of Notifiable Accidents</u></p> <p><u>Infant School</u> There have been two notifiable accidents recorded in the Infant School last term which have been reported, assessed and signed off.</p> <p><u>Junior School</u> There has been one notifiable accident recorded in the Junior School last term which has been reported, assessed and signed off.</p>		<i>Both</i>
14.	<p><u>A.O.B</u> Governors requested that the dates for next year's Full Governing Body Meetings are prepared for the next FGB meeting.</p> <p><u>Date of the Next Meeting</u> Thursday 30th June 2016, 7.15pm, Harefield Infant School.</p>	KO	<i>Infant</i>

Signature _____
(Chair of Governors)

Date _____