

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 13th March 2014, 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	Mrs M Hassell
Mr S Henderson	Mrs S Hooson-Jones	Mrs P Leggeat	Mrs B Lloyd
Mrs J Moss	Mr S Niranjana	Miss R Penny	Mrs R Scott
Mrs S Soanes	Ms L Stanton	Mrs J Walker	

Clerk: Mrs A Edwards

The meeting opened at 7.45pm having been preceded by a taster session and presentation from ISS Education regarding the provision of school meals.

		Action
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting and Governors introduced themselves to new Parent Governor, Patricia Leggeat and new Associate Governor, Lucy Stanton. Apologies were received from Mr J Swan. Cllr. H Higgins did not attend.</p> <p><u>Sub-committee Membership</u></p> <p>Mrs Leggeat will be joining the Finance (Juniors) and Personnel Sub-committees. Mr Niranjana will be joining the Curriculum and Premises Sub-committees. Ms Stanton will be joining the Finance (Infants) and Premises Sub-committees.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>None other than previously recorded.</p>	
2.	<p><u>Minutes of FGB Meeting Held on 30th January 2014 – Matters Arising</u></p> <p><u>Item 2. (a)</u> Mrs Lloyd advised that she is finalising the Infant School Business Recovery Plan. The Infant School is following the same format as the Junior School and Mrs Lloyd is in the process of collating the contact details. Once these have been included the plan will be complete. Action ongoing.</p> <p><u>Item 2. (b)</u> Mr Evans advised that the Governing Body's strategic planning is still ongoing. Action ongoing.</p> <p><u>Item 2. (c)</u> Mrs Edwards confirmed that the Junior School Parent Governor</p>	<p>BL</p> <p>BE</p>

<p>vacancy has now been filled following Mrs Leggeat's appointment. Action closed.</p> <p><u>Item 2. (d)</u> Mrs Edwards confirmed that she has begun working on a Statutory Policy Timetable. The first stage has been to check each school's position against the Department for Education's (DfE) Statutory Policy for Schools guidance, using the February 2014 version. Mrs Edwards has emailed her findings to Mr Evans, Mrs Lloyd and Mr Dodd and advised Governors that both schools are in a very positive position, with just one or two queries that she will follow up. The next stage will be to draw up a timetable in order to keep each school advised as to when their policies are due for renewal. In time Mrs Edwards plans to develop the timetable to include a record of non statutory policies for each school, the dates they are ratified, their review dates etc. Action closed.</p> <p><u>Item 3.</u> Mr Evans has not contacted Cllr Henry Higgins yet to raise the matter of issues with the Children's Centre roof. Governors decided to discuss the way forward under agenda item 4 – Children's Centre. Action closed.</p> <p><u>Item 6.</u> Governors have suggested that both schools carry out staff well-being surveys and tick box checks to ensure staff are aware of the process about how to raise any well-being concerns. Mrs Edwards has sent Mr Dodd and Mrs Lloyd the Children's Centre well-being survey and resources for information. Action ongoing.</p> <p><u>Item 7.</u> Further to the news that the Uxbridge United Welfare Trust will no longer be able to support children going on the school journey, Mrs Scott suggested contacting the Ruislip Round Table which has supported school journey children in the past. Action ongoing.</p> <p><u>Item 8. (a)</u> Mr Dodd has spoken to Ms Palmer, the Junior's School Business Manager and she is happy to help with training for the Governing Body in any way they need. Mr Evans will talk directly to Ms Palmer about what training she could offer. Action ongoing.</p> <p><u>Item 8. (b)</u> Governors decided to have a Safeguarding training session prior to the next FGB meeting on Thursday 15th May, 6.00 – 7.00pm. The training will be delivered by Andrea Nixon, the Child Protection Lead for Education at the London Borough of Hillingdon. Action closed.</p> <p><u>Item 9. (a)</u> Mrs Scott asked Mrs Edwards to send her a copy of the Confidential Reporting/Whistleblowing Policy for each school. Action ongoing.</p> <p><u>Item 9. (b)</u> Further to the amendments suggested by Governors at the last FGB meeting, Mr Dodd advised that the Junior School Lock Down Policy has now been looked at by teaching staff. Apart from some minor spelling amendments staff are happy to adopt the policy. Arrangements are now underway regarding checking locks, getting keys cut, purchasing air horns, training staff and informing children and parents. Governors agreed to ratify the Junior School Lock Down Policy. Action closed.</p> <p><u>Item 9. (c)</u> Both Mrs Lloyd and Mr Dodd confirmed that the schools no longer need a Policy on Violence, Threatening Behaviour and Abuse as there are other policies and procedures in place to cover this area fully. Mrs Lloyd will arrange with Mrs Scott to add something to the Infant School Health & Safety Policy relating to shouting and verbal abuse. Action ongoing.</p> <p><u>Item 11. (a)</u> Mr Evans advised that the Governing Body was last constituted in 2004. New regulations came out in 2012 and all Governing Bodies will be required to reconstitute under these regulations by September 2015. Mrs Edwards has</p>	<p>PD/ BL</p> <p>PD</p> <p>BE</p> <p>AE</p> <p>BL/RS</p>
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	<p>researched and sent Mr Evans the latest guidance from the DfE and Mrs Evans added that there is also information available in the Governor Handbook, pages 30-32. Mr Evans will circulate information to Governors about reconstitution in advance of the next FGB meeting and Mrs Edwards will include it as an agenda item at that meeting. Action ongoing.</p> <p><u>Item 11. (b)</u> The Annual Governance Statement will be discussed under agenda item 8. Action closed.</p> <p><u>Item 11. (c)</u> Governors continued their discussion about the problems with people parking in front of the Junior School entrance. Mrs Leggeat shared with Governors some research she had made relating to parking offences and the Road Traffic Act including the offence of putting others in danger whilst a vehicle remains at rest. However, action can only be taken for this offence by the police and not traffic wardens. Both Mr Dodd and Mrs Scott feel there is very little they can do about this situation despite everything they have tried to do and feel that nobody they have contacted, including Health & Safety, will take an interest in the problem. Mr Dodd hopes to raise the matter with Cllr Henry Higgins when he meets him later this month at the well-being conference. Action ongoing.</p>	<p>BE/ AE</p> <p>PD</p>
3.	<p><u>Sub-committee Reports</u></p> <p><u>Curriculum Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes.</p> <p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors.</p> <p><i>Changes to SEN</i> Mrs Boden highlighted to Governors the significant changes that SEN will be going through over the next three years, moving towards health care plans replacing school action, school action plus and statements. Both Mrs Hassell and Mrs Boden recently attended a DfE SEN conference, and emphasised how the plans are still a work in progress. They hope that more information will become available by the end of the academic year although the timetable for these changes has not been set out yet and it will involve a lot of work. Mrs Lloyd added that the changes will have an impact on both staffing and finances but in the meantime the school will continue with its current SEN work. Governors commented on an overload of Government initiatives.</p> <p><i>Junior School</i> Mr Dodd advised that Sam Mahajan, the Junior School's SENCO, will be leaving at the end of term to take a job closer to her home. Mr Dodd thanked her for the ten years she has worked at the school and Governors also thanked her for her contribution to the school.</p>	
4.	<p><u>Children's Centre</u></p> <p>Ms Stanton's report to Governors was circulated prior to the Governing Body meeting.</p> <p><i>Children's Centre Update</i></p>	

Ms Stanton advised that despite the issues with the building relating to leaks and flooding, there has been minimal disruption to services with the Centre able to make full use of the new consultation room. Normal service will resume at the Centre next week.

Locality Update

The Centre has been responsible for completing the Locality's Targeted and Under-represented (TUR) Plan and is in the process of writing the Locality Plan for the next financial year.

Finance

This year's Locality budget came in very close to target. Harefield Children's Centre staff were very pro-active with most of the Centre's projects put forward to the Locality's Advisory Board being delivered. Governors thanked Denise Sturges-Allard for all her work with this. The 2014/15 Locality budget will be for £110k to cover services for the four Children's Centres in the Locality with each Centre getting additional funding for staffing and premises costs.

Consultation Room

The new consultation room is now complete and has been really helpful, enabling the Centre to carry on running services whilst dealing with the building issues. The room will provide a private space for services to be delivered.

Outreach

The new Locality outreach worker is working well, spending six hours a week at the ante-natal unit at Hillingdon Hospital, sign posting Children's Centres and taking contact information which the Centres can then follow up. Ms Stanton commented on how many people had the wrong idea about what a Children's Centre is and where they are located. It is hoped that this post will continue with links to the other two Locality Groups in the borough. There might also be the opportunity for the outreach worker to spend some time on the post-natal ward as well.

Staffing

Parent Support Worker, Debby Young, will be leaving the Centre at the end of March now Ms Sturges-Allard has returned to her role as Parent Support Worker. Ms Stanton was pleased to advise that Ms Young has another position to go on to.

Building Issues

Mrs Lloyd informed Governors of the ongoing difficulties with the Children's Centre building including a major leak through the roof and flooding coming up through the floor. Over the years various repairs have been carried out to the Nursery and Children's Centre roof and this is an ongoing discussion for the school with the London Borough of Hillingdon. The original contractors are not accepting liability but have come in to carry out interim repairs. These repairs have had a good impact on the Nursery roof but a negative impact on the Children's Centre.

Flood Damage

Hillingdon has been inundated with insurance claims for flooding so although the school hopes to be able to claim back the money for flood damage including to the carpet, this will take some time. The Centre is obtaining quotes for a new carpet but it is still too damp to have one fitted at the moment. The Centre is also reluctant to fit new carpets only to have the same thing happen again. There are Health & Safety issues with the mould which keeps coming back despite cleaning.

	<p><i>Design Faults</i> According to the drawings, the pipe that overflowed should have been sealed. This is a design fault but Mrs Lloyd has found it difficult to have this confirmed by building surveyors in writing. Mrs Lloyd stressed that this situation has been ongoing for the last five years now and that remedial works never lasts more than a year. Mrs Soanes added that the problems need to be resolved before next winter. Mrs Scott advised that if the pipe had been sealed and a correct overflow had been fitted, this problem would not have occurred. Mrs Lloyd advised that the roof is fundamentally flawed and that at some point it will need replacing. The roof lights and the down pipe leaks. The internal drainage is a unique feature to the building.</p> <p><i>Impact</i> These issues have had an impact on the Children’s Centre which has incurred costs hiring out alternative venues to run services which has in turn impacted on the numbers of families attending.</p> <p><i>Possible Actions</i></p> <ul style="list-style-type: none"> - Mrs Lloyd advised of a plan to put mushrooms over the roof lights but at the moment nothing is planned about the leaking pipe. - Ms Stanton would like to get some idea of timescales for the Centre and service users. - Governors suggested getting parents to write and complain or to sign a petition. They also considered getting the Gazette involved. - Mrs Lloyd suggested that she could speak to Cllr Henry Higgins again. - The local authority’s surveyor, David Currie, has emailed the contractors again and Mrs Lloyd will wait to see what their response is. - Mrs Lloyd asked Governors whether they thought it would be a good idea to have an independent survey carried out? Governors agreed that they would need to consider what impact a survey might have in terms of where the school went next whilst safeguarding the Children’s Centre’s future. 	
5.	<p><u>Finance</u></p> <p><u>Schools Financial Value Standard (SFVS)</u> Both schools SFVS submissions have been sent to the local authority and Mrs Edwards has received confirmation from Schools Finance that they have both been approved. Governors thanked Mrs Edwards, Mrs Godden and Ms Palmer for their work with the submissions.</p>	
6.	<p><u>Headteacher’s Written Report</u></p> <p><u>Junior School</u> Mr Dodd highlighted a number of items from his written report including:</p> <ul style="list-style-type: none"> - <i>Continuous Professional Development</i> Mrs Hooson-Jones has had her final assessment for HLTA training and another TA is hoping to achieve the Level 3 qualification. Miss Evans is doing well in her NQT year and the school hopes to take another student next term. Miss Ryan and Mr Dodd have been interviewing with the tutors of Brunel University and Mr Dodd has spoken at the Hillingdon NQT conference. - <i>Pupil Numbers</i> Pupil numbers have increased by 22 in the last year but Mr 	

Dodd confirmed that Governors are aware of the implications of empty pupil spaces in a 3 form entry school.

- *Finance* The major projects for this year have been completed including the Library and the Wi-Fi upgrade and work to upgrade the computers will be carried out during the summer holidays. A carry forward of at least £90k is anticipated.
- *Attendance* So far this term the overall attendance is 96.4% which is quite good although a bereavement in the community has had an impact on this figure.
- *School Improvement Plan* The progress of the School Improvement Plan is reviewed by the Sub-committees.
- *Reading* World Book Day celebrations included a competition for Years 3 and 4 who dressed up as their favourite book character.
- *Awards* The school has been awarded the Basic Skills Quality Mark again. Mr Dodd thanked Miss Penny for her work preparing for this award.
- *Writing* The school had three winners in the short story competition organised by Hillingdon's Road Safety School Travel Team.
- *Performance and Standards* The school expects to achieve all of the FFT targets in this year's assessments.
- *SEN* The report included details of the pupils on the SEN register.
- *EAL* The school has relatively low numbers of English as an Additional Language (EAL) pupils.
- *Behaviour* The school has very good behaviour with very few children entered in the detention book and Behaviour and Health & Safety plans are in place where required.
- *Premises and Health & Safety* Mr Dodd thanked Mrs Scott and Mr Gadd for their continued work in this area.
- *Houses* Fire was the winning house with the most points in the Autumn Term.
- *Sport* The school has recently competed in football and netball rallies.
- *Clubs* There are lots of clubs running this term and the school has strong links with The Harefield Academy.
- *Friends* The Friends of Harefield Junior School have donated £3k to the school for projects such as the Library and there is another £3k in the bank. However, the Friends' Annual General Meeting was poorly attended and the quiz night has been cancelled. The Friends would really like to increase their membership in order to keep running some of the great events they have put on this year.
- *Events* The school held various events at Christmas. Mrs Scott took the Harefield Junior Road Safety Officers to the Beck Theatre to learn safety skills and the group were joint winners in the end of day quiz. A pupil from the Junior School joined the Infant School Traveller History Month competition celebrations. Governors are welcome to attend any of the forthcoming events listed in the Headteacher's report including the Music Assemblies.

Infant School

In addition to the Headteacher's written report Mrs Lloyd made the following comments:

- Since circulating the report, Mrs Lloyd has hosted a safeguarding training session for parents using the NSPCC 'Pants' campaign booklets which have also been sent home with every child in school.

	<ul style="list-style-type: none"> - As part of their performance management, Mrs Lloyd has asked all teaching staff to write a report for Governors about their curriculum areas. This term reports from Miss Churchill, Reception Leader and Mr Bligh, Science Co-ordinator have been circulated to Governors. - Mrs Lloyd thanked Mr Henderson and Mrs Soanes for their positive report following their visit to observe PE and meet Miss Frost, the PE Co-ordinator. Their feedback was very helpful to Miss Frost who is undertaking her first lead role. - Mrs Scott's report following her visit to the School Council, run by Mrs Boden, was very positive. - This year's graduate teacher training student is doing really well but unfortunately the programme is not being run again next year. <p><u>Governor Comments</u> Mr Evans advised that a meeting of the Personnel Sub-committee needs to be held soon following the mid-year reviews in order to see how well things are going, how things are being implemented and likely outputs. Governors will need to ensure that there is equality and fairness throughout the process.</p>	
7.	<p><u>Junior School Journey</u></p> <p>Miss Penny informed Governors that this year's School Journey to the Isle of Wight will take place 7th – 11th July. This is a bit later than in previous years and a new hotel has been booked as the usual hotel was not able to take the larger year group. There are currently 55 children booked to go on the trip, with a possible three others, and five or six members of staff including a male member of staff. Risk assessments have been carried out and Miss Penny is liaising with Mrs Scott, the Isle of Wight Experience organisers and the hotel.</p>	
8.	<p><u>Annual Governance Statement</u></p> <p>Mr Evans advised that it is considered good practice for Governing Bodies of maintained schools to have an Annual Governance Statement which follows a financial accounting year. Further to reviewing the guidance from the DfE and a copy of The Harefield Academy's annual governance statement, Mr Evans produced a draft statement which he circulated to Governors for comment. Mrs Edwards will add the relevant information regarding Governor attendance at FGB and Finance Sub-committee meetings. The final version for 2013/14 will be presented to Governors for approval at the May FGB meeting.</p>	AE/ BE
9.	<p><u>Assessments/Inspections</u></p> <p><u>Governor Mark</u> Mrs Edwards gave an update on progress with the preparations for Governor Mark reassessment. The evidence grids are now complete and two impact statements have been written with the third statement due to be completed soon. These will then be circulated to Mr Evans, Mrs Lloyd, Mr Dodd and the Chairs of the Sub-committees for review and comment prior to being sent off. Mrs Hooson-Jones</p>	

	<p>will be making the application for reassessment at the end of this term with the expectation that the assessor will visit at some point next term. Both schools agreed to split the assessment cost. Mrs Hooson-Jones and Mrs Edwards will begin their evidence gathering over the Easter holidays.</p> <p><u>School Improvement Partner</u> Jill Forbes, School Improvement Partner for both schools, will be visiting Mrs Lloyd on 25th March and Mr Dodd on 1st April.</p> <p><u>Infant School NACE Challenge Award</u> The NACE (National Association for Able Children in Education) Assessor visited the school earlier in the month as part of the school's preparation for the Challenge Award. The Assessor is also an Ofsted inspector and has recommended that the school go for final assessment on 3rd July 2014. Mrs Edwards will make arrangements for Mrs Hooson-Jones, the Gifted & Talented (G & T) Governor, to meet with Mrs Kerse, the G & T Co-ordinator.</p> <p><u>Traveller History Month Competition, 'Roots and Routes' Award</u> The DfE have asked for a copy of the video showing the Infant School's celebration with the Traveller History Month competition winners and National Literacy Hero, Richard O'Neill. This is really good recognition of the school's work with the Traveller community.</p>	<p>SHJ/ AE</p> <p>AE</p>
10.	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> - Mr Niranjan has attended Part 2 of the Governor Support Service's Introduction to Governance training on 13th February. - Mr Evans, Mrs Boden and Mrs Hassell attended the Spring Term Hillingdon Governors' Meeting on 27th February. The agenda included an item about Government changes to SEN. Mrs Boden and Mrs Hassell also attended a one day conference with presentations from the DfE regarding these changes. - Mr and Mrs Evans attended a Performance Related Pay workshop run by Babcock 4S and funded by the National College for Teaching & Leadership on Saturday 1st March. - Mr Henderson and Mrs Soanes attended the Fischer Family Trust Data Dashboard for Govenors training run by the Governor Support Service on 12th March. <p>Mrs Edwards will check to see if the recently circulated Raiseonline training from Babcock 4S is free and will resend Governors the details if it is.</p> <p><u>School Visits</u> <u>Junior School</u></p> <ul style="list-style-type: none"> - On 5th February Mrs Scott took the four Harefield Junior Road Safety Officers to a London Borough of Hillingdon event at the Beck Theatre where they learnt a range of safety skills and came joint first in the end of day quiz. - Mrs Evans and Mrs Hooson-Jones recently met with Junior School SENCO Mrs Mahajan. 	<p>AE</p>

	<p><u>Infant School</u></p> <ul style="list-style-type: none"> - Mrs Scott visited the Infant’s School Council on 14th February – her report has been circulated to Governors. - Stuart Henderson & Sandy Soanes made a PE visit to the Infant School on 14th February and observed PE lessons and met with PE Co-ordinator, Katie Frost and Mrs Lloyd – their report has been circulated to Governors. - Mrs Walker accompanied the Year 1 trip to Windsor Castle earlier in the week. - Mrs Soanes is helping with Reception Gardening Club and continuing her Book Start volunteering in the Children’s Centre. - Mrs Scott, Mrs Soanes and Mrs Walker will be accompanying the Year 2 trip to the London Eye next week. - Mrs Scott will be accompanying the Reception trip to the RAF Museum at Hendon later this month. 	
11.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Junior School Lock Down Policy</u> Further to discussion under agenda item 2, Governors agreed to ratify the Junior School Lock Down Policy.</p> <p><u>Junior School SEN & Inclusion Policy</u> Further to the local authority audit action plan a Behaviour Statement has been added at the beginning of the Junior School’s SEN & Inclusion Policy. This is the same statement as the Infant School and has been agreed by the Inclusion Sub-committee. The Governing Body agreed to ratify the policy.</p> <p><u>Infant School Able, Gifted & Talented Policy</u> Further to the NACE Assessor’s recent visit, she has suggested a few minor amendments to the Infant School Able, Gifted & Talented Policy:</p> <ul style="list-style-type: none"> - renaming the policy as More Able, Gifted and Talented - amending the definition slightly - adding a new comment about exceptionally able pupils - adding a new comment about dual exceptionality. <p>Mrs Evans, Chair of the Curriculum Sub-committee, asked to see the policy once these amendments had been made. The Governing body agreed to ratify the policy once the amendments had been made and approved by Mrs Evans. Mrs Edwards will send the Junior School a copy of the policy.</p>	AE
12.	<p><u>Record of Notifiable Accidents</u></p> <p>There have been no notifiable accidents recorded in the Infant School or Junior School since the last meeting.</p>	
13.	<p><u>A.O.B</u></p> <p><u>Reception Playground</u> Mrs Scott commented on how good the Reception playground refurbishment looks. Mrs Lloyd added that it is not quite finished and that the climbing frame will soon be installed funded by a donation from the Infant School Friends. Mrs Lloyd</p>	

	<p>thanked the Friends for donating the funds for this and the climbing frame already installed in the main playground.</p> <p><u>Acting Children's Centre Manager</u> Mrs Soanes asked that Denise Sturges-Allard be informed of the Governing Body's thanks for her work as Acting Children's Centre Manager over the past year. Mrs Edwards confirmed that she would ensure Ms Sturges-Allard was informed.</p>	AE
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 15th May 2014, 7.15pm, Harefield Infant School.</p>	

Signature _____
(Chair of Governors)

Date _____