

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 30th January 2014, 7.15pm, Harefield Junior School

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

Governors Present:

| | | | |
|--------------------|----------------|---------------|---------------------|
| 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 | Mr S Niranjana | Mrs S Soanes | Ms D Sturges-Allard |
| Mrs J Walker | | | |

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

| | | Action |
|----|---|----------------------------------|
| 1. | <p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting and Governors introduced themselves to new Parent Governor, Mr Samuel Niranjana. Apologies were received from Dr P Bassill, Mrs B Lloyd, Mrs J Moss, Miss R Penny, Mrs R Scott and Mr J Swan. Cllr. H Higgins did not attend.</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 21st November 2013 – Matters Arising</u></p> <p><u>Item 2. (a)</u> Mr Evans advised of the progress being made to both school's Business Recovery Plans. He has now received the contacts information needed from the Junior School and is expecting to receive the same information from the Infant School soon. The Business Recovery Plans are a requirement for the Schools Financial Value Standard (SFVS). 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 Infant School Parent Governor vacancy had now been filled by Mr Niranjana. Mrs Edwards will liaise with Mr Dodd regarding the recruitment of a Junior School Parent Governor. Action ongoing.</p> <p><u>Item 2(d)</u> The ratification of the SFVS documents for each school will be covered under agenda item 5. Action closed.</p> <p><u>Item 2 (e)</u> Mrs Edwards advised that she has begun work on a Governing Body statutory policy timetable and hopes to have this completed for the next FGB</p> | <p>BE/BL</p> <p>BE</p> <p>AE</p> |

| | | |
|----|--|----|
| | <p>meeting. Action ongoing.</p> <p><u>Item 5.</u> Mrs Edwards confirmed that she had circulated the Junior School local authority financial audit action plan to Governors and advised that the action points are already being followed up. Action closed.</p> <p>The progress for two action points was highlighted to Governors:-</p> <ul style="list-style-type: none"> - The Junior School are in the process of preparing a Behaviour Statement which will be presented at the next Inclusion Sub-committee meeting. The Infant School Behaviour Statement can be found in the Infant School Inclusion/SEN Policy which was ratified in July 2013. - The Junior School's Freedom of Information Scheme can be found within the school's Data Protection Policy as ratified by the Governing Body in May 2013. The Infant School's Data Protection Policy also contains the same information. <p><u>Item 10 (a)</u> Mrs Edwards confirmed that the link for online Governor training videos had been circulated to Governors. Action closed.</p> <p><u>Item 10 (b)</u> Mrs Edwards confirmed that arrangements had been made for Mr Henderson, Mrs Soanes and Mrs Walker to visit the Infant School to look at PE provision with the PE Co-ordinator, Miss Frost. Action closed.</p> | AE |
| 3. | <p><u>Sub-committee Reports</u></p> <p><u>Finance Sub-committee</u></p> <p>Minutes from the Junior School, Infant School and Children's Centre meetings had been circulated to Governors. There were no questions arising from the minutes.</p> <p><i>Carry Forwards</i></p> <p>Mr Evans highlighted the importance of looking at the Carry Forwards for each school and confirmed that they are in line with the original projections made when the budgets were set at the beginning of the year. Mr Evans advised that the local authority has now agreed for the school to incorporate the remaining £23k from the school roof project into this year's budget.</p> <p><i>Pupil Numbers</i></p> <p>Mr Evans advised that there is currently a bulge in pupil numbers in year 1 with 92 pupils on role and a waiting list. This bulge will come through to the Junior School in 2015 but then pupil numbers dip behind that. This makes it difficult for staffing and can result in uneconomical class sizes. The plan is to advertise both schools more widely and Mr Evans stated that any ideas from Governors would be most welcome. Mr Dodd added that the difficulty is that fundamentally both schools are village schools and quite unique which is good in some ways but not in others e.g. not having a broad catchment area. The Junior School is looking at having a more professional prospectus rather than just the version which is currently available on line. Mrs Walker asked whether the current vertically grouped year 4/5 class would move up to becoming a year 5/6 class? Mr Dodd replied that the school would try to avoid this and acknowledged that vertical grouping is not popular with parents but added that without it, it would be difficult to sustain the budget. Governors felt it was a good idea to tackle this problem through marketing and to consider a broader catchment area than just the London Borough of Hillingdon e.g. Rickmansworth. Mrs Soanes added that this would be a healthy approach and not so insular. Mrs Hassell, who had recently attended The Harefield Academy presentation evening, gave an example of this to Governors about one student at the</p> | |

| | | |
|----|--|----|
| | <p>evening who travelled two hours, twice a day, from Surrey in order to attend the school.</p> <p><u>Premises Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. There were no questions arising from the minutes. Mrs Boden gave Governors an update on the Nursery/Children’s Centre roof repairs. Following the completion of the repair work, and despite clearing all guttering and vacuuming the drainpipes as advised, there have been further leaks – three/four in the Children’s Centre and one in the main school. Following an inspection by the local authority yesterday the school has been informed that these leaks are occurring above the guttering. The local authority is now considering what needs to be done to rectify this. The leaks are having an impact in the Children’s Centre where space is having to be restricted with areas affected being cordoned off, there has been some damage to books and a display by the Traveller Women’s Group and a storage cupboard has had to be emptied out. The toilet area, which will shortly be converted into the new consultation room, has also had to be cordoned off. Governors expressed their frustration at the situation and the impact it’s having on both the Children’s Centre and the school. Mr Evans suggested contacting Associate Governor, Cllr Henry Higgins, to raise the matter with him. Governors raised the matter of rain water collecting in the Junior School playground near the new building and Mr Dodd advised that this will be included on the snagging list.</p> | BE |
| 4. | <p><u>Children’s Centre</u></p> <p>Ms Sturges-Allard updated Governors with Children’s Centre developments. <i>SEF</i> Ms Sturges-Allard met with Liz Marsh from the local authority for a one-to-one feedback meeting. The Centre received very good feedback about the SEF and Liz Marsh rated the Centre as Good with Outstanding features. <i>Staffing</i> Lucy Stanton is due to start mid February in her new role as Children’s Centre (and Locality Lead) Manager. Ms Sturges-Allard will be staying on in her Acting Children’s Centre Manager role until the end of March to provide an effective hand over and to enable her to pick up parent support cases from Debbie Young. <i>Finance</i> There is currently a slight underspend but there are plans in place to use this on additional projects, to purchase equipment and additional staffing hours. Darren Thorpe has therefore agreed to continue to make the final monthly payments of this year’s allocated budget. <i>Locality Group Projects</i> The new sign/community noticeboard has been installed at the top of the school driveway. The staff uniforms have now been supplied and are being worn by staff in sessions. The Centre’s website is under development. The text messaging service is now operational. A Dads Group is starting at South Ruislip Children’s Centre. There is currently a £2k underspend in the locality group budget due to Public Health now funding the Seasons for Growth project. Coteford Children’s Centre hope to use this underspend for additional counsellor funding. The locality outreach worker is now in post and Liz Marsh hopes that the</p> | |

| | | |
|----|---|--|
| | <p>local authority will take over funding this post in order to keep the outreach worker in this role.</p> <p><i>Thank You</i> Ms Sturges-Allard thanked Governors for the opportunity she's had over the past year to take on the Acting Manager (and Locality Lead) role. Governors in turn thanked Ms Sturges-Allard and congratulated her for doing so well in the role.</p> <p>Mr Evans asked when the 2014/15 budget would be available? Ms Sturges-Allard advised that it generally comes through quite late but is expecting a 5% reduction on last year's budget. The budget may also be allocated differently than in previous years, possibly with a proportion of the budget standardised for Children's Centre staffing across the borough. The locality funding will be agreed at the start of the year rather than halfway through the year as was the case in 2013/14. The criteria for the budget will be about Centres working together to cut costs and save money, streamlining some projects and staffing.</p> <p>Governors agreed the appointment of Lucy Stanton, the incoming Children's Centre Manager, as an Associate Governor for a term of four years.</p> | |
| 5. | <p><u>Finance</u></p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Both schools SFVS submissions had been reviewed and updated by Mrs Edwards, Mrs Godden (Infant School), Ms Palmer (Junior School) and the Finance Subcommittee. Both schools and the Governing Body fully comply with all the questions apart from part of question 23 – the provision of a Business Recovery Plan. Governors had already discussed the progress being made with these plans under agenda item 2. The Governing Body ratified the 2014 SFVS submissions for Harefield Infant School and Harefield Junior School and Mr Evans signed them both off. Mrs Edwards will send these to the local authority's Finance Team early next week and will keep Governors informed of any feedback.</p> | |
| 6. | <p><u>Headteacher's Question Time</u></p> <p>Mrs Evans talked about both schools taking good steps to ensure that pupils have a voice and that their physical and emotional well-being is monitored and addressed where appropriate. She wondered what steps both schools take to ensure the physical and emotional well-being of the staff? She also asked how the schools know if these steps are successful and if there is any evidence to support this?</p> <p><u>Infant School</u></p> <p>Mrs Boden and Mrs Hassell informed Governors of how the Infant School ensures the well-being of its staff. There is a whole staff meeting once a week and the agenda book is kept in the staff room and anyone can add to it with any issues at all. On a Monday after school there is an INSET/staff meeting for either teaching staff only or sometimes the whole staff. Mrs Boden also meets with support staff at least twice every half term and there are request forms for agenda items. Any issues raised are then taken to the Senior Leadership Team (SLT) by Mrs Boden and the SLT's response is then fed back to support staff. A days PPA is taken once every other week so teaching staff work nine days out of every ten. Staff are encouraged</p> | |

| | |
|---|-------|
| <p>to take their PPA time at home. In addition to this teaching staff have planning time together once every other week for 1 ½ hours to discuss planning, moderation and assessment. This year's staffing sickness has really dropped and the SLT believe this is due to staff having planned PPA time at home for a whole day once every two weeks. Staff have fed back that they have found this arrangement much more helpful. Learning assistants in the Nursery and Reception have observation and assessment time built into their timetable each week allowing them quality time to write up their notes. In the Foundation Stage an experienced teacher is working alongside teaching staff one day per week to offer coaching and support to a new team working together. All year group leaders have one day leadership time each month. All subject leaders have one day a term for curriculum development. All staff have training to enable them to complete the tasks they have been set. Teaching staff are also receiving coaching training once every half term and the school is trying to become a coaching school which will eventually filter down to the children. The training is going well at the moment and there are plans to extend it to teaching assistants. Staff have fed back that they appreciate this support. Governors asked Mrs Boden for an explanation of coaching and she advised that it's a process to help individuals or a group achieve their goals, identifying the steps they need to take and strategies they need to use. Mrs Evans asked if the school have a procedure for individual staff members about who to go to if they are feeling stressed. Mrs Boden and Mrs Hassell advised that staff know that they can either speak to their line manager or directly to Mrs Lloyd and that this information is provided as part of staff induction.</p> | |
| <p><u>Junior School</u></p> <p>Mr Dodd informed Governors of how the Junior School ensures the well-being of its staff. There is a whole staff meeting once a week for no longer than an hour. If the meeting needs to run any longer than an hour, this must be requested in advance. Different staff teams also meet together including learning support assistants and SMSAs. There is a staff well-being group who mostly deal with small issues about the day to day running of the school and there is a well-being ideas box in the staff room. Minutes are taken at the well-being meetings. Surveys are given to staff to complete at the end of lesson observations and include questions about how stressful the lesson observation was and what can be done to change this. If someone has a big issue they may take it to the well-being group although most staff tend to speak directly to Mr Dodd as they are usually very private matters. There is now a dedicated PPA room in school where staff can work together.</p> | |
| <p>Governors suggested that both schools carry out a tick box exercise to check that all staff know the process about how to raise any well-being concerns they may have.</p> | PD/BL |
| <p><u>Children's Centre</u></p> <p>Ms Sturges-Allard informed Governors of how the Children's Centre ensures the well-being of its staff. There is a monthly team meeting for all staff and sub-groups within the Centre also meet regularly e.g. the early years team. These meetings include the review and dissemination of training. The Senior Early Years Practitioner, Becky Whiter, supervises volunteers and the early years team, providing one to one supervision. All staff receive one to one supervision which covers well-being, progress, targets, welfare and training. Supervision is confidential and staff are expected to come to their supervision sessions prepared.</p> | |

| | | |
|-----------|---|-------------------------------|
| | <p>The parent support team have an extra supervision session to review cases. There have only been a couple of instances where staff have not wanted to talk to their line manager and have come directly to the Acting Children's Centre Manager which have been resolved by bringing everyone together. The Centre also has staff development days and conducts staff satisfaction surveys. One issue that came up on last year's survey was difficulties staff were having with their work/life balance. Ms Sturges-Allard provided staff with information and ran a workshop around this issue.</p> <p>Governors recalled that the Infant School had carried out a care survey with staff some time ago. They suggested that both schools might like to carry out a staff well-being survey and it was agreed that it would be useful if Ms Sturges-Allard emailed the Centre's well-being survey and resources to Mrs Edwards for circulation to both schools.</p> | <p>DSA/ AE/ PD/BL</p> |
| <p>7.</p> | <p><u>Assessments/Inspections</u></p> <p><u>Infant School</u> Mrs Lloyd circulated the following documents to Governors for information prior to the meeting:- <i>The Infant School SEF</i> This document is updated annually using new data and details of new initiatives. This year's SEF highlights improvements in teaching and learning which is pushing up grades. With the school close to outstanding, there are no major changes to the SEF, it's more a case of fine adjustments. <i>The Infant School Social, Moral, Spiritual & Cultural Report, Autumn Term 2013/14.</i> <i>The Teacher Report, November 2013</i> This self evaluation focuses on teaching and learning, marking and includes a pupil survey. <i>Pupil Premium Report 2013</i> This report was circulated to Curriculum Governors last November and is published on the Infant School website. <i>Sports Pupil Premium Report 2013/14</i></p> <p><u>Junior School</u> Mr Dodd circulated the following documents to Governors for information prior to the meeting:- <i>Pupil Premium Report 2013/14</i> The reference to the school's partnership with the Uxbridge United Welfare Trust has now been removed from the report at their request. In the past, the Uxbridge United Welfare Trust has supported children who could not afford to pay for the school journey. However, they have informed Ms Palmer that due to changes in the pupil premium criteria they will no longer be able to do this in the future although they have agreed to pay this year. Mr Evans stated that this could have real implications for the future. <i>Use of PE & School Sport Funding Report 2013/14</i></p> <p><u>Governors Mark</u> Mrs Edwards advised that the Governor Mark team have been meeting regularly and that they had now worked through all the evidence grids, sections 1 – 7, with Mrs Scott in the process of completing the writing up. At their next meeting, Governors are going to start looking at the impact statements with three having to</p> | |

| | | |
|----|--|---------------------|
| | <p>be completed for school improvement, partnerships/community engagement and pupil wellbeing/safety. Mr Evans thanked the team of Governors for their support with the re-submission for this award.</p> | |
| 8. | <p><u>Governor Training</u></p> <p>Mr Henderson attended the Governor Support Service (GSS) Primary Curriculum training on 27th November 2013. Mr Niranjan, has booked onto the GSS Introduction to Governance training, part 1, 2 and 3 this term. Mrs Scott attended Safeguarding training on 28th January 2014. Mrs Soanes watched the schoolsworld.tv Governor training video, ‘Uniting Health & Education in Children’s Centres’. She didn’t find the video particularly useful and suggested that Governors recommend any particularly useful videos they watch to the rest of the Governing Body.</p> <p>Mr Dodd mentioned that Ms Palmer has a lot of experience with Governor training. Mrs Edwards advised that she had attended one of Ms Palmer’s Introduction to Governance training sessions which she had found very useful. Mr Evans added that Ms Palmer organises the termly Hillingdon Governors meetings, open to all Governors and clerks. The next meeting is on 27th February 2014. Mr Dodd offered to speak to Ms Palmer to see what training she could offer the Governing Body.</p> <p>Mrs Edwards will contact Ron Fowler to organise a Safeguarding training session for the whole Governing Body from Andrea Nixon, Child Protection Lead for Education at the London Borough of Hillingdon.</p> <p><u>School Visits</u></p> <p><u>Junior School</u></p> <p>At the end of last term Mr Henderson, Mrs Soanes and Mrs Walker visited to look at PE provision and met with the PE Co-ordinator, Miss Pearce. Their Governor Report was circulated to the Governing Body and Mr Dodd thanked them for their visit saying how impressed Miss Pearce was with their interest in the subject. At the end of last term Mrs Evans, Mr Henderson and Mrs Soanes attended a Learning Walk which focused on attainment. Their Governor Report was circulated to the Governing Body and they commented on how impressed they were with the questions the children asked them. Mrs Evans visited the School Council in January and again commented on how good the children’s questions were. Mrs Hooson-Jones took minutes of the meeting. Mrs Walker accompanied the Year 3 trip to the British Museum.</p> <p><u>Infant School</u></p> <p>Mrs Evans and Mrs Soanes joined the interview panel for the appointment of the new Children’s Centre Manager. Mrs Soanes joined a Forest School staff meeting last term. Her Governor Report was circulated to the Governing Body. Mrs Boden and Mrs Hassell gave</p> | <p>PD</p> <p>AE</p> |

| | | |
|----|--|----|
| | <p>Governors an update on the Forest School. An induction meeting has been held for parents and the sessions will start after half term. The eco toilet and fencing has been put up in the school field. The children will participate in learning outside whatever the weather and have the appropriate clothing e.g. wellies, kagools. Mrs Soanes has become a Book Start volunteer in the Children’s Centre. Mrs Walker attended a parent Internet Safety Talk in December 2013.</p> <p><u>Christmas</u> A number of Governors, including Mr Evans, Mrs Evans, Mrs Gibson and Mrs Walker attended various Christmas activities and performances.</p> <p><u>Scheduled Visits</u> Mrs Evans and Mrs Hooson-Jones will be meeting with the Junior School SENCO, Mrs Mahajan, on 3rd March to look at new SEN initiatives and report back to the Inclusion and Curriculum Sub-committees. Mr Henderson, Mrs Soanes and Mrs Walker will be visiting the Infant School to look at PE provision and meet the PE Co-ordinator on 14th February. Mrs Scott will be visiting the Infant’s School Council on 14th February.</p> | |
| 9. | <p><u>Ratification of Policies/Documents</u></p> <p><u>Confidential Reporting/Whistleblowing Policy</u> The January 2014 model Confidential Reporting and Whistleblowing Policy from the local authority had been circulated to Governors prior to the FGB meeting. Mrs Edwards advised that it is a requirement of SFVS that both schools have this policy. The Governing Body agreed to adopt and ratify this policy and Mrs Edwards will modify it to represent each school.</p> <p><u>Infant School Complaints Policy</u> The Infant School Complaints Policy had been reviewed by Mrs Lloyd prior to circulation to all Governors. The Governing Body agreed to ratify the policy.</p> <p><u>Infant School Able, Gifted & Talented Policy</u> The Infant School Able, Gifted & Talented Policy was last ratified by the Governing Body a year ago. The latest Spring 2014 version has been updated with a few minor amendments as recommended by the NACE Assessor on her recent visit. The new version of the policy was circulated to Governors prior to the FGB meeting and the Governing Body agreed to ratify the policy.</p> <p><u>Junior School Lock Down Policy</u> The draft Junior School Lock Down Policy was circulated to Governors prior to the FGB meeting for review. Mr Dodd informed Governors that the policy had also been shown to various members of staff for their feedback including the Site Manager, Mr Gadd and Mrs Scott, the Health & Safety Governor. Mrs Evans advised of a number of typing errors in the policy which would need to be amended. Governors discussed the policy in depth and made the following comments. (a) Governors asked Mr Dodd for further explanation about the use of air horns.</p> | AE |

| | |
|---|-------------------|
| <p>Mr Dodd explained that this would be a triple air horn procedure, once the first one is set off, two more would also be set off around the school. Mrs Evans asked if the air horns could be heard in the new building and Mr Dodd advised that this would need to be tested.</p> <p>(b) Lockdown assumes that children will be either in class or scooped into class and the room locked. Governors asked whether every classroom door is able to be locked and Mr Dodd advised that this needs to be checked out and worked on. Governors also asked if all staff have immediate access to keys and Mr Dodd advised that this would also need to be checked. Governors suggested that when the policy states ‘the door will not be opened, until emergency services indicate it is safe to do so’, that the emergency services should be identified by a senior member of staff.</p> <p>(c) Governors asked for the policy to state that the “all clear” be given by the Headteacher or a senior member of staff. They also queried whether an air horn has a limited life.</p> <p>(d) Governors discussed what would happen if a lockdown happened at the end of the school day when children have just been let out or parents are waiting in the playground. The issue of whether parents should be ‘scooped’ inside was also discussed, highlighting the difficulties of knowing who all the parents are. Governors would hope that the police would evacuate the area. It was agreed that it is difficult to fully prepare for this situation.</p> <p>(e) Governors agreed that the policy would be published on the school website and parents could be informed about this through the school newsletter. The policy could also be on display at Parents Evening.</p> <p>(f) Governors agreed that the approach taken with the policy would depend on the nature of the problem, whether the danger is inside the school or outside in the village. It would be difficult to plan for every scenario.</p> <p>(g) Governors discussed the possible ways parents could be informed about a lock-down e.g. the text messaging service although this would depend on the circumstances. The police would be contacted in the first instance. It was also suggested that the Infant School be contacted in a lock down situation.</p> <p>(h) Governors discussed various scenarios where staff might come into direct contact with an intruder looking at when it might be possible to engage with someone to try and calm a situation down or when the alarm should be raised and staff should remove themselves from the intruder in order to keep themselves safe. They discussed how lock down should only be used as a very last resort.</p> <p>(i) Governors suggested looking into whether there is any training for staff to support them in dealing with a lock down situation.</p> <p>(j) It was agreed that any questions from the media relating to an incident would be dealt with by the local authority.</p> <p>All agreed amendments would be made to the policy by Mrs Edwards before returning the policy to Mr Dodd for further review.</p> <p><u>Junior School Policy on Violence, Threatening Behaviour and Abuse</u> The Junior School Policy on Violence, Threatening Behaviour and Abuse was circulated to Governors prior to the meeting for review. Governors felt that there is no longer a need for this policy as other policies and procedures already cover this</p> | <p>AE/ PD</p> |
|---|-------------------|

| | | |
|--|---|----|
| | <p>holidays.</p> <p><u>School Library</u> Mr Dodd advised that the junior librarian will be coming in on 25th March. The Friends hope to be able to donate some more money towards the library project.</p> <p><u>Friends of Harefield Juniors</u> Mr Dodd advised that the numbers of Friends at the moment is quite low and that the group is looking for more members to join them.</p> <p><u>Hot Meals</u> Mr Dodd informed Governors that the catering company, ISS Caterhouse, are now unable to provide hot meals to the Junior School due to the increase in demand for KS1 pupils. The local authority's procurement service has advised that the Junior School link with the Infant School for the provision of hot meals. This will now delay the start of having hot meals in the Junior School to September 2014 at the earliest.</p> <p><u>Parking</u> Mr Dodd advised that despite contacting the local authority's Health & Safety adviser about the problems with parking outside the main school entrance, there has been little progress. Mrs Scott has been informed that this area is common land and therefore nothing is legally enforceable. This means that cars parking there cannot be ticketed or clamped. Mr Evans wondered whether it would help if changes were made to the shape of the driveway? However, Governors felt that this might result in the school entrance being blocked completely and that the local authority would be unlikely to pay for this. Governors wondered whether Harefield Library would like to join the school in trying to resolve this problem? Mr Dodd suggested that he would raise the matter with Cllr Henry Higgins.</p> | PD |
| | <p><u>Date of the Next Meeting</u></p> <p>Thursday 13th March 2014, 7.15pm, Harefield Infant School.</p> | |

Signature _____
(Chair of Governors)

Date _____