

**HAREFIELD INFANT SCHOOL GOVERNING BODY &
HAREFIELD JUNIOR SCHOOL GOVERNING BODY
FULL GOVERNING BODY MEETING**

Thursday 26th November 2015, 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	Mr S Henderson	Mr G Hewett
Mrs S Hooson-Jones	Mrs P Leggeat	Mrs B Lloyd	Mrs J Moss
Mr S Niranjani	Mrs R Scott	Mrs S Soanes	Ms L Stanton
Mr C Stewart	Mr J Swan		

Clerk: Mrs A Edwards

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting and Governors introduced themselves to the new Infant Parent Governors, Mr Graham Hewett and Mr Craig Stewart. Apologies were received from Ms J Holland. Cllr. H Higgins did not attend.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>None other than previously recorded.</p>		<i>Both</i>
2.	<p><u>Minutes of FGB Meeting Held on 15th October 2015 – Matters Arising</u></p> <p><u>Item 2. (a)</u> Two nominations were received for the two Infant School Parent Governor vacancies from Mr Graham Hewett and Mr Craig Stewart. They were both therefore appointed as Parent Governors on the Harefield Infant School Governing Body. Governors also agreed for Mr Hewett and Mr Stewart to be appointed as Co-opted Governors on the Harefield Junior School Governing Body. Induction packs have been given to both Governors and Mrs Boden has been appointed as their Governor mentor. Action closed.</p> <p><u>Item 2. (b)</u> The Code of Conduct will be discussed later under agenda item 8. Action closed.</p> <p><u>Item 4. (a)</u> The updated sub-committee membership list was circulated to Governors. Mr Hewett will join the Curriculum and Premises Sub-committees and Mr Stewart will join the Inclusion and Personnel Sub-committees. Mrs Edwards will update the list and circulate it to Governors again. Action ongoing.</p>	AE	<i>Both</i>

	<p><u>Item 4. (b)</u> Mr Dodd informed Governors that the feedback from the local authority ICT audit had been very good with almost no points to improve. The Junior School have shared their ICT policies with the Infant School and Ms Tong will liaise with Ms Palmer for any useful feedback from the audit. Action closed.</p> <p><u>Item 8. (a)</u> Feedback from Dr Bassill about the course he attended about academies will be discussed later under agenda item 6. Action closed.</p> <p><u>Item 8. (b)</u> Mr Evans will prepare and circulate a summary of the details from the last Strategic Planning meeting. Action ongoing.</p> <p><u>Item 9.</u> The Junior’s School Improvement Plan was circulated to Governors. Action closed.</p> <p><u>Item 13.</u> Mrs Edwards has extracted feedback from the Governor Mark assessor’s report and has collated all the email feedback from Governors sent to Mr Evans after the meetings they had with the assessor. It was agreed that the Governor Mark team meet to review this feedback and prepare an action plan to put forward to the Governing Body. Action ongoing.</p> <p><u>Item 14.</u> Mrs Edwards has arranged a two hour safeguarding training session for Governors to be held prior to the next FGB meeting on 4th February, 6 – 8pm. Mr Evans advised that in order to keep to time, the agenda for the meeting following the training session would need to be shortened. Governors agreed to this and Mrs Edwards will confirm the training session with the Governor Support Service. Action closed.</p> <p><u>Item 15. (a)</u> Ms Stanton has been added to the Infant School Safeguarding Children in Education Policy as the Children’s Centre Safeguarding lead. Action closed.</p> <p><u>Item 15. (b)</u> Amendments have been made to the minimum pay rates of the Infant School Whole School Pay Policy. Action closed.</p>	<p>BE</p> <p>AE</p>	
3.	<p><u>Sub-committee Reports</u></p> <p><u>Curriculum Sub-committee</u></p> <p>Minutes from the Sub-committee meeting had been circulated to Governors.</p> <ul style="list-style-type: none"> - Mrs Evans highlighted the change in the assessment system and the fact that levels are now no longer being used. Both the Infant School and the Junior School are now using the Rising Stars assessment system. Changes in the assessment system will mean a steep learning curve for all teaching staff. With no level 6s in SATS now, Governors will need to allow time for the new system to embed in and they will have to monitor what does and doesn’t work before setting strategic targets. - Curriculum Governors had discussed and decided that it would be logical to split the role of a Governor with responsibility for data, with the Chair of Curriculum taking responsibility for pupil data and another Governor taking responsibility for other data within school. <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> - Governors discussed how ICT auditing tools could be used in simplified terms by a Data Governor. The Senior information Risk Owners (SIROs) for each school are currently the School Business Managers although this may need to be reviewed and the SIROs could possibly be the Headteachers. Mr Hewett offered to take on the role of Data Governor with responsibility for other data used in school and this was agreed by Governors. 		<i>Both</i>

	<ul style="list-style-type: none"> - Mrs Lloyd advised that these are national changes to the assessment system which are affecting all schools. Governors agreed that both schools are in a good position and that pupil progress can be tracked although there is no information available yet about the new tests. Mrs Evans added that each school will be using a different set of criteria to measure progress. It will be important to ensure that More Able, Gifted and Talented pupils are secure in their levels but continue to be stretched. The same also applies to those pupils at the other end of the spectrum. - Mrs Leggeat asked how special needs pupils are differentiated within ‘Emerging’ and was advised that there is a set of criteria within this that has to be met before a pupil can move on. Mrs Lloyd advised that for very special needs pupils, P scales will still be used although below average pupils will be expected to work within the national curriculum. It will no longer be permitted to disallow any pupils in KS1 or KS2 SATS unless they are new to the country. The implications of this and how it is managed for those pupils will need to be considered. <p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Governors had no questions arising from the minutes.</p>		<i>Both</i>
4.	<p><u>Children’s Centre</u></p> <p>Ms Stanton highlighted the following from the November 2015 Children’s Centre Report which will be circulated to Governors after the FGB meeting:</p> <p><u>Councillor Visit</u> On 2nd November the Children’s Centre had a visit from three Councillors; Councillor Palmer, Councillor Sweeting and Councillor Little. The visit was one of three to Children’s Centres organised to review the Effectiveness of Early Help. The visit took the form of a meeting between the Councillors, Ms Stanton and the Service Manager for Child and Family Development and two of the Councillors were able to observe Attention Hillingdon taking place and provided excellent feedback about the programme. Harefield’s Councillor, Councillor Palmer, was very impressed and would like to return to the Centre to see how she can further support the work that it does. Governors felt that this was very positive and that it was important to have the support of local councillors, particularly when Children’s Centre funding is not secure.</p> <p><u>Christmas Fundraiser</u> Following suggestions at a Parent Voice meeting, a Christmas fundraising event has been organised at St Mary’s Church Hall on 9th December to raise money for physical activity equipment. Local businesses have been very supportive, donating prizes for the raffle.</p> <p><u>Activities and Sessions</u> The Children’s Centre have delivered ongoing services including Stay and Plays, Speech & Language, Midwifery and Counselling. The Centre has also delivered a range of courses and workshops. Feed My Family has received good feedback on the Centre’s Facebook page, Attention Hillingdon has gone well, the Let’s Start Learning Together workshop introduces parents to the Early Years Foundation</p>		<i>Infant</i>

	<p>Stage and Pop-Up Numeracy and Literacy workshops have been delivered through Adult & Community Learning and are leading to five week courses. The Numeracy and Literacy workshops were introduced in response to data from the Infant School showing that children were entering Nursery and Reception at a low level in these subjects. Ms Stanton, Miss Frost and Mrs Moss have worked together to deliver these workshops and they are a good example of joined up working. The only disappointment has been that the Introduction to Child Care course had to be cancelled due to not enough interest from parents. It has also been difficult to get funding to deliver Floristry for Traveller families which could have included older girls who are in part-time education.</p> <p><u>Building Update</u> The Centre has had no hot water since September and the hot water system has been condemned. There has also been no heating in the Centre since this Monday which has highlighted how serious the situation is to the local authority. The Centre is now waiting for a final quote and is hoping that the work needed will be started soon. This has highlighted the issues around no capital funding or a maintenance budget for the Children’s Centre and the new Service Manager is trying to resolve this.</p> <p><u>Governor Comments</u> Mrs Evans asked whether any more strategic meetings were planned with Lynne Kaufmann and Ms Stanton advised that one is scheduled for next week.</p> <p><i>Note. Mr Swan arrived at the meeting.</i></p>		
5.	<p><u>Finance</u></p> <p><u>Infant School</u> <i>2015 Best Value Statement</i> The Infant School Best Value Statement was reviewed by Governors at the meeting and signed off by Mr Evans.</p> <p><i>Internet Provider</i> Mrs Lloyd informed Governors that the local authority’s procurement office have confirmed that the Infant School can go ahead and sign up with the London Grid for Learning (lgfl) as their internet provider in replacement of the Hillingdon Grid for Learning (hgfl) which will cease trading at the end of March 2016. Lgfl has a very vigorous filtering system and has a lot of experience in providing a service for schools. It is likely that a number of schools in Hillingdon will change to lgfl. The Junior School already use lgfl and Mr Dodd confirmed that the changeover had gone well. Mrs Lloyd advised that the changeover from hgfl to lgfl is a big task that needs to be started as soon as possible. Governors agreed for the Infant School to sign up with lgfl.</p> <p><u>SIMS</u> There is still no decision about what will happen to SIMS, the management system for finance and pupil data. Headteachers have been discussing the possibility of buying the licence for SIMS collectively. There are a lot of providers in the market but further research still needs to be done to determine how compatible these providers would be with DfE sites e.g. for the school census which could impact on</p>		<p><i>Infant</i></p> <p><i>Both</i></p>

	<p>funding and data migration e.g. the transfer of files to other schools. The current system that both schools use, Capita SIMS, seems to be the smoothest running but also school staff are very familiar with this system and changing to a new system would take a lot of staff training.</p> <p><u>Junior School</u> <i>2015 Best Value Statement</i> The Junior School Best Value Statement was reviewed by Governors at the meeting and signed off by Mr Evans.</p>		<i>Junior</i>
6.	<p><u>Strategic Planning</u></p> <p>Since the last FGB meeting Dr Bassill has attending a course looking at the logistics of becoming an academy and Mrs Lloyd has attended an Academy Show.</p> <ul style="list-style-type: none"> - Dr Bassill found the course very interesting and will be attending a second part later this month which will look at the benefits of transferring to an academy from the staffing point of view. Dr Bassill will pass on the slides from the course to Governors and report back at the next FGB meeting. He concluded that academisation is clearly part of the Government’s agenda. - Mrs Lloyd attended the conference elements of the Academy Show looking at the legal elements, the financial implications and structure of academies. <i>The legal elements</i> looked at the legal constraints on schools. <i>The financial implications</i> looked at the fact that there is no additional money available for academies unless three schools join together in which case there is £75k funding to support this. <i>The structure</i> looked at the complete restructuring in the way a school is run which is a huge piece of work. <p>Mrs Lloyd agreed with Dr Bassill that there is quite a lot of determination around the academisation of schools.</p> <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> - Mr Evans asked how the Infant and Junior Schools stand in relation to the number of schools in Hillingdon that are now academies. Mrs Lloyd advised that in the primary sector, there are still more schools that are not academies. In London as a whole only 9% of schools are academies. However, in the north of England, 85% of schools are academies although this may be a reflection of the high number of smaller, rural schools in this part of the country and a difference in standards. - Mrs Lloyd advised that schools can no longer become academies on their own and have to be part of a multi-academy trust. However, it’s important that good schools choose the right partner with the same vision and values as well as the right time to convert, particularly as there is no additional funding. There is a new ruling that a school can leave a multi-academy chain after a year however Dr Bassill emphasised that in reality this would not be that easy as permission would have to be given by the DfE and the school would only be allowed to move to another multi-academy trust. - Mrs Scott asked whether it could be any combination of schools within a trust e.g. a mixture of primary and secondary and Mrs Lloyd confirmed that this is the case although there must be three or more schools in the trust. Some of the 		<i>Both</i>

	<p>larger trusts have 9 – 12 schools in them and chains are not necessarily tied to a particular geographical area with some trusts spread up and down the country. Trusts that cross the country have a tendency to pick up weaker schools. Local trusts are more likely to be made up of schools that know each other.</p> <ul style="list-style-type: none"> - Mr Swan added that academy trusts are not constrained to local authorities either. - Another aspect to consider are the new Regional School Commissioners. There is one for Hillingdon and the Government hopes that within ten years these will replace Ofsted with the idea being that support and challenge comes from within schools. - Academies have very different ways of thinking about children. Mrs Lloyd added that this raises a good question – where is the research that shows that becoming an academy is a good model that works well for schools, pupils and communities. Mrs Evans asked if there are any outstanding academies? Dr Bassill didn't think that there are any outstanding sponsored academies although he thought there are some outstanding converted academies. Dr Bassill added that it's more about a financial agenda. - Mrs Scott asked whether any private schools link with academies and Dr Bassill advised that Merchant Taylors have links with The Harefield Academy. Mr Swan added that links such as this can help with specialist areas which can be difficult to recruit for. - Dr Bassill concluded that this is a fast changing environment with the pressure on schools to become academies increasing. The consensus among Governors was that they should be able to consider any decision rather than be pushed into it. Cllr Simmonds at the local authority has been very clear that it is up to schools and their Governing Bodies to decide whether or not to become an academy and that he will not try to influence their decision at all. 		
7.	<p><u>Infant's School Development Plan</u></p> <p>The Infant's School Development Plan (SDP) had been circulated to Governors prior to the meeting. Mrs Lloyd advised that it has been split into two parts this year, a Thinking School part and an operational part, which will hopefully be clearer. Mr Evans commented that it was very comprehensive and Mr Swan added that it had been very easy to read.</p>		<i>Infant</i>
8.	<p><u>Code of Conduct</u></p> <p>The new Code of Conduct for each Governing Body, based on the National Governors Association template, had been circulated to Governors prior to the meeting.</p> <p><u>Harefield Infant School</u> The Harefield Infant School Governing Body Code of Conduct was ratified by Governors.</p> <p><u>Harefield Junior School</u> The Harefield Junior School Governing Body Code of Conduct was ratified by</p>		<i>Infant</i> <i>Junior</i>

	Governors.		
9.	<p><u>Headteacher's Written Reports</u></p> <p><u>Harefield Infant School</u></p> <p>The Infant School Headteacher's Report was circulated to Governors prior to the meeting. Mrs Lloyd highlighted a number of items from her report.</p> <ul style="list-style-type: none"> - Mrs Sidhu will be leaving at the end of term and Mrs Lloyd wished her well for the future. A new teacher has been recruited for next term. - Miss Cooper received a Transport for London Teacher of the Year award, nominated by the London Borough of Hillingdon's transport officer. - Mrs Lloyd thanked Mrs Leggeat for attending the Inclusion Mark award ceremony and Mrs Leggeat advised that it had been a fascinating occasion. - The school has received the SAPRE Bronze Award in recognition of its work with Philosophy for Children. - The Infant School has been asked to host a Thinking School seminar next February for Headteachers from the South West of England to observe teaching and then hold a question and answer session about how the Infant School have implemented the Thinking School. - Data results for 2014/15 show that the school was just over the Family Fischer Trust targets. The new baseline assessments in Reception and Nursery have been completed and confirm that children are entering the school at a low baseline in language and numeracy. - Year 2 have had a visit from an archaeologist which included a 3D dinosaur show and digging for fossils in sand boxes. This visit was instead of a trip to the Natural History Museum as the school has made the decision not to make any trips into London at the moment although trips to other venues will continue. - The school has been doing work on promoting British values. - The year 2 leavers assembly at the end of last term was lovely and Mrs Lloyd thanked the Friends of Harefield Infants for the gifts given to year 2 as well as their fundraising efforts including the firework display. <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> - Mrs Leggeat commented how nice it had been to see Infant School artwork on display recently in Uxbridge Shopping Centre. - Mrs Lloyd invited Governors to the Infant School Dressing the Tree and Christmas Productions, highlighting the mince pies after the morning performance of Reception's nativity on 16th December. Mrs Edwards will email the dates to Governors. - Mrs Lloyd informed Governors that the appendix to the Headteacher's report relates to data that she has filed separately for Governors to review if they so wish as certain data can't be downloaded. <p><i>2014-15 Staff Absence Report</i></p> <p>The 2014-15 Staff Absence Report was circulated to Governors prior to the meeting. Some adjustments need to be made to the Bradford Score calculations and Mrs Lloyd will circulate an amended report. The report sets out how all absences have been managed and followed through. Governors will be given the opportunity to look at this periodically.</p>		<i>Infant</i>

	<p><u>Harefield Junior School</u></p> <p>The Junior School Headteacher's Report was circulated to Governors prior to the meeting. Mr Dodd highlighted a number of items from his report.</p> <ul style="list-style-type: none"> - A teacher will be leaving the school at Easter and a teaching assistant will be leaving at the end of this term. - Brunel University was recently graded as outstanding and the university has thanked the school for its contribution towards this with its support for their students. Ms Holland has also been running art workshops for some Brunel student teachers. - The Well Being Group has introduced a new staff reward system called the Jane Bond Initiative where each month an anonymised member of staff becomes Jane and elects another staff member for the award in recognition of their hard work. Miss Brooks and Mrs Kencroft were recently nominated for the award. - Pupil numbers have slightly increased with a 2% increase in Traveller pupils. - Details about the school's financial position can be found in the recent Finance Sub-committee meeting minutes but the school is currently financially secure in the short and medium term. - Mr Dodd thanked the Friends of Harefield Junior School for organising the firework night and thanked Mrs Scott for her support with this event. - Attendance for 2014-15 was 96.1%. Class 5E won the most attendance competitions last year. - Assessment is a challenge for schools and the school has adopted a new system based on the new national curriculum. The Curriculum Sub-committee looked at the new SATS papers and Governors concluded that they have become harder. The school is carrying out lots of moderating. - A lot of prizes were given out to pupils at the end of the summer term including awards for attendance and some awards sponsored by Governors. - The School Improvement Partner, Jill Forbes, visited the school on 2nd October. - This year's SATS results were very strong and the school was pleased with the progress pupils had made. - The Road Safety Team came into school to work with Year 6 on a Bikeability course. - Year 6 recently went on a half day visit to Harefield Hospital which was an amazing experience for them and included learning about the history of the hospital and how doctors operate on hearts. - Elections for the school council and house captains have taken place. - The number of clubs run by the school has increased, some are free and some are fee paying. - The Friends of Harefield Junior School are a very proactive group and very generous. Mrs Leggeat resigned as Chair at the end of the summer term and Mrs Walker has been elected as the new Chair. Mr Dodd thanked Mrs Leggeat for her support. - The year 6 production of Grease at the end of the summer term was a fantastic event with great feedback from the year 6 parents. - Mr Dodd thanked all Governors that have visited the school over the last term and invited them to Christmas productions in December. - The appendices to the report include a review of the 2014/15 School 		<i>Junior</i>
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	<p>Improvement Plan which is also regularly reviewed at Sub-committee meetings and the School Improvement Partner's termly report.</p> <ul style="list-style-type: none"> - The 2015 Harefield Junior School FFT Governor Dashboard shows improvements for level 5s. - Hot school lunches will start on 7th December. Changes have been made to lunchtimes and Ms Palmer is working with Taylor Shaw to ensure that the finance side of the arrangement run smoothly. <p><i>Governor Comments</i></p> <ul style="list-style-type: none"> - Mrs Scott asked if many parents had signed up for hot meals adding that she would expect the take up to be slow to start with although it should be successful for Free School Meals pupils. If parents sign up for Free School Meals in the Junior School, Mrs Lloyd hopes that any younger siblings will be picked up for the Infant School as there is no incentive for Infant pupils and the school is 8% down on its Free School Meal numbers. Free School Meals are funded out of Pupil Premium funding which has to be ring fenced. - Mr Swan raised the issue of clubs being cancelled, sometimes at short notice, and Mr Dodd explained that this is not always under the schools control. <p><u>Headteacher's Questions</u></p> <p>Mrs Leggeat raised concerns she has about bullying in the Junior School and the impact this is having on the pupils and families concerned including arguments in the playground, incidents being reported to the police, and absenteeism from stress or pupils leaving the school. She asked about what action is being taken to keep children safe when they are in school and raised concerns that not enough sanctions are given to pupils involved in bullying e.g. detention. Mr Swan asked a related question concerning the number of incidents of bullying recorded this term in both the Infant and Junior Schools and whether there were any trends or patterns.</p> <ul style="list-style-type: none"> - Mr Dodd clarified recent events for Governors. He agreed that a recent incident in the playground had been awful to witness and informed Governors that it had arisen following a previous argument between the parties concerned that had taken place off school premises. Following this argument both parties had made complaints against each other to Mr Dodd. Mr Dodd and another member of staff conducted interviews, took statements and the matter was reported to the police who came to school, took details and advised that they would look into it. - Mr Dodd informed Governors that he had been on duty in the playground when the second incident occurred and that he had approached the parties concerned and informed them that their behaviour was not acceptable. The police were called again, they came into school and interviewed the parties concerned, including the children with Mr Dodd in attendance, and informed the school that they would monitor the situation. Mrs Hooson-Jones advised that staff brought pupils into school as soon as they were aware that an incident was occurring in the playground and that Mr Dodd visited classes afterwards to reassure children. - Previous to this incident, Mr Dodd had been meeting with the pupils from the parties concerned every day for two weeks. Further to these incidents one of the parties concerned has made the decision to remove their child from the 		<i>Junior</i>
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	<p>Junior School but they have thanked Mr Dodd for his support. Mr Dodd advised Governors that the incidents had not started from an alleged incident of bullying.</p> <ul style="list-style-type: none"> - Mr Dodd advised Governors that a recent allegation of bullying was dealt with by the pupil's teacher and the parent concerned has since informed Mr Dodd that they are happy with the outcome. - Mr Dodd advised that his termly Headteacher's Report to Governors includes the number of reported incidents of bullying but these are reported a term behind. - With reference to a pupil suffering from stress due to an allegation of bullying, Mr Dodd advised that he has taken extensive notes from the parties concerned as well as witnesses who did not confirm this allegation. As the parent was unhappy with this outcome they will no longer permit Mr Dodd to interview the pupil and have informed staff that their child will be absent from school with stress. The school are waiting for confirmation of this with a medical note. <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> - Mrs Lloyd highlighted to Governors the difficulties involved in having to manage situations that occur from outside incidents and gave credit to Mr Dodd for trying to calm down a volatile situation. Mrs Lloyd has been advised by police in the past that it is not a Headteacher's job to deal with angry situations. Mrs Lloyd suggested setting up a working group to look at what support can be given in these situations and whether there are any mechanisms that can be set up to manage them. - Mrs Evans questioned whether parents that do not behave appropriately should be banned from the playground but Mr Dodd advised that the police don't recommend this course of action. - Mrs Leggeat asked whether Mr Dodd agreed that there is a bullying problem in school but Mr Dodd disagreed adding that every issue is tackled to the best of the school's ability within a challenging community. In terms of outcomes, parental feedback from school reports and pupil surveys does not mention concerns with bullying and external inspectors have commented on the school's outstanding behaviour management. Although behaviour can sometimes be challenging, behaviour plans and health & safety plans are put in place to manage this. - Mrs Leggeat advised Governors that she has only heard of issues with bullying this term. - Mr Swan suggested that the Anti-bullying Policy should be put onto the Junior School's website and suggested that it may be time for both schools to review their policies. He felt that the Infant School Anti-bullying Policy sets out a structured approach about the procedures to follow but felt that the Junior School does not have the same clarity. Although bullying is covered in the Junior School's Behaviour Policy Mr Swan suggested two separate policies with clear guidance. - Governors agreed that the best strategy to take things forward would be to review the anti-bullying policies through the Inclusion Sub-committee in order to make them consistent with each other. Governors also noted that the Headteacher's Report does not give a comparative view of the number of reported bullying incidents and Governors suggested that this could be a bi- 		
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	<p>annual agenda item, possibly through the Inclusion Sub-committee which already looks at behaviour and the impact this has on children’s learning. Mr Dodd agreed that it is important that Governors take this strategic role.</p> <ul style="list-style-type: none"> - Mr Evans confirmed with Mrs Leggeat and Mr Swan that their questions had been answered and in response Mrs Leggeat added that as a Governor she will continue to challenge. - Mr Niranjan advised that he had recently experienced unacceptable behaviour from a parent and suggested that some parents need guidance in this area although the schools can only educate the children. Governors discussed the difficulties the schools face in trying to balance unacceptable behaviour whilst dissipating situations if they arise. The health and safety of staff has to be taken into consideration by Governors. - Mrs Soanes commented that there is a Code of Conduct for Governors to follow and expectations relating to behaviour for children and staff to follow. There is the home-school agreement but she asked whether there should be something else for parents to follow? Mrs Evans questioned what sanctions could be put in place though and Dr Bassill added that the Governing Body would need to take advice as to what it could do in terms of behaviour. Mrs Lloyd stressed that racist incidents are a crime and are not tolerated by either schools. <p>Mrs Soanes highlighted that there has been a lot of discussion about writing across the curriculum for Infant School pupils including in subjects such as science, history and geography. She asked whether this would always be factual?</p> <ul style="list-style-type: none"> - Mrs Lloyd advised that children would also be doing imaginative writing across the curriculum in order to develop their writing beyond the skills they will now be assessed in. Writing will continue to be given the same emphasis as it has been in the past. - Mrs Moss and Miss Churchill will be attending a Talk for Writing course to support this strategy. <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> - Mrs Soanes asked whether Mrs Lloyd was happy with the changes to the assessment of writing and Mrs Lloyd advised that she is disappointed although the school has become very skilled at moderating writing which will continue. Mrs Lloyd added that the focus on spelling and grammar at KS1 is very narrow. 		<i>Infant</i>
10.	<p><u>Inspections/Assessments</u></p> <p><u>Infant School</u> <i>Moderation of Writing</i> The school has moderated writing as a whole staff and two year 2 teachers have attended local authority training related to the new points system. Miss Cooper will be running this training for all staff in school. <i>SAPERE Philosophy for Children Award</i> The school has received the Bronze Philosophy for Children Award.</p> <p><u>Junior School</u> <i>School Travel Plan Award</i> The school was recently awarded the Gold accreditation for its School Travel Plan.</p>		<i>Infant</i> <i>Junior</i>

	<p><i>School Improvement Partner</i> The Headteacher's report includes the latest report from Jill Forbes, the School Improvement Partner. Ms Forbes advised that the school is well placed to achieve outstanding in the event of an Ofsted inspection.</p> <p><i>Junior School NACE Re-accreditation</i> The Junior School's NACE (National Association for Able Children in Education) accreditation assessment is due tomorrow. The Junior School is hoping to achieve its third accreditation and is the only school in the London Borough of Hillingdon to do so. This is so rare that NACE don't yet have a criteria for a fourth accreditation. The focus will be on excellence in teaching and learning for More Able, Gifted and Talented pupils.</p>		
11.	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> - Mr Hewett and Mr Stewart will be attending Introduction to Governance training. - Mrs Lloyd and Mrs Boden have recently attended Prevent training. - Mrs Boden and Mrs Moss have attended a Safeguarding Children training course. - A RAISEonline session for Curriculum Governors has been arranged with Mr Dodd in December. Other Governors are welcome to attend. - Mrs Lloyd will be attending a Mastery Across the Curriculum training course in January. - Mrs Lloyd will arrange a Mastery in Maths session in the Infant School after Christmas. <p><u>School Visits</u></p> <ul style="list-style-type: none"> - Mr Henderson attended the Infant School harvest assembly. - Mr and Mrs Evans met with the Junior School SENCO, Trish Fox, prior to the NACE assessment visit. - Governors were invited to both the Infant School and Junior School Christmas productions in December. 		<i>Both</i>
12.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Curriculum Sub-committee Terms of Reference</u> The Terms of Reference were reviewed by Curriculum Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the Terms of Reference.</p> <p><u>Inclusion Sub-committee Terms of Reference</u> The Terms of Reference were reviewed by Inclusion Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the Terms of Reference.</p> <p><u>Junior School</u> <u>Assessment Policy</u> This policy had been reviewed by Curriculum Governors and circulated to</p>		<p><i>Both</i></p> <p><i>Junior</i></p>

	<p>Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Computing Policy</i> This policy had been reviewed by Curriculum Governors, incorporating amendments from Mrs Evans, and circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>English Policy</i> This policy had been reviewed by Curriculum Governors and circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Single Equalities Policy</i> This policy had been reviewed by Inclusion Governors, incorporating amendments from Mrs Evans, and circulated to Governors prior to the FGB meeting. The Governors agreed to ratify this policy.</p> <p><i>Teaching & Learning Policy</i> This policy had been reviewed by Curriculum Governors, incorporating amendments from Mrs Soanes, and circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Transition Policy</i> This policy had been reviewed by Inclusion Governors, incorporating one additional amendment from Mrs Boden, and circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Data Protection Policy</i> Mr Dodd advised Governors of a small change to the recently ratified Data Protection Policy. On page four of the policy written requests will be provided within 20 days rather than 40 days. Dr Bassill added that the policy should state 20 working days. Governors agreed to ratify this change to the policy.</p>		
13.	<p><u>Record of Notifiable Accidents</u></p> <p><u>Infant School</u> There have been no notifiable accidents recorded in the Infant School since the last meeting.</p> <p><u>Junior School</u> There have been no notifiable accidents recorded in the Junior School since the last meeting.</p> <p><u>Health & Safety</u></p> <p><u>Junior School</u></p> <ul style="list-style-type: none"> - A fire drill has been held this term. - Various works have been completed including addressing problems with the boys' toilet, the lightning conductor and water fountains. 		<p><i>Infant</i></p> <p><i>Junior</i></p> <p><i>Junior</i></p>

14.	<p><u>A.O.B</u></p> <p>Mr Dodd informed Governors that there will a practise of the lock-down procedure within the next couple of weeks. The school will notify children and parents in advance.</p>		<i>Junior</i>
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 4th February 2016, 7.15pm, Harefield Junior School.</p>		

Signature _____
(Chair of Governors)

Date _____