

	<p>Ongoing.</p> <p><u>- Item 3 – Junior School Headteacher</u></p> <p>Mr Evans confirmed that since the last Governing Body Meeting the proposals for Mrs Lloyd to be appointed as Executive Head of both schools are progressing. Letters have been sent out informing parents that this will take effect from September 2016, with Mrs Lloyd being appointed as Executive Head, with Mrs J Moss being Head of School in the Infant School and Ms K Ryan will be the Head of School in the Junior School. Both will report directly to Mrs Lloyd. Mr Evans added that he and Mrs Lloyd have met with Bob Charlton from the Schools HR Co-operative to outline a job description. As a result of this meeting Mr Evans will produce a consultation document in both schools. Mrs Lloyd added that she has been and will continue to meet with all staff on a one to one basis to discuss the staff structure going forward. Mrs Lloyd said so far the meetings have been very positive. Mrs Scott added that she has received some positive feedback from staff regarding the new structure. Mrs Lloyd confirmed that she has arranged a training event for all staff on the 5th September with all staff and governors attending in the morning, the mornings training will focus on Vision and values. The afternoon session will be for teaching staff and teaching assistants, this will be based on children and learning.</p> <p><u>Item 4 – Premises Sub Committee</u></p> <p>1. <u>Shade for the Junior School Playground.</u></p> <p>Mrs Lloyd confirmed that parasols have been ordered and she will follow this up with Mr Leach the site manager.</p> <p>2. <u>School House</u></p> <p>Mr Evans confirmed that the Governing Body are still waiting for and actively chasing the Local Authority for permission to let the School House. Action Ongoing.</p> <p><u>Item 4 Finance Sub Committee</u></p> <p>Mrs Evans had previously asked for a breakdown of monies that had been received in by staff insurance payments for both schools and where they show up on the schools finance reports. Mrs Lloyd confirmed that when the insurance monies are received back it is applied in the cost centre for staff. Mr Dodd confirmed that the Junior school has received £13,000 in insurance monies paid and has paid out just over £10,000 of this on replacement staff. Action Closed.</p> <p><u>Item 4 – School Caterers</u></p> <p>Mrs Lloyd explained that Taylor Shaw who the Schools have the catering contract with; have recently wanted to increase the prices that the school pays at very short notice to £2.20. Mr Evans stated that the school has asked the Local Authority Legal Team for advice on this matter. Action Ongoing.</p> <p><u>Item 10</u></p> <p>It was previously discussed that maybe a Governor from Harefield Governing Body could join the Harefield Academy Governing Body. Mrs Lloyd confirmed that she will consider this and perhaps it would more relevant for the Junior School, this would provide good cross phase monitoring.</p>	BL	
3.	<p><u>Sub-committee Reports</u></p> <p>The Minutes from the Curriculum Sub Committee meeting were circulated to</p>		

Governors prior to the full Governing Body Meeting. Mrs Evans summarised the following:

Junior School

The SATS results have not yet been received by the Junior School so Governors were not able to discuss this. There are concerns however as the levels have changed and there is no national data for the school to compare with.

- The Junior School is fully staffed, which is very positive.
- Decisions regarding staff and what classes they will teach next term are ongoing.
- Pupil's school reports will be issued soon.
- Assessments are all OK
- Pupil progress tables for the whole school were circulated to Governors and these were broken down into year groups. The expected progress for the year for each pupil is 1.50 points. Mr Dodd stated that the progress data is put together three times a year, at the beginning, mid and end of year. The table showed Spring term progress in Maths, Reading, Writing and SPAG. It detailed class numbers, gender and broke down the Pupil Premium, Non Pupil Premium, SEND, More Able and English as an additional language children and showed where their progress is.

Infant School

Mrs Lloyd circulated to Governors an Invalidated Academic Achievement report and this stated that the Infant School had been chosen to complete the early mathematics paper which have since been marked and returned to the school. This year the school is using the Interim Framework that the DfE have asked all schools to use. The assessment criteria are:

- working towards the expected level – nearer to the old level 1/2C
- The Expected Level - nearer to the old level 2B/A
- Working within greater depth - Level 2A/3

The tests are much harder; however the year 2 team and Ms Cooper are to be praised for their organisation of the assessments and how they were administered. The Year 2 team have moderated in school and with five other schools over this academic year. Mr Law is a trained Local Authority Moderator and has also supported year 2 judgements. The results were shown to Governors and Mrs Lloyd stated that we do not have the National Data so are unsure as to how well we have done as a school nationally. Because the curriculum is different and the assessment process is also different it has also been difficult to compare these results to last year's SATS results as you are not comparing like for like. As a school we are aiming to get as many children who are capable of achieving a good level of development and beyond to those levels with consideration given to those children who still make good progress within their learning styles.

Mrs Scott attended the 'Understanding Primary School Data' course on 23rd May. As a result of this the trainer stated that Ofsted feel that all Governors should understand Tracking and Assessment Data and Inspectors make a point of questioning as many Governors as possible. Mr Dodd & Mrs Lloyd answered the questions below.

Q1. What system do you use in school?

Mr Dodd confirmed that The Junior School uses the Classroom Monitor System and Rising Stars.

<p><i>Mrs Lloyd confirmed that the Infant School uses the Classroom Monitor System.</i></p> <p>Q2, How can you be assured that all children are making appropriate progress against the end of year expectations?</p> <p><i>Mr Dodd referred to the pupil progress tables.</i></p> <p><i>Mrs Lloyd confirmed that pupil's progress is measured from their workbooks lesson observations, learning walks and external validation.</i></p> <p>Q3, In this first year of life without levels how can you be assured the teachers have the right expectations for the progress of children against the end of year expectations?</p> <p><i>Both Mr Dodd and Mrs Lloyd said it is difficult as with the new curriculum there is no national data to compare against.</i></p> <p><i>Mrs Lloyd commented further that they have recently moderated with other schools to see where the children are in comparison and they are happy with the pupil's progress. Mrs Lloyd also added that targets are set using Fischer Family Trust and pupils should be at their target at the end of each year and Mrs Boden commented that classroom observations and seeing children's books and the work produced is very informative in tracking progress as well.</i></p> <p>Mrs Evans continued to summarise the Curriculum minutes in particular pupil premium, the minutes confirmed that.</p> <p><u>Infant School</u></p> <p>Mrs Lloyd stated that parents need to apply for pupil premium, however with the universal hot meals for infant school children parents may not necessarily be applying as their child will get a free hot lunch anyway. The Infant School Pupil Premium funding gets used towards various things for the children including contributing to the learning mentor salary, Breakfast Club and Art Therapy.</p> <p><u>Junior School</u></p> <p>Mr Dodd presented Governors with the Junior School Pupil Premium Grant report that will be used in the Headteachers report for Governors and details where Pupil Premium Funding is spent within the school.</p> <p><u>Governor Discussion</u></p> <p>Governors discussed that recently a parent had queried where their child's pupil premium money is spent. Governors discussed that the monies are not ring fenced per child and are put into a fund and used where needed for the pupils. Mrs Evans asked how the schools determine whether the interventions used, help the pupil premium improve their attainment, a report to show this would be helpful.</p> <p>Mr Evans stated that perhaps it would be a good idea to have a named person a staff member to champion Pupil Premium. Mrs Lloyd confirmed that she would ask a staff member.</p> <p><u>Inclusion Sub Committee</u></p> <p>The Minutes from the Inclusion Sub Committee meeting were circulated to Governors prior to the full Governing Body Meeting. Mrs Boden highlighted the following from the Inclusion Minutes:</p> <p><u>Transition</u></p> <p>Junior School</p>	<p>BL</p>	
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	<p>The Infant Children together with Mrs Boden have visited the Junior School and they will have an exchange day soon on 6th July 2016 where the current Year 2 children will spend the morning in the Junior School. In addition the current Year 6 children have visited their secondary schools. Mr Dodd added that the transition with Academy is working well. There have been lots of visits/communications regarding transition for all pupils all of which has been very positive.</p> <p><u>Infant School</u></p> <p>Mrs Boden stated that she had visited the Junior School with all of the Year 2 children. Year 2 teachers will meet with Year 3 teachers and the infant school Inclusion team will meet with the Junior School SENCO and welfare, to transfer the information on the Year 2 children. Throughout the Summer Holidays the children's centre will run a weekly transition programme for children starting nursery. All transition meetings for parents have been set and confirmation of the transition meetings has been included on the school newsletter for parents/carers. Mrs Evans asked if Governors were needed at the Transition meetings. Mrs Boden said that it would be very good to have a Governor there also to raise awareness of the Governing Body and what they do.</p> <p>Mrs Boden asked if any Governors had any questions regarding the minutes, there were no questions.</p> <p>Mrs Boden asked Mrs O'Donnell to add Miss K Frost to the Inclusion Sub Committee and include her in any correspondence and future meetings.</p>	KO	
4.	<p><u>Children's Centre</u></p> <p>The Children's Centre Governor report was circulated to Governors prior to the Full Governing Body meeting. Ms Stanton summarised the report which confirmed the following:</p> <p><u>Activities and Programme Update for the Summer Term</u></p> <p>In addition to the regular stay and plays, Respite Crèche, Child Health Clinic, Midwifery, Getting Ready for Food Workshops and Counselling the Centre has delivered:</p> <ul style="list-style-type: none"> • One 10 week MEND Programme • One eight week Attention Hillingdon Course • Two five week Baby Massage Courses • One Early Bird Course • One six week Ante-natal programme • Little Seedlings Gardening hour • One Parenting Workshop 'Getting your Child to Listen' • One two day Safe Child, Well Child Workshop <p>The Children's Centre has also taken over the patch of garden outside the nursery entrance. This has been cleared by a childcare worker with the help of some families coming to 'Little Seedlings Gardening Hour' and is almost prepared for planting vegetables and flowers.</p> <p>The Early Years Team has also developed improved Home Learning Leaflets for families; developed booklets on Open Ended Play ideas for families; implemented</p>		<i>Infant</i>

<p>the Nursery Club Challenge in Toddle Time. Following the success and popularity of the Nursery Club Challenge the Centre has developed similar scheme which has been implemented in Baby Group. This supports our evidence of parents taken on board the importance home learning and the way in which this can support their child’s development. Going forward the Centre will also be implementing an improved method of tracking children’s over a period of time. This will predominantly be used for children attending respite crèche or specific children identified by the Centre Team.</p> <p>Having been observed by the Inclusion Team the Centre is applying to be an Attention Hillingdon ‘Champion Setting’, which recognises the quality of practice of the practitioners.</p> <p><u>Summer Holiday Timetable</u> Over the summer holidays the Children’s Centre is trialling a couple of new projects. These are both national schemes. The first is a four week ‘Scootercise’ programme and the second is an early years orienteering scheme called X-plorer which we are delivering on the Village Green and as a group of Locality Children’s Centres in Ruislip Woods.</p> <p>Along with the stay and plays we will also be delivering a five week Transition to Nursery Programme and a four week Transition to Reception programme in conjunction with the Infant School.</p> <p><u>Staffing Update</u> Following the previous report the Children’s Centre has yet to recruit an administrator. We have shortlisted and plan to interview shortly. The plan to increase one childcare worker’s hours came into effect as of Monday 6th June.</p> <p><u>Budget Update</u> Following the circulation of the proposed spend of the Locality Budget the Centre has since received formal approval of this.</p> <p><u>ICT Update</u> The Children’s Centres across the Borough are moving over to join Corporate ICT, which will result in Centres no longer accessing Microsoft packages and moving over to Google docs. All PCs will be replaced and eventually lap tops. Mrs Lloyd stated that LGFL the system that the school uses has blocked google so she needs to contact LGFL to rectify this.</p> <p>Mrs Stanton also confirmed that the Children’s Centre roof has started leaking again; in a different location to last time and that the site manager is currently looking at this. Mrs Lloyd asked if the Children’s Centre has had their Service Level Agreements yet from the Local Authority, Ms Stanton confirmed that they have not as yet. Mrs Lloyd stated that they need to ensure who is responsible for fixing the roof and the SLA’s hopefully will confirm this and she will contact the Local Authority for clarification.</p>	<p>BL</p> <p>BL</p>	
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5.	<p><u>Finance</u></p> <p><u>Infant School</u> The schools CFR Budget Report has been approved by the local authority.</p> <p><u>Junior School</u> The schools CFR Budget Report has been approved by the local authority.</p>		<p><i>Infant</i></p> <p><i>Junior</i></p>
6.	<p><u>Headteachers Written Report</u></p> <p><u>Junior School</u> Mr Dodd's written report was circulated to Governors prior to the Full Governing Body Meeting. Mr Dodd started by saying what a success the Year 6 school journey was and thanked everyone involved. Mr Dodd then summarised from his report;</p> <p><u>Continued Professional Development</u> The school has continued to follow the CPD programme identified at the start of the academic year. Miss Lyndsey has become a qualified HLTA so many congratulations to her. The whole school had coaching INSET from Neil Suggett, CBE. There has also been focused middle leader training – that started in September. We have also had staff meetings dedicated to moderating work. Our three NQTs are also on a specific programme of support and are being mentored by Miss Mayling, Ms Ryan and Mr Dodd respectively. They are all on track to successfully complete their NQT year.</p> <p><u>Pupil Numbers</u> The school's pupil numbers have seen a slight dip – of 6 pupils - this year. The school has a relatively large traveller community of 5.33% and a relatively low, but increasing, number of English as an Additional Language (EAL) students – especially when compared to other London Boroughs.</p> <p><u>Premises</u> The playground has new basketball posts fitted and these were selected by the School Council. These were financed by the Friends. The playground has also just been relined. The school hopes to open ANZAC Alley – historical photos then and now – on the stairwell leading to the library. There will also be a ceramic poppy from the Tower of London donated by our cleaner, Mrs Bennett. We hope to official open this on Friday 15th July with a visit from the Worshipful the Mayor of Hillingdon</p> <p><u>Attendance</u> Mr Dodd provided Governors with attendance figures from September 2015-April 2016.</p> <p><u>Performance and Standards</u> -School Improvement Partner Visit The last School Improvement visit was in February and the school was still judged as Outstanding then. -The Key Stage 2 Tests</p>		<p><i>Junior</i></p>

<p>Governors have seen examples of the new KS2 tests and understand that the tests are considerably harder than in previous years. It is quite difficult to know the impact this will have on our results. Early indications suggest that our results will be lower than last year. Governors are also aware that the Curriculum Committee has already set new targets which were considered challenging for the group. The school should get the results of the SATs tests on Monday 4th July.</p> <p><u>-Data</u> The Curriculum Committee was presented with the full data for the school and the necessary breakdowns. Year 5 next year will be a challenge and this year group will need a boost to ensure they reach the expected Harefield standard. Please read the Curriculum minutes for these.</p> <p>- SEND At present Harefield Junior School has 57 children on the Special Needs Register broken down into the following groups:</p> <ul style="list-style-type: none"> • Statements 11 (decrease of 1 from last term) • SEN 47 <p>IEPs for SEN children have been updated and are held by the SENCO. These will be given to parents at parents evening.</p> <p>-Interventions: School has introduced Wordblaze for year 3 children with spelling difficulties.</p> <p>-Speech and Language: The SENCo and Speech and Language therapist met early in the term to set properties and discuss referrals. The S&L therapists attended a year 3 review.</p> <p>-Educational Psychology: EP service has explained their new working model to the SENCo.</p> <p>-Occupational Therapy: The Occupational Therapist and the SENCo have met this term to update advice for a statemented child in school. The OT also updated a number of children on her caseload. This was initiated by OT service.</p> <p>-G&T: ICPs are updated. Book scrutinies show good levels of challenge in literacy and highlight some classes where investigations need to be included. Booster groups are running for G&T pupils across year groups.</p> <p>-Transition: Year 2 transition visits are now taking place and transition within year groups are schedule for early July. The SENCo will raise children who need extra support with transition during the last weeks of term.</p> <p>- Behaviour At present we have three children who have a behaviour plan and a health and safety plan. We have also had a visit from Jan Sergeant of Behaviour Support in regard to some of these cases. One child is on a reduced timetable and was expecting to go to a specialist school in the new term.</p> <p><u>Governor Questions</u> There were no questions from Governors.</p> <p><u>Infant School</u> Mrs Lloyd's written report was circulated to Governors prior to the Full Governing Body Meeting. Mrs Lloyd confirmed the following to Governors from her written report:</p> <p><u>School numbers</u></p>		<p><i>Infant</i></p>
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<p>Mrs Lloyd confirmed that there are 58 Children in nursery, 86 in Reception, 72 in Year 1 and 76 in Year 2, 2% of the pupils are on an Educational Healthcare Plan, SEN pupils 19% and Pupil Premium 11%.</p> <p><u>Safeguarding</u> Percentage of children with Child Protection Plans 6% Percentage of children deemed Child in Need - 12% Percentage of children with a team around the Family 4% Percentage of children who are being monitored 20% Percentage of referrals made by the school over the last academic year 20% - not all progressed onto plans.</p> <p>Authorised absence 95 % Unauthorised absence 5% Persistent absence - 11% - Dr Bassill questioned what was being done in regards to persistent absence. Mrs Lloyd added that all the families are being worked with and the participation officer has stressed to families the importance of regular school attendance. Some families have been fined.</p> <p><u>Racial incidents</u> There have been no racial incidents reported this term.</p> <p><u>Staffing for the academic year 2016/17</u> The Leadership Structure of the Infant School will be different in the academic year 2016/17. A staff list is included in the report presented to Governors. Mrs Lloyd added that the school is fully staffed.</p> <p><u>Academic Achievement</u> Mrs Lloyd explained that the Infant School were chosen to complete the early maths paper and the papers have been returned to the school. This year the school has been using the interim framework that the DfES have asked all schools to use. The assessment criteria is – Working towards the expected level - nearer to the old level 1/2C The expected level – nearer to the old level 2B/A Working within greater depth – level 2A / 3 Mrs Lloyd confirmed that the tests are much harder; however the year 2 team are to be praised for their organisation of the assessments and how they were administered. The Year 2 team have moderated in school and with five other schools over this academic year</p> <p><u>Year 1 Phonics Tests</u> Mrs Lloyd explained that the school have dis- applied 8 children this year, they have special needs. Also due to higher level of special needs in year 1 (25%) we are expecting our results to be below national averages.</p> <p><u>Foundation stage Data</u> Mrs Lloyds confirmed that the school was moderated this year, and 8 children were moved up a grade which puts the school in line with national average. The moderation showed that the children came in at a low baseline in literacy and maths so the progress they have made is very good. Mrs Lloyd added that the school is working closely with the children's centre to improve the children's speech and language skills on entry to school.</p> <p><u>PSHE</u> Mrs Lloyd stated that the school has bought into a new scheme called Jigsaw. Mrs</p>		
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	<p>Lloyd added that philosophy has enabled us to work with the children on thinking about strong moral and spiritual aspects of life and the thinking tools have enabled the children to apply their thinking at a deeper level to their learning. And the staff felt that the emotional aspects of development and resilience needed further attention and Jigsaw will give the children this. It is a mindful approach to development and fits well with the other two approaches to learning. Mrs Lloyd added that the scheme will also go on through the Junior School and it is an exciting new project.</p> <p><u>Supporting British Values</u> The School recently celebrated the queens 90th birthday with a ‘street party’ in the playground.</p> <p><u>Economic Skills</u> Mrs Moss explained that the school have recently teamed up with Virgin Money to take part in project called the fiver challenge. The school was awarded £250 and the challenge is to use the money to create something that can be sold and a profit made. The children have decided to create a recipe book and they have carried out market research in the playground by asking parents to complete their short questionnaire to ascertain how much people would pay for a recipe book. The project will be completed by the end of term.</p> <p><u>Art Therapy</u> Mrs Lloyd confirmed to Governors that the School has a new art therapist who is currently working with three pupils, she will also as part of transition be working with one pupil in September on entry to the Junior School Mrs Lloyd further stated that the school has a waiting list of pupil’s who need art therapy, when funding comes available we will be putting the children forward.</p> <p>MRs Lloyd confirmed that Schools sports day has been cancelled due to the rain, if they can reschedule they will.</p> <p><u>Governor Questions</u> There were no questions from Governors.</p>		
7.	<p><u>Assessments/Inspections</u></p> <ul style="list-style-type: none"> • Mrs Lloyd confirmed that she would circulation the Infant School moderation. • Governor Mark Award – All Governors are to inform Mrs O’Donnell when they visit either school, so a record can be kept. • Mrs Lloyd confirmed that she has had interim discussions with the Quality Mark Assessor and the Infant School is on track with this. 		<i>Both</i>
8.	<p><u>Governor Training and School Visits</u></p> <ul style="list-style-type: none"> • Mr & Mrs Evans attended a Governor Refresher course which was provided by the Governor Support Service. • Mrs Scott attended an understanding Primary School data on 23rd May 2016. Mrs Scott also joined the reception classes on their trip to the living rain forest on 24th June 2016. Mrs Scott added that the children were a credit to their school and their teachers with their behaviour and walking 		<i>Both</i>

	around quietly so as to not disturb the animals & birds.		
9.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Positive Handling Policy</u> This Policy was circulated to Governors prior to the Full Governing Body Meeting. Mr Dodd confirmed to Governors that essentially the policy remains unchanged it's just the date that has been changed. Governors agreed this.</p>		<i>junior</i>
10.	<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 has been one notifiable accident recorded in the Junior School last term which has been reported, assessed and signed off.</p>		<i>Both</i> <i>Infant</i> <i>Junior</i>
11.	<p><u>Notice of Election for Chair and Vice-Chair</u></p> <p>Mrs O'Donnell gave notice of the election for Chair of Governors and Vice-chair of Governors to be held at the next FGB meeting in October.</p>		<i>Both</i>
12.	<p><u>2016/2017 Meeting Dates</u></p> <p>Meeting dates were agreed and these are shown below:</p> <p><i>Thursday 6th October 2016 – Junior School</i> <i>Thursday 24th November 2016 – Junior School</i> <i>Thursday 26th January 2017 – Junior School</i> <i>Thursday 16th March 2017 – Infant School</i> <i>Thursday 18th May 2017 – Infant School</i> <i>Thursday 29th June 2017 – Infant School</i></p>		<i>Both</i>
13.	<p><u>AOB</u></p> <p>There was not any other Business.</p> <p><u>Next Meeting</u></p> <p>Thursday 6th October 2016 7:15pm at Harefield Junior School.</p>		<i>Both</i>

Signature _____
(Chair of Governors)

Date _____