

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

Thursday 6th October 2016 at 7:15pm, Harefield Junior School

Chair:	Mr B Evans
Executive Headteacher:	Mrs B Lloyd
Head of School, Junior School:	Ms K Ryan
Head of School, Infant School:	Mrs J Moss

Governors Present:

Dr P Bassill	Mrs L Boden	Ms F O’Sullivan	Mr S Henderson
Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones	Mrs B Lloyd
Mrs J Moss	Mr S Niranjana	Mrs S Soanes	Ms L Stanton

Clerk: Mrs K O’Donnell

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Ms J Holland, Mrs R Scott and Ms L Stanton. Cllr Higgins did not attend and no apologies were received. Mr Evans welcomed Ms Fiona O’Sullivan to the Infant and Junior Schools Governing Bodies. Mr Evans confirmed that Mr Don Chapman has resigned from the Governing Body after 30 years of service and thanked him for all of his hard work and contribution to Governing Body.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>Governors completed their 2016/17 Declaration of Pecuniary Interest forms.</p>		<i>Both</i>
2.	<p><u>Minutes of FGB Meeting Held on 30th June 2016 – Matters Arising</u></p> <p><u>Governing Body Membership</u> Ms O’Sullivan has joined the Harefield Infant and Harefield Junior Schools Governing Body – Action Closed.</p> <p><u>Strategic Planning</u> Mr Evans confirmed that this was still ongoing. Action Ongoing.</p> <p><u>Defibrillator Training</u> This is being organised by Mrs J Moss and Ms L Stanton. Action Ongoing.</p> <p><u>Item 3 – Junior School Headteacher</u> Mr Evans confirmed that this has been actioned and Mrs Lloyd is now Executive</p>	<p>BE</p> <p>JM & LS</p>	<i>Both</i>

<p>Headteacher of both the Infant and Junior Schools, with Mrs J Moss as Head of School in the Infant School and Ms K Ryan as Head of School in the Junior School. Mr Evans commented that this was progressing well.</p>		<i>Both</i>
<p><u>School House</u> Mr Evans confirmed to Governors that the Local Authority has given permission for the Governing Body to let out the school house on a one year lease with the restriction that it be let to teaching staff. Governors are responsible for the letting of the school house. At present the Local Authority Solicitors are drawing up a lease. Mr Evans confirmed that the Governing Body will have to engage their own legal firm to check over this. Mr Evans asked if Governors are happy to proceed with this. All Governors agreed this. Mr Evans would reply to the Local Authority confirming that the governing body wished to take up the option of leasing the school house and would check whether the condition concerning tenants occupation may be broadened.</p>	BE	
<p><u>School Caterers</u> Mr Evans confirmed that the current school caterers are happy to terminate their contract. At present the Local Authority are checking through contract with new caterers, the current catering contract with Taylor Shaw ends on 21st December 2016. Mr Evans commented that Mrs Tong and Mrs Palmer have worked very hard on this and in addition ensuring that there is no interruption to the continued provision of hot meals to the school. Mrs Evans asked if the school could request from the new caterers that no there is no price increase going forward. Mr Evans confirmed that this is something that Mrs Tong has already worked on this. Action Ongoing.</p>		
<p><u>Harefield Academy Governing Body</u> Harefield Academy are keen to secure links with both the Infant and Junior School and would very much welcome a Governor from Harefield Infant and Junior Schools Governing body to join the Academy. Mrs Lloyd confirmed that she would be interested in this and would liaise with Mrs O’Sullivan.</p>	BL & FO	<i>Junior</i>
<p><u>Sats Results</u> Mr Evans commented that at the last Governing Body Meeting, Mr Dodd had not yet received the Year 6 Sats results and asked Ms Ryan to comment on how they did. Mrs Evans added that the SATS had not as yet been discussed within the Curriculum Sub Committee as they are not due to meet until November. Ms Ryan confirmed that the SATS results were very good and 80% of pupils reaching the expected level in reading, 85% in SPAG and 89% in Maths. Mr Evans asked how the results compared to other schools in the borough, Ms Ryan confirmed that in regards to reading the children achieved 85%, the borough average is 79% and nationally the average was 73%. Writing/SPAG the children achieved 85%, the borough average was 76% and nationally the average was 70%. Maths the children achieved 89%, the borough average was 75% and the national average was 74%. Across all three the result was 69% of children reached the expected level at the end of key stage, across the borough is was 57% and nationally 53%. Mr Evans commented that the results were excellent and on behalf of the Governing Body thanked all of the staff involved for their hard work.</p>		
<p><u>Pupil Premium</u> It was discussed at the previous FGB meeting that each school could have a champion for Pupil Premium. Mrs Lloyd confirmed that in the Infant School this is</p>		<i>Both</i>

	<p>Miss Cooper and in the Junior School the senior management team. Action closed.</p> <p><u>Children’s Centre – ICT</u> The Children’s centre has now moved over to Google docs, and LGFL had previously blocked google. Mrs Lloyd confirmed that google has now been unblocked and the system is working well. Action Closed.</p> <p><u>Children’s Centre – Service Level Agreement (SLA)</u> Mrs Lloyd stated that the Children’s Centre are still awaiting the SLA from the Local Authority, once these are received they will know more as to who is responsible for fixing/replacing the Children’s Centre roof as there are ongoing problems and the roof is still leaking. Mrs Evans questioned where the leak was on the roof, Mrs Lloyd confirmed that they are in different places and added that that Children’s Centre needs a new roof and as the building is of light construction it needs to be specially made and as yet there is no funding for this. Once the SLA’s have been received then they will know more. Mrs Lloyd will follow up with Ms Stanton to find out what is happening with these.</p> <p><u>Virgin Money – Fiver Challenge</u> Mr Evans asked whether the ‘Fiver Challenge’ that the Infant School took part in over the summer term was a success. Mrs Moss explained that the school was awarded £250 by Virgin Money and the challenge was to use the money to create something that can be sold and a profit made. The children decided to create a recipe book and they 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 recipe books were made, sold and a profit of £280 was made – the money is to be used in the redevelopment of the quiet area in the playground. Mr Evans asked if the school would be able to participate in this again. Mrs Moss stated that although it was a success, the project may be more suited to older children.</p>	BL & LS	<i>Infant</i>
3.	<p><u>Election for Chair and Vice-chair of Governors</u></p> <p><u>Chair of Governors</u> Mr Barrie Evans was the only nominee for Chair of Governors for both Governing Bodies and was voted for unanimously by Governors. It was noted that Mrs Evans abstained from the vote due to a conflict of interest.</p> <p><u>Vice Chair of Governors</u> Dr Phil Bassill was the only nominee for Vice-Chair of Governors for both Governing Bodies and was voted for unanimously by Governors.</p>		<i>Both</i>
4.	<p><u>Governing Body Membership</u></p> <p>Mr S Niranjana arrived at 7:55pm.</p> <p><u>Sub-committee Membership</u> The current sub-committee membership list was circulated prior to the meeting for Governors to review. Mrs O’Donnell reminded Governors that they are always able to change their Sub-committee membership if they so wish. Mr Evans went through sub-committee membership. Ms O’Sullivan stated that she would like to join the Curriculum and Personnel Sub Committees; Mrs O’Donnell confirmed that</p>		<i>Both</i>

	<p>she would update the Sub Committee membership details. In addition, Mrs Lloyd asked that Mrs O'Donnell updates the Junior Finance Sub-Committee to include Mrs Lloyd; Mrs O'Donnell confirmed that this would be updated.</p> <p><u>Governor Areas of Responsibility</u> The current list of Governor areas of responsibility was circulated prior to the meeting for Governors to review. Mrs O'Donnell informed Governors that there is currently a vacancy for Data (non curriculum); Mrs S Hooson-Jones confirmed that she would be happy to take on this role, Governors agreed this and Mrs O'Donnell is to update the areas of responsibility.</p> <p><u>Parent Governor Elections</u> Mrs O'Donnell confirmed that Parent Governor nomination letters were sent out for the Junior School and no nominations were received; the Junior School therefore still has two vacancies for Parent Governors. Mrs O'Donnell confirmed that the Infant School also has two vacancies for Parent Governors and nomination letters will be sent out to parents tomorrow 7th October 2016.</p>	<p>KO</p> <p>KO</p> <p>KO</p>	<p><i>Both</i></p> <p><i>Both</i></p>
5.	<p><u>Sub-committee Reports</u></p> <p><u>Junior Finance Sub Committee</u> The minutes of the Junior Finance Sub Committee were circulated to Governors prior to the meeting. Mr Evans summarised the following: The interim structure at the schools with an Executive Headteacher in place have had fiscal improvements in both schools. Governors at the finance sub committee meeting agreed a 1% increment for all teaching staff; this will be backdated to September 2016. All Governors agreed with this. Mr Evans then confirmed that the Junior Schools total funding available for this Financial Year is currently £1,721,521 which includes our revenue balance carry forward for 15/16 of £257,699.</p> <p><u>Infant Finance Sub Committee</u> The minutes of the Infant School Finance Sub Committee were circulated to Governors prior to the meeting. Mr Evans summarised the following: The carry forward is currently forecast to be £51K, which is £35K more than the original budget. This is mainly due to the fact that 50% of the Executive Headteacher's salary is cross charged to the Juniors from September 2016. The finance sub-committee discussed that if a school has less than £50,000 carry forward forecast, then the school is required to report monthly on what they are doing to improve the situation to the Local Authority, Ms Tong confirmed at the meeting that the school does produce a Budget Monitoring Report to the Local Authority on a monthly basis. Mr Evans stated that going forward the school needs to create a buffer so the school does not fall into this category. Ms Tong said pupil numbers have dropped this year so there will be a further cut in next year's budget. Mrs Evans questioned whether the fall in pupil numbers was in one particular year group or across the board. Mrs Lloyd confirmed that this is across the whole school, also nursery numbers are lower, and this could be due to parents needing wrap around care for their children rather than a morning nursery session. In addition, 37 families have been made homeless and they have been moved out of the borough. Mrs Moss</p>		<p><i>Junior</i></p> <p><i>Infant</i></p>

<p>stated that they plan to have an open morning to advertise the school and hope to advertise in nurseries in the surrounding area to promote the Infant School. Mrs Lloyd stated further that they have researched the possibility of providing wrap around care for nursery children and this is not cost effective for the school. Mrs Evans asked whether this may change in 2017 when 30 hours nursery care comes into effect, Mrs Lloyd said that the school is unsure as to whether this will help as the criteria for this is yet to be confirmed and not all families may fit the criteria. There were no further Governor Comments.</p>		
<p><u>Safe keys</u> Mrs Lloyd explained to Governors that she would like both Heads of School to have safe keys, as this will be more practical. All Governors agreed this; both Infant and Junior Schools finance policies will be updated by the schools business managers to reflect this.</p>		<i>Both</i>
<p><u>Personnel Sub Committee</u> The Personnel sub-committee minutes were circulated to Governors prior to the meeting. Mr Evans thanked Ms Ryan for the increase in information she brought to the meeting. Mrs Soanes commented that the external year 6 moderation in the summer term was outstanding. Mr Evans asked how the working day is going now that the Junior school has adopted the soft start to the working day; Ms Ryan stated that this is working very well. Mrs Evans asked if lateness has lateness improved. Ms Ryan confirmed that it has.</p>		<i>Junior</i>
<p>Mr Evans also mentioned Cedars carpark in the village, the local authority has now installed ticket machines and has started to charge for parking, Mrs Lloyd commented that staff are worried about parking as they use the Cedars and under the new charging structure there is a maximum four hour stay. Mr Evans commented that he and Mrs Scott are looking at the current car park in the infant school to see if this can be modified in any way to create more car parking spaces. Mrs Evans asked how many car park spaces are they short off for staff, Mrs Lloyd confirmed that at present four teaching staff are without parking and all TA's park off site. There were no comments regarding Personnel minutes from Governors.</p>		<i>Infant</i>
<p><u>Premises Sub Committee</u> Premises Sub Committee minutes were circulated to Governors prior to the meeting. Mrs Moss informed Governors that a concerned parent had called the school regarding an attempted abduction of two children in the village. Evidently Harefield Academy had issued a notice but the parent was concerned that a similar notification had not been issued by Infant or Junior School. Mrs Lloyd confirmed that this was the first the school had heard about the matter and had contacted the police for further information and to ensure that both schools were notified of incidents in the local area. Mrs Ryan had issued a notice on behalf of the Junior School to address the concerns that had been raised. Mr Evans stated that improving communications is vital for the school and their families. Mr Evans commented that the new staff photo identification cards state Harefield Infant and Junior School and imply that they are one school and not two separate</p>		<i>Both</i>

	<p>schools. In addition to this, Mr Evans commented that the new sign outside the Junior School say Harefield Schools and this needs to clearly show that it is the Junior School and the signs need to be changed to identify that both schools are separate. Mrs Lloyd confirmed that she would check this and change if necessary.</p> <p>Mrs Lloyd informed Governors that the schools neighbours have asked for access in the school, their garden backs on to the school and they are carrying out building works and require access to get a digger and a skip onto their property. Mrs Lloyd added that this has been assessed by the site manager together with Mrs Scott and they have agreed that this can be done during the school holidays. All Governors agreed with this.</p> <p>As noted in the premises sub-committee minutes, Mrs Evans questioned why rooms in Junior School have Keypad locking systems. Ms Ryan confirmed that the locks were in place when she was appointed in the school and the office keypad will be removed, the keypad on the senco room was there due to sensitive information being stored in there, Mrs Evans stated that sensitive information should be kept in a locked cabinet but felt keypad locks on the doors were unnecessary. There were no further comments from Governors regarding Premises minutes.</p>	BL	<i>Juniors</i>
6.	<p><u>Children’s Centre</u></p> <p>The Children’s Centre report was circulated to Governors prior to the meeting. Ms Stanton was unable to attend the meeting. Mrs Lloyd summarised the report and that the Children’s Centre delivered an exciting and busy programme over the summer holiday period which led to 1028 attendances and 336 individual attendees. The programme saw the introduction of two new initiatives, Scootercise and X-plorer. Scootercise was a four week programme for children and adults, and provided an opportunity to exercise, scoot and learn about road safety. X-plorer was delivered at Mad Bess Woods with the Locality Children’s Centres. X-plorer is a British Orienteering initiative specifically developed for the early years (U7’s). Along with the new initiatives, stay and plays the Centre continued with Little Seedlings (developing the gardening area outside the Nursery School entrance) and had held a Fire Engine and Police Fun Day, which as always was well attended.</p> <p>The Children’s Centre also delivered Transition to Nursery and Transition to Reception sessions working, closely with both the Nursery and Reception teachers. These appeared to be well received and the impact will be evidenced towards the end of October. In total 58 children attended these- 19 accessed the Nursery Transition and 25 accessed the Reception Transition. The Transition to Nursery sessions were supported by the Community Nursery Nurse and Family Support Worker, delivering workshops. The Family Support Worker also was able provide ad hoc advice to families around fussy eating and toileting. Mrs Lloyd added a big thank you to all staff that came into work over the summer holidays to help deliver the transition days.</p> <p>The Children’s Centre was applying for Attention Hillingdon ‘Champion Setting’ status, this has now been achieved and the certificate has been received from the Inclusion Team.</p>		<i>Infants</i>

	<p><i>linked to specific aspects of school development such as PE – sports premium two years has been completed and the active mark has been applied for. In addition, Green flag and Eco Award with TFL and Forest School, Nace - Philosophy and thinking school. Also to develop the Making learning Visable project and narrowing the gaps in early years.</i></p> <p><i>-Ms Ryan presented to Governors a report confirming that the school has four teachers receivibg TLR's. One is a temporary TLR. This has been awarded for the active mark. The other three are for school development leaders who are senior leaders at the Junior School. They work on in year school priorities, lead a core subject and lead staff in developing these areas. The report also outlined other duties that they participate in.</i></p> <p><i>Mrs Evans commented that she thought the idea of TLR's was for one year as historically schools have had TLR's on a fixed basis and not project based. Mrs Lloyd confirmed that they are driving school improvements and Mr Evans commented that the TLR's take lead in their areas. Mrs O'Sullivan commented that TLR's carry out key additional duties that are separate from teaching.</i></p>		<p><i>Juniors</i></p>
	<p>3) The children who are now year 6 are of concern both academically and behaviourally. Their academic progression we can monitor in Curriculum but how is their behaviour and what support are the year 6 teachers getting?</p> <p><i>-Ms Ryan confirmed to Governors that the behaviour of the majority of year 6 pupils is very good though at present the Junior School had five year 6 pupils who exhibit extreme behaviour and this at times can make teaching and learning difficult for the teachers and the other children. Ms Ryan also stated that they are working on a new behaviour policy to put in a clear strategies plan in place for behaviour across the school and this has been implemented within the last three weeks. In addition the school has their three most experienced teachers in year 6 who have strategies/experience to deal with behaviour most of the time. Ms Ryan also detailed other actions that the school is making in regards to this which included that the school has made a referral to EIT so that a family support worker can provide support and advice for the family at home. In most cases, these children exhibit the same behaviour at home and the parents find the behaviour difficult to deal with. Dr Bassill asked whether the pupils are boys or girls, Ms Ryan confirmed four are boys and one a girl. Mr Evans asked how the staff are coping; Ms Ryan confirmed that they are coping and that they are encouraging children very well.</i></p>		<p><i>Junior</i></p>
	<p>4) Will the infant school be applying for government funding to teach Shanghai maths? Is there a possibility of their becoming a lead school as they already have experience of teaching using these methods?</p> <p><i>-Mrs Lloyd confirmed that the Shanghai maths has been passed down through a maths hub and at present the Local Authority do not have shanghai maths, the school has expressed an interest in becoming a lead should they adopt it.</i></p>		<p><i>Infant</i></p>
	<p>5) Can you please inform governors of the philosophy and process used in placing children in particular class groups? (why does Emily get placed in class x and Amy get placed in class c).</p> <p><i>-Mrs confirmed to Governors that when children are coming into the nursery the</i></p>		<p><i>Infant</i></p>

<p><i>schools works closely with the children's centre to ensure that the children's needs are met when they start. Sometimes when a child has complex needs we will suggest that the parent chooses the session that has the least number of children to enable is to deploy staff effectively. There is no statutory funding for children with complex needs and when we have applied for funding in the past we have always been turned down. There are however children who start nursery who have never been to the Children's Centre and the ability and mix of children is much harder to determine.</i></p> <p><i>The Infant school started thinking about classes in the spring term by asking staff which year group they would like the following year. This enables us to start planning for September to ensure the staff are trained to the new year group and can meet the needs of the children, Mrs Moss confirmed the factors that they take into account, which include- Is the year group settles and making good progress. Are the mix of children in terms of special needs, behaviour, academic ability, term they were born, pupil premium and friendship groups about right? Have there been a lot of complaints about the class from parent/carers. Have some parent/carers been in fights or disagreement's outside of the school that could cause problems for the children are together. Does feedback from teachers suggest that the class has not gelled. The school looks at teacher skill and personality – some children may need a particular approach and we know our teaching staff well. Mrs Moss then confirmed that once we decide to mix a class it can take up to half a term to get it right. The year groups get together and ask the children to choose two friends. The teachers then meet and look at the range of criteria described. They then create new classes and have discussions with leadership team then the new class teachers. The school then lets the parents know before the end of term. Over the past eight years there have been two children moved after the class lists had been created.</i></p>		
<p>6) Could you produce a table showing the number of children in each year group from 13/14 to 16/17. Can you also offer an explanation of any unexpected figures. (if Y1 had 50 children in 13/14 a figure of 40 in Y2 in 14/15 would be unexpected and worthy of explanation).</p> <p><i>-Ms Ryan provided Governors with a detailed population analysis for each class year by year, and provided pupil numbers for each term from 2012-2016. Ms Ryan also confirmed that numbers were steady in 2012-2013 with five pupils joining throughout the year. Numbers rose in 2013 as the school completed their move from a two to three form entry. The school still had a split year4/5 class at this point. That year 2 children joined year 3 and 1 child year 4 during the academic year. From 2014-15 we had small movement in all year groups leaving and joining. The significant change was six children leaving year six throughout the year. In 2015-16 numbers rose again, as we received a very high intake from the Infant School. With Infant numbers rising we moved fully to a three form entry, no longer using a split year 4/5 class. We ended the year with six less children. These two families relocated representing five of the six children. The Junior school has started the academic year on 299 pupils. The Infant intake this year was 72 compared to last year which was 86. If numbers continue to decline we might have to consider a split class system again in the future for financial stability.</i></p> <p><i>-Mrs Moss confirmed that the pupil intake has fallen and as discussed previously in</i></p>		<p><i>Junior</i></p> <p><i>Infant</i></p>

	<i>the meeting, the Infant School are going to hold an open morning with the aim of promoting the school and hopefully increasing pupil numbers.</i>		
9.	<p><u>Assessments/Inspections</u></p> <p>Mrs Lloyd confirmed that the Infant school has had a pre inspection health check from Iris Cereny (Local Authority). The Mrs Cerney recommended that the school goes for outstanding on the next Ofsted inspection. Mrs Lloyd also added that Mrs Cerney praised Mrs Moss and the Middle teams and commented on how vibrant and enthusiastic the team is. Mrs Lloyd added this was a real credit to the team and thanked them for all of their hard work. Mr Evans added that the Local Authority will send questions through for Governor Training. Mrs Lloyd also thanked Governors for their level of challenge.</p>		<i>Infant</i>
10.	<p><u>Governor Training and School Visits</u></p> <p>Mrs Soanes and Mrs Evans visited the Infant School on 1st July 2016 to observe a Year 1 maths lesson.</p> <p>Mrs S Hooson-Jones signed the Central Register.</p> <p>Mrs Soanes, Mrs Evans, Mr Evans and Dr P Bassill attended an inset training day at Denham Grove on 5th September. All staff Governors were also in attendance.</p> <p>Mr Evans and Mrs Evans attended training on 6th September; the training was for Jigsaw Training - a new PSHE approach being developed in both Schools.</p>		<i>Both</i>
11.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Behaviour Management Policy Harefield Infant and Nursery and Harefield Junior School</u></p> <p>The Behaviour management policy was circulated to Governors prior to the meeting. The policy outlines the procedures in place to manage behaviour. Mrs Boden summarised the procedure for when a child continues to misbehave which includes a hierarchy of staff members, meeting with parents/carers and sanctions. Mrs Boden also confirmed the types of unacceptable behaviour covered. Mrs Boden explained that class teachers are familiar with the hierarchy and therefore know the next stage for help in dealing with any behaviour issues.</p> <p>In relation to the challenging Year 6 children, Mr Evans asked if the Junior School had back up plans should the situation arise where staff were unavailable to provide urgent support (e.g. teaching, courses etc). Ms Ryan confirmed that staff know who to refer to should herself or Mrs Lloyd be unavailable. Mr Evans suggested that if necessary, the Infants might be called upon to help.</p> <p>Mrs Boden confirmed that the behaviour policy applies to all children and for the majority is sufficient. However, there will be some children who have a personal behaviour plans which would have been agreed with the child and parents/carers. All Governors agreed that consistency throughout and adequate sanctions need to be in place. Mr Evans requested that information on behaviour and any sanctions could be provided to the Governing Body on a regular basis with the Inclusion sub committee monitoring. Governors Agreed to ratify this policy.</p>		<i>Both</i>

	<p><u>Infant School Finance Policy</u> The Finance policy was circulated to Governors prior to the meeting. Governors agreed to ratify this policy.</p> <p><u>Junior School Finance Policy</u> The Finance policy was circulated to Governors prior to the meeting. Governors agreed to ratify this policy.</p> <p><u>Safeguarding Children in Education - Child Protection Policy Infant School</u> The policy was circulated to Governors prior to the meeting. Governors agreed to ratify this policy.</p> <p><u>Safeguarding Children in Education - Child Protection Policy Junior School</u> The policy was circulated to Governors prior to the meeting. Governors agreed to ratify this policy.</p> <p><u>Health and Safety Policy – Infant School</u> The Health and Safety Policy was circulated to Governors prior to the meeting. Governors agreed to ratify this policy.</p> <p><u>Health and Safety Policy –Junior School</u> The Health and Safety Policy was circulated to Governors prior to the meeting. Governors agreed to ratify this policy.</p> <p><u>Finance Terms of Reference – Infant School</u> Terms of reference were circulated to Governors prior to the meeting. Governors agreed to ratify this document.</p> <p><u>Finance Terms of Reference – Junior School</u> Terms of reference were circulated to Governors prior to the meeting. Governors agreed to ratify this document.</p> <p><u>Personnel Terms of Reference</u> Terms of reference were circulated to Governors prior to the meeting. Governors agreed to ratify this document</p>		
12.	<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>		<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 24th November 2016 7:15pm at Harefield Junior School.</p>		<i>Both</i>

Signature _____
(Chair of Governors)

Date _____