

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

Thursday 16th March 2017 at 7:15pm, Harefield Infant 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	Mrs S Soanes	Mr D Todd
Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones	Mrs B Lloyd
Mr S Henderson	Mrs M Hayes	Mrs R Scott	Ms L Stanton
Mrs J Moss	Ms F O'Sullivan	Mr S Niranjana	Ms K Ryan

Clerk: Mrs K O'Donnell

		Action	Govern ing Body
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Ms J Holland and Cllr Higgins.</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 26th January 2017 – Matters Arising</u></p> <p><u>School House</u> Mr Evans confirmed that he has now received the revised 3 year lease from the Local Authority; the lease has now been reviewed by a solicitor for the school. It is now with an independent solicitor to check through. If it is ok and there are no amendments, the solicitors will draw up a draft shorthold tenancy and the schools will be able to let the house. Action Ongoing.</p> <p><u>School Policies</u> Mrs Moss and Ms Ryan have worked together in updating the Equalities policy,</p>		<i>Both</i>

	<p>and they are both updating and reviewing the schools policies. Action Closed.</p> <p><u>Finance Policy</u> Infant Finance Policy is to be updated to reflect changes in staff members who hold the safe keys and changes to finance staffing. The Infant School Business Manager is currently working on this and Mrs O'Donnell will chase this up. Action Ongoing.</p> <p><u>Fischer Family Trust Data</u> It was discussed that Mrs Lloyd would liaise with Ms O'Sullivan to look at how the Academy use the Fischer Family Trust system to obtain anonimysed pupil data, Mrs Lloyd and Ms O'Sullivan will arrange a date for this ASAP. Action Ongoing.</p> <p><u>Children's Centre Roof</u> The Children's Centre roof is still leaking and this issue has not been resolved. However, due to other issues regarding the children's centre have taken priority over the roof, this will be discussed later in the meeting. Action Ongoing.</p> <p><u>Parking at Park Lane School Entrance</u> Mrs Scott confirmed that the Governing Body has not yet written to the new owners of the house next to the Park Lane entrance as the house sale has not yet gone through. Action Ongoing.</p> <p><u>Nursery</u> New Government legislation will start from September 2017 whereby nurseries are to offer 30 hours free childcare for children. It was agreed at the last FGB meeting the school would offer 35 morning places for children in the nursery plus a further 10 places for children under the 30 hours funding rule. Mrs Lloyd confirmed that a questionnaire was sent out to prospective nursery parents and 16 parents have responded stating that they would be interested in the 30 hours and this will start from September. Mrs Scott asked of the 16 parents how many of the 16 children will start at the nursery, Mrs Lloyd stated that they will not know the true amount until the children start school in September 2017.</p> <p><u>Marketing</u> Mrs Hayes met with Mrs Lloyd to look at marketing strategies to get more families applying to send their children to the school. Mrs Hayes explained that a key date approaching is 18th April; this is when applicants find out their school places. Mrs Hayes has contacted the Local Authority to try and obtain information on which schools are oversubscribed and then they can advertise in these areas. Based on last year's intake, There are 9 schools in the north of the borough which are oversubscribed. Both Mrs Hayes and Mrs Lloyd will continue to meet and plan to be in a better position to campaign next year before the schools application deadline in January 2018. Action Ongoing.</p> <p>Governors agreed the minutes.</p>	<p>KO</p> <p>BL FO</p> <p>RS</p> <p>MH BL</p>	<p><i>Both</i></p>
<p>3.</p>	<p><u>Sub Committee Reports</u></p> <p><u>Curriculum Sub Committee</u></p> <p>The curriculum subcommittee minutes were circulated to Governors prior to the Full Governing Body Meeting, Mrs Evans summarised the following:</p> <ul style="list-style-type: none"> • Mrs Evans highlighted that the Infant School has recently been awarded the 		<p><i>Both</i></p>

PE Active Mark.

- Pupil Data – Mrs Evans thanked Mrs Moss and Ms Ryan for all of the data they provided and is aware it took up a lot of their time. Going forward Governors do need and want to see the data, but there must be a less time consuming way for both Heads of School to produce this information. Mrs Evans stated further that the information that was provided contained a lot of useful information.
- The Junior School SATS are approaching and the children are on target for them.

Governor Comments

There were no questions or comments.

Inclusion Sub Committee

The Inclusion Sub Committee minutes were circulated to Governors prior to the Full Governing Body Meeting. Mrs Boden summarised the following to Governors:

- Mrs Boden thanked the SENco's from both schools for the reports and data provided.
- Children on the SEN register are 22% in the Infant School and 20% in the Junior School.
- There is good behavior support across both schools.
- Mrs Boden thanked Ms Ryan for all of the hard work involved and embedding the new behavior policy at the Junior School, from the sanction data provided it is evident that staff are settling into the new policy and it is working very well.
- The sanction data shows that the in the Infant School the autumn term went well.

Governor Comments

- Mrs Hayes asked whether the school has communicated details of the new behaviour policy and the improvements in the behavior, Ms Ryan confirmed that yes parents have been made aware of the behavior policy. A letter went out to parents and it was explained to the children in school, in the classroom and in assembly. In the beginning when the policy was put in place, Sanctions were high now they are reducing as the new policy is being embedded. Mrs Hayes added that parents need to know that there is a robust procedure in place. Ms Ryan stated that perhaps a communication could go out to parents informing them how many children who did not get a sanction throughout the term, got to participate in the end of term reward.
- Mr Evans added that it is important that as the School has done something to improve behavior, and that it is working that parents are made aware of this.
- Mr Todd added that as a parent he is fully aware of the behaviour policy.
- Mrs Lloyd added that perhaps both schools could look at more reward for good behaviour.

4.	<p><u>Children's Centre</u></p> <p>The Children's Centre Governor report was circulated to Governors prior to the meeting. Ms Stanton summarised the following: As outlined in the last Governor's Meeting the Children's Centre Review is ongoing. The decision has been made to remove the line management of the Children's Centres from the Schools and in to the Local Authority. Following the change in line management and proposed 'Hub and Spoke' model, a Children's Centre parent submitted a petition against the changes; the Children's Centre and School expressed an interest in becoming the 'Hub' Centre for the North Locality and Counsellor Simmonds has been contacted detailing many of the 'hidden' costs of the Children's Centre that it is believed that the Local Authority has not taken in to consideration of bringing the Children's Centres 'in-house'.</p> <p>There was a petition hearing at which Tom Murphy and Councillor Simmonds listened to a number of petitioners against the Children's Centre changes. Sandy Soanes represented the parent from Harefield and spoke passionately about the negative impact that such changes will have on the children and families in Hillingdon. Despite everyone's best efforts to reverse the decision to remove the line management of the Children's Centres away from the Schools it was agreed that this was to go ahead at a the Councils Budget Meeting on 23rd February.</p> <p>Up until a meeting that took place between the Children's Centre and Local Authority earlier this week it was unclear as to what the role of Harefield Children's Centre was to be whilst the staffing review takes place between April and June. It has been confirmed that it is going Harefield will continue to be 'Lead' for the Locality with the same staff team in place until the new 'staffing structure' is implemented. The Local Authority will assume the line management of the Children's Centre as of 1st April. At this meeting it was clarified that the transfer of line management to the Local Authority was not considered as part of the cost savings anticipated by bringing in the proposed model. Subject to the agreement of the Governing Body it is proposed that the Infant School will receive the 'shared premises costs' of £70 per square metre to cover general amenities and maintenance costs. The use of the School Business Manager was also discussed for an interim period to support with finance</p> <p>A paper is also going to Cabinet on 16th March proposing the Harefield will be the 'Hub' Centre going forward in the Hub and Spoke Model for the North Locality, following feedback during the consultation. The satellite sites will then be Coteford and South Ruislip Children's Centres.</p> <p>Ms Stanton and Governors thanked Mrs Soanes for her speech at the petition hearing.</p> <ul style="list-style-type: none"> • Ms Stanton provided Governors with the Children's Centre Summer Timetable. • Ms Stanton confirmed that the Positively You course that the Children's Centre run has been very well received and there are currently 30 people on 		<i>Infant</i>
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the wait list.

- The Traveller floristry course that ran, all attendees passed level 1 and the Children's Centre hopes to start level 2 before September.
- Staff Training - Senior Early Years Practitioner has completed: Baby Massage training, Henry Training, Family Caring Trust Parenting Training. Centre Manager has completed: First Aid at Work Training, Henry Training Family Support Worker has completed: Henry Training, You and Me, Mum Childcare Worker has completed: Henry Training. Administrator has completed: Level 3 Breastfeeding training.

Mrs Lloyd provided Governors with a report, regarding the Children's Centre Review; the report detailed a meeting with Mr T Murphy and Ms C Fry on the 13th March 2017.

- The background details were that staff from Children's Centre will be transferred over to Local Authority from 1st April. Harefield has been proposed to be the Hub Centre for the North of the Borough. However, in terms of buildings, services and finance Mr Murphy has asked the Governing Body to consider continuing these provisions to the Children's Centre.
- Proposal going forward would be that the Infant School continues to maintain the Children's Centre Building and associated services.
- The School is currently given £13,790 per year to cover these costs. Mr Murphy indicated that the school would be recompensed for but no figure has been given.
- It has also been requested that the Schools Business Manager continues to manage finance.

Governor Comments

- Governors commented that it is very positive that Harefield will be the 'Hub' Centre.
- Mrs Lloyd stated that as this stage no commitment has been given to funding.
- Mrs Lloyd has requested that Mr Murphy clarifies the situation with public liability and it could not be confirmed what total the school would be expected to pay out for minor repairs – an example given is that the school has recently paid £300 for lighting.
- Mr Evans asked whether the utility bills would be transferred with immediate effect.
- Mrs Scott stated that it is a possibility - but perhaps Governors should not commit to this permanently – and could perhaps start on a trial basis with a view to reviewing in September. In addition, Mrs Scott stated that Governors could commit to the unknown if this was agreed immediately.
- Mrs Evans questioned that if this proposal were to go ahead who would accept responsibility for the ongoing problems with the Children's Centre roof.
- Mr Evans stated that the school needs confirmation of how the maintenance will be funded and this needs to be confirmation in writing.

	<ul style="list-style-type: none"> • All Governors agreed that more information is needed. A written Service Level Agreement from the LA – which details funding, the expectations for the school i.e. minor repairs and also any staff costings, once this has been received Governors can look at the true costing. • Governors agreed to review again in September. • Mrs Soanes added in addition to the above – as the Children’s Centre will be managed by the LA, there is the issue of security, and who is responsible for the gates on the High Street. Governors may need to consider that the Children’s Centre should have a separate entrance. • Mrs Lloyd added that at present the Children’s Centre can share data with the school as they are managed by the school, once moved to the LA this will not be possible. 		
5.	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Mr Evans confirmed that he has met with the Business Managers in both schools to get updated on how things are progressing. • The Budgets have been received from the Local Authority – The Junior School Budget for the next year is £1.237 million and the Infant School is £928,000. • Both schools will be charged the apprenticeship levy which is around £7000. • Mrs Lloyd confirmed that in the Infant School they have made savings by reducing curriculum outlay and not replacing staff that have left. In the Junior School they are looking to making reductions over time. • Mrs Lloyd stated that there has to be reductions whilst trying to maintain standards – especially around special needs. • Mrs Evans suggested using TA’s rather than SMSA’s at lunchtime, Mrs Lloyd stated that the school has already looked at this and the exercise showed that it was not cost effective to do this. • Mrs Lloyd stated that both schools can only do what the budget allows them to do, in the Infant school they have managed to maintain music and dance. In the Junior School they have maintained music and art therapy. <p><u>Schools Financial Value Standard (SFVS)</u> <u>Infant School</u> Mrs O’Donnell confirmed that the signed SFVS has been submitted to the Local Authority. <u>Junior School</u> Mrs O’Donnell confirmed that the signed SFVS has been submitted to the Local Authority.</p>		<i>Both</i>
6.	<p><u>Strategy</u></p> <p>Prior to the Full Governing Body Meeting Mr Evans produced a Strategic Planning 2017 briefing and this was circulated to Governors prior to the meeting.</p>		<i>Both</i>

	<p>Mr Evans stated that the Governing Body need to organise strategy meetings and asked Governors to let Mrs O'Donnell know the dates they are available, in turn Mrs O'Donnell will arrange the first strategy meeting.</p> <p>Mr Evans asked if any Governors had any issues with the briefing. All Governors were happy with the briefing.</p> <p>Mr Evans briefing confirmed that in May 2016, Governors agreed to an interim structure for the leadership of the two schools for a period of up to two years during which the strategic planning of the schools would be decided.</p> <p>The proposed process for this is:</p> <ol style="list-style-type: none"> 1. Meeting of full GB to identify relevant STEEPLE factors and SWOT analysis 2. Stakeholder survey 3. Sub-Committee meetings (or special groups) to address specific actions:- <ul style="list-style-type: none"> • Finance • Personnel • Premises • Special Education Needs (inclusion) • Curriculum 4. Plenary of full GB to consolidate the information and consider options, identifying suitable paths and provisional assessment of possible outcomes. 5. Sub-Committee meetings to consider implications and enablers for preferred strategies 6. Full GB meeting to agree strategy and commence implementation 7. Briefing of stakeholder groups <p>All Governors agreed they would confirm availability to Mrs O'Donnell ASAP.</p>	KO	
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7.	<p><u>Head of School Reports</u></p> <p><u>Infant School</u></p> <p>The Head of School Report was circulated to Governors prior to the Full Governing Body meeting. Mrs Moss summarised the following:</p> <ul style="list-style-type: none"> • Personnel – the report listed classes and personnel for the spring term. • Personnel changes - Miss Cooper will be leaving the Infant School after Easter. We are very proud of her achievements as she came to us as an NQT. She has achieved a great deal for the school- Eco Award and the creation of our Eco Warriors, The Green Flag of England and with Mr Lewis the creation of a Forest School. We would like to thank her for all her contributions and wish her the very best for the future. As Miss Cooper will be leaving us Mrs Clement-Jones and Mrs Atkinson will be taking Green Class for the summer term. Mr Lewis left us at half term. He will be coming in half termly to work with staff and up skill them so we do not lose 		<p><i>Both</i></p> <p><i>Infant</i></p>
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	<p>the Forest School skills and knowledge. We hope to train one of our wonderful LSA's will take over Tom's role as co-ordinator.</p> <ul style="list-style-type: none"> • Continuous Professional Development – Detailing all staff training. The SLT team provide time to meet every other week. • Managing Staff Performance - Performance Management targets were set for the new academic year 2016/17 and the Interim review meetings have all been completed for the Teaching Staff • Pupil Numbers • Attendance – Attendance for the spring term was 94.63% the aim is 95% or higher, Mrs Boden and Mrs Marriott meet daily to look at attendance. • Pupil Progress Meetings - Following on from our Pupil Progress meetings we have identified a group of children in Reception that require more support with their gross and fine motor skills and core strength. Therefore discrete P.E lessons and Yoga has been introduced. In year 1 we have identified children who need more discrete phonics teaching and Mrs Boden, Mrs Hook and Ms Frost are working with these groups to give them a boost. Book scrutinises in Year 1 highlight that fine motor skills need support and so the programme Funky Fingers is being followed. In year 2 Sandwell Maths has been introduced to narrow the gaps in attainment and accelerate learning. • Pupil Premium - 33 children in the school are Pupil Premium. This is 15% of our children from Reception to KS1 and this continues to be an important focus. We ensure the children get their entitlement and track the children on classroom monitor. <p><i>The following are the targeted/specific programmes run to help with emotional and academic needs to help close the gap for our Pupil Premium children. Other areas are to allow opportunity outside of the curriculum and to ensure that all children are ready to learn before they enter the classroom.</i></p> <ul style="list-style-type: none"> ➤ <i>Intervention/small group work with a teacher or a LSA</i> ➤ <i>1:1 reading with LSA/teacher</i> ➤ <i>Intervention programmes –e.g. 15 minutes a day/5 min boxes/Sandwell Maths</i> ➤ <i>Learning mentor sessions – 1:1 Nurture, Seasons for Growth, self-esteem...</i> ➤ <i>Art therapist</i> ➤ <i>Breakfast club (Free of charge to our pp pupils)</i> ➤ <i>A range of after school clubs</i> ➤ <i>Marlborough Group – This group works with vulnerable families as part of Early Intervention.</i> ➤ <i>School trips</i> ➤ <i>More able children are being challenged e.g. Challenge Club, open ended homework...</i> ➤ <i>Free School uniform</i> <ul style="list-style-type: none"> • Child Protection and Safeguarding • Other Updates including: Christmas, Jigsaw, Art Therapy, Behaviour and Moderation. 		<i>Infant</i>
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- **Thinking School Hub School** - Mr Martisius had a very successful day at the Thinking School convention and we are now a 'Hub' school for the Thinking School's alliance. We will be working with Coteford Infant School in helping them to develop the Thinking School approach to learning.
- **Forest School** - Our Forest School has been renamed. We held a competition to find a name that really conjured up the spirit of our Forest School. Our Eco Warriors were the judges and 'Happy Hare's Forest' was chosen as the winner.
- School Trips and Workshops
- Bike it - Sustrans charity ran a 'Bling your Bike' competition and we had a lot of fun seeing the entries come into school. Sustrans charity helps to enable people to travel by foot, bike or public transport for more of the journeys we make every day
- **Book Week** - Book Week was a celebration of books and reading at Harefield Infants. During the week children visited the Library; they dressed up as book characters for World Book day; they brought in their favourite bedtime book and bear for our Bedtime Story session and took part in a number of book related activities in their year group. This culminated in an assembly to show the class books that were made.
- **Learning Pads / Readathon** - We have purchased 16 learning pad tablets for the children to access during lessons and will be purchasing a few more thanks to the generosity of our parents. We raised £380 pounds on our Roald Dahl themed Readathon day in January.
- **Quality Mark for P.E** - We are delighted to have been awarded the Quality Mark for P.E and Sport by the Association for Physical Education. This has only been awarded to one other infant school in the country. Miss Frost led on this award and she and the whole staff worked hard gathering the evidence needed to demonstrate our best practice and commitment to sport and Physical Education.
- **Friends** - Our Friends of Harefield have been busy raising funds for our school. We are extremely lucky to have the Friends as the activities they put on and funds they raise make a huge difference to the enjoyment and experience our children have at school.

Governor Comments

Governors thanked Mrs Moss for her report.

Governors thanked The Friends for their continuous fundraising for the school.

Governors thanked Mr Henderson for his contribution to the Active Mark award.

Junior School

The Head Of School Report was circulated to Governors prior to the Full

Governing Body Meeting. MS Ryan summarised the following to Governors:

- **Personnel** – The Report listed the classes and class teachers for the spring

term.

- **Personnel Changes** – There are no Personnel changes.
- **Continuous Professional Development (CPD)** - The staff in their second year of teaching have attended their own individualised programme that leads on from their NQT training. This programme will continue to run until the end of the year and secures their development from last year.

The school has also purchased a comprehensive ‘Grand Cluster’ training. At present Miss Mayling, Miss Evans, Miss Peddle and Miss Macken have been on courses run by this package and this should offer excellent support for our senior and middle leadership teams. Mrs Palmer and Miss Ryan also attended leading complex teams training.

FFT came in January to train all Infant and Junior SLT staff on FFT Aspire so that they can use it to analyse data and set targets.

Following on from coaching training from Neil Suggett last year, Mrs Rudge, Mr Coren and Miss Evans will be continuing to develop their skills on the ‘living a coaching life-style programme’. This will give them an opportunity to develop their own coaching skills and to coach others to be successful.

Miss Ryan and Mrs Feek recently attended the ‘Refresher Safeguard Lead training’ and attend the termly safeguard Cluster meetings held by Sally Morris. Miss Ryan also attended ‘Safer recruitment refresher training in March. Mrs Fox has also attended personalised learning and working with ASD training. Mrs Feek is continuing her Learning Mentor course and is set to complete this in the spring term.

I am pleased to announce that Joel Edmund completed and passed his HLTA training and is now qualified.

- **Staff Performance** - The mid-year Performance management reviews were completed in February. Pupil progress meeting were held in conjunction with PFM. All meetings were successful
- **2.7 Pupil Numbers** - We started this year with 297 on roll. 8 children have left since Christmas and 5 children have joined us since Christmas. Our present number is still 294.
- **Attendance** - We have four families with persistent absence. We are working with the participation team to improve attendance. Persistent absence is dealt with by the Participation team along with the school’s attendance officer and Key Support worker. These absences have been followed up and one of the families has been served with a penalty notice. Others are being monitored closely by the Participation officer and have been panelled.
We have a weekly attendance cup to and reward good attendance.
- **Academic Achievement** – Governors were provided with 2016 headline data and referred back to the recent Arbor Report for further information.

Pupil Premium – The report detailed Pupil Premium numbers and 2016 SAT’s results for pupil premium children. The following are the targeted/specific programmes run to help with emotional and academic needs to help close the gap for our Pupil Premium children. Other areas are to allow opportunity outside of the

	<p>curriculum and to ensure that all children are ready to learn before they enter the classroom.</p> <ul style="list-style-type: none"> ➤ <i>Intervention/small group work with a teacher or a TA</i> ➤ <i>1:1 tuition</i> ➤ <i>Intervention programmes –e.g. Fresh Start, Wordblaze, 5 min box.</i> ➤ <i>Learning mentor sessions – 1:1 Nurture, Seasons for Growth, self-esteem...</i> ➤ <i>Art therapist/Councillor</i> ➤ <i>Breakfast club (Free of charge to our PPM and Ever 6 pupils)</i> ➤ <i>Hot School meal at lunchtime</i> ➤ <i>A range of after school clubs</i> ➤ <i>Key support worker – To work with vulnerable families as part of Early Intervention including supporting attendance with Mrs Dobson.</i> ➤ <i>Assistance with Educational visits</i> ➤ <i>Assistance with Year 6 School Journey.</i> ➤ <i>More able children are being challenged e.g. challenge box, Hedron club, open ended homework.</i> <ul style="list-style-type: none"> • Child Protection - Child Protection and safeguarding work is led by Mrs Lloyd and Miss Ryan. They are supported by Mrs Feek, our learning mentor and Governor Mrs Hoosen-Jones. Miss Ryan completed safeguarding training with all staff including TAs and SMSAs. All staff are given Safeguarding training and a copy of our policy as part of induction. The report details the amount of pupils on the safe guarding register. • Inclusion – The report details the number of children who have EHCP’s which is currently 10 across the whole school, the report then breaks this down into year group, classes and area of need. The different areas of need are: ASD Autistic Spectrum Disorder, SEMH Social Emotional and Mental Health, SCLN Speech Language and Communication Needs, MLD Moderate Learning Difficulty, SpLD Specific Learning Difficulty, PD Physical Disability and VI Visually Impaired. • Jigsaw - The Jigsaw programme is successfully continuing. • Art therapist/Counsellor - We have continued the good work started in September with Samantha Oppenheimer, an Art Therapist, coming in to work with identified children. She is currently working with two new children and has written a full report on the two children she completed working with just after Christmas. The work she is doing is invaluable and is having a positive impact on the children and their readiness to learn. We also have Sandra Hutchinson Melton a counsellor from MIND in Uxbridge working with three identified children. This service is the same as The Academy and we hope that using them will provide stability and continuity at transition for the children and families using the service. She has worked with 6 children so far. • Behaviour - Behaviour has been a whole school focus. Looking at the % of sanctions since October when we changed the policy, the amount is going down significantly. The staff are confidently following the policy. Many of 		
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the sanctions are for a number of individuals and we are looking at ways to support these children in the playground. The three rooms we opened just before Christmas for the children to play in have been a massive success! The rooms allow different activities for the children to participate in; board games, construction, colouring/quiet room. This has not only helped reduce incidents on the playground but has also supported our more vulnerable pupils who find a whole hour on the playground a challenge.

- **Assessment** - The staff are successfully using the class mark book as well as the tracking and analysis already used in Classroom monitor. We will continue to use the mark book to look at objectives and identify gaps for teaching and learning. The staff will have further training and time to input data at staff meeting this half term. The information is being used to inform planning and has informed Pupil progress meetings, PFM targets and will be shared at parent's evenings as part of target setting. We have looked at the KPIs for maths and have streamlined the objectives to make them manageable and not repetitive. This will enable the staff to track the children more closely and teach to the gaps/ implement targeted interventions.
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- **Moderation** - The Infant School staff had joint Writing Inset with the Junior School and this was beneficial for all staff.
- **Learnpads** – The Learnpads in School are all up and running.
- **Marking** - Barbara Firth and John Broadbent, two education consultants, came to work with the staff on marking in December. They returned a couple of weeks ago to look at our books focusing on provision for SEND. Again the response was very positive. They could see the provision was very good and that the new marking policy was supporting this good work. They will be back in the summer term to complete this cycle of work.
- **Basic Skills** - I am delighted that we gained the re-accreditation for the Basic Skills mark.
- **World Book Day** - The children recently celebrated world Book day by dressing up as their favourite book character. We were joined by the staff from Harefield library who judged the competition and awarded them with a book token prize.
- **Friends** - We have a school disco and a gift for Mother's Day event taking place at the school this half term before Easter. These activities will be run by the friends and the proceeds will go towards the year 6 leaver activities and memorabilia. We would like to thank them for their continued support.

Governor Comments

- Mrs Scott asked if the 8 children who have left the school have moved out of the area, Ms Ryan confirmed yes they have.
- Mr Evans asked who sends the absent penalty notice; Ms Ryan confirmed that Penalty Notices are sent by the Local Authority and not the school.
- Ms Ryan stated that in regards to children needing time with an Educational

	<p>Psychologist (EP) the school is having to use a private EP. Mr Evans asked if the LA now accepts private EP reports, Mrs Lloyd and MS Ryan confirmed yes they did. In addition, the school is hoping to get a private EP on a more permanent basis. The EP at the LA is currently on maternity leave and there is no cover, the school has no choice to use a private EP.</p> <ul style="list-style-type: none"> • Ms Ryan thanked Miss K Evans for all of the work involved in the Basic Skills award. • Mrs Lloyd thanked Ms Taylor for all of her work on the KPI's. • Ms Ryan thanked Ms S Moxon for all of her work around World Book Day. • Mrs Scott asked in regards to the lunchtime rooms that are open, how does this tie in with keeping children active. Ms Ryan confirmed that the rooms are only open for ½ an hour and the children are free to come and go, so no child would be in there for the whole of lunchtime. • Mrs Hayes commented that last year's SAT's results were very good – in regards to the percentage of children that did not meet standard, are there identifiable reasons for it. Ms Ryan confirmed that yes there are identifiable reasons, in addition last year the SAT's changed and the papers were considerably tougher than in previous years. MS Ryan confirmed that with the current Year 6 the school are doing all they can for the pupils. Mrs Lloyd added that the pupil progress meetings focus on each individual child and their needs. <p>Mr Evans thanked both Heads of School for the reports.</p>		
8.	<p><u>School Journey</u></p> <p>Ms Ryan confirmed that the Year 6 pupils will be going to the same place as last year on the school trip and unlike last year they will be in one hotel rather than two. The Risk Assessment has been prepared and she will forward to Mrs Scott ASAP.</p>	KR	<i>Junior</i>
9.	<p><u>Assessments/Inspections</u></p> <p><u>Infant School</u> The Infant School received the PE Active Mark Award.</p> <p><u>Junior School</u> The Junior School has been recredited the Basic Skills Award.</p> <p>The Junior School also had two education consultants, come in to work with the staff on marking in December. They returned a couple of weeks ago to look at our books focusing on provision for SEND. Again the response was very positive. They could see the provision was very good and that the new marking policy was supporting this good work. They will be back in the summer term to complete this cycle of work.</p>		<i>Both</i> <i>Infant</i> <i>Junior</i>

10.	<p><u>Governor Training, Competency Framework and School Visits</u></p> <p>Prior to the Full Governing Body Meeting, Mrs O'Donnell circulated to Governors the Governor Competency Framework. Mrs O'Donnell also circulated both Schools governor training and skills register and asked all Governors to check and ensure their information is up to date.</p> <p><u>Visits and Training</u></p> <ul style="list-style-type: none"> • Mrs Boden attended a travelers heritage inset day • Mr Evans has visited both schools business managers • Mrs Scott has completed the Fire Plan at the Infant School • Mr Todd went on a learning walk at the Infant School • Mr Henderson attended the Infant School on the day of the Active Mark Assessment. • Mrs Evans and Mr Niranjan attended the Junior School on the day of the Basic Skills Assessment. 		<i>Both</i>
11.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Infant School</u></p> <p>The reviewed Policy for Mathematics was circulated to Governors prior to the Full Governing Body Meeting. Governors reviewed the policy and one punctuation amendment needs to be made other than this, Governors agreed this policy. Mrs Moss will make amendment and forward to Mrs O'Donnell.</p> <p><u>Junior School</u></p> <p>Ms Ryan confirmed that she is working on a Policy Rota and will forward to Mrs O'Donnell for circulation to Governors.</p>	<p>JM KO</p> <p>KR KO</p>	<i>Both</i> <i>Infant</i>
12.	<p><u>Record of Notifiable Accidents/Health and Safety</u></p> <p><u>Infant School</u></p> <p>There have been no notifiable Accidents in the Infant School since the last Full Governing Body Meeting.</p> <p><u>Junior School</u></p> <p>There have been no notifiable Accidents in the Junior School since the last Full Governing Body Meeting.</p>		<i>Both</i> <i>Infant</i> <i>Junior</i>
13.	<p><u>AOB</u></p> <p><u>Health and Safety</u></p> <p>Mrs Scott informed Governors that since both Schools use LGFL, access to Health and Safety check lists held on HGFL is no longer possible. Mrs Scott is reviewing</p>	RS	<i>Both</i>

	<p>this situation and seeking alternative means of ensuring continued compliance with Health and Safety. Mrs Scott will keep Governors updated.</p> <p>Meeting Closed 10:30pm</p>		
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Signature _____
(Chair of Governors)

Date _____