

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

Thursday 18th May 2017 6:45pm, 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:

Mrs L Boden	Mr D Todd	Mr B Evans	Ms K Ryan
Mrs C Evans	Mrs S Hooson-Jones	Mrs B Lloyd	Mr S Henderson
Mrs M Hayes	Mrs R Scott	Mr S Niranjana	Ms F O’Sullivan
Mrs J Moss			

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 L Stanton, Ms Holland, Dr Bassill and Mrs S Soanes. No Apologies were received from Cllr H 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 16th March 2017 – Matters Arising</u></p> <p><u>Infant School Finance Policy</u> This has been updated and circulated to Governors for ratification at this meeting. Action Closed.</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 anonymised pupil data, Mrs Lloyd and Ms O’Sullivan will arrange a date for this ASAP. Action Ongoing.</p>	BL FO	<i>Both</i>

	<p><u>Parking at Park Lane School Entrance</u> Mrs Scott confirmed that a letter has been drafted and sent to the new owners/tenants of the house next to the Park Lane entrance, the letter confirmed that this is school property and access will be required at some point in the future. Mrs Evans questioned whether the vehicles that are parked there pose a safety risk, it was confirmed that no as the gate is a pedestrian gate with no vehicle access. Action Closed.</p> <p><u>Marketing</u> Mrs Hayes confirmed that a page was set up on social media to advertise the school; this page has not engaged an audience as the page has not had any hits or views. Mrs Hayes confirmed that she also spoke to the Local Authority and enquired as to parent behaviours if their children did not get in to first school of choice. They confirmed that it was unusual for parents to look for an alternative school; they would normally appeal or go the second choice. Mrs Hayes stated that she has also contacted Harrow Local Authority as a school there has recently closed to let them know that both Harefield Infant and Junior Schools have places available, They confirmed that they would send a message out to all of the effected families confirming the same. It was discussed that work would need to be done in regards to advertising in the next six months in preparation for January 2018. Mrs Lloyd stated that a lot of schools are down on numbers this year, and the Local Authority could perhaps put a cap on numbers, and would be keen to do this. Mrs O'Donnell is to speak to the Local Authority regarding the rules on capping numbers. Mrs Lloyd will also discuss this as schools forum. Governors discussed that they would also look at writing an admission policy. Action Ongoing.</p> <ul style="list-style-type: none"> • Mr Henderson arrived at 7pm <p><u>Strategy</u> Meetings have been arranged and the first strategy meeting was held on 20th April 2017. Action Closed.</p> <p><u>Junior School Journey</u> A full risk assessment has been completed and this was signed off by Governors at the strategy meeting on 20th April 2017. Action Closed.</p> <p><u>Infant School Maths Policy</u> Punctuation amendments have been made and the policy has been circulated to Governors ahead of this meeting. Action Closed.</p> <p><u>Health and Safety</u> In the FGB meeting of the 16th March it was discussed that the schools no longer have access to HGFL for Health and Safety matters. The Local Authority had sent questionnaires to both schools regarding health and Safety. Mrs Scott has completed the questionnaire for the Junior School and will complete the one for the Infant School ASAP. The Local Authority has visited both schools and looked at fire management plans, both of which are correct. Action Closed.</p> <p>Governors agreed the minutes.</p>	<p>Both</p> <p>KO RS CE BL SN KR DT JM</p> <p>MH BL</p>	<p>Both</p>
3.	<p><u>Sub Committee Reports</u></p> <p><u>Premises Sub Committee</u></p>		<p>Both</p>

<p>The Premises Sub Committee minutes were circulated to Governors prior to the FGB meeting. Mrs Scott the Chair of the premises subcommittee asked if there were any questions in relation to the minutes.</p> <ul style="list-style-type: none"> • Mr Evans questioned why the toilet cisterns were in the resource room, Mrs Scott explained that the cisterns are in resource room 4 and they are working cisterns for toilets that are in use. <p><u>Children’s Centre</u> Mrs Lloyd spoke about the Children’s Centre under the premises section as they have now had the Service Level agreement back from the Local Authority. The Infant School will still be responsible for day to day maintenance and the utilities for the Children’s Centre, the School had requested another £2500 in the budget – this has been agreed. There was an amendment to the SLA and this would be change of usage to the Children’s Centre currently the centre provided services for 0-8 year olds and they would like to provide for 0-11 year olds. Governors asked for clarification of what the Local Authority’s vision would be for 8-11 year olds using the centre. Mrs Lloyd confirmed that she would ask and feedback to Governors.</p> <p><u>Finance Sub Committee – Infant and Junior</u></p> <p>Both sets of minutes from the Infant and Junior School Finance Sub Committees were circulated to Governors prior to the meeting. Mr Evans summarised the following:</p> <ul style="list-style-type: none"> • Mr Evans commented on Mrs Tong the Infant Schools Business Manager excellent achievement with the budget closure. • The Junior School business manager had managed to get price freezes on most outside contracts for the next three years. • Mr Evans summarized that the IR35 introduced by Government means that schools will have to check that outside providers/contractors are paying National Insurance and if they are not then the schools must pay the NI contributions, which in theory could be an extra expense for schools. Ms Palmer has sourced a questionnaire to give to contractors to check this. In the main neither school has been affected by this as yet. • School House – A tenant will be moving in at the end of May, this will provide a much needed income for both schools. Mr Evans thanked Mrs Scott and Ms Palmer for all of their work in this area. <p>7:20pm – Mr Niranjan left the meeting. There were no questions from Governors in relation to the Finance Minutes.</p> <p><u>After School Club</u> In connection with schools finances and looking at after school provision, Mrs Moss and Mrs Lloyd visited an after school club in Rickmansworth, the after school club can collect the children from school and take them to the club, they are fully insured.</p> <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> • Mrs Lloyd stated that the school must be careful not to endorse as a link to the school as they are a separate entity. • Mrs Hayes stated that if the school chose to advertise then we would need to 	BL	<i>Infant</i>
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	<p>be sensitive to the child minders in the village.</p> <ul style="list-style-type: none"> • This could be a good alternative as the provision is not in the village. • Is this option affordable for parents? • If parents enquire about after school care then it would be fine to let them know about the provision. • The afterschool club has stated that they would need more than one child to make it viable for collection. • Governors agreed that the school will not actively promote this facility. However if parents enquire then the school can let them know that this service is there and that it is separate from the school. • Governors agreed that the school needs to look into the costs and whether it is viable to run their own in house after school club. Under the strategy meetings finance will look into an after school club and whether it is financially viable. <p>7:40pm Mr Niranjana returned to the meeting.</p>		
4.	<p><u>Children’s Centre</u></p> <p>The Children’s Centre Impact Review was circulated to Governors prior to the meeting. As Ms Stanton wasn’t present at the meeting it was requested that if Governors have any questions regarding the Impact Review report, please email Ms Stanton with any questions.</p> <ul style="list-style-type: none"> • Governors commented what an excellent report the Impact review was and thanked Ms Stanton. • Mr Evans explained to Governors that now the Children’s Centre is line managed by the Local Authority, Ms Stanton is waiting for confirmation from the LA that it is still OK to attend the FGB meetings. • Mrs Evans asked that moving forward would the children’s Centre be covered under finance as well. It was confirmed that with the exception of monitoring the service level, there was no requirement for the governing body to monitor the Children Centre finance position because the Children’s centre do not have their own budget nor a locality budget as yet and it is still unclear whether they will get one. 		<i>Infant</i>
5.	<p><u>Finance</u></p> <p><u>Children’s Centre</u> The 2016/17 Budget closure report was circulated to Governors and Governors agreed this.</p> <p><u>Infant School</u></p> <ul style="list-style-type: none"> • The 2016/17 Budget closure report was circulated to Governors and Governors agreed this. • The 2017/18 Harefield Infant School budget (CFR) was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to agree the proposed budget. • Mr Evans and Mrs Lloyd signed the CFR. 		<i>Both</i>

	<p><u>Junior School</u></p> <ul style="list-style-type: none"> • The 2016/17 Budget closure report was circulated to Governors and Governors agreed this. • The 2017/18 Harefield Junior School budget (CFR) was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to agree the proposed budget. • Mr Evans and Mrs Lloyd signed the CFR report. <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> • Governors thanked both schools Business Managers for their work and for both schools there is not a deficit budget for 2017/18 as a lot of savings have been made. • Mrs Lloyd stated that at Primary Forum there were discussions around schools budgets – it was discussed that maybe schools should show a true deficit budget so that the Local Authority can see what is happening in schools and the cuts that they have to make. • Governors discussed that over the next 5 years there will be an impact on teaching and learning. Schools have to offer a broad and balanced curriculum and if the funds are not available there comes a point when certain things are no longer affordable. • Mr Niranjana asked if perhaps the schools could ask parents for a yearly or termly donation to their children’s school. • Governors discussed sending communications out to parents explaining the schools situation and ask their opinion on whether they would donate. • If schools start to forecast deficit budgets then the Local Authority and Government will have to listen. • Mr Henderson stated that the school should follow up on families that do not pay for school trips etc when they are not pupil premium. <p><u>Strategy</u></p> <p>Mr Evans confirmed to Governors that the strategy meetings have commenced, the Personnel Sub Committee met on the 16th May, the notes from this have been circulated to committee members. Mr Evans will be meeting with both schools Business managers on 24th May 2017 to discuss strategies going forward and what calculations are needed. The curriculum subcommittee strategy meeting has been arranged for the 12th June, and Finance strategy on 8th June. The Inclusion Sub Committee held their strategy meeting on 17th May. Mrs Boden confirmed to Governors that the Inclusion Strategy discussed the impact of funding on SEN and Interventions. The impact on SEN is major. Mrs O’Donnell is to speak to admission team at the LA to find out if it is possible to cap admission numbers.</p>	KO	
6.	<p><u>Headteachers Question Time</u></p> <p>There were no questions from Governors.</p>		<i>Both</i>

7.	<p><u>Annual Governance Statement</u></p> <p>Mrs O'Donnell prepared the Annual Governance statement and circulated to Governors prior to the meeting.</p> <p>Governors agreed that the statements need to be amended to reflect Executive Headteacher and Head of School. In addition, staff Governors need to be amended to co-opted Governors. Mrs O'Donnell is to update and forward to Mrs Lloyd and Mr Evans for signatures.</p>	KO	<i>Both</i>
8.	<p><u>Governing Body Membership</u></p> <ul style="list-style-type: none"> • Ms O'Sullivan would like to join the Inclusion Sub Committee, but due to other commitments will no longer be able to be on the Curriculum Sub Committee. • Dr Bassill has emailed his intention to resign from the Governing Body from 31st August 2017. Mr Evans thanked Dr Bassill for his contribution and acknowledged all of the work Dr Bassill has done for both schools. • Mr Evans has received a telephone call from Cllr Higgins confirming that he will be resigning from the Governing Body and he would write to confirm the same. • Ms Holland has resigned from the Governing Body. • Mr Henderson will become a parent Governor for the Junior School from September 2017. • Mrs O'Donnell stated that from September there will be a parent governor vacancy for the Infant and Junior Schools, Governor queried this as they believe historically there have been two parent governors for each school. Mrs O'Donnell is to clarify this. 	KO	<i>Both</i>
9.	<p><u>Assessments/Inspections</u></p> <ul style="list-style-type: none"> • The Junior School Business Manager has joined the Fellowship of Management. • Both Schools have the Schools Improvement Partners visiting next week. • Mr Evans asked what the costs were in maintaining awards, Mrs Lloyd confirmed that the Investors in People Award costs £6,000 per school and she has asked Ms Palmer to contact them to see if the schools can be classed as one when the renewal for the award is due. The renewal is due in around 18 months. Mrs Hayes asked what the benefits of having this award are; Mrs Lloyd confirmed that one benefit is that it provides Governors with good quality assurance. 		<i>Both</i>
10.	<p><u>Governor Training and School Visits</u></p> <ul style="list-style-type: none"> • Mrs Hayes and Mrs Scott attended the reception school trip to the Living Rain Forest. • Mrs Boden visited the junior school to see how an intervention was run. 		<i>Both</i>

	<ul style="list-style-type: none"> • Mrs Lloyd and Mrs Moss attended safe recruitment training. • MR Nirranjan attended safeguarding training. • Mrs Moss, Mrs Lloyd, Ms Ryan and Mrs Boden attended a safeguarding cluster. • Mrs Scott and Mr Henderson attended the Anzac Day walk to the church. • Mr Henderson and Mrs Soanes attended the Year 2 trip to Woburn Safari Park. 		
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 agreed the policy and it was signed by Mr Evans.</p> <p>The updated Finance Policy was circulated to Governors prior to the Full Governing Body meeting. Governors agreed the policy and it was signed by Mr Evans.</p> <p><u>Junior School</u></p> <p>The Year 6 School journey risk assessment was agreed and signed by Governors at the strategy meeting on 20th April 2017.</p>		<p><i>Both</i></p> <p><i>Infant</i></p>
12.	<p><u>Record of Notifiable Accidents/Health and Safety</u></p> <p><u>Infant School</u></p> <p>There has been one notifiable Accident in the Infant School since the last Full Governing Body Meeting.</p> <p><u>Junior School</u></p> <p>There has been one notifiable Accident in the Junior School since the last Full Governing Body Meeting.</p> <p><u>Health and Safety</u></p> <p>Mrs Scott confirmed that under health and safety a question was asked regarding car insurance. If staff are using their cars to go off site to a meeting was the school paying car insurance costs. Governors agreed that the onus is on each individual to check their car insurance and that it covers them when they have to attend courses/meetings off site. The Schools do not say that staff must use their cars as there is public transport available. Mrs Scott has a written note regarding this that will be read to staff at meetings to make them aware that they must check with their insurer. In addition, Mr Evans would like both schools business managers to double check this, Mrs Lloyd will speak to them in regards to this.</p> <p><u>Lockdown Procedure</u></p>	BL	<p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p>

	Mrs Scott confirmed that she is looking into the Lockdown procedure; she feels that the Infant School children are too young for a Lockdown drill. Governors agreed this. Ms O’Sullivan confirmed that the Academy has recently had Lockdown training and she will pass this information to Mrs Scott.	RS FO	
13.	<p><u>AOB</u></p> <p>There was no AOB</p> <p>Meeting Closed 8:50pm</p>		<i>Both</i>

Signature _____
(Chair of Governors)

Date _____