

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

**Thursday 29<sup>th</sup> June 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:

Mr D Todd	Mr B Evans	Mr S Niranjana	Mr S Henderson
Mrs C Evans	Mrs S Hooson-Jones	Mrs B Lloyd	Mrs M Hayes
Mrs R Scott	Mr S Niranjana	Mrs S Soanes	Dr P Basill
Mrs J Moss			

Clerk: Mrs K O'Donnell

		<b>Action</b>	<b>Govern ing Body</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Ms L Stanton, Ms F O'Sullivan, Mrs L Boden and Ms K Ryan.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p>		<i>Both</i>
2.	<p><b><u>Minutes of FGB Meeting Held on 18<sup>th</sup> May 2017 – Matters Arising</u></b></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> <p><u>Admissions</u> Mrs O'Donnell spoke to the Local Authority regarding capping admission numbers and whether the Schools could write their own Admissions Policy, The Local</p>	BL FO	<i>Both</i>



	<p>There was an action noted for Mrs Lloyd and Mrs Hayes, this was a typing error. Action Closed.</p> <p><u>Governance Statement</u> The Annual Governance statement has been updated since the last meeting and Mrs O'Donnell has circulated to Governors for ratification. Mr Evans and Mrs Lloyd signed the Governance Statement. Action Closed.</p> <p><u>Governing Body Membership</u> Mrs O'Donnell circulated the Instrument of Governance for both schools to Governors. From September there will be one vacancy for a parent governor in the Infant School and one vacancy for a parent governor. Mrs O'Donnell will send out letters inviting parents to apply in the Autumn term. Action Ongoing.</p> <p><u>Lockdown Procedure</u> Mrs Scott is meeting with a staff member at The Harefield Academy to discuss how their Lockdown procedure works. Action Closed.</p> <p>Governors agreed the minutes.</p>		
3.	<p><b><u>Sub Committee Reports</u></b></p> <p><u>Inclusion Sub Committee</u></p> <ul style="list-style-type: none"> <li>• The Inclusion minutes were circulated to Governors prior to the Full Governing Body Meeting.</li> <li>• Mrs Boden, Chair of the Inclusion Sub Committee was not present at the meeting.</li> <li>• Mr Evans asked for clarification on pupil numbers on the SEN register, as the numbers did not add up. Mrs O'Donnell clarified that this was an error on the report and the total is 46, and 41 of these pupils have a need for speech and language therapy.</li> <li>• Mr Henderson arrived at the meeting at 7:20pm.</li> <li>• DR Bassill asked how the schools can ensure that the Equalities policy will be reviewed before the end of term. Mrs Moss confirmed that she would be working on this with Ms Ryan and it will be actioned.</li> </ul> <p><u>Curriculum Sub Committee</u></p> <ul style="list-style-type: none"> <li>• The Curriculum Sub Committee Minutes were circulated to Governors prior to the Full Governing Body meeting. Mrs Evans the Chair of the Curriculum Sub Committee confirmed the following:</li> <li>• At the subcommittee meeting both Heads of School were unable to attend so there wasn't any data for Governors to review or discuss. Mrs Evans asked Governors if they had any questions based on the minutes that have been provided.</li> <li>• Mrs Hayes stated that at the meeting it was discussed that that the teaching assistants in the Junior School have not had appraisals for two years and would like this to be minuted.</li> <li>• In response to this discussion Mrs Lloyd confirmed that she has met with the Junior School's Business Manager and staff reviews have been set for September 2017.</li> </ul>	JM	<i>Both</i>

	<ul style="list-style-type: none"> <li>• Mr Evans commented that although no data was available at the meeting, they need to work out how Governors can have access to this. Mr Evans also questioned how often the data is reviewed and when do Governors see the data, Mrs Evans confirmed that it was reviewed half termly at the subcommittee meetings.</li> <li>• Mrs Lloyd stated that they are currently exploring how Governors can have access to live data, there are some challenges to this, one being they can anonymise the data so that the pupil information is not present.</li> <li>• Mrs Lloyd stated that perhaps each school could produce reports for Governors after pupil progress meetings; Governors would then be able to see clear data from this.</li> <li>• Mrs Evans reiterated that she has for some time been requesting this and that Governors could perhaps have access to Classroom Monitor.</li> <li>• Mrs Hayes questioned why Governors cannot have access to Classroom Monitor.</li> <li>• Governors explained that this is not possible as the data is not anonymised.</li> <li>• It was noted that the Junior School has only used Classroom Monitor for the last year or so and that in the past the pupil's progress was recorded in levels. The Government has recently changed this and levels are no longer used. It has been since this that the data has been more challenging to produce.</li> <li>• Mr Evans suggested that in the autumn term they request that someone from Classroom Monitor comes into school and provides in depth training for staff and Governors. Governors agreed this.</li> <li>• Mrs Lloyd added that staff are using Classroom Monitor well and every child is tracked on Classroom Monitor to show progression.</li> <li>• Mrs Lloyd stated that reports, work scrutinies, learning walks and pupil voice will be timetabled from September throughout the academic year and she will let Governors know in September of the dates and Governors can come into school for these, they will be included in the SSE Cycle which will be planned in the first week of the summer holidays from nursery through to year 6.</li> </ul>	BL	
4.	<p><b><u>Children's Centre</u></b></p> <ul style="list-style-type: none"> <li>• The Children's Centre has been discussed under item two on the Agenda.</li> </ul>		<i>Infant</i>
5.	<p><b><u>Finance</u></b></p> <p><b><u>Consistent Financial Report (CFR)</u></b></p> <ul style="list-style-type: none"> <li>• The final figures for the Infant School and Junior School 2017/18 Consistent Financial Reports (CFR) were ratified by the Governing Body and the schools Business Managers have submitted the CFR's to the Local Authority.</li> </ul>		<i>Both</i>
6.	<p><b><u>Strategy</u></b></p>		

	<ul style="list-style-type: none"> <li>• Mr Evans updated Governors on the strategic planning meetings; he confirmed that he met with both schools Business Managers today and there are actions going forward. The next Finance Sub Committee Strategy meeting has been scheduled for the 12<sup>th</sup> July 2017.</li> <li>• Mrs Hooson-Jones arrived at 7:50pm.</li> </ul>		<i>Both</i>
7.	<p><b><u>Head of Schools Reports</u></b></p> <p>Both the Infant and Junior Schools Head of School reports were circulated to Governors prior to the Full Governing Body Meeting.</p> <p><b><u>Governor Comments/Questions</u></b></p> <ul style="list-style-type: none"> <li>• Mr Evans commented on the staff movements in both schools, and thanked all staff that are moving on for all of their hard work.</li> <li>• Governors discussed that permanent staff members that are leaving will have exit interviews.</li> <li>• Governors noted that the numbers in Pupil Premium in Year 2 are low, the funding for these pupils will move to the Junior School.</li> <li>• Governors commented that both Heads of School reports are very good and thanked Ms Ryan and Mrs Moss for these.</li> <li>• Mrs Scott added that there is a Health and Safety register that staff members sign to confirm that they have read through the procedures. Mrs Moss added that they also do this in the Infant School.</li> </ul> <p><b><u>Questions</u></b></p> <p>The following questions were also submitted prior to the Full Governing Body meeting:</p> <ul style="list-style-type: none"> <li>• Can the Heads assure the FGB that all staff members are following the school behaviour plans and that there is conformity and uniformity across the board? What evidence do they have to support their answer?</li> <li>• We have some new members of staff joining us in September, what measures are put in place to induct them into the school? What forms their induction and how can the Governors be assured that not only the statutory aspects but those that are important to the high standards of the schools, are addressed?</li> </ul> <p><b><u>Answers</u></b></p> <ul style="list-style-type: none"> <li>• Mrs Lloyd confirmed that sanctions have gone down. Mrs Moss stated the same approach is visible when you go on learning walks around the school.</li> <li>• From September in the Junior School the SENco will take over behavior plans.</li> <li>• Mrs Lloyd confirmed that the Junior School has set up an induction booklet and all new staff members will have a “Buddy” and the Schools Business Manager will meet with all new staff and go through the schools expectations, safeguarding, ICT and School policies.</li> </ul>		<i>Both</i>

8.	<p><b><u>Assessments/Inspections</u></b></p> <p><u>Infant School</u></p> <p>The Infant School recently had an Ofsted Inspection; the Ofsted Report has not yet been received by the School. Governors thanked Mrs Lloyd, Mrs Moss, Mrs Boden and all staff and Governors that were involved in the Ofsted Inspection for all of their hard work and in the Ofsted Inspection.</p> <p>The outcome of the Inspection is not yet known but Mrs Lloyd commented that the Inspectors picked up on attendance and disadvantaged pupils and their progress.</p> <p>Mrs Soanes emailed a question prior to the meeting and this was as follows:</p> <ul style="list-style-type: none"> <li>• We have various strategies for engaging families in their children's learning including the Marlborough project in KS1. Ofsted's focus on low achievers should alert governors to the issue of disengaged families and children's consequent lack of progress. Are there ways that we can support both schools in continuing to address this problem?</li> <li>• Mrs Moss confirmed that next year our SENCO in the Infant school, Miss Frost, will meet individually with parents of children on the SEN register. These meetings will take place during the first half of the autumn term and we are hoping that getting parents and carers on board early on will help to engage them and build those very important relationships with families. Also letters to parents raising any concerns and any interventions that may help.</li> <li>• Mrs Moss also stated that the school gets early health assessments for the children and meet with parents at target setting. The school has always had an “open door” policy whereby parents and carers are welcome to come and speak to a member of staff when they need to.</li> <li>• Mrs Lloyd added that she would like to build on the procedures that the Infant School uses for the Junior School – looking at Interventions and invite parents into school to see what the interventions are and helping them to understand how they can work together with their child on these.</li> <li>• Governors discussed that perhaps they need to look at what barriers there are that stop parents from engaging with the school, it is the schools job to teach children but children do thrive better with support from home.</li> <li>• Mrs Moss confirmed that she has worked with parents on Math’s and phonics workshops in the past and going forward the school would like to do more of these.</li> <li>• Mrs Evans questioned perhaps the school should add parental involvement to the home school agreement.</li> <li>• Mrs Lloyd added that they will work with schools that do work with disadvantaged families and look at interventions used – sharing practices and helping disadvantaged children progress.</li> <li>• Mr Evans added that moving forward the Governing Body needs to add Attendance and Parent Participation to the Agenda for Full Governing</li> </ul>		<i>Both</i>
----	---	--	-------------

KO

	<p>Meetings.</p> <ul style="list-style-type: none"> <li>• Mr Evans stated that he is aware that the schools do work hard on attendance; Mrs Moss added that the school always follows up on any absences.</li> <li>• Mrs Lloyd added attendance is more challenging in the Infant School as the children get Chicken Pox at this age, also attendance is not statutory until 5 years old and 1 month, yet the children below this age are included in the attendance figures. Mrs Lloyd added that attendance has improved and staff work very hard at combating absence.</li> <li>• Mrs Lloyd added that it would be good and useful to get parent engagement on Parent View; one from each year group would be good.</li> <li>• Mr Todd explained to Governors at his school they use social media a whatsapp message group for parental engagement, he explained that they select a parent to moderate the group and it is used for Education matters, he stated that they find this extremely useful and get good parent engagement.</li> <li>• Governors all agreed that this is a good idea and something to look into.</li> </ul>		
9.	<p><b><u>Governor Training and School Visits</u></b></p> <ul style="list-style-type: none"> <li>• Mrs Moss and Mrs Soanes attended the IIN Coaching to Wellbeing Day held at the Junior School. <ul style="list-style-type: none"> <li>• Mrs Hayes attended Governor Training at Governor Support Service.</li> <li>• Mr Henderson attended sports day.</li> <li>• Mrs Hayes attended sports day.</li> <li>• Dr Bassill, Mr Evans, Mrs Soanes, Mrs Boden and Mrs Evans attended the Infant School on the recent Ofsted Inspection.</li> <li>• Mrs Feek in the Junior School gained her learning mentor qualification.</li> <li>• Mrs Moxon in the Junior School gained her moderator exam.</li> <li>• Mr Law in the Infant School gained his moderator exam.</li> <li>• Miss Leach in the Infant School achieved her Foundation Degree.</li> </ul> </li> </ul> <p><b>Mrs Evans commented that Governors need safeguard training as it is due. Mrs Lloyd will organise for September.</b></p>	BL	<i>Both</i>
10.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p>The Infant School Home School Agreement was circulated to Governors prior to The Full Governing Body Meeting.</p> <ul style="list-style-type: none"> <li>• Mrs Hayes stated that she feels primary age children are too young to sign a document and feels that the child signature section should be removed.</li> <li>• Governors discussed that it should also be a commitment from the child, a partnership commitment to learning. Mrs Lloyd stated that it is not compulsory but they have never had a child not sign. If parents refused to sign then it would need to be logged.</li> <li>• Governors voted in favour of the child signing the Home School Agreement.</li> <li>• Mrs Moss would revise the document in light of Governor comments.</li> </ul>	JM	<i>Both</i>
11.	<p><b><u>Record of Notifiable Accidents/Health and Safety</u></b></p> <p><u>Infant School</u></p>		<i>Both</i>

	<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> <ul style="list-style-type: none"> <li>• The DBS and Central Records have been checked in both schools.</li> <li>• Ofsted looked at the Infant School Safeguarding procedures and they were happy with them.</li> <li>• Dr Bassill asked if the schools have had fire drills this term. Mrs Scott confirmed that yes they have, they also carry out fire safety checks weekly.</li> <li>• Mrs Lloyd confirmed that she has spoken to Mr Bobby Finch at the Local Authority regarding the cladding on the outside of the Infant School, he has confirmed that as far as he is aware it is a safe material, he will go back to Mace the manufacturers and confirm.</li> <li>• Mrs Scott confirmed that she has completed the fire management plans for both schools and these have been signed off by the Local Authority.</li> <li>• It was noted that an email was received from the Local Authority that had been sent to all schools regarding fire safety confirmed that as far as they are aware all recently expanded and newly built Schools meet the building safety regulations.</li> </ul>	BL	<i>Infant</i>
12.	<p><b><u>Notice of Election for Chair and Vice Chair</u></b></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>
13.	<p><b><u>2017/2018 Full Governing Body Meeting Dates</u></b></p> <p>2017/2018 Governing Body Meetings</p> <p>Thursday 12<sup>th</sup> October 2017 – 6:45pm Junior School  Thursday 30<sup>th</sup> November 2017 – 6:45pm Junior School  Thursday 1<sup>st</sup> February 2018 – 6:45pm Junior School  Thursday 22<sup>nd</sup> March 2018 – 6:45pm Infant School  Thursday 17<sup>th</sup> May 2018–6:45pm Infant School  Thursday 28<sup>th</sup> June 2018 –6:45pm Infant School</p>		<i>Both</i>
14.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• Mr Niranjan spoke about the need for more volunteers in school, and Governors discussed links with Brunel and student teachers coming into school. It was noted that the Junior School has very good links with Brunel.</li> <li>• Dr Bassill is resigning from the Governing Body and he thanked Governors for all of their hard work and stated that he has very much enjoyed being part of Harefield Schools Governing Body and he wished the Governing</li> </ul>		

	<p>Body and the both schools all the very best for the future.</p> <ul style="list-style-type: none"> <li>• Mrs Hayes suggested that in the New Year a working party starts in September to look at a template for information for Governors, the schools would then have a standard template to work with and hopefully overtime is easier for the schools to collate information onto this. Mrs Hayes will look at in September.</li> </ul> <p>Meeting Closed 9:20pm</p>	MH	
--	--	----	--

**Signature** \_\_\_\_\_  
*(Chair of Governors)*

**Date** \_\_\_\_\_