

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

Thursday 22nd March 2018 at 6.45pm, Harefield Junior School

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

Governors Present:

Mrs L Boden	Mrs S Soanes	Mr D Todd	Mrs B Lloyd
Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones	
Mr S Henderson	Mrs M Hayes	Mrs J Moss	Mrs R Scott

Clerk: Mrs E Goodliffe

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p><i>Meeting commenced at 7:10pm.</i></p> <p>Mr Evans welcomed Governors to the meeting. Apologies had been received from Ms F O’Sullivan and Mrs E Goodliffe. In view of Mrs E Goodliffe absence Mr Evans would produce and circulate minutes after the meeting.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>The action to distributed the new pecuniary interest form produced by Governor Support Services was closed. Governors present completed and returned the new pecuniary interest form. Ms F O’Sullivan and Mrs E Goodliffe will need to complete this form at the next meeting. Mr Evans would pass the completed forms to Mrs Goodliffe.</p>		<i>Both</i>
2.	<p><u>Minutes of FGB Meeting Held on 1st February 2018 – Matters Arising</u></p> <p><u>Local Partnerships</u> Mrs Hayes is continuing to make contact with companies wishing to work with schools and is receiving some interest. Some companies have indicated that their scheme is currently closed but would start again in the new financial year. Action ongoing.</p> <p><u>Governor Training and School Visits.</u> Mrs Goodliffe to send a form to Governors to record visits to Schools. Action Ongoing.</p>	<p style="text-align: center;">MH</p> <p style="text-align: center;">EG</p>	<i>Both</i>

	<p><u>KPI's</u> Mrs Hayes reported that a date needed to be arranged. Mrs Hayes clarified that the outcome was intended to be a better way of tracking and comparing information whereas KPI's tended to refer to measurements and targets. Action Ongoing.</p> <p><u>Debt Policy</u> Action Closed. No comments had been received concerning a Debt Policy. Mr Evans explained that the Debt Policy had been referred to in the new Finance Policy. Next steps will be for the respective Finance Committees to assemble a policy and circulate this to governors for approval.</p> <p>Minutes from 1st February 2018 were approved.</p>	<p>MH/ BL</p> <p>BE</p>	<p><i>Both</i></p>
<p>3.</p>	<p><u>Sub Committee Reports</u></p> <p><u>Finance Sub Committee Infants</u> Mr Evans reported that the Infant Finance Sub-Committee had met to determine whether a budget could be set for 2018/19 and was pleased to report that it could. Through budget management and stewardship the Infant School Carry Forward was expected to be around £88k. Governors noted the 30 hours provision contributed to this but also noted that margins would reduce as additional staff are taken on. Income and expenditure for 2018/19 is expected to be £1.35m and £1.38m respectively leading to a carry forward of around £62k. Governors noted that Reception had applications for about 100 children of which around 70 had given Harefield as their first choice. Mrs Hayes queried whether data on children/families was available from Children Centre. Mrs Lloyd responded to say that even the Children Centres do not get this data. Mrs Evans added that this has been an ongoing problem.</p> <p><u>Finance Sub Committee Juniors</u> Mr Evans reported that the Junior Finance Sub-Committee was due to meet on 27th March. However, pending the meeting figures had now been provided which indicated that the Junior School Carry Forward would be around £116k. Governors noted that careful budget management together with lower than expected teaching costs had contributed to this. Income and expenditure for 2018/19 is expected to be £1.39m and £1.38m respectively leading to a carry forward of around £91k. Governors asked about class sizes and noted that in September, Year 3 would amount to 86 children (3 classes). In comparison Year 5 would consist of 67 children. The senior leadership team had considered whether Year 5 should be 2 classes and concluded that this year group would benefit from being 3 small classes. In conclusion Mr Evans confirmed that both the Infant and Junior schools would be able to set a budget for 2018/19 but that the situation for coming years would be increasingly challenging.</p> <p><u>Personnel Sub-Committee Infants/Juniors</u> Mr Evans reported that the Juniors had seen a significant turn over of staff with one member of staff leaving at Easter. All positions have been filled including a temporary move of an Infant teacher to take the class with siblings of the children whose untimely death had been reported at the last meeting. For the Year 6 post to the end of the Summer Term, the school will be employing a supply teacher to support an existing HLTA. The remaining Year 6 teachers will cover the entire year</p>		<p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p> <p><i>Both</i></p> <p><i>Juniors</i></p>

	<p>group up to completion of the KS2 sats. For September there will be three posts to fill two of which would need to be experienced teachers. Governors noted this would require HR Co-operative support to place advertisements in the Times Ed.</p> <p>Mrs Lloyd reported that support/cover for the Executive Head / Head of School position, suggested by the Local Authority School Improvement Partner, has now started operating and would be formally announced after the Easter break. In view of the urgency the two interim posts were agreed with Mr Evans and Mrs Scott and amounted to a class based Deputy and class based Assistant Head.</p> <p>Governors noted that the Infant Head of School also needed support/cover. Mrs Moss explained that two members of staff would be prepared to take up the interim positions of Assistant Head from September. Governors discussed and agreed that this proposal should go ahead from September. Mrs Moss invited governors to participate in the interviews.</p> <p>Mr Evans reported that the matter of Business Continuity plans had come up recently and, following discussion within the Personnel Sub-Committee, it was agreed that although some work had been done this had not been completed. Mrs Lloyd and Mrs Moss agreed that the plans should be resurrected and updated and then copies shared between schools, held offsite and with the Chair.</p> <p>Lastly, Mr Evans reported that the Personnel Sub-Committee had discussed succession planning which could also ensure the school has extra capacity for key roles when needed.</p> <p><u>Curriculum Sub-Committee</u></p> <p>Mrs Evans reported that the Infants School had now also gained the Early Years Stage Basic Skills. The Sub-Committee had examined the Infant School data and noted that the KS1 predictions are very good and there were no areas of concern. The Junior School data was good although there was a slight concern in one class where interventions were being arranged. The data showed that EAL children were performing better than non-EAL.</p> <p>In connection with SEND, the Sub-Committee noted that the Junior School had a high proportion of children with dyslexia and considered this might be generational. To address this Mrs Lloyd explained that the school is to undertake to achieve the Dyslexia Award as the journey would involve staff training to recognise the early symptoms and be able to put appropriate interventions in place.</p> <p>Lastly Governors discussed the present class naming convention which is made up of the Year Group + Teachers Initial. Where it has been necessary to change teachers or have more than one teacher for the class this convention could lead to confusion. To overcome this, governors suggested adopting a convention made up of Year Group + Tree Name.</p> <p>In the Infants the convention is to use a colour.</p> <p><u>Inclusion Sub-Committee</u></p> <p>Governing Body noted that this meeting had been cancelled owing to extreme weather and would be rescheduled.</p>		<p><i>Infants</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Juniors</i></p> <p><i>Infant</i></p> <p><i>Both</i></p>
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4.	<p><u>Children’s Centre</u></p> <p>Mr Evans queried whether Mrs Stanton had details of the Full Governing Body meeting dates and took an action to provide these.</p> <p>Mrs Lloyd reported that the Infant School had maintained a detailed account of expenditure in support of the Children Centre SLA from which it was clear the school had incurred costs £2k above the level agreed in the SLA. Having presented the evidence to the Local Authority the school has now been reimbursed. Governors enquired whether the SLA would be updated and Mrs Lloyd confirmed that the Local Authority will provide a new SLA with revised costs.</p> <p>In addition to the above, the school had dealt with repairs to the boiler and drainage pumps associated with the Children Centre and Nursery. As part of their response, the Local Authority confirmed the Nursery belongs to the school and hence they would meet 50% of the cost of repairs to the boiler and drainage pumps. Governors welcomed this clarification concerning “ownership” from the Local Authority.</p>	BE	<p>CC</p> <p>Infant/ CC</p> <p>Infant/ CC</p>
5.	<p><u>Finance</u></p> <p><u>Schools Financial Value Standards</u> The Schools Financial Value Standards (SFVS) for both schools had been circulated to governors prior to the meeting. Governors agreed that these should now be forwarded to the Local Authority. Mr Evans to arrange for the SFVS to be forwarded to the LA</p> <p><u>Apprenticeship Levy</u> Mrs Lloyd reported that six members of Junior staff have shown an interest in undertaking Apprenticeship Training in Level 3 TA Supported Teaching and Learning (Framework). In addition to the above, Mrs Moss reported that 3 members of Infant staff will be taking up this training. Mrs Lloyd explained that the Local Authority would make up the difference in cost so that this training is essentially free to the schools. Mrs Lloyd also said that the Apprenticeship Levy could also be used for teacher training.</p> <p><u>BACS Transfer</u> Mr Evans reported that the question of using BACS transfers had arisen in the recent Infant Finance Sub-Committee which applied to both schools. Mrs Lloyd explained that increasingly it was becoming harder to use cheques or even the schools corporate cards to pay for services. Mr Evans pointed out that the Finance Policy makes provision for this but for the moment further information is to be sought. Mrs Hayes asked whether the academy used Parent Pay or BACS or some other services such as Event Bright. Mrs Lloyd said that they used Parent Pay but that it was a condition of having a child at the academy. Governors felt that it would be difficult to get all parents to sign up but agreed with the point that people are becoming more accepting of on line transactions. Mrs Lloyd took action to look into whether Parent Pay might be adopted.</p> <p><u>Fibre Project</u> Owing to the Junior Schools data back up requirement exceeding current capacity</p>	<p>BE</p> <p>BL</p>	<p>Both</p> <p>Junior</p> <p>Infant</p> <p>Both</p> <p>Both</p> <p>Both</p> <p>Both</p>

	<p>and the servers in both schools approaching end of life, the Infant school is looking at whether the schools could be connected by optical fibre with one server rather than two separate servers As this would involve sharing hardware the LA are being approached.</p>																		
6.	<p><u>Headteachers Reports</u></p> <p><u>Head of School Infants</u> Mrs Moss circulated her report prior to the meeting. The report indicated various staff movements taking place and also confirmed 274 children on roll as follows:- Year 2 = 85 (12 pupil premium) Year 1 = 69 (17 pupil premium) Reception = 67 (11 pupil premium) Nursery= 53 Attendance at 92.5% for the first half of the spring term was good and is in line with national averages. For Pupil Premium children, the school continues to run targeted/specific programmes to help with emotional and academic needs to help close the gap. 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. •Intervention/small group work with a teacher or a LSA •1:1 reading with LSA/teacher •Lunch time games group •Intervention programmes –e.g. 15 minutes a day/5 min boxes •Learning mentor sessions – 1:1 Nurture, Seasons for Growth, self-esteem... •Art therapist •Breakfast club (Free of charge to our pp pupils) •A range of after school clubs (Free of charge to our pp pupils) •School trips (Free of charge to our pp pupils) •Children are being challenged e.g. during Challenge Club, open ended homework •School uniform which is free of charge to our pp pupils</p> <p>Key Stage 1 projections are:-</p> <table border="1" data-bbox="197 1473 1251 1621"> <thead> <tr> <th>Children working at:-</th> <th>Writing %</th> <th>Reading %</th> <th>Numeracy %</th> </tr> </thead> <tbody> <tr> <td>Greater Depth</td> <td>22</td> <td>51</td> <td>22</td> </tr> <tr> <td>Expected or Greater</td> <td>82</td> <td>81</td> <td>78</td> </tr> <tr> <td>Below Expected</td> <td>18</td> <td>19</td> <td>22</td> </tr> </tbody> </table> <p>Mrs Moss report also covered Child Protection and Inclusion.</p> <p>Mrs Moss report covered ‘Thinking Schools’ in which connection the school had been visited by two teachers from Charville and nine teachers from as far away as Lithuania. As they had just begun their ‘Thinking Schools’ journey, they took some good ideas away with them to implement into their own settings.</p> <p>Governors thanks Mrs Moss for the quality of her report.</p>	Children working at:-	Writing %	Reading %	Numeracy %	Greater Depth	22	51	22	Expected or Greater	82	81	78	Below Expected	18	19	22		<p><i>Infants</i></p>
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<p><u>Executive Head / Head of School Juniors</u> Mrs Lloyds report had been sent to the Clerk but unfortunately was not circulated to governors prior to the meeting.</p> <p>Mrs Lloyd reported on staff movements taking place and the challenge schools face in recruiting staff. Mrs Lloyds report also confirmed 279 children on roll as follows:- Year 6 = 76 (20 pupil premium) Year 5 = 78 (20 pupil premium) Year 4 = 67 (16 pupil premium) Year 3 = 58 (5 pupil premium) Attendance at 95.6% for the first half of the spring term was good and is above national averages. For Pupil Premium children, the school continues to run targeted/specific programmes to help with emotional and academic needs to help close the gap.</p> <ul style="list-style-type: none"> •Maths booster classes 3 times per week •1:1 tuition •Additional literacy support •Counselling •Art therapy •Pastoral support •Boys groups •Interventions •Breakfast club (Free of charge to our pp pupils) •A range of after school clubs (Free of charge to our pp pupils) •School trips (Free of charge to our pp pupils) •School uniform which is free of charge to our pp pupils <p>From September 2018/19 the school will be looking at how this grant can be used to further narrow the gap in literacy (reading and writing).</p> <p>Key Stage 2 projections are significantly above our results for 2017:-</p> <table border="1" data-bbox="199 1435 1252 1624"> <thead> <tr> <th></th> <th>Expected %</th> <th>Greater Depth %</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>75</td> <td>25</td> </tr> <tr> <td>Writing</td> <td>77</td> <td>23</td> </tr> <tr> <td>Maths</td> <td>85</td> <td>20</td> </tr> <tr> <td>Combined Expected</td> <td>69</td> <td></td> </tr> </tbody> </table> <p>Mrs Lloyd invited governors interested in seeing the KS2 examinations 14-17th May (8:30 start) to contact her.</p> <p>Mrs Lloyds report also covered safeguarding and inclusion where a significant amount of work has been done by Mrs Trainor to ensure appropriate interventions and plans are in place for our children.</p> <p>In connection with Thinking Schools, Mrs Lloyd reported that the Junior school had been visited by nine teachers from Lithuania along with Richard Cummings</p>		Expected %	Greater Depth %	Reading	75	25	Writing	77	23	Maths	85	20	Combined Expected	69		All	<i>Juniors</i>
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	<p>after lowering their PAN, schools could choose to exceed their PAN number when this became economically viable. Mr Henderson made the observation that as surrounding schools reduced their PAN more children would be available to come to Harefield. Mrs Hayes felt this might be seen in an unjustly negative light. Mrs Moss took an action to raise the question of PAN with other head teachers in the borough.</p>	JM	
9.	<p><u>General Data Protection Requirements</u></p> <p>Mr Evans invited Mrs Lloyd and Mrs Moss to provide an update on the position at each school concerning General Data Protection Requirements (GDPR). Each school had been audited by Azteq and an action plan drawn up together with a list of policies required for compliance with the GDPR by 25th May 2018. Mrs Edwards (former Clerk to the governors) had commenced work on the policies for both schools. Mr Todd said that provisions for meeting the GDPR were far reaching and in some cases would be a significant cost for schools.</p> <p>Mrs Soanes asked whether governors should have governor specific email addresses rather than having information sent to their personal email accounts. Mr Evans noted that this had been the case in the past but the ISP (HGfL) no longer exists. Mrs Lloyd undertook to arrange for some research into whether emails addresses in the format of Name312@harefieldgovernors.org.uk might be available.</p>	BL	<i>Both</i>
10.	<p><u>Assessments/Inspections</u></p> <p>Mr Evans reported that in February, he and Mrs Scott had met with the School Improvement Partner, Mrs Forbes, to conduct Mrs Lloyds Interim Performance Management. Mr Evans was pleased to report that all targets were on track.</p> <p>Mr Evans also reported that the LA Internal Audit team were visiting the Junior school as part of a planned series of audit visits across the borough. The team are expected to report in April and Mr Evans proposed a steering group be formed to oversee implementation of any corrective actions.</p>		<i>Both</i> <i>Juniors</i>
11.	<p><u>Governor Training, Competency Framework and School Visits</u></p> <p>Mr Evans distributed the Skills Audit form from the National Governors Association which is based on the new DfE competency framework for governance and ask that governors complete this and return it to one of the two school offices for the attention of the Clerk.</p> <p>Mrs Soanes – Had visited the Junior School and had attended the governor briefing session at the Civic Centre Mr Todd – attended training on GDPR, Inclusive Classroom, Coaching Level 2 for mentoring and coaching and also arranged for Harefield Juniors football team to play Merchant Taylors. Mrs Boden – had attended prevent training Mrs Scott – had undertaken training in GDPR</p>	All	<i>Both</i>

	Mr Evans – had undertaken one of the DfE briefing modules offered for GDPR Mrs Moss – Visited Glebe School for an opportunity to compare and contrast.		
9.	<p><u>Ratification of Policies/Documents</u></p> <p>Draft policies for both schools concerning Administering medication, First Aid, Anaphylaxis and Asthma had been prepared by Mrs Scott. Governors had reviewed the policies and were happy for these to be amended to reflect Executive Head and Head of School as appropriate and to be signed by the Chair off line. Mrs Scott took and action to amend the policies and present these to the Chair for signature.</p> <p>Mrs Hoosan-Jones confirmed checking the central register for safeguarding.</p>	RS	<i>Both</i>
10.	<p><u>Record Of Notifiable Accidents/Health and Safety</u></p> <p><u>Infant School</u> There were no notifiable accident at the Infant School.</p> <p><u>Junior School</u> There were no notifiable accident at the Junior School.</p> <p>Governors noted there had been a successful fire drill conducted at the Junior school.</p>		<i>Both</i> <i>Infant</i> <i>Junior</i>
11.	<p><u>AOB</u></p> <p><i>Meeting Closed at 9:10pm</i></p>		<i>Both</i>

Signature _____
(Chair of Governors)

Date _____