

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

**Thursday 30<sup>th</sup> November 2017 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:

Mr S Henderson	Mrs L Boden	Ms F O’Sullivan	Mrs S Soanes
Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones	Mrs B Lloyd
Mrs J Moss	Mrs R Scott	Mr S Niranjana	

Clerk: Mrs E Goodliffe

		<b>Action</b>	<i>Governing Body</i>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mrs M Hayes and Mr D Todd.</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>Clerk to the Governing Body</u></b></p> <p>Mr Evans introduced Mrs Goodliffe to both the Infant and Junior Governing Bodies. Governors then discussed and jointly agreed that Mrs Goodliffe be adopted as Clerk and that her employment should be the same as our two preceding Clerks. Specifically Mrs Goodliffe will be employed by the Infants whilst providing Clerking duties for both schools and that Harefield Infant School will process her payroll and then recharge half of the cost to Harefield Junior School (as was the case for the two previous contracts). Governors from both governing bodies noted that the post has been assessed as (SO1 pt 29 + £500 market factor supplement, equivalent to £17.21/hour) and based on 200 hours per</p>		<i>Both</i>

	<p>annum as advertised and paid in 12 equal monthly payments. Additional hours will be paid at the same rate (not casual rate). Lastly, the infant School would prepare a statement consolidating the hours booked showing what meetings/tasks are covered under the contract.</p>		<i>Both</i>
3.	<p><b><u>Federation</u></b></p> <p>This agenda item was taken under Strategic Planning.</p>		<i>Both</i>
4.	<p><b><u>Minutes of Full Governing Body (FGB) Meeting Held on 12<sup>th</sup> October 2017/ Matters Arising</u></b></p> <p><u>Fischer Family Trust Data</u> The Executive Headteacher and Ms O’Sullivan need to schedule a meeting to discuss how The Academy use The Fischer Family Trust to obtain anonymised pupil data. Action ongoing.</p> <p><u>Admissions</u> Action Closed</p> <p><u>Children’s Centre</u> The action on the proposed restructure of Children’s Centre staff is now closed, however Mrs Soanes raised the issue that not all Staff had heard the outcome for their particular role.</p> <p><u>Equalities Policy</u> The reviewing of the Schools Equality Policy has begun and Mrs Lloyd confirmed that this was an ongoing process.</p> <p><u>Classroom Monitor</u> The Executive Headteacher is working with the Senior Leadership Team (SLT) to find an alternative to Classroom Monitor and to prepare for changing from the end of next year. Mrs Evans raised that it needed to produce useful and relevant data without creating extra work for Teachers. Action Closed.</p> <p><u>Assessments / Inspections</u> This item is covered in the Headteachers Report, Agenda item 10. In future this will be a standing item on the Agenda.</p> <p><i>Mr S Henderson joined the meeting</i></p> <p><u>Governor Training and School Visits</u> Governors have been issued with a Safeguarding Pack. Safeguarding Training will be provided by Mrs Lloyd at the next FGB.</p>	<p>BL &amp; FO</p> <p>BL</p>	<i>Both</i>

	<p><u>Sub – Committee Membership</u> Governors confirmed that they were all happy with the membership of each Sub-Committee.</p> <p><u>Curriculum Sub-Committee</u> All data covered in the Sub-Committee meeting is in the Headteachers Report and is therefore available to all Governors to review.</p> <p><u>Infant and Junior Finance Sub-Committee</u> The Head of the Infant School informed the Governing Body that Aztec would be auditing both Schools to make recommendations to bring the Schools into line with The General Data Protection Regulation (GDPR) which comes into force in May 2018. The Head of the Infant School will keep the Governors updated with the outcome of this audit.</p> <p>Following on from a recent Pre-Inspection Visit (PIV, Mr Evans said that, in addition to where Pupil Premium money is being spent, Governors needed to see how this money is benefiting children in terms of academic progress and outcomes in order to confirm that the money is being used effectively.</p> <p><u>Finance</u> The Action to write to Staff about annual pay increases is now closed.</p> <p><u>Headteachers Questions</u> Mrs Hayes is investigating local partnerships Action Ongoing.</p> <p><u>Assessments/Inspections</u> The Executive Headteacher to send report on Reading in Schools to all Governors. Action Ongoing.</p> <p><u>Record of Notifiable Accidents / Health and Safety</u> Accident had been reviewed and there were no issues arising.</p>	<p>JM</p> <p>MH</p> <p>BL</p>	
5.	<p><b><u>Sub-Committee Reports</u></b></p> <p><u>Curriculum</u> The minutes of the Curriculum Sub-Committee ,meeting had been distributed to all the Governors prior to the meeting. Reading and writing the key focus for the Junior School starting with the reintroduction of the Bug Club Programme. This is very successful in the Infant School with good results. The Junior School now has a new SENCO 2 days a week. The work she is doing is having a very positive effect on the School.</p>		<i>Both</i>

	<p>The main Priority for the Infant School is setting a Bare Minimum Expectation for each year group. Mrs S Soanes completed training around this and reported back to the Governors that it was important to set achievable targets that are obtainable by all children.</p> <p><u>Inclusion</u> The minutes of the Inclusion Sub- Committee meeting had been distributed to all Governors prior to the FGB. The Governors were informed of the good progress the new SENCO in the Junior School has made. There will be a long term plan in place to ensure that this progress is continued. Both Schools have been paying for the use of a private Educational Psychologist to bridge the gap between what can be offered by the LA and the needs of the Children. Mrs R Scott asked if when it comes to moving forward with these reports the LA are happy to agree with the findings of a private Educational Psychologist? It was reported back that so far they have been happy to accept those findings. The Governors would like to congratulate Katie Frost on the passing of her SENCO qualifications and thank her for her hard work.</p>		
6.	<p><b><u>Children’s Centre</u></b></p> <p>The Children’s Centre Report, Autumn Timetable and Staffing Structures were circulated to Governors prior to the FGB. It has been confirmed that Harefield will be the lead Centre for the new ‘Hub and Spoke’ model. This is great news for the Staff and the School as it is an extremely good Centre and has great links with the School. The Executive Headteacher and the Governors feel strongly that the links and relationship with the Children’s Centre should remain the same even though they are now overseen by the Local Authority. The Children’s Centre have great relationships with families and this provides great tracking data when the Children start School. This provides a smooth transition to school for the Children and Teachers. This relationship would have proved difficult to maintain if Harefield wasn’t the Hub Centre. The Executive Headteacher confirmed that Mrs Sally Barter would be transferring from The Children’s Centre to the Junior School. She has great links with families in the Village and lots of knowledge and experience to bring to the School especially working with vulnerable boys. Mr B Evans explained that as the Children’s Centre was no longer overseen by the School there was no requirement for Mrs L Stanton to attend Governing Body meetings. Governors discussed and agreed that Mrs Stanton should be invited to attend. Mr B Evans will write to Mrs Stanton and ask if she would like to take a role on the Governing Body.</p>	BE	<i>Both</i>



	<p><u>Infant School</u></p> <p>Mrs Moss informed the Governing Body that she was very happy with the progress of the Infant School Staff. All Staff had met their targets.</p> <p>Mrs Evans asked the Infant School Headteacher how they ensured those targets had been met. Mrs Moss answered that they looked at tracking data and pupil progress to ensure that this was the case. Mrs Moss showed the Governing Body a document of Teachers Targets and the evidence that they had met those targets.</p>		
10.	<p><u>Headteachers Written Reports</u></p> <p>The written reports from the Executive Headteacher and the Infant School Headteacher were distributed to all the Governors prior to the FGB Meeting. The Governors identified that there has been a rapid change in the ethnicity of our pupils and is now above national average. As a consequence we now have 23 different languages spoken in school. The Governors questioned how we could embrace this as a school with the possibility of having dual language books and displays showing children's work in their first languages.</p> <p>In future reports the Governing Body would like to see more Pupil Premium Data. Mrs Lloyd advised that as they collect more data they will be able to drill down into that data to extract a more detailed report.</p> <p>Both Schools enjoyed a Road Safety day provided by Devlin Haulage. Pupils were able to take part in activities to teach them about larger vehicles and how to be safe and seen.</p> <p>Mr and Mrs Devlin have also kindly sponsored new kits for the Football and Netball teams.</p> <p>The School have been contacted by Coppermill Care Home to take part in a project where children work with the elderly on different projects. A group of Year 5 Children will be visiting the care home to work with their ladies and gentlemen on a scrapbooking project. If this is successful then it is hoped this relationship will continue.</p>		
11.	<p><u>Governor Training and School Visits</u></p> <p>The Governors participated in the following training:</p> <p>Mrs R Scott – Analysing School Performance</p> <p>Mrs L Boden &amp; Mrs J Moss – ASD Training</p> <p>Mrs J Moss – NACE Training</p> <p>Mrs L Boden – Lunchtime Project</p> <p>Mrs B Lloyd – IN Project</p> <p>The Following School visits have taken place:</p> <p>Mr B Evans, Mrs C Evans &amp; Mrs R Scott – Pre inspection visit</p> <p>Mrs R Scott – Learning Walk</p> <p>Mrs S Soanes – Guided Reading</p> <p>Mrs S Hoosan-Jones – Laying a remembrance wreath with the School Council</p> <p>The Governors agreed that in future a record should be kept of any visits with the</p>	EG	<i>Both</i>

	<p>School Council, parents etc. Mrs Goodliffe to create a document to store this information.</p> <p>Ms O'Sullivan expressed an interest in working with the School Council. She works with the School Council at The Harefield Academy. Ms O'Sullivan to arrange to meet with the School Council and feed back to Governors.</p>	FO	
12.	<p><b><u>Ratification of Policies/Documents.</u></b></p> <p>The Governors were forwarded copies of The Confidential Reporting Policy and The Violence and Threatening Behaviour Policy before the meeting.</p> <p>Mrs R Scott confirmed to the Governors that she had been through both Policies and there were no changes to be made for either School. Mrs Scott also informed the Governing Body that the Home Visits Policy had been checked and was up to date. Governors agreed these policies.</p> <p>Mrs Scott also commented that the Junior School have policies that are out of date which will need to be checked and ratified at future meetings. Mrs Lloyd said that a programme of work had been initiated to update these policies.</p> <p>The Governing Body would like to Thank Mrs Scott for all her time and work given to this matter.</p>		
13.	<p><b><u>Record of Notifiable Accidents/Health &amp; Safety</u></b></p> <p>No Accidents have been recorded.</p> <p>Central Record is up to date.</p>		
14.	<p><b><u>A.O.B</u></b></p> <p>Mr Evans informed the Governors that Mr S Niranjana will not be continuing as a Governor when his term of office comes to an end in December.</p> <p>The Governing Body would like to thank Mr Niranjana for his time and support and wish him luck for the future. Mr Niranjana said he was impressed and encouraged by the work the Governors do.</p> <p>The checking of DBS Status to be included on the next Agenda.</p> <p>Meeting closed at 9pm.</p>		

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

Date \_\_\_\_\_