

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

**Thursday 1<sup>st</sup> February 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	Ms F O’Sullivan	Mrs J Moss

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 Rowena Scott.</p> <p>Mr Evans addressed the Governors about the sad events that had taken place recently, 3 young boys had been killed in a car accident. They were from Harefield and had gone to the local schools, the siblings and cousins attend the Junior School and the boys themselves had been taught by some of the Staff at both Schools. The School Nurse had been into School and counselling would be put in place for those who need it. It is a very sad time for children and staff. The Governors thoughts are with the families and friends at this time.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p> <p>Mr Evans informed the Governors that there is a new form for the Governors to fill out for Declaration of Pecuniary Interests. Mrs Goodliffe will circulate these to be filled out for the next meeting.</p>	EG	<i>Both</i>
2.	<p><b><u>Minutes of FGB Meeting Held on 30<sup>th</sup> November 2017 – Matters Arising</u></b></p> <p><u>Fischer Family Trust</u> Ms O’Sullivan has now passed this information to Mrs Lloyd. This Action is now closed.</p> <p><u>Governor Training</u> Mrs Lloyd provided Safeguarding Training before the meeting for the Governors.</p>		<i>Both</i>

	<p>Mr Todd and Ms O’Sullivan didn’t attend as they had both received Safeguarding Training at the Schools at which they work.</p> <p><u>GDPR</u> Mrs Moss met with a rep from Aztec on 31<sup>st</sup> January 2018. They have provided the School with a toolkit to go use to go through all the data with. This is in the form of a ticklist and responses are rated red/amber/green. Those responses which come back as red need to have an urgent response and the School will need to be seen to be doing something about. Going forwards the School would need to appoint a Data Control Officer. This can be done by a company or an individual. This cannot be done by a current member of staff due to a conflict of interests but could be done by a Governor.</p> <p><u>Local Partnerships</u> Mrs Hayes has made contact with a number of companies, she has especially looked for companies who show an interest in working with Schools. Approximately 20 companies have been contacted such as EDF, Pimlico Plumbers. Mrs Hayes is awaiting responses from these companies and will update the Governors at the next meeting. Action Ongoing.</p> <p><u>Assessments/Inspections</u> Mrs Lloyd distributed a report on reading prior to the meeting. This reported the findings from Maria Coles visit to the Junior School. Mrs Lloyd was pleased to report that the teaching of reading has improved and consequently the level of writing has improved. The Children have been enjoying the guided reading of whole class texts and this has encouraged them to be more excited and imaginative in their writing. This has been done as a whole school approach using the power of reading to influence other areas of the curriculum.</p> <p><u>Children’s Centre</u> Mr Evans has contacted Ms Stanton and he was pleased to report that she would be happy to become an Associate Governor. Action Closed.</p> <p><u>Federation</u> Mr Evans has distributed some information on Federation to The Governors for them to read. A date will be made to discuss this information. 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><u>KPI’s</u> Mrs Hayes had asked Governor Support for advice but had some ideas for the type of report needed. Ideally it would be a rolling document which is easy for Teachers to produce and easy for Governors to read. Mrs Lloyd will email a report structure to Mrs Hayes. Action Ongoing.</p>	<p>MH</p> <p>EG</p> <p>MH &amp; BL</p>	<p><i>Both</i></p>
3.	<p><b><u>Sub Committee Reports</u></b> <u>Finance Sub Committee</u> Mr Evans reported that both Schools expect to have a carry forward at year end which, given budget pressures, is especially significant in the Infants. The budget management by Mrs Moss and Mrs Tong has been praised by the LA and the Governors would like to congratulate them and thank them for their hard work. Mrs Evans asked if this amount of carry forward in the Infant School would be sustainable in the future? Mrs Lloyd and Mrs Moss reported that the finance</p>		<p><i>Both</i></p>

	<p>Committee had looked at several factors and felt it was likely to be sustainable to a certain extent. Where cover is needed for classes this has been managed internally rather than the use of supply teachers. The 30 hours funding for nursery has been an injection of cash into the School. There is now a better uptake of Nursery Places and waiting list of Children waiting for 30 Hours places. The approach to the 30 hours funding has been cautious and therefore it is felt it is fairly robust and can be sustained.</p> <p>Both Schools will be affected by the Support Staff Unions new agreed pay structure to bring Support Staff Salaries in line with the London Living Wage. This will be an increase of 2%.</p> <p>In the Junior School money has been spent on programmes to support Dyslexia and speech and also on Educational Psychologists to come into School. These were all much needed and have already shown improvements and success stories for Pupils using them.</p> <p>Both Schools Finance Policies have been updated to include IR35 and confirms this applies for those engaged in a contract or long periods of work but not to people engaged to do odd jobs around the school. The TOR's were also updated with the new amounts for signatories and virements. Mr Evans explained that virements reflect changes in the budget plan which may reflect changes in the schools development plan.</p> <p><u>Premises Meeting</u></p> <p>All Governors received a copy of the Premises Meeting Minutes prior to the Meeting. In summary the following points were covered.</p> <p>The new Site Manager has proved very effective and is doing a great job for both Schools.</p> <p>There was a power outage in the Infant School just before Christmas this has been investigated and resulted in the balance of power across the electrical phases needing to be rebalanced.</p> <p>As consequence of this the Infant School suffered problems with the WIFI and the boiler. These have now been fixed but it is hoped that the Electric company will reimburse some of these costs as the wrong advice was given by them in regards to the power in the School.</p> <p>There has been an ongoing problem with a water pump under the sandpit in the Children's Centre. This has now been rectified and one pump was replaced. This should avoid any flooding in the future. The Children's Centre will be responsible for the cost of this.</p> <p>The Junior School had a problem with the roof which it was established was a leaking pipe. This has now been fixed.</p> <p>The Infant School are awaiting the gutters being fixed.</p>		
4.	<p><b><u>Children's Centre</u></b></p> <p>Ms Stanton updated Mr Evans prior to the Governing Body Meeting. The new structure is now in place and Ms Stanton is recruiting to fill in the gaps that have been left by the changes. The Centre has said goodbye to Debbie, Sally and Amanda who have moved on to new roles. The remaining staff are now supporting other local Centre's as well as running services at Harefield. So far these changes have had a minimal impact on the services that are being provided. The only groups</p>		<i>Infant</i>

	<p>that have stopped are ones which only Debbie was trained to do. The Governing Body look forward to welcoming Ms Stanton to meetings in the future.</p>		
5.	<p><b><u>Finance</u></b></p> <p>Mr Evans advised that as part of the Schools Finance Policy it appears necessary for there to be a Debt Recovery Policy. This had been briefly mentioned at the Junior Schools Finance Sub Committee. The Governing Body would need to decide how long a debt would be left before the School tried to recover the money and also the minimum amount that the policy would become effective at, for example debts over £250. Mrs Hayes asked whether this policy would be used to recoup money from parents for School Journey etc or just for professional services? The governing body noted that the School already has a Charging Policy which would cover the former situation. Mrs Lloyd added that this would be used for private rentals of the School Hall.</p> <p>Mr Evans added that, in accordance with the model policy, Governors would need a full account of the debts proposed for write off and, for a debt of over £250 agreement of the Local Authority would be required.</p> <p>Mr Evans advised that the Finance Subcommittees will investigate further. In the meantime, governors were asked to send comments for consideration by the Finance Subcommittees.</p>	All	<i>Both</i>
6.	<p><b><u>Headteachers Question Time</u></b></p> <p>No Headteachers Questions were received.</p> <p>The Governing Body would like to congratulate the Infant School on being awarded The Basic Skills Award.</p>		<i>Both</i>
7.	<p><b><u>Assessments/Inspections</u></b></p> <p>The Junior School had a Pre-Ofsted visit from Paul Wiggins (School Improvement Team) where he met with Mrs Lloyd and teaching staff. Afterwards Mr Wiggins met with Mrs Lloyd, Mr Evans, Mrs Evans and Mrs Scott to provide feedback. The results of the visit were good and Mr Wiggins gave positive feedback regarding the schools position. Mr Wiggins also put Ofsted type questions to governors.</p>		<i>Both</i>
8.	<p><b><u>Governor Training and School Visits</u></b></p> <p>All Governors took part in Safeguarding Training provided by Mrs Lloyd. Mrs Lloyd – London Headteacher Network Miss O’Sullivan- Attendance Training Mrs Soanes – Working with Year 5</p>		<i>Both</i>

	Mr Todd – Football Tournament hosted at Merchant Taylors Mrs Moss – Infant School linking with Harefield Academy for P.E Mr Todd – Merchant Taylors to help with after school activities.		
9.	<b><u>Ratification of Policies/Documents</u></b>  The Finance Policies for both Infant and Junior School were agreed. The Terms of Reference were agreed. The Junior School Best Value Statement was viewed and agreed. The Infant School Best Value Statement will be viewed at the next Full Governing Body Meeting.		
10.	<b><u>Record Of Notifiable Accidents/Health and Safety</u></b>  <u>Infant School</u> There was 1 notifiable accident at the Infant School. This was discussed at the Premises Sub Committee Meeting. <u>Junior School</u> No notifiable Accidents.		<i>Both</i>  <i>Infant</i>  <i>Junior</i>
11.	<b><u>AOB</u></b>  <i>Meeting Closed at 8.30pm</i>		<i>Both</i>

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

Date \_\_\_\_\_