

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

Thursday 28th June 2018 at 6.45pm, Harefield Infant School

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

Governors Present:

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

Clerk: Mrs A Headland

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p><i>Meeting commenced at 6:45pm.</i></p> <p>Mr Evans introduced Alison Headland as Clerk to the Governing Bodies of the Infant and Junior Schools.</p> <p>Apologies had been received from Mr D Todd and Mr S Henderson. Ms F O’Sullivan apologised for her slightly delayed arrival to the meeting.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>Mrs Hayes and Mrs Stanton completed the new pecuniary interest form. There were no new pecuniary interests declared at the meeting.</p>		<i>Both</i>
2.	<p><u>Minutes of FGB Meeting Held on 17th May 2018 – Matters Arising</u></p> <p><u>Local Partnerships</u> Mrs Hayes reported that this action should be progress in the Autumn term. Action Ongoing.</p> <p><u>Governor Training and School Visits.</u> Mrs Evans would send the existing form to Mrs Headland to distribute as required. Action Ongoing.</p> <p><u>KPI’s</u> Mrs Lloyd and Mrs Hayes agreed this should be progressed during the Autumn term. Action Ongoing.</p> <p><u>Debt Policy</u> Mr Evans explained that the Debt Policy had been referred to in the new Finance</p>	<p>MH</p> <p>CE</p> <p>MH/ BL</p>	<p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p>

<p>Policy. Next steps will be for the respective Finance Committees to assemble a policy and circulate this to governors for approval. Action Ongoing.</p>	BE	
<p><u>Parent Payment Options</u> Governors agreed this action should be passed to the Finance Subcommittee. Action Ongoing.</p>	BE	<i>Both</i>
<p><u>PAN Numbers</u> Mrs Moss noted there were now 70 children in reception (up from 63 previously reported). Mrs Lloyd reported that request by maintained schools to reduce the PAN had recently been refused by the LA. Governors agreed that this action should continue in the Autumn term. Action Ongoing.</p>	BL	<i>Both</i>
<p><u>Governors Email Address</u> Mrs Lloyd reported that Mrs Tong (SBM Infant School) had provided Mrs Headland with an email address and was also preparing email addresses for governors. Action Ongoing.</p>	BL	<i>Both</i>
<p><u>Policies for Administering medication, First Aid, Anaphylaxis and Asthma</u> Mrs Scott reported that the policies for Administering medication, First Aid, Anaphylaxis and Asthma had now been signed off. Action Closed</p>		<i>Both</i>
<p><u>GDPR</u> Mr Evans reported raising a query via Governor Support regarding the absence of an Information Processing agreement with the DfE in relation to the data collected by the department from education providers. The DfE responded indicating that education providers who are required to send data to the department wrongly considered the DfE as their data processor. Instead, the DfE were to be regarded a data controller in common (as defined under GDPR and data protection legislation) with the education providers, which means that each has responsibility for the data they process for their own purposes. This also meant that as data controllers the information schools collect and process remains the schools responsibility, regardless of the IT systems the data is processed/held on, until the point at which the data is transferred to the DfE.</p>		<i>Both</i>
<p>Mrs Lloyd asked that governors record their thanks to both School Business Managers and Admin Staff for their hard work in ensuring we are compliant in the area of GDPR.</p>		<i>Both</i>
<p><u>GDPR – Employee Data Processing Agreement</u> Mrs Moss and Mrs Lloyd confirmed that the Schools HR Co-operative model documents for handling employee data concerning employment, pay etc had been signed and returned. Action Closed</p>		<i>Both</i>
<p><u>GDPR - Data Retention</u> Mrs Lloyd would pass on details of a company the Juniors are aware of to Ms O’Sullivan. Action Ongoing</p>	BL	<i>Both</i>
<p><u>GDPR – Data Audit</u> Mr Evans had distributed the copy of the governor data audit to governors. Action Closed</p>		<i>Both</i>
<p><u>GDPR – Governors Privacy Notice</u> Mrs Soanes, Mrs Stanton, and Mrs Hayes signed the Privacy Notice. Mr Todd would need to sign the privacy notice at the next meeting. Action Ongoing</p>	DT	<i>Both</i>
<p><u>GDPR – Policies</u></p>		

	<p>Mr Evans confirmed that, as agreed at the last meeting, the GDPR policies for Privacy Notice (for staff), Data Breach, Mobile Phone and Electronic Devices and Risk Management had been separated into Infant and Junior versions. Action Closed</p> <p><u>Federation - Staff Briefing</u> Mr Evans, Mrs Lloyd and Mrs Moss met and briefed staff from both schools on 6th June in connection with the proposed federation. Action Closed.</p> <p><u>Federation - Email Address</u> Schools had arranged an email address for parents/carers to use for feedback during the public consultation. Action Closed</p> <p><u>Federation - Consultation Documents</u> Mr Evans updated the Consultation Documents in accordance with governing body comments/decisions in preparation for the 6th June. Action Closed</p> <p><u>Federation – Extension of Interim Leadership</u> Mr Evans had written to the LA and cc'd HR Co-operative to advise them that the Interim Leadership position for Mrs Lloyd and Mrs Moss would be extended to 31st December 2018 pending decisions to be made by the proposed federated governing body. Action Closed.</p> <p><u>Annual Governance Statement</u> Mr Evans sought confirmation that the governing body were happy for the Annual Governance Statement to be placed on each of the schools websites. Governors agreed. Action Closed</p> <p><u>Parent Governors</u> Recruitment to fill vacant parent governor positions would be arranged for the Autumn term. Action Ongoing</p> <p><u>Attendance Policy</u> Mrs Boden would contact Mrs Bell (LA) regarding the threshold figure and wording. Action Ongoing</p> <p>Minutes from 17th May 2018 were approved.</p>	<p>AH</p> <p>LB</p>	<p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Both</i></p>
3.	<p><u>Sub Committee Reports</u></p> <p><u>Premises Sub-Committee</u> Mrs Scott presented the minutes from the Premises Sub-Committee meeting held on 25th May 2018.</p> <p>Children Centre:- The LA had provided a new SLA for the Children Centre care and maintenance though the a question over whether responsibility for electrical testing and testing of fire extinguishers had arisen. Insurance for the building would be covered by the LA block insurance scheme.</p> <p>The risk of accident occurring between the Junior playground gate and the Strolley's has been averted by leaving this gate locked. Governors noted there have been no complaints so far.</p> <p>Infant School:- Some maintenance has now been carried out to the building and playground equipment. Governors noted that the surface surrounding the climbing frame had lifted and would need fixing (circa £3000).</p> <p>Junior School:-</p>	<p>CC</p>	<p><i>Both</i></p> <p><i>CC</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p>

	<p>Tyre park will have been installed with money from friends over half term and new playground marking are being provided. Governors noted that some upstairs windows need looking at as it is difficult to open them fully and the classrooms get very hot. Currently, bars have been put against the windows as when fully open the wind can cause the windows to fall out.</p> <p>Healthy and Safety:- Fire doors between the new build and the main build are continually being left open despite the notices. Governors agreed that attention should be drawn to the requirement for keeping these doors closed at staffing meetings and assemblies.</p>		<i>Junior</i>
4.	<p><u>Children's Centre</u></p> <p>Mrs Stanton presented her report and advised that the CC budget had not yet been settled although an advance had been provided. Despite this, the process of obtaining authority for expenditure was slow. The new SLA was broadly in line with the previous SLA save for an increase to address inflationary costs. Recruitment was underway to replace a key member of staff. Governors noted from the reports provided that Child Poverty for Harefield ward stood at 18.5%, the highest in the borough and queried whether there had been any approach for additional funding. Mrs Lloyd reported that Mrs Trainor (SENCO) had written to the LA about funding. Mrs Lloyd felt there was a case for creating a provision for 2 year olds. Governors suggested approaching Cllr Palmer and using the data provided to make a case for this.</p>	JM/BL	<i>Infant/ CC</i>
5.	<p><u>Finance</u></p> <p><u>2017/18 Closing Balance Infant School</u> Mr Evans signed off the closing balances for the Infant School on behalf of the governing body.</p> <p><u>Junior School Virements</u> Since the budget had been agreed some adjustments to the cost centre allocations for teaching staff had become necessary to reflect the difficult in recruiting permanent or long term staff at this time. Governors agreed to the virements listed below and the creation of a long term supply cost centre to facilitate tracking of this expenditure.</p> <ul style="list-style-type: none"> • Teaching Staff 101 to Support Staff 104A - £26453 • Teaching Staff 101to Support Staff (Long Term) 104A - £37507 • Teaching Supply 102 to Supply Long Term 102A - £46385 • Teaching Staff 104 to 140A - £22275 <p>Governors noted that further advertisements for recruitment would take place from September.</p>		<i>Infant</i> <i>Junior</i>
6.	<p><u>Federation</u></p> <p>Mr Evans had provided a report on the Staff briefing that had taken place on 6th</p>		<i>Both</i>

	<p>June 2018. There were no issues raised though a member of staff afterwards sought and received confirmation that federation would not mean a change to working hours or leave entitlement.</p> <p>In accordance with the governing body decision, the Public Consultation had commenced on the 6th June 2018 and would run till midnight on the 18th July 2018. Details of the proposed federation had been sent to the L.A. and Secretary State.</p> <p>Mr Evans circulated the draft Instrument of Government for approval and explained the nature of the various category of governor permitted for federations. Governors agreed that 2 parent governors should represent each school with any additional parent representation by co-option. Governors agreed the numbers and types of governor listed in the draft Instrument of Government along with the proposed date for federation (4th October 2018).</p> <ul style="list-style-type: none"> • Parent governor (4) • Head Teacher (1) • Staff governor (1) • LA governor (1) • Co-opted governors (8) <p>Governors agreed that Mr Evans should forward this draft Instrument of Government to Governing Support for presentation to the LA for signature once the Open Session had been completed on the 10th July 2018.</p> <p>Mr Evans confirmed that the LA had been informed of an extension of the Interim Leadership to 31st December pending decisions to be made by the federated governing body.</p> <p>Governors agreed to meet at 6:45pm on 19th July to review the outcome of the consultation and to make a final decision on whether to proceed towards becoming a federated governing body on 4th October 2018.</p> <p>Mr Evans explained that on the 4th October 2018, the existing governing bodies would cease and a new governing body formed. In view of this, it was customary to have a closing statement of business (i.e. a record of the work in progress and major issues and actions) from each governing body prior to federation. The closing statements of business would then assist the new federated governing body to decide priorities and the order of business needed to quickly get up to speed. Governors agreed the present level of collaboration and the intention to retain all existing governors mitigated any risks as business is transferred to the new federated governing body. In view of this, Governors agreed that the record of Full Governing Body minutes and Governing Body Sub-Committee meeting minutes provided a complete picture of the ongoing business and issues each governing body is currently dealing with and, together with a trial balance from the Infant and Junior Schools, would suffice as closing statements of business prior to federation.</p> <p>Mrs Lloyd would arrange for trial balances from both Infant and Junior schools for the 4th October 2018.</p>	<p>BE</p> <p>AH</p> <p>BL</p>	
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	<p>Governors discussed whether federation would result in amendment to existing policies, SLA etc. Mrs Lloyd would action Mrs Palmer and Mrs Tong to provide a listing of SLA's after the decision is taken on the 19th July 2018.</p>	BL	
7.	<p><u>Head Teachers Written Reports</u></p> <p><u>Head of School Infants</u> Mrs Moss circulated her report prior to the meeting to all Governors. The report indicated various staff movements taking place and also confirmed 276 children on roll as follows:- Year 2 = 85 (Pupil Premium – 10) Year 1 = 69 (Pupil Premium – 16) Reception = 68 (Pupil Premium – 9) Nursery= 54 Attendance at the second half of the spring term was 94.7% and increased to 95.4% for the first half of the summer term. Mrs Moss presented the Governors with the Year 1 Phonics results and stated that the children have achieved very well this year through a determined effort by all to improve on the 2017 results: Year 1 passed 2017 – 79% Year 1 passed 2018 – 82% (approx.) 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.</p> <ul style="list-style-type: none"> • Intervention/small group work with a teacher or a LSA • 1:1 reading with LSA/teacher/parent helper • Intervention programmes –e.g. 15 minutes a day/5 min boxes • Learning mentor sessions – 1:1 Nurture, self-esteem... • Art therapist for our LAC children • 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) • More able children are being challenged e.g. Challenge Club, open ended homework • School uniform which is free of charge to our Pupil Premium children <p>Mrs Moss report also covered Child Protection and Inclusion.</p> <p>Governors also noted the:-</p> <ul style="list-style-type: none"> • support to the community the children give in their annual visit to the Anzac graves at St Mary's Church. • EarlyYears had been recommended for the Basic Skills Quality Mark for the third time, demonstrating the hard work of the team in maintaining this standard and helping our children to better their life chances. 		<i>Infant</i>

<ul style="list-style-type: none"> • excellent work Mrs Edwards is doing to produce an update policies necessary for GDPR compliance. • £1,000 donated by the “Friends of Harefield” towards new playground markings for Nursery, Reception and KS1. • completed reports will soon go out to parents and children will be given their new classes along with this. • successful Yr1 visit to Windsor Castle, made even more special due to this year’s royal wedding. • very successful day Mr Martisius had at the Thinking School convention in Swindon where he had been asked to describe how Thinking School works in our setting and to give practical advice on getting started. <p>The Governors thanked Mrs Moss for the quality of her report.</p> <p><u>Executive Head / Head of School Juniors</u> Mrs Lloyd circulated her report prior to the meeting. Mrs Lloyd informed the Governors of various staffing changes and confirmed that the school would be fully staffed for September. Recruitment had been challenging and the Juniors will have two agency teachers joining the school for a year. Governors noted that the SENCO had joined the leadership team.</p> <p>Mrs Lloyd reported that 275 children are on roll as follows:- Year 6 = 75 Year 5 = 75 Year 4 = 66 Year 3 = 59</p> <p>Attendance was reported at 95.01%.</p> <p>Mrs Lloyd reported that overall the children were making good to high levels of progress.</p> <p>Governors also noted the:-</p> <ul style="list-style-type: none"> • school choir had sung at the Anzac service and laid a wreath in support of the community • work that Ms Trainor is doing to improve the transition of children to the senior schools and similarly the work Mrs Boden and Ms Connolly are doing to ensure Year 2 feel well supported when they join the Junior School. • traveller group had restarted following the theme from the NAHTT competition which was in Me and my Community. Children are interviewing across the school for a Traveller Newspaper. • sports day and family picnic, which had not been tried before, proved a success with a good level of attendance and excellent behaviour by the children. • impeccable behaviour of our children throughout school journey week and the praise received from the coach driver and hotel staff in regards to their excellent behaviour and manners. • creative writing competition Ms Evans and Ms Macken organised in which the 		<i>Junior</i>
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	<p>children had their work displayed in the hall.</p> <ul style="list-style-type: none"> improvements to the playground including new markings and a “Tyre Park” courtesy of a generous donation by the Friends. <p>The Governors thanked Mrs Lloyd for the quality of her report.</p>		
8.	<p><u>Assessments/Inspections</u></p> <p>Mrs Lloyd reported that moderators had visited the school for Year 6 Writing and had agreed with 95% of the judgements made. Mrs Lloyd acknowledge the work that Mrs Taylor (Yr6) and Miss Evans (Yr6) had done to make this a success, particularly as the moderators themselves were also subject to a QA inspection.</p> <p>Mrs Hoosan-Jones confirmed checking the central register for safeguarding. Mrs Scott confirmed this had been checked for the Infants.</p>		<p><i>Juniors</i></p> <p><i>Both</i></p>
9.	<p><u>Governor Training, Competency Framework and School Visits</u></p> <p>Mrs Soanes and Mrs Evans had undertaken a Year 1 learning walk and also visited the Forest School Mrs Scott had accompanied the Reception class to the RAF museum.</p>		<p><i>Both</i></p> <p><i>Infants</i></p>
10.	<p><u>Ratification of Policies/Documents</u></p> <p>Charging policy:- Governors reviewed the model charging policy from the local authority. However, concern was expressed that school trips could be cancelled simply through the actions of a single parent/carer. Governors agreed that whilst cancellations should be avoided, some threshold needed to be set to determine when a trip should be cancelled. The action to determine the threshold level would be addressed by each of the Finance Subcommittee’s. Mrs Lloyd and Mrs Moss would sound out other heads on this issue.</p> <p>Governors accepted that as a maintained school they were bound by the provision of this LA policy and therefore agreed it’s adoption for both Infant and Junior Schools.</p> <p>Intimate Care policy:- Governors noted that the policy had been introduced to meet a specific need that had arisen in the Infant school where a statemented child would be assisted by their personal carer. Governors discussed and agreed adoption of this policy.</p>	<p>BE BL/JM</p>	<p><i>Both</i></p> <p><i>Infants</i></p>
11.	<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><i>Both</i></p> <p><i>Infant</i></p>

	<u>Junior School</u> There were no notifiable accident at the Junior School.		<i>Junior</i>
12.	<u>AOB</u> Mrs Lloyd informed governors that the Mayor and Cllr Palmer were to come to the school on the 2 nd July to plant a tree in the quiet area and governors were invited to attend if available. Mrs Lloyd asked that governors consider the question of a Lock Down Policy adding there had been some debate of whether children should be locked in or encouraged to run. Mrs Scott agreed to have a look at this. <i>Meeting Closed at 9:50pm</i>		<i>Both</i>

Signature _____
(Chair of Governors)

Date _____