

**HAREFIELD INFANT SCHOOL GOVERNING BODY &
HAREFIELD JUNIOR SCHOOL GOVERNING BODY
FEDERATION DECISION MEETING**

Thursday 19th July 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 B Lloyd	Mrs J Moss
Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones
Mr S Henderson	Mrs M Hayes	Mrs R Scott

Clerk: Mrs A Headland

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p>Meeting commenced at 18.50 Mr Evans welcomed Governors to the meeting. Apologies were received from Mrs Sandy Soanes, Mrs L Stanton, Mrs Fiona O’Sullivan and Mr Dominic Todd.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>No Pecuniary Interest were recorded.</p>		<i>Both</i>
2.	<p><u>Objective of Meeting</u></p> <p>Mr Evans explained that the objective of the meeting was to collectively review the feedback from the public consultation before an adjournment for Governors of each school to independently re-confirm their decision to federate. Governors of both school would then re-assemble to make the final decision.</p> <p>In addition, Mr Evans also explained that the Instrument of Government reviewed on 19th June 2018 had been based on an out of date DfE model supplied by Governor Support. This version had allowed two Parent Governors per school whereas the new legislation allowed a maximum of two parent governors in total. Fortunately Governor Support had spotted the error and supplied a revised model in time for this evenings meeting so enabling Governors to review and adopt the new Instrument of Government.</p> <p>Mrs Lloyd circulated the revised draft Instrument of Government for approval. Governors noted the numbers and types of governor listed in the draft Instrument of</p>		<i>Both</i>

	<p>Government along with the proposed date for federation (4th October 2018). The categories and numbers of governors listed in the Instrument of Government are:-</p> <ul style="list-style-type: none"> • Parent governor (2) • Head Teacher (1) • Staff governor (1) • LA governor (1) • Co-opted governors (10) <p>Governors queried the limitations imposed under the new DfE legislation as it could lead to significant under representation from Parents and Staff where several schools were federated. However, Governors acknowledged that the existing balance between Harefield Infant and Harefield Junior schools worked very well and, under the new legislation, could be maintained through the use of co-option.</p> <p>Governors agreed that, subject to the outcome of this meeting, the Instrument of Government based on the above categories and numbers should now be forwarded to Governor Support for presentation to the LA for signature in preparation for Federation on 4th October 2018.</p>	BE	
3.	<p><u>Collective Review of Feedback from Public Consultation</u></p> <p><u>Infant School responses</u> Mrs Moss informed the Governing Body that three responses had been received via the Federation decision box that had been placed in the Infant School for parents and that all three voted in favour of the proposed Federation. All stated the benefits that the proposed Federation would bring, including the close relationship between both schools and moving forward together. No email responses had been sent to the school.</p> <p><u>Junior School responses</u> Mrs Lloyd informed the Governing Body that one response had been received via the Federation decision box that had been placed in the Junior School for parents and that this response voted in favour of the proposed Federation. The response also stated the benefits of both schools working closely together. No email responses had been sent to the school.</p> <p>Mrs Hayes and Mr Henderson informed the Governing Body that there had been no talk of the proposed federation within the playground.</p> <p>Mrs Scott informed the Governing Body that there had been no talk of the proposed federation within the village.</p> <p>Governors noted that all of the feedback received during the six week public consultation period had been positive.</p>		<p><i>Infants</i></p> <p><i>Juniors</i></p>
4.	<p><u>Individual Governing Body Discussion/Decision on Federation</u></p>		<i>Both</i>

	<p>Members of the two Governing Bodies adjourned at 19.00 to individually discuss the feedback and to reconfirm their individual decision on the proposed Federation.</p> <p>Governors considering the case for the Junior School included Mrs Scott, Mrs Lloyd, Mrs Evans, and Mrs Boden. Governors considering the case for the Infant School included Mr Evans, Mrs Moss, Mrs Hayes, Mrs Hooson-Jones and Mr Henderson.</p>		
5.	<p><u>Collective Decision on Federation</u></p> <p>The two Governing Bodies re-assembled in the Assembly Hall at 19.15 to share their individual decisions. Members of both governing bodies had unanimously agreed to federation. Mr Evans also asked the individual members of each Governing Body and all were in favour.</p> <p>Governors noted that Mrs Soanes, Mr Todd and Mrs O’Sullivan though absent for this meeting had already indicated their support for federation.</p> <p>Based on their individual and collective discussions, the Governors of both Harefield Infant and Harefield Junior schools formally agreed to proceed to establish a single federated governing body on 4th October 2018.</p>		<i>Both</i>
6a.	<p><u>Actions before next FGB Meeting</u></p> <p>Governors reviewed the actions that would need to be completed before the federated governing body is installed:-</p> <p><u>Notify LA and Secretary of State by 27th July</u> Mr Evans informed the Governing Body that he would notify the Local Authority of the decision. Mrs Lloyd and Mrs Moss would notify the Secretary of State of the Governing Body’s decision to Federate Harefield Infants and Harefield Junior schools via the “Get Information about Schools” website (formally Edubase).</p> <p><u>Notify Stakeholders (e.g. Parents/Carer, Staff) by 27th July</u> Mr Evans would produce a letter to Parents/Carers based on the outcome of this meeting for posting on each of the schools websites. Mrs Moss and Mrs Lloyd would send a text message to Parents/Carers and Staff notifying them that a letter would be posted on the schools websites.</p> <p><u>Papers and Agenda for 4th October FGB meeting by 25th September</u> Alison Headland to prepare these by date stated.</p> <p>Mr Evans explained that the next set of actions should be approached from the point of view of advising a new Governing Body of the status of each school:-</p> <p><u>Summary reports (paragraph each school) by 28th September</u> Mrs Moss and Mrs Lloyd to prepare summary reports based on their Head Teacher reports by date stated.</p> <p><u>Inventory of assets owned by each school by 28th September</u> Mrs Moss and Mrs Lloyd to prepare these by date stated.</p>	<p>BE BL/JM</p> <p>BE BL/JM</p> <p>AH</p> <p>BL/JM</p> <p>BL/JM</p>	<i>Both</i>

	<p><u>Financial Statements inc Trial Balances each school by 28th September</u> (Figures made up to 4th October 2018) Mrs Moss and Mrs Lloyd to arrange for the individual School Business Managers to prepare these. Mrs Lloyd suggested that existing cost sharing arrangements should be included in the financial statements.</p> <p><u>Land and property interests each school (inc School House) by 28th September</u> Mrs Moss and Mrs Lloyd to arrange for the individual School Business Managers to prepare these. Mrs Scott stated that the lease for the School House is held in the Junior School. Othe property interests would include school fields and Children’s Centre. Mrs Hayes asked about the agreements for the shared access paths. Mrs Scott agreed to look into this under the Premises Sub-committee. Mrs Scott also mentioned that fencing introduced at the time of the Junior new build had been erected approximately 30cm within the school boundary. Mrs Scott would also address this under the Premises Sub-committee.</p> <p><u>Rights and liabilities each school by 28th September</u> Mrs Moss and Mrs Lloyd to arrange for the individual School Business Managers to prepare these. Governors noted these should include SLA’s.</p>	BL/JM BL/JM RS BL/JM	
6b.	<p><u>Actions at next FGB Meeting</u></p> <p>Governors noted the following:-</p> <p><u>Elections for Chair and Vice Chair</u> Mr Evans advised that elections for these posts would be needed on 4th October 2018.</p> <p><u>Appointment of Parent, Staff and Co-opted Governors</u> Mrs Hayes asked whether a policy decision could be made to ensure that appropriate representation was maintained. Governors felt that parent representation through the category stipulated in the Instrument of Government or within the body of Co-Opted Governors could be incorporated in terms of reference. Mrs Moss asked if a similar step could be taken to ensure that the Head of either school would have a place on the Governing Body. Governors. Mr Evans agreed to look into this. In the meantime, Mr Evans advised Governors that a table is produced showing Governing body members and send to Governor Support.</p> <p><u>Confirmation of Sub-Committees and Membership</u> Mr Evans informed the Governing Body that on Federation it would be necessary to decide and populate the Sub-Committees. Governors agreed that for the present the same Sub-Committees and Sub-Committee Chairs and Members should continue to minimise any disruption Federation may cause.</p> <p><u>Performance Management Governors confirmed for EH</u> Governors agreed to continue with the present arrangements for EH performance management involving the Chair and Vice Chair and an External School Improvement Partner.</p> <p><u>Distribution of Instrument of Governance from LA</u> Mr Evans informed the Governing Body that Cllr Simmons would sign the Instrument of Government and that Mrs Headland would distribute a copy to all members of the Governing Body on 4th October 2018.</p>	BE BE AH AH	<i>Both</i>

	Mr Evans advised Governors to think about the positive actions the Federated governing body might now consider to improve the schools. Mrs Lloyd felt that the Governing Body decision to federate is very positive and amongst the improvements to be considered would be the opportunity to share resources across both schools. Mrs Lloyd went on to explain that the Fair Funding Formula would result in a loss of £106/pupil whilst schools were facing a 2% rise in staffing costs. Mrs Lloyd also confirmed that Special Needs funding is very tight this year and that Block Grants are to drop by £6000.		
7.	<u>Close</u> <i>Meeting Closed at 7.55pm</i>		<i>Both</i>
8.	<u>AOB</u> Mrs Evans and Mrs Lloyd thanked Mr Evans for his very hard work with regards to the Federation planning noting that a lot of time had gone into research and production of the required documentation, liaison with the LA and Secretary of State and the timely distribution of information and paperwork to ensure that everything ran as smoothly as possible. All Governors also extend their thanks to Mr Evans for all of his hard work.		<i>Both</i>

Signature _____
(Chair of Governors)

Date _____