

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

**Thursday 17<sup>th</sup> May 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                  Mr B Evans                  Mrs C Evans  
Mrs S Hooson-Jones   Ms F O’Sullivan                  Mr S Henderson                  Mrs J Moss  
Mrs R Scott

Clerk: Mr B Evans (Temporary)

		<b>Action</b>	<i>Governing Body</i>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p><i>Meeting commenced at 6:45pm.</i></p> <p>Mr Evans welcomed Governors to the meeting. Apologies had been received from Mrs S Soanes, Mr D Todd, Mrs M Hayes and Mrs L Stanton. Mr Evans announced that Mrs E Goodliffe had resigned as Clerk with effect from 26<sup>th</sup> April. Recruitment of a new Clerk interviewed by Mr Evans, Mrs Scott and Mrs Lloyd was underway and would be in post by the next meeting. Pending that, Mr Evans would produce and circulate minutes after the meeting.</p> <p>Mr Evans informed governors that the new Clerk would be available for Full Governing Body Meetings, meetings taking place after 15:30 and a limited number of adhoc meetings. In view of this, Sub Committee Chairs would either have to schedule meetings later in the day or consider arranging for notes to be taken by a member of the subcommittee. The possibility of recruiting a note taker would be explored. Lastly, Mr Evans informed the governing body that the new Clerk was interested in DPO activities once we have a better understanding of the needs of this role.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>Ms F O’Sullivan completed and returned a copy of the new form concerning pecuniary interests.</p> <p>There were no new pecuniary interests declared at the meeting.</p>		<i>Both</i>

2.	<p><b><u>Minutes of FGB Meeting Held on 22<sup>nd</sup> March 2018 – Matters Arising</u></b></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. MH</p> <p><u>Governor Training and School Visits.</u> Form for Governors to record visits to Schools. Governors noted that a form existed. Mr Evans said that the action would be transferred to the new clerk. Action Ongoing. BE</p> <p><u>KPI's</u> Mrs Lloyd reported that a meeting with Mrs Hayes was scheduled after half term but that it would be better to address this in September. Governors recalled that the action was intended to result in a better way of tracking and comparing information rather than producing KPI's which tended to refer to measurements and targets. Action Ongoing. MH/ BL</p> <p><u>Debt Policy</u> 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. BE</p> <p><u>Children Centre Representation</u> Mr Evans reported that details of FGB meetings had been sent to Mrs Stanton. Action Closed</p> <p><u>Schools Financial Value Standards (SFVS)</u> Mr Evans reported that the SFVS for each school had been sent to the LA Finance team. Action Closed.</p> <p><u>Parent Payment Options</u> Mrs Lloyd reported that the action to look into parent payment options (including Parent Pay) was ongoing but that GDPR might have an impact on the outcome. Action Ongoing. BL</p> <p><u>KS2 SATS</u> Mrs Lloyd thanks Mrs Evans, Mrs Scott and Mrs Hayes for helping with the KS2 examinations which had taken place between 14-17<sup>th</sup> May. Governors had participated in opening the boxes and ensuring that all the papers remained sealed, checked that rooms being used for the SATS were suitable and witnessing the collection registration and bagging of the SATS papers. Mrs Lloyd said that the evidence file for SATS was 75mm thick and wished to record her thanks to Mrs Taylor and Ms Evans (Deputy and Assistant Heads) for the support they had provided. Action Closed</p> <p><u>Federation</u> Mrs Evans had located the information relating to the federation of Lady Bankes School. Action Closed</p> <p><u>PAN Numbers</u> Mrs Moss noted there were 63 children in reception which presented a significant financial challenge. Mrs Moss suggested that the question of changing the PAN numbers would be affected by a decision to federate and should therefore be deferred for now. Action Ongoing. JM</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>Juniors</i></p> <p><i>Both</i></p> <p><i>Both</i></p>
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<p>3.</p>	<p><b><u>Sub Committee Reports</u></b></p> <p><u>Finance Sub Committee Infants</u> Mr Evans reported that the Infant Finance Sub-Committee had met to review the proposed budget for 2018/19. Total income amounted to £1,368,727 and the carry forward from 2017/18 was £117k, slightly above the LA recommended 8%. Total of the budget costs amounts to £1,382,877 producing an in year deficit of around £14k and a projected carry forward to 2019/20 of circa £103k.</p> <p>With reference to the 3 year budget projection shown in the Infant CFR, Mr Evans pointed out that from 2019/20 onwards it may not be possible to set a budget, despite a healthy carry forward from 2018/19 of around or above the 8% recommended by the LA. The deficit situation was mainly due to a dramatic fall in pupil numbers reducing our income by £150k whilst at the same time expenditure was expected to increase by around £100k. Balancing the budget from 2019/20 onwards would be challenging and justified the strategic planning exercise undertaken over the last 18 months and endorsed the proposal for federation which would be discussed later in the meeting.</p> <p>With reference to the Surplus Balance proposal, Mr Evans reported that the Infant carry forward from 2017/18 was 0.6% above the recommended 8% and that the LA required a project to be identified for this excess. The Finance Sub-Committee had agreed that the excess balance (above the recommended 8%) be earmarked for an update of the Admin Server.</p> <p>Governors discussed and agreed the proposed Infant School budget for 2018/19.</p> <p>Governors also briefly discussed and agreed the support staff pay award back dated to 1<sup>st</sup> April 2018 and the order with Azteq to provide the DPO function for Year 1.</p> <p><u>Finance Sub Committee Juniors</u> Mr Evans reported that the Junior Finance Sub-Committee had met to review the proposed budget for 2018/19. Total income amounted to £1,435,139 and the carry forward from 2017/18 was £132k, slightly above the LA recommended 8%. Total of the budget costs amounts to £1,542,051 producing an in year deficit of around</p>		<p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p>

<p>£107k and a projected carry forward to 2019/20 of circa £25k.</p> <p>With reference to the 5 year budget projection shown in the Junior CFR, Mr Evans pointed out that from 2019/20 onwards it may not be possible to set a budget, despite a healthy carry forward from 2018/19 of around or above the 8% recommended by the LA. The deficit situation was mainly due to the projected fall in pupil numbers joining Year 3 from 2020/21 and significant increases in staffing costs beginning in 2019/20, where an in year deficit of £114k was projected, and continuing through to 2022/23. The finance sub-committee had noted that between 2019/20 and 2021/22 staffing costs were forecast to rise more than £100k.</p> <p>Balancing the budget from 2019/20 onwards would be challenging and, as was the case with Infant School, justified the strategic planning exercise undertaken over the last 18 months and endorsed the proposal for federation which would be discussed later in the meeting.</p> <p>With reference to the Surplus Balance proposal, Mr Evans reported that the Junior carry forward from 2017/18 was 0.4% above the recommended 8% and that the LA required a project to be identified for this excess. Governors noted that the excess balance (above the recommended 8%) would be earmarked for an upgrade to work stations.</p> <p>Governors discussed and agreed the proposed Junior School budget for 2018/19.</p> <p>Governors noted that the support staff pay award back dated to 1<sup>st</sup> April 2018 and the order with Azteq to provide the DPO function for Year 1 had been agreed at the Finance Sub-Committee.</p> <p><u>Discussion</u> Mrs Lloyd reported that due to changes to the Children Act which raised the age for which local authority funding applied to 19 years, the local authority had been faced with a £5m deficit in the schools block funding. In addition, Mrs Lloyd reported that the Schools Forum proposed to write to the Secretary of State concerning the growing deficit across the borough.</p> <p><u>Inclusion Sub-Committee</u> <u>Junior School</u> Mrs Boden reported that Ms Trainor had completed the Hillingdon SEND audit and a comprehensive report was provided for governors to review. Eight Education Psychologist assessments and five Educational Health Care Plans (EHCPs) have been completed. The EP had also seen a Year 6 child whose assessment would be passed onto their next school. The report included a long list of external agencies that have been used this term such as; EP, Behaviour Support Team, Inclusion Team, Speech and Language therapist, OT, Art Therapist and Counsellor.</p> <p>Juniors will be taking part in a 2 year project to see if transition can be improved across both schools (teacher/teacher, year/year and school/school).</p>		<p><i>Both</i></p> <p><i>Juniors</i></p>
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<p>The committee noted the school provides free counselling for children in yrs 5 and 6 and free Art therapy for children in yrs 3 and 4. The new Lego therapy is proving successful especially for Autistic children and will be rolled out across the school. From September a teacher will be available to provide specialist dyslexia teaching.</p> <p>MAG&amp;T children in the Juniors took part in a very successful Challenge day last term, organised by Miss Evans.</p> <p>Mrs Boden noted that half of the Junior Pupil Premium children are SEND and While they are progressing well their attainment will be lower with gaps between top and bottom and girls and boys. Mrs Boden reported that a baseline assessment was done before interventions were done to evaluate the impact.</p> <p><u>Infant School</u> Inclusion Subcommittee noted that 15% of children are on the SEND register and this figure is expected to rise. When addressing behaviour in the Nursery, the staff are having meetings with parents which are minuted in order to begin the evidence trail earlier.</p> <p>Speech Link is being used in Yr1 for children who used it in Reception and an INSET on Speech Link will be delivered to all year groups. Training is to be provided for the Autistic Spectrum Disorders and Mrs Moss would deliver training in Phonics in both Infant and Junior schools.</p> <p>The Infants are to have a challenge day before half term and one after half term. The MAG&amp;T children will also be participating in the Teddy Bear Picnic at The Barn in Ruislip.</p> <p>Pupil Premium - analysis to be completed.</p> <p><u>Both Schools</u> Mrs Lloyd informed the committee that the LA could now provide 2 EP visits per year to schools at no charge. Currently the school directly employs an EP. The Inclusions Sub-Committee discussed and agreed that the present level of demand justified continuing with the schools directly employed EP who could provide much needed assessments quickly, involving both parents/carers and the SENCO. The quality of reports and recommended interventions produced by our EP are very good and demonstrate a clear understanding of the children's needs with due regard to budgetary pressures.</p> <p>Mrs Lloyd proposed increasing the SENCO days in Junior School. Mrs Trainor (SENCO) is already having a considerable impact but there is more work to be done. Mr Evans asked about cost implications. Mrs Lloyd indicated these were being worked on but would probably be similar to a TA. Governors agreed with the proposal.</p> <p>Ms O'Sullivan informed the meeting that Mrs Trainor works with the Harefield Academy in relation to transition. Feedback from Harefield Academy staff is very</p>		<p><i>Infants</i></p> <p><i>Both</i></p> <p><i>Both</i></p> <p><i>Juniors</i></p>
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	<p>positive.</p> <p>In relation to GDPR, both schools will need to look at their SEND and Safeguarding policies with special regard to data storage and the writing of reports as all parents have the right to see all or any reports written about their child.</p> <p><u>Personnel Catch-up</u> Mr Evans reported that a short catch up meeting between Mrs Scott, Mr Evans and Mrs Lloyd took place on 19<sup>th</sup> April at which the following points were discussed and agreed:-</p> <ul style="list-style-type: none"> <li>• Teacher training routes – Apprentice and Times Ed schemes to be compared and best option for school chosen.</li> <li>• TA contracts – contracts extended in both schools to ensure Apprentice Scheme could be used.</li> <li>• TES advert – agreed use of HR Co-operative TES option in light of teacher shortages.</li> <li>• Office opening hours – to be increased to allow the office staff to commence work when the Breakfast Club opened.</li> </ul> <p>Mrs Lloyd added that the TES advert had not proved necessary but the situation after half term might justify this approach.</p>		<p><i>Both</i></p> <p><i>Both</i></p>
4.	<p><b><u>Children’s Centre</u></b></p> <p>Mrs Lloyd reported that the Infant School is initially meeting the cost of replacing the faulty CCTV camera but the LA would reimburse the school for this.</p>		<p><i>Infant/ CC</i></p>
5.	<p><b><u>Finance</u></b></p> <p><u>Schools Financial Value Standards</u> Mr Evans reported that the respective Schools Financial Value Standards (SFVS) returns had been forwarded to the Local Authority.</p>		<p><i>Both</i></p>
6.	<p><b><u>GDPR Update</u></b> <u>Infant School / Junior School</u> Mrs Lloyd reported on the progress both schools are making in relation to GDPR. An overall implementation plan had been produced with work package owners and timescales assigned. Each of the School Business Managers were assisting in managing the plan. Information had been sent out to all staff and Mrs Lloyd had provided a GDPR overview training session for both schools. Staff in both schools had undertaken an audit into day to day handling of data. Azteq have been contracted to provide the DPO function at least for the first year and had also completed a high level audit of the schools systems. Further work /guidance was needed in relation to safeguarding. Mrs Edwards (Infants) is drafting the necessary policies for both schools.</p> <p>In addition to the above, Schools HR Co-operative had provided model documents</p>	BL,	<p><i>Both</i></p>

	<p>to address the handling of employee data concerning employment, pay etc. Mrs Lloyd and Mrs Moss would confirm that these had been signed and returned.</p> <p>Ms O’Sullivan queried the matter of data retention. Mrs Lloyd would pass on details of a company the Juniors are aware of.</p> <p><u>Infant School / Junior School Governors</u> Mr Evans had completed a data audit and would distribute this to governors.</p> <p>Mr Evans reported that although HR Co-operative had provided a model Privacy Notice and model Information Processing agreements for staff these did not cover governors who were not employed by the school. To this end Mr Evans had produced a Privacy Notice for Governors to sign which had been shared with Governor Support Services (GSS) and, in return, GSS had produced a model Information Processing agreement that would cover governors.</p> <p>Mr Evans also commented that although Governor data had to be placed on the DfE “Get data about schools” website, and that the DfE indicate this data would be shared, there was no “Information Processing Agreement” required for the DfE. This had been pointed out to GSS who were following this up with the DfE.</p> <p>Mr Evans pointed out that although the impact of GDPR had been played down, numerous organisations and their staff were going through a huge learning curve. In this context multiple corrections/amendments to policies would be inevitable.</p> <p>Governors agreed the GSS Information Processing Agreement and also signed and returned the Privacy Notice.</p> <p>Mrs Soanes, Mr Todd, Mrs Stanton, and Mrs Hayes would need to sign the Privacy Notice at the next meeting.</p>	<p>JM</p> <p>BL</p> <p>BE</p> <p>SS, DT, LS, MH</p>	
7.	<p><b><u>Federation</u></b></p> <p>In order to independently discuss the proposed federation, the meeting was temporarily adjourned whilst the respective governing bodies assembled to discuss and decide on whether to proceed with the proposal.</p> <p><i>Meeting adjourned at 8:28pm and recommenced at 8:58pm.</i></p> <p>On resuming governors confirmed that both governing bodies had independently agreed to proceed to Public Consultation concerning a federation between Harefield Infant School and Harefield Junior School.</p> <p>Governors then discussed the timing of the 6 week Public Consultation and agreed for this to take place after half term between 6<sup>th</sup> June and the 18<sup>th</sup> July 2018. Governors would brief the staff of both schools on the 6<sup>th</sup> June.</p>	<p>BE, BL, JM</p>	Both

	<p>Ms O’Sullivan advised the governing body to ensure staff are fully briefed and that any questions they have are promptly dealt with.</p> <p>Governors also discussed and agreed for a specific email address to be set up for feedback from Parents/Carers. Mrs Lloyd and Mrs Moss to arrange.</p> <p>Governors noted that a meeting would need to be scheduled for the 19<sup>th</sup> July in order to review the outcome of the consultation and to make a final decision on whether to proceed with the federation.</p> <p>Draft documents comprised of a covering letter, proposal and frequently asked questions were briefly reviewed and would be updated the reflect the agreed dates.</p> <p>Governors noted that as the federation date would be in the Autumn Term an extension to the interim positions occupied by Mrs Lloyd and Mrs Moss would need. Mr Evans would consult with HR Co-operative.</p>	<p>BL, JM</p> <p>BE</p> <p>BE</p>	
8.	<p><b><u>Head Teachers Question Time</u></b></p> <p>No questions had been received in advance of the meeting.</p>		<i>Both</i>
9.	<p><b><u>Annual Governance Statement</u></b></p> <p>Mr Evans presented the Annual Governance Statement for agreement by governors. Annual Governance Statements are considered best practice for governing bodies.</p> <p>Governors reviewed and agreed the Annual Governance Statement. Mr Evans to arrange for this to be sent off.</p>	<p>BE</p>	<i>Both</i>
10.	<p><b><u>Governing Body Membership Update</u></b></p> <p>Mr Evans reviewed the governing body membership noting there was parent governor vacancy in the Infants and two parent governor vacancy in the Juniors. Both vacancy would need to be addressed once a Clerk is in post.</p>	<p>BE</p>	<i>Both</i>
11.	<p><b><u>Assessments/Inspections</u></b></p> <p>Mr Evans reported that the LA Internal Audit team were now expected to report towards the end of June at which point the steering group would be formed to oversee implementation of any corrective actions.</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>
12.	<p><b><u>Governor Training, Competency Framework and School Visits</u></b></p> <p>Mrs Evans - had undertaken a Junior learning walk on behaviour in learning.</p>		<i>Both</i>



	<i>Meeting Closed at 9:45pm</i>		
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**Signature** \_\_\_\_\_  
*(Chair of Governors)*

**Date** \_\_\_\_\_