

## HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

**Thursday 7<sup>th</sup> March 2013, 7.15pm, Harefield Infant School**

Chair:	Mr B Evans
Headteacher, Infant School:	Mrs B Lloyd
Headteacher, Junior School:	Mr P Dodd

Governors Present:

Dr P Bassill	Mrs L Boden	Mr D Chapman	Mr P Dodd
Mr B Evans	Mrs C Evans	Mrs A Gibson	Mr S Henderson
Mrs S Hooson-Jones	Ms C Keating	Mrs B Lloyd	Mrs R Marks
Mrs J Moss	Miss R Penny	Mrs R Scott	Mrs S Soanes
Ms D Sturges-Allard	Mr J Swan	Mrs J Walker	

The meeting opened at 7.15pm.

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mrs Edwards, Clerk to Governors, and Mr Evans advised that Mrs Boden and Mrs Hooson-Jones would be taking notes of the meeting on her behalf. Mr Swan had advised that he would be arriving a little late. Cllr. H Higgins did not attend.</p>	
2.	<p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p>	
3./4.	<p><b><u>Minutes of FGB Meeting Held on 31<sup>st</sup> January 2013 – Matters Arising</u></b></p> <p><u>Item 3./4. (a)</u> An evening Governing Body Strategy Meeting has been arranged for Wednesday 27<sup>th</sup> March. The time and venue will be arranged with Governors under agenda item 12. Action closed.</p> <p><u>Item 3./4. (b)</u> There have still been no nominations for the Junior School Parent Governor vacancy although two parents did express an interest but had child care issues and could not attend evening meetings. It was agreed that Mr Dodd, Mrs Marks and Mrs Hooson-Jones would continue to speak to parents to see if anyone would be interested. Action ongoing.</p> <p><u>Item 8. (a)</u> Mr Evans will look at a Business Recovery Plan over the Easter Holidays. Action ongoing.</p> <p><u>Item 8. (b)</u> The SVFS response was submitted to the local authority's Finance Team and will be discussed further under agenda item 7. Action closed.</p>	<p>PD/ RM/ SHJ</p> <p>BE</p>

5.	<p><b><u>Sub-committee Reports</u></b></p> <p><b><u>SEN Sub-committee</u></b>  Minutes from the SEN Sub-committee meeting had been circulated to Governors. The Governing Body agreed to the change of name from SEN to Inclusion as this has a positive feel and includes all groups such as Able/Gifted and Talented, English as an Additional Language etc. The terms of reference will need to be amended accordingly and Mrs Boden will put this on the agenda for the next Sub-committee meeting.  Mrs Lloyd informed Governors that the Raise Online data is incorrect and that she will access and change the data.</p> <p><b><u>Curriculum Sub-committee</u></b>  Minutes from the Curriculum Sub-committee meeting had been circulated to Governors. Ms Keating explained to Governors about the ECAT Initiative: Every Child A Talker. This identifies Speech and Language issues, creating a developmentally appropriate, supportive and stimulating environment in which children can enjoy experimenting with and learning language. Through every day, fun and interesting experiences which reflect children’s interests, ECAT encourages early language development right from the outset, extending children’s vocabulary so that they become confident and skilled communicators.  Ms Keating also explained about ELKLAN, speech therapy on two levels – speech sounds/attention and listening. It is a whole school approach and there are two Language Leaders. Staff also use British Sign Language.</p>	LB BL
6.	<p><b><u>Children’s Centre</u></b></p> <p>Governors were advised that the Children’s Centre has now received 95% of the 2012/13 budget.  A memorial celebration was held in the Children’s Centre for Max. Max was a regular attendee and this was an opportunity to celebrate his life for family, friends and staff. Max’s mum also took the opportunity to raise awareness of the brain tumour charity Brain Smart. Mum said the celebration was ‘lovely’ and she had been moved by this. Mrs Soanes attended the memorial celebration and told the Governing Body that mum had spoken to her about how impressed she was by the way the Children’s Centre had handled the whole circumstances.  The Children’s Centre also use the ECAT Training and Tiny Talk.</p>	
7.	<p><b><u>Finance</u></b></p> <p><b><u>Schools Financial Value Standard (SFVS)</u></b>  The Governing Body’s SFVS response was submitted to the local authority’s Finance Team who came back with feedback to almost half the questions as well as asking for a separate response from each school. This has now been addressed with both schools and Mr Evans and the revised response sent out to Governors for review. The Governing Body ratified the amendments to the SFVS responses and Mr Evans signed off the submissions for both Harefield Infant School and Harefield Junior School. Mrs Edwards will send these to the local authority’s Finance Team</p>	AE

	<p>early next week.</p> <p><u>2013/14 Budget</u> Both schools have received their indicative budget for 2013/14. Mrs Godden and Mrs Lloyd have prepared a draft budget for the Infant School which presents some challenges. Mrs Palmer and Mr Dodd will have the draft budget for the Junior School by the end of March. Mr Evans explained that the Finance Sub-committee will then meet to review the budgets which would then be passed on to the relevant Sub-Committees to review during April and to report back to the Full Governing Body at the next meeting in May when the budgets will need to be signed off. Mrs Lloyd advised that the DfE had promised budgets would not be cut by more than 2% e.g. approx. £60k for each school but Hillingdon had waived this undertaking..</p>	
8.	<p><b><u>Building Expansion</u></b></p> <p><u>Infant School</u> Mrs Lloyd and Martin Gadd are still working on preparing a snagging list for the Infant School build.</p> <p><u>Junior School</u> Mr Dodd reported that the work is progressing on schedule and that he is impressed with the whole building process and how smoothly it is being run. The handover date is at the end of term. A number of cracks have appeared in the junior school playground and Mr Dodd will ask ASHE to cover these as a gesture of goodwill. Mrs Scott will address any snagging issues. Mr Dodd and Mrs Scott advised Governors of an incident where a child had fallen in the walk way by a cement base support. The incident was reported more fully to Governors under agenda item 16.</p>	<p>BL</p> <p>PD</p> <p>RS</p>
9.	<p><b><u>Ofsted</u></b></p> <p><u>Infant School</u> The Infant School will update the School Development Plan in line with the Ofsted Action Plan.</p> <p><u>Junior School</u> Mr Dodd had looked at the Data Dashboard and believed it to be accessible.</p> <p><u>Training</u> At the end of February, an in-house Ofsted training session was arranged for Governors with Ron Fowler from Hillingdon’s Governor Support Service (GSS). Mrs Edwards will make copies of the slides and Ofsted information available to Governors.</p>	<p>AE</p>
10.	<p><b><u>Junior School Journey</u></b></p> <p>The junior school journey to the Isle of Wight is booked for the week of 17<sup>th</sup> June 2013. Mrs Scott will review Health &amp; Safety for the trip and report back to Governors at the next FGB meeting. The Health &amp; Safety review will need to be</p>	<p>RS</p>

	sent to the local authority once it is signed off by Mrs Scott and Mr Evans at the next meeting.	RS/BE
11.	<p><b><u>Headteacher's Written Reports</u></b></p> <p>Both Headteacher's written reports were circulated to Governors prior to the meeting.</p> <p><u>Junior School</u> It was decided that in future reports Mr Dodd would report behaviour information in year groups only and not classes.</p> <p><u>Governor Headteacher Questions</u></p> <p>(a) <i>Mrs Evans asked for an explanation of what ECAT training is?</i> This was addressed in agenda item 5.</p> <p>(b) <i>Where do both schools spend their Pupil Premium?</i> Mr Dodd advised that the Junior School use it to fund the Marlborough Project, breakfast club, teaching assistant support, trips, small group work with children and homework support. A report has been given to Governors on this matter. The Infant School use it to fund the Marlborough Project, English support groups, maths support groups and breakfast club. Fischer Family Trust data shows that new initiatives in both schools are helping to close the gap and writing has improved over a number of years in both schools.</p> <p>(c) <i>What are both schools doing about reaching parents who qualify but do not claim Free School Meals (FSM)?</i> Although there is a low uptake, both schools do encourage parents to claim even though they may not use the free school meal. Mrs Evans informed Governors that parents that are working and claim Family Tax Credit are not eligible to apply for FSM. Mrs Lloyd added that if one member of a family is working then eligibility is lost. The Children's Centre can offer advice on eligibility and help parents to complete the required forms. Mr Dodd is looking into hot school lunches in the Junior School and Mr Evans suggested that Mr Dodd and Mrs Lloyd look at providing joint hot school meals. Dr Bassill commented that The Harefield Academy had worked hard to overcome the stigma attached to FSM yet Pupil Premium specifically identifies FSM.</p> <p>(d) <i>Mrs Evans asked if the Junior School know yet who the next Graduate Training Programme (GTP) students will be?</i> Mr Dodd advised that there will be no GTP students next year as his focus is on continuing to develop our present staff. The school currently has four staff who have been or are going through the GTP process. The Junior School staff are a young, but talented, staff and Mr Dodd stated that many staff have not had any Ofsted experience. Mrs Evans commented that GTP was an indicator for Ofsted. Mr Dodd advised that he will review the situation next year. It was noted that GTP has now been replaced by the School Direct Training Programme. This had different expectations associated with it including a placement at the end of the practice.</p> <p>(e) <i>Mrs Evans asked Mr Dodd to clarify this sentence from his report and whether it refers to just SEN or the whole school?</i></p>	PD

*“Achievement - To ensure that standards of achievement in Writing continue to improve. There has been a whole new SEN initiative led by Mrs Chakravorty aimed at closing the gap with pupils. At present our tracking suggests that attainment in writing is in line or ahead of challenging FFT targets.”*

Mr Dodd advised that the sentence refers to the whole school and that SEN is an area of concern and that new initiatives to close gaps have improved writing.

(f) *Mrs Evans asked what the Junior School Learning Recipe is?*

Mr Dodd advised that the Learning Recipe was discussed at the School Development Plan training day with staff and Governors. It is now implemented throughout the whole school and displayed in every classroom. It covers five sections:

- The lesson resources are well organised and managed by....
- The lesson demonstrates excellent standards of behaviour by ensuring children...
- The teacher has high expectations of all pupils by...
- The lesson is inclusive in nature by...
- Effective assessment strategies are implemented by...

Mr Dodd gave out further information about the Learning Recipe to Governors at the meeting.

(g) *Mr Swan enquired how persistent absenteeism is dealt with in the Infant School?*

Mrs Lloyd advised that each Day a list of absent pupils is produced by the Learning Mentor and Administration Officer. Parents of these pupils are contacted by phone or Truancy Call. The Learning Mentor works closely with parents on the impact poor attendance has on a child’s learning. The Education Welfare Officer (EWO) becomes involved when attendance falls below 85%. The Infant School has an attendance bear given out weekly, attendance badges and certificates to support good attendance. Illness in younger children can have an impact on a child’s attendance as well as holidays taken during term time. The Nursery invites parents/carers to view what learning looks like to support good attendance in the Nursery. The Junior School also uses Truancy Call and Mrs Ashton works closely with the EWO. Permission for holiday leave during term time is refused by both schools and standard letters are sent to parents.

#### Infant School

Mrs Lloyd informed Governors that short listing for the position of Children’s Centre Manager will take place on 11<sup>th</sup> March and interviews for the position will be held on 18<sup>th</sup> March. Liz Marsh will support Mrs Lloyd and Mrs Evans in the interview process.

#### Performance Management

Mr Evans advised that Ofsted expect the Governing Body to know the Performance Management outcomes of teaching staff. Mr Evans said that we should aim to meet this requirement without recourse to naming individual staff members. In this regard, the distribution of levels and any developmental steps being followed together with their outcomes should suffice. The relevant subcommittee could, if appropriate, go into further detail.

	<p>The Governing Body will review the standards. Capability will be addressed in the Personnel Sub-committee meeting for data protection issues. Mr Dodd will go through the Performance Management procedure with members of the Personnel Sub-committee and obtain a template for presenting data from Ron Fowler. Mr Dodd will present this data to the Full Governing Body.</p> <p>Mrs Lloyd advised that she is in the process of Performance Management of staff.</p>	PD
12.	<p><b><u>Governing Body Strategy Meeting</u></b></p> <p>The Governing Body Strategy Meeting has been arranged for 6.30 – 8.30pm, Wednesday 27<sup>th</sup> March at The Harefield Academy. Mr Evans will prepare an agenda for the meeting.</p>	BE
13.	<p><b><u>Governor Mark</u></b></p> <p>Governors were advised that there is only one more year before the Governing Body has to renew the Governor Mark award. Mrs Hooson-Jones explained that as the Governing Body was one of the first to achieve the award, there is currently no format in place for the renewal process. Governors agreed that the Governing Body should renew Governor Mark as it is good practice for Ofsted. Mrs Scott added that a lot of the paperwork is already in place from last time. Mrs Soanes and Mrs Walker would like to join the Governor Mark team.</p> <p>Mrs Edwards has been approached by the Vice-Chair from Charville Primary School Governing Body as they are currently preparing for Governor Mark. A meeting has been arranged with him, Mrs Edwards and Mrs Hooson-Jones on 25<sup>th</sup> March to look at the evidence folders and give general advice. He would also like to come along to a FGB meeting as an observer. Governors agreed that it was a good idea to share best practice as suggested in the training with Ron Fowler. There were no objections for the Governor from Charville Primary School to come and observe at the next FGB meeting in May.</p>	
14.	<p><b><u>Review of Terms of Reference</u></b></p> <p>Governors were advised that the Terms of Reference for the Sub-committees that do not meet regularly are due for their three year review. It was suggested that Mrs Edwards email round the Terms of Reference to members of each Sub-committee prior to the next FGB meeting for any comments. They can then be ratified at the meeting. The following comments were made:-</p> <p><u>Pupil Disciplinary Sub-committee</u> Mr Swan would like to be included as a member of this Sub-committee.</p> <p><u>Appeals &amp; Complaints Sub-committee</u> Mrs Scott would like to be included as a member of this Sub-committee.</p> <p><u>Marketing &amp; Communications Sub-committee</u> Governors agreed that this Sub-committee is no longer needed.</p> <p><u>Food Policy in Schools Sub-committee</u> Governors agreed that they still wanted to keep this Sub-committee particularly with the introduction of hot school meals.</p>	AE

	<p><u>Personnel Sub-committee</u> The new Personnel Sub-committee replaces the previous two (Appointments and Performance Management &amp; Pay). Governors agreed that when the Sub-committee first meets it will need to set a Terms of Reference (using the previous Personnel ones as a point of reference) and also elect a Chair. With regard to Data Protection concerns, it was agreed that documents relating to teachers' performance could be un-named.</p> <p><b><u>Review of Governing Body Standing Orders</u></b></p> <p>Governors were advised that the Governing Body Standing Orders have not been reviewed for three years and it was agreed that Mrs Edward would circulate these to Governors prior to the next FGB meeting for comments. They can then be ratified at the next meeting. The Governing Body informed Mr Evans that they felt that the structure of the FGB is good at the present time with the right number of Governors.</p>	AE
15.	<p><b><u>Governor Training</u></b></p> <p>Mr Evans, Mrs Evans and Mrs Soanes attended the Spring Hillingdon Termly Governors' Meeting. Mr Evans attended Strong Governance for Schools training with Mrs Lloyd. In-house Ofsted training was arranged with Ron Fowler from Hillingdon's GSS and attended by most of the Governing Body. Mrs Soanes attended this terms Hot Topics training run by Hillingdon's GSS.</p> <p><b><u>Governor School Visits</u></b></p> <p>Mr Chapman is volunteer reading in both schools every Thursday.</p> <p><u>Infant School</u> The Opening of the Foundation Stage Unit was attended by Mrs Evans, Mrs Gibson and Ms Sturges-Allard. Mrs Soanes has been involved in Infant School Eco Week activities.</p> <p><u>Junior School</u> Mrs Scott has been involved with Year 5 visits to St Mary's church and Year 5/6 Junior Road Safety Officers activities. Mr Evans, Mrs Evans and Mrs Soanes have all visited the Junior school this spring term.</p>	
16.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p>Mrs Scott reported an incident involving a Junior School child and the walk way leading to the playground from the front entrance, via the car park. The girl tripped over the concrete support blocks and knocked her nose on the base. After further investigation it was discovered that the child was talking to her friend and not looking where she was going. Mr Martin Gadd has now spray painted all the supports yellow in-line with Health &amp; Safety procedures. Mr Dodd has since spoken to the child's mother and grandmother and they are</p>	

	<p>happy with how the school responded and acted quickly. Mrs Scott informed Governors that all the appropriate documentation is in place and that she is in the process of logging the incident with the local authority.</p>	
17.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Infant School Finance Policy and Junior School Finance Policy</u> The Infant School Finance Policy and the Junior School Finance Policy were presented to Governors for ratification. Both schools had taken the local authority's model policy as their starting point and both policies had been reviewed by Mr Evans, Chair of the Finance Sub-committee. The Governing Body agreed both policies and Mr Evans signed them off.</p> <p><u>Infant School Able, Gifted &amp; Talented Policy</u> The Infant School's Able, Gifted &amp; Talented Policy was presented to Governors for ratification. The policy had been reviewed by Mrs Evans, Chair of the Curriculum Sub-committee. Mrs Lloyd advised that the Infant School is working towards the NACE Award which is a whole-school self-evaluation tool that systematically involves all in the school community to identify good practice when working with Gifted &amp; Talented children to meet their needs. As this is the recommended policy of the Gifted &amp; Talented Advisor the Governing Body agreed to accept it. Mr Evans signed the policy off.</p>	
18.	<p><b><u>A.O.B</u></b></p> <p><u>Data Protection</u> This will be an agenda item at the next FGB meeting.</p>	AE
19.	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 16<sup>th</sup> May 2013, 7.15pm, Harefield Infant School.</p>	

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

Date \_\_\_\_\_