

HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

Thursday 16th May 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	Mrs B Lloyd	Mrs R Marks	Mrs S Soanes
Ms D Sturges-Allard	Mr J Swan		

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

		Action
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting. Introductions were made to David Gable, Vice-chair of Charville Primary School, who was attending the meeting as an observer. Apologies were received Ms C Keating, Mrs J Moss, Miss R Penny, Mrs R Scott and Mrs J Walker. Cllr. H Higgins did not attend.</p>	
2.	<p><u>Declaration of Pecuniary Interests</u></p> <p>None other than previously recorded.</p>	
3.	<p><u>Children's Centre</u></p> <p><u>2012 Parent Support Cases</u> Ms Sturges-Allard presented Governors with a general summary of 2012 parent support cases. The cases involved a lot of different issues including maternal mental health, self esteem, isolation, anxiety and financial problems. A great range of support was provided by the Children's Centre including by Parent Support Workers, Ms Sturges-Allard and Angela Goodall, as well as a number of social work students on placement at the Children's Centre, some of whom were able to take on cases themselves.</p> <p><u>Service Delivery Plan</u> Darren Thorpe from the local authority has met with all Children's Centre managers to provide general feedback on their Service Delivery Plans and the Centre is now awaiting individual feedback.</p>	

	<p><u>Mission Statement</u> Ms Keating facilitated an event at the Centre to come up with a new Children’s Centre mission statement. A draft statement is currently being considered and will be presented to the next Advisory Group meeting.</p> <p><u>Home Schooling</u> The Children’s Centre is currently monitoring a family who are home schooling their children and are within the catchment area of the Infant School. The Centre has been trying to engage with the family for three years to encourage them to attend the Centre and has been working alongside health visitors. The family were offered nursery places for their children but withdrew their application. The children became of statutory age in January 2013 and Ms Keating and Ms Sturges-Allard have visited the family in order to advise them of the complexity of the Foundation Stage curriculum.</p> <p>Governors discussed the issues surrounding home schooling including:-</p> <ul style="list-style-type: none"> • If home schooling, a family can keep their children out of school indefinitely – every parent has the right to home school. • Limited capacity within the local authority’s inclusion team to make home visits to all families who are home schooling. Even when home visits are made, only a snapshot is seen which can be misleading. • High thresholds before a child protection referral can be made if there are concerns relating to families that are home schooling. • Governors cannot be held responsible for families who are home schooling as these children are not registered with the school. <p><i>Ms Sturges-Allard left the meeting.</i></p>	
4./5.	<p><u>Minutes of FGB Meeting Held on 7th March 2013 – Matters Arising</u></p> <p><u>Item 3./4. (a)</u> There have still been no nominations for the Junior School Parent Governor vacancy. However, Mr Henderson, currently an Infant Parent Governor, offered to transfer to a Junior Parent Governor as he has children in both schools. Mrs Edwards advised that the same idea was also being considered by Mr Swan, currently an Infant Parent Governor, when his daughter moves up to the Junior School in September. There will be a second Junior Parent Governor vacancy in the autumn term as Mrs Marks will be leaving the Governing Body when her term of office expires. Mrs Edwards suggested that if both Mr Henderson and Mr Swan became Junior Parent Governors next term, nominations and/or elections could be held in the Infant School to recruit new Infant Parent Governors, something which has proved very successful in the past. Governors agreed with this suggestion and Mrs Edwards will make all the necessary arrangements in the autumn term. In the meantime the Junior School will keep advertising the current Parent Governor vacancy. Action closed.</p> <p><u>Item 3./4.(b)</u> Mr Evans informed Governors that he has been looking at a spread of different approaches to Business Recovery Plans and he circulated two different templates to Governors at the meeting. He advised that there are a number of different templates available – anything from something very slim to very comprehensive. Mr Evans will continue to develop a plan for both schools. Action</p>	BE

	<p>ongoing.</p> <p><u>Item 5. (a)</u> Mrs Lloyd informed Governors that she is unable to make changes to the Raise Online data although it is incorrect. She is therefore waiting for the current data to go in, following the recent school census, and will check through it to make sure that it's correct. The school will have six weeks to register any problems. Action closed.</p> <p><u>Item 5. (b)</u> Mrs Boden will make sure that the Inclusion Sub-committee Terms of Reference are amended to include the Sub-committee's name change. Action closed.</p> <p><u>Item 6.</u> Mrs Soanes advised that she attended the memorial service, not the funeral, of a young child who used to attend the Children's Centre. Mrs Edwards had amended the final version of the minutes accordingly.</p> <p><u>Item 8. (a)</u> Mrs Scott advised that snagging issues relating to the building projects were in hand and that the schools have until Easter next year to address any issues. Action closed.</p> <p><u>Item 8. (b)</u> Mr Dodd confirmed that some of the cracks in the playground had been repaired. Action closed.</p> <p><u>Item 9.</u> Mrs Edwards had circulated copies of the slides and Ofsted information for Governors provided by Ron Fowler from Hillingdon's Governor Support Service (GSS). Action closed.</p> <p><u>Item 10.</u> Mrs Scott has completed the year 6 school journey risk assessment which Mr Evans signed off prior to it being sent to the local authority. Action closed.</p> <p><u>Item 11. (a)</u> Mr Dodd is continuing to look at the possible provision of hot school lunches in the Junior School. Action ongoing.</p> <p><u>Item 11. (b)</u> Performance Management will be discussed under agenda item 11. Action closed.</p> <p><u>Item 12.</u> The Governing Body Strategy Meeting will be discussed under agenda item 12. Action closed.</p> <p><u>Item 14.</u> Standing Orders and Terms of Reference will be discussed under agenda item 18. Action closed.</p> <p><u>Item 18.</u> The Data Protection Policy will be discussed under agenda item 10. Action closed.</p>	PD
6.	<p><u>Sub-committee Reports</u></p> <p><u>Finance Sub-committee</u> Minutes from two Sub-committee meetings had been circulated to Governors. Two meetings had been held, for both the Infant School and Junior School, since the last FGB meeting with the purpose of looking very carefully at the 2013-14 budgets.</p>	

<p>Initially it was thought that these would be very tight and three different scenarios were considered:- a budget with little carry forward, a budget with a level carry forward and a budget with an accumulated carry forward. The budgets for both schools being recommended to the Governing Body are based on the second scenario, with a level carry forward. Mr Evans highlighted to Governors that the two budget proposals are stable in as much as you would expect at this time of year when teachers still have the opportunity to hand in their notice. Taking this into account, Mr Evans advised that the Infant School and Junior School budgets are very close to their final figure.</p> <p>Mr Dodd informed Governors that the Junior School hope to appoint two/three members of staff in the next few days and Mr Evans confirmed that this had been taken into account when considering the Junior School budget.</p> <p><u>Personnel Sub-committee</u></p> <p>Minutes from two Sub-committee meetings had been circulated to Governors. The first meeting was held to consider Infant School staffing in order to realign income and expenditure. The difficult decision was taken to not renew the contracts at the end of the year for staff on one year contracts and they were informed accordingly. Governors hope that they will have gained good experience whilst working at the Infant School and this decision will have a big impact on the school's budget. SEN funding has not been finalised yet with a likely 60% cut in the SEN budget. This funding had been used to provide teaching assistants to support SEN children. Two children with statements will be leaving to go to Hedgewood Special School in September and this will also have an impact on funding as well.</p> <p>The second meeting was held to look at the changes being introduced by the government to teachers' pay and conditions. This will be discussed further under agenda item 11.</p> <p><u>Premises Sub-committee</u></p> <p>The Infant School's electric gates are being repaired over the half term holiday and it is hoped that this will stop people driving down the driveway, a situation that seems to be getting worse. Governors asked whether this could be funded from insurance and Mrs Lloyd will look into this.</p> <p>Mrs Soanes commented on how impressive the new Junior School classrooms are and Mr Dodd added how smoothly the building project had gone and how the Juniors is hoping to be able to fund the conversion of a PPA room this year.</p> <p>Mr Dodd has suggested to Mr Gadd, Premises Manager, that he could use the Junior School ICT suite early in the morning to access his emails.</p> <p><u>Children's Centre Update</u></p> <p>Mrs Lloyd advised Governors of changes being planned to the way Children's Centres are organised within the borough, putting them into locality groups with the local authority looking for a lead centre in each group. Harefield's locality group is the smallest and currently no one has applied for the lead Children's Centre role.</p> <p>The groups are different sizes as they are not worked out on geography, although there is some use of a footprint, but on socio-economic groupings, linked to health and where health visitors work. The local authority want Advisory Boards for the clusters to include health visitors and social care professionals but keeping a parent</p>	<p>BL</p>
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	<p>voice in each Children’s Centre. There is currently a lot of discussion around this proposal as most Children’s Centres have very good Advisory Groups. Mrs Lloyd is part of a working party that has been set up to see how these ideas can be rolled out. The Strategic Lead for the Children’s Centres will need a lot of skills and £20k is available this year for this post.</p> <p>Mrs Lloyd advised that Governing Bodies will not have an input into the strategic bodies but each Children’s Centre will have a representative on their school’s Governing Body.</p> <p>The positive aspect of these changes is that the local authority are keen to keep Children’s Centres and work strategically with health and social services. The aim of this way of working is to reduce overlap. Mrs Lloyd feels positive and that this is a good way forward for Harefield families.</p> <p>Mr Evans added these plans represent the next evolutionary step for Children’s Centres but his one concern is that Harefield is separate from the rest of the borough and that it has a different context to the other three Centres within the cluster.</p> <p>There is a concern about how data would be shared, how outcomes are measured and against what. The existing database is not fit for purpose and it is a struggle when tracking families.</p> <p>Mrs Soanes asked if the idea would be to pool resources and staff? Mrs Lloyd confirmed that it was and gave the CAB service as an example. However, it can also work to the Centre’s disadvantage as Harefield would like to run Early Bird but is unable to do so because it is being run at another Centre nearby. Mrs Lloyd feels very hopeful for the future.</p> <p><i>Mr Chapman arrived at the meeting.</i></p>	
7.	<p><u>2013/14 Budgets</u></p> <p>The 2013/14 Harefield Infant School budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p>The 2013/14 Harefield Junior School budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p>Mr Evans stressed that a key factor for the two budgets was the Carry Forward figure which year on year remain relatively static.</p>	
8.	<p><u>2013/14 Service Level Agreements</u></p> <p>Governors were informed that both schools had signed the 2013/14 Service Level Agreement with the London Borough of Hillingdon to cover the following services:- Behaviour Support Team, Education Psychology Service, Schools’ Library Service, Insurance Services, Health & Safety Advice Service, Primary Advisory Service, Finance Support and Governor Support Service. Both schools have also signed up with the Schools HR Cooperative. In addition to this, the</p>	

	<p>Junior School are with the London Grid for Learning (excluding engineer support) with ICT support being provided by Azteq. The Infant School have also signed up for Hillingdon's Learning and Development Service, Education Welfare Service and NQT Induction Service (a registration service). The Infant School is going into the second year of a five year contract with Hillingdon Grid for Learning.</p> <p>Governors noted that following a period of uncertainty as to how many schools would sign up for Hillingdon services, the majority of schools did take up the services on offer, thus enabling them to continue to be run.</p>	
9.	<p><u>Infant School Audit</u></p> <p>In April, the Infant School had a three day local authority audit which was graded as satisfactory. The auditor advised that a school is very unlikely to be given full assurance and that satisfactory was a good grade. Mrs Lloyd advised Governors that Mrs Godden, the school bursar, had done an absolutely stunning job and that the audit had involved an awful lot of work. Mrs Lloyd added that Mrs Godden had been supported by Mrs Marriott and Mrs Edwards and that preparing for it had been a team effort. She also commented on how useful the FGB meeting minutes were as they record discussions and decisions made by the Governing Body which were useful evidence for the auditor to have. The Infant School are currently producing an action plan following on from the auditor's report which will be presented to Governors at the next FGB meeting.</p> <p>Governors asked when the Junior School was last audited and Mrs Edwards will check back in the minutes and inform Mr Dodd.</p>	<p>BL</p> <p>AE</p>
10.	<p><u>Data Protection Policy</u></p> <p>The final draft of the Data Protection Policy, applicable to both schools, had been circulated to Governors for comment prior to the meeting. There were no further comments and the Governing Body agreed to ratify the policy.</p>	
11.	<p><u>New Appraisal Arrangements</u></p> <p>The DfE have asked all Governing Bodies to review the Pay and Conditions for teaching staff in line with a new appraisal system being introduced in September 2013. Mrs Lloyd advised that the Infant School have started the process by looking at teaching standards and putting them into bands, and that the details of this were presented to the recent Personnel Sub-committee meeting. In the past, a teacher would go up each year in the pay bands from being an NQT to six years of teaching. The government is now proposing that teachers can only proceed to the next pay band if they meet the standards set. By September the Governing Body must have a policy in place and staff need to be clear about how they can achieve a pay increase. Governors made the following comments:-</p> <ul style="list-style-type: none"> • Mrs Evans felt that this could lead to every school having a different policy. In the past schools have relied on the DfE but now they will have to do everything themselves which could lead to confusion and concerns about what is legal. • Mrs Lloyd agreed that there is a lot of confusion but emphasised that the 	

	<p>standards are already in place, that they are clear, exemplified and can be put in a hierarchy. They provide a good checklist for Governors.</p> <ul style="list-style-type: none"> • The Personnel Sub-committee had suggested having a draft policy for a year, keeping the pay bands as they were as the unions still have to be consulted and nothing has been finally decided yet. • Mrs Soanes hopes that staff will speak to their unions and Mrs Lloyd agreed as the unions want to protect staff. • In the future, if a member of staff transfers to another school, their pay will be negotiable. • Mr Dodd can see many problems with the new proposals and thinks it is important to get as many parties on board with it as possible. • Mr Dodd advised that the Junior School staff took the Infant School document as their starting point but felt that it was too detailed. They have used the performance management document from last year which they found came close to the three zones. Staff had raised a significant number of questions which Mr Dodd is pursuing though little in the way of information is available at present. • The draft policy needs to be able to address issues such as is there enough challenge for teachers, not too much and not too little. What happens to a school where all teachers are outstanding, how could a school afford that? • Mr Evans stated that schools can't work in isolation, that all parties need to be involved, that all parties are professional bodies with the same aims. • Mr Evans stated that the big issue is that everything has to be in place by September so there is not a lot of time. • Mrs Evans felt that the schools need to work on something quite simple. • Mrs Lloyd stated that Ofsted would be expecting a Governing Body to be considering this issue and to show that it has taken on board what is being recommended. • Mrs Evans stated that in the future, Ofsted will be able to ask for the details of an outstanding teacher's pay. This assessment of personnel by Ofsted is new and Mrs Lloyd has concerns about this. • Mr Swan commented that currently observations are seen as developmental and supportive. However, if they become performance related the consequence of this is that they will no longer be a supportive process. Mr Evans added that the current environment is all about support and development, so all staff are happy to have observations. In the future, observations could potentially affect someone's pay. The stakes are high for the individual and the assessments themselves need to be correct. Mrs Lloyd added that it's not just observations though, it's also about pupil performance and the contribution staff make to the school. • In the future, if a teacher as not achieved as expected by the end of the year, the Governing Body must be shown that the school has done everything to support that teacher. • Dr Bassill foresees problems ahead. Teachers are going from being supported to being judged. The difficult time of year could be March – May, especially when budgets come out and it's clear that schools can't afford pay rises. • Mr Dodd advised that procedures need simplicity and clarity and should not be 	
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	<p>divisive e.g. partial step increases.</p> <p><u>Action</u> The Governing Body agreed that both schools should work together to develop this further.</p>	
12.	<p><u>Governing Body Strategy Meeting Update</u></p> <p>Mr Evans thanked Governors for their responses to his Stakeholders Perspectives pro-forma and commented on the incredible amount of effort Governors had put into completing them. Mr Evans will pull all the responses together to use as a reference document. The next step will be for the Governing Body to talk meaningfully about what's best for both schools and Mr Evans will arrange a meeting.</p>	BE
13.	<p><u>Ofsted</u></p> <p><u>Junior School</u> Nothing to report.</p> <p><u>Infant School</u> Mrs Lloyd advised that the Ofsted action plan is currently being incorporated into the School Development Plan and will be circulated to Governors at the next FGB meeting.</p> <p><u>Ofsted School Data Dashboard</u> Mrs Lloyd advised that there has been no change to the data on the school dashboard. Mrs Soanes had found the dashboard quite useful but acknowledged that it does not give much of a context.</p>	BL
14.	<p><u>Headteacher's Question Time</u></p> <p>(a) <i>Mr Evans asked whether there are any children that have been removed from roll in either school to be home educated?</i> Mr Dodd and Mrs Lloyd confirmed that no children have been removed from roll to be home educated in either school. They advised that they only have to respond to the local authority if a child has been removed.</p> <p>(b) <i>Mrs Soanes asked for an insight into how staff input their end of year/key stage data and how this is done?</i></p> <p><u>Infant School</u> There is individual ongoing assessment of children's learning. Staff meet as a group every two weeks for moderation and assessment. This is done in year groups. The whole school moderate together every half term and every half term classroom monitor is updated. This data is used for pupil progress meetings. Staff input into classroom monitor individually after moderation discussions. Year 2 work is moderated through the local authority in moderator meetings. Mrs Moss will be meeting with Junior School staff to look at the year 2 levels so that both schools have a shared understanding of the levels to support transition.</p>	

	<p><u>Junior School</u> Staff moderate in pairs and then meet in groups. Cross moderation follows with samples of children’s work being checked for levels. At the end of this process the teachers put in the levels. Year 6 have their SATs – written papers in grammar, maths and reading and writing (moderated last year). Data is input into classroom monitor but improvements in the use of classroom monitor are planned for September onwards. Governors commented that levelling has never been more important to teachers and that there is now good moderation between the two schools, an outcome from the Infant School Ofsted inspection three years ago.</p> <p><u>Year 6 SATs</u> Mr Dodd advised that year 6 have just finished their SATs. Governors asked how they had gone but Mr Dodd stated that it was hard to say at this stage but that the general feedback was that they were good papers and that they had gone well.</p> <p>Mrs Soanes asked if it was possible to come in and see classroom monitor being used in both schools, possibly as a Governor of the Month visit. Governors did have a classroom monitor presentation a while ago but since then there have been changes to the layout and some of it can now be done live. The system has moved on and can now show vulnerable children, under achieving groups, over achieving groups, who is on track etc.</p>	
15.	<p><u>Governor Mark</u></p> <p>With only a year to go before the Governor Mark award is due for reassessment, the Governor Mark team met to review the assessor feedback report and progress on the areas for development. They advised that the following actions should be taken:-</p> <ul style="list-style-type: none"> • Mrs Hooson-Jones, supported by Mrs Scott, will conduct an annual review of each school’s single central register in the autumn term. • Governor visits should focus on school improvement issues and Mrs Edwards will use this as the focus for the Governor of the Month schedule. • Governors, particularly those who do not work in school, should aim to be more challenging. • A Policies Sub-committee should be set up which will enable the Governing Body to regularly review policies. 	
16.	<p><u>Governing Body Membership</u></p> <p><u>Renewal of Terms of Office</u> Mrs Edwards advised that the local authority has renewed the terms of office for another four years for both Mr and Mrs Evans. Mrs Gibson, Junior Parent Governor, has also renewed her term of office for another four years.</p> <p><u>Governor Areas of Responsibility</u> Mrs Soanes has replaced Mrs Gibson as the Governor with responsibility for</p>	

	<p>Monitoring. Mrs Scott will become the deputy Child Protection Governor and will liaise with Mrs Hooson-Jones regarding appropriate training.</p> <p><u>Sub-committee Membership</u> Mrs Gibson will move from the Curriculum to the Premises Sub-committee. Mrs Soanes will move from the Premises to the Curriculum Sub-committee.</p>	
17.	<p><u>Governor Training</u></p> <p>Mrs Evans attended Performance Management training on 9th May. Mrs Evans is also booked to attend School Finance – Knowing your Duties as a Governor on 12th June. Mr Henderson attended the Introduction to Governance Part 1 training on 1st May. Mrs Boden recently attended Foundation Stage Profile training.</p> <p><u>Governor School Visits</u></p> <p><u>Infant School</u> Mrs Scott gave an Anzac Day talk in assembly. Mr Henderson, Mrs Scott and Mrs Walker accompanied the children on their walk to St Mary’s church to lay flowers on the Anzac graves. Mrs Soanes has been supporting the children and Miss Cooper with their gardening activities. Mrs Soanes mentioned the plant bring and buy sale taking place on 24th May and also commented on how well Miss Cooper has developed her gardening role and the links that are being established with organisations such as the Harefield Horticultural Society. Mr Swan came to the Art Week open afternoon and commented on the fantastic work the children had achieved. The feedback from parents had been very positive, particularly about the art work they had done outside of the classroom. Mrs Lloyd added that there are now some lovely canvases in school completed by the children working with the artist who visited throughout the week.</p> <p><u>Junior School</u> Mrs Scott recently took a group of children to visit St Mary’s church. Mr Chapman watched the Anzac assembly which he thought was excellent. An Australian journalist came into school and reports about the Junior School appeared in some Australian newspapers. Mrs Evans and Mrs Gibson watched a year 4 assembly. Mrs Evans, Mrs Gibson and Mrs Scott participated in interviews for Assistant Headteacher and teacher posts. Mr Dodd thanked all the Governors who had responded to his request for help and said that there would be other opportunities in the future for those Governors he was not able to use this time round.</p> <p><u>Children’s Centre</u> Mrs Hooson-Jones and Mrs Soanes participated in the Centre’s Mission Statement event.</p>	
18.	<p><u>Record of Notifiable Accidents</u></p> <p>There had been no notifiable accidents recorded in either the Infant School or</p>	

19.	<p>Junior School to date this term.</p> <p><u>Ratification of Policies/Documents</u></p> <p><u>Review of Governing Body Standing Orders</u> The Governing Body Standing Orders were circulated to Governors prior to the FGB meeting for their three year annual review. It was agreed to change the wording in 4.(c) and (d) from Deputy Headteacher to Assistant Headteacher. Mrs Evans had queried the reference in 2.(b) to three hour meetings but Mrs Edwards advised that this was the maximum time limit for an FGB meeting. Governors ratified the Standing Orders with the changes to 4.(c) and (d).</p> <p><u>Review of Terms of Reference</u> <i>Food Policy Sub-committee</i> Governors agreed to the following changes and ratified the terms of reference:-</p> <ul style="list-style-type: none"> • All references to the LEA to be changed to the LA. • Membership of the sub-committee will comprise of no more than six governors, including the Headteachers or Assistant Headteachers from each school. • A review of the Food Policy sub-committee by the Governing Body will take place every three years. <p><i>Pupil Disciplinary Sub-committee & Appeals and Complaints Sub-committee</i> Governors agreed that membership of these sub-committees should exclude staff members. Concerns were raised about the limited number of Governors who would be eligible to sit on these sub-committees if a panel had to be convened. It was agreed that membership of these sub-committees would be reviewed to reflect the terms of reference and that the Governing Body would ask for support from other Governing Bodies (via the Governor Support Service) if there were difficulties finding Governors to sit on a panel. It was agreed that these terms of reference should be reviewed annually. Governors agreed to the following changes and ratified the terms of reference:-</p> <ul style="list-style-type: none"> • All references to the LEA to be changed to the LA. • An annual membership review will take place in the autumn term. <p><u>Infant School Eco & Sustainability Policy</u> This policy had been circulated to Governors prior to the FGB meeting. Mrs Soanes advised of one small typing error. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Exclusions Policy</u> This policy had been circulated to Governors prior to the FGB meeting. Mrs Evans queried some of the wording, particularly that relating to the fixed term exclusions of five days or less. Mr Dodd explained that the policy was the same as the Infant School Exclusions Policy which had been ratified by the Governing Body in July 2012 and Mrs Lloyd advised that this policy had been copied from DfE guidance and no changes had been made to any legalities of the policy. The Governing Body accepted that this query was a question of terminology, that the source of the policy was DfE guidance and agreed to ratify this policy.</p>	
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	<p><u>Junior School Behaviour Policy</u> This policy had been circulated to Governors prior to the FGB meeting. Mr Dodd advised that this is a new policy which has had input from teachers and the school council. The policy tries to enshrine what the Junior School already does, rather than change anything. Mrs Lloyd commented on what a good policy it was. Governors highlighted two small errors:-</p> <ul style="list-style-type: none"> • On the last page before the appendix, under Red Light, the Green light sanctions had been included and should be removed. • Appendix 2, Pupil and Parent Expectation of our School, last bullet point should read ‘to receive’ an annual written report and not ‘to provide’. <p>Further to these amendments being made, the Governing Body agreed to ratify this policy.</p> <p><u>Page Numbering</u> Dr Bassill suggested that all policies should be page numbered and the Governing Body agreed to this suggestion.</p> <p><u>2013/14 Budgets</u> The Governing Body ratified the 2013/14 budgets for Harefield Infant School and Harefield Junior School (see agenda item 7).</p>	
20.	<p><u>A.O.B</u></p> <p><u>Friends of Harefield Junior School</u> Mr Dodd informed Governors about the newly formed Friends of Harefield Junior School and talked about the fantastic job they are doing preparing for their first summer fete on 13th July. Mr Dodd asked Governors if they would be interested in running a stall or becoming involved?</p> <p><u>Junior School Website</u> Mrs Evans advised Mr Dodd that some of the information on the Junior School website is out of date and he confirmed that there are plans in place to trim the website down and update it.</p> <p><u>Charville Primary School</u> David Gable thanked the Governing Body for letting him observe the meeting and found it reassuring that his Governing Body’s meetings are very similar.</p> <p><u>Isle of Wight School Journey</u> A copy of the school journey risk assessment was circulated to Governors. Mrs Hooson-Jones confirmed that she will be the designated first aider.</p> <p><u>Leasing of School Property</u> An enquiry had been received from the London Borough of Hillingdon Corporate Estates Department concerning the leasing of school property. This unexpected enquiry had resulted from a query to the borough insurance team which in turn had resulted from a misunderstanding. In view of this, the Governing Body asked that</p>	

	<p>any propositions with the potential to materially alter a position or decision the Governing Body had previously taken be presented as a full business case for consideration and approval by the Governing Body before any action is taken. In regards to the insurance the Governing Body noted that the London Borough of Hillingdon have confirmed that all buildings are covered by the borough's block insurance policy.</p>	
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 4th July 2013, 7.15pm, Harefield Infant School.</p>	

Signature _____
(Chair of Governors)

Date _____