

**HAREFIELD INFANT SCHOOL GOVERNING BODY &  
HAREFIELD JUNIOR SCHOOL GOVERNING BODY  
FULL GOVERNING BODY MEETING  
AND TRANSITION TO FEDERATED GOVERNING BODY**

**Thursday 4<sup>th</sup> October 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	Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones
Mrs J Moss	Mrs R Scott	Mrs S Soanes	Mr S Henderson
Mrs H Taylor			

Clerk: Mrs A Headland

		<b>Action</b>	<b>School</b>
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.</p> <p>Apologies had been received from Mrs B Lloyd, Mrs L Stanton and Mr D Todd.</p> <p>Mrs H Taylor attended the meeting and was covering for Mrs B Lloyd.</p> <p>Mr Evans informed Governors that Mrs O’Sullivan and Mrs Hayes had resigned at the end of the Summer Term and asked that the Governing Body acknowledge their contributions and support.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>There were no new pecuniary interests declared at this point in the meeting.</p>		<i>Both</i>
2.	<p><b><u>Federation Update</u></b></p> <p>Mr Evans informed members of the two Governing Body that the steps towards becoming federated had all but completed and the new Instrument of Government would be distributed in the second half of the agenda, under the Federated Governing Body.</p> <p>Mr Evans said that the most challenging step had proved to be dealing with the DfE website. Mrs Lloyd had managed to register the federation but Mrs Moss reported that it had proved impossible for the Infant School to update the DfE website with</p>		<i>Both</i>

	<p>details of the federation. Mr Evans explained that despite Mrs Lloyd naming the Infant School as the other partner in the federation the Infant School had not been automatically notified. Mr Evans said that the DfE had been informed of this and Amy Wakefield (DfE) had responded to confirm that the federation was registered.</p>		
3.	<p><b><u>Minutes of FGB Meeting Held on 28<sup>th</sup> June 2018 – Matters Arising</u></b></p> <p><u>Local Partnerships</u> Due to Mrs Hayes resigning from The Governing Body at the end of the last academic year, it was decided that The Governing Body would speak with Mrs Hayes and ask her if she would be willing to continue with her work regarding local partnerships. Mrs Hayes to be contacted by The Governing Body. Action Ongoing.</p> <p><u>Governor Training and School Visits.</u> Mrs Evans sent the existing form to Mrs Headland who will to distribute to members of The Governing Body as required. Action Closed.</p> <p><u>KPI's</u> The Governing Body agreed that 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 Policy. Next steps will be for the respective Finance Committees to assemble a policy and circulate this to governors for approval. Action Ongoing.</p> <p><u>Parent Payment Options</u> Governors agreed this action should be passed to the Finance Subcommittee. Action Closed.</p> <p><u>PAN Numbers</u> Mrs Moss and Mrs Taylor reported that there had been no update at present with regards to this. Governors agreed that this action should continue in the Autumn term. Action Ongoing.</p> <p><u>Governors Email Address</u> Governing Body members asked if there has been any progress with reference to Mrs Tong (SBM Infant School) preparing email addresses for governors. Action Ongoing.</p> <p><u>GDPR</u> Mrs Moss reported that the GDPR audit is to be carried out on Tuesday 16<sup>th</sup> October in Harefield Infant School. Mr Evans questioned if this would be at the same day as Infants. Mrs Taylor to inform if Harefield Junior School audit is to be carried out on the same day. Action Ongoing</p> <p><u>Parent Governors</u> Recruitment to fill vacant parent governor positions would be discussed in the Federated Governing Body section of the meeting. Action Ongoing</p> <p><u>Attendance Policy</u> Mrs Boden asked that the action to speak to Mrs Bell (LA) regarding the threshold figure and wording be ongoing. Action Ongoing</p> <p>Minutes from 28<sup>th</sup> June were approved.</p>	<p>BE</p> <p>BE</p> <p>BE</p> <p>HT/JM</p> <p>JM</p> <p>HT</p> <p>BE</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> <p><i>Both</i></p>

	<p><b><u>Minutes of Governing Body Federation Decision Meeting Held on 19<sup>th</sup> July– Matters Arising</u></b></p> <p>Mr Evans asked Governing Body members if they were all in agreement with the outcome of the meeting, the contents of the minutes and if there were any negotiations to be made. All members were in agreement and no negotiations made.</p> <p>Minutes from 19<sup>th</sup> July were approved.</p>		Both
4.	<p><b><u>Presentation of Closing Statements Harefield Infant and Harefield Junior Schools</u></b></p> <p><b><u>Summary Reports</u></b></p> <p>Mr Evans explained that in forming a federated governing body it was necessary to provide closing statements concerning the existing Governing Body priorities and activities in order that the new Federated Governing Body could decide it's priorities. Mr Evans invited each school to provide their closing statement.</p> <p>Mrs Taylor informed the Governing Bodies of the three key priorities for the Junior School. These were to:-</p> <p>a) Progress and attainment in reading b) Proceed with the recruitment of permanent staff c) Identify a suitable pupil tracking system</p> <p>Mrs Moss informed the Governing Bodies of the three key priorities for the Infant School. These were to:-</p> <p>a) Maintain achievement on phonics b) Increase focus on progress and attainment in KS1 maths c) Identify a suitable pupil tracking system</p> <p>Mr Evans informed the Governing Bodies that each school had provided documents giving the financial/business status of each school as at 3<sup>rd</sup> October 2018. The documents provided consisted of:-</p> <p>a) Inventory of assets owned (Asset Register) b) Financial Statements (CFR, 3 Year Plans) c) Land and property interests (inc School House) d) Rights and liabilities (inc SLA's)</p> <p>Mrs Scott emphasized the importance of an up to date Asset Register for business continuity purposes or recovery from a fire. Mrs Scott also noted that, as replacement values were being used, the true value of the fish tank rather than the discounted value should be logged. Governors agreed this should be addressed in the Finance Sub-Committee.</p>	BE	Both  Both  Junior  Infant  Both  Both  Junior
5.	<p><b><u>Discharge Governing Body</u></b></p> <p>Mr Evans thanked the members of the outgoing Governing Bodies for their support and dedication before formally discharging them.</p> <p><i>Meeting of Harefield Infant and Harefield Junior Governing Bodies closed at</i></p>		Both

	8:00pm.		
6.	<p><b><u>Inception of Federated Governing Body</u></b></p> <p><i>Meeting of the newly Federated Governing Body commenced at 8:05pm.</i></p> <p>Mr Evans welcomed prospective governors to the Federated Governing Body and explained that it is a hard federation that would allow both schools to work closer together sharing/pooling resources, staff and expertise. Over the coming months the governing body would identify those areas where greatest benefits could be obtained.</p>		<i>Both</i>
7.	<p><b><u>Distribution of Instrument of Government</u></b></p> <p>Mrs Headland distributed the signed Instrument of Government for the Harefield Infant and Harefield Junior School Governing Body to those present. The Instrument was discussed and the numbers and categories of the various positions noted. In particular it was noted that the Instrument of Government only permitted one Head Teacher, one Staff Governor and two Parent Governors.</p> <p>Those present agreed that co-option should be used to ensure the previous level of representation was maintained as this had proved successful. This would mean reserving co-opted places for a member of staff and two parents. Mr Evans also proposed that a further co-opted position be reserved for representation from the Harefield Academy, explaining that, before leaving, Mrs O’Sullivan had approached a potential successor. Those present agreed that this long standing link with the Academy had been beneficial to the school and the children and should continue.</p> <p>Mr Evans reported that Mrs Headland would keep a copy of the Instrument of Government on file.</p>	AH	<i>Both</i>
8.	<p><b><u>Election of Chair and Vice Chair</u></b></p> <p>Mrs Headland, Clerk to the Federated Governing Body conducted the elections for the positions of Chair and Vice Chair.</p> <p>Mrs Headland inform those present there had been one nomination for the Chair of the Federated Governing Body. Mrs Headland asked the nominee Mr Evans to leave the room whilst his nomination was considered and a vote taken. Mrs Evans declared an interest and refrained from voting. Those eligible to vote were in favour and Mr Evans was elected Chair of the Federated Governing Body. Mrs Rowena Scott proposed the vote and Mrs Sandy Hooson-Jones seconded this. Those present acknowledged that Mr Evans had made significant contributions as Chair of both Harefield Infant and Harefield Junior governing bodies and expressed their gratitude for his continuing very hard work, dedication and time put into the role. Mr Evans was asked to return to the meeting and was duly informed of being elected as Chair of the Federated Governing Body.</p>		<i>Both</i>

	<p>Mrs Headland inform those present there had been one nomination for the Vice Chair of the Federated Governing Body. Mrs Headland asked the nominee Mrs Scott to leave the room whilst her nomination was considered and a vote taken. Those eligible to vote were in favour and Mrs Scott was elected Vice Chair of the Federated Governing Body. Mrs Cheryl Evans proposed the vote and Mr Stuart Henderson seconded this. Those present stated they appreciated the time, dedication and hard work Mrs Scott had put into the role of Vice Chair for Harefield Infant and Harefield Junior governing bodies. Mrs Scott was asked to return to the meeting and was duly informed of being elected as Vice Chair of the Federated Governing Body.</p>		
9.	<p><b><u>Election of Parent Governors, Co-Optees, etc</u></b>  All members of the Federated Governing Body were in agreement with Mr Todd and Mr Henderson being Co-opted to the positions of Parent Governor for the Infant and Junior School respectively; positions they had previously represented. Pending confirmation from the LA, Mrs Evans was expected to continue as the LA Governor. Mrs Lloyd was appointed in her absence as ex officio Head Teacher for both schools, Mrs Moss was appointed as Staff representative for both schools and Mrs Stanton was appointed as Associate Governor representing the Children Centre.</p> <p>Mrs Boden, Mrs Hoosan-Jones and Mrs Soanes were all appointed as Co-opted members of the Federated Governing Body.</p> <p>Mrs Evans notes that with these appointments made, there were four vacant governor positions. Mr Evans pointed out that one of the positions would be filled by a representative from the Harefield Academy and that candidates for two further positions could be sought from parents. Mrs Taylor and Mrs Moss would approach parents. Governors agreed that local companies should be approached for nominations to the governing body.</p> <p>Mr Evans pointed out that as these were appointments to a new Governing Body, each of the terms of office would restart and be effective for 4 years.</p>	HT/JM BE	<i>Both</i>
10.	<p><b><u>Declaration of Pecuniary Interests</u></b>  The Register of Interest forms were handed out by the Clerk and all Federated Governing Body Members completed and signed all forms. Mr Evans confirmed that he would use this information to update a register of interests available on each school website. As previously, originals would be held in the Governing Body file in the Infant School office. Mr Evans would circulate the updated register of interests to Mrs Kencroft (Junior Admin) and Mrs Marriott (Infant Admin) to arrange posting on the web sites.</p> <p>Governors queried whether the names of individuals declared would be posted on the websites. Mr Evans confirmed that only the relationship would appear.</p>	BE	<i>Both</i>

	Governors agreed the “Governor Code of Conduct” and Mr Evans would arrange for this to be posted on each school website.	BE	
11.	<b><u>Minutes of meeting held on 28<sup>th</sup> June – adoption of actions</u></b>  Governors agreed to the adoption of all actions remaining from the meeting of the 28 <sup>th</sup> June and would carry these over to the next meeting of the Federated Governing Body; those from the 19 <sup>th</sup> July having been completed on the creation of the Federation.		<i>Both</i>
12.	<b><u>Review of Sub-Committee Membership and Governor Areas of Responsibility and FGB Membership Details for Governor Support</u></b>  Governors agreed to continue with the present membership of Sub-committees.		<i>Both</i>
13.	<b><u>Sub-Committee Reports (next meeting)</u></b>  Mr Evans reported that the Finance Sub-Committees for both school had met and the respective minutes had been included in the papers circulated for this meeting. In each case, the Finance Sub-Committees noted a carry forward to 2019/20. The Infant carry forward was predicted to be over £100k whereas the Junior carry forward was predicted to be over £50k. In both cases pupil numbers and operating costs were a concern.		<i>Both</i>
14.	<b><u>Children’s Centre (next meeting)</u></b>		<i>Both</i>
15.	<b><u>Finance (next meeting)</u></b>		<i>Both</i>
16.	<b><u>Head Teacher Question Time (questions raised in advance of meeting)</u></b>  None had been raised for Infant School None had been raised for Junior School		<i>Both</i>
17.	<b><u>Assessment/Inspections</u></b>  Mr Evans reported that the Junior School had recently had a “Financial Health Check” carried out by the Local Authority.  Mrs Hoosan-Jones and Mrs Scott reported that the central record for safeguarding in the Junior and Infant schools respectively had been checked.		<i>Both</i>
18.	<b><u>Governor Training and School Visits</u></b>  Mrs Scott informed members of the Federated Governing Body that she had attended all end of term concerts in both Infant and Junior Schools, including the		<i>Both</i>

	<p>Year 6 leaving concert.</p> <p>Mrs Boden reported that she is to attend a refresher course for Safeguarding in February 2019.</p> <p>Mrs Moss reported that she is to attend the same course in December 2018.</p> <p>Mrs Hooson-Jones reported that she is attending Level 3 training in Safeguarding.</p> <p>Mrs Scott reported that she had received Safe Recruitment training from Babcock.</p>		
19.	<p><b><u>Ratification of Policies and Policies/Documents</u></b></p> <p>Mrs Scott reported that the Health and Safety Policy for Harefield Infant School and Harefield Junior School was now ready for signature. Governors agreed the policy and Mr Evans signed.</p> <p>The Data Protection Policy for each school had been previously distributed to all Federated Governing Body Members. Governors agreed the contents of policy and the policy was signed by Mr Evans.</p> <p>The Safer Recruitment Selection Policy, Childcare Disqualification Check and Dealing with Allegations of abuse against Teachers and other Staff had been previously shared with all Federated Governing Body Members. Governors agreed that all three documents be adopted.</p> <p>The revised Finance Policy for the Juniors was discussed but governors declined to approve the policy pending further edits which could then be presented to the FGB in November for ratification. For the time being the relevant document is therefore the January 2018 version. Governors noted this version adequately provided for the current situation where Mrs Taylor (Deputy Head Teacher) is covering for Mrs Lloyd. Members of the governing body queried the use of password protection which had prevented or delayed opening of the finance documents from the Junior School and asked that password protection only be applied where necessary. Mr Evans would relay this to the Junior School Business Manager.</p>	BE	<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>Junior</i></p>
20.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p>It was reported that there had been two accidents, one in the Infant School, which was a buckle fracture whilst using the Tyre Park and one in the Junior School</p>		<i>Both</i>
21.	<p><b><u>AOB</u></b></p> <p><b>Fixed Term Exclusions</b></p> <p>Mrs Taylor reported there had been three exclusions in the Junior School, two of two day duration and one five day duration and that one of the children has now moved to another school better equipped to meet their complex needs. Mrs Taylor also said that shorter exclusions coupled with reduce timetable were being used to gently re-integrate children who were finding school difficult.</p> <p>Mrs Scott stated how excellent Mrs Trainor (SENCO) had been whilst working with pupils.</p> <p><b>School Teachers Pay</b></p> <p>Under this item, Mrs Evans, Mr Evans, Mrs Taylor, Mrs Hooson-Jones and Mrs Moss all declared interests.</p> <p>Mr Evans informed governors of the statutory amendments to the school teachers</p>		<p><i>Both</i></p> <p><i>Junior</i></p> <p><i>Both</i></p>

<p>pay which consisted of a 3.5% uplift to the minima and maxima of the main and unqualified teachers pay range ; 2% uplift to the minima and maxima of the upper pay range, the leading practitioner pay range and all allowances across all pay ranges; 1.5% uplift to the points making up the leadership pay ranges (including headteacher groups).</p> <p>Governors noted the Governments public announcement concerning a 3.5% increase had probably set unrealistic expectations, particularly in light of the financial position most schools face today. In addition the statutory changes only related to increasing the minima and maxima of the ranges and, aside from staff on the minma, movement within the range would depend on performance management. Governors acknowledged the increase was to be partially funded from Government.</p> <p>Governors discussed the impact of the changes, noting the overall difference between an award of 1% or 2% would amount to approximately £4k. Governors agreed that, in addition to accepting the statutory changes, 2% should be applied to all other points within a given pay range with staff progression within the range subject to performance management. In coming to this decision, Governors had considered the overall budgetary impact but felt the achievements of our teachers needed to be recognised. Mr Evans to relay the governing body decision to the SBM of each school.</p> <p>Mr Evans pointed out that Governors would need to meet to review pay scales to ensure these best served recruitment and retention of good staff. This meeting would need to look at staffing structures within both schools as well as considering the opportunities presented by federation.</p> <p><b><u>Contingency Planning</u></b></p> <p>Mr Evans reported meeting with Mrs Coles (Local Authority School Improvement Link) along with Mrs Moss and Mrs Taylor to review contingency planning and contact arrangements for the Infant and Junior schools pending Mrs Lloyd return. Mrs Coles had confirmed that both schools were continuing to meet their day to day statutory requirements.</p> <p>Regarding contingency planning for the Infants, Mrs Moss as Head of School would be supported on a Monday by a rota formed of the leads from each of the three year groups with cover for Mrs Moss being provided by Mrs Kerse.</p> <p>In the case of the Juniors Mrs Coles had commented on how well Mrs Taylor and Miss Evans are doing. Mrs Taylor (acting Head Teacher) would continue to be out of class every pm with both Miss Evans (Assistant Head Teacher) and Mrs Taylor out of class on Tuesday and every alternate Thursday (all day). Mrs Coles would approach the LA to see if Leadership support could be arranged for up to two days per week. Cover for Mrs Taylor would be provided by Miss Evans.</p> <p>Mr Evans would be producing a letter on behalf of the Federated Governing Body advising Parent/Carers of the contact arrangements pending Mrs Lloyds return.</p> <p>Mrs Scott informed the Federated Governing Body that, since the visit by Mrs</p>	<p>BE</p> <p>BE</p>	<p><i>Both</i></p> <p><i>Infants</i></p> <p><i>Juniors</i></p> <p><i>Both</i></p> <p><i>Junior</i></p>
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	<p>Coles, there had been a fire drill and another was planned after half term.</p> <p>Mrs Evans asked if we have insurance that would enable us to claim for free teacher help. Mrs Taylor said that another Teacher could be used and would explore if this is possible.</p> <p><i>Meeting Closed at 9:43pm</i></p>	HT	<i>Junior</i>
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**Signature** \_\_\_\_\_  
*(Chair of Governors)*

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