

**HAREFIELD INFANT SCHOOL AND
HAREFIELD JUNIOR SCHOOL FEDERATED GOVERNING BODY
FULL GOVERNING BODY MEETING**

Thursday 29th November 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	Mr D Todd	Mrs H Timmins	

Clerk: Mrs A Headland

		Action	School
1.	<p><u>Welcome & Apologies</u></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 and Mrs L Stanton.</p> <p>Mrs H Taylor attended the meeting deputising for Mrs B Lloyd.</p> <p>Mr Evans introduced and welcomed Mrs Helen Timmins to the Governing Body Members. Mrs Timmins introduced herself as Deputy Headteacher of Harefield Academy whose responsibilities also include curriculum, timetabling and recruitment. Mr Evans explained that Governors were free to join Sub-Committees. Mrs Timmins accepted invitations to join Curriculum and Inclusions Sub-Committees.</p> <p>Governor details for the web, including sub-committee membership would be updated in addition to the DfE “Get Information About Schools” website and Governor Support.</p> <p><i>Mrs R Scott arrived at the meeting at 18.47 and apologised for her slight delay.</i></p> <p><u>Declaration of Pecuniary Interests</u></p> <p>There were no new pecuniary interests declared at this point in the meeting.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>BE</p>	<p><i>Both</i></p> <p></p> <p></p> <p><i>Both</i></p> <p><i>Both</i></p>

	<p>Ongoing. <u>GDPR</u> Mrs Moss reported that this was sent off today and will let us know upon its return if any alterations are to be made. Action Closed</p> <p><u>Parent Governors</u> Mrs Moss pointed out that this action was misleading as we already had the maximum number of Parent Governors allowed under the Instrument of Government. In addition, elections would normally be organised by the Clerk. Mr Evans agreed and said that, in this case, Governors had wanted to invite parents with suitable skills to become co-opted members of the Governing body. In view of this there was no requirement to hold elections. Action Ongoing</p> <p><u>Attendance Policy</u> Mrs Boden reported that this is still in progress and there are no further updates currently. Action Ongoing.</p> <p>Minutes from 4th October were approved.</p>	<p>HT/JM</p> <p>LB</p>	<p><i>Infant</i></p> <p><i>Both</i></p> <p><i>Infant</i></p>
3.	<p><u>Sub-Committee Reports</u></p> <p><u>Finance Sub Committee Infants</u> Mr Evans would be producing and circulating minutes of the meeting which had only recently occurred. Mr Evans reported that the committee had met to undertake a brief review of the expected carry forward before reviewing budget scenarios aimed at tackling the effect of increasing costs and falling pupil numbers. Finance Sub-Committee members noted that the present estimate for the carry forward had increased to approximately £150,000. This level of carry forward was sufficient to ensure a budget could be set for 2019/20 but future years still required action to be taken. Mrs Moss and Mrs Tong (Infant School Business Manager) would continue to work on the 2019/20 budget.</p> <p><u>Finance Sub Committee Juniors</u> Mr Evans would be producing and circulating minutes of the meeting which had only recently occurred. Mr Evans reported that, as with the Infant School, the committee had met to undertake a brief review of the expected carry forward before reviewing budget scenarios aimed at tackling the effect of increasing costs and falling pupil numbers. The carry forward for the Junior school was expected to be around £53,000. However, this level of carry forward was still sufficient for a budget to be set. Mrs Taylor and Mrs Palmer (Junior School Business Manager) would continue to work on the 2019/20 budget.</p> <p>The projected Junior School carry forward is around the level the LA begin asking for monthly reporting. Mr Evans said that a lot of schools are in this situation and the LA would be looking for monthly figures demonstrating sound financial management and a consistent or improving carry forward. Mrs Taylor was confident the school could achieve this.</p>		<p><i>Infants</i></p> <p><i>Juniors</i></p>

<p>Mr Todd asked if the Block Funding was still included in this. Mr Evans confirmed that it was but explained that whereas it had been £140k per school it had reduced to circa £120k per school and further reductions to £100k were expected. Mr Evans further confirmed that no reduction in funding is expected from Federation.</p>		<i>Both</i>
<p>Mrs Scott reported that both schools will have £10,000 coming in that can be used for projects within the school, such as IT, window repairs/replacement, etc. This is, however, not to be spent upon Staff or pupils within the school.</p>		<i>Both</i>
<p><u>Pay Committee</u> Mr Evans explained that a formal Pay Committee, separate from the Personnel Committee, had been formed following work on the 2018 Pay Policy. The committee was currently formed of Mr Evans, Mrs Scott and Mrs Boden representing the Infant School. Governors agreed that Mrs Hooson-Jones should join to represent the Junior School.</p>		<i>Both</i>
<p><u>Curriculum</u> Mrs Evans advised that the minutes are with Mrs Headland and that Mrs Headland will forward these on to all Governing Body members upon approval. Mrs Evans reported that the Terms of Reference have been updated accordingly and sent to Governing Body members.</p>		<i>Both</i>
<p><u>Infants</u> Maths Mastery and Active Maths are looking to be rolled out as soon as possible, hoping also that we will become a hub-school. Mr Law has been looking at putting this into the Curriculum. These maths packages are aimed at all pupils, across all ability ranges with the tasks being quite fast paced. The pupils will be grouped together for various maths problem solving tasks, encouraging team work. The cost of these packages are estimated at £6,500. It was suggested that it would be both helpful and informative for Members of The Governing Body to have copies of the handouts, like those distributed at the transition meetings. Mrs Moss agreed and that the same would apply with the Maths information, too. There is a new PE Co-Ordinator on the team who is very enthusiastic. She has lots of new ideas she is keen to share and wants to buy things for not only in PE lesson time but also for playtimes, too, for example, ropes and various climbing activities. Mrs Moss to speak with Mrs Scott to carry out a risk assessment. Mrs Churchill is the new Literacy Co-Ordinator. Phonics and Inclusion are at the top of the agenda. The Maternity Leave Cover Teacher is leaving to return to Australia after covering for two terms and the original Teacher returning.</p>	JM/RS	<i>Infant</i>
<p><u>Juniors</u> The Junior School is also taking on Active Maths and various schemes have been looked into, including bar-modelling and elements of Shanghai Maths. Mr Todd commented that although schools have been encouraged to look at Shanghai Maths, many had subsequently found it did not suit a European context and he would not recommend it's adoption. Workbooks will not be used for the pupils in the Juniors for Active Maths. Continuation of Bug Club and Guided Reading. Workbooks are to be used for this.</p>		<i>Junior</i>

	<p>Guided Reading is clearly set out and was very successful last year. It proved to be expensive but very worthwhile, subscribing to Spelling, Grammar and Punctuation. Miss Evans has taken over as English Co-Ordinator.</p> <p>Sex Education will be going ahead as approved by the curriculum.</p> <p>There are 20% of Pupils in the Junior School that are Pupil Premium.</p> <p>The Curriculum Sub-Committee agreed that Classroom Monitor had deficiencies that prevented effective tracking. Options would be discussed on Mrs Lloyd's return.</p> <p><u>Inclusion</u></p> <p>The Inclusion Sub-Committee have met and will report back to the Governing Body at the next Full Governing Body meeting.</p>		<i>Both</i>
4.	<p><u>Children's Centre</u></p> <p>In Mrs Stanton absence Mrs Scott, confirmed that the Children's Centre is virtually fully staffed now.</p>		<i>CC</i>
5.	<p><u>Finance</u></p> <p>To be reported back at next Full Governing Body meeting.</p>		<i>Both</i>
6.	<p><u>Strategic Planning</u></p> <p>Governors agreed that the key outcome of the strategic planning exercise had been the creation of the federated governing body and the opportunities this now provided. Mr Evans said that the purpose of the Interim Leadership Structure had therefore been achieved and the next step was for Governors to decide a permanent Leadership Structure for both schools. To this end it would be necessary to create a delegation of non-staff related Governors and empower them with this task.</p> <p>Governors agreed to the creation of a delegation of non-staff related Governors charged with deciding the Leadership Structure for both schools and duly assigned Mr Evans, Mr Todd, Mr Henderson, Mrs Evans, Mrs Scott, Mrs Soanes and Mrs Timmins with this task. Mr Evans reported that HR Co-operative had been consulted and their advice was that any parties directly affected (i.e. EH, HOS) would need to be consulted on proposed structure(s); provisional timescales for such a consultation being December/January.</p>	BE,DT SH,CE RS,SS, HT	<i>Both</i>
7.	<p><u>Performance Management</u></p> <p>Mrs Moss and Mrs Taylor reported that performance management had been completed at the respective schools within the specified time frame and that letters regarding salary changes had been sent to teaching staff. Mrs Moss and Mrs Taylor confirmed there had been no appeals.</p> <p>Mr Evans explained that HR Co-operative guidance had led to some confusion regarding the implementation of the scale changes. As a result Mr Evans sought clarification directly from the DfE who duly confirmed that, save for staff on the minima of the statutory scale, all increases to pay had to be based on performance. Mrs Evans asked for examples of the evidence schools should use. Mr Evans responded to say that the DfE recommend lesson observations, monitoring and assessments but expressly reject the use of lesson plans as a surrogate measure of</p>		<i>Both</i>

	<p>Mr Evans mentioned that “Gender” had been a recent topic on the radio and in particular the rights of transgender groups. Mr Evans asked whether the schools were prepared for this. Mrs Timmins reported Harefield Academy had already started to address this and gave an example that all letters are now gender neutral. Mrs Moss reported that Infants news letters were already gender neutral. Governors raised the question of gender neutral toilets noting these are becoming more common. Governors felt that disabled toilets could be used as an interim measure. Mrs Taylor posed the question of whether school uniform would become gender neutral or should there be a girl’s uniform and boys uniform. Mrs Headland is to speak with Schools HR regarding this, following on from her recent course and will feedback.</p>	AH	<i>Both</i>
9.	<p><u>GDPR</u> <u>Non Disclosure Agreement</u> Governors had been sent a draft Non Disclosure Agreement (NDA) for consideration. By way of background, Mr Evans explained that a disgruntled employee of Morrison Supermarket had breached Data Protection by releasing the personal details of staff. In the case that followed the courts questioned whether Morrison had done enough to protect employee data which in turn had prompted the question of whether our schools were doing enough. We can imagine that Morrison, like most organisations, had Data Protection Policies and safeguards built into the terms and conditions of employment. In view of this, Peter Gannon (Data Protection Officer for the Infants) had produced the non-disclosure agreement sent out to Governors prior to the meeting. At the same time HR Co-operative were asked for their views on the NDA and they responded to say that in their view sufficient safeguards already existed. Having raised the matter with our HR support, Mr Evans suggested that matter be left for the time being.</p> <p>Mrs Moss confirmed she had sent off the completed GDPR and that the required measures had been put in place, putting locks on the cupboard doors, etc. Governors asked whether a log existed for any data breaches as GDPR had made this aspect of data protection more onerous. Mrs Moss and Mrs Taylor would check with their respective School Business Managers.</p> <p>With reference to School Journey, Mrs Taylor asked whether children’s names could be used when informing the hotel of dietary requirements? Governors suggested that a letter be sent to the parents for authorisation to resolve this.</p> <p>In connection with after school clubs a question had arisen as to how our schools could legitimately exercise a duty of care concerning child protection issues. Governors noted that clubs organised and staffed by the school would automatically have access to this information. However, clubs run by outside agencies would not be privy to information concerning Child Protection. Governors discussed and agreed that the best course would be to send a newsletter reminding parents to let the club organisers know if there are any special requirements regardless of whether the club is run internally or externally.</p>	JM/HT	<i>Both</i> <i>Both</i> <i>Both</i>

10.	<p><u>Governor Training and School Visits</u></p> <p>Mrs Scott informed the Governing Body members that she had attended two training courses, one being Hot Topics and the other HR Issues.</p> <p>Mrs Headland had attended most, if not all, of the training sessions offered by Governor Support. Mrs Moss had undertaken Safeguarding for the Infants. Mr Todd had recently updated his safeguarding training.</p> <p>Mrs Evans asked if Govenor Support were still offering an onsite training session for Governing Body members noting that we are low on Safer Recruitment.Mrs Headland would liaise with Governor Support on what training and dates they could offer.</p> <p>Mrs Hoosan-Jones and Mrs Scott reported that the central record for safeguarding in the Junior and Infant schools respectively had been checked.</p> <p>Mrs Evans noted that DBS checks had now gone on line and had received a request from one of the schools to complete online details and then bring specific documents into school to be checked. Mr Todd confirmed this is the new procedure for schools. Mrs Moss and Mrs Taylor confirmed there was no cost to Governors.</p>	AH	Both
11.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Finance Policy</u></p> <p><i>Mrs Scott left the meeting at 8.35.</i></p> <p>Mr Evans presented the revised Finance Policies for Harefield Infant and Harefield Junior Schools. Since the last meeting the requirement to produce annual budgets had been reinstated to the table of activities and the schools insured limit for cash on the premises had been quantified. This latter aspect had been the reason the Petty Cash limit had been reduced to £200. At this level sums relating to School Journey, Charity, Photographs etc could be temporarily held without exceeding the insured limit.</p> <p>The schedule of signatories for the Infants and Juniors had been updated.</p> <p>Governors agreed to both Finance Policies.</p> <p><i>Mrs Scott returned to the meeting at 8.45.</i></p> <p><u>Pay Policy</u></p> <p>The 2018 Pay Policy based on DfE Guidance and HR Co-operative model had been circulated prior to the meeting for Governor agreement. Mr Evans explained that following circulation a 2018 version from HR Co-operative had been found in which section 3.17 on appeals had been removed to avoid conflict with existing appeals procedures. Mr Evans recommended, and Governors agreed, that this section be removed to maintain alignment with the HR Co-operative model policy.</p> <p>Mr Evans also reported that the Pay Committee had reviewed the schools usage of a 6 point Main Pay Scale ending at M6a and felt this had led to confusion and disappointment which outweighed any savings that may have been made. In view of this, Mr Evans reported that the Pay Committee had recommended section 3.4 be amended to incorporate a 7 point scale which included M6A and M6B. Mrs Moss</p>		Both

	<p>and Mrs Taylor reported that the adoption of M6A and M6B on present costs would amount to around £4000 a year in the Infant School and £2580 a year in the Junior School. Governors considered this proposal and agreed the adoption of a 7 point scale which included M6A and M6B.</p> <p>Having discussed the Pay Policy, Governors agreed to:-</p> <ul style="list-style-type: none"> • adopt the Whole School Pay Policy 2018 subject to the two amendments given above, and, • apply the change incorporating a 7 point Main Pay Scale (including M6A and M6B) retrospectively from 1st September 2018 to staff who had been on M6A prior to 1st September 2018 and who's performance management for 2017/18 would otherwise have justified their advancement to M6B. <p>Mrs Timmins asked about Upper pay scales noting that a period of 2 years was normal before advancement. Mr Evans confirmed this pointing out that UPS does depend on there being a role/position within the organisation that requires work to be undertaken at the UPS level. In this regard, the school would consciously arrange for any additional load or skill requirement to be carried by employee(s) with capacity, skills and experience and a willingness to do this. This conscious arrangement would ensure an organisation knows the work flows and could manage and reward effectively. Should someone undertaking this additional load leave or stand down then the organisation would arrange for the load to be transferred to someone else with the required capacity, skills and experience and a willingness to do this.</p>		<i>Both</i>
12.	<p><u>Record of Notifiable Accidents and Health and Safety</u> None recorded</p>		<i>Both</i>
13.	<p><u>Any Other Business</u></p> <p>Mrs Moss reported that the Governors files held at the Infant School Office needed some attention. Mrs Evans volunteered to go through these files with Mrs Headland in order to bring them up to date. A date would be set to talk with Mrs Edwards in the Infant School Office.</p> <p>Mrs Moss had produced an Assistant Head Teacher Job Description / Person Specifications to provide additional leadership capacity in the Infants from January. Mrs Moss would arrange for HR Co-operative to check through the documentation.</p> <p>Mrs Hooson-Jones informed Governors that the village Guide hut is in the process of being rebuilt by the Council and work should be completed by 8th January 2019. As there will be no entry permitted during demolition/construction the Guides had approached Mr Evans and Mrs Scott to enquire if the schools could be used as a temporary meeting place for Brownies and Rainbows. On behalf of Governors, Mr Evans and Mrs Scott agreed for the Tuesday meeting of Brownies and Rainbows to take place in the Infant School and the Wednesday meeting of Brownies and Rainbows to take place in the Junior School. Governors were happy to support the local community in this way.</p>	<p>AH,CE</p> <p>JM</p>	<p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Both</i></p>

