

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

**Thursday 21<sup>st</sup> May 2015, 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	Mr D Chapman	Mr P Dodd	Mr B Evans
Mrs C Evans	Mrs A Gibson	Mr S Henderson	Mrs S Hooson-Jones
Mrs P Leggeat	Mrs B Lloyd	Mrs J Moss	Mr S Niranjana
Mrs S Soanes	Mrs J Walker		

		<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 L Boden, Ms L Gwatkin, Mrs M Hassell, Mrs R Scott, Ms L Stanton and Mr J Swan. Apologies were also received from Mrs A Edwards, Clerk to Governors, and Mr Evans advised that Mrs Hooson-Jones and Mrs Soanes would be taking notes of the meeting on her behalf. Cllr. H Higgins did not attend.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p>	
2.	<p><b><u>Minutes of FGB Meeting Held on 12<sup>th</sup> March 2015 – Matters Arising</u></b></p> <p><u>Item 2. (a)</u> The Governing Body’s strategic planning is still ongoing. Action ongoing.</p> <p><u>Item 2. (b)</u> Mrs Lloyd has written to ISS to thank them you for the good school meal service they provided. Action closed</p> <p><u>Item 2. (c)</u> Mr Dodd has spoken to Tracey Bushell, the local authority’s Procurement Officer, to clarify the position with Taylor Shaw regarding the collection of parental debt. He has been advised that the school will only be responsible for the payment of any hot meals the school requests for specific children. Action closed.</p> <p><u>Item 2. (d)</u> Mrs Edwards circulated the amended Junior School Charging Policy to Governors. Action closed.</p> <p><u>Item 7. (a)</u> The draft Instruments of Government for each school’s Governing Body were circulated to Governors and Mr Evans received no comments. Action closed.</p> <p><u>Item 7. (b)</u> Mrs Edwards will circulate the draft Standing Orders for each Governing Body to Governors. Action ongoing.</p> <p><u>Item 8.</u> The Junior School Self Evaluation Form has been amended. Action closed.</p>	<p>BE</p> <p>AE</p>

	<p><u>Item 14.</u> Options about how many classes the Junior School should have in 2015/16 were considered by Finance, Personnel and Curriculum Governors and the decision to have 12 classes in 2015/16 was made. Action closed.</p>	
3.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Finance Sub-committee</u> Minutes from the Finance Sub-committee meetings had been circulated to Governors.</p> <p><u>Junior School</u></p> <ul style="list-style-type: none"> <li>- Mr Evans commented that the financial information provided to Governors by Ms Palmer was in a format that was easy to follow and very comprehensive.</li> <li>- There was some clawback from the local authority in 2014/15 but Ms Palmer has this in hand.</li> <li>- The carry forward for 2015/16 of £180k will be used to manage the expected increase in pupil numbers. There will be 12 classes throughout the school in 2015/16 with three classes in each year group. This will allay parents' concerns over having a spilt year 4/5 class. Interviews have taken place to recruit the extra teaching staff required. Mr Dodd thanked Mrs Soanes for her assistance in the interview process.</li> <li>- Mrs Leggeat had raised a concern that both schools are not marketing their successes enough and should be promoting themselves more in the local area including the adjoining boroughs. Governors discussed this in more detail under agenda item 9.</li> </ul> <p><u>Children's Centre</u></p> <ul style="list-style-type: none"> <li>- Darren Thorpe at the local authority has queried why Harefield's lead Children's Centre's locality administration costs are higher than other locality lead Centres. Mrs Lloyd advised that this is due to the transparent way administration costs have been recorded but in future the Children's Centre will adopt the approach taken by other localities.</li> <li>- There have been no meetings yet of the new Advisory Board as the independent chair, Lynne Kaufmann, has not been available.</li> <li>- Governors discussed the way other local authorities fund their Children's Centres and how some have been put out to tender. Both Harefield and Coteford Children's Centres are looking at the possibility of their Governing Bodies running them if Hillingdon put their Children's Centres out to tender rather than risk them being picked up by another organisation.</li> </ul> <p><u>Infant School</u></p> <ul style="list-style-type: none"> <li>- Reception is full for next year but the school is looking at a downturn in pupil numbers.</li> <li>- Mrs Lloyd and Ms Tong have worked hard to produce a carry forward of £104k. This should be sufficient for this year but unless pupil numbers increase or other ways of raising funds are found there could be a problem in the future.</li> <li>- Mrs Lloyd will liaise with Taylor Shaw about inviting parents and grandparents in for a taster session with their children during October, once the new kitchen is up and running.</li> <li>- Mrs Lloyd has met with Julie Mellor, Hillingdon's Inclusion Manager, to share her concerns about the changes in SEN Funding and how the school will have</li> </ul>	

	<p>to provide the shortfall in SEN funding. Mrs Lloyd has been informed a notional amount of £6000 has been ring fenced for statemented children and that the shortfall is not missing from the budget but has to be taken from other funding. Mrs Lloyd is concerned that the school cannot show in a legal document how the £6000 is allocated and is worried about the implications of signing this off.</p> <p><u>Premises Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors.</p> <p><u>Infant School</u></p> <ul style="list-style-type: none"> <li>- Mrs Lloyd hopes that repairs to the Children’s Centre roof have been successful but this will not be certain until the next heavy downpour.</li> <li>- Work to replace the Nursery sandpit will start soon and continue throughout next half term. All workers will be DBS checked and Miss Frost intends to incorporate the building work into the children’s learning.</li> <li>- Mr Niranjan commented on how unsafe the pot holes are in the Infant School driveway and also suggested speed bumps. Mrs Lloyd added that occasionally parents who use the driveway and drive too fast have to be spoken to. Mrs Lloyd has spoken to Lisa Coker, the Travel Plan Co-ordinator at the local authority, about placing speed bumps along the driveway to discourage parents and visitors from driving too fast.</li> </ul> <p><u>Junior School</u></p> <ul style="list-style-type: none"> <li>- Mrs Evans asked about repairs to the Junior School electronic gates. Mr Dodd advised that these are still waiting to be repaired.</li> </ul>	
4.	<p><b><u>Children’s Centre</u></b></p> <ul style="list-style-type: none"> <li>- Ms Stanton had prepared a report which was circulated to Governors prior to the meeting. Mrs Lloyd congratulated Ms Stanton and Miss Whiter on achieving a grade 5 in the recent Quality Audit report. This is the highest grade that can be achieved and is not awarded very often.</li> <li>- The Children’s Centre is making savings by not having to bring in outside providers because the staff are being trained in many of the services provided such as Early Bird, baby massage and counselling.</li> <li>- The Parent Support Worker is having an impact on families and is also working with Infant school parents.</li> </ul>	
5.	<p><b><u>Finance</u></b></p> <p><u>2015/16 Budgets</u> <u>Junior School</u> The 2015/16 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>The 2015 Report of Intended Use of Surplus Balances was circulated to Governors and agreed by the Governing Body and signed off by Mr Evans at the FGB meeting.</p>	

	<p><u>Infant School</u> The 2015/16 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><u>Children's Centre</u> The 2015/16 Harefield Children's Centre budget was circulated to Governors and the Governing Body accepted the recommendation by the Finance Sub-committee to adopt the proposed budget.</p> <p><u>2015/16 Service Level Agreements</u> <u>Infant School</u> The 2015/16 Harefield Infant School Service Level Agreement was agreed and signed off by Mr Evans at the FGB meeting.</p> <p><u>Junior School</u> The 2015/16 Harefield Junior School Service Level Agreements were agreed and signed off by Mr Evans at the Junior School Finance Sub-committee meeting on 8<sup>th</sup> May 2015.</p> <p><u>London Living Wage</u> Mr Evans advised that both the Infant and Junior Schools had agreed to implement the payment of the London Living Wage as recommended by the Schools HR Cooperative. This will be backdated to January 2015. Governors asked about the implications this might have on school budgets in the future but Mr Evans advised that it does not have an impact on pay scales and is more about ensuring that all staff receive a reasonable living wage.</p>	
6.	<p><b><u>Headteacher's Question Time</u></b></p> <p>Mrs Evans asked whether there had been any formal notification yet about the outcome of the recent Governor Mark assessment? Although there has been no formal notification yet, informal feedback from the assessor has been received and will be reported under agenda item 11.</p>	
7.	<p><b><u>Re-constitution of Governing Body</u></b></p> <p>The final versions of the new Instrument of Governments for Harefield Infant School Governing Body and Harefield Junior School Governing Body were approved by the Governing Body. Mrs Edwards will send the Instrument of Governments to the Governor Support Service in order for them to be presented for ratification by the London Borough of Hillingdon.</p> <p>New Standing Orders for each Governing Body will be ready for approval at the July FGB meeting. Mrs Edwards will email these out to Governors after half term plus additional information she has about the formal appointment of Co-opted Governors and changes in regulations regarding the publication of Governing Body</p>	<p>AE</p> <p>AE</p>

	membership and register of interests.	
8.	<p><b><u>Annual Governance Statement</u></b></p> <p>The 2014-15 Annual Governance Statement was ratified by the Governing Body.</p>	
9.	<p><b><u>Marketing</u></b></p> <p>The issue of marketing the successes of the Infants and Juniors was raised at the Junior's Finance subcommittee meeting. The Governing Body agreed that the schools should be promoting themselves throughout the local area including surrounding boroughs. The following suggestions were made:</p> <ul style="list-style-type: none"> <li>- School prospectuses could be given to estate agents to include in their packs.</li> <li>- Visits should be made to nurseries and playgroups.</li> <li>- The Forest School may attract interest and could be opened up to other organisations, offering training and perhaps charging for other groups to use it. This would have to be balanced with how much the Infant School use it throughout term time and using it in school holidays may have to be considered. Mrs Lloyd advised that the Forest School is currently working towards a green tree award.</li> <li>- Mrs Soanes mentioned that the Children's Centre will have a stall at the church fete, and that Miss Cooper has expressed an interest in having another stall alongside to promote the Infant's Forest School and mini road safety officers.</li> <li>- Inviting parents and grandparents to join their children for lunch on school census day. Mrs Soanes added that the Children's Centre used to have a lunch club once a week which could be reintroduced to promote the Children's Centre. Mrs Lloyd thought that this could be considered once the Infant School has its own kitchen.</li> <li>- Governors suggested reforming the Marketing Sub-committee with members to include Mr Dodd, Mrs Sandy Hooson-Jones, Mrs Leggeat, Mrs Lloyd and Mrs Soanes.</li> </ul>	
10.	<p><b><u>Governing Body Membership – Update</u></b></p> <p>Mrs Gibson will be resigning from the Governing Body at the end of this academic year. Mr Evans thanked Mrs Gibson for her help and support as a Parent Governor for the last six years. Mrs Gibson's resignation will leave a Junior School Parent Governor vacancy. Two Infant School Parent Governors will have children moving up to the Junior School in September so one of them may like to like to become a Junior School Parent Governor and the vacancy this would leave for an Infant School Parent Governor could be advertised in the autumn term.</p>	
11.	<p><b><u>Inspections/Assessments</u></b></p> <p>Following the visit by the Governor Mark Assessor on 30<sup>th</sup> April no formal news about the outcome of the assessment has been received yet. Mr Evans thanked all those who had been involved in the Governor Mark preparations and those who attended on the day. The feedback from the assessor was very complimentary and</p>	

	<p>she felt that the Governing Body was very strong and committed. The Governor Mark report will follow and this, with the feedback from Governors, will be sent out to inform ways the Governing Body can improve further.</p>	
12.	<p><b><u>Governor Training</u></b></p> <p>There has been no Governor training since the last FGB meeting.</p> <p><b><u>School Visits</u></b></p> <ul style="list-style-type: none"> <li>- Dr Bassill, Mrs Boden, Mr and Mrs Evans, Mrs Hooson-Jones, Mrs Leggeat, Mrs Scott, Mrs Soanes and Mrs Walker met with the Governor Mark Assessor when she visited on 30<sup>th</sup> April.</li> </ul> <p><b><u>Junior School</u></b></p> <ul style="list-style-type: none"> <li>- Mrs Boden, Mr and Mrs Evans, Mrs Leggeat, Mrs Lloyd and Mrs Walker attended the ANZAC Evening Gala Performance – ‘The ANZACS and Us’.</li> <li>- Mrs Soanes attended a writing moderation session. Her report was circulated to Governors.</li> <li>- Mrs Scott visited to observe the operation and execution of the SATs tests. Her report was circulated to Governors.</li> <li>- Mrs Soanes assisted with interviews for teaching appointments.</li> </ul> <p><b><u>Infant School</u></b></p> <ul style="list-style-type: none"> <li>- Mr Henderson, Mrs Leggeat, Mrs Scott and Mrs Soanes accompanied the children on their ANZAC walk to church.</li> <li>- Mr Dodd, Mr and Mrs Evans, Mr Henderson, Mrs Leggeat, Mrs Soanes and Mrs Scott joined the school’s ANZAC commemorations with the Mayor of Hillingdon.</li> <li>- Mrs Soanes attended a Forest School session.</li> <li>- Mrs Soanes met with the Mini Road Safety Officers. The pupils showed her posters and leaflets they had designed and distributed. All the pupils were very enthusiastic about how to keep safe on or near roads.</li> <li>- Mrs Soanes is regularly volunteering at the Children’s Centre’s Chat Café.</li> </ul>	
13.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><b><u>Junior School – School Journey Risk Assessment</u></b> The Governing Body agreed to ratify the risk assessment for the Junior School year 6 journey to Newland Park Adventure Centre near Beaconsfield.</p> <p><b><u>Junior School Charging Policy</u></b> This policy had been circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p> <p><b><u>Junior School Handwriting Policy</u></b> This policy had been circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p>	

14.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p><u>Infant School</u>  There have been two notifiable accidents recorded in the Infant School since the last meeting.  <i>Incident 1</i> – A child fractured their elbow in the KS1 playground.  <i>Incident 2</i> – A child fractured two bones in their lower leg in the Nursery playground and an ambulance was called.</p> <p><u>Junior School</u>  There have been no notifiable accidents recorded in the Junior School since the last meeting.</p>	
15.	<p><b><u>A.O.B</u></b></p> <p><u>ANZAC Commemorations</u>  Mr Dodd thanked staff, Governors and Friends for all their support during the ANZAC centenary commemoration events and the positive feedback he had received. He especially thanked the Friends of Harefield Junior School for their fund raising support. Mrs Lloyd thanked Mr Lewis for creating the Infant School ANZAC garden. She advised Governors that a visiting Australian family had commented on the behaviour of the school’s pupils, who behaved superbly throughout, and said the school should be very proud of them. Mrs Hooson-Jones added that whilst attending the ANZAC church service on the Saturday a visitor from Australia had remarked on the commitment of both schools and the participation of the pupils. All Governors agreed that the ANZAC commemorations were a superb event for both schools to have participated in.</p> <p><u>Summer Fayres</u>  Mrs Leggeat invited Governors to help/attend the Junior School’s Summer Fayre to be held in the playground on Saturday 20<sup>th</sup> June, 11am – 3pm. Attractions will include ‘Harefield’s Got Talent.’ Mrs Walker invited Governors to help/attend the Infant School’s Summer Fayre to be held on the school field (weather permitting) on Saturday 11<sup>th</sup> July, 11am – 2pm. Any raffle prizes, sponsorship etc. would be gratefully received by either the Friends of Harefield Infant School or the Friends of Harefield Junior School.</p> <p><u>Village Car Parking</u>  Mrs Lloyd advised of plans to change the parking arrangements in the village. Once the current work in the High Street has been completed parking will be restricted to 20 minutes in the High Street and the car park may start charging. Shop workers are likely to use the car park and this will put pressure on parking places for school staff and parents at the beginning and end of the school day. Mrs Soanes suggested the possibility of a walking bus but Mrs Hooson-Jones advised that when this had been tried before it had not been very successful. It was agreed that the Premises Sub-Committee would investigate the situation further.</p> <p><u>Absence from School</u></p>	

	<p>Mr Niranjan asked whether children who are absent from school are given work to enable them to catch up. Mr Dodd and Mrs Lloyd advised that work is usually provided for children on long term absence from school.</p> <p><u>Year 6 SATs Tests</u></p> <p>Mr Dodd informed Governors that the Year 6 teachers had described this year's SATs tests as fair and the pupils had described them as easy. The story had equal appeal for both boys and girls. One pupil from Romania was able to disapply from sitting the tests. Another child, who had been unwell, was allowed to take the tests at a different time.</p>	
	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 2<sup>nd</sup> July 2015, 7.15pm, Harefield Infant School.</p>	

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

Date \_\_\_\_\_